



**CORVALLIS
CITY COUNCIL AGENDA**

**January 7, 2008
12:00 pm and 7:00 pm**

**Downtown Fire Station
400 NW Harrison Boulevard**

COUNCIL ACTION

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. CONSENT AGENDA

The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.

- A. Reading of Minutes
 - 1. City Council Meeting – December 17, 2007
 - 2. City Council Work Session – December 17, 2007
 - 3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Planning Commission – December 5, 2007
- B. Confirmation of Appointments to Advisory Boards and Commissions (Benton County Foundation - Fewel; Budget Commission - Kvidt; Committee for Citizen Involvement - Reich; Parks, Natural Areas and Recreation Board - Locker)
- C. Approval of an application for a "Full On-Premises, Commercial" liquor license for Tailgaters Bar & Grill, 1425 NW Monroe Avenue, Suite M (Change of Ownership)
- D. Acknowledgment of receipt of 2007 updated City Council policies

III. ITEMS REMOVED FROM CONSENT AGENDA

IV. UNFINISHED BUSINESS

- A. Direction on FY 2007-2008 budget enhancements

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

- 1. Corvallis Sustainability Coalition Request for Proposal
- 2. Corvallis Sustainability Coalition Budget Proposal
- 3. Enterprise Zone Meeting – December 12, 2007
- 4. Appointments to Cascade West Area Commission on Transportation

B. Council Reports

C. Staff Reports

- 1. 2007 Citizen Attitude Survey
- 2. Council Request Follow-up Report – January 3, 2008

VI. VISITORS' PROPOSITIONS – 7:00 pm *(Note that Visitors' Propositions will continue following any scheduled public hearings, if necessary and if any are scheduled)*

VII. PUBLIC HEARINGS – 7:30 pm

- A. A public hearing to consider a Remand Order from Oregon Land Use Board of Appeals (ZDC07-00001 – 7th Street Station)

VIII. & IX. STANDING COMMITTEE REPORTS, ORDINANCES, RESOLUTIONS, AND MOTIONS

A. Human Services Committee – December 18, 2007

- 1. Council Policy Review: CP 94-4.07, "City-Owned Art Objects on Private Property"
- 2. Recreational Fires Permitting Process
ACTION: An ordinance amending Corvallis Municipal Code Chapter 7.08, "Corvallis Fire Code," as amended, to be read by the City Attorney

- B. Administrative Services Committee – December 20, 2007
 - 1. Economic Development Allocations First Quarter Reports
 - 2. First Quarter Operating Report
 - 3. Plastic Shopping Bags and Polystyrene Food Packaging Ban Deliberations
 - 4. Committee Chair Assignment

- C. Urban Services Committee – December 20, 2007
 - 1. Sidewalk Cafés Delineation
 - 2. Council Policy on Neighborhood Traffic Calming Program
 - 3. Gravel Roads/Street Fund Review
 - 4. Parking Meter Rate Increase
 - ACTION: An ordinance amending Corvallis Municipal Code Chapter 6.11, "Parking Meters," as amended, to be read by the City Attorney*
 - 5. Council Policy Review: CP 91-9.03, "Parking Permit Fees"

- D. Other Related Matters
 - 1. *A resolution accepting a grant from the Oregon State Library for Demonstration of Service Innovation through Shared Electronic Delivery of Resources project (\$75,500), and authorizing the City Manager to sign the grant agreement, to be read by the City Attorney*

X. NEW BUSINESS

- A. Metropolitan Planning Organization update by Executive Director Ali Bonakdar
- B. Ward 7 vacancy

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 TTY/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



CITY OF CORVALLIS
ACTIVITY CALENDAR

JANUARY 7 - 19, 2008

MONDAY, JANUARY 7

- ▶ City Council - 12:00 pm and 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

TUESDAY, JANUARY 8

- ▶ Airport Development Subcommittee - 10:00 am - Public Works Transportation Conference Room, 1245 NE Third Street
- ▶ Human Services Committee - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Historic Resources Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- ▶ Ward 5 meeting (Councilor Mike Beilstein) - 7:00 pm - Senior Center Game Room, 2601 NW Tyler Avenue (City sponsored)

WEDNESDAY, JANUARY 9

- ▶ Citizens Advisory Commission on Transit - 8:15 am - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ City Legislative Committee - 8:30 am - City Hall Meeting Room A, 501 SW Madison Avenue (State Representative Gelser)
- ▶ Community Policing Forum - 3:00 pm - Police Conference Room, 180 NW Fifth Street (business meeting)

THURSDAY, JANUARY 10

- ▶ Citizens Advisory Commission on Civic Beautification and Urban Forestry - 8:00 am - Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- ▶ Administrative Services Committee - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Urban Services Committee - 4:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

- ▶ Commission for Martin Luther King, Jr., Celebration Event - 7:00 pm - Majestic Theatre, 119 SW Second Street

SATURDAY, JANUARY 12

- ▶ Government Comment Corner (host to be determined) - 10:00 am - Library Lobby, 645 NW Monroe Avenue

TUESDAY, JANUARY 15

- ▶ Downtown Commission Ad Hoc Committee - 5:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

WEDNESDAY, JANUARY 16

- ▶ Housing and Community Development Commission - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Watershed Management Advisory Commission - 5:30 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Planning Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

THURSDAY, JANUARY 17

- ▶ Parks, Natural Areas, and Recreation Board - 6:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- ▶ Enterprise Zone - 7:00 pm - Tunison Community Room, 365 SW Tunison Avenue

SATURDAY, JANUARY 19

- ▶ No Government Comment Corner

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES**

December 17, 2007

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Tribute to Councilor Zimbrick Page 693			
Consent Agenda Page 694			
Mayor's Report 1. Correspondence Page 695	Yes		
Council Reports 1. Enterprise Zones (York) 2. Corvallis Youth Symphony Association Performance (Beilstein) 3. Tree-Planting Program (Daniels) 4. Community Policing Forum (Wershow) 5. Corvallis Partnership Coalition/House Bill 2149 (Wershow) 6. <i>Corvallis Gazette-Times</i> Neighborhood Meeting (Wershow) Page 695	Yes Yes Yes Yes Yes Yes		
Staff Reports 1. City's Sesquicentennial Celebration 2. LUBA Affirmation – Witham Oaks 3. City Manager's Report – November 2007 4. Council Request Follow-Up Report – December 13, 2007 5. 11th Annual Teen Summit Funding Request Pages 695-697	Yes Yes Yes	Referred to ASC	<ul style="list-style-type: none"> • Consensus support for expenditures
Visitors' Propositions 1. Sister City Gondar, Ethiopia, Update (Tadesse, Weiss) 2. Business Enterprise Center (Ford) 3. Sustainability (Marquering) Pages 697-698	Yes Yes Yes		
Items of HSC Meeting of December 4, 2007 1. Social Services Funding Contract and Priority Pages 698-701			<ul style="list-style-type: none"> • Approved available funding estimate of \$389,450 <u>passed U</u> • Approved adding Council Liaison position to allocations subcommittee under current contract <u>passed U</u> • Approved emergency and transitional services priorities for FY 2008-2009 <u>passed U</u> • Approved extending UWBLC administration contract through FY 2008-2009 <u>passed U</u>

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
<p>Items of ASC Meeting of December 6, 2007</p> <p>1. Solid Waste Franchise Agreement</p> <p>2. Council Policy Review: CP 96-6.03, "Economic Development Policies"</p> <p>3. Street Light Acquisition</p> <p>4. Council Policy Review: CP 98-2.10, "Use of E-mail by Mayor and City Council"</p> <p>5. Plastic Shopping Bags and Polystyrene Food Packaging Ban</p> <p>Pages 701-704</p>		Continued discussion – December 20th	<ul style="list-style-type: none"> • ORDINANCE 2007-27 <u>passed U</u> • Amended Policy • Directed staff to conduct comprehensive review of economic development process during 2008 <u>passed U</u> • Consensus support to not pursue • Amended Policy
<p>Items of USC Meeting of December 6, 2007</p> <p>1. Council Policy Review: CP 91-7.09, "Traffic Control Devices, Cost of"</p> <p>2. Council Policy Review: CP 91-7.10, "Water Line Replacement Policy"</p> <p>3. Council Policy Review: CP 91-9.03, "Parking Permit Fees"</p> <p>4. Council Policy Review: CP 91-9.01, "Crosswalks"</p> <p>5. Habitat Conservation Plan – Declaration of Cooperation Agreement</p> <p>Pages 704-705</p>			<ul style="list-style-type: none"> • Amended Policy • Amended Policy • Amended Policy • Amended Policy • Approved Agreement <u>passed U</u>
<p>Other Related Matters</p> <p>1. Supplemental Budget – Mid-Valley Housing Plus</p> <p>Page 705</p>			<ul style="list-style-type: none"> • RESOLUTION 2007-18 <u>passed U</u>
<p>New Business</p> <p>1. Preserve America Program</p> <p>Page 706</p>			<ul style="list-style-type: none"> • RESOLUTION 2007-19 <u>passed U</u>
<p>Executive Session</p> <p>1. Pending Litigation – Comcast</p> <p>2. Labor Negotiations</p> <p>Page 707</p>	<p>Yes</p> <p>Yes</p>		

Glossary of Terms

ASC	Administrative Services Committee
CM	City Manager
FY	Fiscal Year
HSC	Human Services Committee
LUBA	Land Use Board of Appeals
U	Unanimous
USC	Urban Services Committee
UWBLC	United Way of Benton and Lincoln Counties

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES**

December 17, 2007

The regular meeting of the City Council of the City of Corvallis, Oregon, was called to order at 12:00 pm on December 17, 2007, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Tomlinson presiding.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

PRESENT: Mayor Tomlinson, Councilors Grosch, Brown, Wershow, Daniels, York, Hamby, Beilstein, Brauner

TRIBUTE TO COUNCILOR ZIMBRICK

Noting the recent passing of Councilor Zimbrick, Mayor Tomlinson paid tribute to Councilor Zimbrick, beginning by reading a Memorial Tribute (Attachment A). Mayor Tomlinson reported that he participated in a neighborhood tree-planting project last weekend, which inspired the theme of the Memorial Tribute.

Mayor Tomlinson left the meeting (12:05 pm) for another commitment. Councilor Brauner assumed the role of Acting Mayor for the duration of the meeting.

Councilor Grosch said he will not be able to pass Citizens Bank or attend a Council or Standing Committee meeting without thinking of time spent with Councilor Zimbrick. He will always remember the many community projects in which Councilor Zimbrick was involved, including developing many housing projects, which they accomplished through several years' service together on Willamette Neighborhood Housing Services' board. He will miss Councilor Zimbrick's sense of humor. He observed that Councilor Zimbrick did not hesitate to express his opinions but ultimately sought understanding and consensus. He will miss Councilor Zimbrick's presence on the Council and in the community, and he expects that it will take a long time for those affected by Councilor Zimbrick to recover from the pain of his unexpected death.

Councilor Daniels said she and Councilor Zimbrick began their service on the Council as adversaries but became friends. She noted that Councilor Zimbrick did not hold grudges, was positive and friendly, and pursued his responsibilities seriously but had a "ready" laugh and sense of humor. She urged everyone to strive, as Councilor Zimbrick did, to do good in all their actions and to leave the world a better place.

Councilor Hamby observed that Councilor Zimbrick was dedicated to his family, while providing extensive service to the community. He will miss Councilor Zimbrick.

At Acting Mayor Brauner's request, those present observed a moment of silence in honor of Councilor Zimbrick. He reminded the Council that Councilor Zimbrick would want the Council to continue the business of the City and the community.

Acting Mayor Brauner directed Councilors' attention to items at their places, including a revised intergovernmental agreement with Jefferson High School of Portland, Oregon (Attachment B); and materials for today's Council executive session.

II. CONSENT AGENDA

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

- A. Reading of Minutes
 - 1. City Council Meeting – December 3, 2007
 - 2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Airport Commission – November 6, 2007
 - b. Bicycle and Pedestrian Advisory Commission – November 2, 2007
 - c. Citizens Advisory Commission on Transit – November 14, 2007
 - d. Committee for Citizen Involvement – November 1, 2007
 - e. Corvallis-Benton County Public Library Board – November 7, 2007
 - f. Historic Resources Commission – November 13, 2007
 - g. Housing and Community Development Commission – November 21, 2007
 - h. Planning Commission – November 7, 2007
- B. Confirmation of Appointment to Parks, Natural Areas, and Recreation Board (Iverson)
- C. Announcement of Appointments to Advisory Boards and Commissions (Benton County Foundation - Fewel; Budget Commission - Kvidt; Committee for Citizen Involvement - Reich; Parks, Natural Areas and Recreation Board - Locker)
- D. Authorization to enter into and for the City Manager to sign an Intergovernmental Agreement with Jefferson High School for dance performances at the Martin Luther King, Jr. celebration event
- E. Authorization to enter into and for the City Manager to sign a Letter of Understanding with Benton County to transfer jurisdiction of a section of a County road within the City Limits (SE Alexander Avenue)
- F. Schedule a public hearing for January 7, 2008, to consider a Remanded Order from Oregon Land Use Board of Appeals (ZDC07-00001 – 7th Street Station)
- G. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(d)(h) (status of labor negotiations; status of pending litigation or litigation likely to be filed)

The motion passed unanimously.

III. ITEMS REMOVED FROM CONSENT AGENDA – None.

IV. UNFINISHED BUSINESS – None.

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

Acting Mayor Brauner referenced correspondence addressed to Mayor Tomlinson and included in the meeting packet.

B. Council Reports

Councilor York reported that he, Mayor Tomlinson, and Councilor Grosch attended a meeting December 12th regarding enterprise zones. Representatives of many interest groups attended the meeting. The enterprise zone initiative is now limited to the Corvallis Municipal Airport and Airport Industrial Park area. He expects the Council to receive an enterprise zone proposal next month. He noted that Benton County is the only Oregon county without an enterprise zone.

Councilor Beilstein reported that the Corvallis Youth Symphony Association's performance last night, in which Mayor Tomlinson read poems by Ogden Nash during the Symphony's presentation of "Carnival of the Animals," was very enjoyable.

Councilor Daniels reported that a tree-planting work party was held December 15th in the neighborhood south of Central Park. More than 30 people helped plant approximately 20 trees. The work party was the first of many to plant 150 trees this year commemorating the City's sesquicentennial. The City received pledges of trees and planting locations for more than 150 trees. Anyone interested in participating in a work party or finding planting locations for street trees should contact Urban Forester Merja or the Citizens Advisory Commission on Civic Beautification and Urban Forestry.

Councilor Wershow reported that the Community Policing Forum met with the leadership class at Linus Pauling Middle School as part of the Forum's community outreach efforts.

Councilor Wershow reported that he participated in the Corvallis Partnership Coalition's strategic planning session. The Partnership, previously known as the Partnership to Reduce Underage Drinking, addresses problems caused by alcohol use. The Partnership expressed concern about new State legislation as a result of House Bill 2149 regarding minors in possession of alcoholic beverages and suspension of driving privileges. He requested information regarding the Bill's impacts on the Police Department.

Councilor Wershow announced that the *Corvallis Gazette-Times* will host a meeting December 18th for the neighborhood encompassing Jefferson Elementary School and a portion of Ward 6. The meeting is part of the newspaper's year-long series of articles about life in Corvallis in conjunction with the City's sesquicentennial.

C. Staff Reports

City Manager Nelson referenced from the meeting packet a memorandum from Mayor Tomlinson regarding funding for the City's sesquicentennial celebration. He reported that

the Council dedicated \$15,000 toward the celebration last year, with Corvallis Tourism contracted to administer the celebration funding. Mayor Tomlinson and Corvallis Tourism Chief Executive Officer Hope-Johnstone co-chaired the celebration committee. He further reported that approximately \$3,200 remains of the Council's allocation. Mr. Hope-Johnstone would like to invest \$2,000 of the remaining funds in publication of the Spirit of Corvallis book and \$1,000 in production of a digital video disc (DVD). Staff does not object to the requested expenditures but would like the Council's input.

In response to Councilor Beilstein's inquiry, Mr. Hope-Johnstone explained that Corvallis Tourism partnered with Donning Publishers. Local businesses sponsored pages of the book, with proceeds to Donning Publishers. Revenue from book sales will benefit the Benton County Historical Society. The DVD is being produced by Morris and Lynn Walker; the film will be approximately 90 minutes in length, highlighting Corvallis' history and current profile. He previewed the video during a recent sesquicentennial event and believes it will be an "amazing" production in high-definition format.

The Council indicated consensus support of the requested expenditures.

Mr. Nelson referenced from the meeting packet a Land Use Board of Appeals affirmation of the Council's latest decision regarding Witham Oaks.

1. City Manager's Report – November 2007

Mr. Nelson asked Council members to call him if they had questions regarding the Report.

2. Council Request Follow-up Report – December 13, 2007

Mr. Nelson briefly reviewed issues addressed in the Report and asked Council members to call him if they had questions regarding the Report.

For the benefit of the viewing audience, Councilor Brown reviewed highlights of the memorandum from the City Attorney's Office regarding driving under the influence laws. He emphasized the importance of citizens understanding the nature and impacts of the laws, particularly during the holiday season, when many people socialize with alcohol. He urged everyone to be careful during the holiday season.

Councilor Beilstein referenced from the meeting packet a letter from JoAnn Miller of the Benton County Commission on Children and Families requesting City funding to support the 11th Annual Teen Summit. He is Council Liaison to the Commission but was unaware of the request until he received his meeting packet. He inquired whether the Council was interested or able to make City funds available for the Summit.

In response to Councilor Grosch's inquiry, Mr. Nelson said he did not recall the City contributing financially to a previous Teen Summit.

Councilor Grosch said he would support forwarding the Commission's funding request to a Council Standing Committee for consideration. Councilor Beilstein asked that the request be forwarded to Administrative Services Committee. The Council concurred.

VI. VISITORS' PROPOSITIONS

A. Sister City Gondar, Ethiopia Update

Robel Tadesse reported that project priorities were established for the sister city associations in Corvallis and Gondar, Ethiopia. The associations identified 15 potential areas of cooperation, but abilities and resources required the associations to focus on the three greatest priorities in Gondar: access to clean water, public health issues, and education and relations with Oregon State University (OSU) and Gondar University.

The Corvallis Sister Cities Association sent a professional hydrologist and Ethiopian native with an extensive background in Ethiopian water issues to Gondar to assess the current water situation. Interests were expressed regarding water supply, treatment, transportation, and storage facilities and infrastructure. The assessment prompted review of priorities in terms of small projects with small financial investment that would have great impacts to the Gondar community. Up to 50 percent of the water supply does not reach Gondar citizens because of water line leaks. The City was able to donate leak-detection equipment no longer being used; the equipment arrived in Gondar, and the Association is awaiting a report of how the equipment is identifying leaks. Gondar has one dam providing potable water, but the water is being contaminated by deforestation and resulting erosion. In partnership with Corvallis agencies, the Association hopes to plant trees around the dam. Funding was sent to begin growing seedlings, which should be planted by the end of 2008. The watershed will become Gondar's first park, with the trees preventing further erosion. An Association board member who is a professional forester at OSU and a native of Ethiopia is coordinating the watershed management project. The Association is seeking additional funding for the watershed project and the priorities identified by the hydrology engineer.

Kent Weiss noted that the Association accomplished good work since its formation almost three years ago. He announced that the Association just received a \$1,000 donation from the Starker Forest Foundation for the watershed project.

Mr. Weiss participates with the school children work group, which is working with Gondar children in grades one through eight and is partnering with Corvallis schools. The group is focusing on school infrastructure, books, and exchanges. He reviewed some completed school-related projects:

- Corvallis High School (CHS) students raised approximately \$1,200 during May 2006 to acquire blackboards in all 32 classrooms of the Gondar school and Braille aids for 40 blind students.
- During June and July, the Association raised \$1,800 for school book purchases.
- The International 4-H Youth Exchange raised \$7,000 toward school book purchases.
- The Association is determining what school books to purchase.
- The Eye-to-Eye Project will involve students in Corvallis and Gondar photographing typical events in their lives for compilation into displays to be exchanged between the communities.

The distance from Corvallis to Gondar has made it difficult for the Association to send a large delegation to Gondar, but individuals have been able to include Gondar in their international travels.

Acting Mayor Brauner commended the Association for its accomplishments during the past three years.

Bill Ford, Business Enterprise Center (BEC) Executive Director, thanked the Council and City staff for supporting the BEC during the past year. The BEC is fulfilling its obligations under a City economic development allocation contract. The BEC now houses 11 small, high-technology, start-up companies at the Airport Industrial Park and has seven affiliate client companies. The BEC has provided 35 new jobs since it re-opened. In response to comments from the Council, he acknowledged that it is more difficult to recruit businesses to the Park because of its location, which was identified in the "*2020 Vision Statement*" for economic development growth. He referenced several businesses that are establishing and expanding their activities at the Park, including four companies forming from activities at OSU. He summarized that the previous efforts on behalf of the BEC are paying off.

Acting Mayor Brauner noted that several small local businesses are providing jobs that offset jobs lost from larger businesses.

In response to Councilor Daniels' recognition of Mr. Ford's efforts to guide the BEC, Mr. Ford acknowledged that the BEC is operated by a board. Key supporters of the BEC have been his wife, who supports the BEC behind the scenes, and Rich Carone, who provided housing for the BEC at the Airport Industrial Park.

Louise Marquering, 1640 NW Woodland Drive, observed that waste reduction management is a broad issue, and the Corvallis Sustainability Coalition (CSC) will provide a community forum to address energy sustainability issues. She urged the Council to consider implementing small changes as they are presented to the Council, rather than waiting until the overall sustainability program is fully developed. She believes that implementing small changes will enable residents to feel that they are accomplishing goals. Postponing change implementation until the entire program is developed can diminish residents' enthusiasm for the sustainability concept.

VIII. & IX. STANDING COMMITTEE REPORTS AND ORDINANCES, RESOLUTIONS, AND MOTIONS

A. Human Services Committee – December 4, 2007

1. Social Services Funding Contract and Priority

Councilor Beilstein reported that the Committee discussed several aspects of the City's social services funding process.

Councilors Beilstein and Wershow, respectively, moved and seconded to approve the Fiscal Year 2008-2009 social services available funding estimate of \$389,450. The motion passed unanimously.

Councilor Beilstein reported that the Committee extensively discussed the 2007 social services funding allocation process, which resulted in Mid-Valley Housing Plus (MVHP) not receiving funding. The Committee considered whether procedural changes could prevent a repeat of this situation, which was dissatisfactory to the Council and citizens. United Way of Benton and Lincoln Counties (UWBLC) Executive Director Moore proposed procedural improvements, including adding a Council Liaison to the allocations subcommittee; the Committee suggested that the Liaison be incorporated into the current contract with UWBLC.

Councilors Beilstein and Wershow, respectively, moved and seconded to include in the City's current contract with United Way of Benton and Lincoln Counties provision for a Mayoral-appointed Council Liaison on the allocations subcommittee.

The motion passed unanimously.

Councilor Beilstein noted that the Council annually reviews the priorities for social services funding. UWBLC indicated that "tightening" the priority definitions would ease the allocation process for the agency. The Committee decided to not change the definitions of emergency and transitional services, which are the long-standing priorities of the City's social services funding policy. While the priority statement is vague, precise priority definitions would limit the flexibility of the allocations subcommittee to respond to community needs.

Councilors Beilstein and Wershow, respectively, moved and seconded to approve emergency and transitional services priorities, as stated in the Social Service Funding Policy, for Fiscal Year 2008-2009.

Councilor Beilstein confirmed for Councilor Grosch that the components of the basic human needs definition will remain unchanged.

Councilor Wershow added that the Committee chose not to rank the basic human needs definition components. Deleting three components would save the City approximately \$120,000; however, the Committee preferred to implement procedural modifications first. He noted that UWBLC requested transitional services clarification, which may be provided through a Council Liaison.

Councilor Hamby observed that the basic human needs definition is not all-inclusive, as it states, "The following are some of the basic necessities of life . . ."

Councilor Grosch said agencies have opportunity to explain how their services meet those identified in the Policy. The allocations subcommittee must then decide how to grant the social services funds. He emphasized that the social services allocation process is public in nature, and the Council is responsible to the community for following the Policy. The decision-making process should be clear and understood by agencies requesting funding and by the public. Allocation decisions must be based upon established criteria. He has been told that agencies requesting funding and citizens have had difficulty understanding the process. He believes the

proposed Policy amendments will aid in improving clarity of the process, as will adding a Council Liaison to the allocations subcommittee.

Acting Mayor Brauner added that UWBLC is aware of the Council's concerns and is willing to improve the process. He expressed confidence that UWBLC will fulfill its commitments to the City.

Councilor Daniels observed that the Committee discussed the allocations subcommittee's difficulty in understanding the meaning of transitional services and when transitional services become permanent in nature. She noted that permanent services are not funded through the City's social services allocation program. She further noted that the Committee discussed defining a time period for which transitional services would be provided.

Acting Mayor Brauner confirmed that the Committee recommended not defining a time period for which transitional services would be provided in order to preserve allocation program flexibility.

Councilor Grosch, having spent several years working in the social services field, explained that transitional services are understood by those working in the social services field. The City's social services program assists people in need of basic services. Transitional services are different for each person's situation. He believes the Policy definition of transitional services is good because it allows agencies to determine what "transitional" means for them. He opined that it was not reasonable to state that funding would be approved for application of transitional services for a specific period of time. He believes the agencies receiving funding allocations should be trusted to appropriately provide services.

The motion passed unanimously.

Councilor Beilstein reported that the Committee considered proposed alternatives for administering the social services funding program. When the City previously solicited applications for program administration services, only UWBLC responded. It would be more expensive to have City staff administer the program. The Committee determined that UWBLC should continue administering the program.

Councilors Beilstein and Wershow, respectively, moved and seconded to extend the City's contract with United Way of Benton and Lincoln Counties for social service allocation administration through Fiscal Year 2008-2009. The motion passed unanimously.

Councilor Beilstein reported that he asked staff to ensure that the contract with UWBLC was updated to include language regarding non-discrimination and living wage requirements for UWBLC staff; agencies receiving funding through UWBLC would not be subject to the City's living wage requirements.

Councilor York referenced the situation of MVHP not receiving funding through this year's social services allocation process and a suggestion that the process be

reviewed. He observed in the staff report to the Committee and UWBLC's proposed program amendments indication that the allocation process is "an annual competition," rather than an entitlement. Allocation of funding one year does not guarantee funding the next year. He noted that the proposed contract extension with UWBLC would not address the MVHP situation.

Councilor Brauner confirmed that the allocation process occurs annually with no guaranteed entitlements. UWBLC's proposed contract amendments would not assure funding for any agency; however, the process would be clarified, recommendations would be known before they are presented to Human Services Committee (so agencies would have opportunity to respond to the recommendations), and the process would be open to the public.

Councilor Wershow explained that the Committee discussed ensuring that the allocations subcommittee understands that there are consequences to the community if an agency that previously received social services allocations does not receive funding. The consequences should be considered part of the City's social services investment. He added that UWBLC had a policy of reviewing allocations in terms of only the current year and not considering previous years' allocations. The Committee discussed the importance of allocation histories for each agency. The allocations subcommittee should investigate what happened to cause an agency that previously received funding to not be deemed a recipient for another allocation. If an agency would not be granted an allocation, the City should respond promptly.

Councilor Grosch noted that a limited number of local agencies provide the identified emergency and transitional services. Therefore, it should not be surprising that the same agencies request social service funding each year. Community members understand that these agencies provide the needed services.

B. Administrative Services Committee – December 6, 2007

1. Solid Waste Franchise Amendment

Councilor York reported that the Committee reviewed proposed "housekeeping" amendments to align the existing franchise agreement with recent changes in Allied Waste Services' recycling program, such as recycling container descriptions and collection schedules. The Committee unanimously recommended that the Council adopt an ordinance amending the franchise agreement.

City Attorney Fewel read an ordinance amending Ordinance 98-54, as amended.

ORDINANCE 2007-27 passed unanimously.

2. Council Policy Review: CP 96-6.03, "Economic Development Policies"

Councilor York explained that the Policy guides the City's allocation of transient occupancy tax revenue. He reported that Committee members and citizens expressed interest in conducting a large-scale review of the Policy. Issues of

interest include differentiating between festivals and ongoing economic development activities and considering different funding distributions or alternative funding sources for either category. All parties involved in the Committee meeting discussion agreed that it would be impossible to undertake an in-depth review without impacting the current funding cycle, which will begin soon.

Councilor York reported that the Committee recommended some minor editorial amendments to the Policy.

Councilors York and Brown, respectively, moved and seconded to amend Council Policy CP 96-6.03, "Economic Development Policies." The motion passed unanimously.

Councilors York and Brown, respectively, moved and seconded to direct staff to conduct a comprehensive review of the economic development process during 2008.

Councilor Grosch noted that, unlike the social services allocation process, some agencies receive specific economic development funding allocations each year. Some of the City's partners believe the City should reconsider the allocations. He expressed uncertainty what is meant by a "comprehensive review." He believes the allocation process and the Policy work well. A comprehensive program review may involve the funding allocations. He said more people are involved in the economic development field than when the economic development program began. Another issue involves the hard, solid economic development groups (Corvallis-Benton Chamber Coalition, BEC, and others creating jobs) and community economic development groups (da Vinci Days and other festivals). He believes these issues should be clarified.

Councilor Grosch would like the Council to discuss with staff the scope of the intended comprehensive review. He does not believe the policy needs a "general overhaul." He believes the Council should determine whether the policy is still achieving the desired objective and how the intentions of the program can be made clearer to the allocations subcommittee regarding economic development generators and community events that impact economic development and livability that the City should support.

Acting Mayor Brauner concurred that the economic development process worked well over the years. He said there has always been an issue of festivals versus ongoing economic development efforts. He opined that it would be appropriate to conduct a comprehensive review of the policy this year because of the pending implementation of the Economic Vitality Plan and its associated funding source. He concurred that the Council should discuss the nature of an intensive review before staff begins a review.

Councilor Daniels agreed that a comprehensive review of the economic development program is due. The previous Council accepted the Prosperity That Fits Plan, developed by the Economic Vitality Partnership. She believes it is reasonable that the City, as a partner in an adopted plan, should ensure that its

policies and practices conform with what the community indicated through the Plan that it wants in terms of economic development.

Councilor York confirmed that the Prosperity That Fits Plan, the Downtown/Economic Vitality Plans Implementation Committee recommendations, alternative funding sources, and festivals were several issues that prompted the Committee to recommend a comprehensive review of the economic development program. He supported discussion of a review during a Council work session, prior to staff undertaking a review. Referencing Councilor Grosch's comments, he noted that one agency that previously received funds did not receive funds this year, while two agencies new to the funding program participated. He said some agencies receive funding each year, but those allocations fluctuate.

Councilor Grosch urged the Council to give the economic development funding process the same level of concern as the social services funding program. Economic development is positive, and the City has a role in the process; however, he believes the social services funding program is reviewed more closely than the economic development funding program.

The motion passed unanimously.

3. Street Light Acquisition

Councilor York reported that Pacific Power rejected the City's counter-offer to acquire the street light system. Recent tariff changes at the State level make the City's alternative plan of installing City-owned lights on poles owned by Pacific Power economically unfeasible.

Councilor York said the Committee recommended that the Council direct staff to stop pursuing street light acquisition. The Council indicated consensus.

Councilor Grosch referenced from the Committee's minutes Customer Service Manager Krieg's comment regarding the City's need to work with the Public Utility Commission. He opined that utility companies have extensive clout, making it difficult for the Commission to take action contrary to a utility company's best interest. The Council, staff, the League of Oregon Cities, and citizens must express their concerns to the Commission and advocate to legislators for more enforcement power for the Commission.

4. Council Policy Review: CP 98-2.10, "Use of E-mail by Mayor and City Council"

Councilor York reported that the Committee recommended Policy amendments last month but was directed by the Council to further consider the Policy. The Committee now recommends amending the Policy to remove a prohibition from citizens sending e-mails to Council members and simplification of forwarding the e-mails to Assistant to City Manager/City Recorder Louie.

Councilors York and Brown, respectively, moved and seconded to amend Council Policy 98-2.10, "Use of E-mail by Mayor and City Council."

Ms. Louie clarified that e-mails that involve land use public hearings or should otherwise be included in public records should be sent to her, unless they include the Council member's City e-mail account as sender or recipient.

The motion passed unanimously.

5. Plastic Shopping Bags and Polystyrene Food Packaging Ban

Councilor York reported that the Committee, CSC Solid Waste Committee, and citizens extensively discussed the proposed ban on plastic shopping bags and polystyrene food packaging containers. The Committee received information but did not have an action recommendation from staff. The Committee will deliberate the issue during its December 20th meeting and present a recommendation to the Council January 7th.

Councilor Grosch expressed concurrence with Ms. Marquering's comments earlier today. He believes it is appropriate to consider the proposed bans of plastic shopping bags and polystyrene food containers. He further believes the proposed bans are best pursued through the initiative process. He said he spoke with those who presented the proposals. He believes the proposals are suitable for public outreach and education. He encouraged those proposing the bans to consider pursuing initiatives for presentation to voters.

C. Urban Services Committee – December 6, 2007

1. Council Policy Review: CP 91-7.09, "Traffic Control Devices, Cost of"

Councilor Hamby reported that staff recommended minor amendments to all Council Policies the Committee reviewed, specifically changing the review periods from "quadrennially" to "every four years."

Councilors Hamby and Grosch, respectively, moved and seconded to amend Council Policy CP 91-7.09, "Traffic Control Devices, Cost of," as recommended. The motion passed unanimously.

2. Council Policy Review: CP 91-7.10, "Water Line Replacement Policy"

Councilor Hamby reported that the Committee considered a staff-recommended amendment regarding the review time period.

Councilors Hamby and Daniels, respectively, moved and seconded to amend Council Policy CP 91-7.10, "Water Line Replacement Policy," as recommended. The motion passed unanimously.

3. Council Policy Review: CP 91-9.03, "Parking Permit Fees"

Councilor Hamby reported that the Downtown Parking Commission conducted public outreach regarding parking meter rate changes. On December 20th the Committee will consider amending the Policy in response to the Commission's recommendations regarding ten-hour permit parking fees. The recommendations presented today pertain to residential parking district permit fees. Staff determined that permit fees did not cover administrative costs of the parking district program; however, permit fees and violation fines assessed within the districts covered the program costs. Revenue from fees and fines are credited to the same fund. The Committee recommended retaining the current residential parking permit fee of \$15 per year.

Councilors Hamby and Grosch, respectively, moved and seconded to amend Council Policy CP 91-9.03, "Parking Permit Fees," as recommended. The motion passed unanimously.

4. Council Policy Review: CP 91-9.01, "Crosswalks"

Councilor Hamby reported that the Committee recommended approving a minor Policy amendment regarding the Policy review period.

Councilors Hamby and Grosch, respectively, moved and seconded to amend Council Policy CP 91-9.01, "Crosswalks," as recommended. The motion passed unanimously.

5. Habitat Conservation Plan – Declaration of Cooperation Agreement

Councilor Hamby explained that the Declaration of Cooperation Agreement is an element of the Habitat Conservation Plan being implemented by Benton County. The Plan will identify potential impacts to threatened and endangered species. The Agreement would outline the City's participation in Benton County's Plan, which would include inventorying City-owned property, assessment of potential impacts, and possible mitigation actions.

Councilors Hamby and Grosch, respectively, moved and seconded to approve the Declaration of Cooperation Agreement between the City and Benton County for the Habitat Conservation Plan. The motion passed unanimously.

D. Other Related Matters

1. Mr. Fewel read a resolution adopting a supplemental budget for Mid-Valley Housing Plus.

Councilors Grosch and Wershow, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2007-18 passed unanimously.

VII. PUBLIC HEARINGS – None.

X. NEW BUSINESS

A. Consideration of Participation in the Preserve America Program

Assistant Planner Richardson explained that Preservation Works asked the Historic Resources Commission (HRC) to recommend that the Council apply for participation in the Preserve America Program. The HRC considered and unanimously approved the request. The Program was initiated by the White House to help communities preserve their cultural heritages.

Mr. Richardson emphasized that the request involves applying for a designation, similar to Tree City USA or Bicycle Friendly Community. If the designation is awarded to the community, the City would have opportunities to apply for grant funds. The designation has other benefits, including recognition of being a Preserve America community, a roadside sign, and other materials to promote cultural heritage and historic preservation as a means of economic development and community pride.

In response to Councilor Wershow's inquiry, Mr. Richardson confirmed that any grant applications would require Council adoption of resolutions supporting the associated projects.

Councilor Hamby inquired whether the Preserve America Designation would commit the Council or the HRC regarding local decisions.

Councilor Richardson said he did not find information on the Program's Web site indicating that communities would be restricted in their local decisions. The Program does not have decision-making regulations for designated communities. The HRC's decision-making regulations are outlined in the Municipal Code. The Program is not regulatory in nature but would provide the community opportunity to use historic preservation or cultural heritage as a mechanism for economic development, education, or related planning projects.

Mr. Richardson confirmed for Councilor Grosch that the proposal would gain the City recognition for actions it is already taking regarding historic preservation. The greatest potential benefits would be opportunities to apply for grant funds, which the community must match by at least \$20,000.

Mr. Fewel read a resolution to apply for the designation of Corvallis as a Preserve America community.

Councilors Daniels and Grosch, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2007-19 passed unanimously.

Councilor Daniels noted that, in honor of Councilor Zimbrick, all Council members wore suits and ties to today's Council meeting, as that was his customary attire for meetings.

Acting Mayor Brauner announced that the Corvallis City Council would now meet in executive session for the purpose of reviewing the status of labor negotiations and for evaluation of litigation likely to be filed. The executive session would be held pursuant to ORS 192.660(2)(d) and (h), which allows the Council to meet in executive session to discuss the status of labor negotiations and litigation.

Representatives of the news media and designated staff and other designated persons would be allowed to attend the executive session. All other members of the audience were asked to leave the room. Representatives of the news media were specifically directed not to report on any of the deliberations of the executive session, except to state the general subject of the session as previously announced. No final decision would be made in executive session. At the end of the executive session, the Council would adjourn until its 7:00 pm work session tonight.

Acting Mayor Brauner reminded Council members and staff that the confidences in the executive session belong to the City Council as a body and not to the individual members. These confidences should only be disclosed if the City Council as a body approves such a disclosure. If a Council member or staff person did not believe he or she could maintain these confidences, he invited that Council member or staff person not to participate in the executive session.

The Council entered executive session at 1:48 pm.

Assistant City Attorney Brewer, Public Works Administration Division Manager Steckel, and Franchise Utility Specialist Steele briefed the Council regarding potential litigation involving Comcast.

Assistant City Manager Volmert briefed the Council regarding upcoming labor negotiations.

XI. ADJOURNMENT

The meeting was adjourned at 2:13 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER



Office of the Mayor
501 SW Madison Avenue
P.O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6985
FAX: (541) 766-6780
e-mail: mayor@council.ci.corvallis.or.us

SCOTT ZIMBRICK MEMORIAL TRIBUTE

Preamble

How do we appreciate the significance and richness of Scott Zimbrick's life? Elton Trueblood wrote that a person "has made at least a start on discovering the meaning of life when he plants shade trees under which he knows full well he will never sit." This shade tree metaphor of serving today, while building for the future, was central to Scott's life. Scott's shade trees were planted in a variety of places and venues.

TREES PLANTED, for his family, that they flourish in love for each other, and for friends and associates; and,

TREES PLANTED, with the Corvallis City Council, implementing our shared vision for the community; and,

TREES PLANTED, for Willamette Neighborhood Housing Services, that they may provide affordable housing for Corvallis citizens; and,

TREES PLANTED, for Community Outreach, that they may offer shelter, medical care and counseling for needy citizens; and,

TREES PLANTED, for Citizen's Bank, that they may be a community bank, dedicated to the financial well-being of Corvallis citizens; and,

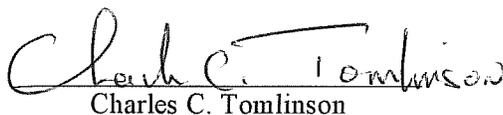
TREES PLANTED, for Rotary International, that Rotarians would live the Rotary motto of Service Above Self; and

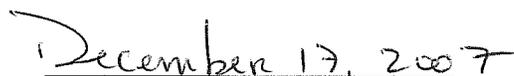
TREES PLANTED, for Good Samaritan Regional Medical Center, that they provide quality medical care across our region; and

TREES PLANTED, for Cascade West Council of Governments, that they provide services to seniors, veterans and the disabled.

NOW, THEREFORE, I, Charles C. Tomlinson, Mayor of the City of Corvallis, join with our community to not only mourn the loss of Scott but to celebrate the broad range of caring activities that provided meaning in his life. How great a tribute to him that we reflect on how to use Scott's life as a model with which to plant our own shade trees.




Charles C. Tomlinson


Date

0144

**City of Corvallis/Jefferson High School
Intergovernmental Agreement
for Project/Services Title**

The CITY OF CORVALLIS, a municipal corporation of the State of Oregon, hereinafter referred to as CORVALLIS, and Jefferson High School, hereinafter referred to as Jefferson High School, and jointly referred to as PARTIES, or individually as a PARTY, mutually agree as follows:

All notifications necessary under this contract shall be addressed to:

City of Corvallis
Attention: Linda Weaver
PO Box 1083
Corvallis, OR 97339-1083
Telephone 541-4766-6902

Jefferson High School
Attention: Michelle Burch Woodard, Company Mgr
5210 N. Kerby Ave
Portland, Oregon 97217
Telephone: 503-916-5180 ext 1320

1 TERM:

1.1 CORVALLIS and Jefferson High School agree that this intergovernmental agreement is entered into pursuant to ORS 190.010. It is the intent of the PARTIES that this agreement be effective as of the date it is fully executed and that it continue until 1/11/2008.

1.2 If this contract crosses fiscal years, funding for future years is contingent upon the City Council adopting appropriations.

2 SCOPE: Provide two (2) MLK Celebration performances on January 10, 2008, consisting of one (1) afternoon performance at 1:30 p.m., at the LaSells Stewart Center, and one (1) evening performance at the Majestic Theater.

3 COMPENSATION

3.1 In consideration of the two performances, City agrees to pay Jefferson High School \$2,000.

4 CORVALLIS agrees as follows:

4.1 To pay Jefferson High School within 30 days after the performances. Corvallis will report all payments made to Jefferson High School required by the Federal Internal Revenue Service and the State of Oregon Department of Revenue.

4.2 To provide the venues for both performances, which are the LaSells Stewart Center, and the Majestic Theater. To arrange to provide lighting and sound equipment at each venue.

5 Jefferson High School agrees as follows:

5.1 To provide transportation for the Jefferson High School students to and from the event, and to provide the City notification of the lighting and sound equipment required for each performance.

6 PARTIES agree as follows:

6.1 The PARTIES intend that, in performing this agreement, each shall act as an independent contractor and shall have the control of the work and the manner in which it is

**CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES**

December 17, 2007

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 7:00 pm on December 17, 2007, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Tomlinson presiding.

I. ROLL CALL

PRESENT: Mayor Tomlinson, Councilors York, Hamby, Beilstein, Brauner, Grosch, Brown, Wershow, Daniels

II. UNFINISHED BUSINESS

A. Budget Related

The City Council reviewed the attached updated financial projections.

The Council also reviewed the December 12, 2007, "Budget Forecast and Capacity" memorandum from Finance Director Brewer. An outcome of the discussion was further review of Council Policy CP 10.02.020, "Fund Balance." During the review, Council will consider amending the Policy, including establishing an appropriate fund balance; reserves for future years; high, medium, and low modeling; and a check-in with Council prior to Budget Commission meetings to consider services addition capacity.

The Fiscal Year 2008-2009 proposed budget process was reviewed, and the major changes from last year (budget capacity discussions and department business plan enhancement requests) were highlighted.

Council decided to conduct their discussion and direction on department Fiscal Year 2007-2008 budget enhancements at their January 7, 2008, Council meeting under "Unfinished Business."

B. Financial Strategy/Message Related

Councilor Brown reviewed material and led a discussion on next steps in developing a Council financial strategy and corresponding message. Councilors Brown, Brauner, and Grosch agreed to work further on a strategy framework and return to the Council with a proposed process recommendation.

III. OTHER

No other business.

IV. ADJOURNMENT

The meeting was adjourned at 9:15 pm.

APPROVED:

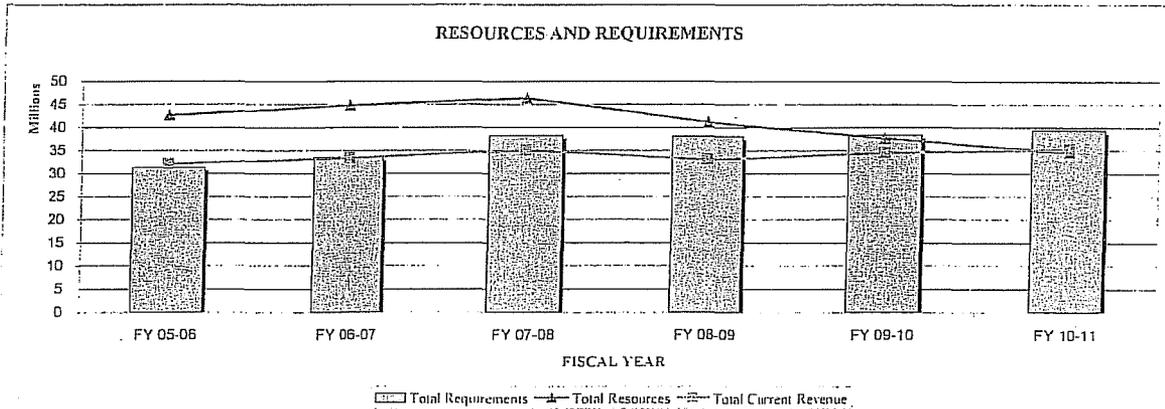
MAYOR

ATTEST:

CITY RECORDER

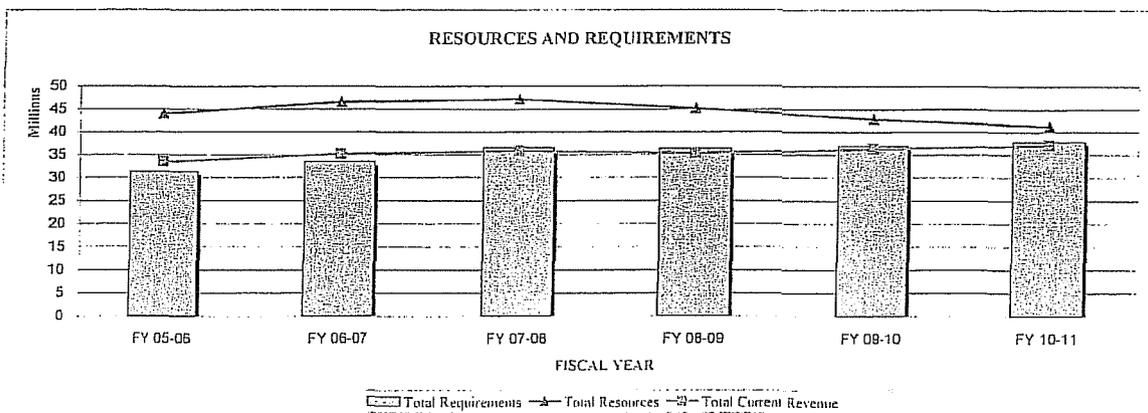
PROPERTY TAX FUNDS - COMBINED

BUDGETARY BASIS	AUDITED FY 05-06	AUDITED FY 06-07	ADOPTED FY 07-08	REVISED FY 07-08	PROJECTED FY 08-09	PROJECTED FY 09-10	PROJECTED FY 10-11
BEGINNING OPERATING FUND BALANCE	\$6,966,331	\$6,079,381	\$7,690,331	\$8,786,390	\$6,182,746	\$1,431,394	(\$2,362,877)
OPERATING REVENUES							
Property Taxes	\$17,028,351	\$17,212,745	\$17,587,680	\$17,917,340	\$18,015,140	\$18,482,530	\$19,203,930
Other Taxes	1,002,657	1,113,828	1,032,490	1,032,490	1,053,140	1,074,200	1,095,680
Licenses, Fees & Permits	4,703,356	5,130,882	4,928,390	4,928,390	4,972,680	5,041,190	5,119,840
Charges for Services	4,545,004	4,972,085	5,308,210	5,308,210	5,268,740	5,365,490	5,464,650
Intergovernmental	4,097,112	4,354,640	4,545,160	4,538,160	4,755,600	4,552,410	4,399,950
Fines & Forfeitures	795,071	893,079	825,120	825,120	840,490	856,160	872,140
Miscellaneous	1,328,207	1,539,352	1,323,600	1,330,600	1,151,860	961,730	922,920
TOTAL OPERATING REVENUES	\$33,499,758	\$35,216,621	\$35,560,650	\$35,880,310	\$36,057,650	\$36,333,710	\$37,079,110
OPERATING EXPENDITURES							
Community Development	\$1,038,914	\$1,149,683	\$1,482,290	\$1,482,290	\$1,482,740	\$1,534,600	\$1,604,890
Finance	460,900	496,410	523,720	523,720	546,610	565,270	588,370
Fire	8,275,595	8,847,790	9,356,130	9,356,130	10,281,920	10,176,155	10,098,500
Library	5,230,769	5,335,516	5,797,230	5,797,230	5,886,510	6,112,290	6,345,260
Parks & Recreation	4,754,482	5,073,132	5,480,860	5,480,860	5,673,520	5,688,370	6,050,760
Police	7,763,524	8,353,027	8,963,530	8,963,530	9,036,000	9,331,910	9,853,000
Public Works	2,421,520	2,896,599	5,225,150	5,225,150	3,777,940	3,546,280	3,347,130
Nondepartmental	1,361,023	1,354,701	1,436,030	1,436,030	1,403,990	1,442,830	1,483,950
TOTAL OPERATING EXPENDITURES	\$31,306,747	\$33,506,858	\$38,284,940	\$38,284,940	\$38,089,230	\$38,397,705	\$39,371,860
REVENUE EXCESS (SHORTFALL) OVER EXPENDITURES	\$2,193,011	\$1,709,763	(\$2,714,290)	(\$2,384,630)	(2,031,580)	(2,063,995)	(2,292,750)
NON-OPERATING RESOURCES (USES)							
NON-OPERATING ACTIVITY							
Debt Service	(\$129,794)	\$0	(\$189,560)	(\$189,560)	(\$189,560)	(\$189,560)	(\$189,560)
Other Non-Operating Revenue	25,111	28,382	1,410,000	1,410,000	0	0	0
Transfers In	469,360	22,884	77,160	77,160	66,350	66,350	66,350
Transfers Out	(1,698,442)	(1,813,378)	(2,097,800)	(2,097,800)	(2,150,880)	(1,660,280)	(1,638,620)
Contingencies	0	0	(684,220)	0	(695,640)	0	0
TOTAL NON-OPERATING RESOURCES (USES)	(\$1,333,765)	(\$1,762,112)	(\$1,484,420)	(\$800,200)	(\$2,970,730)	(\$1,783,490)	(\$1,761,830)
Net Operating Fund Activity	859,246	(\$2,349)	(4,198,710)	(3,184,830)	(5,002,310)	(3,847,485)	(4,054,580)
NET ACTIVITY	\$659,246	(\$2,349)	(\$4,198,710)	(\$3,184,830)	(\$5,002,310)	(\$3,847,485)	(\$4,054,580)
RESTRICTED BALANCES, Beginning of Year	\$3,561,860	\$3,308,055	\$2,585,095	\$2,548,696	\$1,967,510	\$1,716,550	\$1,663,336
FUND BALANCE (Including Restricted), End of Year	\$11,387,437	\$11,335,087	\$6,076,716	\$8,150,256	\$3,147,944	(\$699,541)	(\$4,754,121)
LESS: RESTRICTED BALANCES							
MANAGEMENT RESERVES	\$1,247,742	\$1,059,060	\$971,269	\$968,449	\$838,649	\$824,935	\$351,715
COUNCIL DESIGNATIONS	1,478,023	904,673	536,149	477,377	438,497	427,277	408,037
LEGAL RESTRICTIONS	582,291	584,964	495,841	521,684	439,404	411,124	383,804
UNRESTRICTED FUND BALANCE	\$8,079,381	\$8,786,390	\$4,073,457	\$6,182,746	\$1,431,394	(\$2,362,877)	(\$5,897,677)



PROPERTY TAX FUNDS - COMBINED - WITH MITIGATING FACTORS
December 10, 2007

BUDGETARY BASIS	AUDITED FY 05-06	AUDITED FY 06-07	ADOPTED FY 07-08	REVISED FY 07-08	PROJECTED FY 08-09	FY 09-10	FY 10-11
BEGINNING OPERATING FUND BALANCE	\$6,966,331	\$8,079,381	\$7,690,331	\$8,786,390	\$7,822,746	\$4,811,394	\$2,517,123
OPERATING REVENUES							
Property Taxes	\$17,028,351	\$17,212,745	\$17,567,680	\$17,917,340	\$18,015,140	\$18,482,530	\$19,203,930
Other Taxes	1,002,657	1,113,828	1,032,490	1,032,490	1,053,140	1,074,200	1,095,680
Licenses, Fees & Permits	4,703,356	5,130,882	4,928,390	4,928,390	4,972,680	5,041,190	5,119,840
Charges for Services	4,545,004	4,972,085	5,308,210	5,308,210	5,268,740	5,365,490	5,464,650
Intergovernmental	4,097,112	4,354,640	4,545,160	4,538,160	4,755,600	4,552,410	4,399,950
Fines & Forfeitures	795,071	893,079	825,120	825,120	840,490	856,160	872,140
Miscellaneous	1,328,207	1,539,362	1,323,600	1,330,600	1,151,860	961,730	922,920
TOTAL OPERATING REVENUES	\$33,499,758	\$35,216,621	\$35,550,650	\$35,880,310	\$36,057,650	\$36,333,710	\$37,079,110
OPERATING EXPENDITURES							
Community Development	\$1,038,914	\$1,149,683	\$1,482,290	\$1,482,290	\$1,482,740	\$1,534,600	\$1,604,890
Finance	460,900	496,410	523,720	523,720	546,610	565,270	588,370
Fire	8,275,595	8,847,790	9,356,130	9,356,130	10,281,920	10,176,155	10,098,500
Library	5,230,789	5,335,516	5,797,230	5,797,230	5,886,510	6,112,290	6,345,260
Parks & Recreation	4,754,482	5,073,132	5,480,860	5,480,860	5,673,520	5,688,370	6,050,760
Police	7,763,524	8,353,027	8,963,530	8,963,530	9,036,000	9,331,910	9,853,000
Public Works	2,421,520	2,896,599	5,225,150	5,225,150	3,777,940	3,546,280	3,347,130
Nondepartmental	1,361,023	1,354,701	1,436,030	1,436,030	1,403,990	1,442,830	1,483,950
Mitigating Factors	0	0	0	(1,640,000)	(1,740,000)	(1,500,000)	(1,500,000)
TOTAL OPERATING EXPENDITURES	\$31,306,747	\$33,506,858	\$38,264,940	\$36,624,940	\$36,349,230	\$36,697,705	\$37,871,860
REVENUE EXCESS (SHORTFALL) OVER EXPENDITURES	\$2,193,011	\$1,709,763	(\$2,714,290)	(\$744,630)	(291,580)	(563,995)	(792,750)
NON-OPERATING RESOURCES (USES)							
NON-OPERATING ACTIVITY							
Debt Service	(\$129,794)	\$0	(\$189,560)	(\$189,560)	(\$189,560)	(\$189,560)	(\$189,560)
Other Non-Operating Revenue	25,111	28,382	1,410,000	1,410,000	0	0	0
Transfers In	469,360	22,884	77,160	77,160	66,350	66,350	66,350
Transfers Out	(1,698,442)	(1,813,378)	(2,097,800)	(2,097,800)	(2,150,880)	(1,660,280)	(1,638,620)
Contingencies	0	0	(684,220)	0	(696,640)	0	0
TOTAL NON-OPERATING RESOURCES (USES)	(\$1,333,765)	(\$1,762,112)	(\$1,484,420)	(\$800,200)	(\$2,970,730)	(\$1,783,480)	(\$1,761,830)
Net Operating Fund Activity	859,246	(52,349)	(4,198,710)	(1,544,830)	(3,262,310)	(2,347,485)	(2,554,580)
NET ACTIVITY	\$859,246	(\$52,349)	(\$4,198,710)	(\$1,544,830)	(\$3,262,310)	(\$2,347,485)	(\$2,554,580)
RESTRICTED BALANCES, Beginning of Year	\$3,561,860	\$3,308,055	\$2,585,095	\$2,548,696	\$1,967,510	\$1,716,550	\$1,663,336
FUND BALANCE (Including Restricted), End of Year	\$11,387,437	\$11,335,087	\$6,076,716	\$9,790,256	\$6,527,944	\$4,180,459	\$1,625,879
LESS: RESTRICTED BALANCES							
MANAGEMENT RESERVES	\$1,247,742	\$1,059,060	\$971,269	\$968,449	\$838,649	\$824,935	\$351,715
COUNCIL DESIGNATIONS	1,478,023	904,673	536,149	477,377	438,497	427,277	408,037
LEGAL RESTRICTIONS	582,291	584,964	495,841	521,684	439,404	411,124	383,804
UNRESTRICTED FUND BALANCE	\$8,079,381	\$8,786,390	\$4,073,457	\$7,822,746	\$4,811,394	\$2,517,123	\$482,323





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

Approved as submitted, December 19, 2007

**CITY OF CORVALLIS
 PLANNING COMMISSION MINUTES
 December 5, 2007**

Present

David Graetz, *Chair*
 Karyn Bird, *Vice Chair*
 Jennifer Gervais
 Frank Hann
 Tony Howell
 Brandon Trelstad
 Dan Brown, *City Council Liaison*

Staff

Ken Gibb, Community Development Director
 David Coulombe, Deputy City Attorney
 Fred Towne, Planning Division Manager
 Terry Nix, Recorder

Excused

Steve Reese
 Denise Saunders
 Patricia Weber

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	Visitors' Propositions			
II.	Training Session II	X		
III.	Planning Commission Minutes A. November 7, 2007			Approved as presented.
IV.	Old Business A. Discussion of items requested at the November 7, 2007, Planning Commission Meeting	X		
V.	New Business A. Planning Division Update B. Update on the formation of a Downtown Commission and an Urban Renewal District	X		
VI.	Adjournment - 9:30 p.m.			

CONTENT OF DISCUSSION

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

I. VISITORS' PROPOSITIONS:

There were no propositions brought forward.

II. TRAINING SESSION:

Planning Division Manager Fred Towne introduced a video presentation entitled "2007-2008 Planning Commissioner Training Series, Quasi-judicial Land Use Decision Making, with Adrienne Brockman." The session was provided in written form in Commissioners' packets (**A t t a c h m e n t A**) and can be accessed at www.centralpt.com/pageview.aspx?id=18208&site_id=342.

Discussion followed regarding the presentation. Community Development Director Ken Gibb recalled that a decision was made several years ago to revise the Planning Commission Order of Proceedings so that staff presents an overview, followed by the applicant's presentation, and then the full staff report. This was done to address the perception that staff was doing the applicants' work by presenting the application. The revised process has worked well.

Discussion followed regarding the difference between a continuance and a request to keep the record open. Deputy City Attorney David Coulombe said state law requires that, upon request by any person, the written record must be held open or the public hearing continued. The Commission may determine which action to take. He said he feels the better practice is to hold the record open, allowing for more information to be submitted and considered. If the hearing is continued, there is a possibility that additional requests for continuance could be made. The City is obligated to process an application within 120 days and a failure to do so could result in automatic approval of the application without conditions.

Discussion followed regarding Ms. Brockman's advice that a Commissioner should disclose what was observed during a site visit. Attorney Coulombe said it would be appropriate for a Commissioner to give a general impression of what was observed, but further discussion questions of the applicant or staff could be accommodated during the hearing.

Attorney Coulombe said he takes issue with an inference in the video presentation that it is appropriate for a Commissioner to do individual research. He said a site visit for informational purposes makes sense, but it is important that Commissioners be fact finders and not fact gatherers. A Commissioner going to a site and conducting a traffic count, for example, and then bringing that in as new information, may raise issues of bias. He noted that the burden is on the applicant to provide the information needed to satisfy the applicable criteria.

City Councilor Dan Brown said he understood that a decision-maker could bring in new information or address criteria that had not been identified by others, unlike a court of law. Attorney Coulombe stated that facts disclosed by a Commissioner during deliberations, after

the evidentiary hearing has been closed, is new information. The body could decide to reopen the public hearing for the limited purpose of the new evidence, but this requires a public notice and could be difficult to accomplish within the 120-day time frame. In that case, his advice would be to decide as a body to not consider the new evidence. He noted that there is a safeguard in the City's process and that any procedural flaws may be remedied through the City Council appeal process. It was noted that the Commission has the right to continue a public hearing at its discretion, and that the applicant can be asked to extend the 120-day time frame.

In discussion and in response to inquiry, Attorney Coulombe discussed the difference between bias and ex parte contact, noting that bias is a prejudgement of the application. He suggested that the process be revised slightly to allow for disclosure of site visits prior to inviting any rebuttal of disclosures. Chair Graetz said he believes that the request for any rebuttal of disclosures is an awkward moment in the process. Coulombe said any rebuttal would be limited to the substance of the declaration and not to the statement that a Commissioner believes he or she can be fair and impartial. He agreed that the script could be revised to better clarify that this is the opportunity for members of the public to rebut the substance of the disclosures just heard. He noted that contact with staff, including the City Attorney, is not considered ex parte contact.

III. MINUTES:

A. Planning Commission, November 7, 2007:

MOTION: Commissioner Bird moved to approve the minutes as presented. Commissioner Trelstad seconded the motion and it **passed** unanimously.

IV. OLD BUSINESS:

A. Discussion of items requested at the November 7, 2007, Planning Commission Meeting

Manager Towne reviewed items distributed in Commissioners' packets, as requested at the November 7 meeting:

- ◆ An outline of the City's quasi-judicial public hearing process to be provided as a handout at public hearings (**Attachment B**);
- ◆ A copy of the Sturgis Rules of Order, which are adopted in the Municipal Code for use by City Boards and Commissions; and
- ◆ A copy of the memorandum to the Mayor and City Council addressing Land Development Code Text Amendments and the Planning Division's work plan. (**Attachment C**)

Brief discussion followed.

V. NEW BUSINESS:

A. Planning Division Update:

Planning Division Manager Fred Towne called attention to the new meeting schedule on the back of the agenda and briefly reviewed upcoming hearings scheduled for the next two regular Planning Commission meetings, December 19, 2007 and January 2, 2008.

B. Update on the formation of a Downtown Commission and an Urban Renewal District

Community Development Director Gibb said the Mayor appointed an Ad Hoc Committee to make a recommendation regarding the formation of a downtown commission, in response to a recommendation that came out of the recent strategic planning effort for downtown. The Committee met several times and took public testimony. He distributed and reviewed the Ad Hoc Committee's preliminary recommendations, *Outline of Major Components of Future Downtown Commission*. **(Attachment D)**

Director Gibb said another recommendation that came out of the strategic planning effort for downtown was the formation of an urban renewal district. He briefly explained the concept of tax increment financing, wherein taxes generated from increased value from improvements in a district are dedicated to further improvement of that area until the urban renewal district expires, typically in 20 years. He said there is an urban renewal planning committee working on this concept with a consultant. The plan will eventually come before the Planning Commission and City Council for review prior to being put on the ballot. It would be on the ballot next fall at the earliest.

VI. **ADJOURNMENT:** The meeting was adjourned at 9:30 p.m.



**2007-2008
PLANNING COMMISSIONER
TRAINING SERIES**

***Quasi-judicial Land Use Decision Making:
Parts 1 and 2***
with Adrienne Brockman

Part 1 – November 9, 2007
Part 2 – December 14, 2007

Presented by the OAPA with facilities and production assistance provided by the
Nohad A. Toulon School of Urban Studies and Planning at Portland State University.

ATTACHMENT A

PART 1

(November 9th, 2007)

PRELIMINARY MATTERS

INTENT OF PRESENTATION:

Many jurisdictions have no legal counsel present during hearings. This presentation is intended identify potential problems to discuss with your legal counsel, and to assist you in resolving problems that may arise.

PROCEDURES REQUIRED:

State law requires each jurisdiction to adopt hearings procedures. You need to check your own jurisdiction's procedures. Some aspects of your local government procedures may be different.

CONSULT WITH YOUR LEGAL COUNSEL:

This is an overview of the law, and it is subject to interpretation. There are nuances not covered by this presentation. This presentation is not a substitute for the advice of your legal counsel.

APPLICABLE STATUTES: You can go to Google and put in "Oregon Revised Statutes" (put in quotes). Scroll down and you will see the 2005 statutes. The 2007 statutes are not on line yet. This presentation is based on the 2005 statutes. You want ORS 244.010 - 244.120 (pages 3-13 and pages 20-21), ORS 197. 763 - 197.796 (pages 86 - 91) and for City Planning Commissioners ORS 227.160 - 227.187 (pages 5 - 14) and for County Planning Commissioners, ORS 215.402 - 215.437 - 215.437 (pages 40-47)).

INTRODUCTION

TWO CONCEPTS THAT ANSWER MOST QUESTIONS

The law is not difficult. There are two concepts that answer most questions:

- 1. Fairness:** If an issue arises ask: what is fair?
 - 2. Opportunity to be heard and rebut evidence:** Each person has a right to present and rebut evidence
- Generally, if you adhere to these rules, the hearing will be flawless.

BE COURTEOUS

For many people, their only contact with their local government is during a land use hearing. How they are treated in the process colors how they feel about their government.

CONDITIONS OF APPROVAL

Conditions of approval offer the opportunity to respond to neighborhood issues and concerns.

BE PREPARED FOR THE MEETING

Lack of preparation reflects on the Commission, the process and the local government.

CONTENTS OF THIS PRESENTATION

- * The definition of a quasi-judicial decision.
- * How the process begins: The preapplication process.
- * Notice to the surrounding property owners.
- * The staff report.
- * Why hold a hearing?
- * The requirement for a quorum and what to do if there isn't a quorum.
- * The required announcements at the beginning of the hearing.
- * Ex Parte contacts, bias and actual and potential conflicts of interest.
- * Issues that may arise at the hearing: cross examination, loss of a quorum, a request for a continuance, the staff report was not available, an alleged failure to receive notice.
- * Statutory requirements regarding how the decision is to be made.
- * Fact gathering.
- * Findings of fact.
- * Conditions of approval.
- * The final decision.
- * Voting.

BACKGROUND INFORMATION

You Have Been Appointed to the Planning Commission.

- A. You will wear two hats, that of a legislator and that of a judge.**

Defining terms.

- A. Applicable Code provisions, applicable ordinance provisions, criteria and standards all mean the same.
- B. Discretionary decision, quasi-judicial decision and permit all mean the same.
- C. LUBA : Land Use Board of Appeals
- D. "120 Day Rule".
- E. The record.

A Quasi - Judicial Land Use Decision Defined.

- A. It is one that applies Code provisions (the criteria) to a request by an individual or individuals or a business (the land owners) for permission to do something with their

land which requires a land use approval.

B. Examples: The following are examples: plan amendment, zone change, conditional use permit, variance, design review, subdivision or major partition.

HOW THE PROCESS BEGINS

The Preapplication Process.

- A. An applicant makes a written request to meet with staff.
- B. Often a meeting is required with the recognized neighborhood group.

The Application Process.

- A. An applicant files an application with the planning staff.
- B. The applicant is required to address each of the approval criteria.

NOTE: All information and documents submitted must be available to the public.
(ORS 197.763 (4) (a))

Notice Is Given To Surrounding Property Owners.

- A. Notice is mailed to surrounding property owners and others.
- B. Sometimes the owner is not listed on the County Assessor's records.
- C. The notice tells the time, date, and place of the hearing, the type of request and the applicable criteria as well as other information required by State Law including the name of the staff person handling the matter.

The Staff Prepares A Staff Report.

- A. The report must be available at least seven days before the hearing. (ORS 197.763 (4) (b))
- B. The content and format varies from jurisdiction to jurisdiction.

Why Hold a Hearing?

- A. The staff report may be factually incomplete or based on inaccurate facts.

THE HEARING PROCESS: THE QUORUM REQUIREMENT

Determining If a Quorum Will Be Present.

A. **The "120 Day Rule"** There are consequences for failure to comply. (ORS 215.427 (1) and 227.178(1)). Delays should not happen.

B. **Loss of a Quorum:** If a quorum will not be present, the local government has three options:

- (1) Reset the hearing to a date and time certain if there is enough time;

- (2) Ask the applicant to agree in writing to extend the 120 day time; or,
- (3) Hold the hearing and have the absent members listen to the tape recording, review all of the evidence submitted at the hearing and vote.

THE HEARING PROCESS: REQUIRED ANNOUNCEMENTS

The Hearing Begins With A Series of Required Announcements and Questions.

- A. The staff or chairperson should announce the hearing.
This is the time and the place for the hearing on CU 101 – 07, an application by Delicious Burgers for a drive-in restaurant to be located at 123 First St.
- B. The statutes require the Chairperson:
 1. To ask if any Planning Commission member has had an ex parte contact, is biased on the matter or has a conflict of interest.
 2. To announce the following: (See ORS 197.763 (5))
 - a. Testimony should address only the applicable approval criteria.
 - b. The approval criteria.
 - c. To be able to appeal an issue to LUBA, the issue must be stated with enough detail for the Commission to consider it in making its decision.
- C. It is always helpful if the chairperson explains:
 1. The order of testimony and any time limits.
 2. What relevant evidence is.
 3. Repetitious testimony serves no purpose.
 4. How the decision will be made.
 5. Conditions of approval.

THE HEARING PROCESS: REQUIRED DISCLOSURES

Ex Parte Contacts, Bias and Conflicts of Interest

- A. **The Requirements.** Each Planning Commission member must disclose at the applicable hearing at the earliest time:
 1. **All ex parte contact.** This requires the disclosure of any information about the proposal gained outside of the hearings process.
 2. **Any actual personal bias or interest.** Any Commission member having a bias may not participate in the hearing; and,
 3. **Any actual or potential conflict of interest.** Any Commission

member having an actual conflict may not participate in the hearing.

B. Reasons for the Disclosure Requirements.

1. The Planning Commission members will decide individual rights and must be impartial.
2. The purpose of the disclosure requirement is to:
 - A. Protect the right to know and rebut the facts that will be used in making the decision
 - B. To assure an open and fair process.
 - C. To assure that all decision makers are open to all sides of the issue.
 - D. To prohibit a decision maker, relative or business from profiting from the decision.

THE HEARING PROCESS : EX PARTE CONTACT

Ex Parte Contact means a communication received outside of the hearings process about the proposal. It could be a verbal, written or visual communication, e.g., a discussion in the grocery store about the application, reading a letter or letter to the editor, article or editorial in the newspaper, watching a news account on TV, or a site visit.

A. The following requirements apply if a Planning Commission member has a contact. (ORS 215. 422 (3) and ORS 227.180 (3))

1. The person having the ex parte contact must disclose on the record the nature of the contact **and the substance of the communication including any facts they received.**
2. **The chairperson must announce the right to rebut the evidence.**

B. The person receiving the contact should make the disclosure at the beginning of the meeting. Case law requires the disclosure to be made at the earliest possible time.

Newberg Case: An editorial

Burger King Case: Traffic counts disclosed at the close of the hearing.

AB Car Wash

HEARING PROCESS: BIAS

Bias

A. A person has a personal bias or prejudice when no fact can persuade them to vote another way. A person is also biased when they have a personal interest in the outcome. It must be an actual bias.

B. A person who is biased should state for the record the nature of their bias and not

participate in the hearing.

Example:

The application is for a cattle feed lot and stockyard to hold cattle before transporting them to the slaughtering and meat packing plants.

A Planning Commission member is an animal rights advocate and lectures that eating meat causes heart disease. The Planning Commission member in good conscience could not vote to approve the application. There is no fact that can overcome the member's convictions.

The member is biased and should state their bias on the record and not participate in the hearing.

HEARING PROCESS: CONFLICT OF INTEREST

Actual and Potential Conflict of Interest Defined.

A. Planning Commission members are public officials. (ORS 244.120(15))

B. There are two kinds of conflict of interest: (ORS 244.120 (2))

1. An **“actual conflict of interest”** is defined as any action, decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in the statute. (ORS 244. 020 (1))

2. A **“potential conflict of interest”** is defined as any action, decision or recommendation by a person acting in a capacity as a public official, the effect of which could potentially be to the private pecuniary benefit or detriment of the person or the person's relative or any business which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in the statute. (ORS 244. 020 (14))

C. In the case of an **“actual conflict of interest”** the individual must **announce** publicly the nature of the conflict **on the record** at the beginning of the hearing and **not participate in the hearing, discussion or vote.** (See ORS 244.120 (2) (b))

D. In the case of a **“potential conflict of interest”**, the individual must **announce** the nature of the conflict publicly, and they **may participate** in the hearing and vote. (ORS 244.120 (2) (a))

HEARING PROCESS: CONFLICT OF INTEREST (Cont.)

Second statutory scheme applicable to Planning Commissioner members, ORS 244.135. It prohibits a Planning Commission member from participating in a hearing in which any

of the following has a direct or substantial financial interest:

- A. The member spouse, brother, sister, child, parent, father-in-law, mother-in-law;
- B. Any business in which the member is serving or has served in the last two years; or,
- C. Any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.

Reconciling The Two Statutes: Comply with the most stringent provisions of each of the statutes.

Monetary Penalties. The Oregon Ethics Commission after investigation and a hearing may impose civil penalties or require the violator to forfeit up to twice the amount of the financial benefit. (ORS 244.350 and ORS 244.360)

HEARING PROCESS: PROBLEMS THAT CAN ARISE FROM A CONFLICT OF INTEREST

Record in the Record: State law requires any disclosed conflict of interested to be stated in the official record and minutes of the meeting.

Loss of a Quorum / Personal Liability: Be sure to discuss the matter with the jurisdictions legal counsel well in advance of the meeting to avoid personal liability. If you are disqualified from participating, it may cause a problem with having a quorum.

TIP: The quorum problem can be overcome by having the absent members listen to the tape recording of the hearing and reading all of the material in the record and voting on the final decision.

If it is not possible to get a quorum, seek advice from your legal counsel. Under certain circumstances, the members having the conflict may be able to vote, but not participate in the hearing questions and discussions. (ORS 244.120(2)(b)(B))

Leave the Room: Leave the room if you have a bias or actual conflict of interest.

HEARING PROCESS; ORDER OF TESTIMONY

The Order of Testimony and Time Limits

- A. Order of Testimony. The order of testimony is as follows:
 - 1. Announcements
 - 2. Staff Report
 - 3. Applicant: Facts applied to criteria

4. Proponents: same as above
5. Opponents: Facts applied to criteria

Rebuttal of applicant's and proponent's facts.

6. Applicant: Rebuttal of opponent's facts ONLY.

B. Sitting as a quasi-judicial body, the job of the Planning Commission members is to determine the facts. The order of testimony is designed so that each side has an opportunity to correct or rebut the facts of the other side. This balance must be maintained.

C. **Time Limits:** Time limits may be imposed if authorized by Code. The Code authorization gives people notice. If it is not authorized by Code, seek advice from your legal counsel. You can probably impose time limits if the limits are clearly spelled out in the initial notice of the hearing.

HEARINGS PROCESS: TIPS AND QUESTIONS

Tips

1. Read the staff report and ask questions of the staff before the meeting or at the beginning of the meeting. The statutes provide that a communication between a PC member and staff is not an ex parte communication.
2. Reading the staff report early will alert a Commission member to a bias or conflict of interest.

Questions to the audience: What should happen if:

1. The hearing is closed and a Commission member asks staff a question and the answer introduces new evidence into the record? Has there been an opportunity for rebuttal? Is this fair?
2. The applicant introduces new evidence in the rebuttal?
3. A PC member says at the end of the hearing, "I visited the site at 7a.m. and counted cars and the traffic is clearly at level F at the intersection".
4. What should happen if at the end of the hearing after the applicant's rebuttal a person arrives late claiming they had a flat tire? They are allowed to speak.
5. What should happen if in the middle of the hearing, a PC member discovers that a relative is a silent partner in the business owning the land, and the application is for a cell tower?
6. What should happen if after the hearing a PC member visit's the site and gathers new facts?

HEARING PROCESS: HEARING ISSUES AND PROBLEMS

Issues that May Arise During the Hearing

- A. Hold a work session with your legal counsel to discuss how to handle each of the

following situations.

B. A Request for Cross Examination: There is no right to cross examination unless the local Code gives that right. So consult your local Code.

C. A Loss of a Quorum: Have the absent members review the complete record and vote on the final decision. Otherwise seek advise of your legal counsel regarding the applicability of ORS 244.120 (2)(b)(B).

D. A Request for a Continuance (ORS 197. 763 (6))

1. The statutes provide that any party may ask for a continuance and that “The hearings authority shall grant the continuance”. There are two options: continuing the hearing or leaving the record open for additional written testimony.

2. The request may arise because:

a. The staff report was not available early enough;

b. The applicant continued to introduce evidence;

c. There were changes to the proposal; or,

d. The notice requirements were not met.

3. There are three considerations in deciding what to do:

a. The 120 Day Rule and will the applicant wave the time limits? If no, look at whether a shortened continuance period would work and if not, consult with your legal counsel.

b. Generally, the record is left open for seven days for the submission of evidence, and then an additional seven days for rebuttal.

c. If you continue the hearing be certain to announce the time and date to which the hearing is continued.

d. Be very clear about the dates and deadlines.

HEARING PROCESS: HEARING ISSUES (Cont.)

An alleged failure to receive notice. (ORS 197. 763 (8)) This issue has some different considerations, but the same principles as discussed above can be applied.

TIP: Post notice on the property and keep good records of who was sent notice and have it at the hearing.

The proposal is substantially changed between the first and second hearing or during the hearing.

Seek advice from your legal counsel, but if the new proposal has different impacts on different properties, the safer course is to give new notice.

People have testified on the basis of the first proposal, and they may not know of the changes. The changes may affect them in a different way.

The testimony given at the first hearing may become irrelevant.

Fairness is the goal. Fairness dictates new notice, and an opportunity to testify on the proposal.

PART 2
(December 14th, 2007)

CHART 18: HEARING PROCESS: THE DECISION MAKING PROCESS

Statutory Requirements Regarding the Decision Making Process.

A. The statute reads: Approval or denial shall be based upon and accompanied by a brief statement that explains the criteria considered relevant to the decision, states the facts relied upon in rendering the decision and explains the justification for the decision based on the criteria and facts set forth.(ORS 215. 416 (9) ORS 227.174 (4))

B. The statute therefore requires:

1. Each Planning Commission member to determine the facts; and each member could see the facts differently.
2. The facts to be applied to the criteria which results in findings of fact.
3. The decision to evolve from the findings.

C. The statutes require the decision to be in compliance with the approval criteria in order for it to be approved. The Planning Commission members do not apply their own opinions and values.

HEARING PROCESS: THE DECISION MAKING PROCESS

What is required is that the criteria be applied to the facts and that:

1. Each and every element of the approval criteria must be met to approve the application with no conditions.

2. Where a criterion can be met with a condition, the decision may be approval with a condition that makes the application satisfy the criterion and hence that criterion.

3. If even one element of the approval criteria cannot be met, the application must be denied unless it can be satisfied with a condition of approval.

4. The Planning Commission has a choice. It can elect to approval an application with a condition or deny the application, although some legal counsel may argue differently. You should discuss it with your legal counsel.

HEARING PROCESS: THE DECISION MAKING PROCESS

ILLUSTRATION

1. Applicant: Delicious Burgers
2. Criteria: There will be no traffic hazard or traffic congestion.
3. Facts: Two lane road at capacity; poor sight distance
4. Testimony: Applicant: Can meet all criteria with the conditions of a traffic signal and left turn lane which is based on a registered traffic engineer's report submitted into the record.

Opponents: Cannot satisfy the criteria with a left turn and traffic signal, and show a video where there have been rear end accidents at other Delicious Burgers restaurants. They also introduce State accident statistics.

Questions: Which facts do you believe?
What is your decision?

5. The decision cannot be for approval. It will be either approval with the conditions or denial.

Question: If it is approval with conditions, what conditions must be applied?

HEARING PROCESS: DETERMINING THE FACTS

Determining the Facts

A. Relevant facts are facts that show whether an approval criterion is satisfied or not. These are the only facts the Planning Commission may consider in its decision.

1. Let's assume the only criterion is: There will be no traffic hazards or congestion created by the approval of the application.
2. Is testimony about property values? noise? lights? or crime relevant? No, because the testimony does not relate to an approval criterion.

B. Substantial Evidence is evidence that a reasonable person could rely upon in making a decision.

1. **The evidence need appear in the record only once.**
2. The neighbors create a form letter which has relevant facts. Ten of them want to read the same letter into the record. Does the letter have more weight than being read once? No.
3. The town has 2000 residents over the age of 18. There are five city council members and 7 planning commission members leaving 1988 residents who each signed a petition which states, "Vote no on this application as it is bad for our town". Is this relevant evidence? Does the number of signature have any weight? No

C. Conflicting Evidence. There most often will be conflicting evidence such as in

the Delicious Burger case. The Planning Commission members can select the evidence it believes as long as it is relevant and substantial evidence.

E. Old evidence: It is valid as long as it is the most current. Year 2000 Census information is relevant in 2007 if it is the most current.

THE HEARING PROCESS: TIPS

Take Notes on the Pro and Con Evidence

1. It is a good idea to take notes as the testimony is given. As noted above, the Planning Commission will be required to make a decision based on the facts as applied to the criteria. A member will be required to make a motion, and it will be helpful if facts can be identified which support the motion. Discussion should follow, and it should be a discussion based on the relevant facts and criteria.

Take Notes Regarding Possible Conditions of Approval

1. It is a good idea to note the issues and concerns raised by those in opposition. Often, conditions of approval can be added to make the proposal satisfactory to the residents.

2. The application of conditions helps in making the opponents feel they were heard.

Fire Station Example

HEARING PROCESS: FINDINGS OF FACT

Findings of Fact (Findings)

A. Definition of Findings: A finding is a written statement addressing an element of the approval criteria which applies the relevant facts to the criterion and explains how it is met or not met by the facts. There must be a finding for each and every element of the approval criteria.

Example: Approval criteria: The use shall not result in traffic hazards or traffic congestion. This criterion will require a finding regarding traffic hazards and one about traffic congestion.

B. The Purpose of Findings: Findings are critical to the decision making process. Findings function to:

1. Show the decision was not arbitrary.
2. Assure the decision was fairly made.
3. Aid LUBA in reviewing the decision.
4. Show proper procedures were followed.

C. Requirements: No magic words are required. What is required is:

1. A statement of the applicable criterion;

2. A statement of the relevant facts; and,
3. A statement which applies the facts to the criterion and explains how the criterion is or is not met.

NOTE: The facts relied upon must be in the record.

HEARING PROCESS: CONDITIONS OF APPROVAL

Authority and Limitations to Applying Conditions of Approval

A. State Law: Grants authority to apply conditions

B. Code Authority to Apply Conditions: Some Codes grant broad authority and some are much narrowly tailored.

Examples of Code Language:

Criteria: The use shall not create traffic hazards or congestion.

Broad Language: Conditions can address any needs or impacts created by the proposal such as noise, lights, landscaping, a traffic signal, street right of way dedications, etc.

Narrow Language: Conditions are limited to those necessary to make the application satisfy the approval criteria such as requiring a left turn lane and traffic signal.

C. Constitutional Limitations to Applying Conditions of Approval: The U.S. Constitution and Oregon Constitution prohibit the taking of private property for public use.

HEARINGS PROCESS: CONDITIONS OF APPROVAL (CONT.)

Types of Conditions: There are four types of conditions:

1. Conditions addressing the development of the site or use such as landscaping, drainage, building height, hours of operation, parking, etc.
2. Conditions requiring off site improvements such as drainage improvements.
3. Conditions requiring an applicant to dedicate land for streets, open space, drainage, parks or paying a fee in lieu of a dedication.
4. Conditions requiring an applicant to allow others to cross their property such as

requiring the granting of an easement for a trail or pathway.

The Requirements:

1. The condition relates to a legitimate governmental interest.
2. The condition relates to the burdens created by the development.
3. There is “rough proportionality” between the burdens created by the development and the condition.
4. The condition and rough proportionality relate to actual conditions created by the development and not potential or future impacts of the proposal.

HEARING PROCESS: THE DECISIONS

A. The decision recommended by staff in the staff report is not binding.

B. The Motion: Based on the evidence in the record, I find that the criteria are/ are not satisfied and move the decision be denied / approved / approved with conditions.

C. The tentative decision is not binding:

(1). A Commission member may think about the evidence after the hearing and weigh the evidence differently.

(2) In writing the findings, not all of the criteria may be satisfied by the evidence in the record.

(3) An absent member may review the record and vote in a manner that changes the tentative decision.

D. The final decision: A final decision is one that is reduced to writing, voted upon at a public meeting by the members of the Commission who heard the matter and is signed by the Chairperson or acting chairperson at the meeting where the matter was heard.

E. The Vote: Review the Code to determine how many votes are required to approve.

TIPS

1. The Public Meetings Law applies. If a quorum is not present to vote on the matter, the options are:

- Schedule a special meeting giving notice as required by the Public Meetings Law.
- Continue the meeting to a date and time certain when a quorum will be present.
- Vote by telephone which requires notice and the public’s ability to hear the discussion and vote. A speaker phone will be necessary.

HEARING PROCESS: SIGNED MINUTES REQUIRED

Signed Minutes Are Required.

A. Written minutes are required. ORS 192.650. The minutes must give a true reflection of the matters discussed and the views of the participants.

THE PREPLEXING PROBLEM : REPETITIOUS TESTIMONY. WHAT DO YOU DO?

1. Use power point or **put** on paper on the wall and in big, big letters write the approval criteria. Explain how the decision is made.
2. Explain what relevant facts are and what substantial evidence is.
3. Explain that a shorter hearing means more thought to the conditions of approval if the application is found to satisfy the criteria.
4. Ask the proponents and opponents to suggest conditions of approval.

Remember that for many citizens their major or only investment is their home. They want to protect the value for their retirement. They feel strongly. Planning Commission members need to understand and respect that fear. Understanding how the decision is made will help with the fear factor.

PERPLEXING PROBLEMS: THE ELECTED OFFICIALS REACH A DIFFERENT DECISION THAN THE PLANNING COMMISSION ON THE SAME APPLICATION.

The Planning Commission hears and makes a decision on an application.

The applicant appeals the denial or conditions of approval; or
The opponents appeal an approval or conditions of approval.

The Elected Officials (City Council or Board of County Commissioners) reverse or change the decision.

Is it politics? No!! What is the answer?

The Elected Officials hear different evidence. Can this be changed? Yes!

Hold hearing before the elected officials "on the record". Is this a good idea?

**PERPLEXING PROBLEMS: A PLANNING COMMISSION MEMBER WANTS
TO TESTIFY BEFORE THE ELECTED OFFICIALS**

A Planning Commission member wants to testify before the Elected Officials on a matter that was heard by the Planning Commission.

Can the Planning Commission member testify?

Yes, as a citizen not as a Planning Commission members. Any reference to the Planning Commission deliberations would be inappropriate.

Caution!! Was the member biased? The testimony should be objective and apply the facts to the criteria.



ORDER OF PROCEEDINGS
CITY OF CORVALLIS
QUASI-JUDICIAL PUBLIC HEARINGS

I. INTRODUCTION

II. OPEN PUBLIC HEARING

● **Commission/Council Declarations**

- ▶ Conflicts of Interest
- ▶ Ex Parte Contacts
- ▶ Site Visits
- ▶ Objections on Jurisdictional Grounds

● **Presentations**

- ▶ Staff Overview *(3 minutes)*
- ▶ Applicant Presentation *(up to 15 minutes)*
- ▶ Staff Report *(up to 15 minutes)*
- ▶ Questions of Staff *(limited to clarification)*

(over)

ATTACHMENT B

- **Public Testimony**

- ▶ Legal Guidance to Those Testifying
- ▶ Initial Testimony *(limited to 3 minutes per person)*
 - In Favor
 - In Opposition
 - Neutral
- ▶ Rebuttal
 - Applicant Rebuttal *(limited to 10 minutes per person)*
 - Other Rebuttal *(limited to 3 minutes per person)*
 - Sur-Rebuttal *(limited to 3 minutes per person)*

III. CLOSE PUBLIC HEARING

IV. COMMISSION/COUNCIL QUESTIONS OF STAFF

V. COMMISSION/COUNCIL DELIBERATIONS

VI. COMMISSION/COUNCIL DECISION*

- ▶ Approval, or
- ▶ Approval, with Modifications, or
- ▶ Denial
- ▶ Describe Appeal Process and Timelines

**May return to Commission/Council for adoption of formal findings.*

MEMORANDUM

From: Fred Towne, Planning Division Manager *FTE*
To: Mayor and City Council
Date: August 28, 2007
Re: 2007-2008 Planning Division Work Program Followup

I. Issue

On February 20, 2007, the City Council reviewed the recommendations from the Planning Commission and other input regarding the 2007 work program for the Planning Division. This memo provides an update to Council regarding any progress on each set of priorities, and provides the requested discussion of work effort associated with newly-identified projects.

II. Discussion

A. Initial Priorities

At the meeting, the City Council gave direction that the work tasks associated with Council Goals are top priorities, and that the scope of work associated with these goals will be refined over the coming months. The Council recognized that this work is likely to have direct effect on the ability to complete some of the tasks identified by the Planning Commission as first and second tier priorities. Council preferred keeping the Goals-related tasks separate from the list developed by the Planning Commission.

1.	Review possible development constraints in South Corvallis Area Refinement Plan (White Paper)
2.	Explore the need for a SW Corvallis Area Plan (White Paper)
4.	Develop Strategies to implement EVP and Downtown Strategic Plans (TBD)

Council also recognized that completion of all of these projects is likely to take a number of years, and that in addition to its Goals, other variables affecting work on and completion of the prioritized list of projects include:

- Current planning case load;
- Measure 37 responsibilities (may increase following passage of the revised Land Development Code); and
- Unknowns associated with the implementation of revised Land Development Code.

To date and due to both current case load (including appeals, LUBA records, etc.) and efforts associated with implementation of the new Land Development Code, staff have been unable to begin work on Council Goals 1 and 2. Goal 4 is currently receiving staff support at Council's direction, but a permanent revenue source to fund this work has yet to be identified.

In February, the Council also indicated its priorities regarding the Planning Commission's list and identified two other possible tasks- development of a Benton County "Airport Industrial Zone" and "down-zoning" the higher density properties in the City's two National Register of Historic Places Historic Districts. Since that time, a number of additional code change requests have been presented to Council. Below are the Council's priorities as identified in February, and following the tables, a discussion of the work effort associated with the other items.

Table 2. Top Priority Work Items- City Council		
ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
A. Land Development Code Refinement Issues		
<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>LDC implementation items that will facilitate Phase III Code administration.</p> <p>Underway, but not yet completed.</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>The first set of corrections is complete and in effect. Additional efforts are specifically identified below</p>	** or ***
<p>The completed work on items 1 and 16, above, included the correction to the definition of an "active" detailed Development Plan, the correction to the setback issues associated with AG-OS-zoned properties, and the inclusion of MADAs for the new commercial zones. Staff have identified a number of additional "fixes" and clarifications that could be processed in a straightforward manner (e.g, adding "missed" zones to Chapter 4.7 -Sign Regulations, clarifying the relationship between "green area" in developments and protected natural features tracts, ensuring appropriate "step-down" provisions are included for all cases where higher intensity uses are adjacent to lower intensity uses).</p>		

Table 2. Top Priority Work Items- City Council

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 Wildlife Habitat Areas (WHAs), 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>On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities).</p>	<p>***</p>
<p>B. Inventory and Policy Issues</p>		
<p>5. Update Buildable Lands Inventory following implementation of the Natural Features Project</p>	<p>Update of last year's LDIR data completed as part of LDIR. Update involving BLI numbers that reflect the impacts of the Code Update has begun, it is hoped to be completed in the first quarter of the 2008.</p>	<p>**</p>
<p>21. Need to develop a policy for how to calculate the 5-year supply of land for use in Annexations. (LDC Section 2.6.30.07.a)</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>

Table 2. Top Priority Work Items- City Council		
ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
C. Other Issues		
61. LDC Amendments to Downtown policies	On hold, due to size of project. Likely to occur during or following the work effort associated with City Council Goal #4 regarding the Downtown Strategic Plan	***
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)	On hold, due to size of project. Re-evaluate and potentially increase this item's ranking based on findings from Downtown Strategic Plan.	***

When Council last reviewed the Planning Division Work Plan, the items in the following table were deemed a lower priority to those in Tables 1 and 2.

Table 3. 2nd Priority Work Items- City Council		
ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
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)	Awaiting a window of opportunity to evaluate.	***
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. 	On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities)	***

Table 3. 2nd Priority Work Items- City Council		
ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
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>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 ***

Currently, Planning Division staff are actively working on Items 1 and 16 (LDC-related items) in Table 2, section A, and on Item 5 (Buildable Lands Inventory) in Table 2, section B. As indicated, a number of LDC Text Amendments have been adopted. These were high priority in terms of potential impacts on day-to-day development activity. We anticipate continuing our work on these types of items, cycling in the items related to Council Goals as directed, and accomplishing the remaining priorities to the degree that time allows.

B. Additional Work Items Identified

At the February 20, 2007, City Council work session, two additional work items were identified for which the Council requested information regarding the magnitude of effort required. Staff have not yet had an opportunity to scope and provide information back to Council through the Planning Commission and Historic Resources Commission regarding Historic District zoning. Similarly, staff have not yet had an opportunity to scope Airport Industrial zoning issues, including conversations with Benton County staff and the Airport Commission.

During recent City Council meetings, citizens and Councilors have raised several additional issues associated with the Land Development Code. The first of these was raised by Beth Young and Judy Dahlem and presented to City Council on July 2, 2007, (Attachment A). It identified a concern with fence-height standards in side yards, but more particularly referenced the limited degree of variation allowed through the Lot Development Option (LDO) process. LDO standards have changed with the new LDC. The previous LDC provided for a Major LDO and a Minor LDO. The new LDC no longer has this distinction and requires variations in excess of the thresholds to be reviewed through the Planned Development process. Previously, the Major LDO process allowed consideration of increases in excess of 33 percent to the height of front and side yard fences, but the current LDO process does not. Among the standards not allowed to be varied

through the LDO process are any of the development standards included in *Chapter 4.0-Improvements Required with Development*.

A number of suggestions were made regarding additional options for side-yard fences, and it was requested that a brochure be developed addressing fences. Current fencing and fence height provisions have been in place at least since the 1983 LDC was adopted. Since fencing standards have not been reviewed for some time, this project may take significant research time and would likely require some public process to develop a recommendation to Council.

On July 18, 2007, (Attachment B) Councilor York identified a concern for how Planned Developments are approved and the implications on the ability for a developer to remove the PD Overlay administratively. Council agreed that this was an issue to consider action on. Staff could review the issue and propose several options for consideration by Council. If proposed changes were minimal, little public process in addition to the Planning Commission and City Council public hearings might be necessary.

On August 6, 2007, (Attachment C) Kirk Bailey presented eight issues to the Council. Item 1 and Item 3 from Mr. Bailey's letter might be combined. Item 1 was a request to have "Accessory Dwelling Units" (ADU) allowed in the RS-12 and RS-12(U) Zones, and Item 3 was a request to allow multiple detached dwellings on a single lot where multiple attached dwellings are allowed. The difference between two "full-scale" units and a lot with one unit and one ADU is that in the latter situation, some requirements are waived for the ADU (parking, etc.). Item 3 may be fairly straightforward, but Item 1, due to smaller lot sizes, etc., may require additional effort.

Item 2 was a request to allow greater flexibility between residential and commercial uses than is currently allowed in the RS-12 and RS-12(U) Zones. Staff are not aware of any conversions from residential use to office use under these provisions, which have been in place since the 1983 LDC. This issue has implications for the City's intent with regard to zoning and could have impacts on properties adjacent to such conversions. These would need thorough research and possibly some public process in addition to Planning Commission and City Council public hearings.

Item 4 is a request to allow flexibility in the provision of Public Utility Easements (PUE). Currently, such easements are required in new developments adjacent to all street rights-of-way. Other developers have raised similar issues with this provision to staff. This item would also require research and discussion with utility providers to ensure utility needs are adequately met.

Items 5 through 8 were deemed secondary and included alternatives to mandatory irrigation, eliminating the need to provide landscaping plans for single-family homes, altering requirements for placement of water meters, and allowing the Historic Resources Commission's review of development in Historic Districts to "supplement" building standards.

In discussing these issues, it should be noted that after review, staff may recommend no change regarding some of them. The process of review with other City Departments and other agencies will still require time and effort.

Below is a table identifying the requests identified in Attachments A, B, and C. Also included are the two carry-overs from Council's last discussion- Airport industrial Zoning and Down-zoning in Historic Districts. The table includes estimates of the relative level of effort and public process.

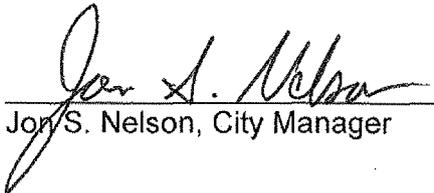
From staffs' perspective, items C and D merit consideration for inclusion in the efforts associated with Work Item #16 in Table 2, above.

Table 4: Other Identified Work Items		
Issue	Level of Effort Needed	Significant Public Process
A. Airport Industrial Zoning	***	***
B. Down-zoning in Historic Districts	***	***
C. Lot Development Option Thresholds (fence height, etc.)	***	**
D. Planned Development Provisions	**	*
E. Accessory/Multiple Detached Dwellings in RS-12 RS-12(U) Zones	**	**
F. Conversion from Residential to Commercial Uses	***	***
G. Public Utility Easement Placements	**	**
H. Mandatory Irrigation	**	*
I. Landscaping Plans for SF Homes	*	*
J. Water Meter Placement	*	*
K. Development Standards in Historic Districts	***	***

III. Action

Staff request that the City Council review the information and provide feedback on the current course of action for the long-range efforts of the Planning Division. Additionally, does Council wish to prioritize the items in Table 4 within the overall list of work items in Tables 2 and 3? Finally, does Council have a preference for use of staff resources on the Table 2 list? Planning Division staff will use the resulting Work Plan priorities to focus on completion of the top priorities within time/resource constraints, and completing other items as opportunities arise.

Review and Concur:


 Jon S. Nelson, City Manager

- E. Schedule a public hearing for July 16, 2007 to levy assessments on properties within the Downtown Economic Improvement District
- F. Approval of an application for an "Off-Premises Sales" liquor license for Corvallis Brewing Supply, Inc., dba Whiteside Beer and Wine, 119 SW Fourth Street

The motion passed unanimously.

III. ITEMS REMOVED FROM CONSENT AGENDA – None.

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. Proclamation of National Recreation and Parks Month – July 2007

Parks and Recreation Director Conway introduced participants of the Parks and Recreation Day Camp who entertained Council by singing a camp song.

Mayor Tomlinson read the proclamation.

Ms. Conway explained the "Park Passport" game pieces given to Council and available to the public. Completed passport questionnaires will be randomly drawn for monthly prizes and discounts.

VI. VISITORS' PROPOSITIONS

Judy Dahlem, 3206 NW Taylor Avenue, explained that she has attempted to obtain a lot development variance to replace overgrown arborvitae with a fence. Her goal was to construct a five-foot tall fence to replace the "eyesore" arborvitae and still retain some privacy. City staff informed her that a variance for a four-foot high fence would cost approximately \$200 and anything taller would require a Planned Development process, costing approximately \$2,600. Ms. Dahlem encouraged Council to consider an amendment to the Land Development Code language. She added that there are many five and six-foot tall front yard fences in her neighborhood and her neighbors have approved her landscape design.

IV. UNFINISHED BUSINESS

- A. Adoption of Findings of Fact and Order relating to an appeal of the Community Development Director decision related to an administrative zone change (ZDC 07-00001 – 7th Street Station)

Planning Manager Towne reviewed the Findings of Fact and Ordinance clarifications as outlined in Attachment A.

City Attorney Fewel read an ordinance relating to a Comprehensive Plan Map Amendment, modifying Ordinance 98-53, as amended.

June 28, 2007

RECEIVED

JUN 29 2007

CITY MANAGERS
OFFICE

To:
Bill York, City Councilor
City of Corvallis
P.O. Box 1083
Corvallis, Oregon 97339

Re: The City's Fencing Regulations

I am writing as a Corvallis citizen, but I am also a professional landscape designer here in Corvallis. These are my thoughts and suggestions based on experience, education, observation and consideration.

A Problem

There seems to be a glitch in the new LDC (Land Development Code December 31, 2006) regulations. Regarding fencing, the front-yard setback is 15' for any fencing (or hedging) over 3'. This is acceptable for homes that have most of their property in the back yard. However, for some homeowners on a corner lot, their only outdoor living space is on the same street as their front door.

In this case, the homeowner would have to pay about \$200 to get a variance from the Community Development Department which would allow them to build a fence that is maximum 4' high, if there are no neighbors that contest this. (If any neighbors contest this, it is back to 3' height). Needless to say, 3' or 4' is not high enough for backyard privacy. In order to apply for a variance for a fence between 4' and 6' in height, the homeowner is required to pay about \$2,600 before this request is considered.

Clearly, there is a problem with the current system. Two City staff members who are aware of this situation agree and encouraged me to bring this to light via a letter to the City Council. One staff member is an Associate Planner with Development Services and the other is an Assistant Planner with Community Development Planning Division.

The \$2,600 is required to change the land use of the property, which is processed by the Planning Department. This process is arguably meant for developers, not single homeowners. Both staff members agree that this lengthy process was never meant for the homeowner who wants a 5' fence.

Fencing = Bad?

Also, I would like to address the perceived notion that fencing over 3' is necessarily ugly or bad for the neighborhood. Our City statutes are based on this assumption.

Height

First off, a 3' fence is ridiculously low and out of scale with a streetscape. Mark a 3' height line on a wall and you'll see what I mean—it is hip height and adults can hop over it. When I design a low fence I make it 3.5 to 4' tall, which separates the spaces nicely but is neighborly as well (think leaning height).

Style

Secondly, have you seen some beautiful fencing? There are unlimited ways to make a fence that fronts on a sidewalk well-crafted and attractive. Better than outlawing 4 to 6' fences, a City regulation that the homeowner must provide a photo or sketch of what they will build seems to go with this City's goal of improving the experience for the pedestrian.

ATTACHMENT C

Page 396-o

Attachment A-2

Setback

A required 2'-4' setback (setback width based on the fence height) would allow space for ornamental plantings that would add visual interest to the streetscape. This planting bed would spatially improve the experience of the walker, biker or driver by providing a visual transition from the horizontal (street and sidewalk) to the vertical (fencing). There are many examples of this in other cities.

Brochure, please!

The Land Development Code does not use plain language. Recently, I accompanied a Corvallis resident, a client of mine, to the Community Development Department to clarify the statutes. It took the staff members there about one hour to tell us what my client was not allowed to do and how to get a variance on this rule.

I am proposing that the City prepare a brochure or handout that clearly states what is allowed in regards to fencing height and setbacks. The brochure should also stipulate the homeowner's recourse if they wish to have a taller fence or one within the required setback.

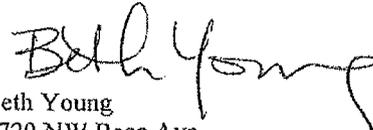
Corner Lots

In Corvallis, the people who have corner lots have the option of either (1) little-to-no privacy or (2) breaking the rules and hope they don't get caught. Most opt for the latter. Nobody likes breaking the rules. Therefore, I would urge the City Council and City staff to review the LDC with specific regards to people who live on corner lots, and decide what is fair and what is common sense.

Conclusion

These are my thoughts and suggestions. I welcome your response.

Sincerely,



Beth Young
1720 NW Beca Ave.
Corvallis, OR 97330
619-6739

cc
Mayor Charlie Tomlinson
Corvallis City Council members
Committee for Citizen Involvement
Corvallis Planning Commission members

Mr. Nelson reported that Airport Program Specialist Mason called HTSI and the pilot training service to encourage efforts to make the training process less objectionable to Corvallis residents. During his telephone calls, he learned that helicopter services from outside Corvallis were sending their pilots and trainers to Corvallis Municipal Airport for practice. Mr. Mason expressed local residents' concerns to the non-Corvallis flight trainers.

Mr. Behrens inquired whether the practice of other businesses sending pilots to Corvallis for training could be changed.

Mr. Nelson responded that this issue will ultimately be addressed. Staff is dealing with existing infrastructure for an airport that is largely governed by the Federal Aviation Administration (FAA). After the Airport Commission discusses the issue, staff will talk with FAA representatives regarding the City's options.

Mayor Tomlinson said the United States Mayors Climate Protection Agreement was signed by former-Mayor Berg during 2005, pledging to uphold the Agreement in the community. The Agreement was initiated in Seattle, Washington, during 2005. He requested the Council's concurrence with reaffirming the Council's participation in the Agreement. Council members indicated concurrence.

V. MAYOR, COUNCIL, AND STAFF REPORTS – Continued

B. Council Reports – Continued

Councilor York said he spoke with Mr. Gibb today regarding the long-term impacts of removing PDOs. He believes LDC Chapter 2.5 (Planned Development) could be amended to make a DDP a condition of a residential planned development. Currently, developers can obtain a planned development designation with a CDP. When the CDP expires, the PDO can be removed, as long as no DDP exists for the property. If the LDC is revised to require a DDP for a PDO, the DDP constitutes clear and objective standards, which the State's regulations regarding needed housing require. DDPs expire after five years if there is no development activity on the property. He believes his scenario seems reasonable, but he does not know if it is practical.

Mr. Towne explained that the LDC would allow approval of a CDP or a CDP with a DDP. A CDP expires after three years of inactivity, and a DDP expires after five years. When a property owner applies for a planned development, the PDO is automatically applied to the property. The City cannot apply PDOs unilaterally. Recently, staff began advising the Planning Commission that a PDO is not an automatic protection and can be removed or can expire. PDOs should not be considered resolutions to problem situations.

Mr. Towne explained that a CDP was proposed with PDOs because property owners are more likely to want to take an initial step without incurring engineering expenses for a DDP. He noted that staff almost always receives CDPs and DDPs together. Sometimes a large development is proposed for construction in phases, with a CDP for the entire site and a DDP for one portion of the site. Councilor York's proposal would not be very different from current, typical scenarios. He would be willing to further consider the proposal, which should not create extensive additional work for staff. He said most of the residential PDOs

involved smaller lot sizes, reduced set-backs, and similar issues. The new LDC provisions address many of those issues, which are allowed outright. PDOs will not be needed to reduce lot sizes or set-backs.

Mr. Towne said Councilor York's proposal would not greatly alter staff's work. If the Council wants to undertake a LDC amendment, staff will review priorities of its current work program and other LDC reviews.

Councilor York said he would like to pursue a LDC amendment. He moved to initiate a Land Development Code text amendment to require Detailed Development Plans on planned developments with residential components. He said he expects staff to perform some work toward the amendment. If the amendment is appropriate, it would be referred to the Planning Commission and then the Council. He does not sense urgency in pursuing the amendment, but he believes it would resolve the needed housing issue the Council addressed in the Seventh Street Station appeal. Councilor Daniels seconded the motion.

Councilor Brauner said he did not object to adding Councilor York's proposed LDC text amendment into the Planning Division's work que, but he objected to assigning the project a high priority at this stage of the project. He suggested that the project be assigned a priority during the next Council term.

Councilor Daniels opined that, in one sense, Councilor York's proposal would be part of the entire set of issues the Planning Division is addressing regarding fixing unforeseen problems with the new LDC. The issue that prompted Councilor York's suggestion was created by steps required for State acknowledgment of the new LDC.

In response to Councilor Hamby's inquiry, Mr. Towne said it would be difficult to estimate the amount of staff time that would be required to pursue Councilor York's proposed LDC text amendment. Staff is discovering problems with the new LDC. It would be better for staff to have opportunity to observe developments under the new LDC before embarking on the proposed LDC text amendment.

Mr. Nelson said he spoke with Mr. Gibb this afternoon after Councilor York's discussion with Mr. Gibb. He believes staff should develop an estimate of the amount of procedural and staff time involved and a review of pending projects already assigned priorities. The Council could then determine whether to wait until next Council term to assign a priority to the project or attempt to incorporate the project into the current term's work plan.

Councilor York concurred with Mr. Nelson's suggestion, noting that staff may determine the proposed initiative is inappropriate or not practical.

Councilor Hamby cautioned that considering a situation similar to the recently reviewed Seventh Street Station application is expensive in many ways. He did not believe the Council should wait for a possible application of the same nature before amending the LDC.

Mr. Towne noted that an application similar to the Seventh Street Station application could be presented for one of the three remaining properties with PDOs or if the City approves a planned development request. The Planning Commission will soon consider a planned

development request for which staff recommended denial; if the application was appealed to the Council and approved as a DDP or a CDP, it could create an opportunity for LDC text amendment consideration. He noted that the application was submitted prior to the new LDC.

Councilor Grosch said he would not support the motion to initiate a LDC text amendment; however, he would support staff obtaining more information for the Council's review.

Councilor York said he would withdraw the motion if staff could provide timely feedback in the form of additional information. Councilor Daniels, as the motion seconder, concurred with withdrawing the motion.

Mayor Tomlinson reviewed that staff will provide additional information regarding the impacts of the issue of withdrawing PDOs from residential properties and the significance of such action. The Council will then determine how to proceed.

VII. PUBLIC HEARINGS

- A. A public hearing to consider Land Development Code text amendments (LDT07-00001 – Agriculture - Open Space Setbacks; LDT07-00002 – Definition of an Active Detailed Development Plan; LDT07-00003 – Create Minimum Assured Development Areas for New Zones)

Mayor Tomlinson reviewed the order of proceedings and opened the public hearing.

Declaration of Conflicts of Interest – None.

Staff Report – General

Mr. Towne explained that the Council was considering three ordinances tonight. The LDC was adopted October 16, 2006, and was implemented during December 2006 as codification of all the work that occurred between December 2000, when LDC Update Phase I was adopted and October 2006. The new LDC included the information from LDC Update Phases I and III; because Phase I was under appeal, it could not be considered when Phase III was adopted. Other updates included historic preservation provisions and OSU provisions. Phases I, II, and III were approved at different times and were adopted with known conflicts. The Council asked staff to identify the most obvious conflicts and recommend resolutions; this will be done in phases.

Staff Report – Agriculture - Open Space Setbacks

When LDC Update Phase I was adopted, the Council was concerned that the City had public drainageways and park land with the same zoning designation as nearby developed properties. Those designations left opportunity for the drainageways or parks to be developed according to the nearby zoning designations. The Council asked staff to develop a zoning designation for drainageways and parks that would be more restrictive in terms of allowed activities. The Agriculture - Open Space (AG-OS) zoning designation was the only available zone. Applying the AG-OS zoning designation to drainageways and parks resulted

Identified "New Code" Problems and Suggested Improvements

Kirk Bailey, Downtown Living LLC
8/6/2007

High Priority - These problems prevent desirable developments from going forward

1) **Permit Accessory Dwellings in RS-12.** There is quite a mix of RS-9/RS-12/RS-12U in the older historic/residential areas near the downtown and OSU - allowing ADU's in RS-12/RS12U will match the flexibility permitted in RS-9 and will permit additional infill that meets the compatibility tests of 4.9.40.01/4.9.40.02.

LDC changes required to implement:

- A. Add clauses to 3.6.20.01.b/3.7.20.01.b such as contained in 3.5.20.01.b.1.
- B. Modify title of 4.9.40 to include "RS-12/RS-12U"

2) **Allow more flexibility between residential and professional office use in the RS-12 and RS-12U districts.** Many of the older historic/residential areas near the downtown contain a mix of residential and professional office space co-existing in harmony. Although the new RS-12/RS-12U code permits the conversion of residential structures into professional office space (assuming associated criteria are met), there is no apparent way, even if the criteria are met, to have structures available for both residential AND professional office usage. In addition, given that the conversion criteria specifically disallows new construction, or structures less than 4000 sq. ft, many structures that might otherwise be suitable for such mixed usage cannot even be considered.

In our 5th and Western project this problem manifests with our existing and proposed structures positioned adjacent to Western Blvd. After an extensive marketing effort, we have been very clearly informed by prospective residents that living along Western Blvd, and adjacent to the DariMart store (zoned Central Business), was not a desirable option. At the same time, we have been approached several times by prospective professional office clients who feel that the location along a heavily traveled arterial, and adjacent to another commercial establishment, would be ideal. Our conclusion is that at the present time, the structures along Western Blvd are really only viable if used as professional offices. On the other hand, a new structure on the same property located immediately to the south (away from Western Blvd and the DariMart), appears to be a very attractive residential option.

Although this is the current situation, we have speculated that as the effects of Peak Oil and the new trend towards more urban living continue to play out it may well be that a few decades from now the structures along Western may well revert back to residential usage.

As a result of our experiences we feel that additional flexibility for conversion back and forth between residential and professional office usage would be a valuable option with the addition of suitable locational criteria.

LDC Changes required to implement:

- A. Modify RS-12/RS-12U sections 3.X.60.01 "Size Limitations" as follows:

"Structures must be 4,000 sq. ft. or more and built before December 31, 2006." would become:

"Structures must either be 4,000 sq. ft. or more and built before December 31, 2006, **OR** located on a arterial street or within the same block as an existing, conforming, commercial or civic use."

- B. Modify the "Special Developments" references to "expansions" (3.X.60.02.e) by deleting the last clause.

3) Allow both attached and detached multifamily structure types in the RS-5, RS-6, RS-9, RS-12 and RS-12U districts. In all of these districts multifamily dwelling types such as duplexes or triplexes are permitted outright, but the same number of detached units (on the same lot), are not. Given the strong preference we have seen prospective residents express for small detached dwellings versus the same size of attached structure, this restriction seems very undesirable and we propose the following:

LDC Changes required to implement:

- A. In the RS-5, RS-6, RS-9, RS-12, and RS-12U code sections 2.X.20.01.a.2, wherever "Duplex" or "Multi-dwelling - XXX" appears, modify the text to include "(attached or detached)".

B. Consider modifying the definitions of "building type - duplex" and "housing types -duplex, triplex and fourplex" to acknowledge the option of detached units where otherwise allowed by the code.

4) Permit flexibility in the provision of Private Utility Easements (PUE's). LDC 4.0.100.b requires that PUE's be provided adjacent to all street rights-of-way. In many of the older areas of Corvallis this doesn't apply since private utilities are instead provided from the rear of the lot, sometimes in conjunction with an alley. Keeping the 7' requirement in these situations is not necessary and indeed forces homes to be moved farther back from the street than good design (and the Corvallis Comprehensive Plan), might otherwise dictate.

LDC changes required to implement:

- A. Add to 4.0.100.b "except in areas where private utilities are customarily provided from non-street frontages."

Medium Priority - Addressing these issues will improve the flexibility and sustainability of our development process

5) **Increase the options for alternatives to mandatory irrigation.** Section 4.2.20.3.f requires that all new developments larger than a duplex include an irrigation system unless given an exemption by the Director based on already established landscaping. In the interest of water conservation it seems appropriate to also allow some form of low/no water landscaping as an alternative.

6) **Eliminate the requirement to provide a landscaping plan for single family developments.** Apparently, building permit applications for single family structures must now include landscaping plans. While this is OK for master-planned developments, it seems unnecessary for typical single family developments.

7) **Allow water meters to be located adjacent to a concrete slab as well as within it.** Apparently, it is necessary to locate water meters within a 5'x5' concrete slab, or within the sidewalk or driveway concrete. Allowing the meter to be immediately adjacent to the sidewalk/driveway also seems functional and results in a substantial savings in embodied energy as well as a corresponding reduction in impervious surface.

8) **Consider allowing Historic Resource Commission Review to supplement building standards in recognized Historic Districts.** Historic review is a form of design review, and as such, is generally much more in-depth than standard plan review with regard to building design and orientation. It seems to make sense to allow this review to serve as an alternative to just complying with the standard orientation and setback standards.

**CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES**

September 4, 2007

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 5:39 pm on September 4, 2007, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Council President Brauner presiding.

I. ROLL CALL

PRESENT: Mayor Tomlinson (5:43), Councilors Daniels, York, Hamby, Beilstein, Zimbrick, Brauner, Grosch, Brown, Wershow

II. UNFINISHED BUSINESS

A. Planning Division Work Program

1. Status report

Community Development Director Gibb noted that the staff report outlines projects directed and prioritized by the Council.

- The Planning Commission identified 62 projects; Council established initial priorities for those projects.
- Council directed staff to undertake projects related to Council goals.
- Council reviewed issues earlier this year that prompted additional direction for staff work regarding the Airport Industrial Park (AIP) and potentially down-zoning some historic properties in historic districts primarily comprised of single-family residences.
- Staff developed a package of potential Land Development Code (LDC) amendments.

Several factors affect the amount of work Council, the Planning Commission, and Planning Division staff will be able to accomplish during the remainder of the current Council term.

- State Measure 37 claims have not been a problem regarding the new LDC.
- (Mayor Tomlinson arrived at 5:43 pm and assumed office.)
- The number of current planning cases is moderate; however, most cases are complicated, and many cases are appealed to the Council and Oregon Land Use Board of Appeals.
 - LDC Chapter 2.9 (Historic Preservation Provisions) was updated, and staff is presenting many applications to the Historic Resources Commission.
 - The new LDC is having an impact on workloads for Planning Division and Development Services Division. Staff and the community identified some LDC provisions that should be updated and amended to resolve unintended consequences of the new LDC. Staff and developers are learning the new LDC provisions, which is requiring more customer service time by Development Services Division staff.

- The Planning/Development Services Management Team has been reviewing how to improve plan review turnaround times. Administrative land use cases currently reviewed by the Associate Planner in Development Services will be reviewed by the Planning Division staff to free the Development Services Associate Planner's time for plan review work. Planning Division staff would initially review lot development options, minor land partitions, lot line adjustments, and plan compatibility reviews, all of which are administrative in nature but require staff reports and public notices. This will impact Planning Division staff's ability to accomplish the long list of projects identified by Council during the current Council term.
- The Fiscal Year 2007-2008 budget includes funding for a Code Enforcement Officer. Development Services Division now has a code enforcement work group, which is being staffed. Code enforcement work is being performed. Case complexity and public contacts are increasing.

Mr. Gibb reviewed work accomplished toward completion of assigned projects.

- The Buildable Lands Inventory (BLI) update should be completed within a few months.
- Staff completed an initial review of LDC amendments.
- Staff reviewed LDC refinement issues.
- Staff support for the Downtown Commission concept and the Downtown Strategic Plan project could increase as the projects progress.
- Staff anticipates completing work on two Council goals within the current Council term – South Corvallis Area Refinement Plan research and Southwest Corvallis Area Plan development.
- Airport industrial zoning issues and potential down-zoning of historic properties were identified as work projects during February.

Mr. Gibb said staff seeks Council direction regarding project priorities and which projects are most important to complete during the current Council term. Staff believes that the lot development option thresholds and the planned development provisions projects are of greatest priority.

In response to Councilor York's inquiry, Planning Division Manager Towne explained that the Airport Master Plan (AMP) indicates that uses allowed outright are those allowed outright in Benton County's zoning. Other uses would be desirable as outright uses; these involve specific zoning allowances within the Airport. Public Works staff may be able to undertake some of the zoning work. The Airport Commission could assume some of the work. He does not expect a significant hindrance to development at the Airport because some of the uses identified in the AIP are not allowed at the Airport. Increasing the uses allowed outright could increase use opportunities.

Mr. Gibb added that the Airport site certification was based upon a specific group of industries or businesses. Staff wants to be sure the AMP corresponds with the shovel-ready certification to avoid any development delays.

2. Priorities for Land Development Code amendments

Councilor Zimbrick suggested adding to the list of other identified work items review of the Mixed-Use Community Shopping Zoning District on NW Ninth Street (Ninth), particularly regarding building orientation. Many of the properties in the District are older, and the LDC requires building orientation closer to sidewalks. Renovation of those buildings to current LDC standards would require repositioning the buildings closer to the sidewalk.

Mr. Towne said some LDC standards provide allowances for additions to existing structures. Property owners can take actions to avoid building new structures. The developer of the property near OSU Federal Credit Union proposed a restaurant oriented to Ninth to address the new LDC standards. The developer of the property at Ninth and NW Garfield Avenue applied for a building permit for a building at Ninth to meet new LDC standards.

Mr. Gibb said the MUCS Zoning District was extensively discussed when the LDC was updated, and many adjustments were made to accommodate existing buildings. He has not heard of any development applications.

Councilor Zimbrick said he heard comments regarding the MUCS Zoning District for Ninth but does not know the status of potential applications for the area. He would like the issue added to the list of other identified work items for future consideration. He was unwilling to prioritize the issue ahead of projects identified as important to the community.

Mr. Towne said the new LDC represents a new means of pursuing development, but many buildings on Ninth are built adjacent to the sidewalk.

Mr. Gibb cautioned Council members to review the project list in terms of minor amendments and unintended consequences versus policy direction. The LDC was amended, based upon policy direction from a previous Council.

Councilor Grosch noted that some projects have been on the list for an extended time. One factor is the amount of staff time and effort needed to complete each project. He did not find on the list an indication of staff's assessment of which projects that have been on the list for some time must be or should be completed during the current Council term and which projects could be postponed. If a project has been on the list a long time, he presumes it has a low priority. He would like to know possible consequences of not completing some of the long-standing projects.

Mr. Gibb responded that Planning Division's top priority is to do the best possible job to apply the LDC, which is prompting the proposed LDC amendments. The BLI is being updated. Annexation policies, LDC amendments regarding the Downtown area, and Downtown parking requirements are less urgent on a daily basis.

Councilor Grosch interpreted that the projects currently in process were deemed by staff as critical. He inquired whether it would be appropriate for the Council to indicate that the other identified work items are important enough to pre-empt other projects.

Mr. Gibb opined that staff should periodically develop minor LDC amendments. The projects identified as other identified work items involve minor LDC amendments; however, they should be prioritized in relation to other projects staff is undertaking and Council goals.

Mr. Towne added that staff, while implementing the new LDC, is identifying provisions that should be clarified. Minor LDC amendments do not require extensive public process; they would be presented to Council for action initiation, presented to the Planning Commission for recommendation, and forwarded to the Council for approval.

Mr. Towne explained that the new LDC includes a requirement that the City use the annexation policy to determine whether the City has a five-year supply of developable land. The BLI is very helpful in analyzing annexation applications.

Since the City does not have pending annexation applications, updating the BLI is less critical in Mr. Gibb's view than addressing the lot development option threshold and planned development issues.

Councilor Grosch observed that land use applications appealed from the Planning Commission are being altered before they are heard by the Council. He surmised that this situation requires staff to re-evaluate the applications based upon new proposals and that doing so detracts from staff's focus on other issues.

Mr. Gibb confirmed Councilor Grosch's assessment, adding that staff must prepare a report regarding the application being presented to the Council. The amount of time involved in preparing the report will vary by the complexity of the application, the proposed project, and the extent of application changes.

Councilor Grosch asked that the Council discuss whether the issue of applications being changed during the appeal process should be prioritized.

Councilor Daniels opined that land use applications should be resolved at the Planning Commission review. She believes it is unfair to consume Council and staff time and financial resources to consider appeals that are redesigned from what the Commission considered.

In response to Councilor Daniels' inquiry, Mr. Gibb explained that the lot development option thresholds project on the list of other identified work items pertains to the process that would be involved, based upon the level of requested variation from standards. Staff will review the project in terms of threshold issues, rather than changing standards.

Councilor Daniels inquired whether several of the other identified work items could be considered for a lot development option, rather than as separate processes.

Mr. Towne explained that the other identified work items are typically not numeric standards that would be varied in a lot development option. Some of the tasks involve issues with LDC exemptions for single-family residences and duplexes and, thus, involve only larger developments.

Mr. Gibb confirmed for Councilor Wershow that appeals based upon the record, rather than *de novo* appeals, would reduce staff's work load somewhat, depending upon the application. Staff would prepare a report regarding the appeal issues but would not evaluate a new project design and would have fewer procedural issues.

Councilor Brown expressed interest in historic preservation issues, based upon the nature of the Ward he represents. He will work with Kirk Bailey and the Historic Resources Commission to develop issues, realized with formation of the Commission and implementation of the updated LDC Chapter 2.9, to enhance the effectiveness of the new LDC.

Councilor Brown requested a review of the cumulative impact of decisions involving land uses along SW Brooklane Drive (Brooklane).

Councilor Brown explained that the issue of down-zoning historically designated properties includes properties at the southern boundary of the College Hill West Historic District and the addition of the University (U) designation to properties zoned as Medium Density Residential (RS-9) and Medium-High Density Residential (RS-12). The properties abut the Oregon State University campus, and the University zoning designation is appropriate for them.

Councilor Brauner concurred that the City needs to make the new LDC effective. Other than adding a few items to the list of other identified work items, he believes the City is on track with previously identified priorities. He does not want to significantly change the priorities at this time. He believes the issue regarding developments along Brooklane could be addressed as part of the Southwest Corvallis Area Plan.

Councilor Beilstein observed that the lot development option threshold issue was prompted by minor and major lot development options available through the previous LDC with different thresholds for different levels of review. He believes the threshold is too high, so someone wanting to build a fence that would cost \$200 to construct must spend \$2,000 for the planned development process. Previously, the lot development option required less review. This discrepancy can be resolved by increasing the level of variability allowed outright, rather than re-introducing a minor level of review that would be more accessible to property owners. He questioned whether this scenario was the best resolution of the situation.

Mr. Gibb responded that the City could revert to the previous system. He believes the requirements for fences or setbacks should not be addressed; the issue of

thresholds should be addressed. He urged the Council to think in terms of the process, rather than changing development standards. Another option involves returning to the previous system of minor and major lot development options without a planned development process.

Councilor Beilstein said this issue is important to him because of citizens' perceptions of City government.

Councilor York inquired how many "units of work" are available for completing the projects on the task list.

Mr. Gibb reviewed that Planning Division staff has a long list of projects to accomplish, a limited amount of available staff, and the need to dedicate staff time to assist customers. The Council and staff must be realistic that only a small percentage of the identified projects will be completed during the current Council term.

Councilor York commented that, for the next review of pending projects, he would like indication that the City had sufficient staff resources to complete a quantity of projects of different degrees of complexity.

Mr. Towne responded that staff has undergone procedural changes with implementation of the new LDC, and staffing changes and extended absences occurred during the past year. It is difficult to specify the staff resources available at this time.

Mr. Gibb added that the staff report indicates the projects, with some priority indication, where staff time should be dedicated. He would like Council direction regarding incorporating new projects. Staff will update Council on project progress.

The lot development option threshold and planned development provision projects were broached by implementation of the new LDC and could be incorporated with the LDC refinement projects.

In response to Councilor Hamby's inquiries, Mr. Towne said Planning Division includes seven planners, including himself, for long-range and current projects and including Development Services staff. Mr. Gibb added that significant staff increases have not been projected because Planning Division worked with the Council and the Budget Commission regarding the projects that could be completed with available staffing. The staffing level has been based upon work program expectations. The Development Services Division may need more assistance from a planning position to complete daily work and meet customer service expectations. More staffing may be sought during the next budget cycle.

City Manager Nelson added that, in a clear, interactive system, a governmental entity cannot hire enough planners to complete the projects because taxpayers will not support the additional staff costs.

Mr. Gibb noted that the potential Downtown Commission and Urban Renewal District would need staff support within the Community Development Department.

Councilor Grosch said he would be inclined, during the next budget cycle, to consider increasing staffing in the Planning Division, possibly via a casual or contract employee. He would like to know what additional work could be accomplished with increased staffing.

Councilor Daniels noted that the City has been operating under a reactive process because of a lack of control over budget shortfalls. The City is trying to complete projects the Council and citizens deemed most important. She referenced Councilor Hamby's suggestion of a proactive approach in terms of what would be needed to accomplish all of the identified projects. A long-range view would be helpful in making planning decisions over the next few years.

Mr. Nelson noted that a planner position was added during each of the last two budget cycles. Staff prioritized a planner to review the LDC and added a planner to address LDC enforcement. Each budget cycle included a prioritized list of Planning Division issues, and Council reviewed the list in terms of the projects that could be completed with additional staff. Staff pledged to work on the prioritized projects, understanding that current planning applications and appeals might impact that work, despite increased staffing.

Councilor York commented that a means of paying for staff enhancements for land use planning could be achieved by reducing the subsidy for processing land use applications.

Councilor Grosch opined that the Council is responsible for providing policy direction and indicating which projects have the greatest impact in terms of City function and community perception. He would like to see budget enhancement proposals that would help staff address the issues and enhance customer service. This would allow the Council and the Budget Commission to make decisions.

Mayor Tomlinson summarized that the Council considered LDC refinement issues a high priority (specifically projects 1 and 16 in Table 2 of the staff report), lot development option thresholds and planned development provisions should be incorporated with the LDC refinement issues. Councilor Grosch said he was comfortable leaving the project prioritization to Mr. Gibb's expertise.

Mr. Gibb said some of the identified projects involve a degree of public process. He suggested developing a small, informal work group, including Council and Planning Commission representation and community members, to help guide staff.

The Council concurred with adding to the project list Councilor Zimbrick's request to review the MUCS development requirements for NW Ninth Street and Councilor Brown's request to consider re-zoning properties along NW Johnson Avenue to include the University zoning designation. Councilor York noted that one of Councilor Brown's requests was being addressed by the Historic Resources

Commission and would not impact staff; another request would require staff and Council time.

Councilor Brown clarified that the down-zoning issue was included on the project list. Adding the University zoning designation is a new project. The issue will be presented after all historic district-related issues are compiled into one list.

Mr. Gibb said staff would like to complete some projects, but that goal will depend upon the extent of public process involved. He also wanted it to be clear that transferring some projects from Development Services Division to Planning Division will impact the Planning Division's work load.

Councilor Brauner referenced the increasing trend of applicants changing applications between the Planning Commission and the Council public hearings. The practice may result in the Council receiving improved project applications. However, he questioned whether the Council should conduct public hearings based upon the record, rather than *de novo* appeals, to encourage applicants to present improved project applications initially.

Mr. Towne expressed doubt that applicants were presenting applications to the Planning Commission with the expectation that they could present refined application to the Council.

Councilor Brauner speculated that Corvallis residents would probably not support a record-only appeal process. He concurred with Councilor Hamby's suggestion that Planning Commission members have more expertise than Council members to review application details and that applications that were extensively revised should be remanded to the Commission. He inquired how the City could change the 120-day processing time limit to allow the Council to remand amended applications to the Commission.

Mr. Gibb responded that staff discussed Councilor Brauner's suggestion with City Attorney's Office staff, but a change in State law would be required to increase the processing time limit or allow the time limit to be re-started when an application is remanded to the Planning Commission.

Councilor Brauner asserted that a significantly amended application would constitute a new application, warranting remand to the Planning Commission, which should re-start the 120-day processing time limit. He would like City Attorney's Office staff to investigate the issue.

Mr. Gibb commented that Councilor Brauner's suggestion would involve additional staff time; the current appeal system works better in terms of staff resources. A record-only appeal system would require less staff time than the current appeal system.

In response to Councilor Wershow's comment, Mr. Towne clarified that, per State law, the Council or the Planning Commission shall, if possible, reasonably condition an application to meet the LDC criteria.

Councilor Beilstein speculated that the Council would receive fewer appeals if the appeal process was limited to the record. The *de novo* appeal process and the ability of applicants

to significantly amend their applications prior to the Council's public hearings is contributing to the quantity of appeals. Applicants could re-design their applications and begin again at the Planning Commission review level. This scenario might require less Council and staff time.

Mr. Nelson commented that previous Councils discussed the issue in terms of a hearings officer and a record-only appeal system. The suggested process would be more cost effective than the current system for applicants. The public hearing process and the opportunity for public input is very important to the community. Mr. Gibb added that a majority of recent appeals were initiated by citizens.

Councilor Daniels said she was not convinced that citizen participation was benefitting when applications appealed to the Council were essentially new applications from what was presented to the Planning Commission. She inquired whether a system could be developed to reduce introduction of new information at the Council's public hearing, so the Council simply reviewed the Planning Commission's deliberations and decision, yet the appeal was *de novo* in nature in terms of the grounds for appeal. She urged staff to discuss the appeal process with the Committee for Citizen Involvement, as it focuses on citizen involvement with the land use process.

Councilor Wershow said he discussed policies with citizens who favored a record-only appeal process.

In response to Councilor Hamby's inquiry, Mr. Gibb said Corvallis citizens are actively involved in City government; and the Council and citizens have high expectations of each other. The suggested appeal process could significantly reduce staff's work load; however, staff would still be expected to provide a full report regarding the appeal issues and a thorough analysis.

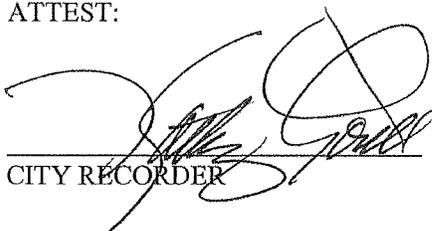
III. ADJOURNMENT

The meeting was adjourned at 6:55 pm.

APPROVED:


MAYOR

ATTEST:


CITY RECORDER

Outline of Major Components of Future Downtown Commission

Ad Hoc Committee's Preliminary Recommendations

Committee Make-up

1. Number of members

- Minimum of seven members; many City Commission have nine members, previous Commission had 13.

The Committee is recommending a Commission consisting of 11 members.

2. Representation Profile

- Strategic Plan suggested that DCA, downtown residents, property owners, businesses, and employees be represented along with nearby neighborhood residents.
- Former Downtown Commission member recommended that the broader community (outside of downtown) be strongly represented.

The Committee is recommending:

- *A minimum of one appointment for the following categories:*
 - *Downtown resident (or nearby neighborhoods)*
 - *Downtown Corvallis Association*
- *A minimum of two appointments from the following categories:*
 - *Downtown business person*
 - *Downtown property owner*
- *The following interests should be considered in selecting Commission members:*
 - *Historic preservation*
 - *Downtown employee*
 - *Housing*
 - *Oregon State University*
 - *Alternate transportation modes*
 - *General community*
 - *Parks*
 - *Parking*
 - *Real estate/development/construction/design*
 - *Cultural resources/arts*

3. Appointment of Commission

- Mayor appoints members to City advisory bodies with the exception of quasi-judicial commissions.
- Should represented organizations, e.g. DCA, appoint their own representatives?

Committee is recommending that:

- *Mayor appoints all members (represented organizations could recommend candidates).*

4. Major Responsibilities

- The Strategic Plan suggested the following advisory role (see page 28 of Strategic Plan and page 13 of Implementation Strategy):

ATTACHMENT D

- Implementation of downtown strategic plan
- Urban renewal program (if created)
- Streetscape projects
- Redevelopment projects
- Land use matters including development code revisions
- Public parking

The Committee concurs with this list of potential activities and acknowledges that there are other activities that will be appropriate for the Downtown Commission to address.

5. Parking Responsibilities

Options include:

- Creating Parking Committee of Downtown Commission consisting of subcommittee of Commission members exclusively;
- Creating Parking Committee of Downtown Commission consisting of some Commission members and additional members from the downtown and community at large;
- Retaining current Parking Commission as an independent body with coordination through liaisons.

The Committee is recommending Option 2.

- *Option 2 would have downtown parking under the umbrella of the Downtown Commission with the Parking Committee handling the day-to-day aspects of parking management and the Downtown Commission addressing major parking policy issues and project development opportunities.*
- *The Parking Committee would consist of five members including two Downtown Commission members.*

6. Commission Subcommittees

- Should the Commission contemplate operating with a system of subcommittees?

The Committee recommends that the Downtown Commission should have the opportunity to form both standing committees and ad hoc committees to work on specific projects.

7. Liaison Roles

- What cross-liaison roles are important, e.g. other City committees such as Planning Commission, Park Board, etc.?

The Committee recommends that there should be a City Council liaison to the Downtown Commission. There also may be representatives from other City advisory committees that serve on specific activities that the Downtown Commission may undertake.

8. Commission Staffing

- The Strategic Plan recommended that the Commission be staffed through the Community Development Department. Is this the recommended approach?

The Committee concurs with the Strategic Plan recommendation. It is recognized that if the Commission's responsibilities include downtown parking, the staff support for the parking program would continue to be provided by the Public Works Department.

MEMORANDUM

To: City Council Members
From: Charles C. Tomlinson, Mayor *CCT/w*
Date: January 3, 2008
Subject: Confirmation of Appointments to Advisory Boards, Commissions, and Committees

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

Benton County Foundation

Scott Fewel
3515 NW Roosevelt Drive
Corvallis, OR 97330
Telephone: 752-5154
Term Expires: December 31, 2010

Budget Commission

Josh Kvidt
Citizen's Bank
P. O. Box 30
Corvallis, OR 97339
Telephone: 766-2226 (office)
Term Expires: June 30, 2009

Committee for Citizen Involvement

Shannon Reich
Barker-Uerlings Insurance
P. O. Box 1378
Corvallis, OR 97339
Telephone: 757-1321 (office)
Term Expires: June 30, 2010

City Council Members
Confirmation of Appointments to
Advisory Boards, Commissions, and Committees
January 3, 2008
Page 2

Anna Lopez
Heartland Humane Society
P. O. Box 1184
Corvallis, OR 97339
Telephone: 757-9000 (office)
Term Expires: June 30, 2010

Parks, Natural Areas and Recreation Board

John Locker
1955 SE Bethel Street
Corvallis, OR 97333
Telephone: 753-4321
Term Expires: June 30, 2008

I ask that you confirm these appointments at our next Council meeting, January 7, 2008.

1001

MEMORANDUM

To: Mayor and City Council

From: Nancy Brewer, Finance Director 

Subject: LIQUOR LICENSE INVESTIGATION

Date: January 7, 2008

The City has received an application from Troy Castoe owner of Tailgaters Bar & Grill, dba Tailgaters, located at 1425 NW Monroe. This application is for a change in ownership for Full On-Premises Sales liquor licenses. ¹

An affirmative recommendation has been received from the Police, Fire, and Community Development Departments. No citizen comments or input were received regarding this application for endorsement.

Staff recommends the City Council authorize endorsement of this application.

Full On-Premises Sales License

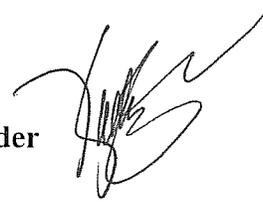
Allows the sale and service of distilled spirits, malt beverages, cider, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.

MEMORANDUM
January 7, 2008

TO: Mayor and City Council

FROM: Kathy Louie, Assistant to City Manager/City Recorder

RE: Council Policies Reviewed in 2007



25 Council policies were reviewed according to an established review schedule. Following is a summary of policies that were reviewed or added in 2007. Three Council policies are carried over. CP 00-6.05, Social Service Funding Policy is scheduled for the January 8 HSC meeting; CP 91-9.02, Dirt on Streets will be discussed by USC on January 10; and a portion of CP 97-10.01-10.08, Financial Policies will be considered by ASC on February 21.

<i>Council Policies Reviewed in 2007</i>	
<u>Policy Number</u>	<u>Policy Name</u>
CP 92-1.05	Miscellaneous Property Ownership
CP 07-1.10	Advertising on Corvallis Transit System Buses
CP 94-2.09	Council Orientation
CP 98-2.10	Use of E-Mail by Mayor and City Council
CP 91-3.04	Separation Policy
CP 94-4.07	City-Owned Art Objects on Private Property
CP 97-4.09	Guidelines for Free Use of Park Facilities
CP 98-4.12	Guidelines for Public Art Selection
CP 07-4.15	Use of Computer Lab Equipment and Public Internet Access at Chintimini Senior Center
CP 07-4.16	Code of Conduct for Patrons at Parks and Recreation Facilities, Events, and Programs
CP 92-5.04	Hate/Bias Violence
CP 96-6.03	Economic Development Policies
CP 91-7.01	Assessments - Sanitary Sewer and Water System Improvements
CP 91-7.02	Assessments - Storm System
CP 91-7.03	Assessments - Street Improvements
CP 91-7.09	Traffic Control Devices, Cost Of
CP 91-7.10	Water Line Replacement Policy
CP 91-7.11	Water Main Extensions and Fire Protection
CP 97-7.13	Municipal Airport and Industrial Park Leases
CP 99-7.14	Prepayment for Public Street Improvements
CP 02-7.15	Fee-in-Lieu Parking Program
CP 91-8.01	Watershed Easement Considerations
CP 91-9.01	Crosswalks
CP 91-9.03	Residential Parking Permit District Fees
CP 91-9.04	Street Lighting Policy

All Council Policies are available on the City's Web site. Please update your manual or give me a call if you need hard copies.

*** MEMORANDUM ***

JANUARY 3, 2008

TO: MAYOR AND CITY COUNCIL
FROM: JON S. NELSON, CITY MANAGER 
SUBJECT: DIRECTION ON FISCAL YEAR 2007-2008 ENHANCEMENTS

The December 12, 2007, memorandum from the December 17, 2007, work session is attached as a reference.

At the work session, Council believed it most appropriate to conduct the discussion and direction at a regular City Council meeting. Council also requested staff recommendations, which follow.

<u>Item</u>	<u>Baseline or Budget Commission</u>	<u>Explanation</u>
Code Enforcement	Baseline	Contemplated as an on-going program throughout the policy discussions.
Library Volunteer Coordinator	Budget Commission	One-year "trial" with a recognition it would return to Budget Commission.
Downtown and Economic Vitality Plans	To be determined	Funding discussions underway through Business License Fee Committee and Downtown/ Economic Vitality Plans Implementation Committee; may come forward later.
Majestic Theatre Operations	Budget Commission	Council Leadership meeting with Majestic Theatre Management, Inc., held and subsidy request will most probably end after FY 2009-2010.
Aquatic Center Operations	Baseline	Change both the base subsidy and annual inflationary factor to reflect practice and experience.
Corvallis Environmental Center	Budget Commission	Commission direction has been one-year awards.

<u>Item</u>	<u>Baseline or Budget Commission</u>	<u>Explanation</u>
Associated Students of Oregon State University Beaver Bus	Budget Commission	Commission direction has been one-year awards.
Sheltering the Homeless	Take no action	This will maintain the monies in the Police Department budget which will be available for either COI or Sheltering Coalition.
Civic Beautification and Urban Forestry	Baseline – carryover one- time \$11,000	Add last year's allocation (\$10,000) plus donations/fines (\$9,000) to new money; \$11,000 necessary to complete the plan.
Sustainability	Baseline	Review of the two positions' effectiveness to occur in Fiscal Year 2008-2009.
Other:		
Videotaping	Baseline	From \$15,000 to \$28,000 reflecting new services agreement and additional programming.
Other City Council Related Goals	?	?

Your direction is appreciated.

c: Department Directors

Attachment

2001

MEMORANDUM

December 12, 2007

TO: Mayor and City Council

FROM: Nancy Brewer, Finance Director *NB*

SUBJECT: FY 07-08 Property Tax Funded Enhancements

I. Issue

City Council FY 08-09 budget direction on FY 07-08 property tax supported enhancements is requested.

II. Discussion

During FY 07-08 budget deliberations, there were several requests to add monies for a service where the request was for more than one year of funding, but the Budget Commission or City Council approved funding from property taxes for only one year. Additionally, there was an expectation that the Core Services Committee would develop plans for either a significant revenue alternative or would define a process to follow to reduce the budget if adequate resources were not available. Together these services include:

- **The Code Enforcement Program** – the City Council initiated a proposal to add a code enforcement program for FY 07-08. The Budget Commission recommended adding this program in FY 07-08 using monies other than property taxes to fund the service on an on-going basis. At the City Council level, the discussion of funding sources included fine revenues and rental housing program fee increases. However, staff indicated that the fine revenue was expected to be minimal, and a public process to increase the rental housing program fee would be lengthy. Eventually, with a broader based discussion at the Core Services Committee on a set of revenue alternatives, the City Council voted to fund the code enforcement program with property tax funding for one year while the Core Services Committee worked. FY 08-09 estimated costs will be \$108,000.
- **The Library Volunteer Coordinator** – the Friends of the Library requested funding for a half-time position to provide recruitment, training, and retention work with volunteers, with the vision that this service would benefit the Library (which relies on a large number of volunteers each year for service delivery) and could be expanded to provide support for the volunteers in other departments. The Friends are contributing \$10,000 to offset the first year's costs, but requested that as a permanent addition the position would be fully funded by the City on an on-going basis. Ultimately, monies were added to provide a less than half-time casual position to be the Volunteer Coordinator for one year. FY 08-09 costs will be \$25,000 to continue the position at less than half-time.
- **The Downtown and Economic Vitality Partnership plans** – the City Council added \$12,000 for FY 07-08 to fund the City's share of costs paid to the Corvallis-Benton Chamber Coalition to monitor the Prosperity That Fits (PTF) plan while the D/EVPIC worked on funding alternatives to cover the City's estimated \$170,000 annual costs. The City's costs include the on-going \$12,000 for monitoring as well as adding staff and consultant funds to provide support to the Downtown Commission, manage urban renewal, etc. The D/EVPIC work has not been completed. A funding source has also not yet been identified, and may not be identified/implemented before July 1, 2008 when the City will likely have costs to continue to support the Coalition's efforts on PTF monitoring and City action items in the PTF Plan. FY 08-09 costs will be \$170,000.
- **Majestic Theatre Management** – MTM has provided management services for the City-owned Majestic Theatre for more than 15 years. The City's agreement with MTM is to pay the annual earnings from the Majestic Endowment to MTM for their operating costs; the balance of MTM's resources come from the operations of the facility. Since the City's payment is tied to the interest earnings on the endowment, and the City invests very conservatively according to Oregon State laws for public entities, in low earnings years the City's payment has been less than MTM needs to maintain operations. Over the last 15 years the payments from the endowment have ranged from a low of \$6,000 to a high over \$30,000. MTM has stated that the current agreement does not provide adequate resources and further is extremely unpredictable for their budgeting purposes. As a result, MTM has requested to amend the agreement with the City to have the City pay \$50,000 each year, with the difference between \$50,000 and the endowment interest from property taxes. This was approved for one year for FY 07-08; MTM has already indicated to staff that they will be

seeking this agreement again for FY 08-09, and would like this to be permanent. FY 08-09 costs are \$50,000, with \$31,000 estimated to come from property taxes.

- **Aquatic Center** – the school district owns the Osborn Aquatic Center and the City manages the facility. The City has a long history of providing a property tax subsidy for operation of the facility, with annual payments through the 1990s at \$167,000 to \$175,000. When the City took over management in 2000, the financial plan anticipated that the facility would be self-supporting, with the City’s subsidy continuing at the same level. After several years of operations it became clear that the expanded Aquatic Center would not be able to operate as a fully fee supported facility, and the City’s subsidy was increased to \$330,000 in FY 2003. The City’s financial policies were revised to include a section about the subsidy, and that the subsidy would increase 2% per year (CP 10.02.070.021). The subsidy was set at \$383,620 in FY 04-05, which should have made the subsidy \$407,100 in FY 07-08. A combination of increasing personal services (minimum wage increases) and high energy costs and fee revenues that are fairly inelastic have resulted in the need for a higher property tax subsidy for FY 07-08. The increase in the FY 07-08 subsidy to \$433,160 resulted in fewer resources available for other Parks & Recreation operations, and was approved for one year. Current financial projections indicate that the \$415,240 that the Financial Policy would dictate for FY 08-09 will also be less than is required to operate the facility. As of now, the subsidy to balance the Aquatic Center budget is projected to be \$488,190; this number is likely to change as the budget process progresses and better revenue and expenditure estimates are completed for FY 08-09, and does not take into account funding needs for the possible one-time energy enhancement for boiler replacement at \$140,000 in FY 08-09. FY 08-09 costs will be \$72,950 above policy direction, not including the boiler.
- **Outside Agency Requests** – over the last several years the Budget Commission and City Council have received requests from outside agencies to provide funding for services:
 - The Corvallis Environmental Center received an annual payment of \$16,000 from the City for operating the Avery House Nature Center through a partnership with the Parks and Recreation Department. Those monies were cut from the budget in FY 02-03 as part of the service reduction process. For each of the last three years the CEC requested the Budget Commission/City Council restore funding at \$20,000 per year. The monies have been granted each year, but for one year only. Staff anticipates that the CEC would request monies for FY 08-09 totaling \$20,000.
 - The Associated Students of Oregon State University (ASOSU) has requested funding for the last two years for the city to participate in providing after hours Beaver Bus service. This service provides late night bus routes across the City that are available to any rider. ASOSU secures funding from other sources to cover about 70% of the operating costs for this service. It is likely that ASOSU will be back each year for the next several years asking for monies. Staff anticipates ASOSU will request monies in FY 08-09 totaling around \$20,000.
 - Sheltering the Homeless has asked the City Council for monies for the last two fiscal years for their operation of a winter homeless facility. Thus far the group has not established 501(c)(3) status, which is a requirement to receive City social service funding. The City Council did not extend funding the first year it was requested. Last year, and again in the current fiscal year, \$5,500 budgeted in the Police Department budget to pay to Community Outreach, Inc. for cold weather sheltering was instead paid to Sheltering the Homeless. It is likely that Sheltering the Homeless will again seek funding from the City and the cold weather sheltering funds in the Police Department budget may be applied to the Coalition by the City Council. This is currently budgeted at \$5,500 each year.
 - Civic Beautification and Urban Forestry Commission has requested monies each year to increase funding for the urban forestry program. In some years the request has been specific for a project (i.e., tree inventory software). However, in other years their request has been more focused on an increase to the baseline budget. For FY 07-08 CBUF requested \$10,000 to develop an Urban Forest Strategic Management Plan. Staff has completed a request for quotes process, and the costs are around \$30,000 to get a good plan that has public participation elements in its development. Staff’s current plan is to carry-over the \$10,000 and add to that \$9,000 from donations/fines for urban forestry, but that leaves the strategic plan budget around \$11,000 short. Staff anticipates CBUF may come forward this year, and would likely request the \$11,000 to develop the strategic plan.
- **Sustainability** – in FY 06-07 the Budget Commission added a full time position in Public Works to provide coordination services for the organization’s sustainability efforts, and also added a half-time position in the Finance Department to provide purchasing coordination services for the organization, including working on sustainable

purchasing practices and "buy local" purchasing issues. These two positions were added for two years, with the caveat that they come back for review. FY 08-09 would be the year for review. FY 08-09 costs will be \$126,000.

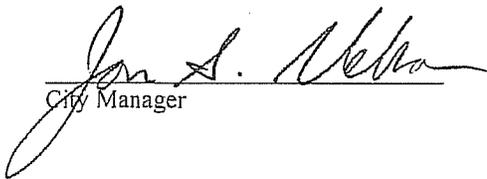
As the Core Services Committee reviewed the City's financial status, it became apparent that no actions – revenue additions or expenditure reductions – would be required to balance the FY 08-09 budget to fund all current services. As a result, the Core Services Committee ended their work and did not address the items listed above. Council direction is requested so that staff may appropriately communicate Council's direction.

III. Requested Action

Review this information and provide direction to staff for the FY 08-09 budget development process.

Item	Include in Baseline	Refer to the Budget Commission
Code Enforcement		
Library Volunteer Coordinator		
Downtown and Economic Vitality Plans		
Majestic Theatre Operations		
Aquatic Center Operations		
Corvallis Environmental Center		
Funding for ASOSU for the Beaver Bus		
Sheltering the Homeless		
Civic Beautification and Urban Forestry		
Sustainability		

Review & Concur:


 City Manager

Corvallis Sustainability Coalition
Working together to create a sustainable community
P.O. Box 1980
Corvallis, Oregon 97339
www.sustainablecorvallis.org

REQUEST FOR PROPOSALS

Development of a Community Sustainability Action Plan

Background	2
Scope of Work	3
Project Schedule	5
Proposal Process	5
Basis of Award of Contract	6
Contract Requirements	6
Instructions for Submitting the Proposal	6
Form of Proposal	7

Questions seeking clarification about this Request for Proposals must be submitted via e-mail to bbgriff@peak.org by December 27; all questions will be answered via e-mail to all respondents by December 31. No questions will be accepted or answered after this date. Proposal due January 08, 2008. See page five for a complete schedule of dates.

BACKGROUND

1.1 Introduction

During the past several years, the City of Corvallis has laid the foundation for moving towards becoming a sustainable community. In 1998, “Vision 2020” was adopted following a community-wide visioning process. In 2003, the City Council adopted an overarching goal of sustainability and the following year adopted a sustainability policy. In 2005 the City Council adopted a goal to enhance organizational sustainability efforts and hired a consultant to help develop a strategy to implement this goal. Following acceptance of the consultant’s report in 2006, the Council approved funding to hire a sustainability coordinator and to develop a sustainability management plan for the City government. This year, in addition to its continuing commitment to making internal City operations more sustainable, the Council adopted a two-year goal to develop a community-wide sustainability initiative. The Corvallis Sustainability Coalition is working on creating and implementing a public process that would meet this Council goal.

1.2 The Corvallis Sustainability Coalition

The Corvallis Sustainability Coalition is a network of more than 70 partner organizations in Corvallis and Benton County who are working together to accelerate the creation of a sustainable community. The Coalition was formed in January 2007, following a gathering of representatives of non-profit organizations, businesses, faith communities, educational institutions, and local government. All agreed that we could be more effective if we worked together. The Coalition operates under the auspices of the Oregon Natural Step Network, Portland, Oregon, which serves as the fiscal agent for the Coalition. Participation in the Coalition is open to organizations and citizens who support its vision, mission and goals. A 15- member Steering Committee meets bi-monthly to direct the Coalition. For significant public positions and significant actions taken on behalf of the Coalition, the Steering Committee takes proposed positions/actions to organizational partners for a vote.

Our mission is to promote an ecologically, economically, and socially healthy city and county. We will achieve our mission by using the Sustainability Guiding Objectives outlined here and a democratic, highly participative decision making process.

Sustainability Guiding Objectives

Our community will:

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

Goals of the Corvallis Sustainability Coalition:

- To accelerate sustainability in our community by working together more effectively.
- To create a community-wide sustainability action plan that will be adopted by the City Council within two years.
- To encourage the city and the county to adopt and implement the Sustainability Guiding Objectives.

Further information regarding the work of the Corvallis Sustainability Coalition can be found at www.sustainablecorvallis.org. Information on “The Corvallis 2020 Vision Statement” and the City of Corvallis Sustainability Policy can be found at www.ci.corvallis.or.us.

SCOPE OF WORK

The Corvallis Sustainability Coalition is seeking a consultant to work with our Steering Committee to design and implement a public process that will culminate in the development and adoption of a community sustainability plan. The consultant will facilitate community meetings, provide guidance for small work groups, and assist in the development of an action plan that includes measurable goals and benchmarks for specific targeted areas (e.g. energy, waste reduction). Our intent is to have this plan adopted by the Corvallis City Council by December 2008. The following specifications are the minimum requirements for this project.

2.1 Scope of Services

The project is divided into a number of distinct activities and phases detailed below. The dates provided for town hall meetings are projected dates. Our intent is to have one consultant for the entire project. However, we may elect to retain different consultants for individual phases.

Phase I

1. Gather background information and baseline data on the community for at least five different measures of sustainability such as energy, water, solid waste.
2. Work with the Steering Committee to plan and organize a series of town hall meetings and a work group process.
3. Assist in marketing the project. Assist in development of strategies to reach the widest possible audience.
4. Facilitate first town hall meeting (March 2008) to provide information about sustainability, background on the work already accomplished by the City government and the community, and the process we will follow to develop a community wide sustainability plan. Focus of the meeting will be based on the components of the Corvallis “Vision 2020 Statement” that are related to sustainability and on the City of Corvallis Sustainability Policy.
5. At the town hall meeting, determine what areas participants want to work on and what they want more information on. Organize into work groups and have each group select one to two topics for further exploration and work group focus. (Full group meeting plus small work groups would be approximately three hours long.)
6. Form work groups around specific topics chosen. Group chooses a facilitator, place and time to meet.

Phase II

1. Help launch work group meetings
2. Provide work groups with information and assistance as requested
3. Work groups will meet regularly over a 2-3 month period to refine topics chosen and begin to establish goals for the community to address at subsequent town hall meetings.

Phase III

1. Guide the Steering Committee and work groups in preparation for second town hall meeting.
2. Facilitate a second town hall meeting (June 2008) as an opportunity for the public to continue to explore sustainability and what community actions are needed to create a sustainable community.
3. Work groups to report at the town hall meeting on their efforts and begin development of action plan.
4. Participants at the town hall meeting vote on areas for further work, including what indicators might be used to measure community progress.

Phase IV

1. Work groups convene over the next several months and work on possible action plans in their topic area.
2. Assist the work groups as needed.

Phase V

1. Guide the Steering Committee and work groups in preparation for the third town hall meeting.
2. Facilitate a third town hall meeting (September 2008) to present the recommendations of each of the work groups including their proposed action plans and timelines, and to gather feedback on these recommendations.
3. Finalize action plan and get buy-in from community members and partners.
4. Write final draft plan.
5. Present the community-wide action plan to the community and City Council for adoption (November 2008).

Consultants are requested to describe services to be provided and quote a separate price for each phase of the project.

2.2 At the conclusion of the project, the consultant shall provide:

1. A report on the results of the public process and evaluation of the project (two electronic and one hard copy).
2. An action plan for future community wide sustainability actions sorted by type and prioritized. The plan will include a brief description with the supporting analysis, the sustainability benefit, the resources required, the projected time to complete, the estimated payback.
3. Recommendations for ongoing public discourse and other implementation actions.

PROJECT SCHEDULE

2.3 Proposed Schedule

To accomplish the work outlined above, the following schedule has been proposed:

December 27	2007	RFP questions submitted via e-mail to bbgriff@peak.org
December 31	2007	All RFP questions answered via e-mail to all via e-mail
January 08	2008	RFP Due
January 16/17	2008	Video or phone conference or face-to-face interview with the finalists
January 22	2008	Consultant selected
March 31	2008	First Town Hall Meeting
April-May	2008	Work groups meet
June	2008	Second Town Hall Meeting
June-August	2008	Work groups meet
September	2008	Third Town Hall Meeting
Sept-Oct	2008	Action Plan drafted and reviewed
November	2008	Action Plan finalized
December	2008	Action plan presented to City Council for adoption

PROPOSAL PROCESS

- 3.1 All questions regarding this project or a proposal must be submitted in writing via e-mail to bbgriff@peak.org by December 27, 2007. Written answers to all questions will be sent via e-mail to all consultants by December 31, 2007.
- 3.2 A team from the Steering Committee will conduct a video or phone conference or a face-to-face interview with each finalist prior to selection. The proposal should include confirmation of availability for projected interview dates for finalists (January 16/17, 2008).
- 3.3 Although our intent is to have one consultant for the entire project, we reserve the right to retain different consultants for individual phases of the project.
- 3.4 The Corvallis Sustainability Coalition reserves the right to cancel this request or to reject any proposal in full or in part.

BASIS OF AWARD OF CONTRACT

- 4.0 Each proposal will be evaluated by a team from the Steering Committee and scored based on the following criteria:
 - 4.1 Breadth of experience with similar projects working on a community wide level and success of those projects based on references (including community visioning projects)
 - 4.2 Ability or experience getting wide participation from community members
 - 4.3 Familiarity with the concepts of sustainability including the Natural Step framework for sustainability
 - 4.4 Ability to have the same individual facilitate all public process meetings
 - 4.5 Demonstrated facilitation skills based on experience and references
 - 4.6 Demonstrated marketing skills
 - 4.7 Ability to work within the framework of a volunteer board
 - 4.8 Proposal price

CONTRACT REQUIREMENTS

- 5.0 Consultant must accept the terms of this RFP and any contract that results from it.
 - 5.1 Any exceptions to the contract must be mutually agreed upon and signed by both parties.
 - 5.2 One individual from the firm shall be the primary contact person regarding this proposal, and one individual shall be the facilitator of the public process. They may be the same individual.
 - 5.3 Consultants are expected to provide all written material they wish to use and any special equipment needed for meetings such as power point projector.
 - 5.4 Actions of the consultant shall be as sustainable as possible in the performance of the contract work set forth in this document. For example, the proposal shall be submitted on post-consumer recycled paper, and the consultant should car pool or make use of public transportation to Corvallis whenever possible.
 - 5.5 The consultant's contract may be terminated at any time with two weeks' written notice, and payment shall be made only for services provided as of date of termination notice.

INSTRUCTIONS FOR SUBMITTING THE PROPOSAL

- 6.0 Proposals must be submitted by 5 PM on January 08, 2008 via e-mail to bbgriff@peak.org and amills@virginiaillageproductions.com, with one written copy sent to Corvallis Sustainability Coalition, P. O. Box 1980, Corvallis, OR 97339 and postmarked no later than January 08, 2008. Proposals received after the due date will not be considered.

FORM OF PROPOSAL

- 7.0 The proposal should be organized in the following order:
- 7.1 A signed cover letter stating the consultant's desire to make an offer. The letter must be signed by an individual authorized to act on behalf of the firm.
 - 7.2 A section providing information on the firm including size, home office, areas of specialization and years in business.
 - 7.3 A section detailing the consultant's qualifications for the project including understanding of the Sustainability Guiding Objectives, community process and small group work.
 - 7.4 A section discussing the consultant's understanding of the project and a detailed description of the approach planned to accomplish the work including any special tools or techniques to be used.
 - 7.5 A section outlining the price offer for the total project, with a separate price for each phase.
 - 7.6 Resumes of the individuals who will be working directly on the project. Identify lead consultant and facilitator of town hall meetings.
 - 7.7 A brief (20 minute maximum) video of the town hall consultant leading a large group. Submit on a DVD and send via US Mail to P.O. Box 1980, Corvallis, OR 97339.
 - 7.8 Three references from similar projects completed in the past five years that were completed by those who will be working on this project. Include name and location of project, contact person, address, phone and e-mail contact information.

The proposal shall be a maximum of eight (8) pages or less in length, not including attached resumes of the consultant team. Please do not attach any other additional information.

CORVALLIS SUSTAINABILITY COALITION
Community-Wide Sustainability Initiative - Implementing Vision 2020

Introduction: The Corvallis Sustainability Coalition requests City Council approval of the expenditure of \$20,000.00 from your FY 2007-08 budget for our use in partnering with the city to move towards achieving one of your major goals for this term; “Enhance organization sustainability efforts and begin to develop a community-wide sustainability initiative.” We plan to request an additional allocation of \$20,000 in your FY 08-09 budget for this work. This document follows the outline that we have been given by Dan Brown, the City Council Liaison to the Sustainability Coalition for making a formal request for allocation of \$20,000 in January 2008. We hope that you will find this document meets your needs for making this important decision so that we may move forward with our work. We have tentatively scheduled our first Town Hall meeting for March 31, 2008 from 6-9 PM at the LaSells Stewart Center, OSU. We hope that you will be able to expedite the allocation of these funds so that we can meet this timeframe. Thank you very much for your consideration of this request. If you have questions or need further information, please contact Betty Griffiths or Annette Mills who are the co-facilitators of the Coalition Steering Committee.

The Corvallis Sustainability Coalition: The Corvallis Sustainability Coalition is a network of more than 70 partner organizations in Corvallis and Benton County who are working together to accelerate the creation of a sustainable community. The coalition was formed in January 2007, following a gathering of representatives of non-profit organizations, businesses, faith communities, educational institutions, and local government. All agreed that we could be more effective if we worked together. The coalition operates under the auspices of the Oregon Natural Step Network, Portland, Oregon, which serves as the fiscal agent for the coalition. Participation in the coalition is open to organizations and citizens who support its vision, mission and goals. A 15- member Steering Committee meets bi-monthly to direct the work of the coalition. For significant public positions and significant actions taken on behalf of the coalition, the steering committee takes proposed positions/actions to organizational partners for a vote. Our mission is to promote an ecologically, economically, and socially healthy city and county. We will achieve our mission by using the Sustainability Guiding Objectives outlined in **Attachment 1** and a democratic, highly participative decision making process.

I. CONGRUENCE WITH CITY COUNCIL GOALS AND PRIORITIES:

Vision 2020 - The Corvallis *Vision 2020 Statement* was approved by the City Council after a comprehensive information gathering process which involved a broad swath of the Corvallis community. This vision draws a picture of the desired Corvallis community in the future. Even though the document does not directly refer to “sustainability,” many of the objectives relate directly to goals encompassed within sustainability. These objectives are laid out in many sections of the plan and include the following: improved air and water quality, reduced toxicity, protected natural features, open space and recreation, conveniently located shops and services, pedestrian/bike friendly downtown, environmentally friendly business and industry, and a regional transportation system. The *Vision 2020* is a broad-brush document that is supported by our citizens. However, one important element that was not included in this *Vision 2020* was benchmarks or clearly identified measureable goals for each of the vision statements. The action plan that will be developed as a result of our project will have such measurable goals outlined within a specific timeline between 2009 and 2020 including interim measures.

Corvallis Comprehensive Plan - This document builds upon *Vision 2020* and covers an array of policies related to sustainability regarding land use. These include policies on areas such as natural features, environmental quality, economy and housing. This plan was first adopted in 1980 and has been revised a number of times, most recently November 28, 2002. It is intended to reflect the community's current thoughts on land use planning and be responsive to the needs and desires of citizens. A major component of this plan is Goal 1 – Citizen Involvement. Our action plan as outlined below includes extensive citizen involvement through town hall meetings, small work groups, and several community surveys. The Comprehensive Plan is implemented through the Land Development Code, updated December 2006, which includes many elements of sustainability in codes for land uses and building practices.

Other relevant City Policies – There are a number of city plans that are relevant to our project. Some of these are:

- *Sustainability Policy* – This policy was adopted by the City Council in 2004 and extensively revised in 2006. The Sustainability Coalition's community-wide sustainability initiative builds on the work that has already been accomplished and is ongoing within the city. Our intent is to take sustainability efforts to the next level in the community.
- *Stormwater Master Plan* – This plan was adopted in September 2002 and incorporated as a part of the Land Development Code. This plan addresses stormwater management and enhancement of urban streams. Part of the current work we are doing in our Land Use Task group ties directly into this plan. This task group is working on identifying water issues and providing support for conservation and improvement projects to improve water quality, quantity and other ecosystem functions. The first project of this group will be in collaboration with City of Corvallis Public Works and Parks, Natural Areas and Recreation Departments on streamside improvements along Dixon Creek at Porter Park.
- *Natural Features Inventory* – Both Benton County and the City of Corvallis completed work on natural features within the urban growth boundary (UGB) of Corvallis. The Corvallis Natural Features project consisted of inventories of streams, wetlands, riparian areas, flood plains, areas prone to landslides and wildfires, steep slopes wildlife habitat, tree groves, scenic views and archeological resources within the UGB. This completed inventory was used by the city as it conducted a process that balanced providing sufficient lands for housing and economic development while protecting natural resources. This is a similar process that we will use in examining the environmental, social and economic impacts of each of the items in our action plan.
- *Transportation Plan* – This plan, adopted in 1996, sets measurable community goals for the transportation system and provides a “roadmap” for future decisions concerning new development, neighborhood, downtown, and OSU transportation issues. Building on the transportation plan the city developed and approved a Transportation Demand Management Plan and a Transit Master Plan. The work of the coalition will build upon these efforts with a major focus on alternative transportation. We already have a land use task group and anticipate beginning a transportation task group in 2008.

II. ACTION PLAN QUALITY:

Focus - City-mandated projects and activities: During the past several years, the City of Corvallis has laid the foundation for moving towards becoming a sustainable community. In 1998, “Vision 2020” was adopted following a community-wide visioning process. In 2003, the City Council adopted an overarching goal of sustainability and the following year adopted a sustainability policy. This policy was affirmed in 2005 and then extensively revised in December 2006. In 2005 the City Council adopted a goal to enhance organizational sustainability efforts and hired a consultant to help develop a strategy to implement this goal. Following acceptance of the consultant’s report in 2006, the council approved funding to hire a sustainability coordinator and to develop a sustainability management plan for the city government. This year, in addition to its continuing commitment to making internal city operations more sustainable, the council adopted a two-year goal to develop a community-wide sustainability initiative. The Corvallis Sustainability Coalition is working on creating and implementing a public process that would meet this council goal.

Budget–See Attachment 5

Timeline – aligned with city, detailed, achievable: The Corvallis Sustainability Coalition is seeking a consultant to work with our Steering Committee to design and implement a public process that will culminate in the development and adoption of a community sustainability plan. The consultant will assist in establishing baseline data, facilitate community meetings, provide guidance for small work groups, and assist in the development of an action plan that will identify clear goals, priorities, and measurable targets for specific areas such as energy or waste reduction. This process is similar to the Local Action 21 Campaign of the ICLEI planning processes that aims at achieving sustainable development in local communities. The coalition steering committee will work closely with the consultant to ensure the end product meets the goals of the coalition and the City Council for a plan that will have clear measurable outcomes. Our intent is to have this plan adopted by the Corvallis City Council by December 2008. While we realize that this may not be possible, we believe that it is critical to begin to take action as soon as possible to improve our community. The project is divided into a number of distinct activities and phases detailed below. The dates provided for town hall meetings are projected dates.

Phase I

1. Gather background information and baseline data on the community for at least five different indicators.
2. First town hall meeting, March 31, 2008, to provide information about sustainability, background on the work already accomplished by the city and county government and the community, and the process we will follow to develop a community wide sustainability action plan. Focus of the meeting will be based on the components of *Vision 2020* that are related to sustainability and on the City of Corvallis Sustainability Policy.
3. Organize into work groups and have each group select one to two topics for further exploration and work group focus over the next few months.

Phase II

1. Work groups will meet regularly over a 2-3 month period to refine topics chosen and begin to establish goals for the community to address at subsequent town hall meetings.

Phase III

1. Second town hall meeting (June 2008) will be held as an opportunity for the public to continue to explore sustainability and what community actions are needed to create a sustainable community.
2. Work groups to report at the town hall meeting on their efforts and begin development of action plan.
3. Participants at the town hall meeting vote on areas for further work, including what indicators might be used to measure community progress.

Phase IV

1. Work groups convene over the next several months and work on possible action plans in their topic areas.

Phase V

1. Third town hall meeting (September, 2008) will present the recommendations of each of the work groups including their proposed action plans and timelines, and to gather feedback on these recommendations.
2. Following this meeting, the Steering Committee will finalize the action plan and get buy-in from community members and partners.
3. Present the community-wide action plan to the community and City Council for adoption (November 2008). This action plan for future community wide sustainability actions will be sorted by type and prioritized. The plan will include a brief description with the supporting analysis, the sustainability benefit, the resources required, the projected time to complete, the estimated payback and monitoring needed.
4. In addition, recommendations for ongoing public discourse and other implementation actions will be presented.

Metrics:

Baseline: Data will be collected to measure our baseline -- where we are in 2007. Specifics for each goal will reference improvements from the baseline. In setting appropriate goals over the timeframe, we will evaluate the current situation (2007) perhaps through a community audit. Then we will consider what is reasonable to achieve in a couple of years (2009), when the plan is fully up and running (2012), and after the first phase is complete (2020).

Goals: These will reference levels we want to achieve by 2020. In order to ensure that we are realistic in setting goals, we will survey the community and consider benchmarking against other cities. These goals will include goals for the community as a whole as well as for subsets of our community such as government, business, organizations and individual households.

Milestones and benchmark: We will establish appropriate milestones and benchmarks. These will represent aggressive but achievable incremental changes over the timeframe. Changes that are easiest to achieve (low hanging fruit) and those that will have the greatest impact may be scheduled earliest. Changes that are hardest to achieve, have a relatively low benefit or that have the lowest perceived value for the Corvallis community as a whole may be left until later -- some after 2020.

Balance of Economic, Social, and Environmental: Our vision is that: “Corvallis is a community in which the needs of the present are met without compromising the ability of future generations to meet their own needs. It is a flourishing and thriving city with a vibrant economy that respects, restores, and cares for the community of life.” Our mission is: “To promote an ecologically, economically, and socially healthy city and county.” It is important to establish a comprehensive action strategy for environmental protection, economic prosperity and social well-being in our community. This requires that any action plan consider economic, social and environmental spheres. The key parts of this are assessment of current conditions, full community participation, setting targets for achieving specific goals, monitoring and reporting.

Representative of all Corvallis Residents: Our Ad Hoc Steering Committee has been expanded to include representatives of all segments of our community. Our new Steering Committee, which will be installed in January 2008, consists of representatives from the following segments of our community: medical, construction, housing, faith, education, local business, large business, land trust, environment, OSU and the Chamber. **(See Attachment 2 for the full list of Steering Committee members)**. In addition, our coalition membership consists of a broad spectrum of the community with over 70 organizational partners **(See Attachment 3 for current partners)**. Also, we have over 60 different individuals serving on our task groups and committees.

III. PARTNER EFFECTIVENESS

Able to implement the Action Plan: The coalition has accomplished a great deal since our inception in January 2007 as evidenced by **Attachment 4**. We are already being recognized as a viable partner of the Energy Trust of Oregon and are collaborating with them on an Energy Pilot Project to begin in March 2008. We have six task groups working on demonstration projects in the areas of energy, green building, land use, sustainability education, local food promotion and waste reduction. In addition, we have a representative on a stakeholders group called together by the Mayor to review the possibility of establishing an enterprise zone in south Corvallis focused on sustainable businesses.

Financially Sound: The Coalition is operating under the auspices of the Oregon Natural Step Network, a statewide organization headquartered in Portland, Oregon (ONSN). This organization began as a project of the Northwest Earth Institute and has been in existence for ten years. They are a membership organization established to “inspire and guide business, institutions and community organizations to transform Oregon to a model of sustainability” and include founding members such as Nike, Inc, The Collins Companies, Rodda Paint Company and ShoreBank Pacific. The ONSN has contracted previously with the City of Corvallis as a recipient of an economic development allocation for the Oregon Natural Step Network, Corvallis Chapter. They have received this money for the past five years and have been successful in using these grant funds to promote sustainability and the Natural Step with Corvallis businesses and organizations as well as sponsoring events and workshops for businesses and the general public. The Corvallis Sustainability Coalition has a Budget/Fundraising Committee that has developed a fund-raising plan and is in the process of soliciting funds from local businesses and grants from foundations.

Cost-Effective Performance: Most of the work that has been done by the coalition has been through a large number of volunteers. We have six task groups and approximately 60 volunteers including our new 15-member steering committee. As shown in our budget, we have already received more than 60% of our total budget from cash donations or in-kind services.

Adequate Leadership: The new 15-member steering committee consists of a diverse group of individuals from various segments of the community. It is led by two co-facilitators who both have extensive experience in community process and facilitation of large and small groups. See Attachment 3 for list of initial Ad Hoc Steering Committee members and list of new steering committee members.

Represent City values in communications: Participation in the coalition is open to local organizations and local citizens who support our vision, mission and goals. There is no fee for participation; however, monetary donations or donations of in-kind services may be requested for specific projects. Our guiding principles state that we will achieve our mission by using a democratic, highly participative decision-making process. The steering committee uses a modified consensus-based model for its decisions. For significant public positions and significant actions taken on behalf of the coalition, the steering committee will take proposed positions/actions to organizational partners for a vote. Adoption of a proposed position or action requires approval by at least two-thirds of partner organizations eligible to vote. We have a web site www.sustainablecorvallis.org where our minutes and other information are posted for anyone to review. In addition, all of our meetings are open to all partners and the general public.

Corvallis Sustainability Coalition Vision, Mission, Goals, and Guiding Objectives

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

Mission: To promote an ecologically, economically, and socially healthy city and county. We will achieve our mission by using the Sustainability Guiding Objectives and a democratic, highly participative decision-making process.

Sustainability Guiding Objectives - A Framework for Decision-making

Our community will:

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

Goals:

- To accelerate sustainability in our community by working together more effectively.
- To create a community-wide sustainability action plan that will be adopted by City Council within two years.
- To encourage the city and the county to adopt and implement the Sustainability Guiding Objectives.

**Corvallis Sustainability Coalition
Steering Committee Members
January 2008**

<u>NAME</u>	<u>ORGANIZATION</u>
Maureen Beezhold	Oregon Natural Step and NWEI
Bob Devine	Corvallis Matters
Betty Griffiths, Co-Facilitator	Greenbelt Land Trust
Shauna Lambert	Citizen at Large
Linda Lovett	City of Corvallis
Ryan McAlister	T. Gerding Construction Company
Annette Mills, Co-Facilitator	League of Women Voters
Jim Moorefield	Willamette Neighborhood Housing Services
Tracy Noel	Corvallis Environmental Center
Ann Schuster	509J, School Board Member
John Sechrest	Corvallis-Benton Chamber Coalition
Brandon Trelstad	OSU
Karl Walker	Ch2mHill
Dee Wendel	CIBA
Scott Wilson	Good Samaritan Hospital

Following are the individuals who have served on the steering committee from January 2007 through January 2008, but who will no longer be serving in this capacity:

Bruce Hecht, Oregon Natural Step, Corvallis Chapter and Willamette Neighborhood Housing
Marge Stevens, First United Methodist Church
Cassandra Robertson, Resource Efficiency Program
Jason Yaich, Seventh Generation Building Guild

CORVALLIS SUSTAINABILITY COALITION ORGANIZATIONAL PARTNERS
(12/18/07)

Abundant Solar
Allied Waste
American Toy LLC
ASOSU Environmental Affairs Task Force
Audubon Society of Corvallis
Benton County
Benton County Environmental Issues
Advisory Committee
Benton County Master Gardeners
Benton Soil & Water Conservation District
Beth Young Garden Design
Broadleaf Architecture
Cascade Pacific Resource Conservation
& Development
CH2MHill
Chintimini Wildlife Center
City of Corvallis
Corvallis Independent Business Alliance
Corvallis School District 509J
CORE Communications
Corvallis-Albany Farmers' Markets
Corvallis Benton Chamber Coalition
Corvallis Environmental Center
Corvallis Matters
Cottage Gardening Service
Country Vitamins
Crescent Valley High School
daVinci Days
Earth Charter Campaign
Edge Design
FireWorks Restaurant
First Alternative Food Co-op
First United Methodist Church
Get Smart! Resource Efficiency Program
Good Samaritan Episcopal Church
Good Samaritan Regional Medical Center
Green Cascades, LLC
Greenbelt Land Trust
Holly Oak Music Studio
Hour Exchange
Institute for Applied Ecology
Jobs Addition Neighborhood Association
Just Peace Committee, Corvallis United Church of Christ
Northwest Earth Institute (Corvallis chapter)
Oregon Natural Step Network (Corvallis chapter)
Oregon State University
Oregon Toxics Alliance
OSU Extension - Benton County
OSU Student Sustainability Initiative
OSU Sustainability Group
PreservationWORKS
Sandrock Landscape Designs
Seventh Generation Building Guild
Sierra Club (Marys Peak Group)
Solar CREEK
Solar Ki
Solar Summit
Spring Creek Project
St. Mary's Catholic Church
Care for Creation Committee
Sundborn Children's Home
Sustainable Building Network
Sustainable Forests Partnership
Ten Rivers Food Web
Tix R Us LLC
T. Gerding Construction Company
Willamette Neighborhood Housing Services
Willamette Watershed Productions
Your Green Home

Corvallis Sustainability Coalition

Following are the major accomplishments of the coalition since January 10, 2007:

Organization

- Finalized our Vision, Mission, and Goals.
- Established working subcommittees, Executive, Funding/Budget, and Communications.
- Established an account with Oregon Natural Step Network in Portland (a non-profit organization) so that we may receive financial contributions and contract with a consultant.
- Development of an 18 month budget to cover the first phase of our community wide work, including the hiring of a consultant and sponsorship of town hall meetings and a community survey.
- Approved organizational bylaws December 4, 2007.
- Identified key community stakeholders and actively recruiting new partners.
- Expanded Steering Committee selected and approved by organizational members. Plan to have the new committee begin meeting January 22, 2008.
- Submitted requests for funding from several local organizations. Seeking foundation grants.

Communication

- Sponsored our second quarterly gathering of Sustainability Coalition partners on September 17, 2007. This meeting featured our first project (the installation of a 1500-gallon rainwater collection system at the First Alternative Co-op South Store) and was attended by representatives from more than 45 of our 62 partner organizations.
- Initiated the development of a comprehensive Communications Plan including development of our key messages.
- Instituted an *E-Update* (news briefs) that will be sent via e-mail twice a month to keep our partners and others informed of our work.
- Collaborated with Edge Design to upgrade our website, www.sustainablecorvallis.org. We anticipate completion of this work by January 2008. Edge has contributed a significant amount of in-kind time to us for this web design. Working with volunteer programmer for web site. Working with a volunteer designer on a logo design.

- Developed a monthly sustainability events calendar featuring activities sponsored by Sustainability Coalition partners. This calendar is posted in public areas around Corvallis and on our website and is distributed via e-mail to our partner organizations.
- Developed a display about sustainability that was featured at the Corvallis-Benton County Public Library during the month of October 2007.

Planning

- Developed a timeline for implementation of the Community-wide Initiative. First Town Hall meeting anticipated to occur March 31, 2008.
- Gathering baseline data on 4-6 indicators of sustainability for use in our survey and at our town hall meetings.
- Developed RFP and sent to potential consultants. Expect to have consultant selected by the end of January 2008.

Other

- Formed six task groups (energy, green building, land use, sustainability education, local food and waste reduction) to begin working on short-term, visible projects that demonstrate sustainability. Plan to initiate a transportation work group in January 2008.
- Collaborating with the Energy Trust of Oregon to implement a Community Energy Pilot Program that will be launched in March 2008.
- Provided active support for CIBA “Buy Local” campaign.
- Co-sponsored all day training on November 13, 2007 on The Natural Step.
- Providing information through member’s newsletters and other media for Allied Waste’s new recycling program.
- Green Building Task Group helped install a 1,500 gallon rainwater collection system at the First Alternative Co-op South store.
- Land Use Task Group collaborating with Public Works and Parks, Natural Areas and Recreation to improve stretch of Dixon Creek at Porter Park. Plantings by volunteers expected to occur in February 2008.
- Education Task Group working on a brochure “A Sustainability Guide for the Corvallis Community”. Anticipated completion January 2008.

Revised: 12/18/07

INCOME	Cash	In-kind
City of Corvallis (FY 08)	20000	
City of Corvallis (FY 09)	20000	
Fundraising (grants, donations, sponsorships)	22000	
Website		
Domain Name		325
Design		20000
Programming		10000
Special Projects		
Task Group Projects		3000
Community Energy Pilot Program		62000
Celebrate Corvallis Award	2000	3000
Total Income	64000	98325
EXPENSES		
Website		
Domain Name		325
Design		20000
Programming		10000
Printing & Mailing		
Office Supplies	100	
Brochures & Flyers	500	
RFP Documents	100	
Town Hall		
Flyers	200	
Postage	100	
Meeting Documents	100	
Meeting & Support Documents	300	
Final Document	300	
Administrative Support	3000	
Consultant	30000	
Focus Area Team Meetings		
Meeting Rooms	300	
Town Hall Meetings		
Meeting Rooms	3000	
Catering	3000	
Electronic Voting	1000	
Advertising	3000	
Scientific Survey	10000	
Special Projects		
Task Group Projects		3000
Community Energy Pilot		62000
Celebrate Corvallis Award	2000	3000
Contingency	7000	
Total Expenses	64000	98325

Corvallis Sustainability Coalition Budget
(January 2008 – June 2009)

BUDGET NOTES

1. Website

Domain Name (\$325) – Paid for in cash by Sustainability Coalition partner

Design (\$20,000) – Work performed *gratis* by Edge Design

Programming (\$10,000) – Work performed *gratis* by Joe Crockett

2. Special Projects

Task Group Projects (\$3000) – Combination of in-kind services and materials paid for in cash by Sustainability Coalition partners to support task group demonstration projects

Community Energy Pilot Program (\$62,000) – Staffing and advertising provided by Energy Trust of Oregon

Celebrate Corvallis Award (\$2000 cash + \$3000 in-kind) – Cash donations and in-kind products and services provided by Sustainability Coalition partners to recognize winner of “Good Steward of the Planet Award”

3. Administrative Support (\$3000) – For clerical assistance

4. Consultant (\$30,000) – For professional support to design and implement a public process that will culminate in development and adoption of a community sustainability action plan

5. Scientific Survey (\$10,000) – For professional firm to develop and conduct a survey to assess public response and preferences regarding sustainability priorities

**TO: Corvallis City Council
Benton County Commission**

FROM: Mayor Charles C. Tomlinson

DATE: December 20, 2007

SUBJECT: ENTERPRISE ZONE PUBLIC MEETING

A public meeting to discuss Enterprise Zones was held on December 12, 2007 at the Madison Avenue Meeting Room. An agenda and a list of the invited organizations is attached. Also attached is the Action Item 12.2 Work Group Enterprise Zone recommendation. It was stressed that no decision has been made by the County or City regarding Enterprise Zones.

Art Fish, Enterprise Zone Manager from the Oregon Economic and Community Development Department, presented an overview of an Enterprise Zone. Those present asked questions about an Enterprise Zone.

The Action Item 12.2 work group stressed that this is a 'green' enterprise zone recommendation, a recommendation that supports the creation of sustainable traded sector clusters.

At the end of the meeting, the following comments were made by those present.

During the meeting, the waiver of Systems Development Charges and Permit Fees, as an additional incentive, was raised. Some members of the group voiced concern about waving these charges and fees. It was noted that these SDC and Permit Fees would be County related if the Enterprise Zone was situated at the Airport Industrial Park. Abatement of Airport rental payments would also be problematic given the need to keep the Airport Fund sustainable.

The notion of any local incentives as being problematic was voiced as well as how an Enterprise Zone would impact the Corvallis Jobs/Housing Balance.

If the City and County decide to hold a Taxing Jurisdiction Public Hearing on this matter, the public should be invited to provide comment.

The idea of biasing the local conditions to high value equipment versus a high level of employment was voiced when traffic conditions on South 3rd Street were raised.

Hewlett Packard wants to opt out of consideration of an Enterprise Zone on some or all of their property.

Concern was raised on the impact of an Enterprise Zone on the Corvallis School District. Art Fish reported that given state funding formulas for public education, there would be no impact on school funding. The School District will follow up on this situation.

A question was raised on who would manage the zone. Another question was raised about the level of work for the Assessor's Office.

Linn-Benton Community College voiced their support for an Enterprise Zone.

CC: Jon Nelson, Corvallis City Manager

Enterprise Zone Discussion

Madison Avenue Meeting Room 7:00 PM

December 12, 2007

Agenda

Self Introductions

Public Comment

Enterprise Zone 101

Art Fish

Questions and Answers

General Comments

Public Comment

Adjournment

The purpose of this meeting is to be briefed by Oregon Economic and Community Development Department staff member Art Fish, have a question and answer time and then record comments about a potential Enterprise Zone in Benton County/Corvallis. The Benton County Commission and the Corvallis City Council have made no decisions regarding an Enterprise Zone.

Organizations Represented:

Corvallis Matters	John Foster
Chamber Coalition	Mysty Rusk - John Sechrest
League of Women Voters	Karen Nibler
Corvallis City Council	George Grosch - Bill York
LBCC	Alan Fudge
Benton County Commission	Annabelle Jaramillo
Annette Mills	Corvallis Sustainable Coalition
Barbara Ross	PTF Committee
James Moran	Airport Commission
Blake Rodman	Corvallis School District
Tony Howell	Corvallis Planning Commission
Curt Wright	PTF Committee
Bob Devine	PTF Committee
Bruce Hecht	PTF Committee
Lynn Egli	Hewlett Packard
Pam Folts	DEVPIC Committee
Kirk Bailey	Citizen at Large
Rich Carone	Corporate Roundtable
Chris Bell	Business Enterprise Center

Date: 11/19/07

From: PTF 12.2 Sustainable Business Cluster Committee

To: EVP Steering Committee

Re: Enterprise Zone and Sustainable Development

Per the request of the EVP steering committee, the 12.2 committee has investigated whether an enterprise zone would be a useful tool as part of a program to develop and support sustainable business clusters. The committee discussed and read about the enterprise zone concept, coming to an understanding that it is a good tool to promote economic development. After talking to Art Fish at OECD and several people at other agencies, we have come to the conclusion that, technically and legally, criteria could be developed that would allow an enterprise zone to target sustainable business economic development. If we decide to use this tool, it will be critical that we develop criteria in a way that does not inadvertently discourage the use of the enterprise zone by a potentially 'sustainable' business. In addition it is important that the criteria for use of the zone be easily manageable, and that the criteria do not require extensive resources to ensure compliance.

In summary, the 12.2 committee has determined that an enterprise zone with the proper criteria (the definitions of a 'sustainable' business) would be a useful tool for the development of a sustainable business cluster in our region. We believe that the next step should be the development of the 'sustainable business' criteria and subsequent discussion of them with stakeholders and the community.

The 12.2 committee has developed the list below of sustainable business cluster areas that have the potential to be expanded by growing existing companies and recruitment. The "*Sustainable Enterprise Zone*" is just one tool to help with this effort.

- Green Building
- Alternative Energy
- Local Food
- Recycled Products, Sustainable Replacement Products
- Green / Clean Tech

In addition the criteria below has been developed by the Oregon Natural Step Network to assist in accessing and understanding an organizations commitment to sustainability

Oregon Natural Step Network criteria for a commitment to sustainability

- Redefined success in line with sustainability
 - *Organization is publicly using triple bottom line*
- *Have made the cultural shift and see the world with new lenses*

- *Organization has trained all or most personnel in all operations with the intent to integrate sustainability into all areas*
- *Have developed (management) systems to incorporate this new view into their practices*
 - *Incorporated sustainability within their business planning*
 - *Implemented a sustainability management system (SMS) or equivalent*
- *Are showing measurable results in their practices and products in moving toward The Natural Step systems conditions*
 - *Developed sustainability metrics aligned with TNS system conditions*
 - *Capturing data in SMS, EMS or equivalent*
- *Inspiring others locally and nationally*
 - *Case study has been written*
 - *Articles are appearing in the press*
 - *Organization is participating in sustainability events*

If you have any questions about our findings or recommendation please feel free to contact any of the committee members listed below. We look forward to taking the next steps to make a “Sustainable Enterprise Zone a reality.

Sincerely,

Bob Devine
Alan Fudge
Bruce Hecht
Larry Plotkin
John Sechrest

2008 Nomination Form
Cascades West Area Commission on Transportation

The following individuals have been nominated to represent
(City/County/Port/Tribe) CORVALLIS on the Cascades West Area
Commission on Transportation. The nominations were made during a legally convened public
meeting of the (City Council/Commission/Tribal Council)
_____ on (date) JANUARY 7, 2008.

The nomination for the **primary** representative (must be elected official) to the CWACT is
(name and title) George Grosch, City Council.

The nomination for **alternate** representative to the CWACT is (name and title)
STEVE ROGERS, PUBLIC WORKS DIRECTOR.

Signed: Chad C. Tambur

Date: December 17, 2007

Title: Mayor

Please include the following information:

Primary Representative

Name: George Grosch

Address: P.O. Box 1083
CORVALLIS, OR 97339

Phone: 766-6493 FAX: 766-6780

E-mail: WARD3@COUNCIL.CI.CORVALLIS.OR.US

Alternate Representative

Name: STEVE ROGERS

Address: P.O. BOX 1083
CORVALLIS OR 97339

Phone: 541-766-6916 FAX: 766-6920

E-mail: Steve.Rogers@ci.corvallis.or.us

Please return this form no later
than February 28, 2008 to:

Scott Wilson
Cascades West COG
1400 Queen Ave. SE, Suite 205A
Albany, OR 97322
Fax 541-967-4651

If your community's representatives are listed on this page, please re-nominate the primary and alternate representatives or nominate new people to those positions. Submit your nominations no later than February 28, 2008.

CWACT Memberships Expiring 12/31/2007

Last Name	First Name	Representing	Category	Term Expires
Steele	Janet	Linn County - Private Sector	Primary	12/31/2007
Modrell	Linda	Benton County	Primary	12/31/2007
Dixon	Jay	Benton County	Alternate	12/31/2007
Reid	Ralph	City of Albany	Primary	12/31/2007
Irish	Ron	City of Albany	Alternate	12/31/2007
Bubak	Ray	City of Brownsville	Primary	12/31/2007
Grosch	George	City of Corvallis	Primary	12/31/2007
Rogers	Steve	City of Corvallis	Alternate	12/31/2007
Roberts	Beverly	City of Harrisburg	Primary	12/31/2007
Staehlin	Ron	City of Harrisburg	Alternate	12/31/2007
Bain	William	City of Newport	Primary	12/31/2007
Bertuleit	Jeff	City of Newport	Alternate	12/31/2007
Chambers	Jim	City of Toledo	Primary	12/31/2007
Denlinger	Adam	City of Toledo	Alternate	12/31/2007
Kentaa	Robert	Conf. Tribes of Siletz Indians	Primary	12/31/2007
Barlow-Lind	Pam	Conf. Tribes of Siletz Indians	Alternate	12/31/2007
Kearney	Patrick	Lincoln County - Private Sector	Primary	12/31/2007
Williams	Bob	Benton County - Private Sector	Primary	12/31/2007
Nyquist	Roger	Linn County	Primary	12/31/2007
Lindsey	John	Linn County	Alternate	12/31/2007
Friedt	Stephan	Benton County - Private Sector	Primary	12/31/2007
Johnston	Doris	Linn County - Private Sector	Primary	12/31/2007



December 18, 2007

Dr. John Cassady
Vice President for Research
Oregon State University
312 Kerr Administration Building
Corvallis, OR 97331

Dear John,

It was a pleasure to meet with Rich, Vincent and you so we could discuss Innovation Park. As you know, the success of the University's research program is important to the economic health of both Corvallis and Oregon. This letter summarizes our discussion.

University Priority

We discussed Innovation Park's priority within Oregon State University. We agreed that further OSU/City Innovation Park planning requires the prioritization of the Innovation Park by the University.

Infrastructure Costs

We acknowledged that infrastructure costs, road, water, wastewater and utilities, are escalating.

Governor's "Shovel-Ready" Industrial Site Certification Program

The City of Corvallis Airport Industrial Park was recently included on the Governor's "shovel-ready" site list. We discussed whether Innovation Park met the requirements of this program and if so, should the University pursue listing the site given the University's Innovation Park vision?

Cascade View Industrial Properties Earmark

This \$814,000 Federal Highway Administration earmark is dedicated to the south Corvallis industrial lands known as Cascade View Industrial Properties. Re-allocating these funds to a project other than Cascade View could possibly occur only if the City could not reach an agreement with the Cascade View property owners. Should that occur, re-evaluation of this earmark with Representative DeFazio's office, the Federal Highway Administration and the State of Oregon Department of Transportation officials could be pursued.

Office of the Mayor
501 SW Madison Avenue
P.O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6985
FAX: (541) 766-6780
e-mail: mayor@council.ci.corvallis.or.us



A Community That Honors Diversity



Office of the Mayor
501 SW Madison Avenue
P.O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6985
FAX: (541) 766-6780

e-mail: mayor@council.ci.corvallis.or.us

Matching Opportunity

We discussed matching opportunities for Innovation Park infrastructure improvements. If agreement with the Cascade View property owners could not be reached and if re-evaluation of the earmark led to its being allocated to Innovation Park, a matching opportunity might exist from various sources, such as the OSU Foundation and/or Article XI-F or G bonds.

Future Direction

We discussed a possible OSU/City work group that might create a plan for Innovation Park development. Criteria and constraints for this work group were discussed; they include the prioritization by the University of Innovation Park, requesting a new Federal earmark for Innovation Park or requesting the Cascade View Industrial Properties funds if that project did not materialize.

Please let me know how the University would like to proceed.

Sincerely,

Charles C. Tomlinson
Mayor, City of Corvallis

0143

CC: Corvallis City Council
Ed Ray, Oregon State University President
Jon Nelson, Corvallis City Manager



City of Corvallis



2007 Citizen Attitude Survey Results

January 2008



City Manager's Office

501 SW Madison Avenue

P.O. Box 1083

Corvallis, OR 97339-1083

(541) 766-6901

FAX: (541) 766-6780

e-mail: city.manager@ci.corvallis.or.us

January 7, 2008

Dear Citizens of Corvallis:

The City of Corvallis conducted its first Citizen Attitude Survey in 1993 in order to assist the City Council and the Budget Commission in prioritizing programs and services, and in determining how best to allocate City resources. The results were so informative the Council decided annual surveys would provide crucial guidance in the ongoing community decision-making process.

The 2007 survey marks the fifteenth year Corvallis residents have responded to questions about what they would like their government to do to address community needs and desires. Residents were asked many of the same questions about City services during all 15 years, so that any changes in priorities or satisfaction level would be evident. These responses will be invaluable to a broad range of advisory boards and commissions, as well as to the City Council.

A random sample of 1,200 registered Corvallis voters was drawn and each voter was mailed a questionnaire on September 27. Of the 1,200 questionnaires mailed, 148 were undeliverable, and 671 were completed and returned for a final response rate of 64% percent.

The 2007 full report with citizen comments and survey methodology is available for review at the Corvallis-Benton County Public Library at 645 NW Monroe Avenue, and at the City Manager's Office in City Hall, 501 SW Madison Avenue. The results are also available on the City's Web site at www.ci.corvallis.or.us.

Thank you for participating in the Corvallis decision-making process.

Sincerely,

Charles C. Tomlinson
Mayor



A Community That Honors Diversity

CITY OF CORVALLIS

2007 CITIZEN ATTITUDE SURVEY REPORT

SURVEY METHODOLOGY

A random sample of 1,220 registered Corvallis voters was drawn. Twenty were selected at random for a pretest during the last week of August. On September 27, survey questionnaires were mailed to the remaining 1,200 people in the sample. A reminder postcard was sent on October 4. Two more follow-up letters, each accompanied by another copy of the questionnaire, were mailed to non-respondents on October 18 and November 1.

Of the 1,200 questionnaires in the original sample, 148 were undeliverable. Of the remaining 1,052:

671 were completed and returned,
32 were returned but not completed,
349 were never returned.

(671/1,052 = 64%)

The return rate is 64%.

The 2007 report of the Citizen Attitude Survey is available for review at the Corvallis-Benton County Public Library at 645 NW Monroe Avenue, and at the City Manager's Office in City Hall, 501 SW Madison Avenue. The report is also available on the City's Web site www.ci.corvallis.or.us. Additionally, the results will be published as an insert in the February issue of "*the City*". For comparison purposes, the report includes the 2005 and 2006 responses if the questions were asked in those years. Verbatim comments are shown in the Appendix, organized by City department or general issue.

CITY OF CORVALLIS 2007 CITIZEN ATTITUDE SURVEY

WARD RESPONSE - Distribution of response by City Wards:

Ward 1	15.4%
Ward 2	5.4%
Ward 3	12.2%
Ward 4	5.8%
Ward 5	6.1%
Ward 6	11.8%
Ward 7	16.7%
Ward 8	16.7%
Ward 9	<u>9.9%</u>
	100.0%

1. **The City's Comprehensive Communications Plan provides methods for communicating with and involving residents. Below is a list of sources that can be used to inform citizens about the City. Please indicate whether or not each is a preferred source of information for you.**

	PREFERRED SOURCE?		
	<u>NO</u>	<u>YES</u>	<u>DON'T KNOW</u>
a. "the City" newsletter	19.8%	74.4%	5.8%
b. Information in the <i>Gazette-Times</i>	21.2%	76.0%	2.8%
c. Information in the <i>Barometer</i>	70.6%	21.3%	8.1%
d. Government access tv channel	81.2%	11.0%	7.8%
e. Annual Reports	57.1%	26.0%	16.9%
f. City Web site	50.1%	35.5%	14.4%
g. Speaking engagement by City official	66.8%	13.6%	19.6%
h. Parks and Recreation Activity Guide	28.2%	65.2%	6.6%

2. **Do you think you know as much as you need to about City government, or would you like to know more?**

	<u>2007</u>	<u>2006</u>	<u>2005</u>
1 Know enough	54.4%	42.7%	43.3%
2 Would like to know more	45.6%	57.3%	56.7%

CITY OF CORVALLIS

2007 CITIZEN ATTITUDE SURVEY

3. The Library continually looks for ways to improve service to its patrons. Below is a list of possible improvements and additions. Please indicate how valuable each service would be to your household. If no one in your household has used the Library in the past 12 months, skip to question 4.

	<u>2007</u>	<u>2006</u>	<u>2005</u>
1 No, have not used	25.5%	23.5%	22.9%
2 Yes, have used	74.5%	76.5%	77.1%

	<u>VERY VALUABLE</u>	<u>SOMEWHAT VALUABLE</u>	<u>NOT VALUABLE</u>	<u>DON'T KNOW</u>
a. More self-checkout machines	24.1%	44.4%	22.1%	9.4%
b. Self pick-up of holds	22.8%	37.4%	20.3%	19.5%
c. E-books	18.8%	21.3%	31.3%	28.6%
d. Computer classes	20.7%	31.6%	30.3%	17.4%
e. Adult cultural programs	25.9%	36.1%	20.3%	17.7%
f. Downloadable video	17.5%	25.3%	30.9%	26.3%

4. Consistent with the Corvallis 2020 Vision Statement, the City provides many opportunities for recreation and access to the arts, including participation in a sports program, using the Senior Center or Osborn Aquatic Center, checking out books, viewing alley art, and attending community festivals. On average, how often do you or your family take advantage of these opportunities?

	<u>2007</u>
1 Once per year	23.9%
2 Once per month	40.7%
3 One or more times per week	25.0%
4 One or more times per day	9.3%
5 Never	1.1%

CITY OF CORVALLIS 2007 CITIZEN ATTITUDE SURVEY

5. City government provides a number of services and facilities to the residents of Corvallis. Please circle whether or not you have used each of the following services or facilities in the last 12 months. If you have used, please rate the quality of that service or facility as excellent, good, fair, or poor.

	<u>USED:</u>		<u>IF USED:</u>				<u>2007%</u>	<u>2006%</u>
	<u>HAVE</u>	<u>YES,</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>EXC. or</u>	<u>EXC. or</u>
	<u>NOT</u>	<u>HAVE</u>	<u>EXC.</u>	<u>GOOD</u>	<u>FAIR</u>	<u>POOR</u>	<u>GOOD</u>	<u>GOOD</u>
a. Police services	71.4%	28.6%	34.8%	41.7%	13.9%	9.6%	76.5%	75.7%
b. 911	85.2%	14.8%	65.3%	22.4%	9.2%	3.1%	87.7%	90.0%
c. Fire suppression	98.1%	1.9%	66.7%	33.3%	0.0%	0.0%	100.0%	100.0%
d. Fire prevention/education	91.3%	8.7%	71.4%	25.0%	1.8%	1.8%	96.4%	100.0%
e. Ambulance services	90.2%	9.8%	82.8%	17.2%	0.0%	0.0%	100.0%	95.6%
f. Public library services	25.4%	74.6%	67.6%	31.0%	1.2%	0.2%	98.6%	98.9%
g. City bus service	68.0%	32.0%	34.9%	47.8%	16.3%	1.0%	82.7%	85.3%
h. Bicycle lanes/bicycle trails	37.4%	62.6%	48.9%	44.9%	6.0%	0.2%	93.8%	90.9%
i. Corvallis Senior Center	79.8%	20.2%	56.2%	41.5%	1.5%	0.8%	97.7%	94.0%
j. City parks/trails/open space	16.4%	83.6%	57.0%	40.8%	2.2%	0.0%	97.8%	97.0%
k. City recreation program(s)	72.6%	27.4%	40.9%	52.8%	5.1%	1.2%	93.7%	96.1%
l. Osborn Aquatic Center	63.7%	36.3%	51.7%	41.8%	4.7%	1.8%	93.5%	93.1%
m. Municipal Court services	86.4%	13.6%	25.9%	38.8%	22.4%	12.9%	64.7%	N/A
n. Utility billing customer service	53.2%	46.8%	30.8%	52.8%	13.1%	3.3%	83.6%	83.6%
o. Building inspection services	88.2%	11.8%	39.2%	41.9%	10.8%	8.1%	81.1%	65.8%
p. Public review of land development proposals	90.8%	9.2%	18.6%	44.1%	20.3%	17.0%	62.7%	66.1%
q. Nuisance abatement services	94.5%	5.5%	17.7%	35.3%	29.4%	17.6%	53.0%	56.4%
r. Housing assistance programs	95.9%	4.1%	44.0%	32.0%	16.0%	8.0%	76.0%	90.9%

CITY OF CORVALLIS 2007 CITIZEN ATTITUDE SURVEY

6. City government also provides a number of other services used by almost all residents of Corvallis. Based on your experience, please rate the quality of each of the following services as excellent, good, fair, or poor.

	<u>%</u> <u>EXCEL-</u> <u>LENT</u>	<u>%</u> <u>GOOD</u>	<u>%</u> <u>FAIR</u>	<u>%</u> <u>POOR</u>	<u>%</u> <u>DON'T</u> <u>KNOW</u>	<u>2007 %</u> <u>EXC. or</u> <u>GOOD</u>	<u>2006 %</u> <u>EXC. or</u> <u>GOOD</u>
a. Drinking water	35.8%	46.6%	11.8%	3.7%	2.1%	82.4%	81.4%
b. Sanitary sewer service	39.3%	48.6%	4.5%	1.0%	6.6%	87.9%	86.9%
c. Storm drainage operation	27.9%	51.7%	10.7%	2.3%	7.4%	79.6%	75.9%
d. Street maintenance	19.9%	48.9%	25.3%	4.8%	1.1%	68.8%	63.4%
e. Traffic signal operation	24.8%	51.4%	16.5%	5.6%	1.7%	76.2%	78.5%

7. Overall, would you rate the job the City is doing in providing City services as excellent, good, fair, or poor?

	<u>2007</u>	<u>2006</u>	<u>2005</u>
1 Excellent	26.8%	23.0%	22.1%
2 Good	63.5%	66.2%	62.2%
3 Fair	7.8%	8.7%	12.9%
4 Poor	1.0%	1.1%	1.3%
5 Don't know	0.9%	1.0%	1.5%

8. The City is creating a strategic plan for managing publicly owned trees along streets, in parks, and in other public spaces. This includes the Central Business District, residential areas, parks, natural areas, etc. Please indicate your opinion about whether or not each of the following should be included in the City's planning.

	<u>NO</u>	<u>YES</u>	<u>DON'T</u> <u>KNOW</u>
a. A planting, pruning, and removal plan for each neighborhood	21.3%	57.4%	21.3%
b. A strategy for funding the planting, pruning, and removal of street/public trees	10.2%	77.0%	12.8%
c. A strategy for funding the repair of sidewalks damaged by tree roots	5.4%	87.2%	7.4%
d. A long-range vision for tree canopy cover in our city	13.4%	65.2%	21.4%
e. A plan to better care for older and newly planted trees	10.8%	71.6%	17.6%

CITY OF CORVALLIS

2007 CITIZEN ATTITUDE SURVEY

9. Do you believe each of the following would be very valuable, somewhat valuable, or not valuable features to have on the City's Web site?

	<u>VERY VALUABLE</u>	<u>SOMEWHAT VALUABLE</u>	<u>NOT VALUABLE</u>	<u>'DON'T KNOW</u>
a. Submit City forms and permits online	49.7 %	27.0%	5.5%	17.8%
b. Sign up for automatic e-mail updates on subjects I choose	38.8%	34.7%	12.7%	13.8%
c. Webpages by type (e.g. taxpayers, businesses, residents, etc.)	25.0%	33.5%	18.0%	23.5%
d. Podcast City Council meetings	9.4%	34.2%	30.6%	25.8%
e. Videostream/podcast non-City Council meetings	6.1%	30.0%	35.2%	28.7%
f. Submit testimony for a public hearing	20.7%	35.0%	19.0%	25.3%
g. Participate in a chat room, virtual town hall, survey, blog, or social computing site (e.g. MySpace) on specific City topics	11.5%	32.5%	32.9%	23.1%
h. Register for a recreation program	57.9%	28.3%	4.2%	9.6%
i. Reserve a park or community room	59.7%	26.0%	3.6%	10.7%
j. Apply for a City job	52.9%	21.8%	9.1%	16.2%
k. Purchase a bus pass	56.5%	25.2%	5.7%	12.6%
l. Pay parking ticket, court or library fines	57.3%	26.7%	4.9%	11.1%
m. Request a copy of a police report or report a crime	44.6%	32.5%	9.0%	13.9%

10. If you have visited the City's Web site, please skip to question 11. If you have NOT visited the City's Web site, please indicate whether or not each of the following is a reason why.

	<u>NO</u>	<u>YES</u>
a. Do not have Internet access	83.0%	17.0%
b. Did not know the City had a Web site	58.2%	41.8%
c. Did not think there would be anything of interest to me	51.9%	48.1%
d. Visited the site before and did not like it	92.1%	7.9%
e. Do not consider the City Web site to be a credible and trustworthy source of information	89.0%	11.0%

CITY OF CORVALLIS 2007 CITIZEN ATTITUDE SURVEY

11. How valuable are the following City services to you as a resident of Corvallis - very valuable, somewhat valuable, or not valuable?

	<u>VERY</u> <u>VALUABLE</u>	<u>SOMEWHAT</u> <u>VALUABLE</u>	<u>NOT</u> <u>VALUABLE</u>	<u>DON'T</u> <u>KNOW</u>
a. Drinking water	96.2%	2.6%	0.9%	0.3%
b. Economic development (e.g. business retention, tourism)	41.9%	46.3%	8.6%	3.2%
c. Fire suppression/prevention services	79.1%	19.7%	0.6%	0.6%
d. Ambulance services	82.3%	15.1%	1.4%	1.2%
e. Landlord/tenant assistance	23.4%	42.1%	24.0%	10.5%
f. Low income/affordable housing assistance	34.9%	34.7%	21.9%	8.5%
g. Land use planning services	45.2%	35.4%	10.6%	8.8%
h. Library services	73.3%	22.9%	3.4%	0.4%
i. Parks and Recreation services	68.1%	29.4%	2.0%	0.5%
j. Police services	82.5%	14.3%	3.0%	0.2%
k. Sanitary sewer services	87.4%	11.1%	0.9%	0.6%
l. Social services	41.3%	41.3%	11.3%	6.1%
m. Storm drainage operation	69.5%	26.4%	2.6%	1.5%
n. Street maintenance	74.0%	24.4%	1.4%	0.2%
o. Transit services	48.1%	38.0%	11.8%	2.1%
p. Weed abatement services	23.0%	50.5%	18.5%	8.0%

12. If funds become available in the future to increase transit service hours, what do you think should be the priority for the increased hours?

	<u>PRIORITY</u>
1 Increase the frequency of transit service (e.g move hourly service to half hour service)	33.3%
2 Extend transit operating hours to later in the evening	29.5%
3 Add Sunday transit service	14.1%
4 Other or combination of above	23.1%

CITY OF CORVALLIS 2007 CITIZEN ATTITUDE SURVEY

13. Do you agree or disagree with the following statements?

	<u>AGREE</u>	<u>DISAGREE</u>	<u>DON'T KNOW</u>
a. The City provides quality services	90.3%	2.6%	7.1%
b. The City uses tax dollars wisely and provides good value for the money	43.6%	17.5%	38.9%
c. The City listens to residents and values community input	46.1%	16.1%	37.8%
d. City services are essential and positively impact the quality of life	92.8%	2.6%	4.6%
e. City Council actions promote a better community	51.1%	13.9%	35.0%

14. All in all, do you think Corvallis is growing too quickly, too slowly, or at about the right pace?

	<u>2007</u>	<u>2006</u>	<u>2005</u>
1 Too quickly	28.1%	22.9%	25.7%
2 At about the right pace	58.2%	61.3%	53.6%
3 Too slowly	13.7%	15.8%	20.7%

15. What race or ethnicity best describes you?

	<u>2007</u>
1 African American	0.2%
2 Asian	2.3%
3 Caucasian	90.1%
4 Hispanic/Latino	1.8%
5 Native American	1.7%
6 Native Hawaiian or Pacific Islander	0.2%
7 Two or more races	3.7%

16. What is your gender?

	<u>2007</u>	<u>2006</u>	<u>2005</u>
1 Male	42.7%	44.7%	42.7%
2 Female	57.1%	55.3%	57.3%
3 Other gender identity or expression	0.2%	N/A	N/A

CITY OF CORVALLIS 2007 CITIZEN ATTITUDE SURVEY

17. How many years have you, yourself, lived in Corvallis?

	<u>2007</u>	<u>2006</u>	<u>2005</u>
1 Less than 5 years	18.7%	20.9%	19.0%
2 5 to 9 years	15.4%	16.4%	14.6%
3 10 to 19 years	23.1%	24.0%	26.4%
4 20 to 29 years	18.9%	16.5%	16.5%
5 30 years or more	23.9%	22.2%	23.5%

18. In which age category are you?

	<u>2007</u>	<u>2006</u>	<u>2005</u>
1 18 - 34	21.8%	21.5%	23.4%
2 35 - 44	16.0%	17.7%	14.5%
3 45 - 60	35.6%	33.1%	36.7%
4 61+	26.6%	27.7%	25.4%

19. And finally, would you say that you usually vote, or usually do not vote on City issues?

	<u>2007</u>	<u>2006</u>	<u>2005</u>
1 Usually vote on city issues	90.6%	91.2%	89.0%
2 Usually do not vote on city issues	9.4%	8.8%	11.0%

APPENDIX

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #1 - PREFERRED SOURCES OF INFO ABOUT CITY

- i. Posted public notices in affected area
- i. Annual reports & Barometer some times
- i. OPB announcements
- i. Special mailing
- i. radio
- i. civic outreach
- i. GT Website
- i. Information line (phone) recording
- b. best
 - i. Direct mail
 - i. "The City" is the only one I notice but I barely read it.
 - i. More facts less opinion in GT (no, not a preferred source)
 - i. OSU events calendar
 - i. Podcast; direct emails (i.e. listserv)
 - i. Talking with friends
 - i. Our Town directory
 - i. radio
 - i. word of mouth
 - i. emails
- g. comment corner

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #1 - PREFERRED SOURCES OF INFO ABOUT CITY,
CONT'D

- i. Sustainability coalition
- i. Bulletin board displayed at the library
- i. Wheelchair access
- i. water guide
- i. South Corvallis neighborhood email list
- i. Library newsletter
- i. Radio reporting
- i. school newsletters (not a preferred source)
- i. contacting staff directly
- a. try vol. (sic) e-mail
- i. City council members should meet with residents in their wards to talk about City issues - 3 to 4 x yr
- i. Internet
- d. don't get this channel
- e. when in "the city"
- f. did not think about
- i. Ward of the month & CCTV

2007 CITIZEN ATTITUDE SURVEY COMMENTS

#2 - DO YOU KNOW ENOUGH ABOUT CITY GOV'T?, CONT'D

Planning and budget (would like to know more)

(For now know enough)

but would need to take the time to learn more (would like to know more)

I need more time to read more.

2 (but don't have time!)

Should know more but don't have time ☹

Can never know enough!

city should be more developmentally friendly

QUESTION #3 - VALUE OF LIBRARY SERVICES

g. audio books (very valuable)

g. computer system at the library is not good.

g. books on disk (very valuable)

a. there are enough (More self check out machines - not valuable)

g. more movies/video games (very valuable)

g. more user friendly (very valuable)

g. childrens (sic) cultural programs

g. keep up on books & magazines

g. longer hours (very valuable)

g. children's programs (very valuable)

g. easier access to speaking to a person when telephoning.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #3 - VALUE OF LIBRARY SERVICES, CONT'D

- g. Drop off box via car (very valuable)
- c. books on CDs (somewhat valuable)
- g. regular books (very valuable)
- g. work to pay off fines (adult)
- g. free parking remove meters (very valuable)
- g. literary events (very valuable)
- g. childrens book clubs (very valuable)
- b. won't work
- g. faster reshelving of returned books & videos might reduce amt. of holds. Stop computer holds on books that are IN the library! Patron should come in & get it off the shelf & not use expensive staff time looking for books. "Lazy patrons"
- g. Investor info = Value Line, etc. (very valuable)
- c. mp3 audio books downloadable (somewhat valuable)
- g. bilingual read stories & books (very valuable)
- a. biased! (~~More~~ self check out machines)
- g. more new books & videotapes or DVD's (very valuable)
- g. online catalog (very valuable)
- g. improve the library computer "mouses" so they don't jump around on the monitors. The signal is not smooth acting.
- g. Reference desk assistance & book sales (very valuable)
- g. infant/toddler reading (very valuable)
- g. children's programming

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #3 - VALUE OF LIBRARY SERVICES, CONT'D

- g. bringing books to retirement centers such as Stoneybrook (very valuable)
- d. we have an iMac. These classes never apply to Apple products.
- g. books on CD's - more selection
- g. all services (very valuable)
- g. children's programs (very valuable)
- g. more large print book & catalog for large print (very valuable)
- g. out door drive up book drop off 24 hr (very valuable)
- a. teach people how so they will use (very valuable)
- g. wireless (very valuable)
- g. interlibrary loan. Downloadable audio/music. Expanded Spanish language materials of all kinds, including Spanish instructional programs.
- g. Meeting room information distribution (very valuable)
- f. for Mac (very valuable)
- g. no censoring. No banned books. No net nany (sic)
- g. Toy library (very valuable)
- g. we stopped using the Library when the homeless moved in
- g. 15 min free parking zone (very valuable)
- g. more programs for toddlers & preschool age i.e. puppet shows
- g. more DVDs
- a. I'd rather have a person help me (not valuable)
- g. more drop-off boxes - like a drive-up one at library.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #3 - VALUE OF LIBRARY SERVICES, CONT'D

- g. More French language resources
- g. continuing to be a public service, run by the city and paid for by taxation (no privatization)
- g. childrens (sic) audio books (very valuable)
- g. internet access on computers
- g. community literature table
- g. hours of operation (very valuable)
- g. reference desk (very valuable)
- g. praise & celebration of great library!
- g. copy machines, books, information desk (very valuable)
- g. more than 1 person to check you out, especially to pick up holds.
- a. Yes, yes, yes (very valuable)
- g. longer hours, free parking, more computers, remove the porn. Albany doesn't allow porn.
- g. more books
- f. more choices (somewhat valuable)
- g. youth programs (very valuable) * early literacy * library outreach to youth & teens
- g. more books more copies
- g. good hours & inventory
- g. drop off boxes (bring them back)
- d. Mac (very valuable)
- g. we like real people

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #3 - VALUE OF LIBRARY SERVICES, CONT'D

- g. CDs & DVDs that & security. Check out are usually scratched. Why can't users be more responsible? How many materials go missing each year?
- g. Increased hours (very valuable)
- g. expand music & movie collection
- g. a way to pay fines without coming into library (very valuable)
- d. we have a community college
- g. MAC compatible (very valuable)
- g. more books & magazines
- g. I use the Valley Library
- g. more cashiers. Open drive- up boxes (always closed!)
- g. long term (4 month) audio loans to use during travel in retirement (very valuable)
- g. Don't go to library
- g. More Spanish resources - books, books on tape
- g. more book group resources (e.g. copies of featured books)
- g. free parking at library (very valuable)
- g. book sales (very valuable)
- g. (Never used for opinion basis)

QUESTION #4 - RECREATION OPPORTUNITIES

- * we don't, but when our kids were younger, we did
- or more (once per year)
- more than once per year but less than once/month

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #4 - RECREATION OPPORTUNITIES, CONT'D

between here 5-6 x per year

This is very poorly stated. Confusing. List each separately.

Library, Parks & Rec

(More like 3 x yr.)

© Library twice/wk, Osborn 1 x/wk, Senior Center Folk Dance twice/wk, Parks & Rec classes 2x wk, Festivals All.

Don't know

more often than 1/yr - less than 1/month

or twice

more in the summer - we are part time residents (1)

at most (2)

Library since you didn't ask which. (2)

to take exercise class at Sr. Center 3 x week (3)

apx 8 times/year (1)

(this is way off - closer to 4 times a year)

QUESTION #5 - RATE QUALITY OF CITY SERVICES

- s. parking areas to put bike
- s. energy assistance (excellent)
- s. community law enforcement program advising rowdy college students living in neighborhood rentals.
- s. Family planning and impact on our environment

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #5 - RATE QUALITY OF CITY SERVICES, CONT'D

- s. public works sewer
- s. the city had to remove tree from my backyard and the employees (Ron B?) that I dealt with were excellent.
- s. list of food pantries mailed to citizens mailed 1 x yearly
- a. (animal control) Excellent
- s. GT news
- m. observed only
- s. Rentals - where does our \$8.00 go?
- s. Streets (fair)
- e. but expensive! (good)
- h. downtown sucks (fair)
- s. disc golf course (excellent)
- s. automatic pay plan
- r. not enough affordable housing!! (good)
- s. evening bus schedule
- h. piles of leaves in fall
- n. I want auto billing
- s. citizen involvement with city council decisions (poor)
- s. neighborhood watch volunteers (excellent)
- s. public works re: crosswalks & bike lanes (excellent)
- g. needs expansion (fair)

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #5 - RATE QUALITY OF CITY SERVICES, CONT'D

- i. French
- f. more self-check out machines (good)
- l. n/a attended community meeting
- s. Don't like bike's (sic) on walking spaces. They need to use bike lanes/trails.
- s. Depts of Engineering and Permits (excellent)
- h. some excellent, others good
- s. animal control (fair)
- h. downtown (fair)
- l. too expensive especially for kids
- b. during windstorm, we were trapped in our home with lg trees on us. We were terrified, called 911, they hung up on us when we started to say we were not hurt. (Poor)
- j. mow grasses at dog park
- r. what? Nonsense!
- l. poor management (poor)
- n. Would like to be able to have water bill taken directly from my checking & Visa acct.
- s. Healthy start, PEP, Raft programs (excellent)
- s. Fire Dept came for carbon monoxide leak in furnace (excellent)

QUESTION #6 - RATING OF OTHER CITY SERVICES

e. too many! (Traffic signal operations - fair)

* chlorine odor noticeable in late summer

Circle & 99W - Walnut & 9th & Harrison are terrible

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #6 - RATING OF OTHER CITY SERVICES, CONT'D

- a. Fluoride horrible!
- c. More than once have I requested the city to repair the storm drain as water runs past it & across the street - freezing in winter & causing traffic hazard. No response.
- a. Well
- a. have well water
- d. none in my area of Skyline West. We pay for our own.
- a. Too much chlorine odor & taste (good)
- d. missing wheelchair ramps at some sidewalk intersections (poor)
- e. traffic signal operation - please extend timing for crossing city streets so that elderly & wheelchair users can safely cross.
- e. 36th & Harrison needs some fine tuning (poor)
- b. rats (fair)
- d. too much sweeping
- a.-e. I really appreciate the quality & reliability of these city services
- d. because alleys are not maintained. (poor)
- e. I'm concerned that the audible crosswalk signal doesn't work at 9th & Garfield
- e. good timing on Van Buren & Harrison
- a. (hate taste) (don't know)
- d. except Walnut! (good)
- b., c. are they cleaned
- c. on well (don't know)
- a. outside drinking water (poor)

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #6 - RATING OF OTHER CITY SERVICES, CONT'D

- b. very important to open a restroom please. All are closed (poor)
- e. faster (poor)
- a. we are on a well
- d. planting in roundabout @ Grant & Highland to (sic) high/block view.
- d. Need some serious repairs in some areas (fair)
- a. in summer (poor)
- e. Walnut & Highland (poor)
- a. Sometimes there is a very strong taste & smell of chlorine in the water.
- a. the water tastes bad like algae (fair)

QUESTION #7 - OVERALL RATING OF CITY SERVICES

Except continue to hear stories about how Corvallis is business and developer unfriendly with excessive fees & regulations/restrictions that lack any semblance (sic) of common sense. Corvallis reputation continues to be elitist at its worst.

A note on question 7. Hear stories about how difficult it has become to do anything like remodel or build in Corvallis, even to do something as innocuous(sic) as replace an existing deck. I wasn't involved but, again, have heard stories about how the latest round of land use planning & code revisions have gone way overboard & lack common sense.

Really miss reg. scheduled street cleaner.

As to sanitary sewers - why do gardeners like us get shafted when we try to go green by paying service fee on non sewer H2O?

Only lived here 1 yr.

I especially appreciate leaf pick up!

2 ½

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #8 - PLAN FOR PUBLICLY OWNED TREES

- f. avoid planting tall trees under wires - results are ugly & unnatural
- f. plant blueberries and other easily managed edibles in public places
- f. removal of trees around intersections
- f. funding critical - need not do all at once; spread initial effort over many years.
- f. I think caring for trees and planting really depends on how educated the people are who do it. Sometimes the pruning around power lines ruins (sic) the trees
- f. more micro habitats for animals
- f. trees are good
- f. community neighborhood involvement
- f. help planning tree planting for home owners
- f. don't overdo the planning - care for trees and sidewalks as needed
- f. allow people to remove trees that cause sidewalk problems - example Peter Ball
- f. direction to home owners where trees need to go or are currently sited.
- a. Private trees too?
- e. I don't know what the plan is, so don't know if it needs to be better.
- f. Get the word out for volunteers to help w/planting/pruning
- f. A plan for preserving the natural indigenous flora and fauna in the area
- f. intersection road/street visual enforcement for safety (plant removal)
- f. Goals & guidelines for managing view sheds & sky views in neighborhoods impacted by weed trees, e.g. Doug firs. See NW area on Witham Hill surroundings.
- f. Citizen involvement

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #8 - PLAN FOR PUBLICLY OWNED TREES, CONT'D

- f. equality of this plan from neighborhood to neighborhood. More "parkway" type streets.
- f. Check with Albany as they seem to do much better than Corvallis.
- f. I love that Corvallis has so many trees!
- f. less government
- f. Parks - tree (sic) are laying down for like 6 mths (sic)
- f. Oak habitat restoration
- f. lighting
- f. food producing plants
- f. education and enforcement of arborist pruning standards. Mitigation system to replace trees lost through development. Better integrated landscape management, to match trees & shrubs & turf to a given site. More native landscaping.
- f. Help owner of large trees with disposal of limbs and leaves (needles)
- f. naturally, beautifully, non toxic
- f. Wheelchair accessible sidewalks
- f. more trees
- f. Remove trees on N. Side of Harrison and REPAIR THIS STREET
- c. if we/homeowners do not "own" the sidewalks WHY are we responsible for the repair. I've had to pay for this before.
- f. this does not include putting their hands & laws on trees already planted by property owners. Owners should be consulted, not told what's going to be done on their property.
- f. Can we afford the extra expense (a, b, e)
- f. conflict resolution with owners
- f. removal of wild berries from common areas (greenbelts)

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #8 - PLAN FOR PUBLICLY OWNED TREES, CONT'D

- a. need more specific info (don't know)
- a. if the city owns the tree (yes, include)
- d. it would be nice if there was a fine structure in place to penalize people who cut down trees on a whim. Esp larger, taller trees in residential-neighborhoods. Ruining the tree cover in residential areas hurts property values and the quality of life for others around them. Often it's vandalism - de-facto. I'd like to see it come to a stop...a heavy fine structure would help to this end.
- f. A strategy for variety selection, including consultation with a variety of sources (not simply the City arborist), such as ecologists, botanists, permaculturists, etc.
- f. program to use/recycle wood from downed trees
- f. underground cables & lines would do much to benefit older trees.
- f. Encouraging residents to dump leaves in the street
- f. some places give out free trees if property owner abutting spaces agrees to care for them.
- f. creating a database of publicly owned trees and their condition, if one does not already exist.
- f. For the most part I think individual residents are happy to plant & care for trees - but some of the older trees in my neighborhood cost \$1000-1500 nearly every year to trim & maintain them for general safety.
- f. In general, I think homeowners should have the right to decide regarding trees on their own properties.
- f. under (c) do we really need to keep old trees as removal & planting of new tree
- f. really need more info to answer these
 - a. feels a bit like micro-management
 - c. depends on who planted & why
- e. If maintenance & care isn't planned, I'd just as soon not see a tree planted - too quickly can be an eyesore or unsafe.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #8 - PLAN FOR PUBLICLY OWNED TREES, CONT'D

- f. you can take care of these (Central Business District, residential areas, parks, natural areas)
- f. walking spaces have overgrowth of weed, grass ect (sic)
- f. use only the top rated arborists - not the cheapest in the area
- c. YES!
- f. I have been very disappointed in the pruning & care of older trees. They are butchered &/or frequently topped ruining the tree & the canopy cover
- f. need to weed newly planted medians
- a. depends
- f. better debris clean up following storms.
- f. public input for above plans
- f. yes!
- f. better communication to citizens about regulations and benefit of trees, replanting, etc.
- f. fruit trees - apple
- a., b. maybe
- a. please remove ivy; please remove invasives such as ivy; excellent idea (d)
- f. plan for preventing developers from removing existing tree canopy (e.g. Timberhill developments N. of Walnut!) Bad, bad, bad!
- f. No fertilizer! Plant native grasses & trees to reduce use of "potable" water for arbor/lawn care.
- f. Edible landscaping
- a. they do poor job!
- f. relief for individuals who own nearby houses & are currently charged for sidewalk repairs.
- f. Don't allow overgrowth of trees!

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #9 - VALUE OF WEBSITE FEATURES

- n. no computer
- n. we do not use
- n. pay invoices (very valuable)
- n. sex offender notices/updates
- n. pay utility bill (very valuable)
- a. allow printouts to mail (very valuable)
- n. comprehensive events calendar
- n. commercial space for rent within city (very valuable)
- n. don't have a web site at all
- n. don't have a web site
- n. not web literate
- a. what about people no access internet or have available @ library (very valuable)
- c. linked (very valuable)
- d. not all people have access. Asking what % do & they would use it.
- f. pros and cons for this (don't know)
- m. how do you know who is asking?
- n. rideshare
- n. events calendar more extensive
- n. Spanish translation of all pages and forms; main pages should be made available in Mandarin, Russian, French, and eventually as many others.
- n. I don't own a computer! N/A

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #9 - VALUE OF WEBSITE FEATURES, CONT'D

n. victims assist info

o. questions & answer chat

g. perhaps (somewhat valuable)

overall comment - does city still use WordPerfect? Has proven problematic in past when it comes to forms, documents, etc...

c. nice for ease of use perhaps (don't know)

l. Per survey item 9.1 - my gut reaction says if you break the law, correcting behavior isn't going to come with making it easy. There is something to be said for having to pay a fine in person. Now, on the other hand, if the city thinks that online fines payments might capture revenues from fines that might otherwise go ignored/unpaid by offender then it begs the question... is it really a fine and how much are we spending to try to collect? Is it worth it?

m. might be nice since non emergency phone number has limited hours.

n. What is the taxpayer cost of these?

n. Don't view

n. Don't have a computer

n. residential storm reports to help make clean up quicker (very valuable)

c. purpose of sites?

d. what's that?

e. I don't know what this means.

n. Not on Web

n. don't use it

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #10 - VISIT CITY WEBSITE, IF NOT, WHY?

- f. No computer
- f. don't like Internet
- f. limited time
- f. not aware of the City web site
- f. not a big user of the web
- f. no need to
- f. poorly designed
- f. no need
- f. the city seems to be working well enough and I have no personal dealings with the city.
- f. waste of time
- f. getting online is slow & tedious
- f. no personal need
- f. got info from other sources & just did not think about visiting the site.
- f. Taking time to do so
- f. don't have a web site at all
- f. haven't learned how to use
- f. I hate the Web
- f. Not my preferred means of getting information.
- f. Don't use computer
- f. difficult navigation. Tough to find specific topics
- f. never thought to look there

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #10 - VISIT CITY WEBSITE, IF NOT, WHY?, CONT'D

- f. web is already too big. Don't use for most local business.
- f. What about all of the citizens who do not have computers or who are not literate with a computer. Can you serve them as well as you do computer people?
- f. couldn't find info
- f. no time
- f. I consider computers to be inappropriate technology. There is too much waste, pollution, and resource extraction used in the manufacturing and use of computers. This technology is also filling up landfill space alarmingly fast. It's not worth the highly questionable "benefits" of widespread computer use.
- f. Several yrs ago I went into the site. This form indicates last 12 mo
- f. no time
- f. don't use computer much
- f. haven't visited it in over 2 years.
- f. Internet not started yet.
- f. Not as up to date as deptments (sic) claim. The info is not posted as claimed.
- f. Just didn't think of it.
- f. Forgot it existed. I prefer to read printed text. Don't want to have to print pages to read, either.
- f. Get info otherwise
- f. just never got around to it
- f. work full time - lower priority
- f. haven't needed anything yet.
- f. No need
- f. don't have time

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #10 - VISIT CITY WEBSITE, IF NOT, WHY?, CONT'D

- f. got the info I needed from another source
- f. get most of my info from print sources, not computer
- f. don't use internet when can do things in person
- f. don't need it
- f. don't use computer much for I am not good at using computer.
- f. just didn't bother to check it out
- f. never had a reason or felt like taking the time
- f. do not spend time on computer
- f. still learning how to use a computer.
- f. I don't like computers
- f. no need, student

QUESTION #11 - VALUE OF CITY SERVICES

- p. don't know about it
- m. extreme! (very valuable)
- q. city parks (very valuable)
- q. more apparel shopping (very valuable)
- q. I found question 11 difficult to answer. All of the services it mentioned are important to me even though I don't use all of them. (e.g Police services are important to me even though I've never called the police or had any direct interaction).
- a. On a well
- b. shopping ops. (sic)
- q. department store needed. Supermarket on south side (very valuable)

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #11 - VALUE OF CITY SERVICES, CONT'D

- f. for all (very valuable)
- n. sweeping (somewhat valuable)
- p. bad neighbors! (very valuable)
- q. bike lane/path maintenance (very valuable)
- q. insect control (very valuable)
- p. Where? In town? (Don't know)
- q. more bike lanes on streets (very valuable)
- q. sustainability initiative...keep up the good work in this area!!
- m. Quality of paving leaves much to be desired (53rd St.) Too frequent street sweeping.
- q. slow down housing growth
- a. well
- b. Trader Joe's??? (very valuable)
- f., l. social services & low income housing - NO!
- o. (Bus = 1) - very valuable
- j. strict traffic law enforcement, especially in school zones.
- q. Jobs board to assist employers in finding employees through free posted advertisements in a central public location.
- q. street sweeping (very valuable)
- q. Frat boy control (very valuable)
- q. make the city stop growing (very valuable)
- n. street sweeping & leaf pick up or delivery (very valuable)

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #11 - VALUE OF CITY SERVICES, CONT'D

- f. no no
- q. street sweeping (not valuable)
- n. Our street is cleaned when it is not dirty, but Harrison is always strewn with glass & garbage...do small streets less often & big streets more often?
- q. bike shelter, lanes, paths
- e., f. don't use... (don't know)
- j. however, I get a bit peeved when I see three officers respond to one youth riding an inappropriate motor vehicle - tsk, tsk! Slow news day I guess (very valuable)
- c., j. too much \$ here now (somewhat valuable)
- q. street sweeping (very valuable)
- p. without sprays! (not valuable) where? how?
- q. Aquatic Center maintenance - keep it clean! (very valuable)
- p. awesome! (very valuable)
- j. needs to improve
- e., f., g. funny
- l. wha? (sic)
- p. a.k.a. poisons (not valuable)
- q. pedestrian/bicyclist citation enforcement (very valuable)
- q. no fertilizer use and native plant use (very valuable)
- q. health clinic (very valuable)
- j. police are ruid. (sic) racist!
- p. only if enough funds

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #12 - TRANSIT SERVICE HOUR PRIORITIES

add route that specifically targets the elderly.

No opinion

extended range of services!!!

Make it so there isn't ½ hr. waits or longer at bus station when need to change buses

Check into route change to acomodate (sic) elders.

Change to several smaller vans for increased service

Fine as is

no opinion

Perhaps expand rtes (sic)?

I do not use the transit service

Do not know

I don't know which direction there is the most need in.

Serve more areas of town

provide transit systems Friday and Saturday night until bars close

I have not used transit, so I can't comment

unknown

Although I feel they are all necessary! ☺

running a tight schedule

no increase needed

this service should be cut

increase routes such as to east

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #12 - TRANSIT SERVICE HOUR PRIORITIES, CONT'D

never use

early in the morning, weekends

Target low income areas & encourage the OSU students to use transit & extend service in those areas. Transit between cities (i.e. Salem & Eugene) should be a priority.

2, then 1, then 3

I don't know. I don't use.

Don't know

All of above

Add service to run every half hour during morning & late afternoon commute times.

Don't know

Don't use it, so don't have knowledge of needs

no opinion

don't know

don't use

adjust routes so they are not chronically late, esp. in late afternoon. Ex.- after about 4:30 it can take an hour or more to get from campus to south town because of missed connection due to routes running late.

All of the above.

There should be public transportation for students/staff/parents to Crescent Valley High School!

Covered bus stops w/benches and schedules

more transit for drunk college kids

need more bigger stores

save money!

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #12 - TRANSIT SERVICE HOUR PRIORITIES, CONT'D

But cost wise, #2 is probably more feasible (answered 1)

expand area/CVHS/airport

no opinion

none of above

do not know

increase routs (sic) - coordinate w/ schools & hours

All of the above!

Didn't use

Trees should not be planted where they can cause damage to streets or sidewalks or where leaves can plug drains.

Increase service only if there are sufficient passengers to warrant. Consider smaller buses -

Better service to connect to Amtrack in Albany

don't spend it

smaller-sized buses serving more routes, not unlike Dial-A-Bus-for-everyone.

Sorry - haven't used

I don't use

Seriously - more bus service!

1 - at rush hrs.

don't use transit service

Get smaller, more efficient buses instead of running near empty 60-70% of the time - similar to Redding, Calif.

Refuse funding & save extracting more of our tax dollars

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #12 - TRANSIT SERVICE HOUR PRIORITIES, CONT'D

Have route in NW Corvallis that included GSH & clinic without having to go downtown & transfer to route going to Elks/Samaritan drives.

2. NO 3. NO Transit service is fine. ↑

Increasing to ½ hr service in Witham Hill area in morning to OSU and also in the evenings to go home > mostly in the rainy dark season.

Put 2 and 3 together!

Don't use - don't know

All

fine the way it is now.

None of above

not everyone works 9-5

sell the busses & refund the taxpayers' money

publicize bus schedule

spend the money somewhere else.

run buses later on game days

I don't use transit services but hear from others about how long it takes to get from downtown to the Clinic/Good Sam. for example. Perhaps add a few direct routes?

Don't know

Increase frequency of routes during commuter hours = 7-10 am, 3-6 pm

Sunday would help some people

All the above!

increase routes - maybe up in Clinic & hills

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #12 - TRANSIT SERVICE HOUR PRIORITIES, CONT'D

I'm not sure this is imp (sic) to increase

Not sure I want more funding spent on this.

Don't use this service

This town isn't big enough to need an expensive, elaborate transit service.

2 & 3 especially because of kids

Doesn't affect me.

Make changes necessary to assure the on-time schedules.

no opinion

I don't know

I don't know

Have not used the transit system. No comment

late night bus for safety please ☺

Use funds for very valuable services noted in item 11, versus increasing transit service hours

#2 would be awesome as well.

Spend it on economic development

Extend the area

Start replacing buses w/smaller ones - the lg. buses are rarely even ½ full.

Not sure. Don't use bus

All of the above

Don't use enough to know.

No opinion

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #12 - TRANSIT SERVICE HOUR PRIORITIES, CONT'D

start ½ hour earlier in AM

be on time, better routes - too late to get to OSU classes. Either you are late or have to go one hour earlier.

Do not use

rethink those buses!

Especially on Fri & Sat PMs! (2)

No opinion

We don't use

I don't use transit service so I have no opinion.

I would like to use the Albany/Corvallis Linn-Benton Loop, but the stops are not convenient for me.

Refund the \$ to taxpayers

no opinion

service to CV

Do not increase! "Available" funds are tax \$

Transit service up to CV & area

Put the money to better use

Extend service to more areas (more streets)

At present I don't use this service but is very useful service.

I don't use theses services

I don't use transit system. I cannot answer for others.

Leave alone

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #12 - TRANSIT SERVICE HOUR PRIORITIES, CONT'D

put the money into fixing streets

don't know because I do not use

QUESTION #13 -AGREE OR DISAGREE:
CITY PROVIDES QUALITY SERVICES, USES DOLLARS WISELY,
LISTENS TO RESIDENTS

b. with a few reservations (agree)

a. some yes some no

c., d.. Hope so!! (don't know)

e. what % of time?

e. Sometimes

b. mostly

c., e. STRONGLY! (disagree)

d. some (agree)

e. sometimes questionable (don't know)

neutral

curtail social services and end low income housing

e. not if they make wrong decision

e. but I assume so!

c. maybe too much (agree)

e. sometimes (agree)

b. somewhat (agree)

e. sometimes (agree)

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #13 -AGREE OR DISAGREE:
CITY PROVIDES QUALITY SERVICES, USES DOLLARS WISELY,
LISTENS TO RESIDENTS, CONT'D

- c., d., e. for the most part (agree)
- c. mostly (agree)
- e. mostly (agree)
- c. need parking garage downtown.
- b. The city seems to be exceptionally well funded. Corvallis schools seem to be inadequately funded. Might city funds be used to further assist the Corvallis schools.
- b. Statues on the corners?
- c. Let's see - Please consider buying the small open land behind the Regent Retirement for use as a meditation park. No more construction allowed - please!
- d. except the sheriff (sic)

QUESTION #14- PACE OF CITY GROWTH

Don't know

* don't know

we need younger people 30-40, too many older folks are moving in (at about the right pace)

Regarding # 14: It is not so much the rate of growth that I find disquieting, but rather the type of growth. Increasing property values are forcing working families out of the community to Albany and Philomath. Allowing "big box" stores in is hurting our small businesses. I would have to see how low density development transforms Corvallis into a Bend, OR.

9th St. is starting to look like Salem's Lancaster.

I feel we have many more houses/residents than appropriate stores. Many children but little variety in places to buy their clothing, shoes, etc. 3 Safeways and 2 BiMarts - what a choice? 9th Street is a MESS

Too quick unlike building on Walnut. Not needed as lot for sale and rent and H.P. has gone way down. ☹

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #14- PACE OF CITY GROWTH, CONT'D

I would like to see Corvallis welcome businesses better than they have in the past. I'd prefer to see some of those that have tried in the past and the "anti-growth" populations sent them (sic) to Albany!

building too many houses & apartments - not affordable - need more green space

It concerns me that we seem to be growing in sections (except health care) that don't pay family living wage particularly small box-store, chain retail.

After HP dumped 5,000 people/families, are we growing?

I haven't decided yet. We're in a great transition possibly too fast, too early to tell

way too expensive to own a home here

What is the right pace?

Too many homes w/o increased businesses

Don't know. Too many new housing additions, not enough shopping & restaurants

housing (too quickly), business (too slowly)

QUESTION #15 - RACE/ETHNICITY

Why does this matter?

Is this a legal question?

American!

This appears racist

#8 American Indian

Why do you even ask?

Decline to state

N.A. race is a cultural construct from the 15th Century; we are all the same!

white

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #16 -GENDER

3. This is way too politically correct and stupid.

Why does this matter?

3. What a stupid answer. Only in Corvallis!

3. Oh, please! Do you really have to include this?!

3. ?? stupid question! How many are there?

and sexist

3 really!

(Poorly written question - there really are only 2 options here!)

Decline to state

- What?!

Do you mean animal ie - dog

QUESTION #17 - YEARS LIVING IN CORVALLIS

In two separate times

85 years

Decline to state

born & raised & raising my own

1956 til now

QUESTION #18 - AGE

85

age discrimination?

Decline to state

2007 CITIZEN ATTITUDE SURVEY COMMENTS

QUESTION #19 - VOTE ON CITY ISSUES?

Always vote on city issues

if I understand it (usually vote)

Always!!

Always.

Definitely voting yes on 49, but I have recently started.

It depend (sic) if I am well educated on the matter.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

COMMUNITY DEVELOPMENT

I would like to see more codes in place to oversee rental properties. I'm appalled by how slovenly a good deal of the city looks, especially in the broader area around the university. The un-mowed weeds, trash-littered yards, upholstered furniture on porches, etc., unkept structures, etc. are all truly an embarrassment. It seems like there should be codes that landlords are responsible to follow. I think this definitely affects the "livability" of Corvallis but is seldom addressed in the media.

I just wish some people would stop advertising Corvallis as a preferred city to move to in the country but it's hard to control that. I'm concerned about too much housing development & large retail stores.

Please don't allow Corvallis to become a retail driven economy.

Allow business growth. A decent sized mall would save lots of gas being used for trips to Salem & Eugene.

Corvallis needs to pursue better & affordable shopping opportunities (e.g. major dept. stores). Other than groceries & pharmacy - the majority of my shopping dollars end up in Albany.

Please consider grocery store for S. Corvallis!

I wish the city had more control over rental amounts. Not everybody can afford what some owners charge - first month - last month - sec. deposit etc. This is a little rough on single income parents or parent.

I think we need more quality shopping in Corvallis. We need to encourage new businesses downtown instead of discouraging it. Major chain stores are not all bad. We need stores where our college students will shop, instead of taking their business out of town. Corvallis seems to be very afraid of change and growth - instead we should embrace it. It would help our economy.

Shopping for middle class people clothes. Olive Garden - bring in some different kinds of eating places.

I think Corvallis has a litter problem, esp in N/NW college hill. I think that property owners should be responsible for abandoned furniture & garbage left by students/tenants. It is really disappointing to see the lack of respect students have for this community.

Apparent adversarial attitude toward development. No growth attitude of vocal minority to the exclusion of the rest of us. Too much emphasis on "diversity" rather than unity. Too much spent on consultants.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

COMMUNITY DEVELOPMENT, CONT'D

City government should change its "no growth" philosophy in Corvallis. We've lived here for 30 years and still can't shop locally for clothing and similar staples that are available EVERYWHERE else - ridiculous for such a high-income city

Rampant cookie-cutter apartments encouraged in the name of high-density encouraged by Planing dept. & there is no commercial-zoned property for sale for small business. Planning Dept also big box developments are encouraged over small & local businesses.

Building inspection services "reports" from individuals "needing" them are so often negative - is this justified?

Too many housing areas being built on farm land or open space. Thought we had an "open-space" law. Too much traffic!

The planning department has become the arm of the development community. We need an objective department - who really plans. The City Council is consistently over-riding the Planning Commission's decisions. The Planning Commission's decisions should be valued higher than that! Existing neighborhoods should not suffer because of new development. The whole city, the network of existing neighborhoods needs to be maintained.

We have become a city of blacktop parking lots - where you have to drive to shop. What a shame! The City seems to side with the group who holler loudest - rather than with common sense & good city planning strategies. The City has traditionally made it very difficult for developers, home builders, etc. this could be improved.

More shopping options please! > Trader Joe's

I'm concerned about the amount of growth (i.e. new subdivisions) that are sprouting up throughout the city & county. I'm also concerned that infill is eliminating so much neighborhood open space (for humans & other species).

Future development should be energy neutral

Just a quick thought. I have noticed a large # of spaces available for lease in the downtown area. When I can count 10+ units in a small downtown then someone is doing something wrong. A little bit of growth would be a boost.

Good clothing stores went by the wayside & we have to go to Albany or elsewhere. Finally they are building some needed stores!! Too many one kind of restaurant, need more fish rest (sic). More things, too much to mention here.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

COMMUNITY DEVELOPMENT, CONT'D

City should allow larger sized private property lots, instead of forcing developers to divide them into tiny lots (such as latest Timberhill division - north part of 29th Street). City should more closely monitor subcontractors. Example - repaving 3 x of same area of Walnut Blvd!

too many businesses (builders) from out of town are profiting and not adding jobs for the local population. They are distroying (sic) our beautiful green areas.

I am very frustrated by all the new development - new expensive houses and empty office/warehouse space! Why keep building when they sit empty? I am very worried about the loss of farmland/trees around outskirts of Corvallis - I would be heartbroken if it was all developed. Also, we don't seem to bring in anything cool for business like Albany has. I often drive over there to shop. Who do we have 2 office supplies stores within a mile of each other but we don't have a Target? Thanks for listening! P.S. Never get a Walmart - they are evil...

Thanks for keeping out big box stores. Please do allow sidewalk seating at restaurants.

Stop letting the developers run this town.

I think landlords should be made to be more responsible for their rental properties. Keeping the building in good repair & the grounds looked after. There are some houses and yards that need to be taken care of.

I appreciate the efforts to maintain a vital downtown. I hope plans in the future will continue to manage development of "big box" stores to provide access for walker/bicyclist access that is separate from the huge parking lots we often have to negotiate, and work to keep 9th Street not a highway. Encourage OSU to be responsible for more parking spaces to limit impact on surrounding community. Thanks.

Continue to work on bringing in industry & retail

Thank you for not allowing Wal-Mart but can we have Target? Albany is getting my business at this point. I would also love more chain restaurants here - Salem is too far to go for the Olive Garden.

I rarely shop downtown - why? Parking. Why not turn one of those empty lots into a parking structure to encourage & invite shopping - I find myself spending my money in Albany shopping centers due to the ease of parking.

As bare ground is developed, it generates more tax money. Why does the city constantly need more & more money?

2007 CITIZEN ATTITUDE SURVEY COMMENTS

COMMUNITY DEVELOPMENT, CONT'D

Better shopping would be nice. We have low price shops or high price shops. Nothing for med. price shoppers (clothing stores).

The City spends too much time and money on downtown/merchant issues.

I sincerely wish the city would better enforce regulations related to landlords maintaining rental properties. There are so many eyesore properties in Corvallis, it is embarrassing (sic).

* Very Important!!! 1. The Planning Dept is an abomination and those in control should be fired and replaced with responsible people that respect the right to own and use private property. The new code is poorly done and is a horrible document. We need responsible, balanced planners that consider moderate planning controls as well as individual property rights. I am strongly in favor of a responsible planning code and dept. but the code and dept currently are broken, totalitarian, and must be replaced. Those in control have far over stepped their bounds and must be weeded out and replaced!! I mean fire them now and get moderate people in those critical positions immediately.

Encourage city business growth. Corvallis loses a lot of tax revenue by limiting the bigger (box store) businesses. I personally go out of town to spend money because Corvallis does not provide the goods & services needed.

Some things, such as renter/landlord issues are important for a better city over-all even if it doesn't impact me directly.

We need more services in So. Corvallis - City Council keeps businesses from coming here - yet more & more housing is springing forth - not enough services to support this community!!

We need more places to spend our money. Keep the money Corvallis has in Corvallis, with local stores.

I appreciate the efforts employed to retain the feel of Corvallis as a small college town - I see no need to promote the community as a commercial center. Let Eugene, Albany, and Salem do that.

Visual pollution: huge houses rather than big trees.

City government should be more aggressive in allowing new housing.

Concentrate on protecting green space rather than promoting building! And save the Whiteside Theatre as a theatre!!

2007 CITIZEN ATTITUDE SURVEY COMMENTS

COMMUNITY DEVELOPMENT, CONT'D

I think we need to value the student & renter presence in our community. They provide a lot more value than many "old timer" or "long time" residents seem to think. Also, allowing more starter type/price homes to be built would really help.

Planning dept needs improvement and better effectiveness.

I feel the Riverfront building of apartments is such an eyesore. The architecture looks so out of place. I have heard many people agree.

Retail space in Corvallis is at a premium (rent-wise) and locations (premium) are impossible to find. I see small business leaving Corvallis (the trend)?

I think we need to carefully promote growth and assure more economic housing. I have a lot of friends who would like to live here, but live in Albany because housing is less expensive.

The government needs to listen more and act to preserve more open space. Selling off open space to create additional low-income housing is not in the best interest of the City's future. Why not redesign some of the existing housing to increase their functionality and make them look nice?

Thank you for the opportunity to provide feedback. I would like to see more economic development & job creation here.

Please push for "greener" housing developments - passive solar, walkability, active solar, nontoxic natural earthwise materials, edible landscaping, water conservation, etc. Thanks.

Just concerned with the crowded feeling North Corvallis is becoming. Not enough open spaces, dog parks, mediation parks. Therefor (sic) please consider purchasing the small land behind the Regent Retirement Center for such. No more land development on our hill! Please.

Corvallis Planning Department has no record for protecting the city & what attracts people. People come here because it is pretty - apparently "quiet" - and overall pleasant. NO ONE moves here because there is a Home Depot ruining natural beauty for ugly development hurts the city in the long run.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

FINANCE DEPARTMENT

I'd like autobill pay or at least an addressed envelope for water/sewer billing.

Implement a "user" tax on those working/employed within Corvallis yet live outside city boundaries (if not in process.) They use many city svcs (sic) & yet don't pay.

Where do our tax dollars go?

Stop trying to add taxes on everything. You are lazy.

I do not feel that the muni court judge serves our community (sic) I am sure that God will punish munisapal (sic) oppression (sic) greatly. Thank you.

Taxes should be used only for essential services.

Needs to spend tax dollars more wisely.

Please provide return envelopes in the utility bills.

Taxes are too high. And to get more money the only solution is to raise them while blocking businesses that would add to the tax base. Make use of OUR money wisely.

Responsible citizens operate within their budgets, governments must do so as well. If the people reject a tax proposal, accept it and live within the existing constraints. Pay raises don't come easily to the citizens, they shouldn't for the governing.

Spend less; do less

I would like to see less tax measures as a solution to budget shortfalls.

FIRE DEPARTMENT

Does the fire/police dept do car seat clinics and checks. If not, they should.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS

Resolutions over the war and other highly-politicized issues and social issues (such as marriage) are not welcome. Such items are not the role of municipal government.

Overall, the City does a good job!

Yes. I believe we need more help with the medical issues. More funding for low income housing. We need to make it a law that landlords need to test the water at least once every year because my drinking water is bad.

Good work!

We appreciate your efforts to keep Corvallis the well-run and pleasant city we are proud of.

I have been living in Corvallis about 12 months. Also, I lived here July 1967 to Dec. 1975.

Would like a copy of these results.

Good job!

Please realize that Corvallis is not just made up of one political/social view, but has diversity of thought that includes reasoned conservatism. Please run the city and don't try to influence US or world policy.

I love living in this beautiful place! :)

Great city

It will be important to hold the line on expansion of services so that taxes do not increase. We all must live within our means.

Thanks for the survey!

Thanks

I moved here to attend OSU and have fallen in love with this extraordinarily beautiful city. The abundance of parks, green spaces, aesthetic beauty, low crime rates here are amazing. This is the greatest city anywhere and I'm very proud to live here. I only wish there were more affordable houses here.

As a conservative I don't feel valued or respected in this community.

No. Keep on doing a good job kid

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS, CONT'D

Appreciation for those who are willing to serve

I do not think Corvallis should be a sanctuary city!

An expensive place to live, but very nice if one can afford it. Overall, City services are very good. City is a little rigid sometimes - flexibility in applying the rules would be good sometimes.

Implement a strict noise ordinance - esp. valuable when rentals (for college students) are mixed in residential (family) areas. Perhaps fine out-of-area landlords.

I appreciate the good work of City employees

It appears public forums are a matter of form. Decisions are made prior to the meetings.

We need industry - not more service!

Corvallis is a good place to live. City government is run by a small group of people and ignores input from most citizens.

Family planning web page.

Corvallis is awesome! Keep up the good work!

Overall I think Corvallis does well as a city...it has a reasonably human face to me, at least. But I believe too much bureaucracy should be avoided, as it results in an increasingly dispassionate machine that is wasteful, uncaring, and inefficient. The best servants do not serve for money, but for love.

A great little town 60 years ago. Confusing town now for this senile old skunk.

Thank you for working hard!

Nice festivals for families.

Whenever I call the city with a question it appears to be difficult to find the person who has the answers. This was particularly true with public works. City needs to make sure those answering the phones are either provided with the information to answer customer (citizen) questions or provide info up-front in the GT. Too often, the info is provided the day after in the newspaper. Recent example is the explosion on Walnut. Also, updates on Walnut repair new Timberhill are not updated in a timely manner.

We are impressed with the current mayor's apparent concern for the city and residents. He has proved himself to be friendly, approachable and interested in being involved/supporting of City events. His is a friendly face for this community's image. Thanks!

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS, CONT'D

Great little town and that atmosphere should be preserved.

As a relative new comer, my answers may or may not be of any value to you.

I've often attended meetings to voice concerns & give input, but it seems that often this is only an empty gesture by the city (let people feel like they're being heard), and then the city goes ahead and does what it intended all along. An example is the Whiteside Theatre. Few people want that historic landmark turned into retail shops, and the feedback was overwhelming, but the city seemed to cave to the well monied developers. Another thing - why are we constantly trying to attract new businesses to town? Have we not heard of "steady state." Look at any biological model - constant growth leads to stagnation and death. * Home Depot is another! Why allow a large corporate store that will put Robnetts, Searings, etc. OUT of business. Why not LEAD instead of follow? Thanks for this opportunity.

Generally pleased. Thanks for the opportunity to participate in the survey and for doing a good job of providing needed services. Love the street cleaning!

Corvallis is a nice quiet, clean little town and I would like it to stay that way.

The flowers planted on every corner are great.

What a great place to live!

I'm probably not the best person to take a survey such as this one. I don't have enough time in the day to keep up on everything. So basically, this is most likely not a good representation of the typical Corvallis community members (unless you wanted to target single parents who work and go to school. Maybe in a year I'll be a better choice for something like this. ☺

Thanks! Keep up the good work!

Wonderful town - hope we can maintain our services in future. Go with caution and with input from all types of folks.

Plan for an aging community.

Add more police & fire

Corvallis is a great little city to live in. I am proud to be a member of this community. The one thing both my husband I would love to see is this city go green!

Thank you for your excellent service! I love what the city is doing & especially like the move toward sustainability issues. I've had very favorable encounters with the City's police, public works & outreach efforts. Keep up the good work!

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS, CONT'D

Costs go up and it is hard for people that are retired.

I love Corvallis!

I feel Corvallis city government is too politically correct and overly intrusive when it comes to personal choices in house architecture and running a business.

The emphasis on diversity by making Corvallis less of a family oriented community has really negatively impacted our community as has the emphasis on no growth. Our residents want more commercial growth, but city council favors "special interests" and will not listen to the people. Parks & Rec are great...information is available...water is not great...streets are good...fix Walnut please (by Timberhill), change the non-family attitude toward development.

The city should remember that its main purpose is public safety & public health. I resent having tax dollars spent on social engineering. I also think that the city policy re sidewalk repairs being paid by the landowner when the sidewalk is clearly public space is outrageous. The city should remove the tree and pay for repairs. I also think the sidewalk cafes are a public nuisance. They impede the flow of foot traffic even for those not using a wheelchair or stroller.

City needs to hire a private business, like Deluxe Dog Doo Removal, to police parks and play fields of dog poop.

I feel it is only fair to inform the person(s) this survey may concern that I am only a college student and not a permanent citizen of this community. I also greatly respect the fact that the city cares as much as they do about resident opinion! (i.e. this survey).

Thanks for the hard work!

Corvallis is a wonderful place to live; however, I am disappointed that the city has allowed the building of so many cookie-cutter, un-aesthetically pleasing poorly built new homes by Palisch (Legend) builders. It degrades our "feel" as a small city, making us more like other towns in the geography of nowhere (see Kuntsler's book). Also, I'd like to see greater control to protect trees, greater effort to plant trees, and I'm especially miffed by how Trees, Inc. butchers our trees. Thank you for the opportunity to fill out this survey!

I love Corvallis and the lifestyle here with a passion. It is a warm, friendly, caring, and culturally responsible community. It values the whole of life and the environment. I am blessed to live here.

Thx

Council decisions re: recent "historical" tree are ridiculous & preposterous and undercut citizen trust in city government.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS, CONT'D

I have lived in an assisted living complex for just over a year and don't own property here, so it is difficult to answer some of the questions intelligently.

Am in my 80's and pay little attention to city matters - poor person to receive this survey!

The new O.S.U. football sound system is too loud!!

Thank you!

City staff & Council need to listen to citizens more.

People going to satellite (sic) service (vs. cable) no longer have access to Channel 21 - how can they watch Council meetings?

Corvallis is a good place to live

Don't know how beneficial my answers are because I don't have much knowledge on services.

The best I've lived in and with.

Wonderful/refreshing city to live in. The place for children.

Save money/don't waste. Do not create a haven for deadbeats who add nothing to the economy, culture, and livability of Corvallis!

I like that Corvallis is bike friendly. I value that Corvallis is not growing too fast. Thanks for making Corvallis a great place to live!

I moved here in 1995. I love Corvallis. I enjoy fall festival. I think it would be nice to have winter flower basket downtown - not just summer. They are charming.

I am pleased we have a new mayor. Dislike City Council & land use restrictions. Enjoy biking community. Less government is better!

Need to work on the quality of K-12 schools.

Please stop being a sanctuary (sic) city for illegal aliens (border jumping criminals). Bicyclists need to follow the rules of the road just like cars are expected to. Our college students need to obey cross/no cross signals downtown (drinking is no excuse).

I appreciate the efforts to grow our economy that fits our community.

You go guys!

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS, CONT'D

No, thank you!

P.S. I think it's great that the city has embraced sustainability & is setting an example for all residents.

Because of my age, I do not use many of the city services anymore. It was hard then to fill out this survey with an opinion.

It's a wonderful place to live. We love the parks, bike paths, library and waterfront. Plus, Fall Festival!

No

Go Beavs! OSU

Corvallis is a pretty nice small city but it has the huge advantage of being a college town and wealthy. It could do better with the rich resources available.

Good job everyone. Awesome Mayor and City Manager. All departments doing well and improving. A few traffic issues need to be solved: parking downtown is getting to be difficult on Saturdays; lots of speeders on school mornings; and after all these years there is still no safe way to bicycle downtown. Ninth Street needs more trees and better protection for bicyclists. South Third Street improvements are well-appreciated and need to continue so that Third Street becomes a pedestrian-friendly part of town with vibrant relationship between its industrial, commercial and residential zoning elements. Ditto for Technology Loop area. Finally, keep Corvallis green, both botanically and symbolically. Let all City vehicles burn biodiesel!

We want a healthy, beautiful, environmental, aware, outdoorsy, non toxic community. Less pollution the better. More beautiful land and plants. Less cement. Bring environmentally aware businesses in. Money hungry users out. Green buildings. Rooftop gardens. Wild land. Parks (non toxic). Bike paths. Community ☺

A great place to live - but housing is way overpriced. Need to rethink the proposal for sidewalks on West Hills Rd - walkers take their lives in their own hands when walking. Too many speeders in 25MPH zone!

Thank you for including me. Feel free to send me information, etc. in the mail again.

Less privilege (sic) to the frats & party students. The partys (sic) and distraction are ridiculous (sic). How about a 3 strikes youre (sic) out rule?

The train noise is jobs that pay taxes

"Like all towns (City), "issues" are why your (sic) there. Keep up the good work"!

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS, CONT'D

I'm an old woman so don't use as many city services as when I was younger.

City government has been very responsive to citizen requests, and has helped to make Corvallis a wonderful place to live!

From observation it appears that the Council and City Managers (sic) are liberal to Ultra-liberal willing to spend every dollar that they can beg, borrow, or steal (taxes/bonding especially) not thinking about cutting back instead of enlarging.

Money should be spent on basic services. This town is so expensive that only rich, elitests (sic) will be able to live here. At this pace of city spending you should change the name from "Corvallis" to "Rich-Snob Town." You're driving the average working person out of here. Which I guess is what your intent is.

Not enough space

Good job well done!

I am blessed to have lived in Corvallis for 37 years.

Keep up the good work

Run the city more efficiently instead of trying to stick us with tax increases and additional fees for everything.

Corvallis City government is another organization that appears to be working towards some vague and disjointed concept of "sustainability," yet continues to undermine any true hope for a sustainable community. Some examples include shifting urban growth boundaries and zoning regulations that allow outside developers and corporate interests into our communities; mismanagement of our city forest and water supply; the full acceptance of unending growth and "progress" as inevitable and good; and the lack of truly democratic process due in part to too much money greasing the wheels and too much technical jargon used to confuse and dishearten citizens.

We love it here!

- Keep up the good work

I believe the city is responsible for clean, safe water, police protection, fire protection, & safe streets. Social services are nice, but not the responsibility of THE CITY. Police & fire protection can't be handled by anyone else, & definitely trump financial aid to first time home buyers, etc. when it comes to allocating tax funds. Thank you for the chance to air my views.

This is a wonderful city and its government is part of the reason why. Thanks.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS, CONT'D

You go guys!

Items 14, 15, 16, 18 seem irrelevant. 15 & 16 are discriminatory - the public is constantly being harassed not to notice, so why do you ask? These types of questions suggest the city has an agenda of favoritism. Numeral surveys are not confidential, contrary to Charlie's letter! How does he know to remind me that I haven't participated????

Corvallis is a wonderful city to live in - would like to see more opportunities - not just volunteer - for work for the older citizens who are a good portion of the population. * Also - do those called up for jury duty get called again? I have lived here 31 years and never been called for jury duty. There should be a system where everyone gets an opportunity.

I've lived here for one year & love it. However, I'm concerned about too much development destroying the natural surroundings - one of the primary reasons I moved here. Two examples - the building of homes across from the Corvallis Clinic & now the construction (or is it destruction?) on Walnut Blvd at Kings Blvd.

Keep up the good work

next time you do a survey be sure to include a "return by" date - I didn't see one or perhaps I missed it. Thank you.

Thanks for your good work! Corvallis is a fantastic place to live. Perhaps you could address the neighborhood schools issues as well. That affects all of us & I believe the school closures & re-boundary-ing (sic) is a huge problem. Kids are not chess pieces.

No, but thanks for the opportunity

Promote and/or increase cultural diversity educational events.

Corvallis is one of the best little cities in the US!

Great job!

My apologies that you had to send me a "deadbeat" postcard (George Grosch will appreciate that). XXXX X

help to somehow let the OSU students know that they don't own the streets - they walk wright (sic) out in front of cars even if the sign says stop. Thank-you (sic)

My wife and I arrived in Corvallis 29 years ago this fall and have spent the last 29 years plotting ways to stay here. We like it the way it is. Keep the downtown alive!

I love living in Corvallis! The services in Corvallis are top-notch!

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS, CONT'D

appears to be doing a good job

It is a great place to live. The only concern I have is the amount of time the power goes out in the city. I just do not understand it.

This is a nice place for my wife and I to live

Thank you for the ability to participate

We have a great city manager.

My apologies for the delay in returning this survey. I appreciate the opportunity to have my voice heard. Sincerely, XXXXXX X. XXXX

Yes, could more please be done about pedestrians jogging in city streets when sidewalks are available. Same goes for fast paced walking in the street. I don't know how many times I've had to yield to a pedestrian in the street when there is a sidewalk.

Overall I think our city is run well - however I do not understand some decisions. 2 examples are: city couse (sic) voteing (sic) to allow xtra (sic) long trucks to park downtown & impede traffic and bicycles (sic). Or a police officer allowing a car to blast its music and disturb other people & traffic. But I must say, I do love Corvallis.

No

School District policies should be made more public.

The City Council shouldn't spend time on issues it doesn't have any control over (such as Iraq War Resolution).

I think the city is well run, in general. It provides lots of services. Many of the services it provides, I don't use. However, the services are needed for a good community!

Stop overturning Planning Commission decisions!

I think you are doing a great job! Would be against paying more taxes for additional services.

I'm not sure...

Great city. Would like to get more info on what is going on in the city and it would be great to see more business and jobs here in Corvallis.

I love living here!

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS, CONT'D

Sorry I could not be more helpful. I was so busy with work and school, church and family that I could not get as involved as I wanted. I was quite upset with the closure of some of the schools particularly Harding Elementary.

I enjoy living here so much that I moved my family here as well. My mother, sister and brothers have all stated how much they enjoy it here. Moving to Corvallis was a great decision.

I love Corvallis but can't afford to buy my own house (one income) ☹

Maintaining vitality of downtown Corvallis is very important to my family and friends.

There has been a huge explosion in the homeless population in the last several years. Why was there no question asking me if I would agree to spend taxes on a shelter?

Let Carmike have the good movies

We love Corvallis & are happy to see it grow and prosper.

Schools are very important, not the facilities but the quality of the education. Our future lies in the education of the young. It seems we are doing the minimum!

We have been out of town all except a few days since Sept. 10th. Sorry I couldn't get this in earlier.

Don't ask how long people have lived here. It smacks of folktown provinciality (sic).

I'm surprised at the persistence the city had to get me to fill out this survey, & it makes me feel as though it is truly listening to citizens. I might actually start voting. Thanks.

Corvallis needs to focus more on fundamentals of city government, not emphasizing a progressive political agenda.

This survey, (unfortunately) appeared in my mailbox shortly after I returned from a trip to Russia. Thus, my answers may appear as if I am brain-dead, which I feel I still am!!!

Maybe you should consider an online survey option to help save paper. Also consider a radio spot to advertise the value of this survey so you won't have to waste paper sending countless reminders to forgetful people like me. NPR maybe or maybe all the local stations.

Thank you for the oppty (sic) to fill out your marketing survey and reduce life here to numbers.

Thank you

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS, CONT'D

In case of emergency, i.e. major power outage; earthquake; flood etc. it would be good to have a well publicized source of immediate and repeated information, especially radio stations and phone numbers - (available to cell phones.) This could include information about what the emergency is, how long it might last, advice to citizens, what actions are being taken by emergency personnel. All citizens should be encouraged to have battery radio; simple emergency supplies, including drinking water. In the last power outage it was difficult to get on the phone to ask for information and there seemed to be no regular reports from local radio stations. Maybe some kind of practice drills might be tried to make people aware. Thank you for your attention. XXXXXXXX XXXXXXXX. Sorry this is slow. I was out of town the month of October!

To promote programs that minority groups feel welcomed & build a strong bridge among diff racial, religious groups. We need to have a welcoming attitude toward all that.

I myself love Corvallis. I do feel sad that we have a racist principal at Linus Pauling middle school. The police I have met since I have moved to Corvallis, half of them were racist. I do believe there is a lot of good more than negative people. The city parks are beautiful. I love the multicultural people. We all need to remember to be there for each other. Color of the person should not matter. We all breath (sic) the same air. XXXXXX XXXXXX

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS, CONT'D

#251

City of Corvallis
Attn: Charles C. Tomlinson
10/19/07

Dear Charlie,

I completed your preprinted survey regarding City programs and services. Some questions do not get to the heart of some issues, so I appreciate that you included question #20, requesting written comment. There are three pervasive issues that I feel have not been adequately addressed;

- Tree maintenance
- Downtown parking
- Decision-making process for Capital projects

- 1) **Tree maintenance** While planting trees gets the most focus, it is maintenance that is more important in making them assets rather than liabilities. While maintenance is not widely noticed or headline grabbing, it is never the less essential for public safety. Two examples of poor maintenance are;
- Harrison, between 30th and 35th, as well as various side streets in the Witham Hill and College Hill areas. I've seen many situations where sagging lower limbs, hangers, and deadwood have caused substantial vehicular damage to delivery vans and travel trailers/RVs, and many more situations where traffic had to swerve into the other lane to avoid such damage. This situation appears to be often caused by neglected trunk cracks, weakly attached branches, and decay pockets. It creates a real hazards and an ongoing effort to properly maintain trees should make a big difference.
 - Garfield Ave, north side, between 3155 and 3200, has a long row of cedar trees whose limbs extend well into the traffic lane on a sharp curve at the crest of a hill. Vehicle traffic has a particularly difficult time seeing around this curve, and often swerves into the other lane, causing a hazard to other vehicles and pedestrians. It has result in many, many close calls. As a professional civil engineer, I've personally never seen as dangerous situation as this, but what makes it worse is that in spite of numerous calls to the City's public works desk, no action's been taken to correct this severe hazard, and so it continues.....

Before the City drafts a new plan for City trees, why not better manage existing trees to current standards?

- 2) **Downtown Parking** A business's success is in direct proportion to the availability of cheap parking near its entrance. Stores outside of downtown stand ready to provide this and thus do not have the same handicap as downtown stores. After the Riverfront Park caused the relocation of several hundred downtown parking spots 10 blocks, I never understood why the City wanted to build traffic bulbs and loose an additional four dozen additional downtown parking spots, just because there was grant money available. Didn't anyone consider the cost/benefit

2007 CITIZEN ATTITUDE SURVEY COMMENTS

GENERAL COMMENTS, CONT'D

of such a decision? If they had they should have noted the substantial negative impacts on downtown businesses?

Now the City is proposing to increase downtown parking fees, to cover their rising costs of managing this system. From what I've seen, no one's considered the cost/benefit of such a proposal to downtown businesses. Such an increase creates a psychological barrier to shopping downtown and increases the trend to shop where the parking is free, which is certainly not downtown.

- 3) Decision-making process for Capital projects The prior City administration and their Riverbank Project design consultant ignored the normal public works decision-making process in their design of the river bank stabilization, by:
- Ignoring the fundamental step of conducting a feasibility study of the options available for stabilizing the riverbank. One would think that a thorough feasibility study would have been conducted on all parts of the City's largest capital project, but there was none. In fact, when I (as the City's newly anointed Project Manager) asked to see the file, there was no file or documentation of any kind, thus the project basis, issues, and alternatives could not be peer reviewed. This process was against the City's own procedures, as well as those recommended by APWA, ASCE, and all other public works professional organizations.
 - Instead of rationally looking at the problem and weighing engineering alternatives in a pragmatic manner, the City's previous Public Works Director instead seemed to be motivated solely by politics and jumped to a solution that would required digging up all existing trees, remove over 5,000 truckloads of soil and replace it with another 5,000 truckloads of imported soil, which was then to be reinforced solely with brush. This approach had only been used in Oregon once before along Portland's Johnson Creek. When I visited this spot, it had grown into a serious eyesore, as it accumulated piles of trash as well as many homeless. My report of these findings were met by the Public Work's Director's long frowns.
 - When I asked why rip-rap (the traditional approach for stabilizing riverbanks in Corvallis, as well as most of the US) was not being used, I was told it was too expensive and to move on with the design of the selected alternative. When I asked to see the cost estimate showing the cost effectiveness of the various alternatives considered, I was give a very cold stare and bluntly told to stop asking questions.
 - Blatant overstatements of the riverbank erosion rates were put on the ballet to paint an impending doom scenario, and thus justify the project to the voters. These rates were well over 20x the actual erosion rate in the worst spot on the riverbank. Most citizens would consider this to be a public fraud.
 - Shot the messenger who discovered the above decision-making irregularities, then the City was able to continue along its own merry path without an annoying distractant.

Of course, a year and a half later, Boone Kaufman and others uncovered these irregularities and challenged the City's ill-founded solution. The City Counsel had to sit through a series of uncomfortable public meetings and took a substantial loss of credibility, as the ill-conceived design (which was by then complete) was taken apart and the feasibility process effectively now done under a microscope in a public stage. Substantial additional engineering costs, delays, and additional remedial costs were incurred as the selected remedy was changed and the design redone. I understood that nearly a million dollars were wasted. Of course, this time there was documentation of the process.

I don't know if the City's Public Work's Department actually learned any lessons from this self-induced disaster and implemented appropriate measures to avoid a re-occurrence. I know that Steve Roger's is a far-more capable Director, but I would feel more comfortable if there was an assurance that suitable decision-making processes are now earnestly employed on each significant capital project and that such a fiasco will never happen again.

I appreciate the opportunity to express my opinion.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

LIBRARY

As much Library expansion as possible.

Excellent library that I use weekly.

The Library is terrific & adds a lot to the quality of life in Corvallis!

PARKS & RECREATION

I love our bike paths and hiking trails around the city

Pruning trees and taking care of them should be done with a little more consideration of aesthetics.

Appreciate the effort to maintain green space & trees

Please let Peter cut down that tree. It is ridiculous that you value that tree more than people's health (tripping hazard), or the business it is in front of!

One other gripe, why does the City charge the organizers of the Corvallis Schools Foundation Spring for Kids Run \$500 for a permit to use Riverfront Park for the Fun Run? No one from the City does anything for the run. No service is provided. No one even shows up. A rip-off. Looks bad. P.S. I run in the fun run but am not part of the organizing comm. Just irritated when I hear of unjustified fees like this one.

The riverfront park is beautiful - as I recall that was change that was argued over bitterly for years.

Enforce the "no dogs in park" law where applicable.

I think there is an arrogance of the people who are related to tree planting and removal.

Have any of you actually looked at this town. There are plenty of trees. The city demands they be planted and then make it impossible for the property owner to care for the ones next to the street. If the city is going to demand a licensed arborist prune the trees, the city can prune and spray the trees itself or take them out. If the city wants trees planted between the sidewalk and the curb, it have better be prepared to care for them, clean up after them, fix the sidewalks, and repair the curbs and streets without charging the local property owner. The citizens of Corvallis are eco-friendly and are going to plant trees and care for them on their own. Stand on a hill and look out over this town. All of those 30, 40, 50, and 100 year old trees got there without your help. Butt out! You do not need to legislate and regulate everything.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

PARKS & RECREATION, CONT'D

Senior Citizen Center should be renamed to Community Center. Expansion is a waste of taxpayer \$\$.

I value the summer Parks & Rec program for kids and the many options available. I value and use our city parks/trails/open spaces.

We need more community gardens

Why make another park on the riverfront north when you can't even maintain the park area at the south of riverfront?

Waterfront Park is beautiful! Please don't build too close to Chip Ross Park.

I'm pleased that the city is creating a street tree plan, because the trees in many Corvallis neighborhoods are a wonderful asset that helps make Corvallis a great place to live.

Corvallis has a great system of parks and trails. In fact, it is one of the best parts about living in Corvallis. We need to continue to earmark funds for continued trail system expansion and park enhancement projects. ☺

Parks & Rec has great ideas for programs, but very poor organization and execution.

POLICE DEPARTMENT

Police patrol in neighborhoods

Speaking of common sense, don't the police have anything better to do on OSU game days than enforce the stupid ordinance prohibiting parking on lawns. On six or seven days of the year when parking is needed and lacking, who cares and who is harmed if cars park on a lawn during the game? Be reasonable.

The Corvallis Police Department is a joke. We need to crack the whip & improve & become more like real police officers.

More police are needed for traffic control in the Downtown after the games!!!

Need more police on the streets so they can get to calls more timely.

It has been noted that vehicular noise, both from radios and especially modified exhaust systems, has increased in recent years in the campus neighborhoods. Can anything be done for better enforcement.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

POLICE DEPARTMENT, CONT'D

Less police officers with more and higher quality training or hire them already trained. Do not budget their revenue generation or consider that a reason for them to be worthwhile. Decide how funds received will be spent ~ no planning ahead, instead after. Try training volunteers for a stipend, those who care about service not payroll.

There seems to be inconsistency with the police. I called the police this year to complain about a parking issue with my neighbors (\$#%\$\$@ white house on the corner of XXX &XXX XXXXX) that was causing a safety issue on two occasions...and nothing happened. I then contacted the Fire Dept and results were instantaneous.

Crack down on the meth heads, they are vile and a threat to our society and children. Thank you.

You need better police that know how to be nice to people. People that re not in or never been in trouble with the police.

You have all the ear marking of gangs starting to form

We have too many police and they are not properly monitored. Spend the \$ on improving childrens lives through rec or libraries.

Far too many Police per capita

I would like to address the issue on meth use in Corvallis. I myself have given information on users in the area. Where does the money go when there is a bust, (should go to treatment centers). Why have drugs been taken from these kids & adults & no citation given? Corvallis needs to address this issue! Meth is easily available to anyone! I want to fight this bad, but I can't do it alone! I am a mother of a recovering addict and an aunt of 3 addicts.

Police enforcement (traffic) is over-aggressive. We have too many officers speed-trapping!

The City of Corvallis sends out it's (sic) City newsletter every year saying there is no tolerance for public drunkenness (sic), open container, minors in possession, minors consuming alcohol. However, every Beaver football game it happens!! Cops doing nothing about it. It is discusting (sic). Why bother sending out a newsletter with that info if you have no intentions of always enforcing it???

Remove the "zero tolerance" on drinking and driving. If someone is pulled over with a BAC of less than 0.08%, a citation/arrest should not be warranted. Federal laws were created for a reason. I do not encourage drunk driving at all, but do feel that people who plan on driving after a couple of drinks (i.e. are not drunk) should not be punished.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

PUBLIC WORKS

The stoplight at the intersection of Crystal Lake/Avery and 99W needs to be re-timed.

I do wish our transit system served a wider section of our town/outlying areas.

More downtown "FREE" parking. Better traffic/parking management during "home" football games.

Please provide mini-buses that run more frequently. Once an hour is nuts, and it doesn't allow me to take advantage of our transit system. Those huge buses that I see lumbering by with one or two passengers aboard - what's the point?

The new traffic lights on Harrison and 35th/36th are ridiculous and inefficient. They should only be on at heavy traffic times. As is, they mostly just make everyone wait more while burning gas.

We need storm drainage - we pay but don't get the right drainage!!

Fix Walnut Blvd!!

Frequently adjust the timing of the traffic lights.

Better timing at the traffic signal at 35th/Harrison/36th would help traffic flow better and avoid some close calls. It would be great if it would revert to a blinking red from 7 pm to 7 am as there isn't much traffic and long waits for green. Let Circle go through to Harrison - sooner rather than later.

Sodium street lights should illuminate (sic) downward not in eyes or the sky - reduce light pollution. We need more downtown parking. Put Circle Blvd through to Walnut. Fix Harrison x 35th traffic light timing.

Lincoln School needs to have flashing yellow school zone lights. Early mornings are dark & speeding drivers can't see kids crossing.

Many of the crosswalk buttons are 6 feet or more from bike lane. You have to get off your bike to push the button.

Please consider bike path through Evanite (along river) for Southtown families to bike downtown & avoid 99!

The diagonal parking downtown is a menace. It really sucks.

More attention should be given to weed cutting next to city streets e.g. Country Club Drive. City road replacement (paving) I believe is poor.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

PUBLIC WORKS, CONT'D

1. Weekly yard debris removal in spring/fall.
2. Larger bins for recycling - like a lg trashcan. In Phoenix we had a lg debris-like cart that the truck automatically picked up. You didn't have to sort at all.

The increased cost of water/sewage utilities has been difficult for seniors & disabled on low income to pay for. Is there no way this can be reduced for those of us who [are] so low in income? It seems like a regressive & very burdensome task. HELP!

Our neighborhood had a problem with trying to hold a block party this summer. Usually we get a permit to close the street, but this time when I called I was told I could get the permit, BUT would not be allowed to close the street unless I rented official "street closed" signs, AND such signs are no longer locally available. Holding a block party is an important way to build community and I would like to be able to do so next summer.

City must assist property owners with sidewalk repairs - this is too difficult for most homewoners to take full responsibility for (high costs, impossible to nail down contractors, not easy to do-it-yourself) and sidewalks and parking strips are public right-of-way.

How disappointing there is still inadequate school zone signage for CHS after over two years.

Re: traffic circles. I remember when they were first introduced they were said to be "traffic calmers." The only way they could be considered such is that most people would go out of their way to avoid using them. They are an absolute traffic HAZARD for all types of traffic (including bikes), pedestrians, and home & property near by. PROHIBIT THEM

Please repair the pothole in the pavement on 29th St. NW in front of the Timberhill Athletic facility.

I value our excellent drinking water.

need to look at trees covering street signs.

I would like to see more drinking fountains along popular bike/running routes (i.e. top of Witham Hill, Bald Hill Park)

Pick up the pace on road repairs/maintenance.

Come put a sidewalk in front of my house so my kids don't cross the street? (XXXX XX
XXXXXXXX)

Thank you for bike lanes, especially new ones on 35th!

2007 CITIZEN ATTITUDE SURVEY COMMENTS

PUBLIC WORKS, CONT'D

I'm disappointed that the city does not maintain the public alleys - they should be included as part of the overall street maintenance plan.

Those who have been involved with street design and redesign have some odd ideas. To wit: the redesign of the intersection at King's and Harrison has the center lane going "straight ahead" which sends the driver STRAIGHT into the through lane (the left lane). The center lane disappears or sends the driver into the parking lot of the church. Really dumb. The redesign or addition of bicycle lanes on 35th neglected to include the walking/bicycle lane that was already there on the east side of the road. Really dumb. I like the roundabout on 10th and Grant. Everybody else hates it. When I received a parking ticket and went to pay at court, in his opening remarks, the judge announced he likes to roll through traffic stop signs. Great!

The sewage treatment plant is an embarrassment with the smells pervading town. It needs updating. The city council doesn't listen to their constituents. We spend money on frivolous street decor to put on airs instead of on our schools and education programs. The sidewalk cafes during the summer are a plus to the economy. We can put up with a little inconvenience. More consideration is needed for the merchants who may suffer during major Corvallis projects and repairs. More free parking downtown.

buses for people living in incline areas.

I appreciate seeing what the TMF has done. The re-paving of 9th St, Grant and portion of Walnut were well done -especially 9th and Grant. I'd be willing to pay a small monthly fee, like the TMF, so increase transit services, address sidewalk problems.

Continue to focus on alternative transportation. Not only does it cut down on environmental impacts but also increases quality of life.

Traffic light timing is the best in the country in Corvallis. In contrast to Benton County, where lack of planning and action creates dangerous intersections at 53rd & West Hills Road

Street signs (names) should be in larger (letters) print and placed consistently at each intersection so drivers know where to look when trying to identify the street. All electric lines should be put underground like they are in many newer areas. Problem: use of toxic sprays by residents, water runoff caused by new housing developments. We all live downstream! Internet, telephone, & cable services should not be monopolies. They are outrageously expensive.

I have tripped and fallen on cracked/raised sidewalks, especially in front of the photo shop on 3rd & Harrison, breaking a tooth - very expensive. I hope you continue to repair sidewalks & keep them even.

2007 CITIZEN ATTITUDE SURVEY COMMENTS

PUBLIC WORKS, CONT'D

Traffic improvements: 1. Van Buren bridge - seems that money would be better suited with expansion/new bridge construction. 2. Traffic lights at 35th & 36th and Harrison - don't make any sense - need reprogramming. 3. Need to improve traffic management at Carmike/Home Depot/Safeway complex before expanding further!

yellow bumpy things at corners are ugly. Why not use other colors. I know they are meant for sight impaired - but they don't know if it's gray, red, or green.

Too eager to install new traffic lights; roads should be biased towards moving traffic, not stopping it. You make it "too easy" to enter & leave shopping centers. (E.g. Timberhill Shopping Center with 2 lights) at a cost of slowing or stopping thru traffic on Walnut & Kings.

We need more white lines for pedestrians to cross safely, and stop signs on 53rd Street off of West Hills Road before we have an accident! Thank you.

Should consider: pedestrian bridge over Willamette south of town. Bike path to Albany.

The City must work with ODOT to build new bridges and access via Hwys 34 & 20! Spending millions on painting an obsolete bridge was a terrible waste of taxpayers money! This has a huge impact on traffic in the downtown area, which will only get worse.

Eugene leaf pick up starts at least one week prior to Corvallis. Our leaf pick up should start earlier (1 or 2 weeks earlier). My leaves are usually almost all down by the end of October. Also, because of student parking, the street sweeper needs to come to my street as early as possible.

Remove the roundabout on 10th. Of all the dumb aspects of driving here, that takes the cake.

I wish you would install a traffic light at Garfield and Kings Blvd.

More outreach to the community to recycle. On my street (Hobart) I am one of the few people who put a recycle bin out on the street. Education for my wonderful non-English speaking neighbors would be helpful (fliers, mailings, door-to-door educ.).

Too much focus on bike lanes. Too much metered parking.

Some neighborhood sidewalk (sic) are not kept clean. City need to remind them. We need clean city.

The water tastes unpleasant (like the Willamette River smells). It used to taste great when it all came from the watershed! I am very upset that we will be giving (selling) that water to Philomath which seems to be growing faster than they can provide services. While we get more water from the river. ☹

COUNCIL REQUESTS

FOLLOW-UP REPORT

JANUARY 3, 2008

1. Minor in Possession Legislation Change – Impacts on Police (Wershow)

House Bill 2147 – Youth Driving Privilege Denial for Alcohol: Expands the age range for courts to deny driving privileges for offenses involving alcohol from youths ages 13 through 17 years to youths ages 13 through 20 years.

House Bill HB 2148 – Class A Violation for Minor in Possession While Driving: Amends Oregon Revised Statutes 471.430 to make possession of alcohol while operating a motor vehicle a Class A violation for underage persons (under 21 years of age).

These Bills will have little or no enforcement impact. Under House Bill 2147, the Court will continue to be responsible for notification of Driver and Motor Vehicle Services Division (DMV) for offenses now impacting drivers ages 13 through 20 years; with House Bill 2148, Officers now will merely follow the bail schedule for a Class A violation, instead of a Class B violation.

2. Cascade View Industrial Properties Federal Earmark Update (Nelson)

Beginning in 2003, the City and Economic Development Partnership, in the interest of economic vitality, pursued Federal funding for transportation improvements into what were called Rivergreen Industrial Lands. The 2005 Federal Highway Bill provided for 25 percent (approximately \$200,000) increments over the next four years (2006 through 2009) to fund access improvements. Congressman DeFazio championed the effort. A memorandum of understanding with the property owners was developed with a goal of wetland delineation and land sales price by Summer 2006. The project missed a delineation season, and Council did not object to a Spring 2007 delineation schedule.

The fieldwork delineation was completed in the Spring, but the formal report has been delayed and is not expected until mid-January 2008. (Jay Lorenz e-mail and background material attached.)

Following the delineation, the next step is determining a land sales price for all of the properties. Staff believes this should be accomplished by April 1, 2008. Unless directed otherwise, the issue will be placed on the Urban Services Committee agenda for April 10, 2008, to confirm land sales price and discuss next steps. Should the property owners be unable to meet the April 1st deadline, the Committee will be briefed on the steps involved with attempting to move the earmark to another project.

The purpose of this report is to update you on the status of the project and seek further direction.



Jon Nelson
City Manager

Nelson, Jon

From: Jay.Lorenz@ch2m.com
Sent: Thursday, December 20, 2007 12:08 PM
To: Nelson, Jon
Cc: lynnnord@msn.com
Subject: RE: <web>Web Request

Jon,

I need to explain our process to explain the delay in finalizing the report.

Our wetland delineation was conducted by a combination of field work and "desk top" mapping. The actual delineation or mapping of wetlands is being conducted in the office---"desk top".

We hired a contractor to provide topographic mapping with one foot contours. Contour mapping was conducted using LiDAR technology. Use of this technology is about one-half the cost of traditional ground survey.

For accurate topographic mapping the LiDAR needs to bounce signals off of the ground. Crops (ryegrass or ryegrass) obscures the ground. We had to wait until crops were harvested, providing good exposure to the ground. Our vendor conducted the aerial survey in the late summer after crops were harvested.

A lot of work goes into reducing and ground-truthing the LiDAR data. Our vendor provided the topographic survey to me only 3 weeks ago. We did extensive sampling of soils and hydrology in the spring of 2007. We are now in the process of relating breaks between wetland soils and wetland hydrology with topography. We then map the wetland boundaries in the office, following contours.

Due to scheduling with other high priority projects and holiday vacation schedules our staff will not be able to finalize the written report for several more weeks.

Please let me know if you need further explanation.

Jay

Jay R. Lorenz
CH2MHILL
2020 SW Fourth Ave.
Portland, OR 97201
503-235-5000 X4033 (office)
503-784-4748 (cell)
503-736-2000 (fax)

-----Original Message-----

From: Nelson, Jon [mailto:Jon.Nelson@ci.corvallis.or.us]
Sent: Thursday, December 20, 2007 10:48 AM
To: Lorenz, Jay/PDX
Subject: RE: <web>Web Request

Hi Jay,

I do need an explanation that can be shared with elected officials please.

The delineation work was originally targeted for 2006. City Council agreed with a staff recommendation allowing for the delineation to occur in 2007. The expectation was for field work in the Spring, report and topos completed by the summer, and land prices established soon thereafter.

So we need to know why the report is 9 months removed from the field work.

On the table is an \$800,000 federal earmark secured by the City for street extension into this industrial site. There is sentiment in the community to attempt to move the earmark to another site because the owners have not met the extended time commitment. Hence the

detail I am asking for so the City Council has a complete picture.

Thank you.

Jon

-----Original Message-----

From: Mullens, Carrie On Behalf Of City Manager
Sent: Thursday, December 20, 2007 7:24 AM
To: Nelson, Jon
Subject: FW: <web>Web Request
Importance: Low

-----Original Message-----

From: Jay R. Lorenz [mailto:jlorenz@ch2m.com]
Sent: Wednesday, December 19, 2007 5:11 PM
To: City Manager
Subject: <web>Web Request
Importance: Low

This is an enquiry e-mail via %s from: Jay R. Lorenz (jlorenz@ch2m.com)

Jon,

This is a note to inform you of the status of the wetland delineation study for Cascade View Development, Venell Farms et al.

CH2MHILL has completed its field work and detailed topographic mapping of the subject property. The wetland delineation report writing is in progress. The wetland delineation report is expected to be completed shortly after the holidays--mid-January 2008.

Please do not hesitate to contact me if you have additional questions.

Jay

3. Cascade View Industrial Properties

Mr. Nelson reported that the City received a federal earmark of \$840,000 via Representative DeFazio's office through an application filed by Public Works. The monies are to be distributed to the State of Oregon Department of Transportation over the next four years. Part of the Memorandum of Understanding (MOU) the City holds with the four property owners is that the monies will be used for infrastructure improvements to the industrial site, and that certain wetland delineation would be completed this year. The property owners were not able to accomplish the wetland delineation this year and are asking for an extension to complete the delineation in the spring of 2007. Staff is agreeable to carrying forward the criteria into next year. If the property owners are not able to complete the delineation next year, the City will bring the discussion back to committee with staff from Representative DeFazio's office to look for other resource needs.

Councilor Zimbrick said he supports moving the delineation forward into 2007 as long as the property owners understand the work must be accomplished in the spring of 2007.

Acting Mayor Griffiths added that if the delineation goes past the spring of 2007, the City may have difficulties keeping the monies or may be forced to apply the funds to another project.

4. City Manager's Report – July 2006

Councilors can contact Mr. Nelson if they have any questions or concerns about the report.

Mr. Nelson referred to a handout on Team Building and Goal Setting Services (Attachment B). The handout is consistent with recent Council discussions and includes contracting with Joseph Bailey to facilitate the sessions. Mr. Nelson reviewed the meeting dates and discussion topics.

In response to Councilor Gándara's inquiry, Mr. Nelson confirmed that the sessions with the new Councilors will capture current goals and major initiatives, including code enforcement, parks, and others.

VIII. & IX. STANDING COMMITTEE REPORTS AND ORDINANCES, RESOLUTIONS, AND MOTIONS

A. Human Services Committee – August 8, 2006

1. Social Services Policy Review

Mr. Nelson reported that the review of the Social Services Policy was postponed until after the needs assessment was completed. The Committee reviewed a process and time line for the policy review that includes the Committee sponsoring a meeting with social services providers to discuss policy; the definition of

RECEIVED

AUG 17 2006

CITY MANAGERS
OFFICE



August 16, 2006

To: City Manager, Jon Nelson
From: Lynn Nordhausen
Re: Memorandum of Understanding
Cascade View Industrial Properties

Dear Jon:

This letter is to confirm that the property owners of CVIP intend to proceed with wetland delineations in the Spring of 2007. Subsequent evaluation of mitigation feasibility will allow for establishing development potential and land price. We regret that due to unfavorable conditions this work was not performed in the Spring of 2006 and that the objective of achieving "shovel ready" status slipped back a year. The property owners are aware that the Federal infrastructure investment is currently planned for calendar year 2008 and hope that the appropriation of those funds has not changed.

Sincerely,



Lynn Nordhausen, representing CVIP
2773 SW Titleist Circle
Corvallis OR 97333
541-757-8106

**** MEMORANDUM ****

JULY 25, 2005

TO: MAYOR AND CITY COUNCIL

FROM: JON S. NELSON, CITY MANAGER 

**SUBJECT: COUNCIL GOAL: PURSUE ECONOMIC VITALITY – SOUTH
CORVALLIS INDUSTRIAL LANDS SHOVEL READY**

Attached is a recently signed Memorandum of Understanding (MOU) between Economic Development Partnership, the City, and the Cascade View Industrial property owners.

The MOU captures the interests, challenges, opportunities, and timeline associated with this effort. We will keep you posted as the project components progress.

Attachment

2056

MEMORANDUM OF UNDERSTANDING

I. PARTIES

The parties to this Memorandum of Understanding are the Economic Development Partnership (EDP), City of Corvallis (City), and the owners of the property zoned General Industrial in South Corvallis known as Cascade View Industrial Properties. Cascade View Industrial Properties are owned and principally represented by Lynn Nordhausen, Caldwell South Farm, LLC; Don Herbert, Lor-Rene Acres, FLP; Elwell Krause; and Larry Venell, Venell Farms, Inc., and collectively referred to as the "Property Owners."

II. INTERESTS

The parties collectively support implementation actions that will make the Cascade View Industrial Properties shovel ready for economic development purposes. Property Owners are interested in a return on their land investment, and EDP and the City recognize the role the Cascade View Industrial Properties play in achieving Economic Vitality goals in the Corvallis 2020 Vision Statement.

III. CHALLENGES

The Cascade View Industrial Properties face significant challenges in making the property shovel ready including:

- Determining a land sales price when wetland delineation and mitigation, planning, and infrastructure costs are unknown,
- Impacts from wetlands,
- Annexation of property outside the present City limits,
- Transportation access including rail crossings and access to and from Highway 99W,
- Planned development zoning overlay requiring public review of any development plan, and
- Funding associated with developing the Lands, especially wetland delineation and infrastructure access.

IV. OPPORTUNITIES

The parties recognize that the challenges may be addressed by working together. To that end, the following immediate opportunities exist and require support from the parties:

- State of Oregon financial assistance in completing wetlands delineation,
- Establishing a land sales price which signals land availability, recognizing that land sales price may be updated at any time based upon market conditions,
- Federal funding (~\$800,000) towards infrastructure such as street, sidewalk, bike lane, signal controlled intersection, and a controlled railroad crossing,
- A comprehensive planned development (PD) overlay process using a refinement plan approach where a one-time public review process would establish development standards for future individual development projects, and
- Strategies for annexation of land outside the City limits.

The Property Owners recognize the State, Federal, and Local planning and infrastructure support significantly lower the development costs associated with the property, thus increasing profit margins. The EDP and City recognize the State, Federal, and Local planning and infrastructure support, and the availability of developable industrial land, positively impact Corvallis efforts towards economic vitality.

V. TIMELINE

The parties agree that accessing State funds for wetland delineation or performing this work without State assistance is the first step. The goal is to have wetland delineation completed by the Spring of 2006, so development feasibility and mitigation costs are known.

The parties agree that establishing a land sales price signals intent to develop. Property Owners will establish a land sales price by the Summer of 2006 after wetland mitigation, planning and infrastructure cost estimates are refined. Alternatively, Property Owners may communicate a land sales price range prior to the Summer of 2006 with the understanding that several factors (wetland mitigation, planning, infrastructure) may change the price as costs are refined.

The parties agreed that the City will track and be responsible for the Federal infrastructure investment currently planned for calendar year 2008. The parties agree that the planned development overlay refinement plan process is planned for Fiscal Year 2006-2007 (July 1, 2006 - June 30, 2007). The parties understand that State and Federal decisions may impact time frames.

VI. NATURE OF AGREEMENT

The parties recognize that this agreement is non-binding. As such, the Property Owners, individually or collectively, may choose to not participate in any State or Federal funding opportunity associated with wetlands or infrastructure, or in any local land use process designed to facilitate shovel ready status. EDP and the City, individually or collectively, may also choose to end their support of State or Federal funding requests, or facilitating the land use planned development overlay process, based upon actions of the Property Owners or higher prioritized economic development needs for the community.

VII. TERM

This Memorandum of Understanding may be terminated, individually or collectively, by the Property Owners, EDP, or City.

VIII. SIGNATURES



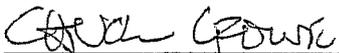
Don Herbert

Elwell Krause 

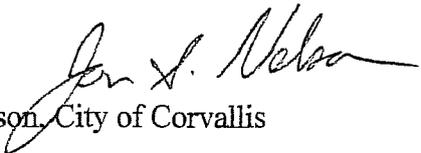


Lynn Nordhausen

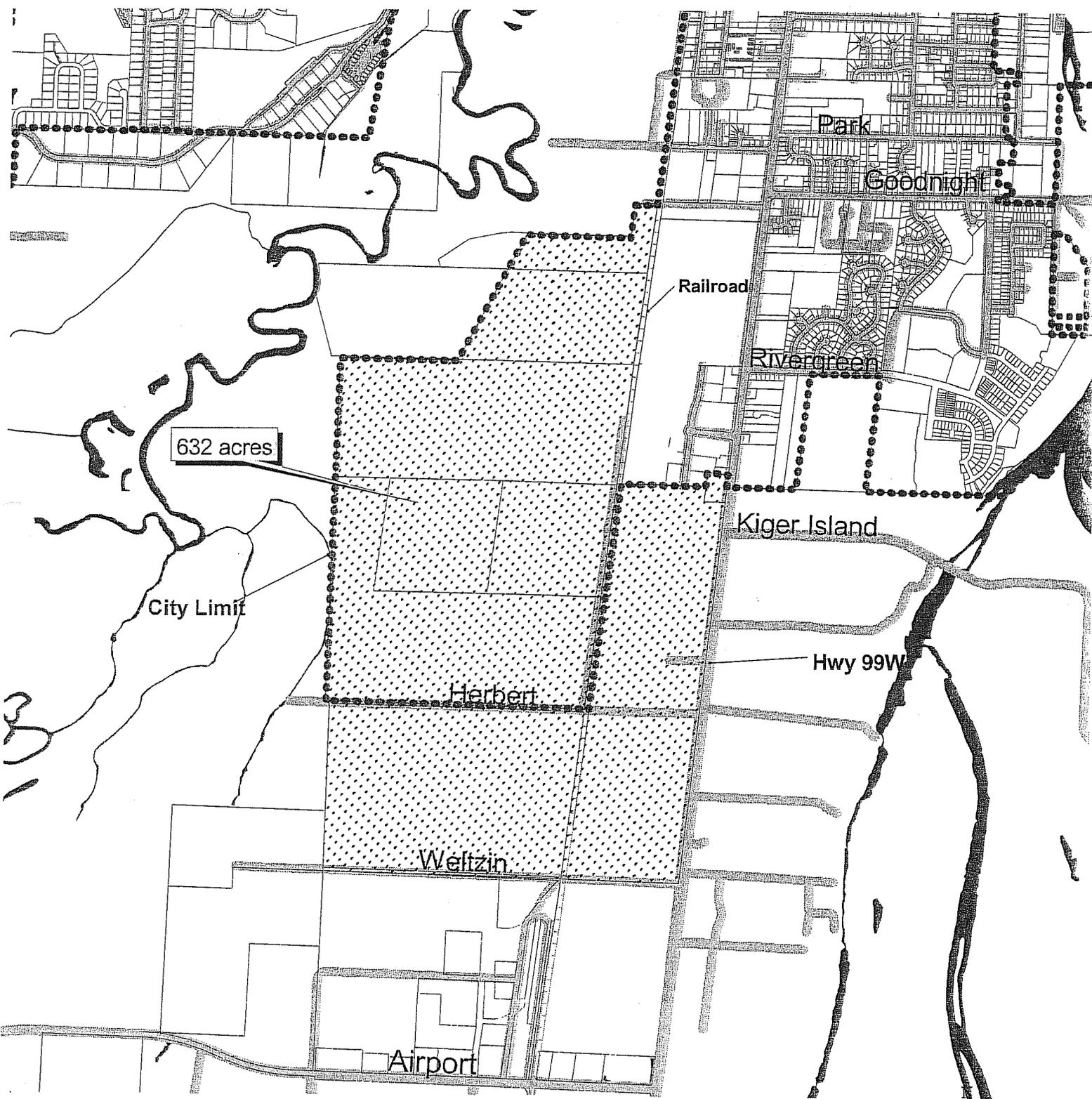
Larry Venell 



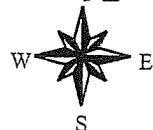
Rich Holdren, EDP
CHUCK CROWE, CHAIR

Jon S. Nelson 
Jon S. Nelson, City of Corvallis

Cascade View Industrial Properties



0 0.5 1 Miles



**CITY OF CORVALLIS – COUNCIL REQUESTS – TRACKING REPORT
PENDING REQUESTS**

Council Request Item	Requested By	Date of Request	CM Report Due Date	Assigned to	Response in CM Rpt No.	Comments
Minor in Possession Legislation Change – Impacts on Police	Wershow	12-17-07	12-31-07	Boldizsar	CCR 01-03-08	
Cascade View Industrial Properties Federal Earmark Update	Nelson	12-21-07	12-31-07	Nelson	CCR 01-03-08	
Police Department Policies and Procedures	Grosch	01-02-09	01-29-08	Boldizsar		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34

BEFORE THE LAND USE BOARD OF APPEALS
OF THE STATE OF OREGON

LOUISE-ANNETTE BURGESS,
WENDY KINCADE, SUSAN MORRE,
ANDREW PEARSON, MARGOT PEARSON,
CAROLYN VER LINDEN and DAVID S. WILSON,
Petitioners,

vs.

CITY OF CORVALLIS,
Respondent.

LUBA No. 2007-060

FINAL OPINION
AND ORDER

Appeal from City of Corvallis.

Anne C. Davies, Eugene, filed the petition for review and argued on behalf of petitioners.

James K. Brewer, Corvallis, filed the response brief and argued on behalf of respondent. With him on the brief was Fewel, Brewer & Coulombe.

HOLSTUN, Board Chair; BASSHAM, Board Member; RYAN, Board Member, participated in the decision.

REMANDED 01/02/2008

You are entitled to judicial review of this Order. Judicial review is governed by the provisions of ORS 197.850.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

NATURE OF THE DECISION

Petitioners appeal a city council decision that grants a permit for exterior alterations to a historic movie theater.

FACTS

The Whiteside Theatre was constructed in downtown Corvallis in 1922 and is an example of Italian Renaissance architecture. When it was constructed, there was only one other theater in Oregon that was its equal. The building is significant both for its architecture and its history as one of the city’s and Oregon’s grandest theaters. The building was damaged by fire in 1927 and 1936, but was rebuilt and continued in operation as a theater. In 1989, the theater was listed as a historic resource on the city’s historical register. The theater ceased to operate in 2002.

The south and west facades of the building face sidewalks. The south facade of the building along Madison Avenue has always served as the entrance to the building and is embellished with a number of architectural details. The existing neon marquee on the south facade was added in the 1950s and replaced the original canopy. The west facade that faces NW Fourth Street is largely an unbroken brick wall, but also includes “three ground level doors, five windows, and a metal fire escape ladder,” as well as “[t]wo original lamps [that] hang above the paired exit doors.” Record 11. The west facade was used in the past to display large posters to advertise upcoming theater attractions.

Whiteside Partners, LLC (Whiteside), the current owner, wishes to convert the theater into several individual commercial uses, including a restaurant that would occupy the second floor. The decision that is the subject of this appeal makes possible a series of exterior alterations to the south and west facades of the building to, among other things, add doors and windows. Those exterior alterations, along with other proposed interior alterations, will make the desired conversion possible.

1 On the south facade, the 1950s marquee would be replaced with a replica of the
2 original 1920s marquee, and new storefront windows and doors would be added in place of
3 the existing display windows and doors. In addition, ground level doors would be added on
4 the south facade to provide access to the restaurant on the second floor. Canopies with
5 attached signs would also be added to the south facade for the new businesses and the
6 restaurant entrance.¹

7 The proposed alterations to the west facade include new storefront windows along the
8 sidewalk, along with new canopies with attached store signs. The existing original light

¹ A photograph showing the existing south facade appears at Record 987. A drawing of the proposed south facade appears at Record 984. The challenged decision includes the following more detailed description of the proposed south facade alterations:

“The proposed alterations to the southern exterior facade of the building include:

- “1. Removing the existing 1950’s neon marquee and replacing it with a replica of the original 1920’s marquee;
- “2. Replacing the non-original theater doors with new storefront windows and doors;
- “3. Installing windows where the original display windows were on the western end;
- “4. Installing entry doors where the original display windows were on the eastern end to provide access to the new restaurant on the second floor;
- “5. Installing a six-foot deep steel channel canopy over the new second floor entry doors;
- “6. Installing a 2’-6” x 8’ sign (for the new restaurant) attached to the face of the new steel channel canopy;
- “7. Adding two 2’ x 6’ signs (for the new businesses) below the new marquee;
- “8. Removing the existing non-original vertical wall mounted illuminated sign at the western corner and replacing it with a replica of the second 1920’s illuminated sign; and
- “9. Replacing the two garden boxes with replicas of the original 1920’s garden boxes.”
Record 11.

1 fixtures on the west facade would be relocated, and windows would be added for the second
2 floor restaurant. A new rooftop cornice would also be added to the west facade.²

3 The city's Historic Resource Commission (HRC) was created in 2006. It is an
4 appointed body with nine members. Whiteside submitted its application for approval of the
5 proposed alterations in 2006. The HRC conducted a public hearing on November 14, 2006
6 and continued that hearing until December 4, 2006. The HRC deliberated on December 4,
7 2006 and voted to deny the application. In a December 5, 2006 "Notice of Disposition," the
8 city advised parties that they had 12 days to appeal the HRC's decision. Record 354-55. It
9 appears from the Notice of Disposition, that the HRC relied on the minutes of the December
10 4, 2006 continued hearing for its written decision findings. Record 355. There is no written
11 HRC decision in this matter, beyond the December 4, 2006 minutes.

12 Whiteside appealed the HRC decision to the city council on December 15, 2006. In
13 that appeal, Whiteside specified three grounds for appeal.³ The city council held a public

² Pictures of the existing west facade appear at Record 988. A drawing of the proposed west facade appears at Record 985. The challenged decision includes the following more detailed description of the proposed west facade alterations:

"The proposed alterations to the western exterior facade of the building include:

- "1. Installing storefront windows and doors along the sidewalk;
- "2. Installing 5 six-foot deep steel channel canopies over the new storefront windows and entries;
- "3. Installing three 2'-6" x 8' signs (for the new businesses) attached to the face of the new canopies;
- "4. Installing a historical informational sign at eye level at the south corner;
- "5. Relocating two original exterior light fixtures;
- "6. Installing windows on the second floor; and
- "7. Installing a new optional rooftop cornice." Record 11-12.

³ Those three grounds for appeal were that the HRC (1) improperly relied on U.S. Secretary of Interior Standards for Preservation, (2) erroneously treated the west facade as a primary facade and erroneously applied

1 hearing on January 16, 2007 and closed the hearing and record on that date. The city council
2 deferred its deliberations until February 5, 2007. At its noon meeting on February 5, 2007,
3 the city council voted to overturn the HRC decision and approve the application. The city
4 council's "Notice of Disposition," "Conditions of Approval," and "Findings" were signed on
5 February 20, 2007. Record 6-7 (notice of disposition); 8-9 (conditions of approval) 10-32
6 (findings). This appeal followed.

7 **FIRST AND SECOND ASSIGNMENTS OF ERROR**

8 In their first assignment of error, petitioners argue the city erred by rendering its own
9 decision in this matter on the merits of Whiteside's application, instead of reviewing the
10 HRC decision for errors. In their second assignment of error, petitioners allege the city
11 council erred by not limiting its review to the three grounds for appeal that were specified in
12 Whiteside's December 15, 2006 notice of local appeal. *See* n 3. For the reasons explained
13 below, we reject both assignments of error.

14 **A. The City Council Was Not Limited to Reviewing the HRC Decision (First**
15 **Assignment of Error)**

16 Land use regulations may limit the role of a local appellate body. Where the role of a
17 local appellate body is expressly limited under local land use law to reviewing appealed
18 decisions for errors of law or substantial evidence, a local appellate body decision that
19 exceeds that limited role will be reversed or remanded. *Wal-Mart Stores, Inc. v. City of*
20 *Medford*, 49 Or LUBA 52, 58 (2005). However, we agree with the city that the Corvallis
21 Land Development Code (LDC) does not limit the city council's role in an appeal of an HRC
22 decision to reviewing the HRC decision for errors of law or substantial evidence.

23 The key LDC section in determining the appropriate role of the city council in
24 reviewing an HRC decision on appeal is LDC 2.19.30.01(c).⁴ LDC 2.19.30.01(c) directs that

special restrictions that apply only to primary facades, and (3) improperly based its decision on the proposed exterior alterations, in part, on proposed interior alterations, which are not the subject of the present application.

⁴ LDC 2.19.30.01(c) provides:

1 the city council must conduct a *de novo* public hearing as part of the appeal. In responding
2 to the issue raised in the first assignment of error, the city council adopted the following
3 findings:

4 “The City Council notes that [parties] urged the City Council to defer to the
5 decision by the [HRC]. The City Council notes that the City of Corvallis
6 relies upon volunteer advisory committees, boards and commissions to
7 perform essential government functions. The City Council notes that the
8 [HRC] is a relatively new commission, and the City Council appreciates the
9 work of the [HRC]. Nonetheless, the City Council notes that under the terms
10 of LDC 2.19.30.01(c), the Council’s decision is a *de novo* review of the
11 application, and is not limited to the grounds for the appeal. The City Council
12 stresses that under the terms of LDC 2.19.30.01(c), the Council is charged
13 with reviewing the application for a Historic Preservation Permit for
14 consistency with the relevant criteria, and the Council is not charged with
15 reviewing the decision of the [HRC] for errors.” Record 13.

16 Petitioners rely in large part on a number of contextual LDC sections that admittedly
17 say that the city council is to *review decisions* in the event of an appeal.⁵ Petitioners read
18 these LDC directives to review decisions as directives to the city council to review HRC
19 decisions for errors of law or for lack of evidentiary support. We understand petitioners to
20 read those HRC sections to preclude the city council from determining itself whether the
21 applications that led to those decisions comply with applicable approval standards, as a way
22 of determining whether the appealed lower body decision should be affirmed or reversed.

“All hearings on Appeals shall be held *de novo* (as a new public hearing). For any Appeal, the record of the decision made before the lower level of City hearing authority shall be part of the staff report on Appeal.”

⁵ Those sections include the following:

LDC 1.1.10.02(c) provides that the city council “[s]hall review decisions of the Planning Commission, Land Development Hearings Board, and Historic Resources Commission upon appeal[.]” LDC 2.19.30.02(d) similarly provides that “[a]ppeals of *decisions* of the Planning Commission, the Land Development Hearings Board, or the Historic Resources Commission *shall be reviewed by the City Council.*” (Emphases added.) LDC 2.19.20 sets out the “Purposes” of LDC Chapter 2.19, which is the “Appeals” chapter of the LDC. LDC 2.19.20(a) provides that one of the purposes of LDC Chapter 2.19 is to “[p]rovide an Appeal process wherein parties affected by land use decisions *may request review of such decisions.*” (Emphasis added.) LDC 2.19.30.01(a) provides “[e]very *decision* relating to * * * this Code * * * is subject to *review* by Appeal in accordance with the provisions of this Chapter.” (Emphases added).

1 The city, on the other hand, contends that those references to review of the decision on
2 appeal need not be interpreted as narrowly as petitioners interpret them. We understand the
3 city to argue that those LDC sections do not prevent the city from interpreting LDC
4 2.19.30.01(c) to allow the city council to apply the relevant approval criteria itself, to
5 determine whether appealed permits were properly approved or denied by the HRC.

6 Petitioners are correct that the requirement in LDC 2.19.30.01(c) that the city council
7 provide a *de novo* public hearing does not directly answer the question presented in the first
8 assignment of error. The parenthetical clarification in LDC 2.19.30.01(c) that a *de novo*
9 public hearing is “a new public hearing” does not really help very much either. Black’s Law
10 Dictionary defines “hearing de novo” as follows:

11 “1. A reviewing court’s decision of a matter anew, *giving no deference to a*
12 *lower court’s findings.* * * * 2. A new hearing of a matter, *conducted as if the*
13 *original hearing had not taken place.*” Black’s Law Dictionary 738 (8th ed.
14 2004) (emphases added).

15 Under that definition, giving no deference to the HRC’s findings and conducting the hearing
16 on appeal as if the HRC hearing had not taken place would seem to permit the city council to
17 make its own decision regarding whether the application complies with the relevant criteria,
18 as the city argues.

19 The question we must decide in this appeal is whether the city council’s interpretation
20 of LDC 2.19.30.01(c) to allow it to consider the application anew is reversible under ORS
21 197.829(1).⁶ In reviewing the city council’s interpretation of LDC 2.19.30.01(c) under ORS

⁶ The standard of review that LUBA applies in reviewing interpretations of local land use legislation is set out at ORS 197.829(1), which provides

“The Land Use Board of Appeals shall affirm a local government’s interpretation of its comprehensive plan and land use regulations, unless the board determines that the local government’s interpretation:

“(a) Is inconsistent with the express language of the comprehensive plan or land use regulation;

“(b) Is inconsistent with the purpose for the comprehensive plan or land use regulation;

1 197.829(1), it does not matter if petitioners' interpretation is also possible. *See Wal-Mart*
2 *Stores, Inc. v. City of Hillsboro*, 46 Or LUBA 680, 699, *aff'd* 194 Or App 211, 95 P3d 269
3 (2004) ("city's choice * * * between two admittedly less than compelling interpretations
4 does not violate the standard of review that [LUBA is] required to apply under ORS
5 197.829(1)"). Under ORS 197.829(1) we must affirm the city council's interpretation unless
6 it is inconsistent with the text of LDC 2.19.30.01(c) or its underlying policy or purpose.

7 The text of LDC 2.19.30.01(c), and the dictionary definition of *de novo* hearing is
8 more consistent with the city council's interpretation of LDC 2.19.30.01(c) than petitioners'
9 interpretation. Under petitioners' interpretation, the city council would be required to
10 conduct a *de novo* hearing, and accept new evidence, and then be limited to reviewing an
11 HRC decision that was decided based on a more limited evidentiary record. That limited
12 scope of review seems somewhat inconsistent with the LDC 2.19.30.01(c) requirement for a
13 *de novo* hearing.

14 The text of the contextual LDC provisions that petitioners cite and rely on is not
15 necessarily inconsistent with the city council's interpretation of LDC 2.19.30.01(c).
16 Although those LDC sections talk about reviewing appealed decisions, those LDC sections
17 do not expressly specify *how* the city council is to go about reviewing decisions on appeal.
18 The city council's interpretation and application of LDC 2.19.30.01(c) is therefore not
19 inconsistent with the text of these contextual sections, even if petitioners' view of the
20 contextual sections is possible. Neither is the city council's interpretation of LDC
21 2.19.30.01(c) inconsistent with any identified underlying policy. The LDC 2.19.30.01(c)
22 requirement for a *de novo* hearing on appeal suggests an underlying policy of seeking a fresh

"(c) Is inconsistent with the underlying policy that provides the basis for the comprehensive plan or land use regulation; or

"(d) Is contrary to a state statute, land use goal or rule that the comprehensive plan provision or land use regulation implements."

1 look on appeal, rather than the more limited look that petitioners advocate. We conclude
2 that, even if the more narrow interpretation of LDC 2.19.30.01(c) that petitioners advocate is
3 possible based on the language of the cited contextual LDC sections, the city council's
4 interpretation must be affirmed under ORS 197.829(1).

5 Before turning to petitioners' related second assignment of error, we briefly note and
6 discuss two other issues that petitioners raise under the first assignment of error. Petitioners
7 first contend the city council's interpretation of LDC 2.19.30.01(c) erroneously makes the
8 HRC an advisory body when it comes to Historic Preservation Permits, whereas the LDC
9 confers quasi-judicial decision making authority on the HRC.⁷ Petitioners' argument in this
10 regard mischaracterizes the city council's decision. The city council's interpretation of LDC
11 2.19.30.01(c) simply reserves to the city council the authority, in the event of an appeal of a
12 HRC Historic Preservation Permit decision, to apply the relevant approval criteria itself and
13 reach a different conclusion than the HRC. The city council's assumption of that role on
14 appeal does not make the HRC an advisory body. When HRC decisions on Historic
15 Preservation Permits are not appealed to the city council they are the final decisions of the
16 city. Reversing HRC decisions on appeal is clearly an expression of disagreement with the
17 HRC, but that action does not make the HRC an advisory body. We reject petitioners'
18 characterization to the contrary.

19 Petitioners also argue that the city council's interpretation of LDC 2.19.30.01(c) is
20 such a "new (and implausible) interpretation" that they were "entitled to notice of the
21 applicable scope of review before the city council decision was rendered in this matter."
22 Petition for Review 10. Petitioners do not cite any authority for or develop this argument
23 further.

⁷ Corvallis Municipal Code (CMC) 1.16.325(4) provides that for certain matters, including Historic Preservation Permits, the HRC is the city's initial quasi-judicial decision maker. CMC 1.16.325(5) sets out other matters in which the HRC acts in an "advice and assist" capacity.

1 In *Arlington Heights Homeowners v. City of Portland*, 41 Or LUBA 185, 200 (2001)
2 (citing *Gutoski v. Lane County*, 155 Or App 369, 963 P2d 145 (1998)), we observed that
3 where “new or changed interpretations of relevant criteria, * * * appear for the first time in
4 the final written decision, [and] could not reasonably have been anticipated and addressed by
5 the parties before the opportunities for evidentiary presentations and legal argument
6 concluded,” it may be necessary for the final decision maker to provide such an opportunity.
7 If petitioners are relying on the principle discussed in *Arlington Heights Homeowners*, that
8 reliance is misplaced. The interpretation the city council adopted in this case was both
9 foreseeable and foreseen, since petitioners argued the city council should interpret LDC
10 2.19.30.01(c) to impose a limited scope of review. The city council simply rejected
11 petitioners’ argument.

12 We agree with the city that the LDC sections that petitioners cite, *see* n 5, need not be
13 interpreted in the way petitioners suggest and do not provide sufficient textual support to
14 require that LDC 2.19.30.01(c) be interpreted in the way petitioners argue. The city
15 council’s interpretation and application of LDC 2.19.30.01(c) must be affirmed under ORS
16 197.829(1).

17 Petitioners’ first assignment of error is denied.

18 **B. The City Council Was Not Limited to the Issues Identified in the**
19 **December 15, 2006 Notice of Appeal**

20 Petitioners’ second assignment of error raises a related issue that the city council also
21 rejected in the above-quoted findings. Where a local government’s land use regulations
22 expressly require that the issues that a local appellate body may consider in a local appeal are
23 limited to the issues that are identified in a notice of local appeal, the issues that a local
24 appellate body considers in a local appeal must be so limited. *Smith v. Douglas County*, 93
25 Or App 503, 506-07, 763 P2d 169 (1988), *aff’d* 308 Or 191, 777 P2d 1377 (1989).

26 As relevant here, LDC 2.19.30.05 provides that appeals must be filed in writing and
27 must include a “[s]tatement of the specific grounds for the Appeal, stated in terms of specific

1 review criteria applicable to the case.” LDC 2.19.30.05(c). LDC 2.19.30.06(b) provides that
2 improperly filed local appeals *may* be dismissed.⁸ (Emphasis added.) There is no LDC
3 provision that specifically limits the city council’s scope of review in an appeal of an HRC
4 decision to the issues that are specified in the local notice of appeal. However, petitioners
5 argue that by requiring that persons who wish to appeal HRC decisions must identify the
6 “specific grounds for appeal,” the issues that the city council was permitted to consider on
7 appeal were limited to the three issues identified in Whiteside’s December 15, 2006 notice of
8 appeal. *See* n 3. In support of that argument, petitioners cite *Miles v. City of Florence*, 190
9 Or App 500, 510, 79 P3d 382 (2003) and *Ray v. Josephine County*, 51 Or LUBA 443, 449
10 (2006).

11 *Ray v. Josephine County* lends no support to petitioners’ argument. In *Ray*, we
12 concluded that to preserve issues for review by the board of county commissioners in that
13 case, the petitioners were required to raise those issues in their local notice of appeal. In
14 *Ray*, however, Josephine County’s land use regulations specifically provided that review by
15 the county commissioners was “strictly limited to the items specified in the statement of
16 appeal.” 51 Or LUBA at 447. There is no such express limit on the city council’s scope of
17 review in the LDC, and *Ray* therefore lends no support to petitioners’ argument under the
18 second assignment of error.

⁸ LDC 2.19.30.06 provides:

“a. The Director shall schedule a public hearing for complete and properly filed Appeals. Such hearing is to be held not later than 60 days after the receipt of the notice of Appeal. Incomplete or improperly filed Appeals shall be referred to the hearing authority for dismissal as noted in ‘b,’ below.

“* * * * *

“b. Appeals that are incomplete, filed late, or improperly filed *may be denied* by the hearing authority without further review.” (Emphasis added.)

1 The holding in *Miles* technically concerns the scope of review at LUBA, rather than
2 the scope of review of a local government appellate body considering a local appeal. *Miles*
3 concerned an appeal of a planning commission decision to the city council. In *Miles*, city
4 legislation required the local appellant to identify issues for appeal in the local notice of
5 appeal. In *Miles*, the city legislation did not specifically limit the city council’s review to the
6 issues that were specified in the notice of local appeal. The local appellant failed to specify
7 an issue, and the issue was not considered by the local appellate body. In that circumstance,
8 even though the issue petitioner sought to raise on appeal to LUBA was raised at an earlier
9 point in the city’s proceedings before the planning commission, the Court of Appeals held
10 that issue could not be raised at LUBA. 190 Or App at 508-09. The holding in *Miles* is
11 based on the ORS 197.825(2)(a) requirement that petitioners at LUBA must exhaust
12 available local remedies before appealing to LUBA. The holding in *Miles* therefore does not
13 assist petitioners in this appeal.

14 While *Miles* is technically not on point, in reaching and explaining the basis for its
15 holding in *Miles*, the Court of Appeals did observe that a local land use regulation
16 requirement that “issues for the local appeal be specified in advance” might operate by itself
17 to impose an “inherent” limitation on the issues that could be considered in the local appeal,
18 even without a specific requirement under local law that the local appellate body limit its
19 review to the issues specified in the local notice of appeal. 190 Or App at 509. However, the
20 Court of Appeals immediately qualified the scope of any such suggested *inherent* limitation
21 by noting that “[t]he circumstances in which the local appeal body may *sua sponte* reach an
22 issue that was not specified as required by an ordinance are unsettled.” *Id.* at 510 (citing and
23 relying on *Johns v. City of Lincoln City*, 146 Or App 594, 602 n 1, 933 P2d 978 (1997)). In
24 *Johns*, the Court of Appeals held that a *party* was precluded from raising issues in a local
25 appeal that were not specified in the notice of local appeal, but the Court of Appeals
26 specifically left open the question of whether such a local requirement that the notice of local

1 appeal specify the issues to be considered in the local appeal would operate to preclude the
2 *local appellate body itself* from raising issues *sua sponte*. 146 Or App at 602 n 1.

3 For the reasons explained in the two preceding paragraphs, *Miles* does not hold that a
4 requirement under local law that the issues to be considered in a local land use appeal must
5 be specified in the notice of local appeal has the legal effect of limiting the local appellate
6 body's authority to raise and consider issues *sua sponte* that are not specified in the notice of
7 local appeal. To the contrary, the question of the legal effect of such a provision on the local
8 appellate body's authority to raise and consider issues that go beyond the issues specified in
9 the notice of local appeal was specifically left open in *Johns* and was not addressed further in
10 *Miles*.

11 We decline to interpret the LDC 2.19.30.05(c) requirement that the local appeal of the
12 HRC decision must include the "specific grounds for the appeal" to limit the city council's
13 authority to consider issues that are not specified in the notice of local appeal. As the city
14 correctly points out, LDC 2.19.30.06(b) specifies an optional consequence for filing a notice
15 of local appeal that is incomplete because it fails to include specific grounds for appeal. *See*
16 n 8. In that circumstance, the city council "may" deny the appeal. If the city wished a local
17 appellant's failure to specify the specific grounds for appeal to have the consequence of
18 precluding the city council from raising issues on its own, it could have said so in LDC
19 2.19.30.06(b). Perhaps more importantly, the notice of local appeal requirement must be
20 read in context with the LDC 2.19.30.01(c) requirement for a *de novo* hearing on appeal.
21 The unqualified requirement for a *de novo* appeal hearing seems somewhat inconsistent with
22 a legislative intent that the city council could not consider issues beyond those specified in
23 the notice of local appeal. The city easily could have stated in LDC 2.19.30.01(c) that the
24 required *de novo* hearing must be limited to the grounds for appeal specified in the notice of
25 local appeal that is required by LDC 2.19.30.05(c). LDC 2.19.30.01(c) does not impose that
26 limit. Given the context in which LDC 2.19.30.05(c) appears, we believe it is unlikely the

1 Court of Appeals would find that LDC 2.19.30.05(c) inherently limits the city council's
2 authority to raise and consider issues in an appeal of HRC decision that are not specified in
3 the local notice of appeal.

4 The second assignment of error is denied.

5 **THIRD ASSIGNMENT OF ERROR**

6 Under their third assignment of error, petitioners contend the city council committed
7 legal error by failing to advise the parties that the city council would deliberate toward a final
8 decision in this matter at its noon meeting on February 5, 2007, rather than at its evening
9 meeting. According to petitioners, the hearings in this matter have been held in the evening
10 and petitioners reasonably assumed that deliberations would take place at the February 5,
11 2007 evening meeting.

12 Before the city council closed its January 16, 2007 public hearing in this matter, it
13 began to discuss how it would go about deliberating to a final decision in the appeal of the
14 HRC's decision in this matter.⁹ There was no request that the record be held open or that the
15 January 16, 2007 public hearing be continued. Under ORS 197.763(6)(e), the applicant is
16 entitled to submit "final written arguments in support of the application" within "seven days
17 after the record is closed to all parties."¹⁰ Before the city closed the evidentiary hearing on
18 January 16, 2007, the city council asked Whiteside if it waived its right to submit final legal
19 argument under ORS 197.763(6)(e). Whiteside waived its right to submit final legal

⁹Our resolution of the third assignment of error is based in part on our review of the digital recording of the last few minutes of the January 16, 2007 city council public hearing. Given the potential significance of what the parties were told at the conclusion of that public hearing, it seems strange that no party provided a transcript of that part of the public hearing.

¹⁰ ORS 197.763(6)(e) provides:

"Unless waived by the applicant, the local government shall allow the applicant at least seven days after the record is closed to all other parties to submit final written arguments in support of the application. The applicant's final submittal shall be considered part of the record, but shall not include any new evidence."

1 arguments. The city council then closed the January 16, 2007 public hearing, and the
2 evidentiary phase of the city council's consideration of the appeal of the HRC decision in
3 this matter came to an end. The city offers the following description of the events that
4 ensued after the January 16, 2007 public hearing was closed:

5 "According to the digital audio record of the January 16, 2007 [hearing], the
6 Mayor closed the public hearing at 4:59:12. The Mayor announced that
7 deliberations would take place on February 5, 2007. At 4:59:39, the City
8 Manager noted that people were beginning to leave and informed the Council
9 and the Public that the deliberations were likely to take place at the noon
10 meeting on February 5, 2007, rather than the night meeting. The City
11 Manager stated that there was a good chance the deliberations would be at
12 noon and said 'I didn't want the audience to be surprised in case that
13 happened.' Digital Audio record 4:59:39 – 5:00:19. * * *" Respondent's
14 Brief 14-15 (footnote omitted).¹¹

15 Based on our review of the last few minutes of the digital recording of the January 16, 2007
16 public hearing, the above description of what was said at the January 16, 2007 hearing is
17 accurate.

18 Petitioners point out that the city council was encouraged to ask questions of staff.
19 Staff prepared a memorandum that responded to those questions. While petitioners point out
20 that this exchange between the city council and staff occurred, they do not assign error to that
21 exchange. Even if they had, communications between the city land use decision makers and
22 planning staff are not considered *ex parte* contacts. *Crook v. Curry County*, 38 Or LUBA
23 677, 688 (2000), *aff'd* 172 Or App 71, 19 P3d 388 (2001); *Dickas v. City of Beaverton*, 16 Or
24 LUBA 574, 581, *aff'd* 92 Or App 168, 757 P2d 451 (1988). Petitioners' entire argument
25 under the third assignment of error is set out below:

26 "* * * While the minutes of the January 16, 2007 meeting indicate that
27 deliberations would occur on February 5th, the time of those deliberations was
28 not provided. *See e.g.*, ORS 197.763 (where hearing is continued, notice of
29 time, date, and place certain must be provided).

¹¹ The time references in the quoted material are to the elapsed time from the beginning of the city council's January 16, 2007 meeting in hours, minutes and seconds.

1 “The failure to give notification of the time of the deliberations was important
2 because the challenged decision incorporated those deliberations as findings
3 supporting the challenged decision. Accordingly, petitioners were entitled to
4 adequate notice of when those deliberations were to occur.” Petition for
5 Review 13.

6 ORS 197.763(6)(b) requires that if a quasi-judicial land use hearing is continued, “the
7 hearing shall be continued to a date, time and place certain * * *.” That presumably is the
8 subsection that petitioners are relying on in arguing that the city council erred by failing to
9 advise petitioners of the time of the February 5, 2007 deliberations. However, ORS
10 197.763(6)(b) would only apply if the city council had continued the January 16, 2007
11 evidentiary hearing. As we have already explained, the city council closed the public hearing
12 on January 16, 2007. While the deliberations that took place on February 5, 2007 occurred
13 during a public meeting, the February 5, 2007 meeting was not a continued public hearing
14 that was subject to ORS 197.763(6)(b). Petitioners may have a legal right to be informed of
15 the date, time and place certain that the city council would deliberate and adopt its final
16 written decision, but that legal right is not provided by ORS 197.763(6)(b).

17 For purposes of this appeal, we will assume that the city had a legal obligation to tell
18 the parties the date and time at which it would deliberate and reach a final decision in this
19 matter. While the minutes do not show that this was done, as we explain above, the digital
20 recording does. That some petitioners may not have heard the city manager tell the city
21 council and those in attendance that those deliberations might occur at the noon city council
22 meeting on February 5, 2007 is not legally significant. The city manager’s discussion in this
23 regard is clear on the digital recording. If some petitioners chose to leave the January 16,
24 2007 meeting before the city manager advised that the final deliberations might occur at the
25 noon city council meeting on February 5, 2007, that also is not legally significant. All
26 persons who remained in attendance at the January 16, 2007 public hearing were told the
27 time and date that the deliberations would occur less than two minutes after the public
28 hearing was closed. Adequate notice was given of the time, date and place for final

1 deliberations to allow any interested petitioner to attend those deliberations on February 5,
2 2007 at the noon meeting if they wished.

3 Petitioners' third assignment of error is one page long, the city's response to that
4 assignment of error is two pages long. After the city's brief was filed, petitioners filed a
5 motion to consider extra-record evidence and filed affidavits in support of that motion. The
6 city objected to petitioners' motion to consider extra-record evidence and the proffered extra-
7 record evidence. The city also submitted its own extra-record rebuttal evidence and
8 requested that LUBA consider the city's rebuttal evidence if we allowed petitioners' motion.
9 Petitioners submitted an additional response, with additional extra-record evidence, to which
10 the city objected. The city followed with a request that LUBA take official notice of certain
11 facts, and petitioners objected to that motion.

12 The exchanges described in the above paragraph have generated a substantial pile of
13 paper. In those exchanges, the parties argue about whether petitioners adequately objected to
14 any error the city council may have committed in giving notice of the February 5, 2007
15 meeting and whether petitioners were prejudiced by any such error. The parties also disagree
16 about whether other city notices were adequate to cure any failure to provide adequate notice
17 at the conclusion of the January 16, 2007 public hearing. The parties also disagree about the
18 substance of communications between certain petitioners and a city councilor. The parties
19 offer a great deal of extra-record evidence in support of their arguments.

20 We conclude that it is unnecessary to consider the extra-record evidence that the
21 parties have provided, and we therefore deny petitioners' motion to consider extra-record
22 evidence and the city's request that LUBA take official notice. None of the extra-record
23 evidence alters the fact that the city manager provided adequate notice that the city council
24 would deliberate and reach a decision in this matter on February 5, 2007 at the noon city
25 council session. Therefore, there was no procedural error for petitioners to object to, and
26 there was no procedural error to prejudice petitioners' substantial rights. No matter which

1 accounting of the communications between the city council and one of the petitioners is
2 factual, it does not provide a basis for reversal or remand.

3 The third assignment of error is denied.

4 **FOURTH ASSIGNMENT OF ERROR**

5 Under their fourth assignment of error, petitioners assert three subassignments of
6 error. We address those subassignments of error separately below. Before addressing the
7 fourth through twelfth assignments of error, the city offers a general response to the fourth
8 through twelfth assignments of error. We address that general response first.

9 **A. The City's General Response to the Fourth Through Twelfth** 10 **Assignments of Error**

11 **1. Introduction**

12 Petitioners' fourth through twelfth assignments of error generally concern subsections
13 of LDC Chapter 2.9. LDC Chapter 2.9 is entitled "Historic Preservation Provisions." LDC
14 Chapter 2.9 is divided into 13 major sections, LDC 2.9.10 through LDC 2.9.130. Section
15 LDC 2.9.100 is entitled "Alteration or New Construction Activities Involving a Designated
16 Historic Resource." LDC 2.9.100.04 is the subsection of LDC 2.9.100 that governs Historic
17 Preservation Permits for which the HRC is the decision maker. A different subsection of
18 LDC 2.9.100 applies to Historic Preservation Permits for which the Planning Director is the
19 decision maker. LDC 2.9.100.03. The HRC was the decision maker in this case, and there is
20 no dispute that LDC 2.9.100.04 applies in this case.

21 LDC 2.9.100.04 is divided into two subsections, LDC 2.9.100.04(a) and (b). LDC
22 2.9.100.04(a) sets out "Parameters" that the city applies to determine if alterations or new
23 construction require that the HRC issue a Historic Preservation Permit. LDC 2.9.100.04(b)
24 is entitled "Review Criteria."¹²

¹² We quote and discuss parts of the LDC 2.9.100.04(b) review criteria later in this opinion in resolving the remaining assignments of error, most of which concern subsections of LDC 2.9.100.04(b). Because LDC

1 2 LDC 2.9.100.04(b)(2) and (3)

2 The city offers the following general response to petitioners’ fourth through twelfth
3 assignments of error.

4 “Many of the arguments set forth in [petitioners’] assignments of error and
5 sub-assignments of error seem based on a careless reading of the City
6 Council’s Findings. In particular, Petitioners seem to assert that the items
7 listed in [LDC] 2.9.100.04(b)(2) and (3)(a) through (n) are objective standards
8 and that the [LDC] imposes a duty upon the City Council to find that the
9 proposed alterations have somehow met those standards. Petitioners’
10 interpretation of the text is not consistent with the plain language, which
11 requires ‘consideration’ of those listed items in determining whether
12 alterations are compatible with the resource proposed for alteration, consistent
13 with [LDC] 2.9.100.04(b)(2) and (3). The Council’s findings and the minutes
14 clearly show that the Council considered these items. Occasionally that
15 consideration included a finding that a proposed alteration ‘complies’ [with]
16 or ‘satisfies’ a particular item of consideration or a number of these
17 considerations. Sometimes the findings address a particular item of
18 consideration in isolation. In either case, the findings support the conclusion
19 that the Council considered the applicable items in determining that the
20 proposal met the required compatibility criterion, and not that the items listed
21 for consideration are somehow standards for approval that require
22 compliance. * * *” Respondent’s Brief 16-17 (Appendix citations omitted).

23 The city’s argument appears to be that it is only obligated to determine whether the
24 proposed alterations are “compatible” with the existing theater and that LDC
25 2.9.100.04(b)(2) and (3) only set out considerations. If we understand the city correctly, it
26 argues that so long as the city council actually considered relevant parts of LDC
27 2.9.100.04(b)(2) and (3), that is all LDC 2.9.100.04 requires, because, in the city’s view,
28 LDC 2.9.100.04(b)(2) and (3) do not set out mandatory approval standards.

29 There are a number of problems with the city’s argument. First, the argument does
30 not appear in the challenged city council decision, and the city may not advance that
31 interpretation of LDC 2.9.100.04(b)(2) and (3) for the first time in its brief. *Bauer v. City of*
32 *Portland*, 47 Or LUBA 459, 463 (2004); *Friends of Neabeack Hill v. City of Philomath*, 30

2.9.100.04(b) is the focus of petitioners’ remaining assignments of error, we set out all the relevant parts of LDC 2.9.100.04(b) in the appendix of this opinion to provide a single point of reference.

1 Or LUBA 46, 60-61 (1995), *aff'd* 139 Or App 39, 911 P2d 350 (1996). Second, the city
2 council did not treat LDC 2.9.100.04(b)(2) and (3) as though they were mere considerations.
3 To the contrary, the decision repeatedly refers to subsections of LDC 2.9.100.04(b)(3) as
4 criteria. Third, the interpretation is inconsistent with the structure and language of LDC
5 2.9.100.04(b). LDC 2.9.100.04(b) is entitled “Review Criteria.” See Appendix. The first
6 paragraph of LDC 2.9.100.04(b)(1) expressly provides that “Historic Preservation Permit
7 request[s] shall be evaluated against the review criteria listed below.” LDC 2.9.100.04(b)(3)
8 is entitled “Compatibility Criteria for Structures and Site Elements.” The city is correct that
9 LDC 2.9.100.04(b)(3) directs that “[c]ompatibility *considerations* shall include the items
10 listed in ‘a – n,’ below[.]” However, that single reference to considerations is not sufficient
11 to render the LDC 2.9.100.04(b)(3)(a) through (n) compatibility criteria into nonmandatory
12 considerations, particularly where the compatibility criteria themselves are generally written
13 as mandatory standards.¹³ Although LDC 2.9.100.04(b)(2) is not labeled as a review
14 criterion, it directs that the city make one of two alternative findings. Neither LDC
15 2.9.100.04(b)(2) nor 2.9.100.04(b)(3) are mere considerations. We reject the city’s argument
16 to the contrary.¹⁴

17 **B. First Subassignment of Error**

18 Petitioners’ first subassignment of error is based on the introductory paragraph of
19 LDC 2.9.100.04, which precedes LDC 2.9.100.04(b) and is not quoted in the Appendix. As
20 relevant, that paragraph provides:

21 *“Some exterior Alterations or New Construction involving a Designated*
22 *Historic Resource may be needed to ensure its continued use. Rehabilitation*

¹³ For example, LDC 2.9.100.04(b)(3)(a) directs in part that “Architectural features, such as balconies, porches, bay windows, dormers, or trim details on main facades shall be retained, restored, or designed to complement the primary structure and any existing surrounding comparable Designated Historic Resources.”

¹⁴ A much stronger case could be made that the considerations listed in LDC 2.9.100.04(b)(1) are merely considerations rather than approval criteria. See Appendix. However, petitioners do not challenge the city’s application of LDC 2.9.100.04(b)(1).

1 of a Designated Historic Resource includes an opportunity to make possible
2 an efficient contemporary use through such alterations and additions. A
3 Historic Preservation Permit request for any of the following Alteration or
4 New Construction activities shall be approved if the Alteration or New
5 Construction is in compliance with the associated definitions and review
6 criteria listed below. * * *” (Italics and underlining added.)

7 Petitioners’ first subassignment of error is that “[t]he challenged findings are
8 inadequate because they fail to determine that the proposed alterations to the Whiteside
9 Theater are ‘needed to assure its continued use.’” Petition for Review 13. Although
10 petitioners make no attempt to explain why, they apparently view the italicized sentence
11 quoted above to require that all exterior alterations or new construction involving a
12 designated historic resource must be “needed to ensure [the designated historic resource’s]
13 continued use.”

14 An initial problem with this subassignment of error is that the italicized sentence does
15 not say that *all* exterior alterations or new construction involving a designated historic
16 resource must be needed to ensure the designated historic resource’s continued use. It only
17 says that “*Some* exterior Alterations or New Construction involving a Designated Historic
18 resource” may be needed for that purpose. The italicized sentence does not preclude the
19 possibility that some other exterior alterations or new construction may be needed for other
20 purposes.

21 A second problem with this subassignment of error is that the final underlined
22 sentence makes it clear that the review criteria appear below the quoted paragraph. The first
23 sentence is clearly not among the city’s review criteria for Historic Preservation Permits. It
24 is an observation about Historic Preservation Permits, and it is not something the city council
25 was required to address in its findings.

26 The first subassignment of error is denied.

1 **C. Second Subassignment of Error**

2 In one of its preliminary findings that appears in the HRC’s decision—before the
3 findings that address the LDC 2.9.100.04(b)(3) compatibility criteria—the city council found
4 that “[t]o the extent that the criteria are ambiguous,” it is appropriate to consider the purpose
5 of LDC Chapter 2.9. LDC 2.9.20(a) provides that one of the purposes of LDC Chapter 2.9 is
6 to “[i]mplement [the] historic and cultural resource policies of Comprehensive Plan Article 5,
7 Section 5.4. – Historical and Cultural Resources.” Comprehensive Plan Article 5, Section
8 5.4 includes the following policy:

9 “5.4.2 The City shall encourage property owners to preserve historic
10 structures in a state as close to their original construction as possible
11 while allowing the structure to be used in an economically viable
12 manner.”

13 After noting plan policy 5.4.2, the city council adopted the following finding:

14 “[T]he proposed exterior alteration preserves and restores the building’s south
15 facade which is the most historically significant, while allowing the structure
16 to be used in an economically viable manner, and finds that this is consistent
17 with Comprehensive Plan policy 5.4.2, and therefore with LDC 2.9.20(a).”
18 Record 16.

19 Petitioners contend the city’s first error in the above-quoted finding was in failing to
20 identify any ambiguity that might trigger a need to consider LDC 2.9.20(a) and policy 5.4.2.
21 Petitioners contend the city council’s consideration of plan policy 5.4.2 led it to
22 inappropriately rely on economic viability as a reason for granting the disputed Historic
23 Preservation Permit.

24 Even if we accept petitioners’ position that plan policy 5.4.2 is not a directly
25 applicable approval standard, it is difficult to see how city council’s consideration of that
26 policy in *approving* the disputed permit could constitute reversible error, so long as the city
27 council in fact also considered the applicable approval criteria and found that they are all
28 satisfied. Petitioners suggest that the city council may have inappropriately relied on plan
29 policy 5.4.2 to consider economic viability in a way that is inconsistent with one or more

1 approval criteria. But petitioners do not identify any criteria that they believe the city
2 erroneously found were satisfied based on plan policy 5.4.2 and a need to ensure
3 economically viable use of the property. Absent such a demonstration, we conclude the city
4 council’s finding regarding plan policy 5.4.2 was harmless error, if it was error at all.

5 The second subassignment of error is denied.

6 **D. Third Subassignment of Error**

7 LDC 2.9.100.04(b)(2) is set out in the Appendix, and provides as follows:

8 **“In general, the proposed Alteration or New Construction shall either:**

9 “a) Cause the Designated Historic Resource to more closely approximate
10 the original historic design or style, appearance, or material
11 composition of the resource relative to the applicable Period of
12 Significance; or

13 “b) Be compatible with the historic characteristics of the Designated
14 Historic Resource and/or District, as applicable, based on a
15 consideration of the historic design or style, appearance, or material
16 composition of the resource.”

17 **1. The City’s Findings**

18 The city council adopted findings concerning LDC 2.9.100.04(b)(2), which are set
19 out below:

20 “The City Council finds that the General Review Criteria in LDC Section
21 2.9.100.04(b)(1) were considered in reaching the decision that the proposed
22 alterations are compatible with the existing and surrounding comparable
23 Designated Historic Resources. The City Council finds that in general, the
24 proposed alterations to the south facade will cause the Whiteside Theater
25 Building to more closely approximate its original historical design, style and
26 appearance than it currently does, consistent with LDC 2.9.100.04(b)(2)(b).
27 The City Council finds that the applicant’s suggested condition of approval to
28 require the installation of garden boxes to closely resemble the original garden
29 boxes would comply with LDC Section 2.9.100.04(b)(2). The City Council
30 finds that, given the utilitarian nature of the west facade, and the survey’s
31 focus on the value of the south facade, the proposed changes to the west
32 facade are compatible with the historic characteristics of the Whiteside
33 Theater building, as applicable, based on the historic design, style and
34 appearance of the building and proposed alterations.” Record 22.

1 We agree with petitioners that the above findings are inadequate and that this
2 subassignment of error therefore must be sustained. But we will not attempt to summarize
3 and resolve all the competing interpretive arguments that petitioners and the city make in
4 their briefs. If the city council determines that it must consider those interpretive arguments
5 to adequately address LDC 2.9.100.04(b)(2) on remand, it may do so. We believe it would
6 be more useful to explain why the above findings are inadequate and then suggest how some
7 interpretations of LDC 2.9.100.04(b)(2) by the city on remand would likely facilitate
8 addressing that criterion.

9 Turning to the city’s findings quoted above, we do not understand the first sentence.
10 That sentence mentions the findings that the city adopted to address a different criterion,
11 LDC 2.9.100.04(b)(1). See Appendix. However, the first sentence makes no attempt to
12 explain how those findings have any direct or relevant bearing on whether the proposed
13 alterations and new construction comply with either subsection (a) or (b) of 2.9.100.04(b)(2).

14 The second finding concludes that the proposed changes to the south facade will
15 cause the theater “to more closely approximate its original historic design, style and
16 appearance than it currently does, consistent with LDC 2.9.100.04(b)(2)(b).” The city
17 council presumably meant to cite subsection (a) of LDC 2.9.100.04(b)(2) rather than
18 subsection (b). This finding is conclusory, but we are not sure petitioners dispute that many
19 of the south facade changes satisfy LDC 2.9.100.04(b)(2)(a). On remand that issue can be
20 clarified and, if so, the city can elaborate or identify any findings that it adopts elsewhere in
21 its decision that are adequate to demonstrate that the south facade improvements comply with
22 LDC 2.9.100.04(b)(2)(a).

23 The third sentence addresses the garden boxes. Although the city council does not
24 identify which subsection of LDC 2.9.100.04(b)(2) it believes replacing the garden boxes
25 complies with, it presumably is LDC 2.9.100.04(b)(2)(a). We do not understand petitioners
26 to challenge that finding.

1 The final sentence is the most problematic of the four. The proposed changes to the
2 west facade are extensive and will dramatically change the existing appearance of the west
3 facade. The city council’s final finding cites the existing utilitarian nature of the west facade
4 and the focus of the historic survey on the south facade and then simply concludes that the
5 west facade changes therefore comply with the requirement of LDC 2.9.100.04(b)(2) that the
6 improvements are “compatible with the historic characteristics of the [historic theater] based
7 on a consideration of the historic design or style, appearance, or material composition of the
8 resource.” Some additional explanation in the findings is going to be needed to support that
9 conclusion. The west facade improvements do not appear to be “compatible with the historic
10 characteristics of the” west facade of the Whiteside Theater. If the reference to the utilitarian
11 nature of the west facade means the city council believes the existing west facade can be
12 disregarded for purposes of LDC 2.9.100.04(b)(2), so that the proposed changes to the west
13 facade need only be compatible with the south facade, the city needs to more clearly state
14 and explain that position. The city will also need to explain how it can take that position
15 when it later finds that “both the west and south elevations maintain a high degree of historic
16 integrity as defined in LDC Chapter 1.6.” Record 22.

17 **2. Interpretive Issues**

18 To the extent our discussion above is not sufficient to identify some interpretive
19 issues the city council will likely want to address on remand, we briefly discuss some of the
20 more obvious interpretive issues here.

21 We tend to agree with the city’s argument in its brief that the correct focus under
22 LDC 2.9.100.04(b)(2) is on the proposed alteration or new construction itself. Those
23 alterations are described in some detail at ns 1 and 2 and in the related text above. The city
24 must determine whether the proposed changes will “cause the [theater] to more closely
25 approximate [its] original historic design or style, appearance, or material composition”
26 (thereby satisfying subsection (a) of LDC 2.9.100.04(b)(2)) or whether the proposed changes

1 will “[b]e compatible with the historic characteristics of the [theater], based on a
2 consideration of the historic design or style, appearance, or material composition of the
3 [theater]” (thereby satisfying subsection (b) of LDC 2.9.100.04(b)(2)). We are not sure
4 there is any disagreement on this point, although the parties phrase their arguments in ways
5 that make it difficult to be sure.

6 A second interpretive issue may arise in performing the analysis described in the
7 foregoing paragraph. It could be that the city must demonstrate that each and every item of
8 the proposed alterations and new construction at ns 1 and 2 must be shown to satisfy either
9 subsection (a) or subsection (b). Or it could be that logically grouped alterations or
10 proposals for new construction could be considered together to determine whether those
11 groups of alterations or groups of new construction satisfy subsection a or subsection b. The
12 city council seems to believe the latter approach is appropriate. Provided the groupings are
13 logical, we agree with the city.

14 We are not sure what to make of the “[i]n general” qualification at the beginning of
15 LDC 2.9.100.04(b)(2). It could mean a number of different things. Petitioners argue that it
16 means the proposal as a whole must comply with subsection (a) or (b). The city disagrees
17 with that position in its brief. We agree with the city that it need not be interpreted in that
18 way. Another interpretation that may be possible, and which does not seem to us to be very
19 different from petitioners’ interpretation, would likely make it possible for the city to
20 approve permit applications that might otherwise have to be denied. It might be that the city
21 could interpret the “in general” language to allow the city to approve a number of proposed
22 improvements to the theater even though some of those improvements satisfy neither
23 subsection (a) nor subsection (b) of LDC 2.9.100.04(b)(2). Under such an interpretation, the
24 city council could approve the proposal so long as the proposed improvements that comply
25 with subsections (a) or (b) of LDC 2.9.100.04(b)(2) sufficiently outweigh those that do not,

1 so that the proposed improvements viewed as a whole “generally” satisfy one or more of
2 those two subsections.

3 For the reasons explained above, the city’s findings regarding LDC 2.9.100.04(b)(2)
4 are inadequate.

5 The third subassignment of error is sustained.

6 The fourth assignment of error is sustained in part and denied in part.

7 **FIFTH ASSIGNMENT OF ERROR**

8 Petitioners’ fifth assignment of error is quoted below:

9 “Respondent erred in failing to distinguish between the terms ‘main’ facade
10 and ‘primary’ facade.” Petition for Review 20.

11 Petitioners’ fifth assignment of error implicates two of the LDC 2.9.100.04(b)(3)
12 compatibility criteria, LDC 2.9.100.04(b)(3)(a) (Facades) and LDC 2.9.100.04(b)(3)(h)
13 (Building Orientation). See Appendix. Those two subsections of LDC 2.9.100.04(b)(3)
14 provide as follows:

15 “a). Facades - Architectural features, such as balconies, porches, bay
16 windows, dormers, or trim details on *main facades* shall be retained,
17 restored, or designed to complement the primary structure and any
18 existing surrounding comparable Designated Historic Resources.
19 Particular attention should be paid to those facades facing street rights-
20 of-way. Architectural elements inconsistent with the Designated
21 Historic Resource’s existing building design or style shall be avoided.”
22 (Emphasis added.)

23 “h) Building Orientation - Building orientation shall be compatible with
24 existing development patterns on the Designated Historic Resource
25 site, if in existence and proposed in part to remain, and any existing
26 surrounding comparable Designated Historic Resources. In general,
27 Alteration or New Construction shall be sited so that the impact to
28 *primary facade(s)* of the Designated Historic Resource, if in existence
29 and proposed in part to remain, is minimized.” (Emphasis added.)

30 The first sentence of the LDC 2.9.100.04(b)(3)(a) facade criterion requires that
31 architectural features on “main facades” be retained. The last sentence of the LDC
32 2.9.100.04(b)(3)(h) building orientation criterion requires that alteration or new construction

1 be sited to minimize the impact on “primary facade(s).” The city council adopted the
2 following findings regarding the LDC 2.9.100.04(b)(3)(a) facade criterion:

3 “10. The City Council notes that the application was reviewed using the
4 criterion specifically related to ‘Facades’ found in [LDC]
5 2.9.100.04(b)(3)(a). The City Council notes that that both the west
6 and south elevations maintain a high degree of historic integrity as
7 defined in LDC Chapter 1.6. The City Council notes that there was
8 considerable testimony related to the treatment of the building facades
9 in this case.

10 “The City Council notes that the building’s most historically
11 significant facade is its architecturally embellished south facade. The
12 City Council notes that the south facade is the facade that displays the
13 Italian Renaissance architectural style and the facade that identifies the
14 building’s historic use as a theater. The City Council finds that,
15 although the west facade deserves ‘particular attention’ because it
16 faces a street right-of-way, it is not reflective of Italian Renaissance
17 architecture. The City Council notes that the building design
18 historically focused on the south facade. The city Council notes that
19 the west facade was utilitarian in nature, without rare or unusual
20 architectural design or style, or type of construction. The City Council
21 finds that the building’s main facade is the south facade. The City
22 Council finds that the proposed alterations to the west facade are
23 compatible with the Italian Renaissance architecture evident on the
24 south facade. The City Council finds that the proposed alterations to
25 the west facade are consistent with the requirement that ‘particular
26 attention’ should be paid to those facades facing street rights-of-way.
27 After considering the proposal as it impacts the west and south
28 facades, the City Council concludes that the proposal is consistent
29 with this criterion.” Record 22.

30 Although the reasoning that petitioners advance in support of their first argument is
31 difficult to follow, we understand petitioners to argue that the city erred by assuming the
32 theater could only have one “main facade.”

33 In its findings addressing the LDC 2.9.100.04(b)(3)(a) building orientation criterion,
34 the city council expressly considered whether a historic building might have more than one
35 *primary* facade. The city council concluded that historic buildings could have more than one

1 primary facade, but the Whiteside Theater is not such a building.¹⁵ We suspect the
2 parenthetical “s” at the end of “primary facade(s)” had something to do with the city
3 council’s interpretation that the LDC 2.9.100.04(b)(3)(h) building orientation criterion
4 anticipated buildings that might have more than one *primary* facade. The LDC
5 2.9.100.04(b)(3)(a) *main* facade criterion is not phrased in that way. Therefore, if the city
6 council had been asked to decide the question, and had determined that historic structures
7 only have one “main facade” within the meaning of LDC 2.9.100.04(b)(3)(a), it does not
8 seem likely that that interpretation would be reversible under ORS 197.829(1). However,
9 even if a historic building could have more than one main facade, petitioners make no
10 attempt to explain how they believe “main facades” and “primary facades” are different.¹⁶
11 Neither do they offer any reason to believe that the analysis that the city council applied to
12 conclude that the south facade is the Whiteside Theater’s only primary facade would not
13 have also led the city council to conclude that the south facade is the Whiteside Theater’s

¹⁵ The city council’s findings include the following:

“* * * The City Council finds that the most historically important elevation is the south elevation, in part because of the architecturally embellished entry. The City Council finds that the west facade is not reflective of Italian Renaissance architecture, and therefore does not constitute as high a degree of historical significance as the south facade. * * * The City Council notes that the term ‘primary facade(s)’ on its face is somewhat ambiguous. [T]he City Council agrees with opponents that the code language clearly anticipates the possibility that some Designated Historic Resources may have more than one ‘primary facade,’ depending on the nature of the resource. [A] Designated Historic Resource may have more than one building (perhaps each with a primary facade), or a single building could have been constructed and oriented in such a way that it presented more than one primary facade. The City Council notes that the Whiteside Theater was constructed so that the Theater entrance, marquee and significant ornamentation were all on the south facade. The Council concludes that the given the utilitarian nature of the Whiteside’s west facade, the Whiteside Theater has a single primary facade on the south.” Record 14-15.

¹⁶ The dictionary definitions of the two terms are similar:

“**main** * * * **1** : outstanding, conspicuous, or first in any respect : GREAT, PREEMINENT : PRINCIPAL * * *.” Webster’s Third New Intern’l Dictionary, 1362 (unabridged ed 1981).

“**primary** * * * **1 a** : first in order of time or development : INITIAL * * * **2 a** : first in rank or importance : CHIEF, PRINCIPAL * * *.” Webster’s Third New Intern’l Dictionary, 1800 (unabridged ed 1981).

1 only main facade. Absent such an effort on petitioners' part, we believe it is appropriate to
2 assume that the city council would have determined the west facade is not a main facade for
3 the same reason it concluded that it is not a primary facade. Petitioners do not challenge the
4 city council's primary facade findings.

5 Petitioners' final argument under the fifth assignment of error is quoted below:

6 "[T]he challenged decision fails to address the significance of each of the
7 three sentences addressing facades. * * * The second sentence requires that
8 particular attention be paid to facades facing street right-of-ways. And the
9 third sentence, unlike the first, addresses all facades, not just main facades or
10 facades facing street right-or-ways. The third sentence prohibits architectural
11 elements that are inconsistent with the historic resource's existing building
12 design or style. The challenged decision does not even address this last
13 sentence or how the proposed changes to the west facade might comply with
14 it." Petition for Review 23.

15 In the findings quoted in the text above, the city council found "that the proposed
16 alterations to the west facade are consistent with the requirement that 'particular attention'
17 should be paid to those facades facing street rights-of-way." Record 22. While conclusory,
18 the finding addresses the second sentence of LDC 2.9.100.04(b)(3)(a). Later in its decision,
19 the city council adopts several pages of findings addressing the west and south facades.
20 Absent a more developed argument from petitioners, we conclude those findings are
21 adequate to demonstrate that the city paid "particular attention" to the west facade. Finally,
22 in the findings quoted in the text above, the city council also found "that the proposed
23 alterations to the west facade are compatible with the Italian Renaissance architecture
24 evident on the south facade." Again, absent a more developed argument from petitioners, we
25 conclude that finding and the findings later in the decision that discuss the proposed
26 alterations are adequate to demonstrate the alterations are not "inconsistent with the
27 [theater's] existing building design or style * * *."

28 The fifth assignment of error is denied.

1 **SIXTH ASSIGNMENT OF ERROR**

2 Petitioners' sixth assignment of error argues the city erred in concluding that the
3 proposal complies with the LDC 2.9.100.04(b)(3) criteria. See Appendix. After describing
4 the proposed changes to the west facade and what petitioners believe are the significant
5 historical features of the west facade, petitioners offer the following argument:

6 “* * * The proposed changes to the west facade are enormous. Removing
7 over 40% of the west wall will prohibit its historic use and will destroy its
8 building style as a theater.

9 “The challenged findings identify the relevant criteria to include: Facades,
10 Building Materials, Architectural Details, Pattern of Window and Door
11 Openings, and Differentiation. However, the challenged decision does not
12 separately address those criteria. That approach, in itself, would not be
13 sufficient to require remand, if it could be shown that the findings support the
14 conclusion that each of those separate criteria is satisfied. However, in this
15 case, the approach is used to gloss over the inadequacies of the proposed
16 changes as they relate to the stated relevant criteria.

17 “It is important to note that two of those listed criteria, Architectural Details
18 and Pattern of Window and Door Openings do not allow, in the compatibility
19 determination, consideration of surrounding comparable resources. Further,
20 as depicted in the drawings of the proposed changes to the west wall, the
21 alterations would change the orientation of the building, contrary to the
22 Orientation provision. The city failed to directly consider or analyze the
23 Orientation criterion.” Petition for Review 25 (underscoring in original;
24 footnote omitted).

25 The argument presented in the first two paragraphs quoted above is insufficiently
26 developed to permit review. *Deschutes Development v. Deschutes Cty.*, 5 Or LUBA 218,
27 220 (1982). If petitioners believe the city failed to address or inadequately addressed the
28 Building Materials, Architectural Details, Pattern of Window and Door Openings, and
29 Differentiation criteria, they must make some attempt to explain why they believe that is the
30 case.

31 The last paragraph quoted above comes a bit closer, but is also inadequate to state a
32 basis for reversal or remand. Petitioners contend that the Architectural Details and Pattern of
33 Window and Door Openings criteria “do not allow * * * consideration of surrounding

1 comparable resources.” Those criteria are set out as subsections (c) and (g) of LDC
2 2.9.100.04(b)(3).¹⁷ While the required focus under LDC 2.9.100.04(b)(3)(c) and (g) is the
3 historic resource itself, here the theater, LDC 2.9.100.04(b)(3)(c) and (g) do not *prohibit*
4 considering other historic resources. So long as the proposed improvements are shown to be
5 compatible with the theater’s architectural details and window and door openings are shown
6 to be compatible with the theater’s window and door openings, it does not matter if the city
7 council also considered the proposed improvements compatibility with other historic
8 resources. We can infer from petitioners’ undeveloped argument that they believe that is the
9 case, but petitioners’ argument is simply not sufficiently developed.

10 Finally, petitioners’ contention that the city “did not directly consider or analyze the
11 Orientation criterion” is incorrect.¹⁸ The city council found that the orientation of the
12 building would not be changed and petitioners fail to challenge those findings. Record 30.

¹⁷ The text of those subsections is set out below:

“c) Architectural Details - Retention and repair of existing character-defining elements of a structure, such as molding or trim, brackets, columns, cladding, ornamentation, and other finishing details and their design or style, materials, and dimensions, shall be considered by the property owner prior to replacement. Replacements for existing architectural elements or proposed new architectural elements shall be consistent with the resource’s design or style. If any previously existing architectural elements are restored, such features shall be consistent with the documented building design or style. Conjectural architectural details shall not be applied.”

“g) Pattern of Window and Door Openings – To the extent possible window and door openings shall be compatible with the original features of the existing Designated Historic Resource, if in existence and proposed in part to remain, in form (size, proportion, detailing), materials, type, pattern, and placement of openings.”

¹⁸ The city adopted the following findings:

“The City Council notes that the proposal does not impact the physical orientation or position of the building on the lot. The City council notes that the proposed alterations to the west facade may impact the visual perception or [sic – probably should be of] orientation of the west elevation.” Record 30.

1 **SEVENTH ASSIGNMENT OF ERROR**

2 One of the bases for Whiteside’s appeal of the HRC decision denying its application
3 for the Historic Preservation Permit was that the HRC improperly relied on US Secretary of
4 Interior Standards for preservation. *See* n 3. In its decision, the city council adopted the
5 following findings in reaching its decision to approve the Historic Preservation Permit:

6 “[O]ne of the grounds provided for the appeal was the applicant’s perception
7 that the [HRC] used the Secretary of the Interior Standards as a basis for its
8 decision. The City Council finds that the Council decision was based on the
9 applicable review criteria found in LDC Chapter 2.9 and the related Corvallis
10 Comprehensive Plan provisions. The Council sees no need to refer to the
11 Secretary of the Interior Standards as a basis for its decision. The Council
12 notes that LDC 2.9.10 specifically states that the provisions in LDC 2.9 are
13 intended to ‘adequately implement the Secretary of Interior’s Standards for
14 Rehabilitation and the Secretary of Interior’s Standards for Preservation, since
15 they were used in the development of review criteria for Historic Preservation
16 Permit requests.’ The Council interprets this language to mean that the
17 provisions within LDC 2.9 fully implement the Secretary of Interior Standards
18 and therefore the Standards themselves are not relevant criteria.” Record 14.

19 In their seventh assignment of error petitioners allege the city council “erred in
20 ignoring the significance of the Secretary of Interior Standards.” Petition for Review 25.

21 Petitioners’ argument in support of the seventh assignment of error is set out below:

22 “While petitioners do not contend that the Secretary of Interior Standards are
23 themselves approval criteria, the standards do inform the city’s interpretation
24 of the code. The Secretary of Interior Standards were the basis for LDC 2.9
25 and the city’s historic preservation provisions, including those provisions
26 addressing alteration and new construction. Accordingly, the city can and
27 should review the Secretary of Interior Standards when interpreting its historic
28 preservation provisions. To the extent the city determined that it could not
29 consider the Secretary of Interior Standards in an interpretation of its code, it
30 erred.” Petition for Review 26.

31 The city disputes petitioners’ argument that the “Secretary of Interior Standards were
32 the basis for LDC 2.9.” According to the city “they were used in the development of review

1 criteria” and one of the stated purposes of LDC Chapter 2.9 is to “adequately’ implement
2 the Secretary of Interior’s Standards * * *.” Respondent’s Brief 34.¹⁹

3 Since petitioners and the city apparently agree that the Secretary of Interior Standards
4 do not apply directly, the only remaining questions are (1) must the city council consider
5 those standards in the event they provide relevant guidance in resolving ambiguities in the
6 text of LCD Chapter 2.9 and (2) did the city refuse to do so in this case? We conclude that
7 the city council could consider relevant Secretary of Interior Standards as context in
8 resolving ambiguities in LDC Chapter 2.9, since LDC Chapter 2.9 was adopted to implement
9 those standards. *See PGE v. Bureau of Labor and Industries*, 317 Or 606, 610-11, 859 P2d
10 1143 (1993) (text and context considered at first level of statutory interpretation). More
11 precisely, in resolving ambiguities in any LDC standard that can be identified as a standard
12 that was adopted to implement a Secretary of Interior Standard, we believe it would be
13 appropriate for the city council to consider the Secretary of Interior Standard for any
14 assistance it might provide in resolving the identified ambiguity.

15 However, under their seventh assignment of error, petitioners identify no ambiguity,
16 for which the Secretary of Interior Standards have some relevant bearing, where the city
17 council refused to consider the Secretary of Interior Standards. Therefore, the seventh
18 assignment of error provides no basis for reversal or remand.²⁰

¹⁹ LDC 2.9.20(a) through (i) sets out the purposes of LDC Chapter 2.9. The last of those stated purposes is LDC 2.9.20(1), which provides:

“Adequately implement the Secretary of the Interior’s Standards for Rehabilitation and the Secretary of Interior’s Standards for Preservation, since they were used in the development of review criteria for Historic Preservation Permit requests. The review criteria contained herein implement these standards in a manner that adequately protects Designated Historic Resources consistent with Secretary of the Interior’s Standards for Rehabilitation and the Secretary of Interior’s Standards for Preservation.” (Footnotes omitted.)

²⁰ In their eighth assignment of error, petitioners argue the city council should have considered one of the Secretary of Interior’s Standards in interpreting and applying LDC 2.9.100.04(b)(2)(a) to the proposed marquee and that had the city council done so, they would not have concluded that the proposed marquee complies with LDC 2.9.100.04(b)(2)(a). For the reasons explained below in our discussion of the eighth assignment of error, we do not agree.

1 **EIGHTH AND NINTH ASSIGNMENTS OF ERROR**

2 Under these assignments of error, petitioners argue the city council adopted an
3 erroneously short view of the “applicable Period of Significance” of the theater and
4 erroneously found that the proposed marquee satisfies LDC 2.9.100.04(b)(2).

5 As we explained in our discussion of the fourth assignment of error, LDC
6 2.9.100.04(b)(2) requires that the city find that the proposed improvements satisfy either
7 subsection (a) or subsection (b) of LDC 2.9.100.04(b)(2). We again set out the text of LDC
8 2.9.100.04(b)(2) below:

9 **“In general, the proposed Alteration or New Construction shall either:**

10 “a) Cause the Designated Historic Resource to more closely approximate
11 the original historic design or style, appearance, or material
12 composition of the resource relative to the applicable Period of
13 Significance; or

14 “b) Be compatible with the historic characteristics of the Designated
15 Historic Resource and/or District, as applicable, based on a
16 consideration of the historic design or style, appearance, or material
17 composition of the resource.”

18 The city council adopted the following findings in concluding that the proposal to
19 replace the 1950s era neon marquee with a marquee that closely approximates the original
20 marquee complies with LDC 2.9.100.04(b)(2):

21 “* * * [T]he existing 1950’s marquee is proposed to be replaced with a replica
22 of the original 1920’s marquee. The City Council notes that the existing
23 marquee is over fifty years old, and is located on a Designated Historic
24 Resource, therefore, the [existing] marquee is a historic element of the
25 Whiteside Theater building.^[21] * * *

26 “* * * The City Council notes that the new marquee is proposed to be
27 constructed to closely resemble the appearance of the original marquee based
28 on historical photographs of the original marquee submitted by the applicant.
29 * * *

²¹ We added the word “existing” to this sentence to clarify our understanding that the city council found that the existing 1950s neon marquee is itself a historic element of the theater.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

“* * * * *

“The City Council finds that the design of the 1950’s marquee is inconsistent with the Italian Renaissance style. The City Council finds that replacing the 1950’s era marquee with a marquee that closely resembles the original marquee is consistent with the criterion in LDC * * * 2.9.100.04(b)(2). This criterion states that a proposed alteration shall cause the Designated Historic Resource to more closely approximate the original historic design or style, appearance, or material composition of the resource relative to the applicable Period of Significance. Though not explicitly stated in the building’s Statement of Significance, the City Council finds the Period of Significance was approximately 1922 to 1936, a period prior to the installation of the existing marquee. The city Council finds the new marquee causes the theater to more closely approximate the Italian Renaissance style of the building as a whole, and the proposed marquee more closely approximates the original design or style of the marquee.” Record 23.

Three of the above findings play a role in resolving the parties’ arguments under the eighth and ninth assignments of error: (1) the existing neon marquee is historic in its own right; (2) the proposed marquee is more consistent with the original marquee and the original Italian Renaissance style of the theater; and (3) the relevant Period of Significance is 1920 to 1936.

A close reading of LDC 2.9.100.04(b)(2)(a) shows that the city council correctly found that the proposed marquee complies with that subsection of LDC 2.9.100.04(b)(2). Again, under that subsection, the proposed marquee can be approved if it “more closely approximate[s] the *original historic design or style*, appearance, or material composition of the resource * * *.” Although the 1950s marquee is itself historic, as the city council recognized in the above quoted findings, there simply is no question that the proposed marquee more closely approximates the original marquee which in turn was part of the original historic Italian Renaissance design. Approval of the proposed marquee is therefore consistent with LDC 2.9.100.04(b)(2)(a).

In their ninth assignment of error, petitioners argue that the Period of Significance extends from the time the theater was constructed until as late as the present day. We tend to agree with petitioners, based on the LDC 1.6.30 definition of the term “Period of

1 Significance,” that the city council’s unexplained finding that the applicable Period of
2 Significance began in 1922 and ended in 1936 is questionable.²² But we agree with the city
3 that even if the Period of Significance extends until the present, the city’s findings are
4 adequate to demonstrate that the proposed marquee complies with LDC 2.9.100.04(b)(2)(a).
5 There does not appear to be any dispute that the Period of Significance began in 1922 when
6 the theater began. Therefore, in this case, there are only two relevant questions under LDC
7 2.9.100.04(b)(2)(a). First, what is the “original historic design or style?” Second, does the
8 proposed marquee or the existing marquee “more closely approximate” that style? The
9 answer to the first question is the Italian Renaissance architecture of the south facade. The
10 answer to the second question is the proposed marquee. Since there is no dispute about when
11 the Period of Significance began, the answers to those questions are unaffected by the end-
12 date of the Period of Significance. Therefore, even if the Period of Significance extends until
13 today, the proposed marquee more closely approximates the original Italian Renaissance
14 design or style and the city council’s finding regarding the end-date of the Period of
15 Significance is at most harmless error.

16 Finally, petitioners argue that the city council should have considered one of the
17 Secretary of Interior Standards for rehabilitation, which provides:

18 “(4) Most properties change over time; those changes that have acquired
19 historic significance in their own right shall be retained and
20 preserved.”

²² LDC 1.6.30 provides the following definition:

“**Period of Significance** - Period of Significance is the length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for National Register of Historic Places listing and/or Local Register listing. Period of Significance usually begins with the date when significant activities or events began giving the property its Historic Significance; this is often a date of construction. Period of Significance usually ends with the date when the significant activities or events stopped giving the property its Historic Significance. For prehistoric properties, the Period of Significance is the broad span of time about which the site or district is likely to provide information; it is often the period associated with a particular cultural group.”

1 However, petitioners' only argue the Secretary of Interior's Standard is relevant in correctly
2 determining the Period of Significance, which we have already determined does not matter
3 when it comes to applying LDC 2.9.100.04(b)(2)(a) to the proposed marquee.

4 The eighth and ninth assignments of error are denied.

5 **TENTH ASSIGNMENT OF ERROR**

6 A new cornice is proposed for the west facade. The city's findings addressing the
7 new cornice are set out below:

8 "[T]he applicants are proposing to install a simple cornice on the west
9 elevation roof line, designed to match the pattern and dimension of the
10 existing south elevation cornice. The cornice is proposed to be fabricated
11 from metal and painted a dark earth tone color and would resemble the
12 cornice on the Forest Temple Gallery building on SW Second Street in
13 Corvallis. [T]he applicant is proposing the cornice to compensate for the
14 'visual anomaly' caused by the location of the second story windows, which
15 are lower than would be typical to avoid impacts to the interior ceiling. [T]he
16 cornice would tie-in with the existing cornice on the south elevation, and
17 would be of the same width, but would not include the ornamentation present
18 on the south cornice.

19 "[T]he materials of the cornice are reflective of, and complementary to, the
20 materials of the existing cornice. [T]he design of the proposed cornice
21 complements, and is consistent with the existing cornice and design of the
22 building. [T]he proposed cornice will be visually different from the existing
23 cornice because of its simplified style. The City Council therefore finds that
24 the proposed cornice complies with the Facades, Building Materials,
25 Architectural Details, and Differentiation criteria." Record 26.

26 Petitioners argue the city council erred in concluding the proposal complies with the
27 compatibility criteria:

28 "* * * The City Council struggles in its findings to find a happy place
29 between differentiation, requiring changes to stand out as different from
30 original elements, and compatibility, requiring changes to reflect the
31 structure's original historicity. There never was a cornice on the west
32 elevation. The reason given for adding the proposed west elevation cornice is
33 to fill the void that would occur due to the addition of the second story
34 windows. The findings make it clear that the cornice is being added merely to
35 avoid a visual anomaly that is created as a result of other changes that the
36 applicant proposes to the west facade. Neither are they intended to be
37 approved to allow the designated historic resource to fit in with the

1 surrounding area. The city's justification for approving the proposed cornice
2 is based, at least in part, on its resemblance to a cornice on the 'Forest Temple
3 gallery Building * * *.' [T]he code only allows the city to consider whether
4 or how the proposed alterations are compatible with the Whiteside Theater
5 itself. * * *

6 "Further, LDC 2.9.100.04(b)(3)(c) precludes the addition of this cornice.
7 LDC 2.9.100.04(b)(3)(c): Architectural Details provides in relevant part:
8 'Conjectural architectural details shall not be applied.' The term 'conjectural'
9 is not defined in the [LDC]. Accordingly, the city's first error was its failure
10 to determine the meaning of that term, and thus, the meaning of LDC
11 2.9.100.04(b)(3)(c).

12 "The term 'conjectural' appears to be a term of art, and the Webster's
13 dictionary definition is less than helpful in defining this term as it applies in
14 the architectural setting or with regard to historic preservation. However, this
15 provision is taken from provisions in the Secretary of Interior Standards,
16 which is helpful in understanding its meaning. * * * 68 CFR 68.3(b)(3)
17 provides:

18 "Each property will be recognized as a physical record of its
19 time, place and use. Changes that create a false sense of
20 historical development, such as adding conjectural features or
21 elements from other historic properties, will not be
22 undertaken.'

23 "The proposal to add the west elevation cornice is a change that 'creates a
24 false sense of historical development.' There never was a cornice on the west
25 elevation, and its addition at this point is not representative of the historic
26 development of the Whiteside Theater. The city's decision should be
27 remanded for an interpretation of the code and an explanation how the cornice
28 complies with the apparent prohibition set forth in LDC 2.9.100.04(b)(3)(c)."
29 Petition for Review 30-32 (footnote omitted).

30 LDC Chapter 2.9 was not written with ease of application in mind. It includes so
31 many subjective and ambiguously worded provisions that a decision maker faces an
32 exceedingly difficult task in applying its standards. In this case, the city findings quoted
33 above explain that the new cornice on the west facade is needed to avoid a visual anomaly
34 that will otherwise result due the placement of the second floor windows. The above
35 findings explain why the city concluded the proposed cornice satisfies the somewhat
36 inconsistent requirements that such a new cornice be compatible with the existing cornice on

1 the south facade, as LDC 2.9.100.04(b)(2)(b) requires, but also different from that existing
2 cornice so that it complies with the LDC 2.9.100.04(b)(3)(n) requirement for
3 “Differentiation.”²³ Petitioners do not really challenge the adequacy of those findings.
4 Although petitioners also fault the city and applicant for trying to make the new cornice look
5 like the cornice on a nearby building, we do not see that it is error to do that.

6 However, while we have some sympathy for the difficult task the city faces in
7 navigating LDC 2.9.100.04(b)(2) and the 2.9.100.04(b)(3) compatibility criteria, the city
8 council’s findings expressly state that the LDC 2.9.100.04(b)(3)(c) “Architectural Details”
9 criteria were applied to the west facade. We are not sure what a “conjectural architectural
10 detail” is. The city does not argue that no issue was raised concerning whether the cornice
11 proposed for the west facade violates the LDC 2.9.100.04(b)(3)(c) prohibition on
12 “conjectural architectural details,” and the city council’s decision does not address the issue.
13 We therefore agree with petitioners that the city council’s decision must be remanded so that
14 the city council can consider whether the cornice proposed for the west facade constitutes a
15 “conjectural architectural detail” If it is, it is prohibited by LDC 2.9.100.04(b)(3)(c).

16 The tenth assignment of error is sustained.

17 **ELEVENTH ASSIGNMENT OF ERROR**

18 In their eleventh assignment of error, petitioners allege the city erred in concluding
19 that the proposed canopies satisfy the relevant LDC 2.9.100.04(b)(3) compatibility criteria.

²³ LDC 2.9.100.04(b)(3)(n) provides:

“Differentiation - An Alteration or New Construction shall be differentiated from the portions of the site’s existing Designated Historic Resource(s) inside the applicable Period of Significance. However, it also shall be compatible with said Designated Historic Resource’s Historically Significant materials, design or style elements, features, size, scale, proportion, and massing to protect the Historic Integrity of the Designated Historic Resource and its environment. Therefore, the differentiation may be subtle and may be accomplished between the Historically Significant portions and the new construction with variations in wall or roof alignment, offsets, roof pitch, or roof height. Alternatively, differentiation may be accomplished by a visual change in surface, such as a molding strip or other element that acts as an interface between the Historically Significant and the new portions.”

1 Petitioners argue the theater never had canopies. In approving the canopies, petitioners
2 contend the city council erred by relying on the existence of canopies on (1) the nearby
3 historic Hotel Corvallis and (2) nearby buildings that are not historic. Petitioners argue:

4 “The city errs in its attempts to make the Whiteside Theater fit in with other
5 buildings in the area. Its function is to make the changes compatible with the
6 designated historic resource, i.e., the Whiteside Theater itself. To the extent it
7 did not do that, it erred.” Petition for Review 33.

8 The city council adopted the following findings in approving the disputed canopies:

9 “The City Council notes that the applicant is proposing to install an
10 approximately 6 foot deep by 14 foot wide steel canopy over the new entry
11 doors on the east side of the south [facade]. The City Council notes the
12 applicant is proposing to install 5, six-foot deep, steel-channel canopies over
13 the new store front windows and entries on the west facade. The canopies
14 would be attached to the building where there is currently, and was
15 historically, no significant architectural detail. The City Council notes that
16 the theater never had a canopy other than the marquee, so it is not possible to
17 compare the proposed canopies to existing or original canopies. As such, the
18 City Council notes that compatibility of the canopies must be based on the
19 canopies’ consistency with the Whiteside Theater building and surrounding
20 Designated Historic Resources.

21 “The City Council notes that the majority of the older buildings in the
22 downtown have canopies that extend over the sidewalks fronting the
23 buildings. This is due in large part to development standards of the Central
24 Business District. The steel canopy proposed on the south elevation would
25 have a strong horizontal appearance, similar to the proposed marquee. The
26 canopy would be similar in style and materials to the canopies on the Hotel
27 Corvallis, a downtown property built circa 1927, and listed on the Local and
28 National Registers.

29 “The City Council finds that, given the proposed style, materials, and size of
30 the canopies, and similarities to canopies on a nearby Designated Historic
31 Resource, the proposed canopies are appropriate for the Whiteside Theater.
32 The canopies are consistent with the design of the Whiteside Theater
33 Building, particularly the proposed marquee, and are consistent with canopies
34 on at least one nearby historic structure from the same era. Therefore, the
35 City Council finds that the canopy complies with the Facades, Building
36 Materials, and Architectural Details criteria in LDC Section
37 2.9.100.04(b)(3).” Record 24.

38 We agree with petitioners that the city cannot rely on the fact that nearby businesses
39 have canopies to approve the disputed canopies, if those businesses are not part of the city’s

1 designated Historic Resource. But as we have said before, we do not think the city commits
2 reversible error by pointing out that some of the proposed alterations are consistent with
3 features on nearby buildings. While the focus of the city’s decision must be on the Historic
4 Resource, that Historic Resource does not exist in a vacuum, and the city council is not
5 required to completely ignore the buildings around the Historic Resource.

6 It is clear from first of the above-quoted paragraphs that the city council recognized
7 that the canopies are not going to cause the theater to “more closely approximate the original
8 historic design or style,” as required by LDC 2.9.100.04(b)(2)(a), since the theater never had
9 canopies. The final sentence in the first paragraph makes it clear that the city is relying on
10 LDC 2.9.100.04(b)(2)(b) rather than (a).²⁴ Under LDC 2.9.100.04(b)(2)(b) the proposed
11 canopies must “[b]e compatible with the historic characteristics of the Designated Historic
12 Resource and/or District, based on a consideration of the historic design or style, appearance,
13 or material composition of the resource.”

14 In the first of the above-quoted paragraphs, the city finds that there are no significant
15 architectural details where the canopies are to be attached. In the second of the above-quoted
16 paragraphs, the city council finds that the “strong horizontal appearance” of the canopies is
17 consistent with that of the proposed marquee, which in turn resembles the original marquee.
18 In that second paragraph, the city also finds that the “style and materials” of the proposed
19 canopies are similar to the canopies on the historic Hotel Corvallis.²⁵ In the third paragraph
20 the city council restates these findings and concludes, based on “the proposed style,
21 materials, and size of the canopies and similarities to canopies on” the Hotel Corvallis, “[t]he

²⁴ LDC 2.9.100.04(b)(2) is set out in the Appendix and is quoted and discussed in our discussion of the third subassignment of error under the fourth assignment of error above.

²⁵ We see nothing improper in the city considering whether the canopies are compatible with the historic Corvallis Hotel. That hotel is part of the city’s Designated Historic Resource. That the theater and hotel are different kinds of buildings does not mean the canopies cannot be compatible. We also do not see that the fact that the Hotel is two blocks away precludes the comparison or mandates an explanation for why the canopies were considered.

1 canopies are consistent with the design of the Whiteside Theater, particularly the proposed
2 marquee” and therefore “the canopy complies with the Facades, Building Materials, and
3 Architectural Details criteria in LDC Section 2.9.100.04(b)(3).”

4 Without more of an argument from petitioners, we fail to see why the city council’s
5 findings concerning the proposed canopies are inadequate. The eleventh assignment of error
6 is denied.

7 **TWELFTH ASSIGNMENT OF ERROR**

8 The question presented under the twelfth assignment of error is whether Whiteside’s
9 proposed interior modifications are subject to Historic Preservation Permit review. By
10 “interior modifications,” we understand petitioners to refer to structural modifications to the
11 theater that do not themselves alter the exterior of the theater, and therefore are not listed at
12 ns 1 and 2, but will operate in concert with the exterior alterations listed in ns 1 and 2 to
13 effect a change in the use of the theater. The parties seem to agree which LDC sections are
14 relevant in answering that question; they simply read those sections to reach different
15 interpretive conclusions.

16 The logical starting point seems to be LDC 2.9.100.02, which provides:

17 “If an activity meets the definition for an Alteration or New Construction
18 involving a Designated Historic Resource, as outlined in Section 2.9.100.01
19 above, then one of the two types of Historic Preservation Permits (Director-
20 level or HRC-level) * * * is required.”

21 The LDC 2.9.100.01 definition of “Alteration or New Construction involving a Designated
22 Historic Resource” is set out below:

23 “An activity is considered an Alteration or New Construction involving a
24 Designated Historic Resource when: the activity is not an exempt activity,
25 * * * as defined in Section[] 2.9.70 * * * and the activity meets at least one of
26 the descriptions in ‘a’ through ‘c,’ below.

- 27 “a. The activity alters the exterior appearance of a Designated Historic
28 Resource. Exterior appearance includes a resource’s facade, texture,
29 design or style, material, and/or fixtures;

1 **“b.** The activity involves a new addition to an existing Designated Historic
2 Resource or new freestanding construction on a Designated Historic
3 Resource property; and/or

4 **“c.** The activity involves installation of a Designated Historic Resource at
5 a new site location, following a Moving, if the new site is within the
6 City limits. If the new site of the Designated Historic Resource is
7 outside the City limits, no City evaluation of the resource’s installation
8 at that new site will occur because the City has no jurisdiction in such
9 locations.”

10 Finally, as relevant, LDC 2.9.70 provides the following exemption:

11 **“EXEMPTIONS FROM HISTORIC PRESERVATION PERMIT**
12 **REQUIREMENTS**

13 **“The following changes to a Designated Historic Resource shall be exempt**
14 **from the requirement for a Historic Preservation Permit. * * *.**

15 **“a. Interior Alterations - Changes to the interior of a Designated Historic**
16 **Resource that do not alter the building exterior.”**

17 In rejecting petitioners’ argument that Whiteside must seek and obtain a Historic
18 Preservation Permit for its proposed interior alterations, the city adopted the position that
19 **“LDC 2.9.70(a) merely makes it clear that alterations to the exterior of a resource are not**
20 **exempt from the requirement for a Historic Preservation Permit and review just because**
21 **those alterations are required by exempt interior changes.”** The city’s complete findings on
22 this issue are set out in the margin.²⁶ Petitioners respond that the city’s reading of LDC

²⁶ The city council’s complete findings on this issue are as follows:

“[M]uch of the testimony in opposition to the proposal focused on language from [LDC] 2.9.70(a), which provides an exemption from the code’s requirement for applications for Historic Preservation Permits when an owner of a Historic Resource undertakes ‘[c]hanges to the interior of a Designated Historic Resource that do not alter the building exterior.’ Testimony in opposition argued that this exemption must be read as requiring a permit and review of the interior alterations themselves if the changes to the interior of a Designated Historic Resource do alter the building exterior. The City Council disagrees. LDC 2.9.70(a) does not require a review and Historic Preservation Permit for changes to the interior of a resource if a building exterior is altered. LDC 2.9.70(a) merely makes it clear that alterations to the exterior of a resource are not exempt from the requirement for a Historic Preservation Permit and review just because those alterations are required by exempt interior changes. The City Council finds that nothing in LDC Chapter 2.9 requires a Historic Preservation Permit or review for a change to the interior of a resource.” Record 15.

1 2.9.70(a) is “nonsensical” and renders the exemption in LDC 2.9.70(a) “superfluous.”
2 Petition for Review 34. Petitioners argue that the only way LDC 2.9.70(a) can logically be
3 interpreted is that interior alterations that do alter the building exterior are not exempted. We
4 understand petitioners to argue that, but for the proposed interior alterations, the exterior
5 alterations would not be necessary and, for that reason, it is error to describe those interior
6 alterations as changes “that do not alter the building exterior.”

7 The city’s and petitioners’ interpretive arguments unnecessarily complicate the
8 interpretive question that must be answered to resolve the twelfth assignment of error by
9 focusing almost exclusively on the exemption provided by LDC 2.9.70(a) and ignoring or
10 paying only lip service to the role that LDC 2.9.100.01 plays in answering the question posed
11 under the twelfth assignment of error. Under LDC 2.9.100.01 the question is what activities
12 in Whiteside’s proposal qualify as “an Alteration or New Construction involving a
13 Designated Historic Resource?” Under LDC 2.9.100.01 only those activities that meet “at
14 least one of the descriptions in ‘a’ through ‘c,’ of [LDC 2.9.100.01]” require a Historic
15 Preservation Permit. The only one of those descriptions that petitioners even suggest might
16 apply in this case is description “a,” which provides:

17 “The activity alters the exterior appearance of a Designated Historic
18 Resource. Exterior appearance includes a resource’s facade, texture, design
19 or style, material, and/or fixtures[.]”

20 Reading the *exemption* in LDC 2.9.70(a) together with the LDC 2.9.100.01(a) *description* of
21 the activities that *must obtain* a Historic Preservation permit, LDC 2.9.70(a) simply makes it
22 clear that interior activities that do not themselves alter the exterior do not require Historic
23 Preservation Permits, whereas activities that do alter the exterior must receive approval via a
24 Historic Preservation Permit.²⁷ Although LDC 2.9.70(a), 2.9.100.01 and 2.9.100.02 are
25 awkwardly written, they are not particularly ambiguous.

²⁷ We therefore do not agree with the city council’s description of the purpose that is served by LDC 2.9.70(a). The purpose of LDC 2.9.70(a) is not to clarify the activities that must obtain a Historic Preservation

1 As far as we can tell, the lists of activities set out at ns 1 and 2 include every proposed
2 activity that “alters the exterior appearance” of the theater. As far as we can tell, the
3 activities that petitioners refer to as the “interior alterations” do not themselves alter “the
4 exterior appearance of a Designated Historic Resource.” For that reason, the interior
5 alterations do not require a Historic Preservation Permit under LDC 2.9.100.01 and LDC
6 2.9.100.02. We reject petitioners’ attempt to interpret LDC 2.9.70(a), 2.9.100.01 and
7 2.9.100.02 to reach a different conclusion.

8 Finally, as the city correctly points out, it is difficult to see how the city would go
9 about reviewing interior alterations that do not themselves alter the exterior of the building in
10 any event, since the criteria at LDC 2.9.100.04(b) all seem to be concerned with the exterior
11 appearance of historic structures, not the interior of historic structures that cannot be seen
12 from outside. To the extent LDC 2.9.70(a), 2.9.100.01 and 2.9.100.02 are ambiguous, that
13 context supports the city’s ultimate interpretive conclusion regarding whether LDC 2.9.70(a),
14 2.9.100.01 and 2.9.100.02 require a Historic Preservation Permit for the proposed interior
15 alterations.

16 The twelfth assignment of error is denied.

17 The city’s decision is remanded.

Permit; the purpose of LDC 2.9.70(a) is to identify activities that are exempt from the LDC 2.9.100.01 requirement for a Historic Preservation Permit. However, we agree with the city council’s ultimate interpretation that LDC 2.9.100.01 does not require a Historic Preservation Permit for interior alterations that do not themselves alter the exterior of the theater.

Appendix
LDC 2.9.100.04(b)

“Review Criteria

“1. **General** - The Alteration or New Construction Historic Preservation Permit request shall be evaluated against the review criteria listed below. These criteria are intended to ensure that the design or style of the Alteration or New Construction is compatible with that of the existing Designated Historic Resource, if in existence, and proposed in part to remain, and with any existing surrounding comparable Designated Historic Resources, if applicable. Consideration shall be given to:

“a) Historic Significance and/or classification;

“b) Historic Integrity;

“c) Age;

“d) Architectural design or style;

“e) Condition of the subject Designated Historic Resource;

“f) Whether or not the Designated Historic Resource is a prime example or one of the few remaining examples of a once common architectural design or style, or type of construction; and

“g) Whether or not the Designated Historic Resource is of a rare or unusual architectural design or style, or type of construction.

“2. **In general, the proposed Alteration or New Construction shall either:**

“a) Cause the Designated Historic Resource to more closely approximate the original historic design or style, appearance, or material composition of the resource relative to the applicable Period of Significance; or

“b) Be compatible with the historic characteristics of the Designated Historic Resource and/or District, as applicable, based on a consideration of the historic design or style, appearance, or material composition of the resource.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

“3. **Compatibility Criteria for Structures and Site Elements** - Compatibility considerations shall include the items listed in “a -n,” below, as applicable, and relative to the applicable Period of Significance. Alteration or New Construction shall complement the architectural design or style of the primary resource, if in existence and proposed in part to remain; and any existing surrounding comparable Designated Historic Resources. Notwithstanding these provisions and “a-n,” below, for Nonhistoric/Noncontributing resources in a National Register of Historic Places Historic District or resources within such Historic District that are not classified because the nomination for the Historic District is silent on the issue, Alteration or New Construction activities shall be evaluated for compatibility with the architectural design or style of any existing Historic/Contributing resource on the site or, where none exists, against the attributes of the applicable Historic District’s Period of Significance.

“a) Facades - Architectural features, such as balconies, porches, bay windows, dormers, or trim details on main facades shall be retained, restored, or designed to complement the primary structure and any existing surrounding comparable Designated Historic Resources. Particular attention should be paid to those facades facing street rights-of-way. Architectural elements inconsistent with the Designated Historic Resource’s existing building design or style shall be avoided.

“b) Building Materials - Building materials shall be reflective of, and complementary to, those found on the existing primary Designated Historic Resource, if in existence and proposed in part to remain, and any existing surrounding comparable Designated Historic Resources. Siding materials of vertical board, plywood, cement stucco, aluminum, exposed concrete block, and vinyl shall be avoided, unless documented as being consistent with the original design or style, or structure of the Designated Historic Resource.

“c) Architectural Details - Retention and repair of existing character-defining elements of a structure, such as molding or trim, brackets, columns, cladding, ornamentation, and other finishing details and their design or style, materials, and dimensions, shall be considered by the property owner prior to replacement. Replacements for existing architectural elements or

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

proposed new architectural elements shall be consistent with the resource’s design or style. If any previously existing architectural elements are restored, such features shall be consistent with the documented building design or style. Conjectural architectural details shall not be applied.

- “d) Scale and Proportion - * * *.
- “e) Height - * * *.
- “f) Roof Shape - * * *.
- “g) Pattern of Window and Door Openings - To the extent possible window and door openings shall be compatible with the original features of the existing Designated Historic Resource, if in existence and proposed in part to remain, in form (size, proportion, detailing), materials, type, pattern, and placement of openings.
- “h) Building Orientation - Building orientation shall be compatible with existing development patterns on the Designated Historic Resource site, if in existence and proposed in part to remain, and any existing surrounding comparable Designated Historic Resources. In general, Alteration or New Construction shall be sited so that the impact to primary facade(s) of the Designated Historic Resource, if in existence and proposed in part to remain, is minimized.
- “i) Site Development - * * *.
- “j) Accessory Development/Structures - * * *.
- “k) Garages - * * *.
- “l) Chemical or Physical Treatments - * * *.
- “m) Archeological Resources - * * *.
- “n) Differentiation - An Alteration or New Construction shall be differentiated from the portions of the site’s existing Designated Historic Resource(s) inside the applicable Period of Significance. However, it also shall be compatible with said Designated Historic Resource’s Historically Significant materials, design or style elements, features, size, scale, proportion, and

1
2
3
4
5
6
7
8
9
10
11

massing to protect the Historic Integrity of the Designated Historic Resource and its environment. Therefore, the differentiation may be subtle and may be accomplished between the Historically Significant portions and the new construction with variations in wall or roof alignment, offsets, roof pitch, or roof height. Alternatively, differentiation may be accomplished by a visual change in surface, such as a molding strip or other element that acts as an interface between the Historically Significant and the new portions.”

**ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS**

January 3, 2008

MEETING DATE	AGENDA ITEM
January 10	<ul style="list-style-type: none"> • Municipal Code Revision to Chapter 3.06, "City Services Billing" • Funding Request: Committee on Children and Families
January 24	
February 7	
February 21	<ul style="list-style-type: none"> • Oregon Economic and Community Development Department loan for Airport Industrial Park wetlands mitigation • Fund Balance Financial Policy Review
March 6	<ul style="list-style-type: none"> • Second Quarter Operating Report
March 20	<ul style="list-style-type: none"> • Ambulance Rate Review
April 10	<ul style="list-style-type: none"> • Allied Waste Services Annual Report • Economic Development Allocations Second Quarter Reports • daVinci Days Loan Agreement Status Annual Report
April 24	
May 8	<ul style="list-style-type: none"> • Council Policy Review <ul style="list-style-type: none"> • CP 95-4.10, "Public Library Gifts and Donations Policy" • Economic Development Allocations Orientation
May 13 (special)	<ul style="list-style-type: none"> • Economic Development Allocations Presentations
May 15 (special)	<ul style="list-style-type: none"> • Economic Development Allocations Deliberations
May 22	
June 5	<ul style="list-style-type: none"> • Third Quarter Operating Report
June 19	<ul style="list-style-type: none"> • Funding Agreement Annual Report – Corvallis Multi-Cultural Literacy Center
July 10	<ul style="list-style-type: none"> • Economic Development Allocations Third Quarter Reports
July 24	
August 7	
August 21	
September 4	<ul style="list-style-type: none"> • Fourth Quarter Operating Report
September 18	

MEETING DATE	AGENDA ITEM
October 9	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 04-1.09, "Public Access Television" • CP 91-2.01, "Meeting Procedures" • CP 91-2.03, "Expense Reimbursement"
October 23	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 91-3.01, "Appointment of Acting City Manager" • CP 91-3.02, "City Compensation Policy" • Economic Development Allocations Fourth Quarter Reports
November 6	<ul style="list-style-type: none"> • Utility Rate Annual Review • Economic Development Application Process and Calendar • Funding Agreement Annual Report – Corvallis Environmental Center
November 20	
December 4	<ul style="list-style-type: none"> • Comprehensive Annual Financial Report (CAFR)
December 18	<ul style="list-style-type: none"> • Economic Development Allocations First Quarter Reports • First Quarter Operating Report

ASC PENDING ITEMS

- Benton County Fair Annual Report – Fiscal Year 2006-2007
 - Council Policy Reviews: CP 10.01 through 10.08, "Financial Policies"
- Community Development
Finance

Regular Meeting Date and Location:

Thursday following Council, 12:00 pm – Madison Avenue Meeting Room

HUMAN SERVICES COMMITTEE SCHEDULED ITEMS

January 3, 2008

MEETING DATE	AGENDA ITEM
January 8	<ul style="list-style-type: none"> • Willamette Neighborhood Housing Services First Quarter Report • Council Policy Review: CP 00-6.05, "Social Service Funding Policy Review"
January 23	
February 5	<ul style="list-style-type: none"> • The Arts Center Annual Report • Public Art Selection Commission Annual Report
February 20	<ul style="list-style-type: none"> • Social Services Semi-Annual Report
March 4	
March 18	
April 8	<ul style="list-style-type: none"> • Willamette Neighborhood Housing Services Second Quarter Report
April 22	<ul style="list-style-type: none"> • Majestic Theatre Annual Report • Boys and Girls Club Annual Report
May 6	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library" • Liquor License Annual Renewals
May 20	<ul style="list-style-type: none"> • Corvallis Fall Festival Annual Report
June 3	<ul style="list-style-type: none"> • Boards and Commissions Sunset Review: <ul style="list-style-type: none"> • Housing and Community Development Commission • Public Art Selection Commission • Corvallis Farmers' Markets Annual Report
June 17	<ul style="list-style-type: none"> • Social Services Allocations – Fiscal Year 2008-2009
July 8	
July 22	<ul style="list-style-type: none"> • Willamette Neighborhood Housing Services Third Quarter Report
August 5	<ul style="list-style-type: none"> • Parks and Recreation Annual Fee Review
August 19	<ul style="list-style-type: none"> • Social Services Semi-Annual Report
September 3	
September 16	<ul style="list-style-type: none"> • Rental Housing Program Annual Report
October 7	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 91-1.02, "Liquor License Approval Procedures" • CP 91-1.03, "Naming of Public Facilities and Land" • Council Policy Review: CP 91-4.01, "Guidelines for Selling in Parks"

MEETING DATE	AGENDA ITEM
October 21	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 93-4.11, "Public Library Policy for Selecting and Discarding Materials" • CP 99-4.14, "Use of City Hall Plaza and Kiosk" • CP 95-1.07, "Policy Regarding the City Flag"
November 4	<ul style="list-style-type: none"> • Willamette Neighborhood Housing Services Fourth Quarter Report
November 18	
December 2	
December 16	

HSC PENDING ITEMS

- Noise Ordinance Review
- Tobacco Licensing

Police
Finance

Regular Meeting Date and Location:

Tuesday following Council, 12:00 pm – Madison Avenue Meeting Room

**URBAN SERVICES COMMITTEE
SCHEDULED ITEMS**

January 3, 2008

MEETING DATE	AGENDA ITEM
January 10	<ul style="list-style-type: none"> • Council Policy Review: CP 91-9.02, "Dirt on Streets" • Council Policy on Neighborhood Traffic Calming Program
January 24	
February 7	
February 21	
March 6	
March 20	<ul style="list-style-type: none"> • Systems Development Charge Annual Review
April 10	
April 24	
May 8	<ul style="list-style-type: none"> • Council Policy Review: CP 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program"
May 22	
June 5	<ul style="list-style-type: none"> • Boards and Commissions Sunset Review: Watershed Management Advisory Commission
June 19	
July 10	
July 24	
August 7	
August 21	
September 4	
September 18	
October 9	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 04-1.08, "Sustainability" • CP 91-7.05, "Capital Improvement Program" • CP 91-7.-06, "Engineering and Administrative Costs for Assessment Projects"
October 23	<ul style="list-style-type: none"> • Council Policy Review: CP 91-7.04, "Building Permits" • Council Policy Review: CP 91-7.08, "Sidewalk Policy"
November 6	

MEETING DATE	AGENDA ITEM
November 20	
December 4	
December 18	

USC PENDING ITEMS

- Building Code Amendment
 - Fire Protection Services in Health Hazard Residential Areas
 - Street Tree Maintenance in the Right-of-Way
- Community Development
Fire
Parks & Recreation

Regular Meeting Date and Location:

Thursday following Council, 4:00 pm – Madison Avenue Meeting Room

UPCOMING MEETINGS OF INTEREST



City of Corvallis

JANUARY - JUNE 2008
(Updated January 3, 2007)

JANUARY 2008

Date	Time	Group	Location	Subject/Note
3	7:15 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
4	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
5	10:00 am	Government Comment Corner	Library Lobby	Councilor Grosch
7	12:00 pm	City Council	Downtown Fire Station	
7	7:00 pm	City Council	Downtown Fire Station	
8	10:00 am	Airport Development Subcommittee	Public Works Transportation Conf Rm	marketing strategies for Airport Industrial Park
8	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
8	7:00 pm	Historic Resources Commission	Downtown Fire Station	
8	7:00 pm	Ward 5 (Beilstein) meeting	Senior Center Game Rm	City sponsored
9	8:15 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
9	8:30 am	City Legislative Committee	City Hall Meeting Room A	State Rep. Gelser
9	3:00 pm	Community Policing Forum	Police Conference Room	business meeting
10	8:00 am	<i>Citizens Adv Cmsn on Civic Beautification and Urban Forestry</i>	<i>Parks and Rec Conf Room</i>	
10	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
10	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
10	7:00 pm	<i>Cmsn for Martin Luther King, Jr., Celebration Event</i>	<i>Majestic Theatre</i>	
12	10:00 am	Government Comment Corner	Library Lobby - TBD	
15	5:00 pm	<i>Downtown Commission Ad Hoc Committee</i>	<i>Downtown Fire Station</i>	
16	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
16	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
16	7:00 pm	Planning Commission	Downtown Fire Station	
17	6:30 pm	<i>Parks, Nat'l Areas, and Rec Board</i>	<i>Downtown Fire Station</i>	
17	7:00 pm	<i>Enterprise Zone</i>	<i>Tunison Community Rm</i>	
19		No Government Comment Corner		
21		City Holiday – all offices closed		
22	11:30 am	Cmsn for Martin Luther King, Jr.	TBD	
22	12:00 pm	City Council	Downtown Fire Station	
22	7:00 pm	City Council	Downtown Fire Station	
23	8:30 am	City Legislative Committee	City Hall Meeting Room A	State Rep. Olson
23	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
23	5:00 pm	Downtown Parking Commission	Madison Avenue Mtg Rm	
24	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
24	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
24	7:00 pm	Budget Commission	Downtown Fire Station	
26	10:00 am	Government Comment Corner	Library Lobby - <i>Dan Brown</i>	
29	7:00 pm	Budget Commission	Downtown Fire Station	
31	7:00 pm	Budget Commission	Downtown Fire Station	

FEBRUARY 2008

Date	Time	Group	Location	Subject/Note
1	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
2	10:00 am	Government Comment Corner	Library Lobby - <i>David Hamby</i>	
4	12:00 pm	City Council	Downtown Fire Station	
4	7:00 pm	City Council	Downtown Fire Station	
5	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
5	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
5	7:00 pm	Budget Commission	Downtown Fire Station	
6	3:00 pm	Community Police Review Board	Madison Avenue Mtg Rm	
6	7:00 pm	Planning Commission	Downtown Fire Station	
6	7:30 pm	Library Board	Library Board Room	
7	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
7	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
7	7:00 pm	Budget Commission	Downtown Fire Station	
7	7:15 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
9	10:00 am	Government Comment Corner	Library Lobby - TBD	
12	7:00 pm	Historic Resources Commission	Downtown Fire Station	
12	7:00 pm	Ward 6 (Wershow) meeting	Osborn Aquatic Center	City sponsored
13	8:15 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
13	TBD	Community Policing Forum	TBD	community meeting
14	8:00 am	<i>Citizens Adv Cmsn on Civic Beautification and Urban Forestry</i>	<i>Parks and Rec Conf Rm</i>	
16		No Government Comment Corner		
18		City Holiday – all offices closed		
19	12:00 pm	City Council	Downtown Fire Station	
19	7:00 pm	City Council	Downtown Fire Station	
20	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
20	12:00 pm	Housing and Community Dev Cmsn	TBD	
20	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
20	7:00 pm	Planning Commission	Downtown Fire Station	
21	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
21	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
21	6:30 pm	<i>Parks, Nat'l Areas, and Rec Bd</i>	<i>Downtown Fire Station</i>	
23	10:00 am	Government Comment Corner	Library Lobby - TBD	
26	11:30 am	Cmsn for Martin Luther King, Jr.	to be determined	
27	5:00 pm	Downtown Parking Commission	Madison Avenue Mtg Rm	

MARCH 2008

Date	Time	Group	Location	Subject/Note
1	10:00 am	Government Comment Corner	Library Lobby - TBD	
3	12:00 pm	City Council	Downtown Fire Station	
3	7:00 pm	City Council	Downtown Fire Station	
4	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
4	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
4	7:00 pm	Ward 8 (Hamby) meeting	Hoover Elementary School Library	
5	7:00 pm	Planning Commission	Downtown Fire Station	
5	7:30 pm	Library Board	Library Board Room	
6	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
6	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
6	7:15 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
7	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	

Date	Time	Group	Location	Subject/Note
8	10:00 am	Government Comment Corner	Library Lobby - <i>Hal Brauner</i>	
11	7:00 pm	Historic Resources Commission	Downtown Fire Station	
12	8:15 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
13	8:00 am	<i>Citizens Adv Cmsn on Civic Beautification and Urban Forestry</i>	<i>Parks and Rec Conf Rm</i>	
15	10:00 am	Government Comment Corner	Library Lobby - <i>Mike Beilstein</i>	
17	12:00 pm	City Council	Downtown Fire Station	
17	7:00 pm	City Council	Downtown Fire Station	
18	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
19	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
19	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
19	7:00 pm	Planning Commission	Downtown Fire Station	
20	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
20	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
20	6:30 pm	<i>Parks, Nat'l Areas, and Rec Bd</i>	<i>Downtown Fire Station</i>	
22	10:00 am	Government Comment Corner	Library Lobby - TBD	
25	11:30 am	Cmsn for Martin Luther King, Jr.	to be determined	
26	5:00 pm	Downtown Parking Commission	Madison Avenue Mtg Rm	
29	10:00 am	Government Comment Corner	Library Lobby - TBD	

APRIL 2008

Date	Time	Group	Location	Subject/Note
2	7:00 pm	Planning Commission	Downtown Fire Station	
2	7:30 pm	Library Board	Library Board Room	
3	7:15 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
5	10:00 am	Government Comment Corner	Library Lobby - <i>George Grosch</i>	
7	12:00 pm	City Council	Downtown Fire Station	
7	7:00 pm	City Council	Downtown Fire Station	
8	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
8	7:00 pm	Historic Resources Commission	Downtown Fire Station	
8	7:00 pm	Ward 9 (Brauner) meeting	to be determined	City sponsored
10	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
10	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
10	8:00 am	<i>Citizens Adv Cmsn on Civic Beautification and Urban Forestry</i>	<i>Parks and Rec Conf Rm</i>	
12	10:00 am	Government Comment Corner	Library Lobby - <i>David Hamby</i>	
16	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
16	7:00 pm	Planning Commission	Downtown Fire Station	
17	6:30 pm	<i>Parks, Nat'l Areas, and Rec Bd</i>	<i>Downtown Fire Station</i>	
19	10:00 am	Government Comment Corner	Library Lobby - TBD	
21	12:00 pm	City Council	Downtown Fire Station	
21	7:00 pm	City Council	Downtown Fire Station	
22	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
22	12:00 pm	Cmsn for Martin Luther King, Jr.	to be determined	
24	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
24	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
26	10:00 am	Government Comment Corner	Library Lobby - TBD	

MAY 2008

Date	Time	Group	Location	Subject/Note
1	7:00 pm	Budget Commission	Downtown Fire Station	
1	7:15 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
3	10:00 am	Government Comment Corner	Library Lobby - TBD	
5	12:00 pm	City Council	Downtown Fire Station	
5	7:00 pm	City Council	Downtown Fire Station	
6	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
6	7:00 pm	Budget Commission	Downtown Fire Station	
7	7:00 pm	Planning Commission	Downtown Fire Station	
7	7:30 pm	Library Board	Library Board Room	
8	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
8	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
8	8:00 am	<i>Citizens Adv Cmsn on Civic Beautification and Urban Forestry</i>	<i>Parks and Rec Conf Rm</i>	
10	10:00 am	Government Comment Corner	Library Lobby - TBD	
13	7:00 pm	Historic Resources Commission	Downtown Fire Station	
13	7:00 pm	Ward 4 (Brown) meeting	TBD	City sponsored
15	6:30 pm	<i>Parks, Nat'l Areas, and Rec Bd</i>	<i>Downtown Fire Station</i>	
17	10:00 am	Government Comment Corner	Library Lobby - <i>Mike Beilstein</i>	
19	12:00 pm	City Council	Downtown Fire Station	
19	7:00 pm	City Council	Downtown Fire Station	
20	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
21	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
21	7:00 pm	Planning Commission	Downtown Fire Station	
22	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
22	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
24		No Government Comment Corner		
26		City Holiday – all offices closed		
27	11:30 am	Cmsn for Martin Luther King, Jr.	to be determined	
31	10:00 am	Government Comment Corner	Library Lobby - TBD	

JUNE 2008

Date	Time	Group	Location	Subject/Note
2	12:00 pm	City Council	Downtown Fire Station	
2	7:00 pm	City Council	Downtown Fire Station	
3	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
4	7:30 pm	Library Board	Library Board Room	
5	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
5	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
7	10:00 am	Government Comment Corner	Library Lobby - TBD	
12	8:00 am	<i>Citizens Adv Cmsn on Civic Beautification and Urban Forestry</i>	<i>Parks and Rec Conf Rm</i>	
14	10:00 am	Government Comment Corner	Library Lobby - TBD	
16	12:00 pm	City Council	Downtown Fire Station	
16	7:00 pm	City Council	Downtown Fire Station	
17	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
19	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
19	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
19	6:30 pm	<i>Parks, Nat'l Areas, and Rec Bd</i>	<i>Downtown Fire Station</i>	
21	10:00 am	Government Comment Corner	Library Lobby - TBD	
24	11:30 am	Cmsn for Martin Luther King, Jr.	to be determined	
28	10:00 am	Government Comment Corner	Library Lobby -	



AMALGAMATED TRANSIT UNION

5025 WISCONSIN AVE., N.W. WASHINGTON, D.C. 20016-4139
(202) 537-1645 FAX (202) 244-7824

RONALD J. HEINTZMAN
INTERNATIONAL VICE PRESIDENT

12126 MERIDIAN ROAD NE
MT. ANGEL, OR 97362
(503) 634-2494

December 31, 2007

Mayor Charles Tomlinson
City Council Members
Ward 1, Bill York
Ward 2, Patricia Daniels
Ward 3, George Grosch
Ward 4, Dan Brown
Ward 5, Mike Beilstein
Ward 6, Stewart Wershow
Ward 7, Scott Zimbrick
Ward 8, David Hamby
Ward 9, Hal Brauner
City of Corvallis
501 SW Madison Ave.
P.O. Box 1083
Corvallis, OR 97339-1083

RECEIVED

DEC 31 2007

CITY MANAGER'S
OFFICE

Re: Oregon House Bill 2537 (ORS 243.736)

Dear City Council Members:

I am an International Vice President with the Amalgamated Transit Union (ATU), assigned to assist Local 757 in Oregon. ATU Local 757 represents transit workers for most transit systems in Oregon; including TriMet, Salem Area Mass Transit District, Tillamook County Transportation District, Corvallis Transit System, Lane Transit District, Rogue Valley Transportation District, Canby Area Transit and Bend Area Transit.

Page two; Corvallis City Council

As you may know, during the most recent session of the Oregon Legislature, HB 2537 was passed which amended ORS 243.736, prohibiting transit workers from striking. The ATU requested introduction of the legislation to protect the public from transit service disruptions because of a labor dispute.

The new law, which is now in effect, reads in part...."It is unlawful for any employee of a mass transit district, transportation district or municipal bus system to strike or recognize a picket line of a labor organization while in performance of official duties."

The law applies to all public transit systems in Oregon, but there are three municipal transit systems that are not operated directly by the governmental body. The cities of Bend, Corvallis and Canby contract their bus service to private providers. Because of this, the state law cannot be directly enforced against private employers, and while all other public system employees are prohibited from striking, transit workers for the contracted municipal systems could legally strike and disrupt city services during a labor dispute.

In keeping with the intent of the law, public entities can require contractor compliance with ORS 243.736 through its Request for Proposal (RFP) and revenue agreement with the contractor. As a condition of being awarded and/or retaining the contract, the public entity can require contractor compliance with the intent of the law by requiring the contractor to settle contract disputes through binding arbitration, rather than by strike.

This requirement would be not unlike other contract requirements that public bodies impose on transportation service contractors to insure compliance with federal and state law, to include labor requirements as set forth in the Federal Public Transportation Act, 49 U.S.C., Section 5333b (formerly known as Section 13c). Under this provision, contractors are required not to perform any act, or refuse to comply with any employer requests which would cause the public entity as the federal funds grantee to be in violation of the FTA terms and conditions.

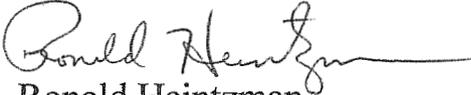
To that end, we are requesting that the Corvallis City Council amend or clarify their contract with First Transit, Inc. (formerly Laidlaw Transit, Inc.)

Page three; Corvallis City Council

to require compliance with the intent of ORS 243.736 in that transit worker labor contract disputes be settled through interest arbitration, thus prohibiting transit workers from striking.

Please feel free to contact me by e-mail at ronheintzman@earthlink.net, or by telephone at 202.365.8609 if you need any additional information. I want to thank you in advance for your time in this matter.

Respectfully,


Ronald Heintzman

cc: ATU 757

MEMORANDUM

From: Ken Gibb, Community Development Director 
To: Mayor and City Council
Date: December 31, 2007
Re: Remand of City Council's Decision on 7th Street Station (ZDC07-00001)

In July 2007, the City Council adopted formal findings in support of Order 2007-82 and Ordinance 2007-19, which upheld the Director's decision to remove the Planned Development overlay from the 7th Street Station property but also changed the Corvallis Comprehensive Plan and Zoning designations of the property from Medium High Density Residential (RS-12) to General Industrial (GI). This decision was appealed to LUBA, and on November 21, 2007, LUBA remanded the order and the ordinance to the City as follows:

We therefore remand Order No. 2007-82 so that the county (*sic*) can adopt an order that removes the PD overlay, without unlawfully requiring that the property's plan and zoning map designations be changed.

....the city failed to follow the applicable statutory and local procedures for adopting the plan and zoning map amendments, and that the city failed to address mandatory approval criteria. Those failures require that Ordinance 2007-19 be remanded.

Ordinance 2007-19 is remanded.

Attached are a revised order (Notice of Disposition) and ordinance. The order would remove the Planned Development Overlay from the subject site as directed. The ordinance would repeal Ordinance 2007-19 and place the Medium High Density Residential Comprehensive Plan Map designation and the RS-12 Zone on the subject site as directed.

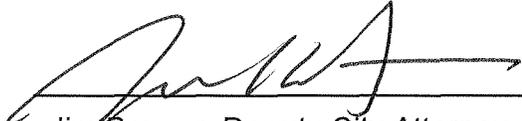
Requested Action:

Council is requested to approve the order and adopt the ordinance, as directed by the LUBA decision dated November 11, 2007.

Review and Concur:



Jon S. Nelson, City Manager



Jim Brewer, Deputy City Attorney



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

CORVALLIS CITY COUNCIL NOTICE OF DISPOSITION

ORDER 2008-126

CASE: Remand Public Hearing for the 7th Street Station Administrative Zone Change to Remove a Residential Planned Development Overlay (ZDC07-00001)

REQUEST: Approval of an Administrative Zone Change to remove the Residential Planned Development Overlay from several tax lots within the PD(RS-12) portion of the 7th Street Station site.

APPLICANT: 7th Street Station, LLC
1900 Front Street NE
Salem, OR 97303

OWNER: 7th Street Station, LLC
1900 Front Street NE
Salem, OR 97303

LOCATION:

The subject property is located on the south side of Western Boulevard, on the east side of 7th Street, north of Highway 20/34, and west of the Willamette and Pacific Rail Line and 5th Street. The property is also identified on Assessor's Map 12-5-2-BC, as Tax Lot 1702; and on Assessor's Map 12-5-2-BB, as Tax Lot 16002 & the southern half of Tax Lot 16001.

DECISION:

The City Council held a public hearing, deliberated, and adopted findings (Ordinance Exhibit A) based on the evidence already in the record (from the June 4, 2007, public hearing and the June 18, 2007, deliberations) regarding the remand from LUBA of 7th Street Station, LLC v. City of Corvallis, LUBA Numbers 2007-140/141, Corvallis Order Number 2007-82. The Council's action was as follows:



- Rescinded Order 2007-82;
- Denied the appeal of the Director's Decision, therefore approving the District Change that removes the Residential Planned Development Overlay from the subject site.
- Approved an Ordinance and findings (attached) that repeals Ordinance 2007-19 and reinstates the Medium High Density Comprehensive Plan Map designation and RS-12 Zoning Map designation on the subject site.

The City Council hereby adopts the ordinance and findings of fact prepared by staff. Said findings consist of a set of formal findings (Ordinance Exhibit A) and the following, which by reference are incorporated herein:

- Complete staff report to the City Council, including attachments and dated May 26, 2007;
- Additional written testimony regarding the appeal submitted between June 4, 2007, and June 11, 2007;
- The City Council minutes from the June 4, 2007, and June 18, 2007, meetings, which contain Council's statements and reasoning in favor of the application; and
- Written testimony submitted at the hearings regarding the appeal.

Mayor

Signed this _____ day of January 2008

APPEALS

If you wish to appeal these decisions, an appeal must be filed with the State Land Use Board of Appeals within 21 days from the date of the decision.

ORDINANCE 2008-____

AN ORDINANCE REPEALING ORDINANCE 2007-19, REVIVING THE PRIOR COMPREHENSIVE PLAN MAP AND ZONING MAP DESIGNATIONS

Whereas, the City Council of the City of Corvallis enacted Ordinance 2007-19, amending the Corvallis Comprehensive Plan Map and the Corvallis Zoning Map as part of a land use quasi-judicial process, but upon appeal, the State of Oregon Land Use Board of Appeals remanded Ordinance 2007-19 to the City Council to comply with substantive and procedural requirements of the Corvallis Land Development Code and Oregon Statutes; and

Whereas, the repeal of Ordinance 2007-19 could leave question as to whether the prior Comprehensive Plan Map and Zoning Map designation for the subject property is revived; and

Whereas, the appropriate Corvallis Comprehensive Plan Map designation for the subject site following repeal of Ordinance 2007-19 is Medium High Density Residential, its designation prior to adoption of Ordinance 2007-19; and

Whereas, the appropriate Corvallis Zoning Map designation for the subject site following repeal of Ordinance 2007-19 is the RS-12 (Medium High Density Residential) zone; and

Whereas, the applicant has met its burden to remove the Planned Development (PD) overlay from the site, consistent with findings Exhibit A, attached and by this reference incorporated as if fully set out, herein;

THEREFORE, THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Repeal of Ordinance 2007-19.

Ordinance 2007-19 is repealed.

Section 2. Revival of prior map designations.

Notwithstanding any other City ordinance or regulation to the contrary, upon the effective date of the repeal of Ordinance 2007-19, the Comprehensive Plan Map designation for the site shall be Medium High Density Residential and the Zoning Map designation for the site shall be RS-12 (Medium High Density Residential).

Section 3. Removal of PD Overlay

The PD (Planned Development) Overlay for the residential portion of the subject site is removed.

PASSED by the Council this ____ day of _____, 2008.

APPROVED by the Mayor this ____ day of _____, 2008.

EFFECTIVE this ____ day of _____, 2008.

Mayor

ATTEST:

City Recorder

**BEFORE THE CITY COUNCIL
OF THE CITY OF CORVALLIS**

In the matter of a City Council decision to deny the appeal of a Community Development Director's decision to **approve** the requested **Zone Change removing the Residential Planned Development Overlay** from a 5.4- acre, Medium High Density Residential site zoned PD(RS-12).

ZDC07-00001

PREAMBLE

This matter before the Corvallis City Council is an appeal of the Community Development Director's approval of a Zone Change that would remove a Residential Planned Development Overlay from a 5.4-acre site zoned PD(RS-12) and with a Medium High Density Residential Comprehensive Plan Map designation. The Seventh Street Station site is located on the west side of the Willamette and Pacific Railroad line, south of Western Boulevard, east of 7th Street, and north of Highway 20/34, in Corvallis, Oregon. The original proposal was to construct 91 multi-family and townhouse units on the property. The site is adjacent to an existing rail line and switching yard and contains a warehouse in the middle of the property and a billboard at the northern end. The application is proposed by 7th Street Station, LLC. The property is identified on Assessor's Map 12-5-2-BC, as Tax Lot 1702; and on Assessor's Map 12-5-2-BB, as Tax Lot 16002 & the southern half of Tax Lot 16001.

The Community Development Director issued Order No. 2007-036 on April 25, 2007, approving the request by 7th Street Station, LLC to remove the Residential Planned Development Overlay, consistent with the provisions of Land Development Code Section 2.2.50- Quasi-judicial Change Procedures for Administrative Zone Changes.

On May 7, 2007, Mr. Sam Hoskinson, Ms. Leslie Bishop, Ms. Cathy Pettigrew, Mr. Joe DeFrancesco, Mr. Taylor Murray, Ms. Ruby Moon, Ms. Gail Hoiem, Ms. Nancy Hagood, Ms. Katie Murray, and Mr. Matthew Bolduc jointly filed an appeal of the Director's decision to approve the Administrative Zone Change. Land Development Code Section 2.19.30.02.a.3 states that appeals of Administrative Zone Change decisions by the Director shall be heard by the City Council. The appellants' letter dated May 7, 2007, is attached.

The City Council held a duly-advertised public hearing on the appeal on June 4, 2007, at which time the hearing was opened, public testimony was heard, and the hearing was closed. The record was held open for seven days to allow additional written testimony to be submitted. Following deliberations, the City Council voted 6-3 to approve a modified Zone Change to remove the Planned Development Overlay as requested and to return the Comprehensive Plan and Zoning Map designations of the 5.4-acre site to its previous GI (General Industrial) designations.

On July 23, 2007, the applicant (7th Street Station, LLC) filed with the Oregon Land Use Board of Appeals (LUBA) a notice of intent to appeal. Following submittal of briefs by the petitioner (7th Street Station, LLC) and the respondent (the City), and following oral argument, LUBA remanded the City's decision as follows:

- **We therefore remand Order No. 2007-82 so that the county(sic) can adopt an order that removes the PD overlay, without unlawfully requiring that the property's plan and zoning map designations be changed.**
- **Ordinance 2007-19 is remanded.**

A. Background Specific to the Subject Site:

1. August 18, 2003, City Council Approvals: On August 18, 2003, the City Council approved the following:
 - a. A Comprehensive Plan Map Amendment (CPA01-00005) to change the Comprehensive Plan Map designation of the 6.2-acre 7th Street Station site from General Industrial to 5.4 acres of Medium-high Density Residential and 0.8 acres of Mixed Use Commercial;
 - b. A District Map Change (ZDC03-00005) to modify the zoning designation of the site from General Industrial to 5.4 acres of PD(RS-12) (Medium-high Density Residential with a Planned Development Overlay) and PD(MUC) (Mixed Use Commercial with a Planned Development Overlay); and
 - c. A Conceptual Development Plan (PLD03-00005) to develop up to 91 dwelling units and a commercial building on the site, subject to specific conditions of approval.

Status of August 18, 2003, City Council Approvals: The Comprehensive Plan Map Amendment (CPA01-00005) and District Map Change (ZDC03-00005) are both in effect. The Conceptual Development Plan (PLD03-00005) was effective for 3 years and expired on August 18, 2006.

2. May 12, 2006, Planning Commission Denial: On May 12, 2006, the Planning Commission Notice of Disposition was signed for denial of the following:
 - a. A Major Planned Development Modification and Detailed Development Plan (PLD05-00019);
 - b. A Tentative Subdivision Plat (SUB05-00007); and
 - c. A Plan Compatibility Review (PCR05-00009).

As a result, no Detailed Development Plan was ever approved for the 7th Street Station site.

3. April 25, 2007, Director's Approval: On April 25, 2007, the Director Notice of Disposition (Order No. 2007-036) was signed for approval of an

Administrative Zone Change to remove the Residential Planned Development Overlay from several tax lots within the PD(RS-12) portion of the 7th Street Station site. The properties for which the Residential Planned Development Overlay removal was approved by the Director are identified on Assessor's Map 12-5-2-BC, as Tax Lot 1702; and on Assessor's Map 12-5-2-BB, as Tax Lot 16002 & the southern half of Tax Lot 16001.

B. Background Pertaining to the Development of the City's Current Planned Development Overlay Provisions:

1. September 2003 and January 2004 State of Oregon Decisions: As part of the State-mandated update of the City of Corvallis planning documents, called Periodic Review, several decisions directly relating to Residential Planned Development Overlays occurred in the context of Statewide Planning Goal 10 and Oregon Revised Statute (ORS) 197.303 and 197.307, which pertain to "needed housing". The most recent and pertinent set of decisions that provides the history of the City of Corvallis' Administrative Zone Change process and review criteria for the subject 7th Street Station case include the following:
 - a. On September 2, 2003, the State of Oregon Department of Land Conservation and Development (DLCD) issued Order #001542, which approved the City's housing inventory, analysis, and measures taken to address housing need.
 - b. On September 22 and 23, 2003, the State of Oregon Land Conservation and Development Commission (LCDC) received, care of the State of Oregon Department of Land Conservation and Development (DLCD), appeals of DLCD's decision in Order #001542. The appeals were filed by Mr. Mel Stewart and Century Properties, LLC, respectively, and stated that the City had not gone far enough regarding the removal of residential planned development overlays. The appeals proposed further revisions to address this issue and also proposed further revisions to allow the removal of residential Conceptual and Detailed Development Plans.
 - c. On January 21, 2004, the State of Oregon Land Conservation and Development Commission (LCDC) signed Approval Order 03-WKTASK-001601. This LCDC order:
 - 1) Agreed with appellants Mr. Stewart and Century Properties, LLC "to the extent that:
 - a) *The City did not remove the Planned Development (PD) zoning from all undeveloped properties where the PD zone was initiated by the City; and*
 - b) *A property owner should have the ability to quickly "opt out" of the PD development process, which is not clear and objective, when no Detailed Development Plan or*

Conceptual Development Plan that includes a Detailed Development Plan has been approved by the City in connection with the PD.”

- 2) Ordered the City to “*adopt the following specific revisions to the Corvallis Land Development Code within 90 days following any final appellate judgement on review of Corvallis’ Periodic Review:*”
 - a) *With the consent of the property owner, to remove the PD overlay zone from residentially zoned property for which no Conceptual or Detailed Development Plan has been approved and is still in existence; and*
 - b) *To provide a process where a property owner may request and the City must approve the removal of a PD or PD overlay zone from residentially zoned property where the residentially zoned property does not have a Detailed Development Plan or a Conceptual Development Plan that includes a Detailed Development Plan on any part of the site.”*
2. December 13, 2004, City Council Approval of Ordinance 2004-41: On December 13, 2004, in response to and in compliance with LCDC Order 03-WKTASK-001601, the City of Corvallis adopted Ordinance 2004-41. This ordinance was part of Phase III of the Land Development Code Update Project (LDT04-00001). It amended Land Development Code Chapters 1.2, 2.2, 2.5, 2.19, and 3.32 and created a new Land Development Code Chapter 3.33. These changes included the creation of an Administrative Zone Change process and review criteria to remove a Residential Planned Development Overlay on a site where no active Detailed Development Plan was present.
3. August 4, 2005, State of Oregon Land Conservation and Development Commission (LCDC) Approval Order 001677, acknowledging Completion of Periodic Review: On August 4, 2005, the State of Oregon Land Conservation and Development Commission (LCDC) approved all remaining aspects of the City of Corvallis Periodic Review. This included acknowledgment of the City’s Ordinance 2004-41, indicating that the City had done what it had been ordered to do with respect to Residential Planned Development Overlays (LCDC Order 03-WKTASK-001601). The State of Oregon Department of Land Conservation and Development sent the Order 001677 on September 9, 2005.
4. October 16, 2006, City Council Ordinance 2006-24: On October 16, 2006, the City Council adopted Ordinance 2006-24, declaring an implementation date for the revised Land Development Code and other implementing land use documents. This implementation order declared this implementation date to follow resolution of all associated appeals and to implement all land

use changes associated with Periodic Review and other land use changes to date, or be on December 31, 2006, whichever came first.

5. December 31, 2006: In accordance with City Council Ordinance 2006-24, the revised Land Development Code was implemented. All appeals had been resolved. This revised LDC included the planned development provision changes ordered by the State of Oregon LCDC, which were incorporated into the Phase III Land Development Code Update Project's Code revisions.

APPLICABLE CRITERIA

The Council notes that all applicable legal criteria governing review of this application are identified in the Staff Report to the City Council dated May 25, 2007, the Minutes of the City Council hearing of June 4, 2007, the City staff memos containing additional written testimony to the City Council dated June 4, 2007, and June 12, 2007, and the Minutes of the City Council meeting of June 18, 2007.

FINDINGS RELATING TO ZONE CHANGE - ZDC07-00001

1. The City Council accepts and adopts the findings in support of the Director's decision included in the Staff Report to the City Council dated May 25, 2007; the additional written testimony in support of the appeal submitted between May 25, 2007, and June 11, 2007; and the statements and reasoning in favor of the application found in the City Council minutes from the June 4, and June 18, 2007, meetings; including written testimony submitted at the hearings that support the appeal of the Zone Change decision.

The findings below supplement and elaborate on the findings contained in the materials noted above, all of which are attached hereto and incorporated herein. When there is a conflict between these findings and the above-referenced findings incorporated by reference, these findings shall prevail.

2. The City Council finds that the record contains all information needed to evaluate the Comprehensive Plan Amendment for compliance with the relevant criteria.
3. The City Council notes that the subject property is designated in the Corvallis Comprehensive Plan as Medium High Density Residential and is zoned PD(RS-12). The Council finds that this Comprehensive Plan designation and zoning would result in development on the site being evaluated against the Corvallis Land Development Code Chapter 3.6 - RS-12 (Medium High Density Residential) Zone and other applicable sections of the Corvallis Land Development Code.
4. The City Council notes the Conceptual Development Plan approval for this property has expired, and that no Detailed Development Plan was ever approved for the site. The City Council finds that the subject site is eligible for removal of the Residential Planned Development Overlay as an administrative process.

CONCLUSIONS

As the body charged with hearing appeals of Administrative Quasi-judicial Zone Changes to remove a residential Planned Development Overlay, the City Council has reviewed the record associated with the Zone Change and finds that:

- The applicable criteria have been met for removal of the Planned Development Overlay from the subject site, in conformance with the State-mandated requirement;
- The City's action in Ordinance 2007-19 (the Comprehensive Plan Map Amendment from Residential to Industrial use) was taken without having provided proper notice to the Department of Land Conservation and Development, the applicant, and surrounding residents and property owners, and therefore, it must be repealed;
- Repeal alone of Ordinance 2007-19 may leave uncertainty as to the Corvallis Comprehensive Plan and Zoning Map designations for the subject site;
- The appropriate Corvallis Comprehensive Plan Map designation for the subject site following repeal of Ordinance 2007-19 is Medium High Density Residential, its designation prior to adoption of Ordinance 2007-19.
- The appropriate Corvallis Zoning Map designation for the subject site following repeal of Ordinance 2007-19 is RS-12 Medium High Density Residential, its designation prior to adoption of Ordinance 2007-19.

The Director's decision regarding the Zone Change is UPHELD, and the request is APPROVED with the following modification to the Council's July 23, 2007, decision:

Ordinance 2007-19 is hereby repealed, and

The GI (General Industrial) Zone and General Industrial Comprehensive Plan Map designations placed on the subject property by Order 2007-82 and Ordinance 2007-19 are removed, and the RS-12 Medium High Density Residential Zone and Medium High Density Residential Comprehensive Plan Map designations are hereby placed on the subject site.

Therefore, the appeal of the Director's decision to approve the Zone Change, is DENIED.

DATED: January ____, 2008.

MAYOR

**HUMAN SERVICES COMMITTEE
MINUTES
December 18, 2007**

Present

Councilor Mike Beilstein, Chair
Councilor Hal Brauner
Councilor Stewart Wershow

Staff

Jon Nelson, City Manager
Julee Conway, Parks and Recreation Director
Roy Emery, Fire Chief
Jim Patton, Fire Prevention Officer
Carla Holzworth, City Manager's Office

Visitors

Trish Daniels, 329 SW 8th Street

SUMMARY OF DISCUSSION

<u>Agenda Item</u>	<u>Information Only</u>	<u>Held for Further Review</u>	<u>Recommendations</u>
I. Council Policy Review: 94-4.07, "City Owned or Funded Art Objects on City or Private Property"			Amend Council Policy 94-4.07, "City Owned or Funded Art Objects on City or Private Property" as recommended by staff
II. Recreational Fires Permitting Process			Amend Municipal Code Chapter 7.08, Corvallis Fire Code as proposed by staff, by means of an ordinance to be read by the City Attorney.
III. Other Business			

Chair Beilstein called the meeting to order at 12:00 pm.

CONTENT OF DISCUSSION

I. Council Policy Review: 94-4.07, "City Owned Art Objects on Private Property" (Attachment)

Ms. Conway said as part of its three-year review, the policy was discussed by the Public Art Selection Commission. She highlighted the proposed modifications, noting that City Attorney's Office (CAO) and Risk Management (RM) staff recommended adding language on page one to address the Visual Artist Right Act of 1990. The new language also specifies that the City will secure the artist's permission to move the work prior to accepting it. CAO and RM staff also suggested modifications to 4.07.022 (2) and (4) to clarify liability and the City's responsibility for cleaning, maintaining, and protecting the artwork once it is accepted. A new item (5) was added to that section to link the policy with Council Policy 98-4.12, "Guidelines for Public Art Selection."

Councilor Brauner liked the changes and in response to his inquiry, Ms. Conway said most of the art is located outside and is statuary in nature. Examples include the alley

Human Services Committee
December 18, 2007

art on privately owned buildings along Madison Avenue and sculptures located on private property.

In response to Chair Beilstein's inquiry, Ms. Conway said the City would not accept artwork if it did not have prior authority to relocate it. She confirmed that previously, artwork could be accepted without Council approval.

The Committee unanimously recommends that Council approve changes to Council Policy 94-4.07, City Owned or Funded Art Objects on City or Private Property" as recommended by staff.

II. Recreational Fires Permitting Process (Attachment)

Fire Chief Emery reviewed the staff report, noting that it contained information responding to Councilor Wershow's previous inquiries about the number of emergency medical service calls involving difficulty breathing.

Fire Chief Emery then reviewed staff's follow up information related to the four options discussed at the November 20, 2007 Committee meeting. He noted that establishing a permit process for recreational fires would require additional staff time and would be difficult to evenly enforce. The option of banning all burning activities would also result in more staff time and a majority of the public may not support it. The most promising option is to include language from residential yard debris burning regulations, which gives Fire personnel the authority to enforce requests to extinguish fires. The status quo option does not address citizen concerns about air quality and associated health issues.

Fire Chief Emery noted that public education and outreach is occurring. Fire personnel created a tri-fold brochure that covers residential yard debris burning and regulations, the Web site now more clearly directs users to burning regulations and associated information, and an article is being published in "the City" newsletter. In addition, staff work with resident assistants in university housing and other groups to inform students about regulations. Fire Chief Emery noted that the previously distributed memo from Trish Daniels (Attachment A) follows closely with the staff report, with the exception of dispatcher and citizen communication. He said a related email regarding a citizen/dispatcher exchange was shared with Police Captain Jon Sassaman and Chief Boldizar for follow up with their dispatch staff.

Trish Daniels, 329 SW Eighth Street, said she agrees with the staff report and would like the College Hill residents to have a supply of flyers. Being informed will help citizens more clearly communicate with dispatchers. Ms. Daniels noted that neighborhoods could incorporate this education piece into their annual fall outreach. She added that many fires that are bothersome to residents are usually not reported, as people are reluctant to complain when they do not know the rules.

Human Services Committee
December 18, 2007

Councilor Wershow said if staff is satisfied with the process, he is okay with not changing it. His concern from the previous meeting was asking Fire personnel to respond to fires that were not restricted. He supports language changes that would make it easier for staff to enforce recreational fire regulations.

Fire Chief Emery said open burning requirements specify offenses that are objectionable, primarily because of smoke. Language related to recreational burning could be modified to require citizens to extinguish a fire if it is considered to be offensive because of noxious emissions, smoke, etc.

Chair Beilstein said the nuisance clause is good to have in the recreational fire regulations because it gives staff enforcement authority should it be needed.

The Committee unanimously recommends that Council amend Municipal Code Chapter 7.08, Corvallis Fire Code, as recommended by staff.

The Committee agreed that providing recreational fire burning regulation information to student associations, rental property managers, Greek representatives, neighborhood associations, and other student group leaders was appropriate. They also supported publishing information in the *Barometer* and keeping a supply of flyers on fire engines to educate citizens when responding to calls.

Chair Beilstein observed that as Corvallis' population density increases, more environmental concerns are being raised and the City may eventually be forced to ban all burning. Councilor Brauner concurred.

III. Other Business

The meeting adjourned at 12:30 pm.

The next Human Services Committee meeting is scheduled for 12:00 pm on Tuesday, January 8, 2008 in the Madison Avenue Meeting Room.

Respectfully submitted,

Mike Beilstein, Chair

MEMORANDUM



To: Human Services Committee
From: Julee M. Conway, Director
Date: December 3, 2007
Subject: Council Policy Review CP 94-4.07 City Owned or Funded Art Objects on City or Private Property

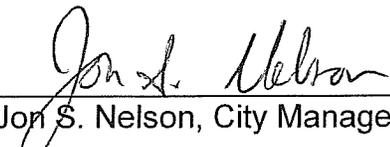
Issue: To perform the tri-annual review of the Council Policy.

Background: The City has a policy guiding the funding and acceptance of public art that is placed on city-owned or private property. This policy is utilized by the Public Art Selection Commission (PASC), lead by Hester Coucke, Assistant Director of The Arts Center, in its review and selection of art for the City and community's benefit. This policy also guides staff in the placement and maintenance of city-owned or funded art objects in the community.

Discussion: The policy was reviewed by the PASC at its October 17th and 31st 2007 meetings. As a result of the meetings and the followup discussions with Hester Coucke, proposed edits to the policy have been prepared for City Council consideration. The suggested language modifications provide clarity to PASC and the City for optimal future implementation of the policy.

Recommendation: Staff recommends approval of the suggested language modifications to Council Policy CP 94-4.07 City Owned or Funded Art Objects on City or Private Property.

Review and Concur:



Jon S. Nelson, City Manager

Attachments:

- 1) CP 94-4.07 City Owned or Funded Art Objects on City or Private Property
- 2) PASC Meeting Minutes-October 31, 2007

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 94-4.07 City Owned or Funded Art Objects on City or Private Property

Adopted May 2, 1994

Revised October 21, 1996

Revised October 5, 1998

Affirmed December 17, 2001

Affirmed May 3, 2004

4.07.010 Purpose

This policy seeks to improve public access to art and enhance the beauty of the Corvallis community by establishing guidelines for City-owned or funded art on City or private property.

4.07.020 Policy

4.07.021 All decisions on whether or not the City should accept ownership or participate in funding of art objects will be made by the Public Art Selection Commission, **and affirmed by the City Council, prior to installation.** Procedures for decisions are to be consistent with the guidelines outlined in CP 98-4.12.

The City shall also consider the Visual Artist Right Act (VARA) of 1990 in the participation of funding and accepting art objects on city or private property. VARA protects the rights of the artist and their artwork and states that public art may not be distorted, mutilated or modified, without the written permission of the artist. In addition, the City will secure the artist's permission to move the art prior to acceptance of the artist's work, in the event that it may be in the public interest to relocate the artwork.

4.07.022 Art objects owned or funded by the City may be displayed on public or private property under the following conditions:

Council Policy 94-4.07

1. Any private property displaying City-owned art objects must be within the city limits of the City of Corvallis.
2. Any art placed on private property shall require a **written** agreement between the City and the property owner(s) and lessee(s) if any, establishing the conditions for such display and identifying the respective responsibilities of each party, **including insurance and liability**.
3. The art object is to be placed in a location accessible and visible by the public at all times. At no time will a fee or charge be required for such access.
4. The costs to the City for art placed on any private property (maintenance, insurance, etc.) shall be minimal. **Upon acceptance of the artwork, the City shall be responsible for the proper cleaning, maintenance, and protection of the work within reason, after installation, pursuant to the written agreement with the property owner and with the written instructions provided by the Artist and submitted by Artist at the time of completion.** Cost control may be achieved through agreement(s) with a recognized and responsible art or civic group(s) or property owner to maintain such art objects. Any such agreement must be approved by all parties prior to the **commissioning of the artwork.** ~~approval of the art object's placement.~~ The art or civic group(s) must have been in existence for a minimum of three years.
5. **The selection process for the artwork and conditions for acceptance, and liability by the City for the artwork shall follow the guidelines set forth in Council Policy 98-4.12 *Guidelines for Public Art Selection*.**

4.07.030 Review and Update

This Leisure and Cultural Activities Policy shall be reviewed every three years by the City Manager and updated as appropriate.

City of Corvallis
Public Art Selection Commission
 Date: October 31, 2007

Attendance:

Ross E Parkerson
 Candy Pierson-Charlton
 Doug Russell
 Cy Stadvold, chair

Staff:

Hester Coucke

Visitors:

Corvallis Benton County Library staff:
 Mary Finnegan
 Mary Norman
 Friends of the Library: Cheryl Maze

Absent:

Christine Stillger, excused
 Sara Krainik, excused
 Megha Shyam
 Stewart Wershow

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for further review	Action/ Recommendations
II. Approval of Minutes	X		approved with small addition under staff reports
III. Visitors' Propositions			na
IV. Staff Reports	X		Two proposals were reviewed for quilts for the 2 nd floor in the Library. To make a fair choice the Commissioners will ask one group to re submit their proposal in color.
V. Adjournments	X		The meeting was adjourned at 5PM

CONTENT OF DISCUSSION

1. CALL TO ORDER

Called the meeting to order at 4 PM, Arts Center dance floor.

2. APPROVAL OF MINUTES

The minutes of the October 17, 2007 meeting were approved with one addition to last paragraph of Staff reports: The wording in the City Policy (4.07.022, #4) is "Cost control may be achieved through agreements with [] art- or civic groups or property owners ." The Commissioners want to clarify and emphasize that they understand that in the current Policy text the word "may" means that those agreements are voluntary and not a requirement of the art- or civic groups or property owners.

3. VISITORS' PROPOSITIONS

NA

4. STAFF REPORTS

The Commissioners and Library staff received a packet of that included the text of a Request for Proposals and two proposals for quilt artwork to be displayed on the second floor of the Corvallis Benton County Library prior to the meeting. (See attached packet.) Sara Krainik is excused from the discussion because she is a member one of the groups proposing artwork.

Candy Pierson-Charlton mentioned that she knows Liz Hoffman, a member of Loosely Bound one of the two submitting groups. She felt she would be able to give an unbiased opinion on the proposals: Commissioners accepted her statement.

Ross Parkerson opened the discussion by stating that he felt the selected location was not a good one for public art. He felt it was not a place one would walk up to, that the users of the computers below it would not be looking at the art, and it was especially not approachable for children. He suggested a blue wall downstairs, towards the children's library.

Mary Finnegan (Library staff) noted that this particular Request for Proposals for a quilt came from the desire to have more art, specifically of a soft nature on the second floor. Staff has felt a need for warm soft elements since the installation of new, additional equipment. The idea stems from the bi-annual Quilt County display, when quilts were hanging in that location and met with great appreciation.

Regarding Cy Stadsvold's inquiry, about whether a special location for fabric art was needed, Mary Norman (Library staff) responded that the current quilt behind the circulation desk needs to move because the lobby will be reconfigured in the near future. There is also a desire down the road to make a more marked entry to the children's library.

Doug Russell noted that if the location in the past has proven to be successful, one can assume it will be successful in the future.

Ross Parkerson concurred with that, but noted that lighting would have to be looked at. Library staff assured the Commissioners that lighting would be installed Doug Russell advised to install basic stock lighting which would be easily maintained (parts replaced, standard spot light bulbs available, etc.)

The first submitted design by Loosely Bound has a representational historical character; the second design by an unnamed group, which we shall call "Friends", has an abstracted design with Oregon weather as its subject.

Ross Parkerson liked the clever display of two different designs in the Loosely Bound proposal. He felt that this design, with the historical reference, would appeal to more people, than the other, dealing with Oregon weather.

Doug Russell deemed the Loosely Bound design already dated, and the particular subject matter already executed in the mural in the parking garage, and felt that the abstracted design by the Friends is more lasting and universal, and could be appreciated more from a distance. The overly illustrative design of the Loosely Bound proposal was in his opinion less interesting, and could give weak and cliché representations about local landmarks (Mary's Peak, Courthouse, Saturday Market.)

Candy Pierson-Charlton felt that the Loosely Bound design is too busy and agreed with Doug Russell that the landmark subject matter is used adequately and definitively with the parking garage mural. She also was not enthusiastic about the Oregon weather theme in the Friends design: she felt the quilt will should have more of a connection with Corvallis, and that Oregon weather" is not unique enough.

Cy Stadvold had no interest in the Loosely Bound proposal, but had questions about the Friends design and would like to see a color proposal. He appreciated that the middle panel serves as a tie between the left and right panels. He questioned the different sizes of the three panels, and wondered if the proportions are being compensated through use of color.

When looking at the individual quilts in the Friends group materials both Candy and Cy expressed appreciation for specific quilts by Sandy Fichtner, of which they recognize elements in the proposed design.

Commissioners decided to ask the Friends group to ask for a color design in order they will be able to compare the two proposals in greater depth and equality. Is request would be for watercolor or color pencil sketches, not yet require fabric choices.

The Friends of the Library can extended their budget to the next fiscal year to make the timeline possible. November and December are notoriously months during which to move these kinds of projects forward.

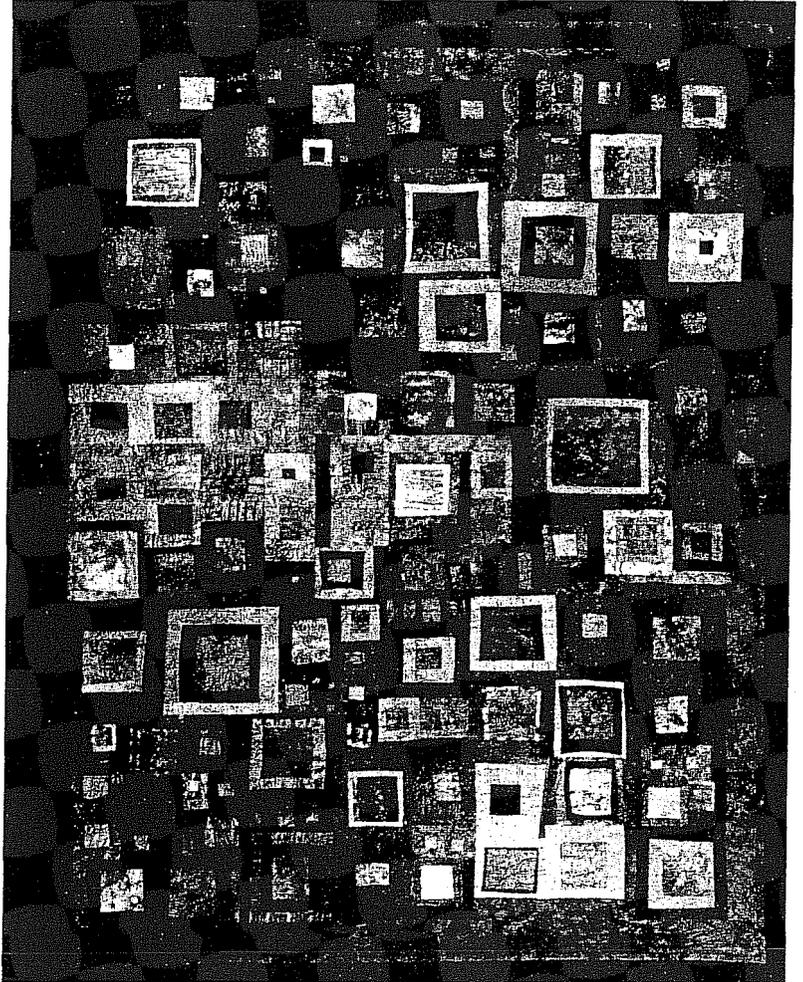
The proposal of Loosely Bound went over budget with \$900 but states that they are willing to donate a portion of their efforts to the library and the community. The Friends stayed under budget with \$200, and communicated with staff that they are willing to do this project for "any price." The Commissioners felt that a discussion on budget is not relevant at this point.

5. ADJOURNMENT

Meeting adjourned at 5.00 PM

Next meeting TBA

CORVALLIS BENTON COUNTY PUBLIC LIBRARY
fiber art





Nena Bement. Fused Glass Instructor ◊ Ceramics and Glass Artist

Sandy Fichtner. LBCC Teacher in Reading & Study Skills Lab ◊ Collage Artist

Sara Krainik. Creative Director, Graphic Designer ◊ Knitter

Cindy Scott. Outward Bound Instructor, Montessori Teacher ◊ Master Gardener

Jennifer Smith. Montessori Art Teacher, Art Therapist ◊ Textile Fabric Artist

Marion Thenell. Linus Pauling Middle School Math Teacher ◊ Musician

As is true for all of our creations, the design begins with our images, followed by our words that describe them, and a sketch that maps out our vision. Once we begin the piece, we are always delighted to see how the design evolves. Enclosed rough sketches describe three separate panels, each abstract, non-representational works made of hand-dyed and commercial fabrics, pieced together to define the typical weather patterns of our region: rain, fog, and sun.

Panel 1: Dense Fog

[size: 3.5' x 3']

Calm, quiet, undefined, soft, and peaceful, our first panel features gray shades of muted tones to represent how we experience a foggy day in the Mid-Willamette Valley. Elements from the other panels are introduced and drift in, just barely, then drift out.

Panel 2: Cloudy with a Chance of Rain

[size: 5' x 3']

This panel is mostly a vertical-strips design, incorporating an abundance of greens and grays among spattered, falling sheets and shades of gray-blue. Dappled reds and unexpected violet blues may reflect and dot the vertical design.

Panel 3: Sunbreaks

[size: 2.5' x 3']

This third panel shares patterns and colors of "Cloudy with a Chance of Rain," but the colors are elevated, sharper, brighter, punctuated with the colors that light up the northwest when the sun is shining. Blues on blues, yellows, reds, and those brilliant greens dominate over subtle hints of repeated patterns from Panels 1 and 2. We visually connect the images from one panel to the next, just as nature connects one season to the next.

No panel "wins" or outdoes the other because each is an offshoot, a natural transition that embraces the change we crave in our seasons and demand for our senses. Weather, (not good, not bad), vividly blanketing our every day, is our most shared experience in this place we call home. Our work with fiber will aim to deliver these elements of weather without interjecting a single replica of reality beyond color itself.

Dear Public Art Selection Committee:

introduction

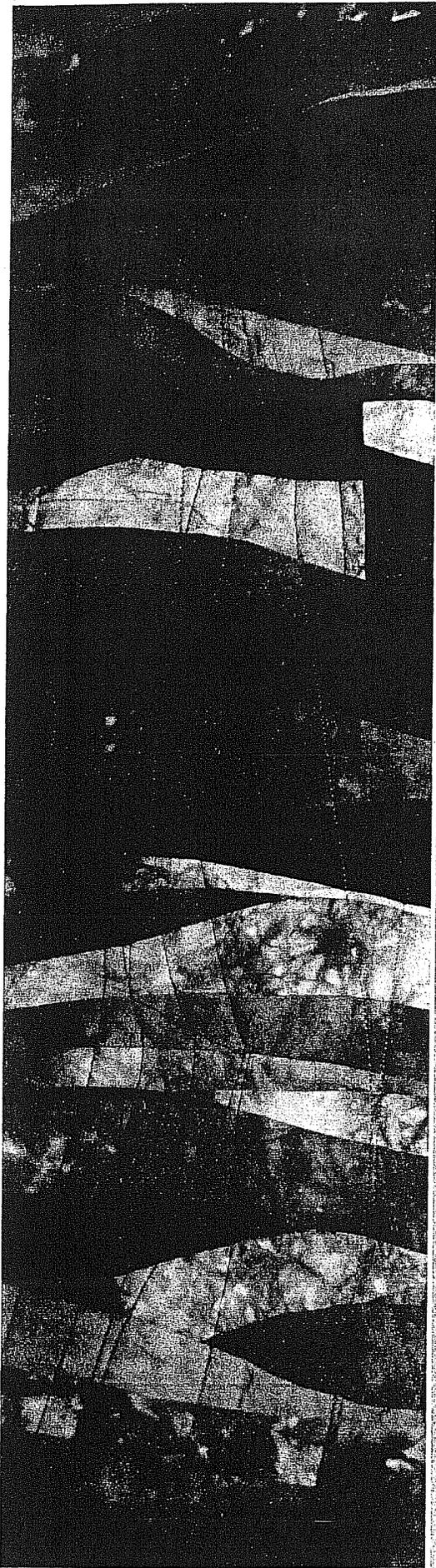
As huge fans of our gorgeous Corvallis Benton County Public Library, we are honored to have our fiber art considered for its potential to light up our library's 2nd floor. Our quilts use rich blends of hand-dyed fabrics that we incorporate into original designs that add warmth, texture, color, intrigue, and beauty to any environment. Having visited the selected 4' x13' blue wall, we envision a design for that space that will offer our unique angle on what we consider to be some of the most intrinsic elements of the Great Northwest: rain, fog, and sun breaks.

a bit about us

As longtime residents, we've come to know Corvallis as a community that breeds rich, long-lasting friendships, love of learning, family ties, and deep appreciation for creative expressions in the arts. We came together as six friends who were all immersed in artistic endeavors as individuals. We recognized the mutual appreciation we had for one another's art and decided it would be fun to collaborate on a quilt that would become a wedding gift for a friend. Upon finishing this first joint project, we realized we had so enjoyed the process of creating together that we decided to jointly make a quilt for each one of us. While creating these quilts over the next couple of years, we discovered a wonderful synergy that fuels our quilts into becoming unique creations that go beyond our individual talents or efforts. Now, fifteen years later, we have designed and produced quilts that have been displayed in galleries, art walks, and other locations in and out of Benton County. In 2005, we were invited to be featured artists in the Sisters' Annual Quilt Show.

our vision

When we came together to brainstorm our vision for this project, to express in words what we consider to be core to our northwest region, we thought of the landscape and the topography: the skies, the bounty, and the striking hues that color our world. Since we know that weather patterns give us the rhythms of our days, we are sparked by the challenge to represent this visually: rain... clouds... fog... sun. The most basic elements of the northwest that we know like the backs of our hands are the core of our proposed quilted fiber art display. Near and dear to our hearts is our chance to represent what we love (our collaborative art) in a place that we love (our Corvallis Benton County Public Library). Our vision is to create a 3-paneled quilt to represent our rain, our fog, and our sun.



Mounting

Half-inch lath will be sewn into hidden pockets on the back of the quilt on top and bottom. If needed, these three panels could easily be framed or installed under plexiglass to meet the library's requirements.

Budget

\$1,800

[Artists' time; materials: commercial fabric, dyes, thread, batting, wooden dowels; studio space rental]

Samples

[enclosed CD and handouts]

Sketch of Proposed Design

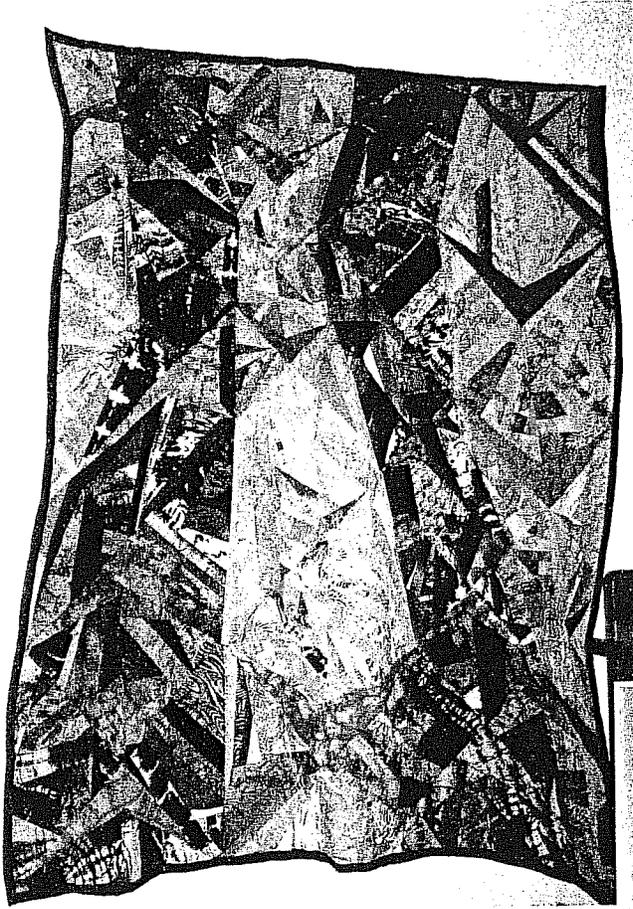
[enclosed]

sara krainik

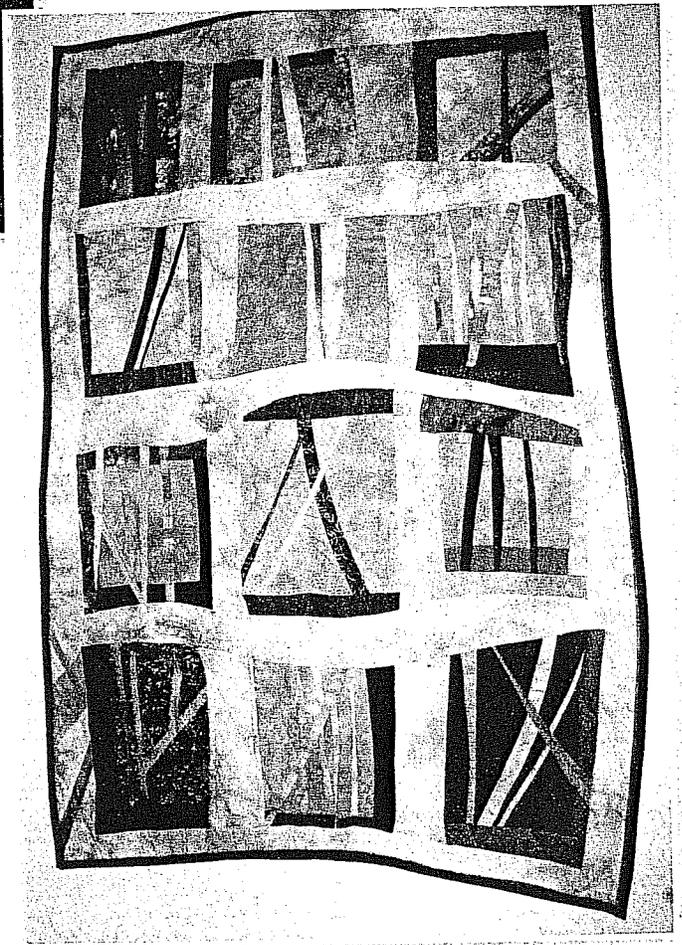
home: 541.754.2565 • work: 541.753.8546

1021 NW 32nd Street, Corvallis, OR 97330

sarakrainik@brassmedia.com

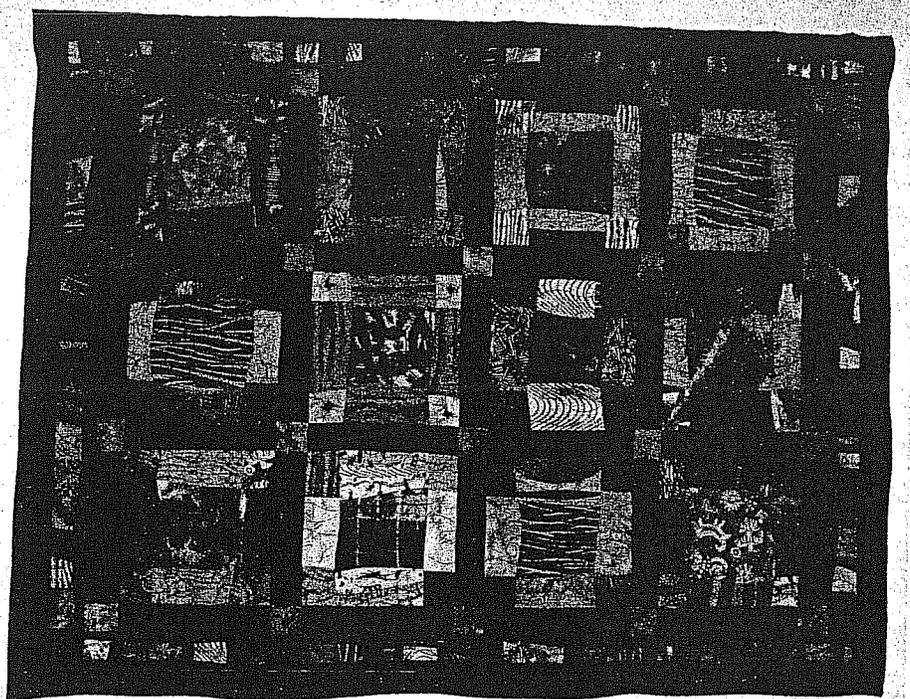
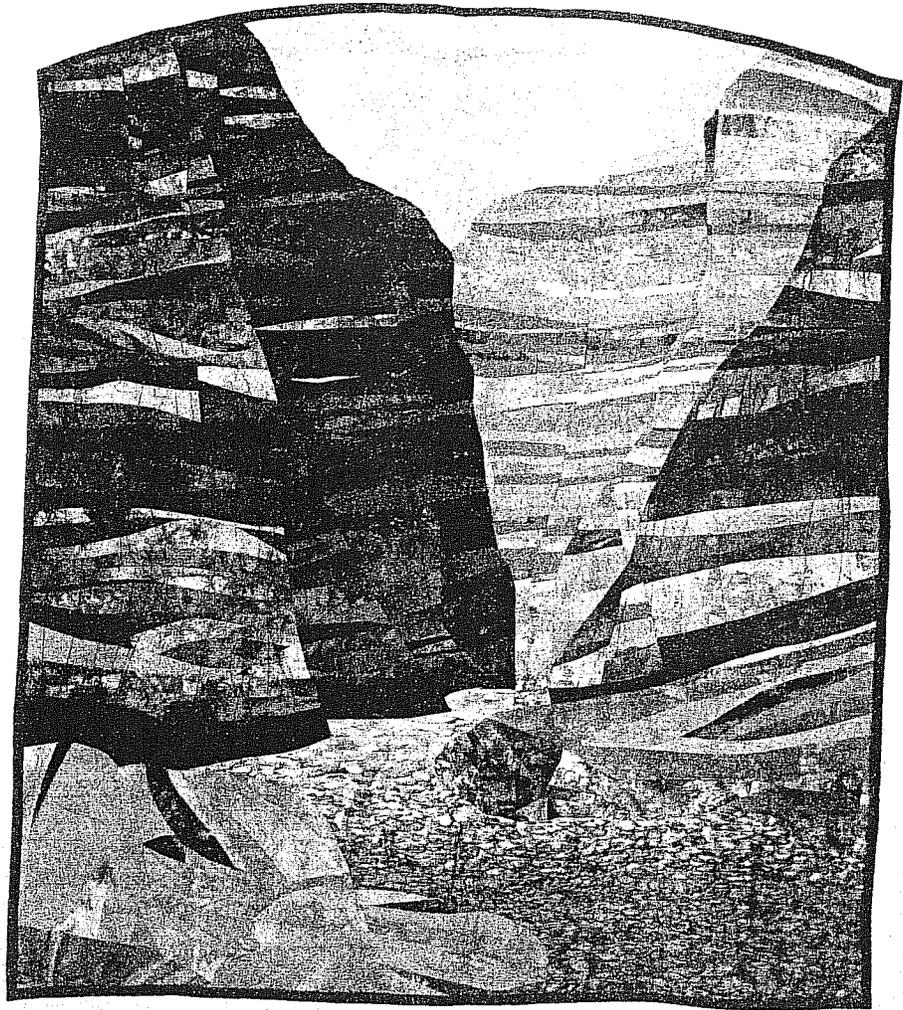


LEAVES UNDER WATER
MARION'S QUILT

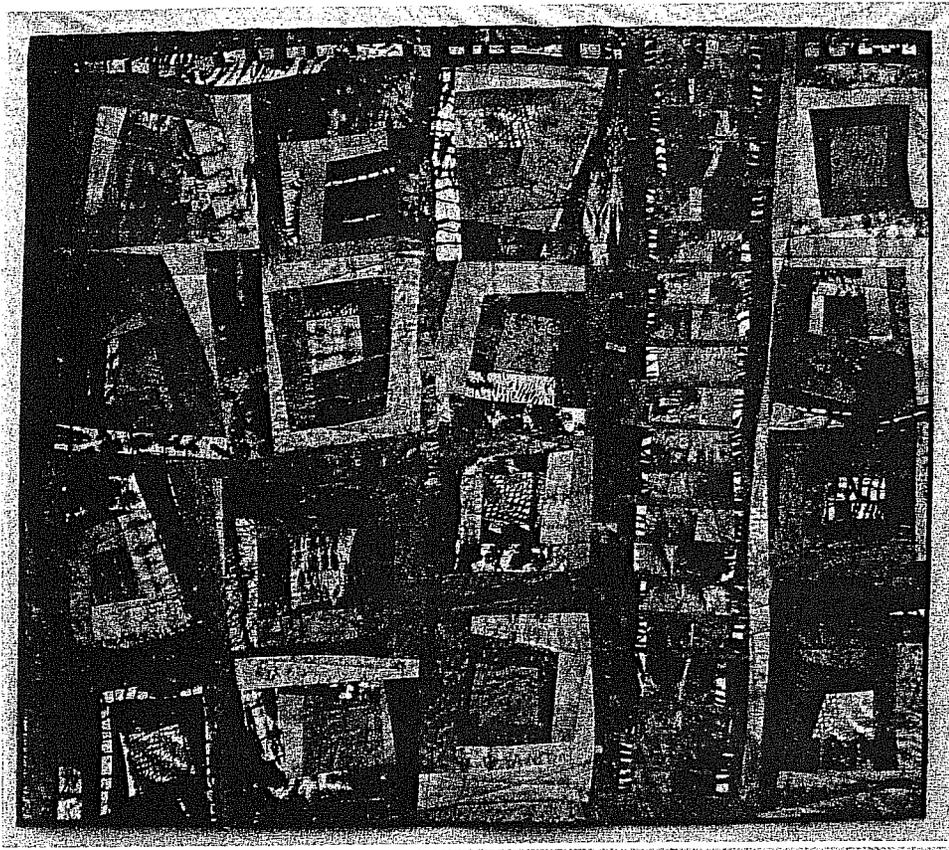


BAMBOO
WEDDING GIFT FOR FRIENDS

GATES OF LODORE
CINDY'S QUILT



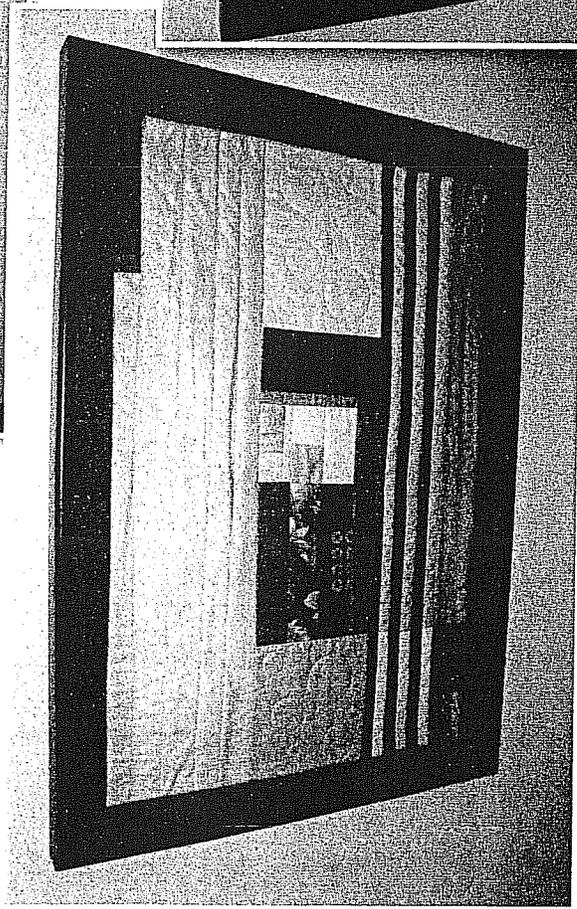
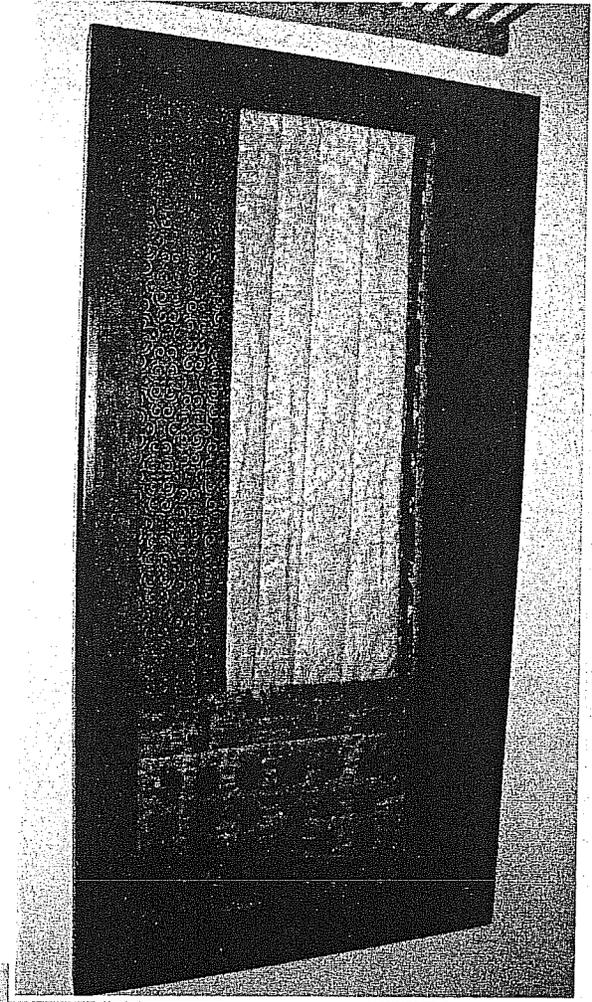
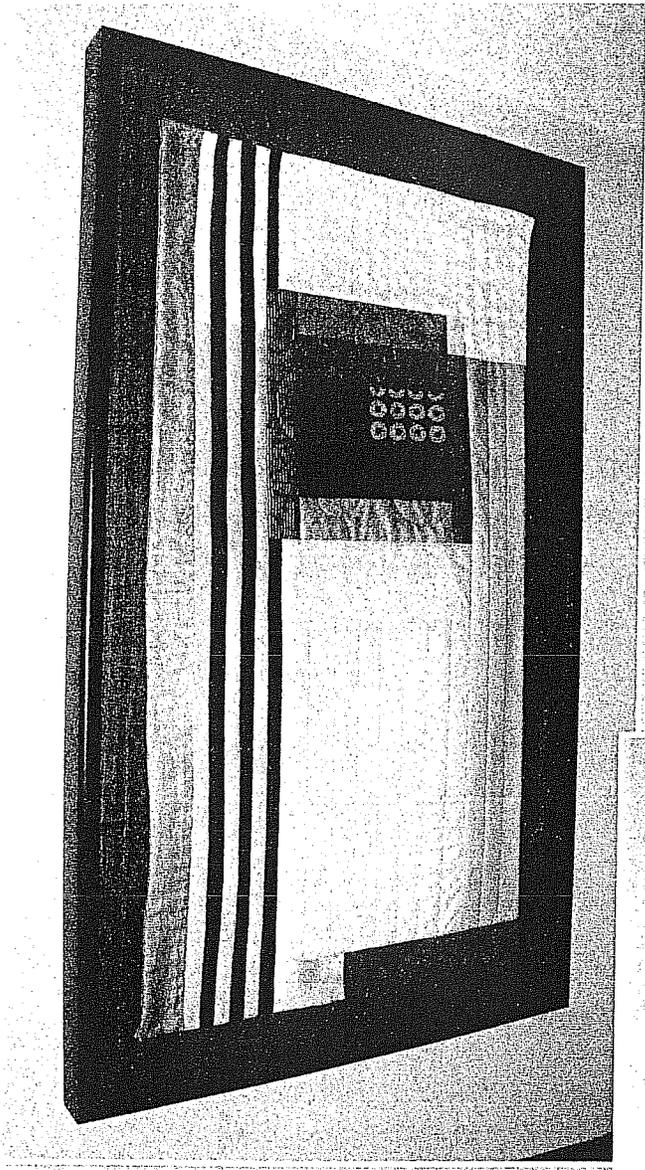
UNTITLED
SARA'S QUILT



OREGON WINTER TRAILS
JENNIFER'S QUILT

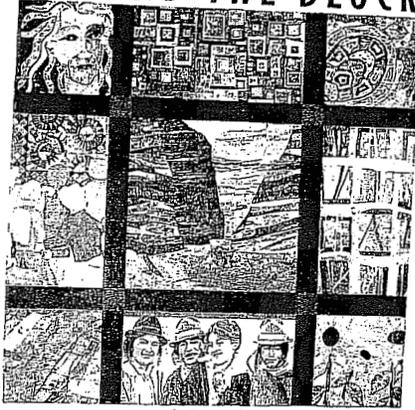


FRIENDS
NENA'S QUILT



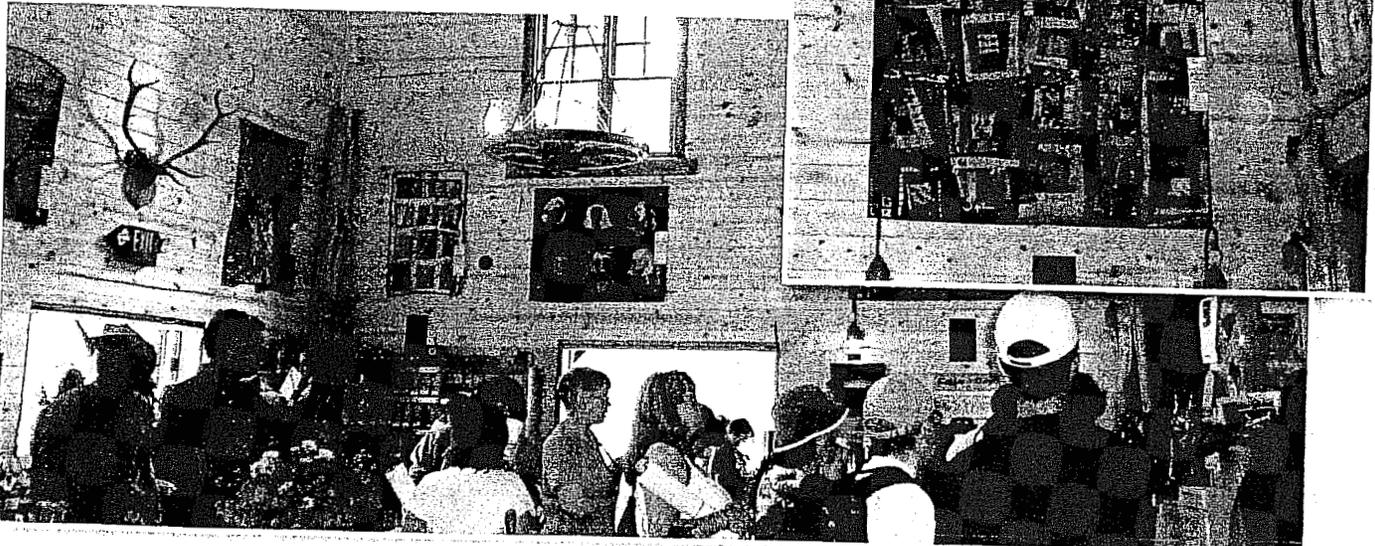
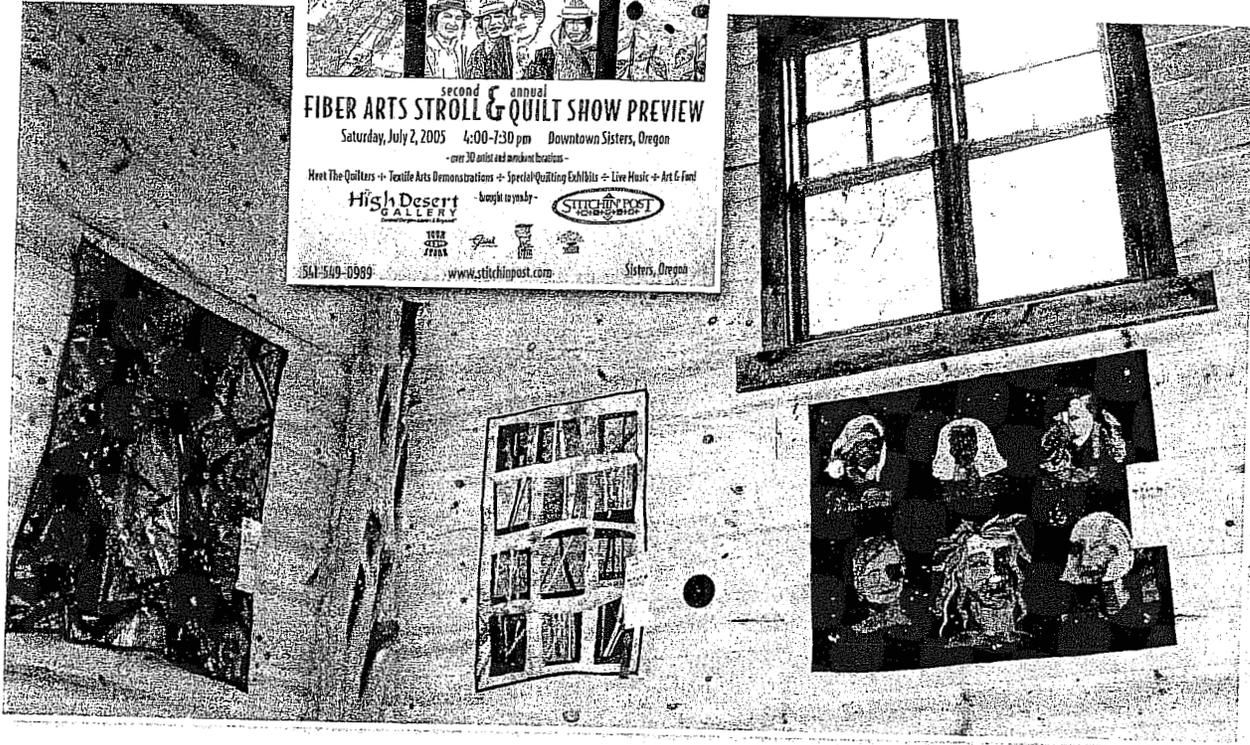
TRYPTIC ELOQUENCE
SANDY'S QUILTS

AROUND THE BLOCK



SISTERS ANNUAL QUILT SHOW • 2005
SISTERS, OREGON

second annual
FIBER ARTS STROLL & QUILT SHOW PREVIEW
Saturday, July 2, 2005 4:00-7:30 pm Downtown Sisters, Oregon
-over 30 artist and musician locations-
Meet The Quilters → Textile Arts Demonstrations → Special Quilting Exhibits → Live Music → Art & Food
High Desert GALLERY brought to you by STITCHING POST
561-549-0989 www.stitchingpost.com Sisters, Oregon





QUILT RETREAT
OREGON COAST



2010

WINDOWS

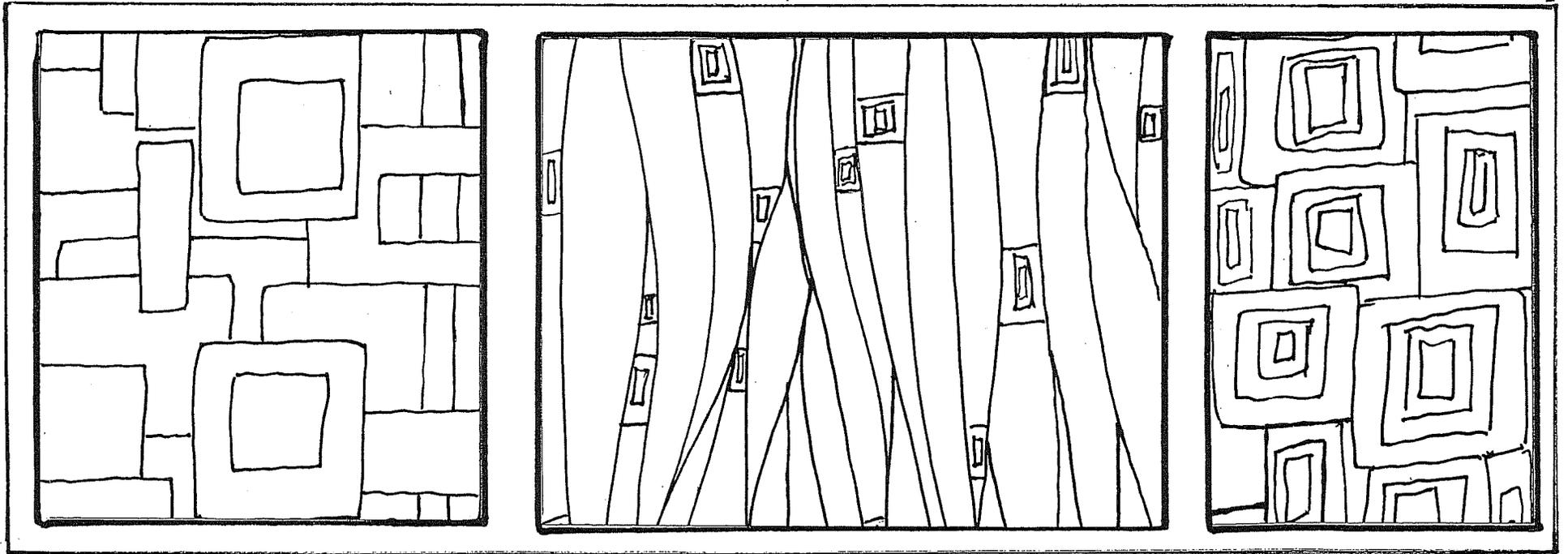
QUILT FOR ELI, JENNIFER'S SON WHEN HE GRADUATED

Rough Draft

Panel 1
Dense fog
4' x 3½'

Panel 2
Cloudy with a chance of rain
4' x 5'

Panel 3
Sunbreaks
4' x 2½'



Some aspects of these designs will carry over to adjacent panels.

color/design.

Sizes are approximate.

Loosely Bound

Nancy Bryant, Diana Cleland-Boyle, Marcia Gilson, Marcy Gregg, Babette Grunwald,
Liz Hoffman, Susan Johnson, Kerry McFall, Sidnee Snell, Shirley Strub, Ann Smith
Meeting address: 1081 N.W. Taylor Avenue, Corvallis, OR 97330

October 15, 2007

Dear Mary Finnegan and Mary Norman,

Thank you so much for meeting with some of the members of our fiber arts group, **Loosely Bound**. Your comments helped us visualize how a fiber art piece might work in the proposed site. We have procured paint samples similar to the color of the wall, discussed design possibilities at length, and prepared a proposal.

Within this notebook please find: 1) a proposal, 2) an image of a similar completed work (*Benton County Vistas*) that illustrates our general idea, 3) a physical example of a detail of the proposed design, and 4) four CDs of images of fiber pieces from group exhibits we have done in the past.

Loosely Bound has been together for about three years, though several of us have known each other for many years. We have discovered that this group works well together, is dependable, creative, talented, and will work hard with you to create something special for this space. Thank you for recognizing the importance of fiber art in this community and the "softening" effect it has on architectural spaces.

If your selection committee has questions, please don't hesitate to call or e-mail one of us. We are very excited about this project and thank you for your consideration.

Sincerely,

Nancy Bryant

Nancy Bryant
bryantin@comcast.net 541.760.3121

Liz Hoffman

Liz Hoffman
ehoffman@uoregon.edu 541.752.6648

Library Proposal: Fiber Art

October 15, 2007

Contact Information (two members of the *Loosely Bound* group)

Nancy Bryant bryantn@comcast.net 541.760.3121

Liz Hoffman ehoffman@uoregon.edu 541.752.6648

Background of Loosely Bound

Loosely Bound is the name of a group of eleven fiber artists (Nancy Bryant, Diana Cleland-Boyle, Marcia Gilson, Marcy Gregg, Babette Grunwald, Liz Hoffman, Susan Johnson, Kerry McFall, Sidnee Snell, Shirley Strub, and Ann Smith) who meet in Corvallis, OR to study, critique, create, support, and learn from each other. We chose the name because it represents an acknowledgement that our skills and experiences come from a variety of traditions built by past artists, quilters, historians, home economists, as well as family members. We are “loosely bound” to these traditions, yet appreciate and give homage to the people working in these realms past and present.

We have been meeting for approximately 3 years and have four major exhibitions to our credit: “Loosely Bound” (OSU MU Concourse, September, 2005), “Essence of Oregon” (LaSells Stewart Center, August, 2006), “Organic Angles” (The Gordon House, Silverton, June, 2006), and “Creative Cornucopia” (OSU MU Concourse, September, 2007). (See attached CDs for work created for these exhibits.) For the “Essence of Oregon” exhibit we created a group project titled *Benton County Vistas* (See attached image) that consists of 10 panels detailing Benton County sites of interest. From this experience we have learned that we work well as a group and enjoy the synergy we are able to give to each other. This piece was on exhibit at *Footwise* during February, 2007 and *Gallery Nouveau* in Corvallis during the month of September, 2007.

Site

Site identified: Area above the computer lab on second floor. A series of panels is proposed. Size will be approximately 3—4 ft in height, and 6—8 feet in total length.

Design Strategy:

We would like to use *Benton County Vistas* as a jumping off point and create a “shorter” series of panels that would focus on the urban scenes (Benton County Courthouse, Saturday market, etc.), but perhaps have Mary’s Peak in the background. The sky would incorporate a variety of traditional and contemporary fiber art techniques and fabrics chosen would work with the established wall color. We would include in the market scene, a book vendor selling books with titles that reflect NW themes. We also might add a few gargoyles in surprise locations to allude to some of the other wonderful art the library already houses. Our goal is to brighten this space, add movement, and soften the rigidity of the computers dedicated to this area.

Projected Budget:

We understand that the library has proposed \$2000 for this project. Though this is less than we anticipate the finished piece will be worth, we are willing to donate a portion of

our efforts because we recognize the importance of the library in this community and appreciate contributing our time and effort towards a project such as this. A conservative budget follows:

Materials:	\$250 Costs include: Fabrics, batting, backing, specialty threads, and embellishments.
Design Labor:	\$200 (approximately 5 hours at \$20/hr. by 2 people)
Construction Labor:	\$2400 (approximately 20 hours per person at \$20/hr. by 6—8 people)
Installation costs:	\$50 The panels will be mounted on slats that can be removed from the wall so the panels can be taken down to be cleaned. Until we see the piece up on the wall, we won't know if additional lighting will be necessary. (You mentioned that the city might be willing to invest in this if needed. Guesstimate: about \$100, depending on type of spotlight, bulbs, and number of lights.)
Maintenance costs:	Library will need to invest approximately \$100 per year (\$25 per hour times four). You mentioned that dust can be a problem in this area. We recommend that the panels be removed from the slats and vacuumed gently four times a year.
Security:	We don't envision security being a major problem since this space is in clear view of the 2nd floor reference desk. We have taken into consideration the height of the panels to make them difficult (if not impossible) to touch without a ladder. We considered a Plexiglas shell to cover the piece like the one in the main lobby, but decided the Plexiglas was too rigid for our design goals.
Total Costs:	\$2900 (plus \$100 for spotlights if necessary and \$100/per year maintenance)

Projected Calendar and Date of Completion:

Hopes for a completion date of December 31, 2007 are not possible. We want to have the time to make the best design decisions possible. We suggest the following schedule:

October 15, 2007	Proposal submitted
November 15, 2007	Announcement of successful bid
December 31, 2007	Design finalized
January 2008	Choose materials, begin construction
February 2008	Construction (cont.)
March 2008	Finishing and tweaking of panels to make them all work together
April 1, 2008	Installation

Future Projects

While discussing this project, *Loosely Bound* became excited about future possibilities. We toured the library and found other areas where fiber art might occur.

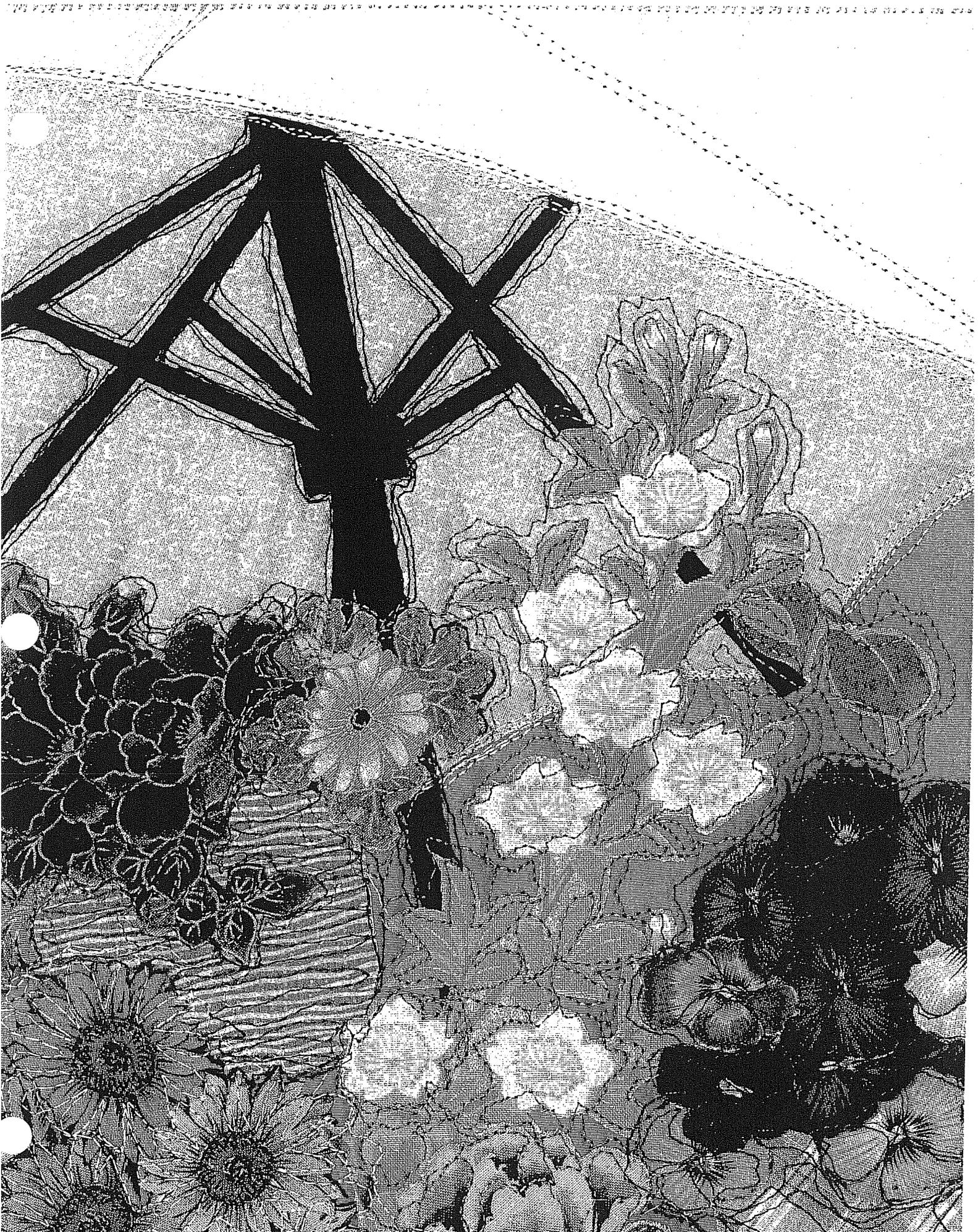
Other sites of interest:

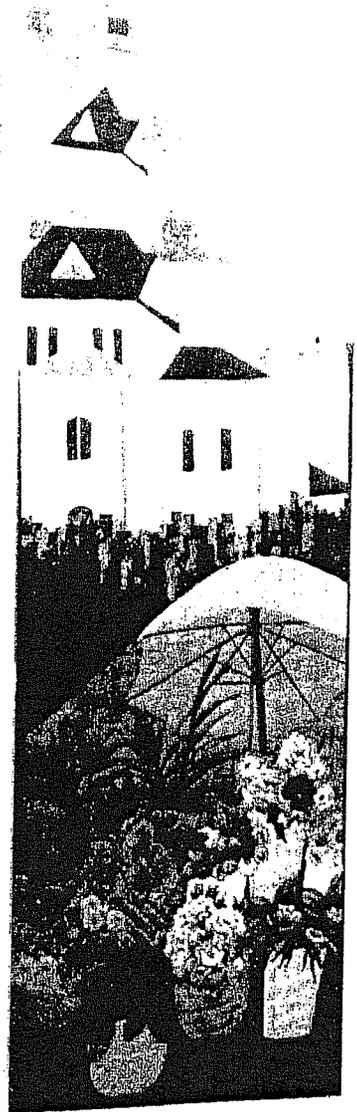
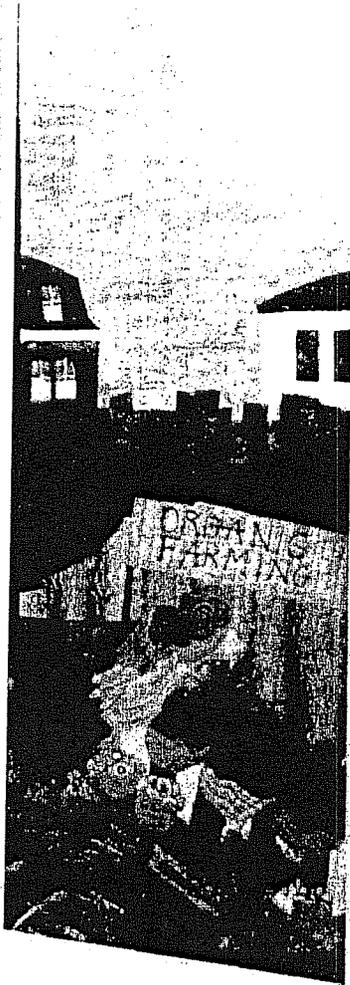
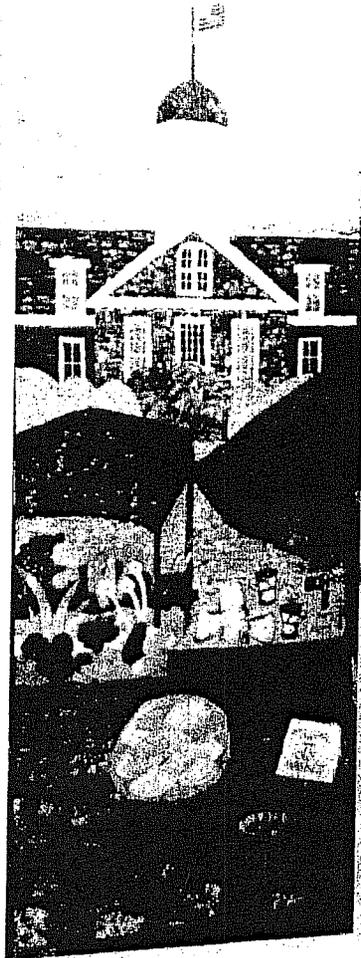
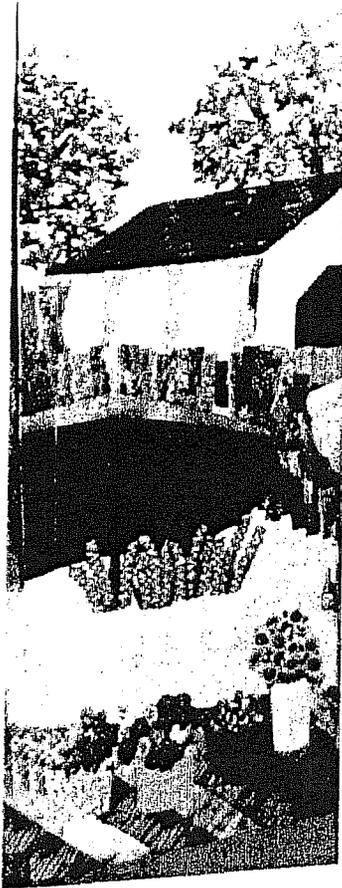
1. north and south walls on the ends of the atrium
2. west and east walls on the two sides of the atrium
3. the twin walls on either side of the glass "prow" on the north wall
4. the ridgeline trusses

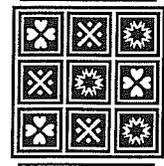
Other design ideas we discussed included book imagery and imagery from the major genres of books (e.g., mysteries, science fiction, biographies, romance, travel) including the identifying symbols librarians place on the spine of books; fracturing an image of a gargoyle and having each *Loosely Bound* member create a piece of the collage; and experimenting with different geometric book shapes (e.g., accordion pleats, portfolios, abstract book shapes).

Summary

We are local artists invested in this community and its resources. We have a track record of exhibit accomplishments and group project success. Quality craftsmanship, ease of maintenance, environmental impact, analysis of the existing space and its purpose, and relevance of design theme are factors we have considered in creating this proposal. Thank you again for the opportunity to apply and your consideration in the selection process.







REQUEST FOR PROPOSALS FOR ART FOR CORVALLIS BENTON COUNTY PUBLIC LIBRARY

The Friends of the Corvallis-Benton County Public Library are seeking to purchase fiber art for the Library's 2nd Floor. This floor houses numerous computers and metal shelves of books. The Friends seek artwork specifically in a fiber medium to soften the environment and make the space more inviting and homey. Quilts, felt work and other fiber arts will be considered.

We are looking for work that incorporates elements of NW imagery, but will not exclude other creative designs. The works should complement the whimsical gargoyles by Peter Helzer as well as the glass tiles designed by Corvallis school children.

The art work will be displayed above the public computers on a blue wall. The available space measures approximately 4' high and 13' wide but artists are encouraged to view the wall space and make suggestions. Triptychs or other sections will be considered. To view this space, inquire at the Adult Reference Desk on the 2nd floor.

Instructions on how to hang and maintain the piece should be included in the proposal. Ease of maintenance will be a consideration in the selection

This artwork is a gift from the Friends to the Library. It's possible that additional art pieces will be purchased in the future, so the proposal could also include ideas for related works to be installed at a later date.

The Friends of the Library's budget for this project is \$2,000.

Proposal should include:

- name of artist and contact information (address, phone, email)
- photos or digital images of past work
- a sketch or photograph of the proposed design
- a budget
- SASE

For more information please contact:

Mary Finnegan
Adult Services Manager
Corvallis-Benton County Public Library
645 NW Monroe Avenue
Corvallis, OR 97330
(541)766-6993
Fax (541) 766-6726

Submit proposals by October 15, 2007 to:

Public Art Selection Committee
Hester Coucke
700 SW Madison Ave
Corvallis OR 97333

CORVALLIS FIRE DEPARTMENT MEMORANDUM

541 766-6961
541 766-6938 (fax)

400 NW Harrison Blvd.
Corvallis, OR 97330

To: Human Services Committee
From: Roy Emery, Fire Chief 
Subject: Recreational / Yard Debris Burning
Date: December 4, 2007

Background

The following is provided by Fire Department staff in response to your request for possible options to address smoke or airborne particulate matter generated by various burning activities occurring within the City of Corvallis. The fire related activities mentioned at this meeting involved:

- Bonfires
- Yard debris burning
- Use of Barbeques & Chimneas
- Recreational fire pits
- Fireplaces

In addition, Councilor Wershow requested information about the number of EMS calls involving difficulty breathing. Between June, 2005, and June, 2007, ambulances were dispatched to 359 calls for reported difficulty breathing. Of those calls, 327 were classified under one of the following billing codes (all of which could be characterized by difficulty breathing): dyspnea, respiratory distress, emphysema, pulmonary edema, shortness of breath, respiratory arrest, wheezing, asthma, chronic obstructive pulmonary disease, or congestive heart failure.

Discussion

The four options discussed relative to burning in Corvallis are discussed below (in no particular order):

1. ***Establish a permitting process for the above noted activities.***

Of those fires noted above, the only activity that currently requires a Fire Code Permit is a bonfire. Approximately three fire code permits are issued for bonfires each year in Corvallis. Most of these events involve attendance by a large number of people. Some of those elements addressed for permit issuance include the size of the pile to be burned, separation of the crowd from the burn area, condition of the surrounding vegetation, weather conditions at time of burn, on-site mitigation for fire control (typically a charged garden hose, fire hose hooked to a water supply with adequate pressure and volume, or a private fire engine). A site visit is made by a fire prevention officer prior to the event to meet and share information guidelines with the responsible(s). For larger bonfires, a re-inspection is typically made just prior to the activity to ensure that all safety precautions are in place and safety staff is ready to mitigate any fire safety issues that might arise.

The kindling of controlled fires in a barbeque, chimnea, and similar appliances is a process not regulated by the Fire Code when such activity is conducted on a parcel occupied by a single- or dual-family dwelling.

The use of built-in and maintained fireplaces in any dwelling (single, dual, multi-family) is not regulated by the Fire Code.

To require a fire code permit for each of the above activities in addition to bonfires would be a labor-intensive undertaking. If such fire permits were desired, a source of staffing to extend that service would need to be identified.

2. ***Ban all burning activities.***

- Barbeques
- Warming / cooking fires - construction sites or transient areas
- Bonfires
- Residential yard / agricultural debris burning
- Use of barbeques & chimneas
- Recreational fire pits
- Fireplaces - interior / exterior
- Kiva / sweat lodge

Fire Department staff have requested an opinion from the City Attorney as to whether the City could legally entertain instituting such a ban. While such recreational activities are not prohibited in other Oregon communities, even with an extensive "City" public education program, effective enforcement would likely be a challenge. Beyond the assumed right to have and use a fireplace, barbeque, chimnea, or related warming fire on one's own property, this discussion will likely flow into the arena of limiting free religious practices.

Over the past fifteen years, CFD staff have been contacted a number of times regarding the creation and / or use of sweat lodges. Those individuals referenced their religious beliefs in the construction and use of such enclosures. Historically, the sweat lodge is a ceremonial sauna and an important ritual used by North American First Nations or Native American peoples. There are several styles of sweat lodges that include a domed or oblong hut similar to a wickiup, a teepee, or even a simple hole dug into the ground and covered with planks or tree trunks. Stones are heated in an exterior fire and then placed in a central pit in the ground. Often the stones are granite and they glow red in the dark lodge.

Approximately twelve years ago, the City Council held hearings to discuss the issue of residential backyard burning. The discussion on limiting the residential burn season beyond that imposed regionally by Oregon Department of Environmental Quality (DEQ) evoked spirited testimony by both strong proponents and opponents. The outcome was a reduction in the pre-existing residential burn season. The City backyard burn season was reduced from March 1 - June 15 and October 1 - December 15, to fourteen DEQ-designated burn days occurring after April 14 each year.

A public forum on restricting all burning activities will likely generate an exponential level of interest and the desire for input.

The challenges for effective enforcement will likely result in a substantial staffing impact on the Regional 911 Dispatch Center, Fire, and Police Departments.

3. ***Create or modify existing ordinances to address "noxious" smoke.***

The Fire Code provides guidance on how to conduct various hazardous processes in a fire-safe manner. In the case of open burning or recreational fires, it does not provide direction or guidelines on best-practice methodology to control by-product emissions or lessen impacts on environmental air quality.

Prior to creating an ordinance to control "noxious" smoke, one must be able to define what that is. There is likely quite a variance in the personal threshold of what each individual might identify as "noxious" smoke.

A web search for “noxious smoke” produced a number of hits for the usage of such verbiage. However, a search for a definition of “noxious smoke” was non-productive.

Nuisance smoke is defined by the US Environmental Protection Agency as the amount of smoke in the ambient air that interferes with a right or privilege common to members of the public, including the use or enjoyment of public or private resources (EPA 1990).

With the establishment of a definition and the option of an ordinance to address the generation or existence of “noxious smoke,” the increased demands on investigating staff for reported complaints would likely be substantial.

Air quality issues are not limited to a specific geographic area. In the scenario that Corvallis might take additional steps to control and or limit the source of noxious smoke generation within the City limits, by itself such action would not ensure that our residents would be the immediate beneficiaries of such action.

Slash burning is a practice used in both public and private forest land management. There have been times when such operations have been conducted in areas west of the Corvallis city limits. With prevailing coastal winds and specific climate conditions, there have been several times in the last ten years when air quality conditions, including the odor of burning vegetation and reduced visibility, were noted in Corvallis. These forest land management operations can be and were located many miles away from the Corvallis city limits. During the most notable events, our 911 Dispatch Center fielded a high number of phone calls inquiring about the fire creating the noted conditions. Information is typically shared with those inquiring, and referrals made to Oregon Department of Forestry and Oregon Department of Environmental Quality.

4. *Continue with existing ordinances(s) and methodology of enforcement.*

Maintaining the status quo would not have a noticeable impact on the Fire Department. However, it also would not address the voiced concerns of some of our citizens, which seem to be largely health related. It should be noted that the Fire Code was developed to address issues directly related to fire safety and therefore may not be an appropriate vehicle for the pursuit of public health concerns. Additionally, any positive impact of planned increased public education activities is unknown at this time.

Public Education / Outreach Efforts

Information on this topic is available in a variety of locations; however, staff can and will do more to inform the public – particularly OSU students – about the various types of burning and the associated regulations. Information about open burning is available on the City’s website under the Fire Department’s “Frequently Asked Questions.” In addition, the open burning dates and regulations are typically published in *the City* annually, and regulations are outlined in two informational flyers available in the Fire Department lobby. Staff is in the process of developing similar information regarding recreational burning for the website and informational flyers. An article outlining recreational burning regulations will appear in the February, 2008, issue of *the City* and will be published annually thereafter. Fire personnel currently average more than 7,000 personal contacts per year in pursuit of fire safety education. Considering that our community has a population of approximately 50,000, our contact rate would equate to about 14 percent of the population.

REVIEWED & CONCUR


Jon S. Nelson

Attachment A

MEMORANDUM

DATE: 16-Dec-07
TO: Human Services Committee
FROM: Trish Daniels
SUBJECT: Recreational Fires

Having attended the Nov. 20 HSC meeting where this topic was discussed, I would like to offer a few observations and provide some suggestions, which follow from those observations, for your consideration.

Based on the testimony at that meeting, it would appear that recreational fires do not appear to be a problem in most parts of Corvallis. However, in the areas where the fires most commonly occur, there are some serious problems, primarily related to safety and health, that concern a number of residents. Thus, neither a citywide solution nor a citywide continuance of the status quo seems warranted.

A number of issues surfaced in the course of your meeting, which could be addressed through a combination of measures short of banning the fires, or requiring permits.

Those issues, as I understand them, are as follows:

- Smoke, specifically the absence of a reference to it in the current ordinance.
- Lack of public knowledge about what is and is not required for recreational fires.
- Ill will or frustration arising from misunderstandings between dispatchers and citizens reporting alleged illegal fires.
- Air pollution.

Smoke. Since there's no reference to "noxious smoke" in the ordinance regarding recreational fires, Fire Dept. staff don't have the enforcement language that would allow them to require extinguishing a fire on the basis of smoke alone. Such a reference does exist in the language regarding agricultural fires or yard debris burning. Why not simply add the same language to the ordinance discussion of recreational fires?

Lack of awareness. As Councilor Beilstein remarked, there is an issue of public education. I can attest to this: neither the residents bothered by recreational fires, nor the residents responsible for the fires, have a clear understanding of what the city's standards are, or even whether we have any standards. While the staff report details a number of ways the information is made available to the public, it is not reaching these audiences.

What is needed is a simple flyer that spells out exactly what the requirements are. As a former neighborhood association president, I would be more than happy to work with Fire Department staff to help develop a flyer that would address the questions that were brought to me by my neighbors on both sides of the issue many times over the years.

I would also be happy to work with them on a distribution plan. Permanent residents need to know the information, so they won't waste staff time reporting fires that are within the legal guidelines. Residents who want to have fires need to know what their responsibilities are; and because those residents are frequently students, and a new group of freshmen arrives each year, the information should be provided annually along with other city information at OSU's new student orientations.

Dispatcher-citizen communication. You have received one citizen's testimony regarding his difficulties in communicating with a dispatcher about the nature of the fire he was reporting. This is a tale I've heard from others as well, so it is not just a matter of one cranky caller. The problem, again, is insufficient information. While dispatchers may very well know the rules governing recreational or "warming" fires, they appear to be unaware that most callers do not know those rules. Yet just because a caller is ignorant of the requirements doesn't mean there is no danger. Two things might be helpful to avoid this particular form of misunderstanding: better citizen understanding of the rules (see #2, above) and perhaps a slight adjustment in the way dispatchers are instructed to obtain the needed information from callers reporting non-structural fires.

Air pollution. The *Corvallis Vision 2020 Statement* contains numerous references to the value we place on "clean air." Like Councilor Brauner and Fire Chief Emery, the Vision Statement recognizes that "pollution obeys no human boundaries," but it does not accept that we should therefore do nothing—rather, it goes on to state ways we can work to reduce air and water pollution through coordination with other communities in the region and, notably, through "changing attitudes and actions by residents, strict environmental regulations..." Putting particulate matter into the air merely for our own pleasure may someday be regarded as an unsustainable behavior, a habit and practice we should discourage in the same way we no longer dump toxics into our rivers and oceans. I therefore suggest that we as a community should add discretionary open burning practices to our growing list of items to be considered in a community sustainability plan.

ORDINANCE 2008-_____

AN ORDINANCE RELATING TO RECREATIONAL BURNING IN THE CITY OF CORVALLIS, AMENDING CORVALLIS MUNICIPAL CODE CHAPTER 7.08, "CORVALLIS FIRE CODE," AS AMENDED

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 7.08 is hereby amended to add the following new section 7.08.190:

Section 7.08.190, Examples of Defined and Expanded Extinguishment Authority. OFC Section 307.3 as adopted by this Chapter is amended to add Section 307.3.1 as follows: In addition to those controlled fire activities identified within the fire code definition of open burning and recreational fires, the fire code official is authorized to order cessation of those burning activities which generate offensive or objectionable smoke or odor emissions, including those activities regulated by Section 308 - Open Flames. Examples of controlled smoke /odor activities include, but are not limited to: use of barbeque grill or pit, chimnea, open flame cooking device, incinerator, outdoor fireplace, and similar warming fires.

PASSED by the City Council this _____ day of _____, 2008.

APPROVED by the Mayor this _____ day of _____, 2008.

EFFECTIVE this _____ day of _____, 2008.

Mayor

ATTEST:

City Recorder

**ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
DECEMBER 20, 2007**

Present

Councilor Bill York, Chair
Councilor Dan Brown

Staff

Jon Nelson, City Manager
Ken Gibb, Community Development Director
Nancy Brewer, Finance Director
Carrie Mullens, City Manager's Office

Visitors

John Hope-Johnstone	Joan Wessell
Mysty Rusk	Maureen Beezhold
John Sechrest	Betty Griffiths
Allan Fudge	Shayna Rogers
Jeff Peterman	

SUMMARY OF DISCUSSION

<u>Agenda Item</u>	<u>Information Only</u>	<u>Held for Further Review</u>	<u>Recommendations</u>
I. Economic Development Allocations First Quarter Reports			Accept the First Quarter Economic Development Allocations Reports for Fiscal Year 2007-2008
II. First Quarter Operating Report			Accept the First Quarter Operating Report for Fiscal Year 2007-2008
III. Other Business <ul style="list-style-type: none"> • Plastic Shopping Bags and Polystyrene Food Packaging Ban • Committee Chair Schedule 	***		<ul style="list-style-type: none"> • Defer taking action on individual components of the solid waste issue, pending results of the Corvallis Sustainability Coalition's comprehensive initiative

Chair York called the meeting to order at 12:00 pm.

CONTENT OF DISCUSSION

I. Economic Development Allocations First Quarter Reports (Attachment)

Community Development Director Gibb said the staff report identifies first quarter Economic Development disbursements and includes activity reports from each of the

six agencies receiving funds. Financial information submitted by Corvallis Tourism is required and has been reviewed and approved by the City's Finance Department.

John Hope-Johnstone, Corvallis Tourism (CT) Executive Director, provided copies of the November 27 *Consumer Confidence Press Release* (Attachment A), Monthly Statistics, updated November 21 (Attachment B), and the 2007-2008 CT Work Plan (Attachment C). Mr. Hope-Johnstone said he quantifies future tourism based on the Consumer Confidence Index. Local tourism confidence began declining in late spring and has continued the downward trend; however, there has been a softening in the corporate market since September. Transient Occupancy Tax (TOT) will most likely be flat in 2008.

Mr. Hope-Johnstone referred to the updated Monthly Statistics (Attachment B) and noted that Web site users declined by more than 1,000 users in October. During the first quarter of 2008, the Web site will be redesigned.

In response to Chair York's inquiry, Mr. Hope-Johnstone confirmed that first quarter membership revenue is low due to the membership cycle. Since the report, CT has received \$6,300 of the projected \$11,000 dues.

Mysty Rusk, Corvallis Benton Chamber Coalition (CBCC) Director, submitted a CBCC October 2007 Progress Report (Attachment D). She said the Report is more quantitative and will allow the CBCC to better track projects and trends.

Ms. Rusk reported that CBCC has been heavily involved in a major recruiting project with a company hoping to move to the Western United States and interested in Oregon's tax credit programs. Competitors for this project include Salem, Hillsboro, and Gresham. If the recruitment is successful, 300 to 600 jobs would be available within five years.

John Sechrest, CCBC Economic Development Director, noted that CBCC has been assisting the Sustainability Cluster and supporting the High-Tech After Hours events. Ms. Rusk added that After Hours has a new location, approximately 1,000 participants from all over the Country, and vendor participation increased 38%.

Councilor Brown asked for progress report coding clarification. Ms. Rusk said CBCC recognizes that the new report needs some refinement, including a different recognition of "I" for implementation and "1" for numeric value. She confirmed that CBCC participated in one ribbon cutting in October.

Chair York referred to the downward funding stability trend identified in the CBCC quarterly report. Ms. Rusk said the CBCC made a significant shift in bookkeeping services to reduce overall administrative costs. Since the quarterly report was

completed, financial statements identify a more stable funding base. The major fund raiser, Celebrate Corvallis, raised \$2,500 four years ago compared to approximately \$30,000 in 2007. CBCC is exploring changing the name of the Celebrate Corvallis First Citizen award to the "Scott Zimbrick First Citizen" award.

Allan Fudge, Business Enterprise Center (BEC) Board Secretary, reported that BEC has 11 resident companies and seven affiliates. At a fall retreat, the BEC Board decided not to pursue a new facility at this time. The Board opined that it is in BEC's best interest to stay in the current facility focusing on development of traded sector companies.

In response to Councilor Brown's inquiries, Mr. Fudge confirmed that the rent will remain the same and, with the building owner's permission, BEC plans to stay in the current facilities for many years.

Jeff Peterman, BEC Board Chair, added that BEC has completed one year of a five-year commitment in the current facilities.

Maureen Beezhold, Oregon Natural Step Network (ONSN), highlighted recent accomplishments:

- ONSN participates with the Sustainability Business Clusters Group in exploring promotion of sustainable business enterprise zones.
- In November, 23 individuals participated in a Natural Step training session.
- ONSN is an elite partner in the Corvallis Sustainability Coalition.
- ONSN partners with Northwest Earth Institute (NEI) on local discussion courses and a record was set in 2007 with 30 initiated courses.
- Hewlett-Packard (H-P) sponsored two NEI courses: Choices for Sustainable Living and Global Warming. Individuals from other H-P campuses were included in the courses.
- ONSN sponsored a presentation on Civic Ecology with approximately 60 participants.
- ONSN will hold a strategic planning session in January to ensure the community sustainability focus is being met.
- The most recent International Natural Step Network Newsletter refers to the Corvallis Chapter of ONSN as a resource for "going green for the holidays," and included the *Corvallis Gazette-Times* article recently published on the same topic.

Joan Wessell, Downtown Corvallis Association (DCA) Director, said a recent survey reveals brisk holiday sales for downtown retailers. Holiday activities include a "Where's Rudolph" scavenger hunt, strolling musicians, and free cookies and candy. Marketing activities include advertising late and Sunday open hours, trolley availability, current events, and television spots highlighting specific businesses.

Other recent DCA activities include updating the Downtown Walking Tour brochure and business directory, facilitating a new business in the Albright & Raw building, and partnering with Linn-Benton Community College for the 2008 business seminar series. The DCA is continuing work on the Urban Renewal District (URD). The next public meeting is scheduled for January and they are considering forming a Political Action Committee for promotion purposes.

In response to Chair York's inquiry, Ms. Wessell said the Red, White, and Blues festival profit was down from the previous year. The DCA intends to promote individual sponsorships in the future. She noted that the "s" has been dropped from "Blues" for the 2008 festival to allow other musical venues.

The Committee unanimously recommends that Council accept the first quarter Economic Development Allocations reports for Fiscal Year 2007-2008.

II. First Quarter Operating Report (Attachment)

Finance Director Brewer said operating revenues in the first quarter were slightly more than 16% of total budgeted revenues, which is reasonable based on property tax revenue not anticipated until November. Operating expenses are also on target at 23.3% of the amended budget. The complete quarterly operating report is posted on the City's Web site.

Ms. Brewer said construction normally slows-down at the end of the first quarter. Major projects at or near completion during the first quarter include the Walnut Boulevard repairs and the Country Club waterline system.

In response to Chair York's inquiry, Ms. Brewer said the 24.64% Personal Services expenditure is the result of the 100 to 150 summer casual employment costs associated with Parks and Recreation, Public Works, and the Osborn Aquatic Center. This is a normal spending pattern for the City.

The Committee unanimously recommends that Council accept the First Quarter Operating report for Fiscal Year 2007-2008.

III. Other Business

A. Plastic Shopping Bags and Polystyrene Food Packaging Ban

Councilor Brown reported that Council referred the issue of banning plastic bags and Styrofoam to this Committee to determine if the City should deal with these types of issues one at a time as they are presented or all together under the umbrella of the Corvallis Sustainability Coalition.

Betty Griffiths, Corvallis Sustainability Coalition, provided copies of the approved Coalition budget and budget notes (Attachment E), as requested during the last Committee meeting. She said the Coalition has launched a waste reduction task group that will begin meeting in January, an expanded Steering Committee will meet January 22, and March 31 has been selected as a tentative date for a town hall meeting. The Council will receive a copy of the consultant request for proposals (RFP) via the Assistant to City Manager/City Recorder. The RFP was sent to eight firms. The Coalition will also send a formal request for the \$20,000 allocation to help pay for part of the project. The Coalition is asking for an expedited decision so they can move ahead with the assurance that they have verbal and fiscal Council support.

In response to Chair York's inquiry, Ms. Griffiths confirmed that the \$20,000 itemized on the Coalition's Budget for Fiscal Year 2008-2009, under INCOME, City of Corvallis (FY 08), has already been budgeted by the City. The funds have not yet been released.

In response to Councilor Brown's inquiry, Ms. Griffiths identified the expanded Steering Committee members: Scott Wilson, Carl Walker, Ryan McAlister, and Jim Moorefield.

Chair York and Councilor Brown both prepared written summaries (Attachments F and G, respectively).

Chair York said there is consensus the plastic bags and Polystyrene food containers (EPS) are harmful to the environment; however, he does not believe consensus has been reached on the cost and environmental impact of product substitutes. The Coalition is moving forward with a community-wide effort to develop a comprehensive action plan that includes a waste reduction task group. The task group has already been identified, is scheduling a public meeting to educate and stimulate public discussion, and anticipates completion of an integrated plan by the end of 2008. Chair York recommends Council defer action on individual components of solid waste until the community-wide initiative product is developed.

Councilor Brown concurred that putting all of these issues into a single, public process will be more efficient than responding to each request individually.

The Committee unanimously recommends that Council defer taking action on individual components of the solid waste issue, pending the results of the Corvallis Sustainability Coalition's comprehensive initiative.

Councilor Brown made the following proposals for Council consideration:

- Supplement public meeting process with a scientific survey to provide data from a majority of citizens who are not able to attend public meetings. Use the 2006 Corvallis Citizen Attitude Survey as the prototype survey methodology. *Consistent with the Coalition budget presentation.*
- Request help from the Coalition and participate in the consultant selection, task assignment, and specificity of expectations.
- Ask the Coalition and consultant to plan and implement a public process and write the Community Sustainability Plan. Consider using the services of the International Council for Local Environmental Initiatives (ICLEI), a national organization that establishes baseline and benchmark indicators for sustainability. *ICLEI services are not included in the Coalition budget.*
- Use the process and plan evaluation criteria previously discussed and documented in Attachment G.
- Design a budget based on Council's vision for the sustainability process and reconciling the \$20,000 with the presented budget.
- Pursue a realistic schedule reflecting the increasing urgency of the community's desire to begin. *The Coalition's timeline is a realistic starting point while the Council's previously discussed timeline is a slower process.*
- Decide whether this should be a strategic or action plan. *Councilor Brown recommends an action plan based upon existing City policy to implement Corvallis Vision 2020.*

Shayna Rogers, Associated Students of Oregon State University, said she is pleased how the community is moving forward with sustainability issues, but expressed concern about specific roles and timelines.

Ms. Rogers inquired whether the Coalition would eventually become an official Council committee, if the Coalition will be writing policy for the City, and/or will the Coalition be consulting for the City. Because the Coalition is a large, volunteer-driven group, it will move slowly while tough issues continue to come forward. She agreed that bans on plastic bags and EPS food containers need more community dialogue; however, she is concerned that they will not be addressed in a timely manner.

Chair York announced that Councilor Brown is the Council's liaison to the Coalition. He said part of this process has been to come up with a list of all issues in addition to plastic bag and EPS food containers. With City involvement, the Coalition will identify items and prioritize the list as one of the first steps.

Councilor Brown opined that the action taken today will not delay any of the issues. The Committee has identified a process for dealing with two issues presented and the City will participate in a public process to address other issues

brought forward. He noted that a plan forwarded by the Coalition may include recommendations to change City policy, which would need Council approval. He added that one way the City works with the Coalition is financial support. Now that the Coalition has presented a budget, Council can decide if the funds provided by the City need to be amended.

B. Committee Chair Schedule

Councilor Brown will Chair the Committee during the first quarter of 2008 and Councilor York will Chair during the second quarter of 2008.

The next Administrative Services Committee meeting is scheduled for 12:00 pm on Thursday, January 10, 2008 in the Madison Avenue Meeting Room.

Respectfully submitted,

Bill York, Chair

MEMORANDUM

DATE: December 3, 2007

TO: Administrative Services Committee

FROM: Ken Gibb, Community Development Director



SUBJECT: First Quarter FY 07-08 Economic Development Program Review

I. Issue

Review and acceptance of the quarterly reports from the following economic development agencies: Corvallis Tourism, Corvallis-Benton Chamber Coalition, Corvallis Independent Business Alliance, Business Enterprise Center, Downtown Corvallis Association, and Oregon Natural Step Network, as well as overall program summary.

II. Background

The City Economic Development Policy's (CP 96-6.03) primary purpose is to preserve and support community livability by encouraging economic stability and sustainable economic opportunities. To provide a stable funding source for activities to support this goal, 50% of the transient room tax (TRT) revenue collected in the previous calendar year is allocated for City sponsored economic development activity. Through the annual Economic Development Allocation process, eight entities were allocated non-dedicated (20% of TRT) economic development funds of \$213,650. Corvallis Tourism was allocated a dedicated amount (30% of TRT) of \$320,470.

<u>Agency</u>	<u>Amount Allocated</u>	<u>Disbursed 1st Quarter</u>
Corvallis Tourism Dedicated Funding	\$320,470	\$80,117
Business Enterprise Center	\$17,000	\$4,250
Corvallis-Benton Chamber Coalition	\$65,000	\$16,250
Corvallis Chapter, Oregon Natural Step Network	\$7,500	\$7,500
Corvallis Fall Festival ¹	\$7,000	\$7,000
Corvallis Independent Business Alliance	\$5,500	\$5,500
da Vinci Days ¹	\$14,500	\$14,500
Downtown Corvallis Association	\$53,150	\$53,150
Willamette Neighborhood Housing Services ²	\$44,000	\$11,000
Total	\$534,120	\$199,267

1 Corvallis Fall Festival and da Vinci Days are monitored by the Parks and Recreation Department and reviewed by the Human Services Committee.

2 WNHS's quarterly reports are evaluated by the Housing Programs Division and monitored through the Human Services Committee. WNHS was allocated funds for two programs - Housing and MicroBusiness.

All agencies entered into contractual agreements with the City of Corvallis. Two of the contracts are managed by the Parks and Recreation Department, with the remainder managed by the Community Development Department.

Reporting to the Human Services Committee are Willamette Neighborhood Housing Services (WNHS), Corvallis Fall Festival and da Vinci Days. WNHS reports on a quarterly basis to Community Development Housing Division, and the event organizations provide annual reports through the Parks and Recreation Department.

Quarterly reports are required to be submitted by Corvallis Tourism, Business Enterprise Center (BEC), Corvallis Chapter Oregon Natural Step Network (ONSN), Corvallis Independent Business Alliance (CIBA), Corvallis-Benton Chamber Coalition (CBCC), and Downtown Corvallis Association (DCA) for ASC review. Attached are copies of the first quarter reports as submitted by Corvallis Tourism, BEC, ONSN, CIBA, CBCC and DCA.

III. General Discussion

Each agency meets goals identified in CP 96-6.03. Corvallis Tourism focuses their efforts on promoting Corvallis as a visitor/tourism/meeting location. CBCC and BEC direct their efforts towards business assistance, retention and development of existing businesses within the City and County. DCA works to make downtown Corvallis a vital commercial, cultural and social center. CIBA supports independent, local businesses. WNHS supports the development of an adequate, affordable housing supply. Oregon Natural Step Network encourages sustainable economic activities that reduce environmental impacts. Corvallis Fall Festival and da Vinci Days produce annual events that promote Corvallis and invite tourists to our area. All of the efforts listed above are geared toward making Corvallis more livable.

Each agency has been provided with a copy of this report and has been invited to attend and address the Committee.

IV. Financial Analysis

Quarterly reporting requirements for FY 98-99 were modified so that only those agencies receiving more than 50% of their funding from the City are required to submit financial information on a quarterly basis. Corvallis Tourism is the only agency that meets that criterion. Financial statements submitted by Corvallis Tourism were reviewed by Finance Office staff and found to be in compliance with their agreement. A copy of the Finance staff review is attached.

V. Action Requested

That the Administrative Services Committee consider this report and recommend City Council approve acceptance of the first quarter report.

REVIEW AND CONCUR:



Nancy Brewer, Finance Director

REVIEW AND CONCUR:



Jon S. Nelson, City Manager

MEMORANDUM

November 27, 2007

TO: Kathleen Matthews, Community Development
FROM: Mindy Perez, Accounting
SUBJECT: Corvallis Tourism Annual Report - First Quarter, FY07-08

This review consists of inquiries and analytical procedures and is very limited in its nature. The quarterly financial statements have not been reviewed by a Certified Public Accountant and are the representation of the management of Corvallis Tourism.

During the first quarter of fiscal year 2007/2008, Corvallis Tourism reported revenues of \$92,591 and expenditures of \$99,046, resulting in a decrease in net assets of \$6,455. Corvallis Tourism maintains a strong financial position, with Net Assets of \$38,189 consisting primarily of cash and cash equivalents.

The City of Corvallis funded \$80,117 of economic development funds to Corvallis Tourism in the first three months of FY07/08. This represents 86% of revenues for the quarter. Corvallis Tourism has accounted for this funding appropriately.

Corvallis Tourism has contracted with the City to coordinate activities for the City's 150th Birthday Celebration. The City has paid \$15,000 to Corvallis Tourism to fund this, with unused funds to be returned to the City at the end of calendar year 2007. These funds are not part of Revenues and Expenses, but are shown as a liability on the Statement of Financial Position. Any spending for the Birthday Celebration reduces the liability. At the end of September 2007, \$3,632 remains.

Overall, Corvallis Tourism has a strong financial picture, with its primary source of revenue being the City of Corvallis.

Nothing came to our attention during this review that would be cause for further review or concern. Acceptance of the Corvallis Tourism annual report is recommended.

CORVALLI TOURISM

Corvallis, Oregon Convention & Visitors Bureau

**First Quarter Report 2007/2008
(July-Sept 2007)**

CORVALLI TOURISM

Corvallis, Oregon Convention & Visitors Bureau

Quarterly Report

Table of Contents

Corvallis Tourism Monthly Statistics Report

Balance Sheet

Quarterly Financial Report

Profit & Loss Budget vs. Actual for Quarter

Check Register for Quarter

Bank Statements for Quarter

Work Plan Completion Report

Corvallis Tourism
Balance Sheet
As of September 30, 2007

	Sep 30, 07
ASSETS	
Current Assets	
Checking/Savings	
Checking	24,543.20
Money Marketing Account	15,051.59
Total Checking/Savings	39,594.79
Accounts Receivable	
Accounts Receivable	200.00
Total Accounts Receivable	200.00
Total Current Assets	39,794.79
Fixed Assets	
Accumulated Depreciation	-22,724.00
Office Equipment & Furniture	25,840.36
Total Fixed Assets	3,116.36
TOTAL ASSETS	42,911.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Corvallis 150th Birthday	
Contingency	1,184.17
Event Assistance	196.00
June Birthday Center PK Pincnic	516.86
New paper & Radio Advertising	1,735.50
Total Corvallis 150th Birthday	3,632.53
Oregon Business Magazine	248.55
Payroll Liabilities	840.58
Total Other Current Liabilities	4,721.66
Total Current Liabilities	4,721.66
Total Liabilities	4,721.66
Equity	
Net Assets	44,644.15
Net Income	-6,454.66
Total Equity	38,189.49
TOTAL LIABILITIES & EQUITY	42,911.15

Corvallis Tourism
Quarterly Report
 2007/2008

	July '6-'June'07	Jul'07-Jun'08	Jul'07-Sep'07	Percent
Income	Actual	Budget	Actual	Budget
Awards Luncheon Revenues	335.00	-	-	#DIV/0!
Brochure Income	0.00	-	283.01	#DIV/0!
City of Corvallis	296,090.00	320,469.00	80,117.49	25%
Co-op Advertising Revenues	1,500.00	1,500.00	-	0%
Co-op Promotions Income	1,350.00	1,350.00	1,000.00	74%
Corvallis Travel Store	0.00	700.00	-	0%
Commissions	0.00	-	1,269.71	#DIV/0!
Income/Misc	72.35	400.00	-	0%
Information packets	3,387.79	3,300.00	919.00	28%
Interest Income	57.67	65.00	6.50	10%
Joint Marketing Income	1,773.56	-	-	#DIV/0!
Membership	11,087.80	11,000.00	750.00	7%
Rebate Payments	3,008.75	-	-	#DIV/0!
Relo Leads Service	400.00	400.00	-	0%
Souvenir Income	526.93	550.00	151.00	27%
Ticket Sales	5,493.00	8,978.00	8,094.59	90%
Web Ads	3,330.00	4,030.00	-	0%
WVVA	2,035.47	600.00	-	0%
Total Income	330,448.32	353,342.00	92,591.30	26%
Expense				
Administration	56,786.21	62,488.00	16,448.87	26%
Conferences/Education	4,160.33	4,008.00	1,783.34	44%
Marketing/Advertising	34,379.94	37,000.00	9,517.17	26%
Marketing/Community Relations	4,708.80	3,235.00	42.55	1%
Marketing/Convention Servicing	565.07	535.00	104.66	20%
Marketing/Dues	3,615.90	4,280.00	325.00	8%
Marketing/Entertainment	1,536.33	1,976.00	448.89	23%
Marketing/Fees	2,667.00	3,167.00	-	0%
Marketing/Internet	11,020.77	21,338.00	10,603.25	50%
Marketing/Media Relations	0.00	1,000.00	-	0%
Marketing/Post/Ship	13,919.70	15,806.00	4,513.94	29%
Marketing/Printing	4,124.47	5,252.00	2,574.25	49%
Marketing/Promotions	1,296.51	5,215.00	1,218.81	23%
Marketing/Public Relations	246.90	247.00	-	0%
Marketing Rebate Payment	3,008.46	-	-	#DIV/0!
Marketing/Research	1,700.00	3,900.00	1,900.00	49%
Marketing/Sales Trips	5,538.58	6,947.00	729.48	11%
Marketing Sports Comm	47.99	2,223.00	2,295.00	103%
Marketing/Telephone	2,302.61	2,303.00	550.90	24%
Marketing/Visitor Services	10,390.43	11,000.00	2,142.46	19%
Payroll Expenses	0.00	-	-	#DIV/0!
Personnel	161,655.96	161,000.00	43,846.56	27%
Uncategorized Expenses	0.00	-	0.83	#DIV/0!
Total Expense	323,671.96	352,920.00	99,045.96	28%
Net Income	6,776.36	422.00	(6,454.66)	

2006/2007 Corvallis Tourism
Work Plan

		J	A	S	O	N	D	J	F	M	A	M	J
c=completed n= not completed w or x = working													
Sports Marketing													
A1	Update local sports data base					x							
A2	Mail sports folder to local org							x					
A3	Sales Blitz of OSU Coaches		c					x		x			
A4	Create Corvallis Sports Fund							x					
A5	TEAMS Sports Trade Show			x									
A6	Work with State Sports Commission		c	c	x	x	x	x	x	x	x	x	x
A7	Build a key list of new sports events to solicit				x								
A8	Sports Commission Meetings		c					x		x		x	
A9	Sanctioned Chapter of Oregon Sports Auth							x					
Group Marketing													
		J	A	S	O	N	D	J	F	M	A	M	J
B1	Execute Low Season action plan			x									
B2	OSAM Trade Show & Conference			x									
B2.5	CECN Trade Show							x					
B3	SGMP Trade Show							x					
B4	MPI Conference								x				
B5	Presentation at Tourism Think Tank							x					
B6	Key Account CRM program					x		x		x			
B9	Meeting Planner Fam tours		c										
B10	Create link page for planners			x									
B11	Update Key Account list									x			
B12	Expand Choose Corvallis Program					x							
B13	Link to photo gallery page for planners					x							
B14	Expand Public Relations to Meetings Media						x						
B15	Advertise in MPI and SGMP directories					x							
B16	Sales Training Program for Hotels							x					
B17	Personalized e-newsletter for meeting plnrs			x		x		x					
B18	Press Releases for meeting media			x		x			x				
B19	Conference Sales Team Meetings		c	c	x	x	x	x	x	x	x	x	x
B20	Attend monthly SGMP and MPI meetings		c	c	c	x	x	x	x	x	x	x	x
B21	Check online bid system with local hotels							x					
B22	Attend OTTA meetings				x			x		x			
B23	Create web page for their RFP to be loaded					x							
B24	Develop tech, farm and festival tours				x								
		J	A	S	O	N	D	J	F	M	A	M	J
Leisure Travel Marketing													
C1	Contact Int Tour Ops thru TO for niche					x							
C2	Publish new destination guide						x	x	x	x			
C3	Add culinary nich to Tailored Lifestyle			x									
C4	Addison Trade Shows (Vancouver)							x					
C5	Hold Festival & Events Meetings				x						x		
C6	Place Advertising Campaign							x			x		
C7	Hwy 34 Scenic Byway			c			x				x		
C8	Rework German and Spanish Web content					x			x				
C9	Promote Media page on website to OR med				x					x			
C10	Update media list						x						
C11	Send out 3 press releases				x			x			x		x

The Business Enterprise Center, Inc.

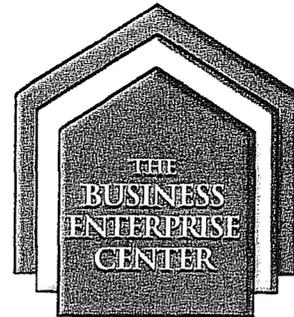
October 1, 2007

RECEIVED

City of Corvallis
Attention: Kathleen Matthews
PO Box 1083
Corvallis, OR 97339-1083

OCT 18 2007

Community Development
Planning Division



*The Mid-Willamette Valley's
Business Accelerator*

"Success Starts Here"

Dear Ms Matthews,

In accordance with the reporting requirements of the funding agreement between the City of Corvallis and The Business Enterprise Center executed on 7/1/2006, please accept the following as the summary of activities for the first quarter of FY 07-08 (July – September 2007).

The Business Enterprise Center (BEC) continues to fulfill its mission: "To stimulate and support the development of emerging businesses resulting in the creation and retention of jobs in the region". The BEC is achieving this by engaging in the following activities.

Day to Day Operations: During this quarter we have started Phase II of our facility update. Barb Sloan, Program Manager, was brought in to manage the BEC operations. Currently, we have eight clients in residence at our facility and have four affiliates. Also we are actively recruiting seven potential clients.

Programs and Educational Activities: We have continued our after hours business educational series at the new facility and they have been well attended.

Our Growing A Technology Business seminar finished in September with general and applied training in Leadership. The BEC in conjunction with LBCC/SBDC signed up 14 participating companies for this educational series. The class has covered topics in Marketing, Operations, Technology, Finance, and Leadership. This seminar was made possible from a grant from the USDA.

The BEC Business Bootcamp was held during the last week of September and was attended by eleven people. During the five day event, the class heard 18 different speakers talk about various business subjects. Feedback from attendees mentioned the high quality of the speakers and how they have a new perspective on starting a business.

Fund Raising to acquire or build a BEC facility: We continue our regular outreach activities of fund raising for building a new 20,000 square foot facility.

Grant writing: Our grant writer has pursued two types of grants. 1. Grants to provide enhanced services for our clients (like the above mentioned USDA training grant and a RIB grant). 2. Grants to enable the BEC to facilitate bio-fuels initiatives.

Financials: No unanticipated income or expenses were recorded.

Thank you for your support.

Sincerely,

A handwritten signature in black ink, appearing to read 'a s fudge', with a stylized flourish at the end.

Alan S. Fudge
BEC BOD, Secretary

To: Ken Gibb
From: Bruce Hecht
Date: November 29, 2007

Subject: Oregon Natural Step Network Economic Development Grant 1st Quarter Report FY07 - 08

Finances:

During the period from June 30th 2007 to October 15th 2007 we completed 67.5 hours of labor and had \$189.96 of expenses for workshop attendance, phone and copies. At our contract-billing rate we have spent \$1202.46 for work associated with our submitted plan this quarter. Year to date expenditures are \$1202.46 or 17% of total grant monies with 25% of the contract period completed.

Here is an update on our work in alignment with our submitted plan:

Support retention, expansion and development of professional service, commercial and manufacturing firms that are compatible with the community and that provide for a diverse economic base.

- I am continuing to participate on the EVP (Economic Vitality Partnership) Prosperity That Fits steering committee as well as facilitating action item 12.2 of the plan. Action item 12.2 is part of the strategy to integrate economic development and sustainability. The committee has made a recommendation to the EVP steering committee and Mayor Tomlinson to consider the use of an Enterprise Zone in Corvallis as a tool to promote the development and recruitment of sustainable businesses. Depending on community response to the concept the committee will take on the development of criteria for a Sustainable Enterprise Zone. The committee is also continuing to collect information on sustainable business in our region as well as meeting with local businesses in an effort to promote sustainable business clusters.
- We are excited to expand our membership within the region with the City of Albany becoming a member of the Network.

Support programs, projects and activities, which encourage local spending, thereby sustaining the local economy.

- This quarter we started 5 new Northwest Earth Institute (NWEI) courses including Choices for Sustainable Living, which promotes supporting local business.

Support education and training programs that enhance the availability and productivity of the local work force.

- We attended along with seven others from Corvallis a full day event at the Nike Tiger Woods Center to hear Dr Karl Robert, founder of the Natural Step Framework, Ray Anderson CEO of Interface Carpet, Bob Willard, author of the "Sustainability Advantage" and Paul Dudley Hart Director of Mercy Corp Intl all share their passion about sustainability as well as positive personal stories that gave us hope about the future. There were also several other workshops including an excellent presentation by Ken Melamed, Mayor of Whistler, B.C. discussing the impressive planning and implementation work they have done to make Whistler a more sustainable community. We hope to invite Ken to Corvallis to share some of his stories how using the Natural Step Framework keeps them on track in their sustainability efforts.
- We have done the planning for an evening event by Tim Smith of SERA architects about the topic of Civic Ecology. The event is scheduled for October 29th, 7pm at the library.

Support financial and technical assistance programs that are available to business startups, small business development, local product development and environmentally responsible modernization

- We have organized a full day Natural Step Training that will focus on how to use the framework in your business, community or organization to move you toward sustainability. The workshop will be very interactive to give the participants the tools they need in the workplace to make decisions that improve

the bottom line while moving toward sustainability. The workshop is priced very reasonably with Duke Castle of Portland as trainer and Cheryl Welch from the Tualatin Water District as a guest speaker.

- We continue to look for opportunities to use the SCORE sustainability assessment tool. The 1st Alternative Coop has purchased a SCORE assessment, which we will be assisting in with the implementation.

Facilitate partnerships with public, non-profit, educational and private sector organizations to maximize the effectiveness of economic development resources.

- We continue to assist the newly formed Corvallis Sustainability Coalition work towards its goals of (1) accelerating sustainability in our community by networking organizations and (2) developing a plan for a community wide sustainability initiative. We are doing this by membership on the Adhoc Steering Committee, Sustainability Education Committee and Survey team as well as by keeping the group on track by using the guiding principles of the coalition, The Natural Step Framework.

Next Quarters Focus

- Continue to move forward the sustainable business cluster action item from the Prosperity That Fits plan.
- Continue to support the Corvallis Sustainability Coalition in its efforts to develop a community wide sustainability initiative.
- Ensure our new members are getting support to move forward their sustainability programs and projects
- Complete fall event.
- Plan winter events.

Sincerely,

Bruce Hecht

Matthews, Kathleen

From: Ilene Anderton [Ilene@asaccounting.com]
Sent: Wednesday, October 31, 2007 4:12 PM
To: Matthews, Kathleen
Subject: CIBA

Report for CIBA grant through 9/30/07

CIBA received a grant from the City of Corvallis to fund the preparation of their annual membership directory. The work on the directory is in progress but no funds have been expended through 9/30/07.

The final day for submission of information by members of CIBA is 11/4/07.

Ilene Faxon Anderton, Treasurer

Chamber Coalition Annual Digest FY 2008

Annual Digest As of July 2007

Action	Description	Deliverable	Q1		
			Jul	Aug	Sep
CHAMBER OF COMMERCE					
1.1	Promote Members	6 Promo Opps	↗	↗	↑
1.2	Networking/Connections	50 Network Opps	↗	↗	↑
1.3	Training/Programs	4 Train 4 Prog	↘	→	→
1.4	Events	5 Events	☺	↗	↑
1.5	Resources	3 New Resources	↗	↗	↗
1.6	Retail/Service Advocacy	Communication	↗	↗	↗
ECONOMIC DEVELOPMENT (Traded Sector)					
2.1	Traded Sector Retention	4 EVP Goals	↗	↗	↗
2.1	Entrepreneurship	4 EVP Goals	↗	→	↗
2.3	Recruiting	Respond <1wk	→	→	→
2.4	Traded Sector Advocacy	6 EVP Goals	↗	↗	↗
2.5	Airport Industrial Contract	Contract Oblig	↗	↗	☺
COMMUNITY/CITIZEN SUPPORT					
3.1	EVP Coordination	Communication	↗	↗	↗
3.2	Strategic Alliances	2 Projects	∅	∅	∅
3.3	City Club	8 Meetings	↗	↗	↗
FINANCE					
4.1	Budget	Exp Match Inc Q	↗	↗	↗
4.2	Membership Retention	Attrition <10%	∅	∅	→
4.3	Funding Stability	2 Opps	∅	↘	↘
ADMINISTRATION					
5.1	System Integration	6 New Functions	↗	↗	↗
5.2	Marketing	Mrktg Exp ^10%	∅	∅	∅
5.3	Board Development	100% Participation	↗	↗	↘
5.4	Staff Development	1 Opp	↗	↗	↗
Key					
☺	Action Completed				
∅	Not assessed OR start date in future period				
↑	Progress high, likely to exceed goal				
↗	Progress on target, should meet goal				
	Marginal / On hold to focus on other priorities				
↘	Progress slow, not likely to meet goal				
↓	Project Failing				
●	Stagnate, Defunct or Dead				

Corvallis Bent Chamber Coalition
Progress Report
July 2007

Action	Description	Deliverable	Jul	Narrative
				<p>July Activities: Ambassadors: Chair selected, brochure developed, program identified, meeting held, shirts, name badges etc. ready to execute, looking for annual sponsor (\$3,000). Map sales commenced. Communiqué and Greeters reminder sent each week. Drafted first copy of The Insider. Where It's At and STAR Sponsorship opportunities advertised to members.</p> <p>August Plans: Identify foyer display alternatives. Will either work with co that builds for no cost to Chamber or work with local cabinet maker if willing to gift/trade. Ambassadors will hold ribbon cutting and ground breaking ceremonies as requested. Map sales will continue. Promotional opportunities in STAR sponsorship, Where It's @ sponsorship, website ads, InBusiness stories, Communiqué's and weekly Greeter reminders. Send first copy of the Insider.</p> <p>July Activities: Communiqué and Greeters reminder sent each week. Current commcations list =606. Hosted Greeters each week (5). Greeters scheduled through 8-21-2007. Busienss After Hours (BAH) scheduled through December 2007. Calendar of Events and Conference Room registration moved to webiste with access granted to all members. Womin In Business meeting held and surve complete. June InBusiness publication complete. No InBusiness publication in July. Leads roup plans identified (2 groups and circulated to a group smaller than the planning committee.</p> <p>August Plans: Women In Business event scheduled. Leads group planning complete. Communiqué, Greeters planned. InBusiness. Begin planning for luncheons and breakfasts for Fall 2008.</p> <p>July Activities: Held first Program Development Summit. Held Generations in the Workplace workshop. Worked with SpringBoard Productions to identify topics and speaker for FY2008. Topics include: Diversity; Succession Planning; Media Mix that FITs; The Ideal Cusotmber: Finding and Reaching Them; Growing from the Garage, -Local Entrepreneur; Serial Entrepreneurship Panel; Finding Talent, Hiring and Keeping GoodPeople; Conflict Resolution and Mediation; How Going Green Save you Money. Met with OSU College of Business (COB) twice to discuss "shared" speaker opportunity. Waiting for COB speaker schedule.</p> <p>August Plans: Secure luncheon and other speaks for FY2008. Fall start.</p> <p>July Activities: 23rd Annual Par Excellence Golf Tournament: Increased attendance by 12 golfers, increased sponsorship revenue over 2006 Primetime successfully executed. Increased vendor participation over CorBiz. Positive net revenue. Annual Meeting: Increased attendees over 2006. Online registration for vendors and sponsors for Where It's @ (WI@). WI@ top sponsor secured (OSU Federal Credit Union). Began planning for High Tech After Hours (HTAH) (initial meetings with Corvallis Software Association of Oregon (SAO) and contractors) and Celebrate Corvallis (recommendation on next event, secured contract for space). Planned Trade Show Booth Training for WI@ vendors. Total current online event registrations =5. Total online sponsorship opportunities =2.</p> <p>August Plans: Secure Governor for keynote at Celebrate Corvallis. Rewrite nominations and selection process for awards. Review and make recommendations on CC awards mix. Planning for Where It's @, Hight Tech After Hours (HTAH) Celebrate Corvallis.</p>
1.5	Resources	3 New Resources	➤	<p>July Activities: Created a Certificate of Origin (CoO) process, policy and documents. Sold 4 CoO's and sold 1 membership as a result.</p> <p>August Plans:</p>
1.6	Retail/Service Advocacy	Communication	➤	<p>July Activities: Renewing STAR Sponsors. Transition of chair. New meeting time identified. Legislative wrap-up planned.</p> <p>August Plans: Legislatve wrap-up with State legislators.</p>
ECONOMIC DEVELOPMENT (Traded Sector)				
2.1	Traded Sector Retention	4 EVP Goals	➤	<p>July Activities: Mtg with ED Committee Chair. See attached EVP Report.</p> <p>August Plans: Portland Sustainable Products list expected. Start ED fundraising.</p>
2.1	Entrepreneurship	4 EVP Goals	➤	<p>July Activities: SWOT Presentation for ZAP. Entrepreneur's Picnic planned for July 20, 2007. See attached EVP Report for add'l.</p> <p>August Plans: SWOT meeting for Ganti Murthy (OSU).</p> <p>July Activities: Responded to 1) Project X, 2) Project Duet, 3) Project RV, Project ATOM. Exploration with Reclaim. Discussion with City of Adair Village. See attached EVP Report for add'l.</p> <p>August Plans: Driven by State leads and direct requests.</p>
2.4	Traded Sector Advocacy	6 EVP Goals	➤	<p>July Activities: See attached EVP Report.</p> <p>August Plans:</p> <p>July Activities: Chamber/City contract negotiated. Contracts finalized for 1) The Business Enterprise Center (BEC), 2) Midvalley Painting. 3 companies identified and willing to build to suit. Exploring sign replacement options.</p> <p>August Plans: Begin work on new brochure. Expect contracts for: 1) TJ Gerding (Option), 2) AVIBioPharma (Option). Continue working with Trillium Fiber Fuels to secure funding and site. Continue working on sign replacement.</p>

Corvallis Benton Chamber Coalition
Progress Report
July 2007

Other			<p>July Activities: Currently working on a confidential redevelopment project. Working to build local angel investor network. August Plans: Planning for Business Boot Camp and Oregon Business Magazine Tour, both in September. Work to expand existing angel network.</p> <p>July Activities: Contracts created and submitted to contractor and partners, Prosperity That Fits (PTF) Committee meeting structure created, draft scope of work for year one completed, identification of Lead Partners in progress, and creation of Partner Report created, conducted July 25th PTF Committee meeting August Plans: Complete Lead Partner Identification, create PTF project website, contact all partners and update Partner Report (monthly), maintain regular interaction with partners, conduct monthly PTF meeting, plan Lead Partner Dinner scheduled for Sept 07, create Newsletter to report progress to the community. Plan Economic Vitality Partnership (EVP) Partners dinner scheduled for September 2007.</p>
Strategic Alliances	2 Projects	Ø	<p>July Activities: Actively engaged in affiliate member discussion with Corvallis Independent Business Alliance (CIBA). August Plans: Review OSU billing and membership opportunity. Research Century Club. Explore fundraiser partnership with 509J & OSU COB. July Activities: June City Club meeting on Sustainable Building, 100+ attendees. Steering Committee met twice. Topics (9) identified to begin in fall. Topic leaders identified. August Plans: Steering Committee meetings to secure speakers and complete schedule.</p> <p>July Activities: Budget completed and entered into QB, payroll processed, financial reports generated, end of year close, ED/Chamber allocation review. August Plans: Explore outsourcing bookkeeping, schedule financial review, prep for tax filing in November, process invoices, collect AR. Make retirement allocations.</p>
4.2	Membership Retention	Attrition <10%	Ø
4.3	Funding Stability	2 Opps	Ø
5.1	System Integration	6 New Functions	➤
5.2	Marketing	Mrktg Exp ^10%	Ø
5.3	Board Development	100% Participation	➤
5.4	Staff Development	1 Opp	➤

Action Completed

- Progress high, likely to exceed goal
- Progress on target, should meet goal
- Marginal / On hold to focus on other priorities
- Progress slow, not likely to meet goal
- Project Failing
- Stagnate, Defunct or Dead

**Corvallis Benton Chamber Coalition
Progress Report
August 2007**

Action	Description	Deliverable	Aug	Narrative
1.1	Promote Members	6 Promo Opps	7	<p>August Activities: Ambassadors: CORE Communications new sponsor (\$3,000) 1 groundbreaking and 2 ribboncuttings. Maps: Completed map sales, distributed 389. E-Communications: Communique policy and process developed and implemented, Communique and Greeters reminders sent each week (764 unique contacts). STAR Program: Finished sponsorship recruiting, updated letterhead, website, Communique, etc. with new information, created table tents for use at GAC events. Downloadable directory now available to members. Identified two alternatives for foyer display, updated member materials. Directory Distribution: 6,700. Referrals: Assisted at least 50 walk-in requests (see comment for detail). Starker Conf Rm Reservations: 26. Most frequent requests: Registration assistance, Calendar & Communique announcements, conference room reservations, Benton County Fair, Website changes, Shrewsbury Festival, Corvallis Fall Festival. New Services: Half Flag Notifications: 1. Downloadable Directory: Now available to members.</p> <p>September Plans: Move forward with new foyer displays, send Communiqué and other e-updates, InBusiness, host ribbon cuttings and ground breakings, continue referrals, relocation boxes, distribute maps, directories and member materials. Host BAH, Greeters and first Women In Business Program. Launch fall City Club program. Complete planning for Luncheon Forums with kickoff planned in October. Promote conference room usage. Increase communications list by 100.</p> <p>August Activities: Greeters: 4 events, attendance 40-50/event, scheduled through 10/9/07. BAH: 1 event, attendance 122, scheduled through 12/31/2007, all flyers, passes, drink vouchers completed through 2007. Communiqué: 5 e-newsletters, contacts 764. Women In Business: Kickoff event 9/26/07. City Club: Planning completed for fall series, Kickoff event 9/24/07.</p> <p>September Plans: Greeters: 3 events scheduled. BAH sponsored by Prudential Real Estate, 9/20/07. Women In Business fall program schedule complete. Schedule speakers for Lunch Forums and coordinate Power Breakfast opportunity with OSU College of Business.</p> <p>Sept. Activities: Greeters: Held 3 events this month with 30-40 attendance. Schedule set through first week in December. Sept. BAH: Held at Prudential Real Estate Professionals executed. 32 pre-registered with additional 20 passes given to host. BAH schedule now through 2008- only 5 openings left (May, June, Aug, Sept., Oct.)</p> <p>October Plans: BAH: Continue to schedule to fill out 2008.</p>
	Networking/Connections	50 Network Opps		<p>August Activities: Greeters: 4 events, attendance 40-50/event, scheduled through 10/9/07. BAH: 1 event, attendance 122, scheduled through 12/31/2007, all flyers, passes, drink vouchers completed through 2007. Communiqué: 5 e-newsletters, contacts 764. Women In Business: Kickoff event 9/26/07. City Club: Planning completed for fall series, Kickoff event 9/24/07.</p> <p>September Plans: Greeters: 3 events scheduled. BAH sponsored by Prudential Real Estate, 9/20/07. Women In Business fall program schedule complete. Schedule speakers for Lunch Forums and coordinate Power Breakfast opportunity with OSU College of Business.</p> <p>Sept. Activities: Greeters: Held 3 events this month with 30-40 attendance. Schedule set through first week in December. Sept. BAH: Held at Prudential Real Estate Professionals executed. 32 pre-registered with additional 20 passes given to host. BAH schedule now through 2008- only 5 openings left (May, June, Aug, Sept., Oct.)</p> <p>October Plans: BAH: Continue to schedule to fill out 2008.</p>
	Training/Programs	4 Train 4 Prog	7	<p>August Activities: Lunch Forum: Scheduled speakers for October, November, December. Power Breakfasts: Waiting for speaker list from OSU COB.</p> <p>September Plans: Secure additional luncheon and other speakers for FY2008. Plan current speaking training and programs. Survey for members. Look for development opportunities that provide meaningful training/information for members.</p>
	Events	5 Events	7	<p>August Activities: Online registration in place for all events. WI@: Premier Sponsor secured (OSU Federal Credit Union), 21 booths sold, 5 sponsor tables, Gold Sponsor 0. Trade Show Success Seminar: 24 reservations (max 25). HTAH: Location and sponsors secured, 7 booths sold. Celebrate Corvallis: Location secured, awards process to Jim Hogeboom for review and recommendations. Business Boot Camp (Sept. 24-28): Location and speakers secured, marketing for participants.</p> <p>September Plans: Create event management process. Trade Show Success: Execute event. WI@: finish planning and execute event. HTAH: Continue planning. Celebrate Corvallis: Consider awards recommendations, create online nomination process, begin selling sponsorships, secure Governor for keynote. Business Bootcamp: Complete planning and execute event. All Events: Continue planning and execution of all events including City Club, Women In Business. Business Bootcamp at Celebrate Corvallis. Incorporate Celebrate Corvallis nominations process into online system. Continue planning and executing fall schedule.</p> <p>September Activities: Event management process completed and reported on. Trade Show Success: Event executed. 25 attended. WI@: Event executed. 62 vendors, 1 Premier sponsor. Unable to secure Gold sponsor. Celebrate Corvallis: On line nominations in place with all documentation. Working on getting the Governor for the keynote speaker. Business Boot Camp: Executed event. 12 attendees. City Club: Executed event. 62 attendees. Women in Business: World Cafe: Executed event. 15 participants. Upcoming event planning: Continue to work on , WIB event, HTAH, Celebrate Corvallis and Par Excellence 2008. . Luncheon Forum: Cancelled until next quarter.</p> <p>October Plans: WI@: Send out vendor surveys. HTAH: Continue to promote and execute event. Luncheon Forum: Continue to promote and execute event. WIB: Continue to promote and execute event. City Club: Continue to promote and execute event. BAH: Work on filling up rest of 2008 schedule. Celebrate Corvallis: Work on nomination promotion and event management. Secure Premier sponsor and supporting sponsors. Get online registration sponsorship opportunities online. Secure keynote speaker. Institute committee meeting- secure sub-committee chairs. Continue to promote event. Progress week of 10/1: HTAH: Cont. promotion and marketing of the event- Communique, In</p> <p>August Activities: No activity this month.</p>
	Resources	3 New Resources		<p>September Plans: Begin exploration of member library.</p>

Corvallis Benton Chamber Coalition Progress Report

August 2007

1.6	Retail/Service Advocacy	Communication	<p>August Activities: Legislative Web Page, Renewed STAR Platinum Program. Topics presented: Legislative Agenda for 07-08. BLM Land Management Plan, Benton County Levy, Corvallis 7th Street Station.</p> <p>September Plans: GAC: Expected to take position on Benton County levy, Union Pacific Railroad Embargo & Abandonment and further consideration on Bureau of Land Management Forest Management Plan. Next meeting 9/5/2007.</p>
	Traded Sector Retention		<p>August Activities: Met with companies on business development activities. Began discussions with key community leaders on the impact of globalization on local business. In process of creating display promoting tech-based businesses for use at Oregon Business Tour and other opportunities.</p> <p>September Plans: Continue to meet with companies on specific issues. Complete poster display.</p>
	EVP 4.3-Business License Fee		<p>August Activities: EVP/DCA Implementation subcommittee reviewed various funding sources including, restaurant tax, TOT increase and a Business Licensing Fee (BLF). Potential exists for further exploration of BLF. CONCERN: Lack of perceived direct benefit to businesses will compromise further consideration and/or final result. Potential amenities that could be tied to BLF: 1) revolving loan fund, 2) Enterprise Zone, 3) Local economic indicator report published from gathered information 4) Investment in a startup/flex building 5) citywide wireless 6) recruiting fund 7) SDC assistance fund, 8) property tax rebate, 9) sustainable fixture investment grant program.</p> <p>September Plans: Work with members of the EVP/DCA implementation team to create proposal for consideration. Request Board of Directors input.</p>
	EVP 1.1, 5.1, 5.2, 5.3, 6.2, 12.1, 14.1 - Development Related Issues		<p>August Activities: Webpage on CBCC website set up for communications and materials. Work Plan developed.</p>
	EVP 6.3-Grow TS Clusters		<p>September Plans: 1st mtg 9/13/07.</p> <p>August Activities: E-Tailing: Committee met focused on www.sarahshopejewelry.com. Entrepreneurs Forum: BEC tour and discussion. High Tech Cluster: focused on HTAH. Sustainable Cluster: No meeting yet, waiting on product list from Portland, draft is done, but not available to public. Sustainability Coalition: Hosting Coalition meetings, actively engaged with steering committee.</p> <p>September Plans: Creating a poster for Oregon Business Magazine Tour on 9/11/07. Awaiting Portland's 100 needed sustainable products for green construction. Continue planning HTAH with SAO. Looking for manufacturing opportunities. Start ED fundraising.</p>
	Entrepreneurship		<p>August Activities: SWOT: Presentation for Ganti Murthy delayed until September. Business Bootcamp: planning for 9/24-9/28/07 focused on engineers and other professionals coming out of Hewlett Packard and ATS. Fifteen sessions, 25 speakers, 5 days.</p> <p>September Plans: Execute Oregon Business Magazine Tour. Execute Business Bootcamp. Plan for HTAH.</p>
	EVP 4.4-Top 10 Co's to Watch		<p>August Activities: Current conversations with Top 10 Club Co's include: ATS, AVI BioPharma, Brass Media, CH2MHILL, EduWorks, i5Logic, IGT, Marvell, MoneyTree, MyStrands, Rogue Wave, Insights Now!, ViewPlus. Messages left for other identified companies.</p> <p>September Plans: Explore opportunity to meet with companies before HTAH.</p>
	Recruiting	Respond <1wk	<p>August Activities: Responded to 1) Project Hot Lead. Relaim and City of Adair projects quiet at this time.</p> <p>September Plans: Driven by State leads and direct requests.</p>
	Traded Sector Advocacy	6 EVP Goals	<p>August Activities: Met with staff from Portland Accelerator, attended IT ProForum (Eugene) and Portland Bar Camp meeting to encourage programmers to explore employment opportunities in Benton County. See also 1.6 (above).</p> <p>September Plans: Continue encouraging technology opportunities.</p>
	EVP 11.1-Support ONAMI		<p>August Activities: No activity this month.</p>
	Airport Industrial Contract	Contract Oblig	<p>August Activities: Reworking language of lease option for two lease options: AVI BioPharma and T. Gerding. Contract between City and CBCC currently with contracts office at City of Corvallis.</p> <p>September Plans: Submitting two leases above to City Council through expedited process. Begin work on new brochure with first draft in December. Continue working with Trillium Fiber Fuels to secure funding and site. City staff working to replace sign.</p>
	Other		<p>August Activities: Currently working on a confidential redevelopment project. Working to build local angel investor network.</p> <p>September Plans: Work to expand existing angel network.</p>
	EVP 4.1-Consolidation		<p>August Activities: Joint projects with BEC, ONSN, 509J, SBDC. Strategic Alliance discussions with CIBA, OSU, BEC.</p> <p>September Plans: Document potential amenities between strategic partners for report in October.</p>
	EVP Coordination	Communication	<p>August Activities: Contracts created and submitted to contractor and partners, Prosperity That Fits (PTF) Committee meeting structure created, draft scope of work for year one completed, identification of Lead Partners for Phase 1 completed, and creation of Partner Report completed. Conducted August 25th PTF Committee meeting. Contacted all Lead Partners for monthly progress reports. Compiled August Partner Report and began compiling September Partner Report. Met with Communications Committee x2. Worked with Communications Committee to create a year one communication strategy and a success measurement strategy. Met with Mayor and CIBA representative. Preparations for 9/24/07 Lead Partners Recognition Dinner. Created and populated new website.</p>

Corvallis Benton Chamber Coalition Progress Report

August 2007

Strategic Alliances	2 Projects	Ø	<p>September Plans: Complete Lead up to the identification, create PTF project website and populate with content, contact all partners and update Partner Report (monthly), maintain regular interaction with partners, organize monthly PTF meeting scheduled for Oct 22, plan Lead Partner Recognition Dinner scheduled for 9/24/07, create Newsletter to report progress to the community.</p> <p>August Activities: Actively engaged in affiliate member discussion with potential partners.</p> <p>September Plans: Document potential alliance opportunities. Review OSU billing and membership opportunity. Research Century Club. Explore fundraiser partnership with 509J & OSU COB.</p>
City Club	8 Meetings	➤	<p>August Activities: Planning fall schedule, finalizing pricing, complete budget, start membership sales. Steering Committee to finalize fall schedule.</p> <p>September Plans: Fall kickoff.</p>
Budget, Bookkeeping, Etc.	Exp Match Inc Q		<p>August Activities: Budget completed and entered into QB, payroll processed, financial reports generated, end of year close, ED/Chamber allocation review.</p> <p>September Plans: Explore outsourcing bookkeeping, schedule financial review, prep for tax filing in November, process invoices, collect AR. Make retirement allocations. AP, AR Collections, Year End 06/07 Taxes reported on, information almost completed to send to accountant. Shift bookkeeping responsibilities to an outside agency.</p>
Membership Retention	Attrition <10%	Ø	<p>August Activities:</p> <p>September Plans:</p>
Funding Stability	2 Opps	Ø	<p>August Activities: Signed contract with City of Corvallis through ED Allocation process for \$65,000. Received letter from Belton Co Commissioners regarding \$30,000 in funding tied to specific activities. Completing contract with City of Corvallis for Airport Industrial Park Management.</p> <p>September Plans: Develop and execute ED Fundraising strategy. Shift focus to sales and sponsorship opportunities for CBCC.</p>
System Integration	6 New Functions		<p>August Activities: Mastered membership entry. Exploring online event registration (currently 6 events open).</p> <p>September Plans: Webinar training with ECTownUSA to further understand system and work out bugs.</p>
Marketing	Mrktg Exp ^10%		<p>August Activities: Youth group inserted directory additions. 4,500 packaged for delivery. Delivery started.</p> <p>August Plans: Finish distribution.</p>
Board Development	100% Participation		<p>August Activities: 1 Board members successfully complete BOD training, bringing total to 16 of 28.</p> <p>September Plans: Continue training opportunities.</p>
Staff Development	1 Opp	➤	<p>August Activities: Continued training of new Coordinator (previously Receptionist), Susan Prock. Susan has successfully managed to take on the Communiqué, Greeters reminders and InBusiness as well as making substantial improvements to front office operations. John Sechrest attended 1 week ED training in Ellensburg WA. Susan Prock and Mary McKillop both attended a 1/2 day seminar on Adobe InDesign.</p>

Action Completed
Not assessed OR start.
date in future period

Progress high, likely to exceed goal
Progress on target, should meet goal
Marginal / On hold to focus on other pr
Progress slow, not likely to meet goal
Project Failing
Stagnate, Defunct or Dead

Corvallis Benton Chamber Coalition
Progress Report
September 2007

Action	Description	Deliverable	Sept	Narrative
CHAMBER OF COMMERCE				
1.1	Promote Members	6 Promo Opps	↑	<p>September Activities: Developed fall schedule indicating all activities (43 events for fall). Ambassadors: Sponsor -CORE Communications, 7 ribboncuttings (see comment for detail). Maps Distributed: 212. E-Communications: Communique and Greeters reminders sent each week (1018 unique contacts). Foyer: Met with display builder, updated member materials. Directory Distribution: 117 (electronic directory available for download). Newsletter: 1 In Business. Referrals: at least 105: (38 walkin, 14 e-mail, 52 phone). Member Exposures and Internet Search Engine Requests: 374,896; Member Directory Queries: 9,656; Google Maps Queries: 58. Relocation packets: 5. 1 Certificate of Origin: 1 informational email regarding cert of origin (Stahlbush). Starker Conf Rm Reservations: 17. Projector Reservations: 3. Half-Staff Flag Notifications: 3. Special Projects: Benton County Forest Tour mailing(1250 pieces, 625 envelopes) Most frequent requests: Business referrals, registration assistance, Calendar & Communique announcements, conference room reservations, website changes, and Corvallis Fall Festival.</p> <p>October Plans: Move forward with new foyer displays, send Communiqué and other e-updates, InBusiness, host ribbon cuttings and ground breakings, continue referrals, relocation boxes, distribute maps, directories and member materials. Host BAH, Greeters and first Women In Business Program. Launch fall City Club program. Complete planning for Luncheon Forums with kickoff planned in October. Promote conference room usage. Increase communications list by 100.</p>
1.2	Networking/Connections	50 Network Opps	↑	<p>Septemer Activities: Greeters: 3 events, attendance 30-40/event, scheduled through 10/9/07. BAH: 1 event, attendance 60, scheduled through 12/31/2007, all flyers, passes, drink vouchers completed though 2007. Communiqué: 5 e-newsletters, contacts 1018. Women In Business: Kickoff event 9/26/07, attendance 20. City Club: Kickoff event 9/24/07, attendance 62. Hire parttime Membership Services Director (will be responsible for Master Plan goals 1.1, 1.2, 1.3 and 4.2)</p> <p>October Plans: Schedule additional Greeters and BAH. Promote conference room usage. Increase communications list by 100.</p>
1.3	Training/Programs	4 Train 4 Prog	→	<p>September Activities: See 2.1 (below) for Business Bootcamp. Plan member survey.</p> <p>October Plans: Secure additional luncheon and other speaks for FY2008. Plan current speaking training and programs. Execute member survey.</p>
1.4	Events	5 Events	↑	<p>September Activities: Online registration in place for all events. WI@: Premier Sponsor secured (OSU Federal Credit Union), 43 booths sold, 5 sponsor tables, Gold Sponsor 0. HTAH: Location and sponsors secured, 20 booths sold. Celebrate Corvallis: Location secured, awards recommendation by Jim Hogeboom, complete online nomination process.</p> <p>October Plans: WI@: Evaluate and report at event close. HTAH: Finish planning and execute. Celebrate Corvallis: Solicit nominations for awards, sell sponsorships, secure Governor for keynote, intensify planning. All Events: Continue planning and execution of all events including City Club, Women In Business, Lunch Forums. Continue planning and executing fall schedule.</p>
1.5	Resources	3 New Resources	↗	<p>September Activities: Explore potential partners for member library.</p> <p>October Plans: Continue work on member library.</p>
1.6	Retail/Service Advocacy	Communication	↗	<p>September Activities: GAC: Position in favor of Benton County levy, co-sponsor of Benton County Forest Tour, position against railroad abandonment. Other: consideration of positions on sidewalk fees, business license fee. Began discussions regarding potential candidates for local elected positions.</p> <p>October Plans: GAC: Continue to meet and discuss legislative, land use and regulatory issues. Positions on Measures 49 and 50. Plan membership discussions on BLM Forest Management plan and Business License Fee.</p>
ECONOMIC DEVELOPMENT (Traded Sector)				
2.1	Traded Sector Retention		↗	<p>September Activities: Met with companies on business development activities. Discussions with key community leaders on the impact of globalization on local business.</p> <p>October Plans: Continue to meet with companies on specific issues.</p>
	EVP 4.3-Business License Fee		↗	<p>September Activities: EVP/DCA Implementation subcommittee still considering a Business Licensing Fee (BLF). Potential exists for further exploration of BLF. CONCERN: Lack of perceived direct benefit to businesses will compromise further consideration and/or final result. Potential amenities that could be tied to BLF: 1) revolving loan fund, 2) Enterprise Zone, 3) Local economic indicator report published from gathered information 4) Investment in a startup/flex building 5) citywide wireless 6) recruiting fund 7) SDC assistance fund, 8) property tax rebate, 9) sustainable fixture investment grant program.</p>

Corvallis Benton Chamber Coalition
 Progress Report
 September 2007

				<p>October Plans: Work with members of the EVP/DCA implementation team to create proposal for consideration.</p>
	EVP 1.1, 5.1, 5.2, 5.3, 6.2, 12.1, 14.1 - Development Related Issues		↗	<p>September Activities: DPWT held first meeting, reviewed 7 assigned actions, clarified language, identified potential tactics. Subcommittee met to develop tactics further. In process of identifying key people and organizations to support/participate.</p>
				<p>October Plans: Differentiate tactics into administrative and policy issues, assign tactics and begin working toward outcomes.</p>
	EVP 6.3-Grow TS Clusters		↗	<p>September Activities: E-Tailing: No meeting. Entrepreneurs Forum: No meeting. High Tech Cluster: focused on HTAH. Sustainable Cluster: No meeting yet, waiting on product list from Portland, draft is done, but not available to public. Sustainability Coalition: Hosting Coalition meetings, actively engaged with steering committee. Sustainability Coalition likely to take position in favor of Measure 49.</p>
				<p>October Plans: Awaiting Portland's 100 needed sustainable products for green construction. Continue planning HTAH with SAO. Looking for manufacturing opportunities. Start ED fundraising.</p>
2.1	Entrepreneurship		↗	<p>September Activities: SWOT: Presentation for Ganti Murthy. Business Bootcamp: 9/24-9/28/07 focused on engineers and other professionals coming out of Hewlett Packard and ATS. Fifteen sessions, 25 speakers, 5 days. Attendance: 12.</p>
				<p>October Plans: Continue working to assist in startup and commercialization efforts.</p>
4.4	EVP 4.4-Top 10 Co's to Watch		↗	<p>September Activities: Continue meeting with Top 10 Club Co's previously identified. Began planning for October exploratory effort.</p>
				<p>October Plans: Facilitated exploratory conversation to identify opportunities and obstacles for 12 - 60 months.</p>
2.3	Recruiting	Respond <1wk	➔	<p>September Activities: Responded to one direct and one state lead.</p>
				<p>October Plans: Driven by State leads and direct requests.</p>
2.4	Traded Sector Advocacy	6 EVP Goals	↗	<p>September Activities: Met with staff from Portland Accelerator, attended IT ProForum (Eugene) and Portland Bar Camp meeting to encourage programmers to explore employment opportunities in Benton County.</p>
				<p>October Plans: Continue encouraging technology opportunities.</p>
	EVP 11.1-Support ONAMI			<p>September Activities: No activity this month.</p>
2.5	Airport Industrial Contract	Contract Oblig	⊙	<p>September Activities: Completed work and accepted to the Governor's Certified Site Program (aka Shovel Ready). AIP Contract completion. Begin work on new brochure with first draft in December.</p>
				<p>October Plans: City staff working to replace sign.</p>
	Other			<p>September Activities: Currently working on a confidential redevelopment project. Working to build local angel investor network.</p>
				<p>October Plans: Work to expand existing angel network.</p>
COMMUNITY/CITIZEN SUPPORT				
4.1	EVP 4.1-Consolidation of Orgs		➔	<p>September Activities: Joint projects with BEC, ONSN, 509J, SBDC. Strategic Alliance discussions with CIBA, OSU, BEC, 509J, Civic Outreach and DCA.</p>
				<p>October Plans: Recommendation to the Board of Directors on Strategic Alliances.</p>
3.1	EVP Coordination	Communication	↗	<p>September Activities: Contacted all Lead Partners for monthly progress reports. Compiled September Partner Report. Met with Communications Committee and Metrics Committee. Worked with Barney & Worth consultant on the Annual Partner Survey. Planned and hosted Lead Partners Recognition Dinner 9/24/07. Added content to new website. Worked on email newsletter to community.</p>
				<p>October Plans: Contact all partners and update Partner Report (monthly), maintain regular interaction with partners, organize monthly PTF meeting scheduled for Oct 22, create newsletter to report progress to the community, complete and distribute Annual Partner Survey to all partners, make edits/adjustments to the PTF Plan, work to implement communication strategy, participate in HTAH.</p>
3.2	Strategic Alliances	2 Projects	⊘	<p>September Activities: See 4.1 (above).</p>
				<p>October Plans: Review OSU billing and membership opportunity. Research Century Club. Explore fundraiser partnership with 509J & OSU COB.</p>
3.3	City Club	8 Meetings	↗	<p>September Activities: Sold 26 City Club memberships. City Club kickoff 9/24/07. Attendance 62.</p>
				<p>October Plans: City Club meeting.</p>

Corvallis Benton Chamber Coalition
 Progress Report
 September 2007

FINANCE			
4.1	Budget, Bookkeeping, Etc.	Exp Match Inc Q	☞ September Activities: Explored outsourcing of bookkeeping functions. Process invoices, collect AR, retiremetn allocations, AP, Collections, transition to new service. October Plans: Complete outsourcing. Train staff on new functions.
4.2	Membership Retention	Attrition <10%	→ September Activities: See 1.2 (above). October Plans:
4.3	Funding Stability	2 Opps	☞ September Activities: No activity this month. October Plans: Develop and execute ED Fundraising strategy.
ADMINISTRATION			
5.1	System Integration	6 New Functions	☞ September Activities: Webinar training with ECTownUSA. October Plans: Training to understand bookkeeping consequences of dataentry issues.
5.2	Marketing	Mrktg Exp ^10%	☐ September Activities: Continued progress on directory delivery. Reprinted Chamber application. Developed Ambassadors materials. Improved relocation box procedure. Finish software installation to increase email contacts. October Plans: Continue September activities.
5.3	Board Development	100% Participation	☞ September Activities: No new activity. BOD training, 16 of 28. October Plans: Continue training as time permits.
5.4	Staff Development	1 Opp	☞ September Activities: No new activity. October Activities: Staff development: Staff will attend State Chamber of Commerce training.



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

Board Members

Bruce Pedersen,
KVAL-TV
Amy Childers, Vice-President,
Starbucks
Steve Hutchison, Treasurer,
US Bank
Les Boudreaux, co-Treasurer,
Downtown Property Owner
Jerry Groesz, Secretary,
1st American Title
Deanna Carr,
Elements Building
John Coleman,
Coleman Jewelers
Iain Duncan,
LeBistro
Catherine Holdorf,
Sibling Revelry
Susan MacNeil,
InsideOut Garden Visions
Cary Stephens
Barnhisel, Willis, Barlow & Stephens

Staff

Joan Wessell,
Executive Director
joan@downtowncorvallis.org

Ex-Officio

Sarah Johnson,
City Planning
Trish Daniels,
City Council
Dave Henslee,
Corvallis Police Dept.
Corvallis Tourism
Corvallis-Benton Chamber Coalition
Associated Students of OSU

Date: October 15, 2007
To: Administrative Services Committee
From: Joan Wessell, Executive Director
Subject: First Quarter Report FY 2007-2008

Included in this report is progress detail on the following Downtown Corvallis Association projects: Downtown Image Campaign, Downtown Economic Enhancement, Red White & Blues Riverfront Festival 2007, the Downtown Holiday Pole Ornaments, and the DCA's Economic Improvement District.

The Downtown Corvallis Association creates, develops and presents activities and events in response to requests from the City and community members. First quarter activities were created in that vein and in support of the DCA's mission: "to improve and promote the aesthetic and cultural vitality of Downtown Corvallis as a regional center". Each DCA program is designed to enhance the local economy and strengthen Downtown Corvallis: the "heart" of the community. In an ongoing effort to attract OSU students Downtown, the DCA continues linking with various university departments, to identify opportunities for prospective events to attract students, faculty and staff to Downtown. To help revive OSU's Homecoming tradition, the DCA Executive Director works with the Alumni Association to present the 2nd annual re-birth of OSU Homecoming Parade in Downtown on October 27. Last year's parade drew a respectable number of participants and viewers, and this year's parade promises to attract an even larger crowd of participants and spectators Downtown. The DCA and other parade organizers are confident that the event will continue growing with each passing year.

Image Campaign: To effectively market the Downtown Corvallis message, the DCA utilized the effective "branding" and "top of mind awareness" methods. Through repeating the Downtown message to targeted markets in various media, customers are encouraged to consider Downtown Corvallis when they wish to shop, dine, or be entertained. The DCA markets Downtown Corvallis through local and regional on-air and print media, the DCA's professionally-designed website, City Guide, the DCA's Downtown directory/historic walking map, and Festivals brochure/map of Corvallis to tie in with Corvallis' sesquicentennial which is the result of a collaboration between daVinci Days, Corvallis Fall Festival, Benton County Fair and the Downtown Corvallis Association. The strategic and complementary mix of print and broadcast media conveys the Downtown message to a wide range of potential customers and users of the many amenities offered in Downtown Corvallis.

"To improve and promote the economic, aesthetic and cultural vitality of Downtown Corvallis as a regional center"

Downtown Economic Enhancement: A portion of DCA's business education/business development strategy is sponsoring an annual business seminar series. In partnership with Linn-Benton Community College's Small Business Development Department, the DCA's Economic Enhancement Committee is putting final touches on lining up topics and speakers for next year's series: "Improve Your Bottom Line in 2008".

Downtown business owners and managers volunteer countless hours to DCA-sponsored events. A 2008 Economic Enhancement Committee goal this year is to increase Downtown employee's involvement in DCA activities. With focus on that goal, Economic Enhancement Committee members continue focus on a Downtown employee survey to help identify needs of their needs. This information will assist Committee members with development of program offerings to help address those employee needs.

Red White & Blues Riverfront Festival 2007: In an attempt to honor requests from the Riverfront Commission, City departments, and some community members, the 2007 Festival was open to the public, with no entrance fee. The venture was a leap of faith that the community would support the Festival through their generous donations and sponsorship of the event. For every \$5 donation, the Festival presented donors with their souvenir choice of a red, white, and blue flasher or necklace. Although gate fees and sponsorships fell below previous year's receipts, the DCA is pleased that the community rallied in support of a free Independence Day event.

In order to continue offering the Festival without a gate, the RW&B Committee will solicit both individual and business/corporate sponsors for the 2008 Festival. In a move to attract a broader audience and greater variety of musical talent, the Committee elected to change the name of the Festival to "Red White & Blue Riverfront Festival".

Downtown Holiday Pole Ornaments: The DCA ordered thirty 4 ½' snowflake Holiday Pole decorations, to be delivered early November for installation before Thanksgiving. In keeping with the DCA's tradition, the newly-ordered ornaments will continue out onto 9th Street, and help unify Corvallis' commercial districts. The DCA is pleased to help add a special Holiday elegance to Corvallis with the beautiful, new Snowflake Pole Ornaments.

Economic Improvement District: After a year's preparation time, countless contacts with Downtown business and property owners and support of City Council and City staff support, the DCA is pleased with successful formation of the 2007-2011 Downtown Economic Improvement District. The DCA is grateful for staff support from Assistant Planner, Sarah Johnson, now-retired City Planner, Kathy Gager, David Dodson of Willamette Valley Planning, the EID Task Force volunteers, and for Council's support during the process of forming the District.

The Downtown Corvallis Association is satisfied with 2007-2011 EID payments collection rate of 25%. The EID provides stable funding for the DCA, allowing the organization to continue efforts to maintain the vibrancy of Downtown Corvallis as the community's commercial district for customers and businesses. The DCA is grateful to City staff for assistance with collection/distribution of EID funds.

MEMORANDUM

December 11, 2007

TO: Administrative Services Committee

FROM: Nancy Brewer, Finance Director *NB*

SUBJECT First Quarterly Operating Report

I. Issue

To review and accept the First Quarterly Operating Report for FY 07-08.

II. Discussion

The First Quarterly Operating Report has been published on the City's web site and is available for review. Operating revenues in the first quarter were at 16.29% of budgeted total revenues, which was reasonable based on property tax revenue not anticipated until November. Operating expenditures were also on target at 23.3% of the amended budget.

Assessed value for the 2007 tax year is higher than anticipated, and will likely result in around \$300,000 more in property tax revenue than the adopted budget anticipated. As usual, there are no current year property tax revenues received in the first quarter. Most of the revenue is received in the second quarter. In all other cases, all funds are performing as expected at the end of the first quarter.

Departmental expenditures are generally on target. Although the City Manager's Office budget is already 37.39% expended, this is based on insurance premium spending being weighted to the first quarter for the Risk Management Fund. Parks & Recreation seasonal spending for summer activities explains the fact that this department is nearly 29% expended by the end of September; this mirrors prior year experience. I will note that this is the first quarter for reporting performance measures in the new format.

The Capital Project budget is 15.23% expended at the end of the first quarter, with the major construction season winding down. Major projects that are at or near completion include Walnut Boulevard (Street Reconstruction) and the Waterline Distribution System Rehabilitation.

The Quarterly Operating Report also includes an update on the status of City Council Goals.

III. Requested Action

Review the First Quarterly Operating Report, and recommend the City Council accept the report.

Review & Concur:


City Manager

Attachments

November 15, 2007

City Manager, Mayor, and City Council
City of Corvallis
501 S.W. Madison Ave.
Corvallis, OR 97330

RE: Fiscal Year 2007-08 1st Quarter Operating Report

I am pleased to present the City of Corvallis' First Quarterly Operating Report for the 2007-08 Fiscal Year. The Quarterly Operating Report provides the Budget Commission and City Council with information about how the quarter ended. The First Quarterly Operating Report is the first opportunity to review the status of the City's finances to date in FY 07-08.

This Quarterly Operating Report begins with highlights of the City's total budget which is followed by a reader's guide to the income statement.

The Financial Information section summarizes the revenue and expenditure performance for each of the operating funds in an income statement format that includes operating and non-operating revenues, expenditures and total fund activities. There is an income statement combining all property tax funds at the beginning of that section of the report.

The status of the City's finances was generally as expected at the end of the first quarter. Year-to-date operating revenues of \$13,303,702 are at 16.29% of the Amended Operating Revenue Budget of \$81,676,500. Non-operating revenues which include transfers and proceeds from sale of fixed assets totaled \$4,827,361 or 35.11% of the \$13,748,665 Amended Non-Operating Budget. The Amended Budget reflects the adopted budget, plus any amendments approved by the City Council via resolution during the course of the fiscal year. Significant revenue highlights include:

- **Property taxes** totaled \$140,468 which equals 0.72% of the budgeted property tax revenue. Current year property taxes are primarily collected in the second quarter of the fiscal year.
- **Licenses, Fees and Permits** totaled \$1,403,170 which represents 20.84% of the amended budget and is a higher dollar amount than collected in the same period in FY 06-07, though a slightly lower percentage of budget.
- **Charges for Services** were \$9,662,102 which represents 25.99% of the amended budget and is slightly lower when compared to the percentage collected during the same period in FY 06-07.
- **Intergovernmental** is below target and above last year's actuals at \$503,655 or 4.21% year-to-date. The receipt of grant monies tends to be volatile and highly dependent on timing of related expenditures.
- **Interest earnings** totaled \$519,643 which represents 25.31% of the budgeted interest and is a bit lower as a percentage than the same period in FY 06-07 but it is higher on an actual dollar basis. FY 07-08 interest projected were increased based on expectations of higher returns. Rates appear to have stabilized somewhat in the past few months, and so allowed for more accurate projections than in the previous fiscal year.
- **Proceeds from debt issuance** budgeted in respect of a possible acquisition of the Pacific Power street light system in Corvallis were not realized in FY 06-07. This budget was carried over to FY 07-08 in anticipation of reaching an agreement with Pacific Power and putting a loan in place at that time. Information about the possible acquisition is being submitted to ASC which will forward a recommendation to the City Council.

Operating expenditures for all funds totaled \$17,275,186 or 23.30% of the Amended Operating Expenditure Budget. Non-operating expenditures, which include capital projects, transfers, debt service, and contingency, totaled \$7,726,559 or 23.66% of the \$32,653,725 Amended Non-Operating Budget. In total, expenditures were \$25,001,745 or 23.41% of the \$106,802,385 budgeted compared to 23.72% at the same time last year. The total dollars expended is somewhat higher in FY 07-08 due partly to a higher volume of capital project spending and related transfers this fiscal year-to-date. Expenditure highlights include:

- **Personal services** totaled \$9,666,298 or 24.64% of the amended budget of \$39,233,210 and is in line with the amount spent in the same period in FY 06-07.
- **Supplies and Services** totaled \$7,486,101 or 23.70% of the amended budget of \$31,580,490. The amount spent in FY 07-08 is similar to the amount spent in FY 06-07.
- **Capital projects** totaled \$1,705,242 or 15.23% of the amended budget of \$11,197,000. Capital projects expenditures tend to fluctuate throughout the year. See the Capital Improvement Program section for more information on the status of capital projects.

- **Debt service** payments totaled \$1,196,987 or 15.89% of the amended budget of \$7,533,710. The amount spent this year is similar to the same period in FY 06-07.
- **Transfers** totaled \$4,824,329 or 39.10% of the amended budget of \$12,338,665. The majority of the transfers are related to capital projects. See the Capital Improvement Program section for information on the status of capital projects.

A table comparing year-to-date actuals to budget for all funds in both FY07-08 and FY06-07 is shown below:

REVENUE	AMENDED BUDGET	UNAUDITED FY 07-08	FY 07-08 % REC/EXPEND	AMENDED BUDGET	Y-T-D FY 06-07	FY 06-07 % REC/EXPEND
Budgeted Fund Balance	\$40,494,356					
Property Taxes	\$19,402,680	\$140,467	0.72%	\$19,420,480	\$116,347	0.60%
Other Tax	1,032,490	226,508	21.94%	990,840	226,262	22.84%
Licenses/Permits	6,732,720	1,403,170	20.84%	6,206,560	1,353,607	21.81%
Charges for Service	37,178,590	9,662,102	25.99%	35,446,510	9,706,352	27.38%
Intergovernmental	11,954,010	503,655	4.21%	12,119,435	474,827	3.92%
Fines/Forfeitures	1,180,720	288,323	24.42%	1,116,520	270,507	24.23%
Miscellaneous	4,195,290	1,079,476	25.73%	3,181,080	621,540	19.54%
Other Financing Sources/Transfers in	13,748,665	4,827,361	35.11%	11,620,185	4,237,132	36.46%
TOTAL CURRENT REVENUE	\$95,425,165	18,131,062	19.00%	\$90,101,610	\$17,006,574	18.87%
EXPENDITURE BY DEPARTMENT						
City Manager's Office	\$2,879,230	\$1,076,418	37.39%	\$2,949,320	\$924,087	31.33%
Community Development	7,132,540	1,278,856	17.93%	7,055,680	1,861,330	26.38%
Finance	4,597,170	1,057,258	23.00%	4,493,660	1,021,581	22.73%
Fire	9,356,130	2,166,051	23.15%	9,230,380	2,467,720	26.73%
Library	5,915,230	1,472,335	24.89%	5,603,820	1,376,383	24.56%
Park & Recreation	5,480,860	1,569,406	28.63%	5,375,470	1,490,051	27.72%
Police	10,932,550	2,692,581	24.63%	10,937,200	2,496,350	22.82%
Public Works	26,116,010	5,524,569	21.15%	24,648,595	4,820,925	19.56%
Non-Departmental	1,738,940	437,711	25.17%	1,423,620	404,297	28.40%
TOTAL OPERATING EXPENDITURES	\$74,148,660	\$17,275,185	23.30%	\$71,717,745	\$16,862,724	23.51%
Debt Service	\$7,533,710	\$1,196,987	15.89%	\$7,416,350	\$1,188,372	16.02%
Capital Projects	11,197,000	1,705,242	15.23%	10,274,345	1,674,531	16.30%
Transfers Out	12,338,665	4,824,329	39.10%	10,179,015	4,174,099	41.01%
Contingencies/Reserves	1,584,350	0	0.00%	1,176,190	0	0.00%
TOTAL ALL EXPENDITURES	\$106,802,385	\$25,001,743	23.41%	\$100,763,645	\$23,899,726	23.72%
CURRENT REVENUES LESS						
TOTAL EXPENDITURES	(\$11,377,220)	(\$6,870,681)		(\$10,662,035)	(\$6,893,152)	

This Quarterly Operating Report also includes an expenditure summary by classification for each department, performance indicators by department, a Vacancy Report, a Capital Improvement Program summary and an update of City Council Values and Goals.

As always, if you have questions or concerns about the information in this report, please do not hesitate to contact me at (541) 766-6990 or via e-mail at nancy.brewer@ci.corvallis.or.us.

Nancy Brewer
Finance Director

THE CITY'S BUDGET HIGHLIGHTS

REVENUES

A total of 19.00% of budgeted revenue has been collected as of the end of the first quarter. Of this amount, operating revenue is 16.29% collected and 35.11% of non-operating revenue has been collected.

Property Tax Revenues - 0.72% collected. Property taxes provide about half of the operating revenue for General Fund supported programs. Property taxes are found in the General, Parks and Recreation, Fire and Rescue, Transit, Library and General Obligation Debt Service Funds. The majority of the property tax revenues are received in the second quarter.

Other Taxes - 21.94% collected. Transient Room Taxes are taxes on hotel and motel occupancy and reflect their usage rate. The City currently levies a room tax of 9% of the room costs on all transient lodging in the City limits.

License, Fees & Permits - 20.84% collected. Franchise Fees provide approximately 38% of the operating revenue in the General Fund. In addition to right-of-way fees charged to local utility companies, franchise fees are also assessed against and paid for by the City's water, wastewater, and storm water utilities. Revenues for parks, sound and camping permits are received in the Parks & Recreation Fund. Building permit revenue is recorded in the Development Services Fund. Parking lot space fees and residential parking permits are received in the Parking Fund while transportation maintenance fees and right of way permits are received in the Street Fund.

Charges for Services - 25.99% collected. General Fund charges include development review charges and rental charges for City owned buildings. The Parks and Recreation Fund generates revenue from recreation programs and System Development Charges (SDC's). Charges for Police and Fire 911 services are received in the 911 Fund. Water, sewer and drainage user fees and SDC's are received in the Water, Wastewater, and Storm Water Funds. The Airport Fund receives revenues for hangar rentals, fuel sales, and seed crops. The Internal Service Funds (Technology and Communications, Administrative Services, Fleet, Facility Maintenance, and Risk Management) receive payments for services provided to other city departments.

Intergovernmental - 4.21% collected. State sharing revenues include cigarette, liquor, 9-1-1 and highway taxes and currently make up approximately 33.79% of amended budget intergovernmental revenues. Benton County Intergovernmental funds for Library support make up approximately 17.55% of intergovernmental revenues and are normally received in the second quarter since they are tied to property tax turnovers. Projected grant revenue makes up nearly 44.85% of the intergovernmental revenue amended budget. The receipt of grant monies tends to be volatile and highly dependent on timing of related expenditures; this accounts for lower than target revenues collected to date. The remaining 3.81% of budget is for other revenue items such as 911 system cost share from other government agencies.

Fines and Forfeitures - 24.42% collected. Revenues include fines imposed through Municipal Court for traffic and parking violations, library fines and violations of the Uniform Fire Code. Revenues are also derived from property damage restitution payments, asset seizures and forfeitures through court action. Fines and forfeitures are mainly found in the following funds: General, Parking and Library.

Miscellaneous Revenues - 25.73% collected. Miscellaneous revenues include donations, housing and assessment loan repayment proceeds, business energy tax credits for transit, gifts/contributions, insurance proceeds, bad debts recovered and investment interest revenues. Interest revenues represent approximately 50% of the total miscellaneous revenue budget as well as nearly 50% of actual miscellaneous revenues collected year to date.

Other Financing Sources - 35.11% collected. Other Financing Sources consist mainly of "interfund" and "intrafund" transfers that are primarily for capital construction projects and debt service requirements. The FY 07-08 budget includes budget for a bank loan to support the proposed purchase of the Pacific-Power street light system. A recommendation in this regard is scheduled to be forwarded to City Council in the second quarter. The Capital Improvement Program section presents an analysis by project and information on year to date expenditures related to transfers.

EXPENDITURES

The City's total budget was 23.41% spent at the end of the fourth quarter, with operating expenditures at 23.30% of the operating budget and non-operating expenditures at 23.66%.

The following information summarizes the fiscal year expenditures by classification and identifies any significant variances:

*Wages and Benefits** - 24.64% spent. Includes amounts paid to both permanent and temporary City employees, including personnel substituting for those in permanent positions.

*Services & Supplies** - 23.70% spent. Includes amounts paid for supplies used in operations and services rendered by organizations or personnel not on the City's payroll, including repair and maintenance-related services, professional contractual services and utilities.

*Capital Outlay** - 3.68% spent. Most capital outlay purchases consist of machinery, equipment and vehicles over \$5,000. Expenditures in this category are typically lower in the first part of the year based on cash flow management.

Capital Projects - 15.23% spent. Capital Projects occur in the Capital Construction, Water Construction, Wastewater Construction, Storm Water Construction and Airport Construction Funds. The Capital Improvement Program Section presents an analysis by project and information on year-to-date expenditures.

Debt Service - 15.89% spent. Budgeted debt service payments of \$1,983,780 are supported by specific property tax levies. Debt service incurred in support of enterprise operations (Water, Wastewater, Storm Water and Airport) totals \$3,366,350 and is paid from revenues derived from charges for services within each fund. Pension obligation bond annual debt service of \$1,994,020 is primarily funded by current revenue proportionate to each City Fund's respective PERS liability.

Transfers - 39.10% spent. Transfers represent Intra-fund and Inter-fund transfers for capital projects and debt service contributions. These can fluctuate depending on the progress of construction projects.

* See the following table for a summary of operating expenditures by Department.

OPERATING EXPENDITURES BY DEPARTMENT

DEPARTMENT	AMENDED BUDGET	PERSONAL SERVICES	SUPPLIES & SERVICES	CAPITAL OUTLAY	TOTAL EXPENDITURES	% OF AMENDED BUDGET
City Manager's Office	\$2,879,230	\$247,483	\$828,935	\$0	\$1,076,418	37.39%
Community Development	7,132,540	781,044	475,315	22,498	1,278,856	17.93%
Finance	4,597,170	690,060	363,698	3,500	1,057,258	23.00%
Fire	9,356,130	1,765,091	400,960	0	2,166,051	23.15%
Library	5,915,230	864,558	607,777	0	1,472,335	24.89%
Parks & Recreation	5,480,860	1,021,423	547,984	0	1,569,406	28.63%
Police	10,932,550	1,973,857	718,724	0	2,692,581	24.63%
Public Works	26,116,010	2,322,782	3,104,996	96,790	5,524,569	21.15%
Non Department	1,738,940	0	437,711	0	437,711	25.17%
TOTAL	\$74,148,660	\$9,666,298	\$7,486,101	\$122,788	\$17,275,186	23.30%

PROPERTY TAX FUNDS COMBINED*

REVENUE	AMENDED BUDGET	1st Qtr FY 07-08	UNAUDITED FY 07-08	FY 07-08 % REC/EXPEND	1st Qtr FY 06-07	Y-T-D FY 06-07	FY 06-07 % REC/EXPEND
Budgeted Fund Balance	\$10,275,426						
Property Taxes	\$17,587,680	\$140,468	\$140,468	0.80%	\$116,347	\$116,347	0.66%
Other Tax	1,032,490	226,508	226,508	21.94%	226,262	226,262	22.84%
Licenses/Permits	4,928,390	895,153	895,153	18.16%	876,461	876,461	19.08%
Charges for Service	5,308,210	1,160,196	1,160,196	21.86%	1,069,376	1,069,376	20.78%
Intergovernmental	4,538,160	-104,891	-104,891	-2.31%	112,770	112,770	2.58%
Fines/Forfeitures	825,120	212,014	212,014	25.69%	190,701	190,701	25.10%
Miscellaneous	1,330,600	246,460	246,460	18.52%	185,664	185,664	15.97%
Other Financing Sources	1,487,160	13,841	13,841	0.93%	15,971	15,971	1.08%
TOTAL CURRENT REVENUE	\$37,037,810	\$2,789,749	\$2,789,749	7.53%	\$2,793,552	\$2,793,552	7.73%

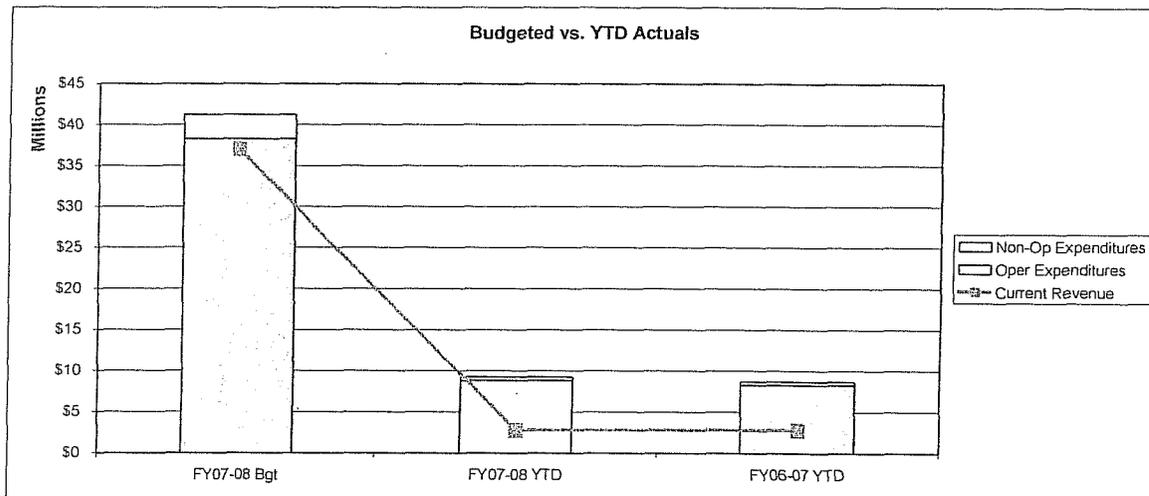
EXPENDITURE BY DEPARTMENT

Community Development	\$1,482,290	\$342,201	\$342,201	23.09%	\$281,172	\$281,172	20.61%
Finance	523,720	124,151	124,151	23.71%	122,493	122,493	23.68%
Fire	9,356,130	2,166,051	2,166,051	23.15%	2,467,720	2,467,720	26.73%
Library	5,797,230	1,429,327	1,429,327	24.66%	1,376,317	1,376,317	24.56%
Parks and Recreation	5,480,860	1,569,406	1,569,406	28.63%	1,490,051	1,490,051	27.72%
Police	8,963,530	2,174,897	2,174,897	24.26%	1,989,837	1,989,837	22.31%
Public Works	5,225,150	595,859	595,859	11.40%	553,308	553,308	11.11%
Non-Departmental	1,436,030	436,861	436,861	30.42%	0	0	0.00%
TOTAL OPERATING EXPENDITURES	\$38,264,940	\$8,838,754	\$8,838,754	23.10%	\$8,280,897	\$8,280,897	23.01%
Debt Service	\$189,560	\$0	\$0	0.00%	\$0	\$0	0.00%
Transfers	2,097,800	398,305	398,305	18.99%	434,431	434,431	19.62%
Contingencies/Reserves	684,220	0	0	0.00%	0	0	0.00%
TOTAL ALL EXPENDITURES	\$41,236,520	\$9,237,059	\$9,237,059	22.40%	\$8,715,328	\$8,715,328	22.36%

CURRENT REVENUE LESS

TOTAL EXPENDITURES	(\$4,198,710)	(\$6,447,310)	(\$6,447,310)		(\$5,921,776)	(\$5,921,776)	
---------------------------	----------------------	----------------------	----------------------	--	----------------------	----------------------	--

* Includes General, Parks & Recreation, Fire & Rescue, Transit and Library Funds





- SEARCH OUR SITE
- advanced search
- MEMBER LOGIN
- ABOUT US
- MEMBERSHIP

The Consumer Confidence Press Release

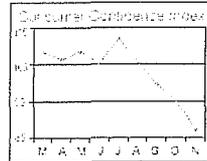
- Please visit the Consumer Research Center pages to learn more about:
- detailed consumer confidence data
 - additional consumer information
 - benefits of center membership

ATTACHMENT A

THESE DATA ARE FOR ANALYSIS PURPOSES ONLY. NOT FOR REDISTRIBUTION, PUBLISHING, DATABASING, OR PUBLIC POSTING WITHOUT EXPRESS WRITTEN PERMISSION.

The Conference Board Consumer Confidence Index Declines November 27, 2007

The Conference Board Consumer Confidence Index, which has been declining since the summer, declined further in November. The Index now stands at 87.3 (1985=100), down from 95.2 in October. The Present Situation Index decreased to 115.4 from 118.0 in October. The Expectations Index declined to 68.7 from 80.0.



The Consumer Confidence Survey is based on a representative sample of 5,000 U.S. households. The monthly survey is conducted for The Conference Board by TNS. TNS is the world's largest custom research company. The cutoff date for November's preliminary results was November 19th.

Says Lynn Franco, Director of The Conference Board Consumer Research Center: "This month's deterioration in confidence was due primarily to the sharp decline in the Expectations Index. Consumers' apprehension about the short-term outlook is being fueled by volatility in financial markets, rising prices at the pump and the likelihood of larger home heating bills this winter. In fact, consumers' inflation expectations have surpassed the spike experienced this spring and a larger percentage than last month expect stock prices to decline. The Present Situation Index, despite losing ground, still suggests the economy is expanding, albeit slowly. Despite this rather bleak outlook, consumers have not lost their holiday spirit and anticipate spending more on gifts this season than they did last Christmas."

Consumers' assessment of present conditions waned further in November. Those claiming conditions are "good" decreased to 22.3 percent from 23.2 percent. Those saying conditions are "bad" increased to 19.1 percent from 16.6 percent. Consumers' assessment of the job market was mixed. Those saying jobs are "hard to get" edged down to 21.3 percent from 22.8 percent, while those claiming jobs are "plentiful" decreased to 23.2 percent from 24.1 percent in October.

Consumers' expectations for the next six months plummeted in November. Those expecting business conditions to worsen increased to 16.7 percent from 13.9 percent. Those anticipating business conditions to improve declined to 12.4 percent from 14.0 percent.

The outlook for the labor market was also more pessimistic. The percent of consumers expecting more jobs in the months ahead fell to 10.8 percent from 13.3 percent, while those anticipating fewer jobs rose to 23.1 percent from 20.2 percent. The proportion of consumers expecting their incomes to decrease in the months ahead increased to 11.0 percent from 9.1 percent.

Source: November 2007 Consumer Confidence Index
The Conference Board

The next release is scheduled for Thursday, December 27, at 10 A.M. ET.

For further information contact:
Lynn Franco
at +1 212 339 0344
lynn.franco@conference-board.org

- HOME
- WORLDWIDE
- PROGRAMS
 - CEO / C-Suite
 - Citizenship
 - Diversity
 - Economics
 - Economic News
 - Economic Indicators
 - Economic Research
 - Consumer Research
 - Center Membership
 - Consumer Confidence
 - Consumer Confidence Survey
 - CEO Confidence Survey
 - Internet Barometer
 - Economic Software
 - About the Program
 - Contact the Economists
 - Ethics
 - Governance
 - Human Resources
 - Leadership Development
 - Marketing
 - Mid-Market Sector
 - Operations
 - Risk Management

EVENTS/FORUMS

PRODUCTS

OUR WEBSITE

- Contact Us
- Press
- Help
- Site Map

CORVALLI TOURISM

Corvallis, Oregon Convention & Visitors Bureau

Monthly Statistics
Updated 11/21/07

Transient Occupancy Tax

	J	A	S	O	N	D	J	F	M	A	M	J
96/97	71985	66166	59788	59762	50999	39056	39,154	52019	43573	56436	57085	64594
97/98	69945	62584	66510	56683	44626	39038	43,186	47847	48288	50038	56500	64801
98/99	69483	65744	60567	53239	49318	33855	37,393	49291	54139	52820	54638	64862
99/00	67802	69,850	69,801	62,282	59587	37232	41,621	49671	62372	54386	59,753	72076
00/01	76,239	67,012	76,907	70,502	55,009	42,213	42,226	49,750	69,427	58,992	69,299	75,800
001/02	78,614	69,308	67,596	68,984	53,301	35,638	43,133	45,326	63,230	62,114	72,523	82,940
02/03	79302	76089	73342	66877	57666	42545	46,390	53,969	63,352	57221	60160	77171
"03/04	74754	75689	91875	79,583	64290	43826	50,372	63,379	79,673	77835	81,230	91954
04/05	91,294	88255	76190	85455	80449	49478	62,247	70838	83715	79,587	81572	97714
05/06	103,709	90,859	102722	84,993	80,000	48990	56,476	72297	89101	82,578	93405	97115
06/07	104,693	106,498	105290	97,063	83729	60484	64,100	87723	92671	88,934	97043	115404
07/08	106,556	109,124	106063									

Percentage Occupancy

	J	A	S	O	N	D	J	F	M	A	M	J
04/05	61.82	59.3	51.5	51.2	44.9	32.2	36	46.3	51.6	47.8	49	59.3
05/06	63.5	60.4	56.7	47.7	46.1	30.6	34.4	47.3	52.6	48.2	48.7	60.5
06/07	62.8	64.7	59.4	49	44.4	36	40.2	57.8	60.1	57.02	57	71
07/08	70.5	69.1	62.4	57.9	Changed to Smith Travel Research							

Room Demand

	J	A	S	O	N	D	J	F	M	A	M	J
04/05	18078	17362	14594	14988	12704	9410	10524	12243	15100	13531	14349	16791
05/06	18586	17677	16211	13858	13034	8980	10045	12566	15310	13644	14796	17584
06/07	18879	19450	17272	14733	12915	10818	10570	13733	15821	14563	15010	18078
07/08	18546	18192	15898	15226								

ATTACHMENT B

2007/2008 Corvallis Tourism
Work Plan

ATTACHMENT C

		J	A	S	O	N	D	J	F	M	A	M	J
c=completed n= not completed w w or x = working													
Sports Marketing													
A1	Update local sports data base					x							
A2	Mail sports folder to local org							x					
A3	Sales Blitz of OSU Coaches		c					x			x		
A4	Create Corvallis Sports Fund							x					
A5	TEAMS Sports Trade Show				c								
A6	Work with State Sports Commission			c	c	c	x	x	x	x	x	x	x
A7	Build a key list of new sports events to solicit					x							
A8	Sports Commission Meetings			c				x			x		x
A9	Sanctioned Chapter of Oregon Sports Auth								x				
Group Marketing													
		J	A	S	O	N	D	J	F	M	A	M	J
B1	Execute Low Season action plan				c								
B2	OSAM Trade Show & Conference					c							
B2.5	CECN Trade Show								x				
B3	SGMP Trade Show								x				
B4	MPI Conference									x			
B5	Presentation at Tourism Think Tank								x				
B6	Key Account CRM program					c			x		x		
B9	Meeting Planner Fam tours			c									
B10	Create link page for planners				c								
B11	Update Key Account list										x		
B12	Expand Choose Corvallis Program					w							
B13	Link to photo gallery page for planners					c							
B14	Expand Public Relations to Meetings Media						x						
B15	Advertise in MPI and SGMP directories					c							
B16	Sales Training Program for Hotels								x				
B17	Personalized e-newsletter for meeting plnrs				n		x	x					
B18	Press Releases for meeting media				c		c		x				
B19	Conference Sales Team Meetings		c	c	c	c	x	x	x	x	x	x	x
B20	Attend monthly SGMP and MPI meetings		c	c	c	c	x	x	x	x	x	x	x
B21	Check online bid system with local hotels							x					
B22	Attend OTTA meetings				c			x			x		
B23	Create web page for their RFP to be loaded						x						
B24	Develop tech, farm and festival tours							x					
		J	A	S	O	N	D	J	F	M	A	M	J
Leisure Travel Marketing													
C1	Contact Int Tour Ops thru TO for niche						x						
C2	Publish new destination guide						x	x	x	x			
C3	Add culinary nich to Tailored Lifestyle				w								
C4	Addison Trade Shows (Vancouver)							x					
C5	Hold Festival & Events Meetings					c					x		
C6	Place Advertising Campaign							x			x		
C7	Hwy 34 Scenic Byway			c			c				x		
C8	Rework German and Spanish Web content								x				
C9	Promote Media page on website to OR med				c					x			
C10	Update media list							x					
C11	Send out 3 press releases				c			x			x		x

Corvallis Benton Chamber Coalition
Progress Report October 2007

CHAMBER OF COMMERCE (Retail)

➔ October Activities: 1.1 Promote Members Deliverable: 6 Promotional Opportunities

Promotion Materials:		Distribution & Referral:		Resources/ Special Projects:		Website:	
➔	Directory	168	Directory	147	Conf Room	6187	Web Hits
➔	In Business	1	In Business	4	Certificates of Origin	6056	Directory Queries
➔	E-Directory	4	Communiqué (Pub #)	2	Projectors	338,249	Search Engine Requests
➔	Web Ad	78	Member Referral	54%	Conference Rm Usage	66	Google Map Queries
➔	Communiqué	1061	Communiqué (Contacts)	3	Ribbon Cuttings	4	Relocation Packets
➔	Map	466	Map	66	Conference Rm Meetings		
➔	Insider	2	Insider				

December Plans:

Promotion Materials:		Distribution & Referral:		Resources/ Special Projects:		Website:	
➔	Directory	1	Directory	1	Conf Room	1	Web Hits
P	Map	1	Map	1	Conference Rm Meetings	1	Directory Queries
10	Web Ad	1	Member Referral	1	Conference Rm Usage	1	Search Engine Requests
1	E-Directory	3	Communiqué (Pub #)	1	Projectors	1	Google Map Queries
1	Communiqué	1150	Communiqué (Contacts)	1	Ribbon Cuttings	1	Relocation Packets
1	In Business	1	In Business	1	Certificates of Origin		
	Insider		Insider				

➔ October Activities: 1.2 Networking/Connections Deliverable: 50 Connection Opportunities

Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)	
120	Greeters	12/07	Greeters	n/a	Greeters	n/a	Greeters
n/a	BAH	12/08	BAH	n/a	BAH	n/a	BAH
48	City Club	6/08	City Club	0	City Club	0	City Club
18	Women In Business	7/08	Women In Business		Women In Business		Women In Business
	Other		Other		Other		Other

December Plans:

Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)	
90	Greeters	1/08	Greeters	n/a	Greeters	n/a	Greeters
50	BAH	10/08	BAH	n/a	BAH	n/a	BAH
n/a	City Club	6/08	City Club	1	City Club	250	City Club
0	Women In Business	3/08	Women In Business	0	Women In Business	0	Women In Business
	Other		Other		Other		Other

October Activities: 1.3 Training/Programs Deliverable: 8 Training or Program

Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)	
n/a	other	n/a	other	n/a	Other	n/a	Other
P	Chamber Champion	P	Chamber Champion	n/a	Other	n/a	Other

December Plans:

Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)	
P	GAC	P	GAC	n/a	Other	n/a	Other
P	Chamber Champion	n/a	Other	n/a	Other	n/a	Other

➔ October Activities: 1.4 Events Deliverable: 5 Major Events

Planning:		Attendance:		Sponsorship (Number of)		Sponsorship (Total Income)	
P	Celebrate Corvallis	P	Celebrate Corvallis	3	Celebrate Corvallis-Media	0	Celebrate Corvallis-In kind
P	CorBiz (Prime Time)	300+	CorBiz	3	CorBiz	2500	CorBiz
P	Par Excellence	104	Par Excellence	14	Par Excellence	7220	Par Excellence
☺	Where It's @	2000	Where It's @	1	Where It's @	1500	Where It's @
☺	HTAH	1000	HTAH	9	HTAH	4850	HTAH

December Plans:

Planning:		Attendance:		Sponsorship (Number of)		Sponsorship (Total Income)	
P	Celebrate Corvallis	P	Celebrate Corvallis	P	Celebrate Corvallis	P	Celebrate Corvallis
↘	CorBiz	n/a	CorBiz	n/a	CorBiz	n/a	CorBiz
↘	Par Excellence	n/a	Par Excellence	n/a	Par Excellence	n/a	Par Excellence
☺	Where It's @	n/a	Where It's @	n/a	Where It's @	n/a	Where It's @
☺	HTAH	n/a	HTAH	n/a	HTAH	n/a	HTAH

➔ October Activities: 1.5 Resources Deliverable: 3 New Resources

Library:		Foyer Display:		Website - Retail Upgrade:	
P	Planning	P	Planning	➔	Planning
➔	Resource Development	∅	Resource Development	➔	Resource Development
➔	Implementation	➔	Implementation	➔	Implementation

Corvallis Benton Chamber Coalition
Progress Report October 2007

➔ Performance ➔ Performance ➔ Performance

December Plans:

Library:	Foyer Display:
➔ Planning	➔ Planning
* Resource Development	∅ Resource Development
➔ Implementation	➔ Implementation
➔ Performance	➔ Performance

*In process of gathering books.

➔ October Activities:	1.6 Advocacy - RETAIL	Deliverable:	Communication/Influence
➔	2.4 Advocacy - TS	Deliverable:	6 EVP Actions

Education/Awareness:	Communication:	Influence:	Participation
5 Monthly Mtg GAC	➔ Member Communication	State Decisions	OSCC Leg Affairs Comm
➔ Issue Identification	➔ Comm w/ ST & LEO's	County Decisions	Other
➔ Platform	Testimony -written	City Decisions	
➔ Speakers	Testimony -oral	Other	
➔ Fact Finding	Positions		

December Plans:

Education/Awareness:	Communication:	Influence:	Participation
X Monthly Mtg GAC	Member Communication	State Decisions	OSCC Leg Affairs Comm
X Issue Identification	Comm w/ ST & LEO's	County Decisions	Other
Platform	Testimony -written	City Decisions	
Speakers	Testimony -oral	Other	
Fact Finding	Positions		

ECONOMIC DEVELOPMENT (Traded Sector)

➔ October Activities:	EVP DPWT Goals	Deliverable:	
------------------------------	-----------------------	---------------------	--

1.1 Barrier Buster:	4.3 Business License Fee:	5.1 Industrial Land Inv.:	5.2 Site Readiness:
➔ Problem Report Form	➔ Identify Issues	➔ Industrial Site Data	➔ Team identified
➔ Land Use Plan Equity	➔ Feedback from Business	➔ Info added to Website	➔ Market Basket Comparison
➔ Communication	➔ City Council Recom.	➔ Communication	➔ Communication
5.3 Flex Space:	6.2 Receiving Team	12.1 Green Building	14.1 Blue Ribbon Panel
1 Sites Identified	➔ Team Identified	➔ Identify Green Alter.	➔ Identify Issues
3 Builders Identified	➔ Site/Tour Info	➔ Planning Comm Recom.	➔ Identify Pot. Solutions
➔ Code Language Issues Id.	➔ Checklist	➔ City Council Recom.	➔ Planning Comm Recom.

December Plans:

1.1 Barrier Buster:	4.3 Business License Fee:	5.1 Industrial Land Inv.:	5.2 Site Readiness:
Problem Report Form	Identify Issues	Industrial Site Data	Team identified
Land Use Plan Equity	Feedback from Business	Info added to Website	Market Basket Comparison
Communication	City Council Recom.	Communication	Communication
5.3 Flex Space:	6.2 Receiving Team	12.1 Green Building	14.1 Blue Ribbon Panel
➔ Sites Identified	➔ Team Identified	➔ Identify Green Alter.	➔ Identify Issues
➔ Builders Identified	➔ Site/Tour Info	➔ Planning Comm Recom.	➔ Identify Pot. Solutions
➔ Code Language Issues Id.	➔ Checklist	➔ City Council Recom.	➔ Planning Comm Recom.

➔ October Activities:	2.1 Traded Sector Retention	Deliverable:	
------------------------------	------------------------------------	---------------------	--

Retention:	Top 10 Club:	Sustainability Coalition:	
➔ Companies	➔ Companies Identified	48 Attendance	
➔ Encounters	➔ Planning Meeting	➔ Activity	
➔ Referrals	➔ Curriculum & Actions Id.		
	➔ Implementation		

December Plans:

Retention:	Top 10 Club:	Sustainability Coalition:	
3 Companies	Companies Identified	48 Attendance	
50 Encounters	Planning Meeting	P Activity	
10 Referrals	Curriculum & Actions Id.		
	Implementation		

➔ October Activities:	2.2 Entrepreneurship	Deliverable:	
------------------------------	-----------------------------	---------------------	--

SWOT:	Angel/Venture Develop:	Entrepreneurship Forum:	E-Tailing Cluster:
12 Attendance	0 Attendance	8 Attendance	14 Attendance
12/07 Scheduling	11/07 Scheduling	12/07 Scheduling	12/07 Scheduling
n/a Investment	n/a Investment	n/a Investment	n/a Investment

December Plans:

SWOT:	Angel/Venture Develop:	Entrepreneurship Forum:	E-Tailing Cluster:
15 Attendance	10 Attendance	10 Attendance	14 Attendance

**Corvallis Benton Chamber Coalition
Progress Report October 2007**

02/08 n/a	Scheduling Investment	11/07 n/a	Scheduling Investment	06/08 n/a	Scheduling Investment	06/08 n/a	Scheduling Investment
--------------	--------------------------	--------------	--------------------------	--------------	--------------------------	--------------	--------------------------

October Activities: 2.3 Recruiting Deliverable:

Communications:	Infrastructure Develop:	Infrastructure Develop:	Leads:
Website	Electric	Road	Local Leads
Profile	Gas	Rail	State Leads
	Water	Air	Site Proposals
	Sewer	Technology	Site Visits
	Land Use		

December Plans:

Communications:	Infrastructure Develop:	Infrastructure Develop:	Leads:
Website	Electric	Road	Local Leads
Profile	Gas	Rail	State Leads
	Water	Air	Site Proposals
	Sewer	Technology	Site Visits
	Land Use		

October Activities: 2.5 Airport Industrial Park Deliverable:

Airport Commission	Expansion	Marketing
Shovel Ready Status	Lease Management	Build To Suit

December Plans:

Airport Commission	Expansion	Marketing
Shovel Ready Status	Lease Management	Build To Suit

COMMUNITY & CITIZEN SUPPORT

October Activities: 3.1 EVP Management Deliverable:

Staff & Coordinate Mtgs	Website Development	Committee Management	500	E-Newsletter sent to
Financial Management	Website Maintenance	Partner Survey	P	Paper Newsletter
Assistance Committee	Town Hall Mtgs	Reports & Communications	P	Other: City Club

December Plans:

Staff & Coordinate Mtgs	Website Development	Committee Management	500	E-Newsletter sent to
Financial Management	Website Maintenance	Partner Survey	P	Paper Newsletter
Assistance Committee	Town Hall Mtgs	Reports & Communications		

FINANCE

Reporting:	Reporting:	Membership:	Membership:
Budget Perform. (5%)	Reports to BOD	662 Total Members	12500 Renewals
AP	Outsourced Bkpk Perf.	10 New (#)	2 Drops (#)
AR Collections		2743 New (\$)	632 Drops (\$)

ADMINISTRATION

System Performance:	System Costs:	Board Development	Staff Development
Website	Website	BOD Training	Staff Training
Phones	Phones		
Internet	Internet		
Server	Server		

KEY

P	Planning	I	Implementation
☺	Action Completed	→	Marginal / On hold to focus on other priorities
↘	Not assessed OR start date in future period	↔	Progress slow, not likely to meet goal
↑	Progress high, likely to exceed goal	↓	Project Failing
↔	Progress on target, should meet goal	●	Stagnate, Defunct or Dead

Corvallis Benton Chamber Coalition
Progress Report November 2007

CHAMBER OF COMMERCE (Retail)

November Activities: 1.1 Promote Members Deliverable: 6 Promotional Opportunities

Promotion Materials:		Distribution & Referral:		Resources/ Special Projects:		Website:	
↗	Directory	55	Directory	76.5	Conf Room	4517	Web Hits
↑	In Business	1	In Business	1	Certificates of Origin	4378	Directory Queries
↗	E-Directory	4	Communiqué (Pub #)	4	Projectors	308153	Search Engine Requests
→	Web Ad	97	Member Referral	35%	Conference Rm Usage	53	Google Map Queries
↑	Communiqué	1102	Communiqué (Contacts)	2	Ribbon Cuttings	0	Relocation Packets
↗	Map	50	Map	40	Conference Rm Meetings		
↗	Insider	0	Insider				

January Plans:

Promotion Materials:		Distribution & Referral:		Resources/ Special Projects:		Website:	
	Directory	55	Directory	100	Conf Room	1	Web Hits
	Map	50	Map	50	Conference Rm Meetings	1	Directory Queries
	Web Ad	180	Member Referral	65%	Conference Rm Usage	1	Search Engine Requests
	E-Directory	5	Communiqué (Pub #)	5	Projectors	1	Google Map Queries
	Communiqué	1200	Communiqué (Contacts)	3	Ribbon Cuttings	1	Relocation Packets
	In Business	1	In Business	1	Certificates of Origin		
	Insider	5	Insider				

November Activities: 1.2 Networking/Connections Deliverable: 50 Connection Opportunities

Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)	
128	Greeters	128	Greeters	n/a	Greeters	n/a	Greeters
53	BAH	to Jan. 21	BAH	n/a	BAH	n/a	BAH
90	City Club	to Jun. 20	City Club	1	City Club	250	City Club
22	Women In Business	7/08	Women In Business	R	Women In Business	R	Women In Business
	Other		Other		Other		Other

January Plans:

Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)	
↗	Greeters	140	Greeters	n/a	Greeters	n/a	Greeters
55	BAH	to Jan. 21	BAH	n/a	BAH	n/a	BAH
48	City Club	to Jun. 20	City Club	1	City Club	250	City Club
R	Women In Business	R	Women In Business	R	Women In Business	R	Women In Business
	Other		Other		Other		Other

November Activities: 1.3 Training/Programs Deliverable: 8 Training or Program

Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)	
6	GAC	to Dec. 20	Other	n/a	Other	n/a	Other
P	Chamber 101	↗	Chamber 101	A	Other	A	Other

January Plans:

Event Attendance:		Scheduling Outlook:		Sponsorship (Number of)		Sponsorship (Total Income)	
P	GAC	↗	GAC	n/a	GAC	n/a	GAC
P	Chamber C/Chamber 101	↗	Chamber C/Chamber 101	A	Other	A	Other

November Activities: 1.4 Events Deliverable: 5 Major Events

Planning:		Attendance:		Sponsorship (Number of)		Sponsorship (Total Income)	
P	Celebrate Corvallis	n/a	Celebrate Corvallis	12	Celebrate Corvallis	26500	Celebrate Corvallis
↘	CorBiz (Prime Time)	n/a	CorBiz	n/a	CorBiz	n/a	CorBiz
↘	Par Excellence	n/a	Par Excellence	n/a	Par Excellence	n/a	Par Excellence
☺	Where It's @	1500	Where It's @	1	Where It's @	1500	Where It's @
☺	HTAH	300	HTAH	8	HTAH	4850	HTAH

January Plans:

Planning:		Attendance:		Sponsorship (Number of)		Sponsorship (Total Income)	
P	Celebrate Corvallis	n/a	Celebrate Corvallis	13	Celebrate Corvallis	30,500	Celebrate Corvallis
↘	CorBiz	n/a	CorBiz	n/a	CorBiz	n/a	CorBiz
↘	Par Excellence	n/a	Par Excellence	n/a	Par Excellence	n/a	Par Excellence
↘	Where It's @	n/a	Where It's @	n/a	Where It's @	n/a	Where It's @
↘	HTAH	n/a	HTAH	n/a	HTAH	n/a	HTAH

November Activities: 1.5 Resources Deliverable: 3 New Resources

Library:		Foyer Display:		Website - Retail Upgrade:	
↗	Planning	→	Planning	↗	Planning
R	Resource Development	R	Resource Development	R	Resource Development
↗	Implementation	→	Implementation	↗	Implementation
→	Performance	→	Performance	↗	Performance

January Plans:

Corvallis Benton Chamber Coalition
Progress Report November 2007

Library:

↗	Planning
↗	Resource Development
→	Implementation
→	Performance

Foyer Display:

P	Planning
∅	Resource Development
P	Implementation
↘	Performance

Website - Retail Upgrade:

↗	Planning
→	Resource Development
↗	Implementation
↗	Performance

↗	Planning
*	Resource Development
A	Implementation
A	Performance

→	Planning
∅	Resource Development
→	Implementation
P	Performance

*In process of gathering books.

October Activities: 1.6 Advocacy - RETAIL Deliverable: Communication/Influence

<p>Education/Awareness:</p> <table border="1"> <tr><td>5</td><td>Monthly Mtg GAC</td></tr> <tr><td>↗</td><td>Issue Identification</td></tr> <tr><td>↗</td><td>Platform</td></tr> <tr><td>↗</td><td>Speakers</td></tr> <tr><td>↘</td><td>Fact Finding</td></tr> </table>	5	Monthly Mtg GAC	↗	Issue Identification	↗	Platform	↗	Speakers	↘	Fact Finding	<p>Communication:</p> <table border="1"> <tr><td>→</td><td>Member Communication</td></tr> <tr><td>→</td><td>Comm w/ ST & LEO's</td></tr> <tr><td></td><td>Testimony -written</td></tr> <tr><td></td><td>Testimony -oral</td></tr> <tr><td></td><td>Positions</td></tr> </table>	→	Member Communication	→	Comm w/ ST & LEO's		Testimony -written		Testimony -oral		Positions	<p>Influence:</p> <table border="1"> <tr><td></td><td>State Decisions</td></tr> <tr><td></td><td>County Decisions</td></tr> <tr><td></td><td>City Decisions</td></tr> <tr><td></td><td>Other</td></tr> </table>		State Decisions		County Decisions		City Decisions		Other	<p>Deliverable:</p> <table border="1"> <tr><td></td><td>Participation</td></tr> <tr><td></td><td>OSCC Leg Affairs Comm</td></tr> <tr><td></td><td>Other</td></tr> </table>		Participation		OSCC Leg Affairs Comm		Other
5	Monthly Mtg GAC																																				
↗	Issue Identification																																				
↗	Platform																																				
↗	Speakers																																				
↘	Fact Finding																																				
→	Member Communication																																				
→	Comm w/ ST & LEO's																																				
	Testimony -written																																				
	Testimony -oral																																				
	Positions																																				
	State Decisions																																				
	County Decisions																																				
	City Decisions																																				
	Other																																				
	Participation																																				
	OSCC Leg Affairs Comm																																				
	Other																																				

<p>Education/Awareness:</p> <table border="1"> <tr><td>X</td><td>Platform</td></tr> <tr><td></td><td>Speakers</td></tr> <tr><td></td><td>Fact Finding</td></tr> </table>	X	Platform		Speakers		Fact Finding	<table border="1"> <tr><td></td><td>Testimony -written</td></tr> <tr><td></td><td>Testimony -oral</td></tr> <tr><td></td><td>Positions</td></tr> </table>		Testimony -written		Testimony -oral		Positions	<table border="1"> <tr><td></td><td>City Decisions</td></tr> <tr><td></td><td>Other</td></tr> </table>		City Decisions		Other	<table border="1"> <tr><td></td><td></td></tr> </table>		
X	Platform																				
	Speakers																				
	Fact Finding																				
	Testimony -written																				
	Testimony -oral																				
	Positions																				
	City Decisions																				
	Other																				

ECONOMIC DEVELOPMENT (Traded Sector)

October Activities: EVP DPWT Goals Deliverable:

<p>1.1 Barrier Buster:</p> <table border="1"> <tr><td>↘</td><td>Land Use Plan Equity</td></tr> <tr><td>↘</td><td>Communication</td></tr> </table>	↘	Land Use Plan Equity	↘	Communication	<p>4.3 Business License Fee:</p> <table border="1"> <tr><td>↗</td><td>Feedback from Business</td></tr> <tr><td>↗</td><td>City Council Recom.</td></tr> </table>	↗	Feedback from Business	↗	City Council Recom.	<p>5.1 Industrial Land Inv.:</p> <table border="1"> <tr><td>↘</td><td>Info added to Website</td></tr> <tr><td>↘</td><td>Communication</td></tr> </table>	↘	Info added to Website	↘	Communication	<p>5.2 Site Readiness:</p> <table border="1"> <tr><td>↘</td><td>Market Basket Comparison</td></tr> <tr><td>↘</td><td>Communication</td></tr> </table>	↘	Market Basket Comparison	↘	Communication												
↘	Land Use Plan Equity																														
↘	Communication																														
↗	Feedback from Business																														
↗	City Council Recom.																														
↘	Info added to Website																														
↘	Communication																														
↘	Market Basket Comparison																														
↘	Communication																														
<p>5.3 Flex Space:</p> <table border="1"> <tr><td>1</td><td>Sites Identified</td></tr> <tr><td>3</td><td>Builders Identified</td></tr> <tr><td></td><td>Code Language Issues Id.</td></tr> </table>	1	Sites Identified	3	Builders Identified		Code Language Issues Id.	<p>6.2 Receiving Team</p> <table border="1"> <tr><td>↘</td><td>Team Identified</td></tr> <tr><td>↘</td><td>Site/Tour Info</td></tr> <tr><td>↘</td><td>Checklist</td></tr> </table>	↘	Team Identified	↘	Site/Tour Info	↘	Checklist	<p>12.1 Green Building</p> <table border="1"> <tr><td>↗</td><td>Identify Green Alter.</td></tr> <tr><td>↗</td><td>Planning Comm Recom.</td></tr> <tr><td>↗</td><td>City Council Recom.</td></tr> <tr><td></td><td>Enterprise Zone</td></tr> </table>	↗	Identify Green Alter.	↗	Planning Comm Recom.	↗	City Council Recom.		Enterprise Zone	<p>14.1 Blue Ribbon Panel</p> <table border="1"> <tr><td>M</td><td>Identify Issues</td></tr> <tr><td>M</td><td>Identify Pot. Solutions</td></tr> <tr><td>M</td><td>Planning Comm Recom.</td></tr> <tr><td></td><td>City Council Recom.</td></tr> </table>	M	Identify Issues	M	Identify Pot. Solutions	M	Planning Comm Recom.		City Council Recom.
1	Sites Identified																														
3	Builders Identified																														
	Code Language Issues Id.																														
↘	Team Identified																														
↘	Site/Tour Info																														
↘	Checklist																														
↗	Identify Green Alter.																														
↗	Planning Comm Recom.																														
↗	City Council Recom.																														
	Enterprise Zone																														
M	Identify Issues																														
M	Identify Pot. Solutions																														
M	Planning Comm Recom.																														
	City Council Recom.																														

<p>December Plans:</p> <p>1.1 Barrier Buster:</p> <table border="1"> <tr><td></td><td>Communication</td></tr> </table>		Communication	<p>4.3 Business License Fee:</p> <table border="1"> <tr><td></td><td>City Council Recom.</td></tr> </table>		City Council Recom.	<p>5.1 Industrial Land Inv.:</p> <table border="1"> <tr><td></td><td>Communication</td></tr> </table>		Communication	<p>5.2 Site Readiness:</p> <table border="1"> <tr><td></td><td>Communication</td></tr> </table>		Communication																				
	Communication																														
	City Council Recom.																														
	Communication																														
	Communication																														
<p>5.3 Flex Space:</p> <table border="1"> <tr><td>↗</td><td>Sites Identified</td></tr> <tr><td>↗</td><td>Builders Identified</td></tr> <tr><td></td><td>Code Language Issues Id.</td></tr> </table>	↗	Sites Identified	↗	Builders Identified		Code Language Issues Id.	<p>6.2 Receiving Team</p> <table border="1"> <tr><td>↗</td><td>Team Identified</td></tr> <tr><td>↗</td><td>Site/Tour Info</td></tr> <tr><td>↗</td><td>Checklist</td></tr> </table>	↗	Team Identified	↗	Site/Tour Info	↗	Checklist	<p>12.1 Green Building</p> <table border="1"> <tr><td>↗</td><td>Identify Green Alter.</td></tr> <tr><td>↗</td><td>Planning Comm Recom.</td></tr> <tr><td>↗</td><td>City Council Recom.</td></tr> <tr><td>↗</td><td>Enterprise Zone</td></tr> </table>	↗	Identify Green Alter.	↗	Planning Comm Recom.	↗	City Council Recom.	↗	Enterprise Zone	<p>14.1 Blue Ribbon Panel</p> <table border="1"> <tr><td>R</td><td>Identify Issues</td></tr> <tr><td>R</td><td>Identify Pot. Solutions</td></tr> <tr><td>R</td><td>Planning Comm Recom.</td></tr> <tr><td>R</td><td>Planning Comm Recom.</td></tr> </table>	R	Identify Issues	R	Identify Pot. Solutions	R	Planning Comm Recom.	R	Planning Comm Recom.
↗	Sites Identified																														
↗	Builders Identified																														
	Code Language Issues Id.																														
↗	Team Identified																														
↗	Site/Tour Info																														
↗	Checklist																														
↗	Identify Green Alter.																														
↗	Planning Comm Recom.																														
↗	City Council Recom.																														
↗	Enterprise Zone																														
R	Identify Issues																														
R	Identify Pot. Solutions																														
R	Planning Comm Recom.																														
R	Planning Comm Recom.																														

<p>January Plans:</p> <p>Retention:</p> <table border="1"> <tr><td>5</td><td>Companies</td></tr> <tr><td>100</td><td>Encounters</td></tr> <tr><td>20</td><td>Referrals</td></tr> </table>	5	Companies	100	Encounters	20	Referrals	<p>Top 10 Club:</p> <table border="1"> <tr><td>R</td><td>Companies Identified</td></tr> <tr><td>R</td><td>Planning Meeting</td></tr> <tr><td>R</td><td>Curriculum & Actions Id.</td></tr> <tr><td>R</td><td>Implementation</td></tr> </table>	R	Companies Identified	R	Planning Meeting	R	Curriculum & Actions Id.	R	Implementation	<p>Sustainability Coalition:</p> <table border="1"> <tr><td>↗</td><td>Attendance</td></tr> <tr><td>↗</td><td>Activity</td></tr> </table>	↗	Attendance	↗	Activity
5	Companies																			
100	Encounters																			
20	Referrals																			
R	Companies Identified																			
R	Planning Meeting																			
R	Curriculum & Actions Id.																			
R	Implementation																			
↗	Attendance																			
↗	Activity																			

November Activities: 2.2 Entrepreneurship Deliverable:

<p>SWOT:</p> <table border="1"> <tr><td>15</td><td>Attendance</td></tr> <tr><td>Jan</td><td>Scheduling</td></tr> <tr><td>n/a</td><td>Investment</td></tr> </table>	15	Attendance	Jan	Scheduling	n/a	Investment	<p>Angel/Venture Develop:</p> <table border="1"> <tr><td>26</td><td>Attendance</td></tr> <tr><td>03/08</td><td>Scheduling</td></tr> <tr><td>11</td><td>Investment</td></tr> </table>	26	Attendance	03/08	Scheduling	11	Investment	<p>Entrepreneurship Forum:</p> <table border="1"> <tr><td>10</td><td>Attendance</td></tr> <tr><td>06/08</td><td>Scheduling</td></tr> <tr><td>n/a</td><td>Investment</td></tr> </table>	10	Attendance	06/08	Scheduling	n/a	Investment	<p>E-Tailing Cluster:</p> <table border="1"> <tr><td>15</td><td>Attendance</td></tr> <tr><td>06/08</td><td>Scheduling</td></tr> <tr><td>n/a</td><td>Investment</td></tr> </table>	15	Attendance	06/08	Scheduling	n/a	Investment
15	Attendance																										
Jan	Scheduling																										
n/a	Investment																										
26	Attendance																										
03/08	Scheduling																										
11	Investment																										
10	Attendance																										
06/08	Scheduling																										
n/a	Investment																										
15	Attendance																										
06/08	Scheduling																										
n/a	Investment																										

<p>January Plans:</p> <p>SWOT:</p> <table border="1"> <tr><td>50</td><td>Attendance</td></tr> <tr><td>5/08</td><td>Scheduling</td></tr> <tr><td>0</td><td>Investment</td></tr> </table>	50	Attendance	5/08	Scheduling	0	Investment	<p>Angel/Venture Develop:</p> <table border="1"> <tr><td></td><td>Attendance</td></tr> <tr><td>06/08</td><td>Scheduling</td></tr> <tr><td>12</td><td>Investment</td></tr> </table>		Attendance	06/08	Scheduling	12	Investment	<p>Entrepreneurship Forum:</p> <table border="1"> <tr><td>12</td><td>Attendance</td></tr> <tr><td>06/08</td><td>Scheduling</td></tr> <tr><td>n/a</td><td>Investment</td></tr> </table>	12	Attendance	06/08	Scheduling	n/a	Investment	<p>E-Tailing Cluster:</p> <table border="1"> <tr><td>17</td><td>Attendance</td></tr> <tr><td>06/08</td><td>Scheduling</td></tr> <tr><td>n/a</td><td>Investment</td></tr> </table>	17	Attendance	06/08	Scheduling	n/a	Investment
50	Attendance																										
5/08	Scheduling																										
0	Investment																										
	Attendance																										
06/08	Scheduling																										
12	Investment																										
12	Attendance																										
06/08	Scheduling																										
n/a	Investment																										
17	Attendance																										
06/08	Scheduling																										
n/a	Investment																										

November Activities: 2.3 Recruiting Deliverable:

Communications:	Infrastructure Develop:	Infrastructure Develop:	Leads:
-----------------	-------------------------	-------------------------	--------

Corvallis Benton Chamber Coalition
Progress Report November 2007

Website		Electric		Road	2	Local Leads
Profile		Gas		Rail	4	State Leads
		Water		Air	1	Site Proposals
		Sewer	1	Technology	0	Site Visits
		Land Use				

January Plans:

Communications:		Infrastructure Develop:		Infrastructure Develop:		Leads:	
Website	1	Electric		Road	↓	Local Leads	
Profile		Gas		Rail	↓	State Leads	
		Water		Air	↓	Site Proposals	
		Sewer		Technology	↓	Site Visits	
	J	Land Use	1				

November Activities: 2.5 Airport Industrial Park Deliverable:

Airport Commission		Expansion		Marketing	
Shovel Ready Status	↗	Lease Management	↗	Build To Suit	

January Plans:

Airport Commission		Expansion		Marketing	
Shovel Ready Status	↗	Lease Management	↗	Build To Suit	

COMMUNITY & CITIZEN SUPPORT

November Activities: 3.1 EVP Management Deliverable:

Staff & Coordinate Mtgs	☺	Website Development	↗	Committee Management	500	E-Newsletter sent to
Financial Management	↗	Website Maintenance	↗	Partner Survey	P	Paper Newsletter
Assistance Committee	P	Town Hall Mtgs	↗	Reports & Communications	☺	Other: City Club

January Plans:

Staff & Coordinate Mtgs	☺	Website Development	↗	Committee Management	500	E-Newsletter sent to
Financial Management	↗	Website Maintenance	↗	Partner Survey	P	Paper Newsletter
Assistance Committee	P	Town Hall Mtgs	↗	Reports & Communications		

FINANCE

Reporting:		Reporting:		Membership:		Membership:	
Budget Perform. (5%)	↗	Reports to BOD	667	Total Members	22943	Renewals	
AP	↗	Outsourced Bkbp Perf.	8	New (#)	3	Drops (#)	
AR Collections	→		1678	New (\$)	1553	Drops (\$)	

ADMINISTRATION

System Performance:		System Costs:		Board Development		Staff Development	
Website	→	Website		BOD Training	↗	Staff Training	
Phones	→	Phones					
Internet	→	Internet					
Server	→	Server					

KEY

P	Planning	1	Implementation
☺	Action Completed	→	Marginal / On hold to focus on other priorities
↓	Not assessed OR start date in future period	↘	Progress slow, not likely to meet goal
↗	Progress high, likely to exceed goal	↓	Project Failing
↗	Progress on target, should meet goal	●	Stagnate, Defunct or Dead

Corvallis Sustainability Coalition Budget (Jan 2008 - June 2009) ATTACHMENT E

INCOME

	<u>Cash</u>	<u>In-kind</u>
City of Corvallis (FY 08)	20000	
City of Corvallis (FY 09)	20000	
Fundraising (grants, donations, sponsorships)	22000	
Website		
Domain Name		325
Design		20000
Programming		10000
Special Projects		
Task Group Projects		3000
Community Energy Pilot Program		62000
Celebrate Corvallis Award	2000	3000
Total Income	<u>64000</u>	<u>98325</u>

EXPENSES

Website		
Domain Name		325
Design		20000
Programming		10000
Printing & Mailing		
Office Supplies	100	
Brochures & Flyers	500	
RFP Documents	100	
Town Hall		
Flyers	200	
Postage	100	
Meeting Documents	100	
Meeting & Support Documents	300	
Final Document	300	
Administrative Support	3000	
Consultant	30000	
Focus Area Team Meetings		
Meeting Rooms	300	
Town Hall Meetings		
Meeting Rooms	3000	
Catering	3000	
Electronic Voting	1000	
Advertising	3000	
Scientific Survey	10000	
Special Projects		
Task Group Projects		3000
Community Energy Pilot		62000
Celebrate Corvallis Award	2000	3000
Contingency	7000	
Total Expenses	<u>64000</u>	<u>98325</u>

Corvallis Sustainability Coalition Budget
(January 2008 – June 2009)

BUDGET NOTES

1. Website

Domain Name (\$325) – Paid for in cash by Sustainability Coalition partner

Design (\$20,000) – Work performed *gratis* by Edge Design

Programming (\$10,000) – Work performed *gratis* by Joe Crockett

2. Special Projects

Task Group Projects (\$3000) – Combination of in-kind services and materials paid for in cash by Sustainability Coalition partners to support task group demonstration projects

Community Energy Pilot Program (\$62,000) – Staffing and advertising provided by Energy Trust of Oregon

Celebrate Corvallis Award (\$2000 cash + \$3000 in-kind) – Cash donations and in-kind products and services provided by Sustainability Coalition partners to recognize winner of “Good Steward of the Planet Award”

3. Administrative Support (\$3000) – For clerical assistance

4. Consultant (\$30,000) – For professional support to design and implement a public process that will culminate in development and adoption of a community sustainability action plan

5. Scientific Survey (\$10,000) – For professional firm to develop and conduct a survey to assess public response and preferences regarding sustainability priorities

Bill York
12/20/07

Plastic Shopping Bags and EPS Food Packaging

There is a general consensus that plastic shopping bags and EPS food packaging are harmful to the environment and that their use should be curtailed.

There is not a consensus about the cost, practicality, and environmental impacts of substitutes for these items.

The Corvallis Sustainability Council has initiated a community-wide effort to develop a comprehensive sustainability action plan, including

Formation of a Waste Reduction Task Group

Gwenn Kubeck – Facilitator

Andrea Norris, Bill Fleck, Louise Marquering, Dan Holcomb, Jeanette Hardison, Marge Stevens, Joni Zander, Julie Jackson, Dan Crall, Bonnie White, and David Paty.

Widely advertised town hall meetings beginning in March 2008 to stimulate public discussion and develop a community consensus

The action plan is scheduled for completion in December 2008

Therefore:

The Administrative Service Committee recommends that the City Council defer taking action on individual components of the solid waste issue pending the results of the Corvallis Sustainability Coalition's more comprehensive initiative.

MEMORANDUM

DATE: December 20, 2007
TO: Administrative Services Committee
FROM: Dan Brown, City Councilor
SUBJECT: Styrofoam, Plastic Bags and the Sustainability Coalition

I. Issue

After receiving public testimony concerning styrofoam and plastic shopping bags, the City Council sent these issues to the Administrative Services Committee for evaluation. The overriding question is whether each issue should be handled individually or all issues should be considered together in the context of an overall community sustainability plan. Other challenges involve the details of the approach the City Council will use to create such a plan (or plans).

II Background

“Sustainability” is a relatively new buzzword in American society. In many cases it now follows in the footsteps of such concepts as “ecological” and “environmental.” Sustainability means different things to different people partly because it has hundreds of different applications. Some individual topics, like Styrofoam and plastic bags have already been brought to the City Council. But the word “sustainability” has been used to cover a vast array of topics from food composting to global climate change. Other examples are: conservation, alternative transportation, green building, buying local food, green jobs, composting toilets, etc. .

City of Corvallis

Corvallis *Vision 2020* was approved in 1997. Although the concept of the environment was discussed extensively, **sustainability** was never mentioned. In the later Corvallis *Comprehensive Plan*, the following definition is provided,

Sustainable – Able to be maintained or continued indefinitely.

And now in the City of Corvallis *Policy Manual*, last revised in 2006,

Sustainability means using natural, financial and human resources in a responsible manner that meets existing needs without compromising the ability of future generations to meet their own needs.

In 2004 the City Council adopted an organizational sustainability policy specific to the activities of City government. Goals included making City operations more sustainable and providing an example for others in our community to follow. Early in 2007, the City Council adopted an expanded Council goal “to enhance organizational sustainability efforts and to begin creating a Community-Wide Sustainability Initiative.” The details of the initiative remain undefined.

Inspired by the City Council community sustainability goal, a grass roots group was formed and is now named the Corvallis Sustainability Coalition. This group consists of individuals representing over seventy member organizations. They recently added a Waste Reduction Task Group which will consider recommendations on issues such as plastic bags, styrofoam packaging, and composting food waste.

We have seen an increase in environmental awareness in Corvallis. Oregon was a leader in returnable cans and bottles in the 1970s. Corvallis Disposal (the precursor to Allied Waste) was a leader in curbside recycling in the the 1980s, and City has continued to improve recycling services. A couple of national publications recently featured Corvallis as a leader in sustainability. Due to Corvallis’ reputation and the existence of an interested group of citizens, the Sustainability Coalition, the Energy Trust of Oregon selected Corvallis for its year-long Pilot Energy Project.

State and federal regulations, guidelines, and standards provide a backdrop for City policies. The State of Oregon has taken some actions in requiring local governments to behave in mandated ways. For example, the Corvallis *Comprehensive Plan* was designed to comply with Oregon’s *Statewide Planning Goals and Guidelines*.

Over the years, the federal government has created departments such as the Environmental Protection Agency and the Department of Environmental Quality and passed legislation to further sustainability. But it has also not adopted other policies, such as the Kyoto Accord, and has not provided enough financial support to satisfy some citizens.

III. General Discussion

This section will cover objectives, target markets (and issues in addressing how these markets are best addressed), role expectations, the sustainability plan, and the planning process.

Community Sustainability Objectives

Vision 2020, the *Corvallis Comprehensive Plan*, and the *Policy Manual* are all policy documents adopted by the City Council. Together they provide a picture of Corvallis which is a more environmentally sustainable place in thirteen years than it is today.

APPENDIX I organizes the various environmental sustainability issues in *Vision 2020* and the *Comprehensive Plan* around four basic goal areas:

- air quality,
- water quality,
- resource conservation, and
- biological resources preservation

Although implicit in *Vision 2020* and the *Comprehensive Plan*, the *Council Policy Manual* clearly establishes the concept of “Triple-bottom-line”

Triple bottom line is a framework for measuring and reporting organizational performance against economic, social and environmental parameters. The term is used to capture the set of values, issues and processes that organizations must address to minimize harm and create economic, social and environmental value.

Policy – The City uses a triple-bottom-line framework to enhance sustainability in all aspects of the organization’s activities. City departments, through changes in daily operations, ongoing programs and long-range planning are able to simultaneously have a positive impact on the environment, the economic efficiency of municipal government and the social character of the workplace. Departments promote actions which are environmentally and socially beneficial while also being economically intelligent, and endeavor to assure that future generations have the resources needed to sustainably maintain healthy and productive societies. The City strives to make sufficient gains in enhancing its own sustainability practices to begin providing community-wide sustainability leadership in 2009

Indicators of overall goal achievement, identified as benchmarks for Corvallis, will be based on state and federal standards. Baseline data and monitoring is available for some goals and not for others.

Market Analysis

The actions of various parties will be required to achieve different goals: Governmental Agencies, Businesses, and Ordinary Citizens. Together, of course, these groups include everybody in Corvallis.

The success of the sustainability initiative requires people to adopt new attitudes and new patterns of consumption and post-consumption behaviors. In the buyer behavior literature, this is often discussed under the concept of “Diffusion of Innovation” . The central idea is that sustainability behaviors will spread throughout a population, such as Corvallis, over a period of time. And the rate of diffusion can be speeded up or slowed down through careful planning by initiators of change.

For example, curbside recycling has been available in Corvallis since the 1980s, and the number of recycling services has increased since then, but people are still recycling less than half of the recoverable material. Thus, there is substantial room for further diffusion of recycling behavior.

A related concept is “adopter categories.” These include:

- Innovators
- Early adopters
- Early Majority
- Late Majority
- Laggards
- Non Adopters

Over the period of diffusion, “innovators” are, by definition, first to adopt new behaviors, and “laggards” are the last to adopt. There are several categories of adopters in between, and then there are also “nonadopters.” Research often shows that the different groups are different with regard to attitudes, values, needs, and sometimes personal characteristics.

For example, beverage cans in Oregon became returnable for a deposit in the 1970s, but many “nonadopters” still do not return them. The number in Covallis is so great that an industry of “canners” now make a living from unreturned containers!

Role Expectations for Partners

In addition to the City Staff and elected officials, the work of the City of Corvallis requires the participation of many non-City entities. Many kinds of partners might be involved in the community sustainability initiative.

- Staff
- City Council
- Consultants:
 - Town Hall Facilitators
 - ICLEI - International Council for Local Environmental Initiatives
- Other organizations:
 - Energy Trust of Oregon
 - Allied Waste
- Corvallis Sustainability Coalition

In order to ensure that we have a coordinated, comprehensive and successful sustainability effort, it is essential that everyone involved has the same understanding. For example, the Council gives explicit directions to staff, and the City signs contracts with Allied Waste, consultants are hired based on contracts based on RFP (Request for Proposals) which specifies services to be rendered and output expectations, and dues would be paid for the services of ICLEI should the City decide to join.

At the present time, the relationship between the City of Corvallis and the Corvallis Sustainability Coalition is undefined. Councilor Beilstein once described the City and the Sustainability Coalition as “siblings,” and the City just one of seventy equal members of the Sustainability Coalition. In order to prevent future misunderstanding, it will be important to create an explicit agreement in order to make roles and expectations clear about the use of the City’s name and other public resources, including funds.

At the October 15, 2007 work session, the City Council explored a list of criteria to be used in evaluating and selecting partners such as the Corvallis Sustainability Coalition. These appear as sections A and B in APPENDIX II. These lists are a useful as a place to start in creating a working agreement.

Community Sustainability Plan

The Community Sustainability Plan should specify prioritized and measurable sustainability goals and what changes ordinary citizens, businesses, the City of Corvallis, and other governments, would need to make in order to meet the goals.

Sustainability Plan Goals

The sustainability plan would be one way to implement adopted City Council policy. Thus, it would attempt to achieve the goals expressed in *Vision 2020* and the *Comprehensive Plan*. Because such a broad range of issues are included in the concept, priorities for changes and a phase-in plan must be established.

The plan is based on changing people’s behavior. It should consider the speed of diffusion of attitudes and behaviors and also consider priorities for addressing different adopter categories in the target audiences.

Strategic and/or Action Plan

The plan could be either a strategic level plan, involving policies, or an action plan which would be very specific as to who, where, when, how and how much. But, it could also incorporate both strategic and action elements.

Approaches to Improve Sustainability

There are a number of options from which the City might select to achieve changes in behavior. In *Vision 2020* the emphasis is on advocacy, encouragement, and leadership by example. This approach implies a communications effort.

Persuasive communication is not the only way to bring about change. Examples include:

- Policy Change
- Legislative Regulation (bans, incentives, fees, etc.)
- New Services
- Infrastructure Change
- Enforcement
- The Ballot Initiative Process

Expectations for the Community Sustainability Plan

It is important that any sustainability plan delivers the outcomes the City Council and the community want. A beginning point for expectations is **APPENDIX II** section C, *Quality of the Proposed Action Plan*. A more comprehensive list of expectations might include:

- Consistent with City Council policy:
Vision 2020, Comprehensive Plan, Council Policy Manual
- *Represents entire community's needs and values.*
- Focused and coordinated
- Clearly assigns responsibilities to willing parties
- Clear and appropriate goals and priorities
- Data-based, using best available research, benchmarks, and baselines
- Timely and affordable
- Achievable, practical, and workable

Community Sustainability Planning Process

A good process is likely to provide good results, and a poor process is likely to produce bad results. I propose the City council use a “research, plan, do, check, adjust” sort of iterative process which would begin with fact finding.

Goals for Planning Process

The City should strive to develop a “good” plan as defined by the expectations for the plan above.

Expectations for Sustainability Planning Process

How it should the planning process be done?

- Transparent
- Representative
- Data based
- Results validated through appropriate statistical techniques

IV. Financial Analysis

As part of the 2007-08 budgeting process, the City Council reserved a one-time amount of \$20,000 to hire a consultant. In contrast, the Sustainability Coalition is planning for a total of \$40,000 in funding from the City, including \$30,000 for a consultant. Thus, there is a mismatch between the City's plans and the Sustainability Coalition's planned request for funds from the City.

V. Community Sustainability Initiative Calendar

City policy about timing is vague, but there exist a few hints. *Vision 2020* provides a thirteen year planning horizon to achieve environmental sustainability goals. The 2007-08 City Council sustainability goal says we will begin to plan by the end of 2008. The Council *Policy Manual* says that the City will plan to begin providing community-wide sustainability leadership in 2009.

The quarterly report from the Sustainability Coalition on 10-15-2007 includes a series of activities but does not provide dates. Now an aggressive calendar is envisioned in the December 6, 2007 testimony to the Administrative Services Committee from the Sustainability Coalition. RFPs from consulting firms have been mailed and will be returned by early January 2008. On the schedule, the first town hall meeting could be held on March 31, 2008, and City Council final approval of the plan is desired by the Sustainability Coalition by the end of 2008. Again there is a mismatch between the City's plans and Sustainability Coalition's plan.

VI. Action Requested

There are four decisions the City Council must make regarding the plastic bags, styrofoam, food compost, and the Sustainability Coalition.

- a. Should the City deal with sustainability issues one-at-a time or in a comprehensive plan?**
- b. Should the community sustainability initiative be a strategic or an action plan or both?**
- c. What are the key elements the City Council would require in a robust sustainability plan?**

d. What should be our criteria for judging the quality of the final plan when it comes to the City Council for approval?

For today's discussion, I recommend that the City council pursue the comprehensive approach. This would mean that the Council would collect all sustainability issues and fold them into a single prioritized plan. The Community Sustainability Initiative will require the Council to spend taxpayer dollars. If the City Council are really serious about sustainability, we must manage our efforts in order to achieve our stated goals efficiently, effectively, and in a timely and organized manner.

Community Sustainability Planning Process

1. How will the Community Sustainability Plan be created?

I propose that the City Council use a process which incorporates **representative** public inputs. In the past, the City has used public meetings in an attempt to accomplish this purpose. That approach may not be sufficient for this particular effort. Our sustainability plan will directly affect the lives of each and every one of the 53,000 residents of Corvallis (and many other stakeholders as well). To achieve buy-in and participation with the resulting plan, it is important that the final plan reflects the needs and values of our entire community.

I recommend that we supplement the public meeting process with a scientific survey to provide data from the majority of citizens who are not likely to attend public meetings. The prototype survey methodology would be the *2006 Corvallis Citizen Attitude Survey*.

Who should create the Community Sustainability Plan? The obvious options are the City Council, Corvallis City staff, and other potential partners such as the Corvallis Sustainability Coalition, or hired experts. In this regard, the City Council has three decisions to make:

1. Who is going to help the City Council?

I propose that we ask the Sustainability Coalition to help out the City council and that consultants be hired by the Sustainability Coalition – with City Council participation in selecting the consultant, assigning tasks, and specifying expectations.

a. What does the City Council want consultants to do for the City?

I propose that the City Council ask the Sustainability Coalition and consultants to: (1) plan and implement a public process and (2) write up the Community Sustainability Plan. I propose also that we consider using the services of ICLEI, a national organization which can help us establish baseline and benchmark indicators for sustainability.

b. How shall the City Council select and evaluate those who help us?

I propose that the City Council use the sort of criteria I have discussed with the ASC and City Council in the past, plus those specified in this document.

Costs

1. How much should the City Council spend on creating the Community Sustainability Plan?

In this case, the City Council has set aside \$20,000. The preliminary estimates from the Sustainability Coalition indicate that this may not be enough, given the need for good consultants and a scientific survey of Corvallis citizens.

The objective is to come up with a quality process and quality plan. This means that the City Council should determine what we want, find out how much that will cost, and create a budget which will provide us with what we need. If we want other people to do the City's work, we should be willing to pay for it.

Timing

1. When in the future should we create the Community Sustainability Plan?

The overall timing of sustainability planning should ensure that the best possible job can be accomplished. We could choose to start in 2008 or 2009. As approved by the City Council earlier this year, the intent for the Community Sustainability Initiative was to begin planning by late 2008. In contrast, the Sustainability Coalition timeline would bring the final plan to the City Council for approval at the end of 2008. I propose that we pursue a realistic schedule, reflecting the increasing urgency in the community to get started.

APPENDIX I

Implementing *Vision 2020*

The purpose of this appendix is to distill and organize the environmental sustainability pronouncements in *Vision 2020* and the *Corvallis Comprehensive Plan* into an organized format. Hopefully, this will clarify for partners and citizens what City policy is right now. For the time being, economic and social aspects of community sustainability are not mixed in.

OVERALL COMMUNITY SUSTAINABILITY GOALS FROM *VISION 2020*:

Vision 2020 lays down a number of environmental sustainability goals for the Corvallis community:

- **Healthy Environment** -- “This strategy has created a cleaner, healthier environment. The result is a healthier populace. Because of a clean, quiet environment Corvallis is considered a highly desirable place to live.”
- **Environmental Awareness** -- “Corvallis will be an environmentally aware community. Ongoing and open dialogue exists between business leaders and other community members concerning environmental issues and questions.”
- **Environmentally-Friendly Businesses** -- “Corvallis will be an economically strong and well-integrated city, fostering local businesses, regional cooperation and clean industry. Corvallis in 2020 is home to a vibrant economy that is complemented by a wealth of diverse, environmentally-friendly businesses.”
- **Environmentally-Friendly New Development** -- “Corvallis recognizes the connection between development patterns and impacts on the environment. More efficient land-use through higher densities and compact development reduces the amount of land required for development and the negative impacts of an extended infrastructure.”
- **State and Federal Environmental Standards -- 7.2.1** “The City of Corvallis shall continue to comply with or exceed all applicable environmental standards and shall cooperate with State and Federal regulatory agencies in the identification and abatement of local environmental problems.”

CITY GOVERNMENT'S APPROACHES TO ACHIEVING GOALS:

A content analysis of *Vision 2020* and the *Comprehensive Plan* reveal the approaches the City intends to take with regard to environmental sustainability:

- **Encouragement** -- The most common approach to environmental sustainability outlined in the *Comprehensive Plan* is some form of encouragement (promote, create awareness, work with, advocate, etc.) For example, “7.2.2 The City shall continue to advocate responsible environmental behavior from its citizens and neighbors.” We also hope that City leadership through the implementation of the *Municipal Sustainability Plan*, citizens and businesses will be inspired to increase their efforts as well.

- **Regulation** -- Most suggestions about environmental regulations in the *Comprehensive Plan* involve the *Land Development Code* and/or the *Comp. Plan* itself. Some provisions have been enacted. Other than that, mentions of regulation, bans and enforcement are very few.

- **Coordination and Cooperation** -- Collaboration with partners, like local utilities, the disposal company, local counties, and other governmental agencies, to encourage citizen action is needed. For example, “12.2.4.E Coordinating with local utilities to establish an energy information center within the one stop permit center which would provide the public with information on weatherization programs, loan information, renewable energy resources, and consumer protection information related to new energy saving.

- **Underlying Plan** – Many environmental policies in the *Comprehensive Plan* imply steps in a planning process:

Study: gather data, identify and inventory

Strategic Plan: develop plans, programs, and standards

Policies: meet state and federal requirements, coordinate, encouragement,

Action Plans: changes to the *Land Development Code*, buy land, mitigation, promotion, incentives, regulation, enforcement

Control: monitor

- **Monitoring to Improve Sustainability** -- *Vision 2020* includes specific declarations about monitoring environmental standards: “Corvallis is a community where all pollution types (including noise, visual, air, water, odor and chemical pollution) are carefully monitored, and standards are maintained that meet or exceed the highest standards in the valley. We closely follow state and federal environmental regulations. Corvallis will be a city which employs local benchmarks to measure its progress in such areas as environmental quality.”

ENVIRONMENTAL SUSTAINABILITY SUB-PLANS:

To organize the following discussion, four environmental sub-plans are identified in the following pages:

1. **Air Quality Plan**
2. **Water Quality Plan**
3. **Resource Conservation Plan**
4. **Biological Resource Preservation Plan**

1. COMMUNITY AIR QUALITY PLAN

AIR QUALITY SITUATION:

7.3.d Presently one of the greatest threats to Corvallis' air quality is caused by gas powered motor emissions.

CORVALLIS AIR QUALITY OBJECTIVES:

“Corvallis in 2020 has successfully integrated its economic and population growth with the preservation of its clean air. Air pollution has been lessened, thanks to an increased emphasis on non-polluting forms of heating and transportation. Trees have been planted throughout the community for their ability to help cleanse the air we breathe. Our natural open space helps purify the air.”

7.3.1 All development within the Corvallis Urban Growth Boundary shall comply with applicable State and Federal air quality standards.

COMMUNITY AIR QUALITY ACTIONS:

Residents – “Air pollution has been lessened thanks to changing attitudes and actions by residents.”

Businesses – “Businesses share the city's commitment to environmentally sound practices, collaborate with community members to maintain and improve the city's air quality, and encourage employee use of alternative modes of transportation to and from work. The downtown is pedestrian and bicycle friendly, with easy access to mass transit.”

City of Corvallis – “The number of daily auto trips and length of those trips have been significantly reduced by: close coordination of land use and transportation decisions, creating a careful mix of uses within neighborhoods; designing and building neighborhoods that are safe, easy to walk and bicycle in; and building pedestrian connections between neighborhoods.” The paratransit system has been expanded, and public transit works more

successfully with increased ridership and more frequent service between compact pedestrian-friendly neighborhoods. The result is cleaner air, quieter neighborhoods, and a healthier populace.”

7.3.10 The City shall encourage citizens to modify their household actions to reduce **emissions**. This can include items such as alternatives for **heating**, transportation and lawn equipment.

7.3.7 The City of Corvallis shall actively promote the use of **modes of transportation** that minimize impacts on air quality.

7.3.9 The City shall discourage **burning** practices that are environmentally harmful or create a public nuisance.

5.3.3 The City shall encourage the use of large-canopy trees.

City Collaboration - “The City’s cooperative strategy [with other communities, surrounding counties, and resource management agencies in the Willamette Valley] has created a cleaner, healthier environment reducing fossil fuel emissions, and significantly reducing the amount and toxicity of emissions.

Public and private sector collaboration has resulted in a regional transportation system which makes it easy for employees to walk, cycle or ride mass transit to work. Public and private incentives exist which encourage employees to use mass transit. This in turn has reduced the reliance on the automobile as well as eased traffic congestion and air pollution.”

7.3.6 The City of Corvallis shall work with businesses and industries within the Urban Growth Boundary and the Corvallis airshed to reduce noxious odor and **harmful industrial emissions**.

2. COMMUNITY WATER QUALITY PLAN

WATER QUALITY SITUATION:

4.10.o Automobiles are a leading source of surface water pollutants in urban areas. Automotive pavement areas occupy more than half the impervious surface in residential developments; in most commercial areas they occupy more than 80% of the land.

CORVALLIS WATER QUALITY OBJECTIVES:

“We value our rivers, our streams, and our watershed, carefully managing them to protect the purity of our water. Corvallis in 2020 has successfully integrated its economic and population growth with the preservation of its clean water. The community’s water supply, along with its streams and creeks are clean and clear.”

7.5.1 All development within the Corvallis Urban growth boundary shall comply with applicable State and Federal water quality standards.

7.5.5 The city shall attempt to limit unnecessary increases in the percentage of Corvallis' impervious surfaces.

7.5.8 The City shall work to ensure that harmful urban runoff is not discharged directly into streams.

WATER QUALITY ACTIONS:

Residents and Businesses -- "We guard our precious aquifer closely by exercising extreme care in disposing of hazardous wastes. Household chemicals and other dangerous materials are collected, treated, and safely disposed."

Businesses -- "Businesses share the City's commitment to environmentally sound practices and collaborate with community members to maintain and improve the city's water quality. Drinking water quality has been improved by convincing upstream industries to stop polluting the Willamette and its tributaries.

City of Corvallis -- "Run off from roads, construction, and other pollution sources is collected and treated, if necessary, before being discharged."

"The City coordinates its water quality efforts with other communities, surrounding counties and resource management agencies in the Willamette Valley. This cooperative strategy has created a cleaner, healthier environment by stimulating improved farming and forestry techniques for preserving stream quality. Our natural open space helps purify our water."

4.12.1 The City shall attempt to protect ground water resources from pollution and damage through education, regulation, and example.

7.5.3 To improve water quality and quantity in the Corvallis area, the City will continue to develop regulations or programs to manage both point and non-point pollutants; by increasing public awareness of techniques and practices individuals can employ to help correct water quality and quantity problems, and by increasing public awareness, minimizing the use and encouraging the appropriate **disposal of polluting substances** that affect surface and ground water resources.

5.3.3 The City shall encourage the use of large-canopy trees.

4.10.6.F Promote the disconnection of **roof down spouts** to reduce runoff going into a piped collection system or the street and encourage storage for reuse.

4.10.6.E Promote the use of shared driveways to reduce **impervious surface** in residential development.

4.12.10 The City shall encourage parking lots to be constructed of **stable pervious surfaces** that do not degrade groundwater quality.

4.10.24. The City shall develop a set of incentive mechanisms for potential use in implementing **stormwater** policies and encourage private property owners, non-profits, and other organizations to participate in their implementation.

4.11.18 The city shall develop and implement incentives for developers and property owners to protect, enhance and re-establish wetlands, swales, vegetation, and groundwater for **stormwater** functions.

3. COMMUNITY RESOURCE CONSERVATION PLAN

RESOURCE SITUATION:

12.2.b The 1995 DOE report categorizes energy use in Oregon as follows: Commercial = 10%, Residential = 14%, Industrial = 35%, and Transportation = 41%

RESOURCE PRESERVATION OBJECTIVES:

7.6.1 All waste disposal activities within the Corvallis Urban Growth Boundary shall comply with applicable State and Federal standards.

7.6.4 The City shall ensure that special precautions or limitations are taken for the storage of hazardous substances, particularly in the 100 year flood plain.

7.6.7 Transport of hazardous materials shall be directed along major traffic corridors or City bypasses, away from residential neighborhoods.

11.2.5 The transportation system shall give special consideration to providing energy efficient transportation alternatives.

12.2.1. The City shall encourage the investigation , development, and use of **renewable energy** resources by both the public and private sectors in order to reduce the community's immediate and long-range need to import energy.

COMMUNITY RESOURCE CONSERVATION ACTIONS:

Residents – “Water conservation efforts decrease the amount of water that city residents consume. Air pollution has been lessened thanks to an emphasis on conservation. Conservation and a vigorous curbside recycling program have greatly reduced the material we transport to local landfills for disposal.”

Businesses – “Businesses are sensitive to their use of natural resources to produce quality goods and are responsible stewards of those resources.”

City of Corvallis –

12.2.4 The City shall take a leadership role in local energy matters to ensure the conservation of existing nonrenewable energy resources in public facilities and municipal buildings and to ensure that decisions made at all levels of City government have adequately considered energy implications.

7.6.6 Efforts to promote alternatives to disposal of solid waste in landfills, such as **composting, recycling and waste reduction**, should be actively developed through public education and through advertising prepared by the City, the County, and the franchised waste collection and disposal companies.

7.5.5 the City should work with the local franchise to increase opportunities for the safe disposal of **hazardous waste**.

7.7.6 The City should undertake a program to increase public awareness of potential **pollution and health hazards of household products** used in normal maintenance and enhancement activities, and to recommend safe substitutes and means of safe disposal.

7.2.6 The City will encourage new development to be sensitive to the environment by having the development avoid the **hazards** related some types of waste materials.

7.6.3 The City shall promote the appropriate forms of agricultural reuse of **sludge** produced by the City's wastewater treatment program.

12.2.2 The City shall coordinate its activities with the State to establish **energy efficiency** goals and create incentive or rebate programs to expedite implementation of new programs.

12.2.6 The City shall actively promote the use of energy **efficient modes of transportation**.

11.2.5 The transportation system shall give special consideration to providing **energy efficient transportation** alternatives.

10.4.5 The City shall evaluate the impacts of energy deregulation and shall seek opportunities to promote, reliable, efficient, affordable, environmentally-sound, and equitable energy services within the community.

12.2.4.E coordinating with local utilities to establish an energy information center within the one stop permit center which would provide the public with information on weatherization programs, loan information, renewable energy resources, and consumer protection information related to new energy conserving and generating devices.

10.3.3 The City shall intensify its efforts to promote the **conservation** of both public and private **water supplies** and shall take the necessary steps to ensure that water supply sources are protected for future community needs.

4. COMMUNITY BIOLOGICAL RESOURCE PLAN

BIOLOGICAL RESOURCE PRESERVATION OBJECTIVES:

Corvallis in 2020 has successfully integrated its economic and population growth with the preservation of its scenic natural environment and open spaces. Our natural features: hillsides, floodplains, streams, wetlands, and other natural areas are protected and treasured. The city's streams and wetlands act as a backbone for a system of "green fingers" which provide trail corridors and habitat areas where native plants and wildlife grow and flourish in their natural state. Wildlife habitat areas and other natural areas help shape development patterns as we grow."

4.10.9 Negative impacts on habitat and migration corridors for birds, wildlife, aquatic life, and on open space and the recreation qualities of significant drainageways shall be minimized.

4.9.1 Significant watercourses, lakes, and wetlands shall be preserved, or have their losses mitigated.

4.11.1 The City adopts the goal of no net loss of significant wetlands in terms of both acreage and function.

4.10.3 Significant drainage ways shall be kept in a natural state to protect tree lines, maintain their natural functions, and enhance native plant species, to the maximum extent possible.

4.9.1 Significant watercourses, lakes and wetlands shall be preserved, or have their losses mitigated, in order to: maintain clean water, support natural vegetation, protect the aquatic habitat, retain existing significant public vistas, and provide wildlife habitat and recreation sites.

6.2.1 The City and County will balance the diverse and potentially conflicting uses of the Greenway by protecting, enhancing, and maintaining the natural, hydrological, scenic, historical, archeological, agricultural, economic, and recreational qualities of lands along the Willamette River.

BIOLOGICAL RESOURCE PRESERVATION ACTIONS:

Businesses – “Careful design ensures that development minimizes impacts on plant communities and wildlife habitat. Developers and homeowners are encouraged to use natural landscaping which integrates and preserves the existing significant vegetation on homesites and commercial developments in creative and environmentally sound ways. Habitat disturbed during construction is restored and enhanced.”

City of Corvallis – “Corvallis has identified its open space resources and has established criteria and priorities for open space protection. The number of daily auto trips and lengths [and fossil fuel consumption] have been significantly reduced by close coordination of land use and transportation decisions. Public incentives exist which encourage employees to use mass transit; this in turn has reduced the reliance on the automobile.

4.13.4 The City shall encourage the retention of large varied habitat areas on private and public lands including inventoried plant communities.

4.11.15 The City shall encourage wetland mitigation in the same basin.

The complete text of the *Vision 2020* statement and the *Corvallis Comprehensive Plan* are available online at the City of Corvallis’ web site.

APPENDIX II

SELECTION AND EVALUATION OF SUSTAINABILITY PARTNERS

On October 15 at our Council work session, Councilor Brown recommended that we identify clear and objective criteria to aid us in making a decision:

A. Goal Congruence – Assurance that the partner shares the goals and priorities of the City Council as expressed in *Vision 2020*, the Corvallis Comprehensive Plan, and other recorded City policies.

- *Vision 2020*
- Corvallis Comprehensive Plan
- Other relevant City Policies

B. Qualifications of the Organization – Assurance that the potential partner has the ability to accomplish the plan and get the job done.

- Able to implement the Action Plan
- Financially Sound
- Cost-Effective Performance
- Adequate Leadership
- Represent City values in communications

C. Quality of the Proposed Action Plan – Assurance that the proposed Action Plan will deliver what the City Council wants.

- Focus - City-mandated projects and activities
- Budget – detailed and appropriate
- Timeline – aligned with City, detailed, achievable
- Metrics – indicators, baselines, benchmarks, goals
- Balance of Economic, Social, and Environmental
- Representative of all Corvallis citizens

**URBAN SERVICES COMMITTEE
MINUTES
December 20, 2007**

Present

David Hamby, Chair
Patricia Daniels
George Grosch

Staff

Jon Nelson, City Manager
Steve Rogers, Public Works Director
Dan Carlson, Development Services
Division Manager
Jim Mitchell, Transportation and Buildings
Division Manager
Kevin Russell, Associate Planner
Emely Day, City Manager's Office

Visitors

Bob Wilson

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Sidewalk Cafés Delineation	Yes		
II. Council Policy on Neighborhood Traffic Calming Program		Re-consider – January 10th	
III. Gravel Roads/Street Fund Review			Forward to Budget Commission for consideration funding \$70,418 in various street services in Fiscal Year 2008-2009
IV. Parking Meter Rate Increase			Amend Municipal Code Chapter 6.11, "Parking Meters," and raise rates at 24-minute, one-hour, two-hour, and ten-hour parking meters in non-Downtown areas, by means of an ordinance to be read by the City Attorney
V. Council Policy Review: CP 91-9.03, "Parking Permit Fees"			Amend Policy
VI. Other Business			

CONTENT OF DISCUSSION

Councilor Hamby called the meeting to order at 4:00 pm.

I. Sidewalk Cafés Delineation (Attachment)

Development Services Division Manager Carlson introduced Associate Planner Russell, who will be responsible for administering the sidewalk café program.

Mr. Carlson noted that the meeting packet included proposed sidewalk café delineation guidelines. Staff informally polled some existing sidewalk café owners and operators, who seemed to accept the proposals with positive feedback. Most of those surveyed prefer the delineation option of painted lines, which are inexpensive and can be easily adjusted to accommodate café size or business use changes or to correct errors from what was specified in café permit applications.

Mr. Carlson said staff would like the Committee's feedback regarding whether the proposed sidewalk café delineation guidelines correspond with the Committee's intent.

Mr. Carlson reported that staff is developing an informational packet for businesses applying for sidewalk café permits. The packet would include sample café configuration diagrams. Staff suggested a 30- to 60-day phase-in period to implement the new café program, prepare the informational packet, finalize the permit application form, and conduct outreach to businesses.

Mr. Carlson reviewed the proposed delineation guidelines, which staff drafted to provide minimum criteria. Some businesses may choose to establish a solid delineation line, but that is not necessary. He does not support the option of sandblasting delineation markings because sandblasting is permanent in nature and difficult to remove from the concrete.

Councilor Grosch suggested not offering the option of sandblasting, since it is not desirable. Councilor Hamby concurred.

In response to Councilor Grosch's inquiry, Mr. Carlson confirmed that anyone standing on the delineation line would be considered inside the sidewalk café area. The line must be the required distance from the street curb (six feet) or an object on the sidewalk (four feet) and would then extend two to six inches into the café area.

Councilor Grosch speculated that most businesses would paint a solid line around their sidewalk café areas.

Councilor Daniels noted that sandblasting could be considered under the guidelines provision for alternate delineation options. Councilor Grosch questioned who would repair a sidewalk that had been sandblasted, if the sidewalk café permit was not renewed or the business use changed.

In response to inquiries by Councilors Daniels and Hamby, Mr. Carlson said staff did not discuss pavement tape as a delineation option because of issues involving maintenance

in the local climate and tape peeling from the concrete and becoming a tripping hazard. No business owners suggested pavement tape as an option.

In response to Councilor Hamby's inquiry, Mr. Carlson confirmed that required clearances would be measured from the delineation marking to the nearest object or curb.

Councilor Hamby suggested that the guidelines or informational packet indicate that delineation markings would be made at the business owner's expense.

This issue was presented for information only.

II. Council Policy on Neighborhood Traffic Calming Program (Attachment)

Public Works Director Rogers referenced Councilor Hamby's earlier suggestion that the Neighborhood Traffic Calming Program (NTCP) guidelines be converted to a Council policy, which Mr. Rogers drafted, adding a section regarding removal of traffic calming devices. Following today's discussion, the Committee could decide not to establish a Council policy, amend the draft policy for Council consideration, or forward the draft policy to the Council for consideration.

Mr. Rogers explained that the NTCP has existed for approximately ten years but has not been governed by policy or legislation. The Program was established after the Transportation System Plan was adopted, which accounts for the lengthy "purpose" explanation. NTCP guidelines have been given to all neighborhoods requesting information and outlines the process for evaluating the appropriateness of neighborhood traffic calming devices in various situations. It is reasonable to now convert the Program guidelines to a Council policy. Requests for Program application have decreased since City funding of the Program ceased and neighborhoods began being assessed the cost of traffic calming device construction and installation.

Councilor Daniels noted that neighborhoods must undertake several actions to obtain traffic calming devices. Under the proposed Council policy, it seems very easy for neighborhoods to have devices removed. She suggested expanding the explanation of the procedure for obtaining Council approval for device removal. The explanation could describe why devices might be removed.

Mr. Rogers suggested that Section 9.04.010, "Traffic Calming Removal," be expanded in "Step 2" to explain the nature of the initial survey, the six-month survey, and the device-removal survey. Councilor Daniels concurred, opining that the processes for installing and removing traffic calming devices should follow similar steps.

City Manager Nelson suggested that the Council should approve staff investigating whether to remove traffic calming devices before staff initiates any action.

Mr. Rogers reported that Councilor Hamby suggested that a 70-percent majority approval of neighbors be required for device installation and removal. He noted that "Step 1" option C could allow any group in the community to petition for device removal. He questioned whether device removal initiation should be limited to residents of the immediate vicinity of the devices. The Committee agreed to delete option C, noting that non-vicinity residents can approach the Council to request device removal (option A).

Councilor Hamby inquired how often a neighborhood could request removal of traffic calming devices. Councilor Grosch noted that requests would require Council approval. The City should not limit citizens' abilities to petition the Council.

Councilor Hamby suggested that the Policy's purpose statement be reduced to one sentence: "The purpose of the Corvallis traffic calming program is to reduce speeds on major neighborhood streets and reduce cut-through traffic on local neighborhood streets." Committee members and staff concurred.

In response to Councilor Hamby's comment, Mr. Rogers suggested that the requirement for 70-percent neighborhood approval for installation or removal of traffic calming devices could also be specified at the end of Section 9.03.010, "Program Guidelines and Procedures," "Step 2."

Councilor Grosch opined that there is a difference between conducting a study and installing traffic calming devices. If 70-percent neighborhood support is required too early in the process, neighbors might not have opportunity to consider options.

Councilor Hamby suggested that the second paragraph of "Step 2" be amended to read, "Signatures representing a simple majority of the households or businesses . . ."

Mr. Rogers noted the Committee's earlier discussion that Section 9.04.010, "Traffic Calming Removal," "Step 2" would be amended to specify a petition from 70 percent of the original neighborhood that requested installation of traffic calming devices.

Councilor Hamby inquired whether a provision should be included to limit the Planning Commission's ability to require traffic calming devices as conditions of development approvals. He would like the Council, rather than the Planning Commission, to determine whether devices should be installed.

Councilor Grosch responded that the proposed Council policy would focus on the neighborhood's ability to implement traffic calming. He believes Councilor Hamby's suggestion should be discussed in a different forum.

Councilors Daniels and Grosch expressed reluctance to deny the Planning Commission the option of requiring traffic calming measures as a condition of development approval. Councilor Daniels believes the measures would be reasonable as a condition of development if the neighborhood had already pursued the NTCP procedures. Councilor

Grosch does not want to limit the Commission's ability to assess requirements it believes are appropriate. People opposing proposed developments often reference potential traffic impacts resulting from the projects.

Mr. Rogers responded that the Planning Commission required traffic calming devices in a few recent developments, based upon the neighborhoods using the NTCP to obtain Council approval to pursue traffic calming, regardless of the development approval conditions. The development approval conditions were intended to not conflict with the NTCP guidelines.

Councilor Grosch suggested that this aspect of traffic calming be discussed during a joint Council/Planning Commission work session.

In response to Councilor Hamby's inquiry, Mr. Rogers explained that traffic calming measures are any devices that disrupt driver comfort, other than diverters. Devices include speed humps, traffic circles, curb bulbs at intersections, chokers to reduce traffic to one lane for a short distance, and deliberate 'S' curves on an otherwise straight street. Speed humps are the cheapest and most effective traffic calming device.

Committee members asked that the draft policy be revised, based upon today's discussion, and presented to the Committee at its next meeting for review. Mr. Nelson asked Councilor Daniels to submit suggested language to Mr. Rogers regarding the procedure for removing traffic calming devices.

III. Gravel Roads/Street Fund Review (Attachment)

Mr. Rogers explained that Councilor York received a request that the City maintain SW 71st Street, which is one of the few gravel roads within the City Limits. During 2004 the City decreased or eliminated several street maintenance activities, as outlined in the staff report. Some services have been at least partially restored; street reconstruction was restored via the transportation maintenance fee. He reviewed some of the reduced services:

- Pavement condition rating helps project transportation construction needs. The visual survey was conducted, and observations were incorporated into the computer model to help plan street maintenance and rehabilitation. The Corvallis Area Metropolitan Planning Organization (CAMPO) transportation model included condition surveys of the City's arterial collector streets; local streets have not been surveyed for four years.
- The City previously contracted for Benton County to perform ditch cleaning.
- Cessation of roadside mowing caused the most citizen complaints of any discontinued service listed in the staff report. Adjacent property owners are now responsible for mowing shoulders of unimproved roads.
- There are more gravel alleys than gravel streets within the City Limits, prompting more complaints about discontinuing service for the former than the latter.
- "Traffic Signal Timing" involves traffic signal proactive operations to look at areas where issues may exist and the system could work better.

- Traffic counts were recently conducted by the CAMPO as part of its transportation plan. Developers often want traffic counts for adjacent and nearby streets, but the City's data is several years old.
- A larger portion of the street sweeping program cost was transferred to the Storm Water Fund because street sweeping helps reduce the pollutant load before it reaches the storm water system. Street sweeping hours were reduced by 25 percent, and staff has received very few complaints about the service reduction. Storm water quality is difficult to measure, so any change in quality since reduction in street sweeping services is unknown. Storm water system clogging typically occurs during late-October through December, when leaves fall from trees. Storm water catch basin cleaning was not decreased because of the necessity of the service. The service schedule was primarily changed by reducing sweeping 50 percent during April through September.

Councilor Grosch suggested that the gravel road service request be submitted to the Budget Commission as an enhancement request. The request is reasonable but should be considered with other needs.

Councilor Hamby opined that the City should maintain all streets within the City Limits, whether they are paved or graveled.

Mr. Rogers recalled that the Transportation Funding Alternatives Task Force (TFATF) met several years ago and prioritized several potential transportation-related service reductions. It determined that maintenance of gravel roads was a small service that impacted few citizens, and limited Street Fund dollars should be dedicated to streets that had been improved to City standards.

Councilor Daniels noted that several situations have changed since the TFATF made its recommendations, including implementation of the transportation maintenance fee.

Mr. Rogers cautioned that the program costs cited in the staff report were calculated during 2004. These costs must be re-calculated before an enhancement request is presented to the Budget Commission.

In response to Councilor Hamby's inquiry, Mr. Rogers stated that some paved streets within the City Limits are maintained at a reduced level. If a street has not been improved to full City standards (curb, gutter, sidewalks, and a specific thickness), the City only fills potholes and does not perform slurry sealing, patching, or maintenance full overlays.

Mr. Nelson explained that staff recommended forwarding the service request to the Budget Commission, recognizing the TFATF's extensive review and prioritization of services. Alternatively, the Committee could direct staff to include gravel road maintenance in the baseline budget.

In response to Councilor Hamby's inquiry, Mr. Rogers explained that the TFATF recommended that the Street Fund maintain a minimum ending balance of \$250,000. He

is concerned with projected decreases in the ending balance and an ultimate negative ending balance. He cautioned that the budget data included in the staff report is being updated for upcoming Budget Commission review.

Councilor Grosch cautioned that including maintenance of graveled streets and alleys in the budget would begin a trend of making changes to past decisions without considering the full scope of related issues. He would prefer an overall discussion of transportation services in the context of the overall budget process. He believes such a discussion requires a broader review than the Committee can undertake.

Based upon a motion moved and seconded by Councilors Grosch and Daniels, respectively, the Committee unanimously recommends that Council forward to the Budget Commission for consideration funding \$70,418 in various street services in Fiscal Year 2008-2009.

IV. Parking Meter Rate Increase (Attachment)

Transportation and Buildings Division Manager Mitchell highlighted aspects of the staff report. The Downtown Parking Commission (DPC) focused its review on Downtown parking meters and did not address parking meters outside the Downtown area, at the Library, and at the Downtown Fire Station. Staff consulted with Library Director Rawles-Heiser and Fire Chief Emery regarding parking meters at the facilities, which receive revenue from parking meters outside their buildings. The non-Downtown meters are along NW Monroe Avenue west of NW 15th Street and along intersecting side streets; a few meters are along SW 15th Street south of SW Jefferson Avenue.

Staff's recommended parking meter rate adjustments are based upon the fact that it is easier and less expensive for the City to maintain and operate parking meters that have the same rates.

Mr. Rogers reported that Ms. Rawles-Heiser asked that rates for parking meters in the Library parking lot and parking garage not be increased at this time, as it is an inconvenience for Library patrons to have to pay for parking. However, without parking meters, those facilities would become a free parking zone for the Downtown area.

Mr. Mitchell noted that many communities impose time limits, rather than using parking meters.

Mr. Mitchell reported that staff tried to elicit public involvement in the parking meter rate review, including direct mailing to stakeholders (Downtown Corvallis Association, Corvallis Independent Business Alliance, and Corvallis-Benton Chamber Coalition). Staff conducted two stakeholder meetings; no one attended one meeting, and an Oregon State University representative and a passerby attended the other meeting. A public meeting drew seven or eight attendees, most of whom work in the Downtown area and were concerned about the impacts on Downtown employees of an increase in the ten-hour parking meter rate.

Staff received few negative comments regarding increasing rates for two-hour parking meters, and some people suggested that the rate should be higher than the proposed amount and that parking control should be used to increase modal splits. One person suggested that parking meter revenue should be used for improving Downtown amenities, encouraging alternate transportation modes, and supporting transit.

The DPC received some public testimony and believed that their recommended parking meter rates were appropriate. The DPC's recommendation was not unanimous; a member representing the Downtown residential neighborhood was concerned that an increase in Downtown parking rates would shift more parking to the residential neighborhoods, which should be avoided. The DPC discussed the 83 ten-hour parking meters that were moved from the fringe of the Downtown area, which provided additional free, unrestricted parking.

In response to Councilor Grosch's inquiries, Mr. Rogers confirmed that parking meter revenue supports the Parking Fund and parking enforcement and maintenance. Mr. Mitchell said use of parking meter revenue to encourage modal splits was mentioned as a public comment but was not discussed by the DPC. The Parking Plan suggests using parking pricing to encourage modal splits. The DPC suggested that parking in the Downtown area should not be less expensive than riding public transportation.

Councilor Grosch opined that parking meter revenue may be a good way to fund enhancements recommended last year by the Bicycle and Pedestrian Advisory Commission (BPAC). He inquired about the potential revenue increase from the proposed rate increase.

Mr. Rogers responded that many of the transportation enhancements recommended by the BPAC would affect the entire community but, if funded by parking meter revenue, would be supported by parking activity in a small portion of the community. Staff plans to construct more bicycle lockers with funding from the Parking Fund; this would enhance alternative transportation modes.

Councilor Grosch observed that not increasing parking meter rates at the Library would make that lot the least-expensive parking lot in the Downtown area, drawing more parking activity. Mr. Mitchell responded that it is already less expensive to park in the Library parking lot than along adjacent NW Sixth Street, and the cost differential will increase if the parking meter rate increase is approved; this could result in parking migration to the lot. Ms. Rawles-Heiser did not want to increase parking costs for Library patrons.

In response to Councilor Grosch's inquiries, Mr. Rogers said the proposed parking meter rate increases would generate approximately \$60,000 in additional revenue each year. Mr. Mitchell said the DPC considered increasing parking meter rates because it appeared that the Parking Fund reserve was being used. The DPC wanted to increase the Fund for potential parking land acquisition or developing a fund for a future parking structure.

Councilor Daniels noted that strategies to urge transportation modal splits are included on the urban renewal district plan project list.

Councilor Hamby expressed concern regarding the parking meter rates at the Library. Many Downtown business owners might say they did not want parking meter rates increased in front of their establishments.

Mr. Nelson responded that the Library parking lot is considered private because revenue from the parking meters is credited to the Library as miscellaneous revenue. Mr. Mitchell added that a portion of the revenue is credited for parking meter maintenance. Revenue from parking enforcement (parking ticket fines) is credited to the Parking Fund. The meters are owned and maintained by the City.

Mr. Nelson clarified that the Library parking lot is open for public use, but revenue from the parking meters is credited to the adjacent department, rather than a City-wide fund.

Councilors Hamby and Grosch expressed a desire to assign all parking meters the same rates.

Mr. Mitchell commented that assigning the same rates to all parking meters would simplify inventorying, programming, and maintaining the meters.

Based upon a motion moved and seconded by Councilors Grosch and Hamby, respectively, the Committee unanimously recommends that the Council amend Municipal Code Chapter 6.11, "Parking Meters," and raise rates at 24-minute, one-hour, two-hour, and ten-hour parking meters in non-Downtown areas, **by means of an ordinance to be read by the City Attorney.** *[The amended Ordinance is attached to the staff report.]*

V. Council Policy Review: CP 91-9.03, "Parking Permit Fees" (Attachment)

Mr. Mitchell noted that the Committee reviewed the Policy last month in terms of residential parking districts. The Committee is now reviewing the Policy in terms of ten-hour parking meter permits, which allow people to park at ten-hour parking meters via permit, rather than putting coins in the meters. If the rate for ten-hour parking meters is increased, the fees for ten-hour permits should be similarly increased. The DPC recommended rate adjustments. The Policy allows pro-rating permits purchased mid-month. The DPC recommended a five-percent discount for the one- and three-month permits and a ten-percent discount for the annual permit. Staff provided the DPC with information regarding the number of each type of permit purchased; most permits are purchased by individuals for their use.

Mr. Rogers added that the City receives approximately \$700 per month in ten-hour parking permit revenue (\$8,000 per year). The City has 235 ten-hour meters for which permits could be sold.

Councilor Hamby commented that Downtown employees should be the people purchasing the ten-hour parking permits, so he would encourage not increasing the rates. He inquired whether it would be more advantageous for the City to sell parking permits, rather than maintaining parking meters.

Mr. Mitchell responded that permits provide no great advantage to the City, as the meters must be checked routinely for coins, and meter batteries must be maintained. Staff may need to check parking meters more often after the rate increase becomes effective. Longer-term permits may be advantageous to staff, and the City would have the revenue when the permits are sold.

Councilor Hamby observed that the proposed permit fee increase would impact people who could benefit the most from the permit system. He would prefer to not increase the fee and to encourage employers to purchase the permits for use by their employees.

Councilor Grosch stated that, if Councilor Hamby's suggestion was approved by the Committee, he would recommend that the suggestion be referred to the DPC for discussion. He questioned whether a fee increase would create a disincentive.

Mr. Mitchell explained that the permit system was created because of difficulty in getting Downtown employees and residents not to park in the free parking area. Ten-hour parking permits are not registered to individuals and are transferable; employers could purchase them for use by employees as a benefit. The DPC observed that the permit system has not been promoted and suggested that program information be included when Downtown employers are reminded to update their employee/vehicle information with the Police Department.

Councilor Grosch observed that not increasing ten-hour parking permit rates does not encourage alternate transportation modes.

Based upon a motion moved and seconded by Councilors Grosch and Daniels, respectively, the Committee unanimously recommends that Council amend Council Policy CP 91-9.03, "Parking Permit Fees.

VI. Other Business

- A. The next regular Urban Services Committee meeting is scheduled for January 10, 2008, at 4:00 pm, in the Madison Avenue Meeting Room.

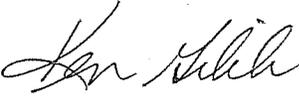
Councilor Hamby adjourned the meeting at 5:42 pm.

Respectfully submitted,

David Hamby, Chair

MEMORANDUM

To: Urban Services Committee

From: Ken Gibb, Community Development Director 

Date: December 4, 2007

Subject: Sidewalk Café Delineation Guidelines

Introduction

The purpose of this memo is to transmit proposed guidelines for sidewalk café delineation as required by recent changes to the ordinance allowing sidewalk café permits.

Discussion

Corvallis Municipal Code Chapter 8.08.030 was recently revised to require a form of delineation for sidewalk cafes. The method of delineation may be chosen by the applicant, but must conform to the options presented in the attached guideline.

In the September 6, 2007, USC meeting, staff outlined several alternatives for committee consideration. An e-mail from Steve Rogers, Public Works Director, outlined six options. Staff was directed to explore all but option two which related to pavement buttons. In addition, staff received a suggestion of another alternative of sandblasting a line in the sidewalk.

Staff recently informally polled a handful of current sidewalk café operators and learned that the most preferred method is a painted line due to its affordability over other options; and it's also less permanent and flexible should the café size grow or shrink. Additionally, café operators indicated that they preferred to have a consistent standard or guideline applied to all cafes.

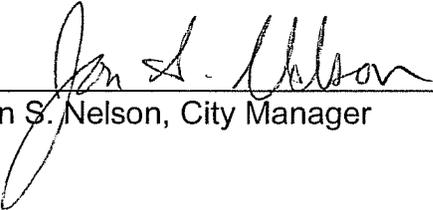
In light of this, staff has narrowed the scope of acceptable methods to a semi-permanent fence, painted line, inlaid paver, tile or brick, or a sandblasted line. Staff will also be willing to consider alternates if the criteria in the guidelines can be met for width, length, location and color.

Staff wishes to solicit committee feedback on the proposed guideline. Staff anticipates this guideline will be mailed to past applicants prior to the effective date of January 1, and with a reasonable phase-in period of 30 days from that date. It is worth noting that most café permit applications are not received until Spring. This will also help in providing plenty of advance notice to prospective and returning applicants.

Request

Staff is looking for feedback as to the appropriateness of the attached guidelines before implementing and conducting outreach. Since this is a guideline that is administratively managed, committee / City Council action is not required.

Review and Concur:



Jon S. Nelson, City Manager



Community Development
Development Services Division
501 SW Madison Avenue
P.O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6929
TTY (541) 766-6477

Sidewalk Café Delineation Guidelines

Revised December 3, 2007

As a condition of permit approval to operate a sidewalk café on the public sidewalk, a method must be provided to clearly delineate the sidewalk café via a fence or line. Café delineation must be maintained at all times. Within these guidelines, staff will review and approve the proposed delineation at the time of permit issuance.

Criteria for Fences

- Must be 30 - 42 inches in height.
- Must be securely and semi-permanently anchored to the sidewalk. May be movable by café staff, but not patrons. Anchoring details will be required at time of application.
- May be secured with metal post sleeves grouted and placed in core-drilled holes in sidewalk.
- May be secured with post base that is bolted to sidewalk so long as bolts can be removed in off season when fence is not in use. Post bases cannot project into access way or clearance measurement will be taken from post base.
- Fencing with planters or vegetation may be used. Planters must be secured from movement. Vegetation and planters must be maintained and may not infringe upon access clearances at any time.

Criteria for Delineation Line

- Delineation line must be a minimum of two inches to a maximum of six inches in width.
- Line location - A two foot long solid delineation line must extend a minimum of:
 - ▶ Two feet from the face of the building
 - ▶ In café corners - Two feet in each direction, encompassing the café
 - ▶ At entrance to café - Two feet in each direction (similar to corner)
 - ▶ In between corners or straight stretches - A one foot long line every four feet
 - ▶ Lines may not infringe on access clearance
- Lines if painted, must be a contrasting neutral color such as Charcoal Grey, Brown, Beige or other approved equal. Applicant will specify color to be approved at time of permit issuance. Paint must be durable, all-weather, non-slip, and compatible with concrete.
- Painted lines must be maintained in good condition and re-applied annually.
- Lines may be inlaid brick, pavers, or tile of a durable non-slip surface that meets the minimum line criteria noted above for width, length, location and color. Surfaces must be inlaid flush to avoid a tripping hazard.
- Lines may be sandblasted patterns (no company or other logos) meeting the minimum line criteria noted above.

Staff may consider alternates if the proposed alternate meets the above minimum criteria and is found to be suitable for the purpose intended.¹

¹ L:\ACD\Development Svcs\Common\Administrative Programs\Sidewalk Cafes\Cafe Delineation Guideline, 12-3-07.wpd

Carlson, Dan

From: Rogers, Steve
Sent: Tuesday, September 04, 2007 3:48 PM
To: Carlson, Dan
Cc: Gibb, Ken
Subject: Sidewalk Cafes

Here's some alternatives:

1. Pavers - saw cut sidewalk and grout in 5X8 pavers (or bricks). Cost est. - \$5 per foot (includes saw cutting and materials).

Issues: 1. Leaving a small concrete panel on either side of the paver line. Probably ok if 5 feet wide or wider.
2. Permanent - This could be good or bad.

2. Pavement Buttons - Glue to pavement on 12 inch centers, using a 6 inch diameter button. Cost is about \$4 per foot.

Issues: 1. Could be trip hazard.
2. Colors are probably limited to white or yellow.

3. Tiles: About the same as buttons except more color choices and thinner so less of a trip hazard. Didn't estimate cost.

Issues: None

4. Pavement Tape: Semi-permanent, 4 inch in white or yellow. Applied with heat. About \$4 per foot installed.

Issues: 1. Color
2. Easier to remove (again, this could be good or bad)

5. Paint: Easy to apply and large color choice. Estimated to be \$2.00 per foot or less.

Issues: Not permanent, Must be re-applied probably annually.

6. Drilled holes for fence posts: \$250 minimum for core drilling. Should be plugged when not in use.

MEMORANDUM

TO: Urban Services Committee

FROM: Steve Rogers, Public Works Director 

DATE: December 5, 2007

SUBJECT: Proposed City Council Policy on Traffic Calming

ISSUE

The City Council requested an opportunity to consider adoption of a City Council Policy regarding traffic calming.

BACKGROUND

The City has had City Council adopted traffic calming program guidelines since 1996. The program is an outcome of guidance contained in the Transportation System Plan (portions of section 3.50.30 and 3.50.40 attached).

The traffic calming program guidelines have been reviewed by the City Council on four occasions. They were originally adopted in 1996 and modified by the Council in 1998, 2002 and 2004. The modifications include removing traffic diverters as an option; eliminating traffic calming from collector streets; setting minimum actual speed to speed limit minimums; eliminating the City's share of the project cost; and requiring other neighborhood efforts to control speed prior to implementing traffic calming.

Since 1996, 16 traffic calming projects have been completed. The projects constructed 56 speed humps, three traffic circles, one bulbed intersection and one traffic diverter.

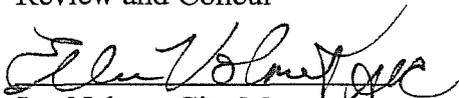
DISCUSSION

The 2004 version of the traffic calming program guidelines have converted to a City Council Policy format (attached). A new section has been drafted addressing a procedure to remove traffic calming devices. In addition a three year review section has been added.

RECOMMENDATION

That Urban Services Committee recommend to the City Council adoption of City Council Policy 07-9.07 as drafted or modified.

Review and Concur


Jon Nelson, City Manager

Attachments

Development Code) on and through the campus should help maintain or increase these percentages.

i. Summary

- Traffic access between north Corvallis and the University is inadequate.
- On-campus parking is inconvenient for many.
- Transit is a cost-effective service but not fully utilized.
- Monroe Avenue experiences hazardous traffic/ bicyclist/pedestrian conflicts.
- Possible solutions have been identified, and further work will be done through development of a Transportation Demand Management Plan and through the Transportation Alternatives Project. The University and City must work together to implement these or other improvements.

An important effort aimed at addressing some of these issues is the Transportation Alternatives Analysis Project initiated in Spring, 1996. This project will review Transportation Demand and System Management options for reducing auto traffic impacts and improving alternate mode opportunities. This effort can provide direction for resolving some of the OSU related issues, as well as those posed by other major employers or destinations in the City.

3.50.30 TRAFFIC CONTROL

Design of transportation facilities for automobiles plays an important role in how these facilities function. Street design is the first element of this system. Obviously, the wider and straighter the street, the greater the number of automobiles the roadway can accommodate and the greater the speed at which vehicles can move. Also, an integrated network of streets (a grid or modified grid) can disperse traffic and reduce volumes on individual sections. Sections 3.30.10 Street Network and 3.30.20 Traffic Speed and Volume provide further discussion of this issue.

Traffic-control devices ensure the orderly and predictable movement of traffic. They provide guidance and warning to vehicle operators. Traffic-control devices comprise the signs, signals, markings, and devices placed on, over, or adjacent to a street or highway.

Traffic-control devices do not cure all problems. Accidents occur each year at intersections controlled with signals and stop signs. Installing a traffic-control device where unwarranted undermines respect for the device and may encourage intentional disobedience. A key to the success of traffic-control devices is their uniform application. Non uniform procedures and devices cause confusion among vehicle operators, prompt wrong decisions, and contribute to accidents. In order to achieve uniformity of traffic control, comparable traffic situations must be treated in the same manner.

The importance of traffic-control devices and the uniformity of such devices has long been recognized. In 1935, a joint committee of the American Association of State Highway and Transportation Officials and the National Conference on Street and Highway Safety developed and published the first edition of the Manual on Uniform Traffic Control Devices (MUTCD). Since then, the manual has been periodically updated to reflect advances in research and technology. Today, the MUTCD is the national standard recognized by federal and state law and by city ordinance.

The Manual on Uniform Traffic Control Devices sets minimum warrants and standards that should be met before installing most traffic control devices. Some devices are new and are not covered in the MUTCD.

The devices of greatest interest are:

- Traffic signals (including school signals)
- Traffic control signing and striping
 - Stop signs
 - Yield signs
 - Crosswalks including school crossings
 - Speed signs
- Structural traffic control
 - Speed humps
 - Traffic circles
 - Diverters, Forced-turn channelization and Cul-de-sacs
 - Chokers

The use of each device in Corvallis is discussed below.

a. Traffic Signals

Corvallis has 52 signalized intersections, with the majority located on arterial streets¹⁸. Traffic-control signals, properly located and operated, can have one or more of the following advantages:

- They provide for the orderly movement of traffic;
- They can increase the traffic-handling capacity of the intersection where proper physical layouts and control measures are used;
- They reduce the frequency of certain types of accidents, especially right-angle types;

¹⁸ 1992-1997 Five Year Traffic Signal Upgrade Plan, City of Corvallis, DPW, August 1991.

- They can be coordinated, under favorable conditions, to provide continuous or near-continuous movement of traffic at a constant speed along a given route; and
- They permit minor street traffic, vehicular or pedestrian, to enter or cross continuous traffic on the major street.

Improper or unwarranted signal installations may cause:

- Excessive delay, air pollution, and noise;
- Disobedience of the signal indications;
- Circuitous travel by alternative routes; and
- Increased accident frequency, particularly rear-end collisions.

Consequently, the application of traffic signals should be preceded by a thorough study and be based on consistent criteria.

Traffic signal installations range in cost from \$50,000 to \$120,000 per intersection depending on the geometry of the intersection and the equipment requirements. Typical annual maintenance of each signal costs \$2,000 to \$5,000. Due to the substantial costs, and more importantly, the liability of unwarranted controls, signals should be applied on the basis of established standards and credible engineering studies.

1) **School Signals**

Generally, the best location for schools is adjacent to local and collector streets to minimize pedestrian crossing of arterials. This results in safer pedestrian access. However, several older schools in Corvallis are located on arterials.

Specific warrants define the need for traffic signals near schools. As a general rule, signals should be limited to locations that meet the criteria given in *The Manual on Uniform Traffic Control Devices (MUTCD)*¹⁹. While traffic signals can effectively assign intersection right-of-way and promote the safe, orderly movement of both pedestrians and vehicles, they may not be practical in all situations. Moreover, the response of very young pedestrians (kindergarten to 3rd grade) to traffic signals is frequently so inadequate as to create a hazard rather than a solution. In these cases, officer control or adult crossing guards should be used.

2) **Priority and Preemption**

Emergency services in Corvallis use preemption equipment at signalized intersections to improve response time. Only emergency service providers should use this equipment; unauthorized use is

¹⁹ *Manual on Uniform Traffic Control Devices for Streets and Highways*, US Department of Transportation, Federal Highway Administration, 1988, pages 4C-1 to 4C-12.

dangerous. The current program should be continued to maintain good emergency response capability.

3) Audible Signals

As signals are installed or replaced due to age or obsolescence, the City of Corvallis is installing audible traffic signals to help the visually impaired safely cross busy intersections. The audible signals used in Corvallis automatically adjust to background noise levels to avoid disturbing adjacent residents.

4) Intersection Flashing Beacons

Intersection control beacons are intended for use at intersections where traffic or physical conditions do not justify conventional traffic signals but where high accident rates indicate a special hazard that may be diminished by achieving greater driver attention. The MUTCD does not define accident rates that justify the application of such beacons. The City should develop uniform standards and procedures for applying the Intersection Control Flashing Beacon. These standards should require an engineering evaluation after installation to measure the effectiveness of the device and to determine whether it should remain in service or should be removed and the problem addressed in other ways.

b. Traffic Control Signing and Striping

1) Stop Signs

A stop sign is a valuable and effective control device when used at the right place and under the right conditions. It is intended to help drivers and pedestrians at intersections decide who has the right-of-way.

One common misuse of stop signs is to arbitrarily interrupt through traffic to control speed. Where stop signs are installed as "speed breakers" there is a high incidence of intentional violation. In those locations where vehicles do stop, the speed reduction is effective only in the immediate vicinity of the stop sign, and frequently speeds are higher between intersections.

In neighborhoods where streets follow a grid and stop signs are warranted, a carefully planned order of placement can discourage through traffic without undermining respect for the stop sign. A consensus within the affected neighborhood should be reached before implementing a stop sign plan.

Guidelines and warrants for stop sign installations are outlined in the MUTCD. It is important for Corvallis to use these warrants because improper placement can create liability to the City.

The process for installing stop signs is under delegated authority²⁰ in Corvallis, allowing the City Manager and staff to evaluate need and installation of traffic control devices according to the guidelines of MUTCD. This plan recommends that the City continue to follow the MUTCD and use engineering studies when required.

2) Yield Signs

The yield sign assigns right-of-way to traffic on certain approaches to an intersection. Yield signs are typically used at intersections where oncoming traffic can be seen well in advance of the intersection. Vehicles controlled by a yield sign need to stop only when necessary to avoid interference with other traffic that is given the right-of-way. MUTCD standards and warrants should be followed.

3) Crosswalks

Crosswalk markings guide pedestrians in the proper paths at signalized intersections and stop signs. Crosswalk markings on nonsignalized roadways also warn motorists of a pedestrian crossing point. At non-intersectional locations, these markings legally establish the crosswalk.

Crosswalks should be marked at all intersections with substantial conflict between vehicle and pedestrian movements. Marked crosswalks should also be provided at pedestrian concentration such as at loading islands, midblock pedestrian crossings, or where pedestrians might not otherwise recognize the proper place to cross.

The MUTCD does not give specific standards for crosswalk or school crossing markings. It is recommended that based on traffic engineering principles, uniform standards be developed for the installation of the ladder or diagonal striped crosswalk, mid-block crosswalk, overhead illuminated crosswalk signs and the flashing beacon school speed zone. These standards should recognize and address speed of traffic, volume of traffic, speed of pedestrians, distance from other crossings, and other factors.

Corvallis has organized a student patrol program but has no adult crossing guard program. In contrast, school adult crossing guard programs have proven effective in many communities in Oregon and on the west coast. In most cities the school district either organizes or funds the guard program. Some districts let the individual schools set up programs. To be successful, the programs require the coordination of schools, the school district, city staff, police, and parents. Warrants for adult crossing guards have been developed²¹. Adult crossing guards should be considered to provide adequate gaps in traffic at school crossings where they otherwise may not occur. Traffic signals and school patrol programs should not be considered in lieu of an adult crossing guard and a safe route

²⁰ *Ordinance for Traffic Control*, City of Corvallis, Municipal Code, Section 6.10.020.030, provides for council delegation of authority to City Manager to locate stop signs, crosswalks and truck routes.

²¹ *Traffic Control Devices Handbook*, US Department of Transportation, FHWA, 1983, pages 7-19.

to school program. An adult crossing guard program can be less expensive than installation of infrastructure.

4) Speed Signs

Speed limits are set by Oregon law for situations covered by the basic rule and not otherwise signed; the limits are 15 mph for alleys, 20 mph in a business district or posted school zone with children present, 25 mph in a residential district, 65 mph on any rural interstate highway, and 55 mph on other locations not posted.

Speed zones other than described above are established by the State Traffic Engineer based on an engineering study that examines many factors. These factors include:

- Road surface characteristics, shoulder condition, grade, alignment and sight distance
- Speed not exceeded by 85 percent of vehicles
- Ten mph range with largest number of vehicles
- Roadside development and culture
- Curves and hazardous locations
- Recent accident history
- Parking practices and pedestrian activity

The City may do an engineering study that indicates a speed zone is appropriate and request a speed zone or change from the State Traffic Engineer. The State Traffic Engineer will review the request, verify the engineering study, and make a ruling regarding the speed zone request.

Speed zones established on arterials and collectors should be reviewed periodically as traffic patterns and volumes change to insure the speed zones remain appropriate and to provide for continued safe and efficient movement of traffic.

Speed signs should not be overused. Where the basic rule applies, speed signs should be used only where there is a change from a speed zone to the basic rule speed and traffic volumes are significant, or where a street's appearance may lead a driver to believe the speed limit is greater than the basic rule speed.

c. Structural Traffic Control

Structural traffic control means physically altering the driving environment to encourage or require a desired driving action. This can mean to alter where people go, how they get there, or at what speeds. Many of the techniques listed below are known as traffic calming techniques. These efforts can be used to reduce speeds to those posted or below, as desired.

1) Speed Humps

Speed humps may become a valuable traffic control device in the public right of way. They have been studied for many years and show positive results. A speed hump differs from a speed bump by its size. A **speed hump** is 12 to 14 feet long and three to four inches high, while a **speed bump** may be only two to three feet long and three to four inches high. A properly designed speed hump will not cause a speeding vehicle to lose control, while a speed bump causes a sudden, potentially dangerous jar to the vehicle. Properly designed speed humps have mild effects that tend to slow drivers down without losing control when crossing a hump. Raised crosswalks or intersections can be designed to have similar effects.

The use of speed humps is evolving. The City of Portland is currently testing a 12 foot long by three inch high speed hump on several neighborhood streets and plans to use them as a standard speed control device if found to be effective. The City of Corvallis has installed speed humps on the private park road through Avery Park. No significant issues have been identified with this application. The Institute of Traffic Engineers (ITE) proposed guidelines for the design and application of speed humps in March of 1993²². Guidelines developed for Corvallis should incorporate these ITE efforts.

Speed humps are much cheaper than traffic circles and may prove to be as effective. The City of Corvallis should experiment with using speed humps in the public right of way. It is recommended that guidelines be established for the testing and evaluation of speed humps on local neighborhood streets where speed appears to be a problem. If speed humps prove beneficial and economical, Corvallis should broaden their use in such neighborhoods. A consensus within the affected neighborhood should be reached before using this traffic control device.

2) Traffic Circles

Traffic circles reduce vehicle speeds and eliminate very fast vehicles on local residential streets. Traffic circles do not divert local traffic and do not restrict access to adjacent streets or land uses. They are usually installed in a series of two or more adjacent intersections to create a reduced-speed corridor. Traffic circles are commonly used in European countries, particularly in Great Britain, instead of four way stop signs or traffic signals.²³ Traffic circles are also used locally in Portland and Seattle. Traffic circles reduce speed while maintaining a high level of service and capacity.

A traffic circle may cost as much as \$10,000 to construct. Development of a plan for the use of traffic circles in a particular neighborhood (public meetings, testing, traffic engineering evaluation of testing and final design) may also cost as much as \$10,000. Traffic circles generally have landscaped interiors requiring ongoing irrigation and maintenance.

²² A Proposed Recommended Practice: Guidelines for the Design and Application of Speed Humps: Institute of Traffic Engineers; March, 1993.

²³ Brilon, W. (editor), *Intersections Without Traffic Signals II*, Springer Verlag, 1988

Because of traffic circle expense, speed humps should be evaluated before uniform standards for traffic circles are developed. Specific attention should be given to warrants and to provisions for testing and evaluation when developing standards. A consensus within the affected neighborhood should be reached before using this traffic control device.

3) Diverters, Forced-Turn Channelization and Cul-de-sacs

Diagonal diverters involve the installation of a diagonal barrier in the intersection. This forces vehicles into a 90-degree turn. These devices permit better circulation than cul-de-sacs and can be designed to allow the passage of emergency vehicles. Certain maintenance aspects, such as manhole cover access, should be considered when applying this type of device.

Semi-diverters limit access to a street by blocking one direction of travel at an intersection. Semi-diverters reduce traffic volumes and retain easy access for emergency vehicles. However, because half of the street is still open to traffic, the violation rate can be high.

Forced-turn channelization generally involves the installation of traffic islands to prohibit certain movements. For example, to force right turns only at an intersection, an island could be installed to make left or through movement difficult. This installation can increase safety at an intersection by discouraging unsafe movements.

Cul-de-sacs involve closure of a street, either midblock or adjacent to an intersection. Their purpose is to fully block access to the adjacent street. Cul-de-sacs can have the largest negative impact on emergency vehicle access time. Use of cul-de-sacs reduces the permeability of the street network and forces drivers to use a limited number routes to their destinations. In effect, the traffic removed from a cul-de-sac is forced on to other streets, potentially causing traffic problems in these locations.

All of these traffic control devices force changes in the flow of traffic and create obstacles for emergency service vehicles. They should be considered only where a significant traffic problem could be greatly reduced or eliminated and adequate access for emergency service can be maintained. They should be considered on a case-by-case basis and used only with a consensus of the affected residents.

4) Chokers

Chokers, also called curb extensions, narrow the street by widening the sidewalk area or landscaping to provide safer pedestrian crossings. Additionally, the narrowed street reminds drivers that they are not on a major thoroughfare.

Chokers may effectively reduce speeds on local streets in neighborhoods or commercial areas while increasing pedestrian safety. Corvallis should experiment with chokers in the public right-of-way. Guidelines should be established for the testing and evaluation of chokers on local neighborhood streets.

d. Summary

Many methods can play a role in structural traffic control. Narrowing streets or making them feel narrower with placement of parking or planting of trees along the sides or in median strips can slow traffic. Building discontinuity into a grid with T-intersections or chicanes is also effective. Below is a summary of proposed actions regarding structural traffic control.

- Standards for uniform application of traffic control devices are important
- Standards for Traffic Signals, Stop Signs and Yield Signs are contained in the MUTCD and should be adhered to
- Standards for the application of **stop sign plans** should be developed for Corvallis
- Standards should be developed for the uniform application of Intersection Control Flashing Beacons and Crosswalks in Corvallis
- Speed zones are established by the State Traffic Engineer and should be reevaluated as conditions change
- Speed humps and similar design techniques should be tested and evaluated in Corvallis
- Traffic circles are effective at reducing speed and are expensive. Their use should be considered after speed humps have been evaluated because speed humps are potentially more economical
- Diverters, forced-turn channelization and cul-de-sacs should be considered only where a significant traffic problem could be greatly reduced or eliminated by their use and adequate access for emergency services can be maintained
- Chokers should be tested and evaluated in Corvallis
- A consensus within an affected neighborhood should be reached before implementing stop sign plans, or installing traffic circles, speed humps, diverters, forced-turn channelization, cul-de-sacs, and chokers

3.50.40 NEIGHBORHOOD TRAFFIC MANAGEMENT AND SAFETY

The vision for Corvallis neighborhoods is livability and safety. The neighborhood is the home, a place for refuge, rest, enjoyment, raising children and living. Streets and motorized vehicle traffic have a large impact on the safety and livability of the neighborhood. The ideal neighborhood street is, above all else, one that is safe.

The four problems that are cited most by residents concerning the safety of their neighborhood streets are: high speed of traffic, large volume of traffic, the safety of their children walking to and from school, and the need for traffic control at intersections.

Two other issues that are important to neighborhoods are the ability of residents to find adequate parking and multiple access points to neighborhoods.

The following discussion provides recommendations for each of the issues mentioned above in the context of transportation planning.

a. **Speed Control**

Speed control is difficult to achieve without 24-hour-a-day speed enforcement. As long as there are vehicles, there is no perfect solution, but programs and measures have been successful in reducing the extent of speeding.

A **SPEED WATCH PROGRAM** can reduce speeding. The program is set up with a neighborhood volunteer using a radar gun to detect speeding vehicles. The volunteer records the speed, direction of travel, license plate, date, and time of speeding vehicles, and provides the City with the data. The City then sends the owner of the vehicle a friendly notice of the incident, with a reminder of speed limits for the area, and a discussion of safety concerns. The speeding data gathered by volunteers can also be used to effectively target speed enforcement efforts.

SPEED READER BOARDS are portable devices that contain speed-detecting radar and large readout screens. These devices inform oncoming vehicles of the speed limit and the actual speed of the vehicle. They can be placed on streets and are intended to remind drivers to obey the speed limit. These may be especially helpful on streets near schools. Enforcement personnel can periodically be stationed near the equipment and issue speeding citations to add to the effectiveness of the equipment. A program using a speed reader board is currently underway in Corvallis.

LEGISLATIVE EFFORTS are being pursued that will make the use of photo radar possible. Photo radar is a portable device that photographs speeding vehicles. The photograph records the driver, license plate number, and speed the vehicle was traveling at the time the photo was taken. Citations are then issued from this evidence. Photo radar may have a useful role in speed reduction in the near future.

SPEED HUMPS may become a usable traffic control device in the public right-of-way. They have been studied for many years and show positive results. Speed humps are further discussed in **Section 3.50.30 Traffic Control** of this element.

NARROW RESIDENTIAL STREETS that have parking along both sides of the street, leaving one wide travel lane, can be effective in reducing speeds. A street 28 feet wide with 7 ft parking width on both sides leaves a 14 ft travel lane. Two cars conceivably can pass within the 14 ft lane, but the street does not feel comfortable to the driver at high speeds. Streets with a narrow, residential look tend to keep drivers from speeding. Sidewalks and street landscaping help provide a residential look and feel. Narrowing streets at intersections or intermittently along their length with the use of chokers can have similar effects.

Neighborhoods, as much as possible, should have only local resident traffic on their streets. Nonresident traffic increases the volume of traffic in a neighborhood and the incidence of speeding, which degrades livability aspects.

Stop signs and traffic signals are not speed control devices. A long history of traffic studies has shown these devices do not work to reduce speeds, and their misuse can degrade safety.

TRAFFIC CIRCLES are used successfully as speed control devices in other cities such as Portland and Seattle. Used in a series, they effectively reduce speeds without impeding traffic flow. They also greatly reduce accidents at intersections. Traffic circles are further discussed in **Section 3.50.30 Traffic Control**.

Following are recommendations for dealing with speed control issues.

- The City of Corvallis should experiment with using speed humps in public rights-of-way. If testing in other communities and in Corvallis neighborhoods shows a beneficial application of speed humps, Corvallis should broaden their use in Corvallis neighborhood streets.
- Once there is community support and funding, a speed watch board program should be implemented on a trial basis. The program would be evaluated for effectiveness and continued if it is found to be effective.
- The City of Corvallis should monitor efforts to make photo radar available. If photo radar becomes available, the City should investigate and consider its application.
- Street design standards should be reviewed to identify alternatives that discourage speeding. Such opportunities are identified in Section 3.30.10 and detailed in Table 3-5. Alternate standards should be incorporated into the land development code.
- Uniform standards and procedures should be developed for the application and use of traffic circles, chokers, and other structural speed control facilities.
- Continue the speed reader board program.

b. Traffic Volume Control

A problem of major significance to neighborhoods is nonresident traffic using a neighborhood street instead of adjacent collector or arterial streets. The primary reason for this happening is inadequate arterial and collector service levels to and around the neighborhood. Insufficient capacity on a collector or arterial causes drivers to seek less congested routes that may go through neighborhoods. Poor connections between collectors and arterials or a lack of adequate arterial and collector streets influences drivers to seek connections between arterials and collectors that pass through neighborhoods. Neighborhood streets that facilitate easy, direct, and rapid movement will influence drivers to use neighborhood streets more than the nearby collectors and arterials.

A prime example of this problem is the College Hill neighborhood located on the northwest boundary of Oregon State University. The disconnected nature of the arterials serving that area (35th Street, Harrison Boulevard and Circle Boulevard) largely contribute to the intrusion of through-traffic into the surrounding neighborhoods.

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 9 - RIGHT-OF-MATTERS

CP 07-9.07 Traffic Calming Program

Adopted January 7, 2008

9.07.010 PURPOSE

Many Corvallis neighborhoods are bisected by major streets in Corvallis and some neighborhoods experience cut-through or commuter traffic on local streets. These situations result in many local streets carrying significant volumes of cars, trucks, bicycles and pedestrians and, in some cases, a majority of vehicles travel at excessive speeds. This creates safety and livability concerns for many residents and they demand help and assistance from City government. Citizens want to reclaim their streets and seek a better balance between vehicle usage and neighborhood values.

The concept of “calming” neighborhood traffic is intended to help achieve that balance. Traffic education and enforcement measures instill appropriate motorist behavior. Neighborhood complaints about traffic issues are increasing in light of these efforts. Traffic calming goes further than public education and police enforcement by physically altering street characteristics to mandate more appropriate and compatible street use by motorists. Traffic calming is intended to change driver behavior, not just manage traffic at a specific intersection or roadway segment. Traffic calming is not intended to improperly delay motorists or to shift traffic to other inappropriate streets.

There are traffic management programs available to neighborhoods which include speed watch, speed reader board and directed speed enforcement. It is required that neighborhoods will take advantage of these programs prior to seeking more formal traffic calming measures. The purpose of the Corvallis traffic calming program is twofold; reduce speeds on major neighborhood streets, and reduce cut-through traffic on local neighborhood streets. In conjunction with public education and enforcement programs the City Public Works Department initiated a pilot traffic calming program in 1996 for 10th Street, and began a funding allocation process for future traffic calming projects within the community.

The City developed these process and program procedures to evaluate annual neighborhood traffic calming proposals. Since program inception 16 projects have been completed. To ensure there is

neighborhood support for a proposed traffic calming initiative, one-quarter of the program funding is allocated from City resources and the other three-quarters would be contributed by the benefitted neighborhood. In July 2004, the City Council, following a recommendation of a citizen based task force, eliminated all funding for this program. The outcome is that neighborhoods must pay the full cost of any approved projects including traffic surveys and counts.

When traffic calming is discussed, citizens typically recommend all-way stop signs to reduce speeds or divert traffic to other more appropriate routes. The City of Portland and other jurisdictions have studied the affect of stop signs and find when used purely for traffic calming they seldom achieve the desired effect and typically cause negative impacts like vehicles "running" through stop signs and increased vehicle emissions while stopped.

9.02.010 PROGRAM OBJECTIVES

The following objectives have been developed for the Corvallis Neighborhood Traffic Calming Program to help ensure that City resources are spent appropriately, that there is true neighborhood support for the program, and that neighborhood traffic issues are effectively addressed.

1. Improve neighborhood livability by mitigating the negative impacts of vehicular traffic in residential neighborhoods.
2. Encourage broad citizen involvement in all phases of traffic management activities.
3. Forge partnerships and empower neighborhoods to work together and solve issues within the context of a City-wide transportation system.
4. Make efficient use of City resources by assessing and prioritizing traffic calming proposals.
5. Through-traffic should be handled by arterial and collector streets as designated in the Corvallis Transportation Plan.
6. Minimize the potential to re-reroute traffic from one local street to another as a result of a traffic calming proposal.
7. Do not compromise reasonable emergency vehicle access.
8. Encourage and enhance pedestrian, bicycle, and public transit opportunities and access to neighborhood destinations.
9. Allow traffic calming on residential streets with local street or neighborhood collector street designations as identified in the Corvallis Transportation Plan.

10. Continue to employ and emphasize public education and traffic enforcement programs. A portion of the traffic calming program funding will be allocated to promoting reasonable driver behavior.
11. Periodically assess the effectiveness of traffic calming initiatives.
12. Establish program guidelines and procedures for consistent application and project evaluation.
13. Proposed traffic calming solutions will be designed to maintain consistency with Transportation Plan objectives.

9.03.010 PROGRAM GUIDELINES AND PROCEDURES

The following guidelines and procedures apply to the Corvallis Neighborhood Traffic Calming Program (NTCP) and are intended to ensure consistent evaluation and decision-making regarding neighborhood proposals and project implementation.

Step 1 - Project Request and Preliminary Review

NTCP proposals can be requested by individual citizens or by neighborhood associations at any time. Requests must include information about the use of speed reader board, neighborhood speed watch and directed traffic enforcement to mitigate traffic concerns prior to the use of traffic calming solutions. Arterial and collector streets, as designated in the Transportation System Plan are generally not eligible for traffic calming.

City staff will assist the neighborhood to assess traffic conditions including measurement of the 85% speed and average daily traffic volumes. To continue with the program, 85% speeds must exceed the speed limit by at least 5 MPH and traffic volumes must exceed 300 vehicles per day for local streets or 1200 vehicles per day for a neighborhood collector street. Exemptions from this requirement may be granted by the Public Works Director in special cases, examples of which include school zone speed/volume issues; sight distance issues; significant impacts from new development and unreasonably high traffic speeds.

Step 2 - Petition-To-Study

A petition-to-study is circulated by interested neighbors within a defined neighborhood project area. City staff establishes the petition-to-study area. This area is generally defined as those households fronting on the project street. City staff will then prepare a petition that describes the neighborhood traffic issue, the need for neighborhood agreement, the neighborhood funding match to be provided, and subsequent NTCP procedures. The project requestor is responsible for circulating the petition for neighborhood consideration.

Signatures representing a majority of the households or business operators within the petition-to-study area are required to move the project forward to Step 3. Each household, residential unit, vacant lot, and business is entitled to one petition signature. Signature by the property owner or tenant is acceptable.

If a majority of the neighborhood supports moving forward, a public meeting will be scheduled by the neighborhood to inform residents of the pending project, to describe the NTCP process, and to gather additional information about the traffic issues. Steps one and two may occur concurrently.

Step 3 - Plan Development and Initial Evaluation

A citizen traffic committee should be formed at this stage to work with City staff in developing a traffic calming mitigation plan, cost estimate, and project funding plan. Lack of a neighborhood financial commitment will not automatically eliminate a traffic calming project and other options will be reviewed by the City and neighborhood. City staff will assist citizens with development of traffic calming proposals. Input from emergency service providers will be sought at this time. Citizens will develop base vehicular data including traffic speed and traffic volume counts on area streets. Neighborhoods may use equipment provided by City Public Works or the Police Departments to gather this data. The traffic speed and volume data gathered by the neighborhood must be developed in accordance with City Traffic Engineering standards. Staff and the traffic committee will then develop a traffic calming plan. The plan shall not use structures that reduce connectivity such as traffic diverters.

Following the traffic calming plan development, after notice to City Council, a test installation will occur for the particular traffic calming device(s) for one month or longer as needed. Speed humps included in the plan will not be tested, however the proposed speed hump location will be marked prior to the ballot step of the project. The traffic calming subject area will be posted with informational signs to notify all citizens of the potential for a project. During the test period, the neighborhood traffic committee will compile further traffic speed and volume surveys. The test period must provide an adequate time period to evaluate the effectiveness and safety of the traffic calming choices. The test-project evaluation will be completed by City staff and neighborhood traffic committee and will address impacts to the subject street and area streets, before-and-after speeds, before-and-after traffic volumes, impacts on emergency vehicles and other large vehicles, and overall safety. The City of Portland Impact Threshold Curve will be used to evaluate any secondary or unintentional impacts of the traffic calming proposal.

Measurable traffic calming goals will be established at this time for the proposed devices. Goals would be comprised of 85th percentile speed reduction on the subject streets, volume reduction on local streets and minimal secondary traffic impacts. Progress toward these goals will be reviewed during the post-construction evaluation period.

If the traffic committee and/or City staff is not satisfied with the test results, the plan may be modified and additional testing conducted. Staff would then forward a project proposal to Step 4 if the test results show the calming proposal is safe and effective, and does not violate City codes or policies. The traffic committee may conduct an informal survey of the neighborhood to assess support to narrow alternatives prior to step 4.

Step 4 - Neighborhood Ballot

The next step is to test support for the specific traffic calming proposal within the general neighborhood area. Agreement of residents, businesses and vacant property owners within a defined ballot area must be obtained by a majority vote which can be done via a confidential mail ballot administered by the City. The ballot area will typically be larger than the petition-to-study area and include all properties located on the project street and adjacent streets within approximately 1 block from the specific traffic calming project. Each household, residential unit, business or vacant lot is entitled to one ballot. A significant majority of the ballots returned must be in favor of the project (>70%) and at least 60% of the ballots must be returned for it to proceed to Step 5, City Council action.

Step 5 - City Council Action

Based on a majority-approved neighborhood ballot, City staff and the Neighborhood traffic committee will prepare a report with recommendations for the Urban Services Committee and City Council consideration. The report will outline the process that has been followed, the project findings, and the reasons for the traffic calming recommendations. City Council may accept the project, modify the project, reject the project, or request additional information or study.

Step 6 - Design and Construction

Once the City Council approves a project and neighborhood funding is secured, City staff will undertake the design and administer the construction phase of the project. The design standards and typical drawings of the Portland Bureau of Traffic Management will be the guideline followed by staff. The traffic calming devices will typically be installed in one work effort including landscaping, pavement marking and signs as necessary, and the schedule may therefor be weather and work-load dependant.

Step 7 - Monitoring and Follow-up

The traffic calming devices will be monitored by staff and citizens for at least six months following construction. Monitoring conducted during that time will include periodic site evaluations by City staff and analysis of the "after" traffic impact data to be gathered by the neighborhood traffic committee. The "after" traffic impact data will include traffic speed and volume, re-routed traffic, and emergency services vehicle or other large vehicle access.

Consideration will also be given to pedestrian and bicycle user-friendliness.

The effectiveness of the traffic calming devices as supported by site evaluation and data analysis will be addressed by City Council in a written staff report. The original ballot area will again be contacted to test for majority support for the improvements, either by confidential City balloting or neighborhood balloting as previously described. General citizen comment will also be considered.

The result of this six-month follow-up evaluation will be City Council motion to either formally approve permanent installation of the devices, extension of the post-construction evaluation period, or removal of the devices.

9.04.010 Traffic Calming Removal

Traffic calming devices may be removed under the following procedures.

Step 1. Removal process initiation

- A. By City Council - By motion the City Council may initiate the traffic calming removal process.
- B. By petition from the original requesting neighborhood
- C. By petition from any group with City Council concurrence

Step 2. Traffic Calming Engineering Report

The report will include current traffic data (speeds, volume, accidents), a summary of a current survey of the original neighborhood requesting the traffic calming project and an estimate of the cost to remove the traffic calming devices. The report will be furnished to the urban Services Committee for consideration.

Step 3. City Council Action

The City Council will approve, modify or deny removal of the traffic calming devices.

Step 4. Removal

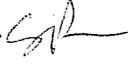
If removal is approved, the devices will be removed. All costs will be borne by the City.

9.04.010 Review and Update

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

MEMORANDUM

TO: Urban Services Committee

FROM: Steve Rogers, Public Works Director 

DATE: December 4, 2007

SUBJECT: Request to Maintain Gravel Street

ISSUE

Gravel street and alley maintenance services were eliminated at the recommendation of the Transportation Funding Alternatives Task Force (TFATF) and concurrence of the City Council in 2004. Requests have been made to re-instate maintenance of gravel streets and alleys.

BACKGROUND

As an outcome of the TFATF deliberations regarding transportation funding, recommendations were made to reduce or eliminate a list of specific services. The City Council considered the recommendations and directed staff to reduce and eliminate some of the services. A summary of that direction is contained in a July 1, 2004 staff report to Urban Services Committee (attached).

Since 2004, the Transportation Maintenance Fee was enacted and funding (\$230,000 as listed) for street reconstruction was re-instated through 2011. More recently, the City Council directed that 1st Street bollard replacement (\$3,000 per year) be funded from the Street Fund.

Services that remain reduced or eliminated are:

Service Area	Dollar Reduction (2004)	Percent reduction
Street Sweeping	\$36,418	25%
Traffic Calming	\$ 7,500	100%
Pavement Condition Rating	\$ 7,500	100%
Gravel Street/Alley Maintenance	\$ 5,000	100%
Ditch Cleaning	\$ 5,000	100%
Road Side Mowing	\$ 2,000	100%
Traffic Signal Timing	\$ 5,000	50%
Traffic Counts	\$ 2,000	100%
Total	\$70,418	

The original reduction list also included \$54,000 for other capital projects. The proposed 2008 Capital Improvement Program (CIP) includes \$50,310 to match potential grants. These funds are included in the Street Fund financial plan. The CIP also identifies \$4,852,300 in street projects without funding.

The City has 1.2 miles of gravel streets and 1.9 miles of gravel alleys.

DISCUSSION

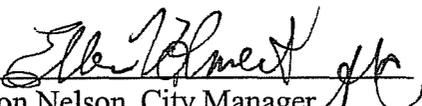
Rather than consider add-backs of individual services curtailed in 2004, staff believes it would be prudent to consider all of the list (\$70,418) at one time. The Street Fund financial plan (attached) indicates sufficient funds in FY 08-09, and with expected expenditure savings, probably FY 09-10 to resume all of these services and maintain the City Council directed \$250,000 minimum fund balance.

Staff has been requested at one time or another to provide all of the services listed above since their curtailment. We believe that all are important to protect the investment in the transportation infrastructure and/or to provide a reasonable service level. The TFATF judged that these services were less important than those remaining.

RECOMMENDATION

That Urban Services Committee recommend to City Council additional transportation services to be forwarded to the Budget Commission for consideration for funding in FY 08-09.

Review and Concur,



Jon Nelson, City Manager



Nancy Brewer, Finance Director

Attachments

MEMORANDUM

TO: Urban Services Committee

FROM: Steve Rogers, Public Works Director

DATE: July 1, 2004

SUBJECT: Implications of Council Direction on the Recommendations from the Transportation Funding Alternatives Task Force (TFATF) Phase I Report

ISSUE

The City Council directed staff to proceed on four of the five policy issues contained in the TFATF Phase I report recommendations. Attached for your reference is an excerpt from the June 21, 2004 Council meeting minutes and a revised Street Fund proforma based on Council direction, complete with the staff assumptions outlined in this memorandum.

BACKGROUND

The TFATF Phase I report contained five policy issues. Council directed staff to move forward on the first four issues:

- Achieve at least a \$250,000 fund balance at the end of FY 05-06 in the Street Fund.
- Move 35% of the street light costs to the Street Fund.
- Reduce the street sweeping program by 25%.
- Move 75% of the reduced street sweeping program to the Storm Water Fund.

The following table shows all the reductions in services originally proposed by the Task Force.

Service Area	Dollar reduction	Percent of current budget
Street Reconstruction	\$230,000	56.7%
Other Street Capital Projects	\$54,000	100%
Disabled Ramp Retrofits*	\$38,730	55%
Street Sweeping	\$36,418	25%
Multi-use Path Maintenance*	\$20,000	22%
Alternative Modes Support*	\$20,000	33%
Sidewalk Inspection*	\$10,000	50%
Traffic Calming	\$7,500	100%

Street Maintenance		
Pavement Condition Rating (E)	\$7,500	
Gravel Street/Alley Maintenance	\$5,000	
Ditch Cleaning	\$5,000	
Road Side Mowing (E)	\$2,000	3.9%
Engineering Support		
Traffic Signal Timing	\$5,000	
Traffic Counts (E)	\$2,000	2.4%
Bike Rack Installation*	\$2,000	100%

* = subsequently removed by Council action.
 (E) = this level of reduction would eliminate the program

Applying the Council direction to the Task Force’s recommendations results in \$354,418 in reductions, excluding the \$90,730 associated with the fifth policy area related to alternative mode services.

DISCUSSION

Staff proposes to implement Council direction over a two-year period. This is consistent with explanations to the TFATF that reductions may need to be phased based on where the City was in its budgeting process when the Task Force recommendations came before the Council. Relative to the TFATF recommendations and Council direction, the attached proforma assumes the following.

1. The Street Fund is scheduled to accommodate 35% of the street lighting program costs (\$174,344) beginning in FY 05-06.
2. The following projects and services will be reduced in FY 04-05:

Service Area	Dollar reduction
Street Reconstruction	\$230,000
Other Street Capital Projects	\$54,000
Street Sweeping	\$36,418
Traffic Calming	\$7,500
Street Maintenance	
Pavement Condition Rating (E)	\$7,500
Gravel Street/Alley Maintenance	\$5,000
Ditch Cleaning	\$5,000
Road Side Mowing (E)	\$2,000
Engineering Support	
Traffic Signal Timing	\$5,000
Traffic Counts (E)	\$2,000
TOTAL	\$354,418

3. The Storm Water Fund is scheduled to accommodate 75% of the street sweeping program beginning in FY 05-06.
4. Revenue projections have been updated to match the adopted FY 04-05 budget.

This implementation strategy further assumes that City Council direction (and timing, if pursued) on TFATF Phase II funding alternatives will be known within the next six months. Depending upon what this Council (or alternatively the 2005-06 Council) decides, staff will facilitate development of the new revenue source or development of a process to identify further Street Fund reductions, including those in the policy areas removed by Council. This will most likely occur during the FY 05-06 budget development process.

ALTERNATIVES

Others as defined by the Urban Services Committee or City Council.

RECOMMENDATION

Staff requests the Urban Services Committee recommend to the City Council approval of the implementation strategy.

Review and concur:

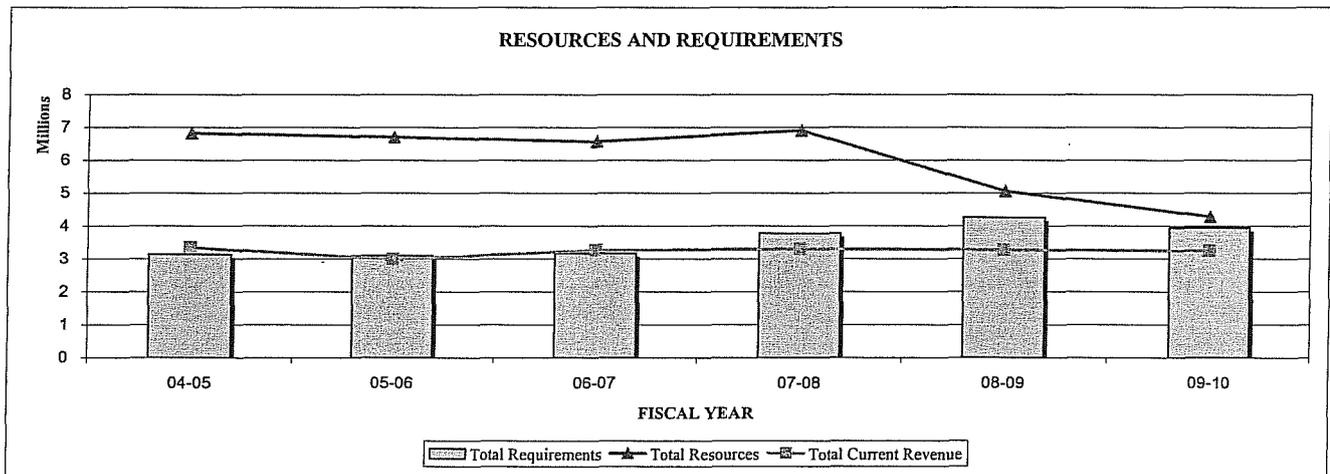
Jon S. Nelson, City Manager

Nancy Brewer, Finance Director

attachments

STREET FUND - COMBINED

BUDGETARY BASIS	AUDITED FY 04-05	AUDITED FY 05-06	ADOPTED FY 06-07	REVISED FY 06-07	ADOPTED FY 07-08	FY 08-09	FY 09-10
BEGINNING OPERATING FUND BALANCE	\$1,489,399	\$1,743,019	\$1,557,240	\$1,829,204	\$1,597,224	\$1,049,385	\$382,866
OPERATING REVENUES							
Licenses, Fees & Permits	\$39,745	\$54,542	\$457,490	\$474,990	\$460,650	\$461,060	\$461,470
Charges for Service	176,054	215,974	199,790	207,180	236,220	244,020	252,140
Intergovernmental	2,604,182	2,601,402	2,509,050	2,482,130	2,514,390	2,484,880	2,495,860
Fines & Forfeitures	45	458	0	40	150	150	150
Miscellaneous	56,415	88,086	68,670	104,070	94,890	84,790	39,480
TOTAL OPERATING REVENUES	\$2,876,441	\$2,960,462	\$3,235,000	\$3,268,410	\$3,306,300	\$3,274,900	\$3,249,100
OPERATING EXPENDITURES							
Community Development	\$15,484	\$18,060	\$21,150	\$21,110	\$17,660	\$18,580	\$20,020
Public Works	2,696,989	2,888,644	2,970,110	2,743,080	3,202,540	3,298,360	3,531,860
TOTAL OPERATING EXPENDITURES	\$2,712,473	\$2,906,704	\$2,991,260	\$2,764,190	\$3,220,200	\$3,316,940	\$3,551,880
REVENUE EXCESS (SHORTFALL) OVER EXPENDITURES	\$163,968	\$53,758	\$243,740	\$504,220	\$86,100	(\$42,040)	(\$302,780)
NON-OPERATING RESOURCES (USES)							
NON-OPERATING ACTIVITY							
Transfers In	\$471,383	\$29,528	\$0	\$0	\$0	\$0	\$0
Transfers Out	(425,146)	(189,832)	(610,730)	(399,740)	(491,280)	(936,750)	(384,600)
Contingencies	0	0	(64,700)	0	(66,830)	0	0
TOTAL NON-OPERATING RESOURCES (USES)	\$46,237	(\$160,304)	(\$675,430)	(\$399,740)	(\$558,110)	(\$936,750)	(\$384,600)
NET OPERATING FUND ACTIVITY	\$210,205	(\$106,546)	(\$431,690)	\$104,480	(\$472,010)	(\$978,790)	(\$687,380)
SDC COMPONENT							
SDC Revenues	\$1,139,097	\$807,699	\$823,320	\$958,430	\$839,290	\$797,860	\$814,500
SDC Expenditures	(1,107,272)	(1,120,220)	(1,213,890)	(758,550)	(2,185,800)	(570,920)	(425,900)
SDC COMPONENT ACTIVITY	\$31,826	(\$312,521)	(\$390,570)	\$199,880	(\$1,346,510)	\$226,940	\$388,600
COMBINED FUNDS NET ACTIVITY	\$242,031	(\$419,066)	(\$822,260)	\$304,360	(\$1,818,520)	(\$751,850)	(\$298,780)
RESTRICTED BALANCES, Beginning of Year	\$1,985,545	\$1,973,956	\$1,434,405	\$1,468,704	\$2,005,044	\$734,363	\$649,032
FUND BALANCE (Including Restricted), End of Year	\$3,716,975	\$3,297,908	\$2,169,385	\$3,602,268	\$1,783,748	\$1,031,898	\$733,118
LESS: RESTRICTED BALANCES							
MANAGEMENT RESERVES	\$404,116	\$247,076	\$315,576	\$360,576	\$319,966	\$287,816	\$184,056
COUNCIL DESIGNATIONS	107,073	71,382	35,691	294,342	410,781	130,660	62,520
LEGAL RESTRICTIONS	1,462,767	1,150,246	725,377	1,350,126	3,616	230,556	619,156
UNRESTRICTED FUND BALANCE	\$1,743,019	\$1,829,204	\$1,092,741	\$1,597,224	\$1,049,385	\$382,866	(\$132,614)



MEMORANDUM

TO: Urban Services Committee
 FROM: Steve Rogers, Public Works Director 
 DATE: November 20, 2007
 SUBJECT: Proposed Parking Meter Rate Increase

ISSUE

The Downtown Parking Commission (DPC) has recommended an increase to rates for selected meters in the downtown. Staff is recommending an increase in non-downtown meters to provide rate uniformity throughout the city. The last parking meter rate increase was in 2000 for downtown meters and 1992 for all meters. Should the City increase selected parking meter rates?

BACKGROUND

The Parking Plan recommends reviewing the meter rates every five years. This results in smaller incremental rate increases that are more acceptable than larger increases that occur less frequently. The DPC initiated this review in 2007, focused on the downtown meters within their purview. Their review resulted in a recommendation to raise downtown parking meter rates as per the following table. Note that bold indicates change and rates represent the cost for the maximum time allowed on the meter:

	Downtown			Non-Downtown ^{1,2}		
	Current Rate	Proposed Rate	% Change	Current Rate	Proposed Rate	% Change
24 minute	.25	.25	0	.20	.25	25%
1 hour	.50	.50	0	.30	.50	67%
2 hour	.75	1.00	33%	.50	1.00	100%
4 hour	n/a	n/a	n/a	1.00	1.00	0
10 hour	1.00	1.50	50%	0.50	1.50	300%

¹ Includes meters on: 15th Street south of Jefferson Avenue; Monroe Avenue between 14th Street and 26th Street; and 15th, 16th, and 25th Streets north of Monroe.

² 2 hour and 4 hour meters in the Library parking lot/garage are not proposed to be raised. 10 hour meters in the Fire Station 1 parking lot are proposed to be raised.

The Library Director requested that meter rates not be raised in the Library lot and parking garage. Although revenues from these meters, minus collection and maintenance costs, are kept by the Library, the Director indicated that she prefers to keep the rates as low as possible for patrons.

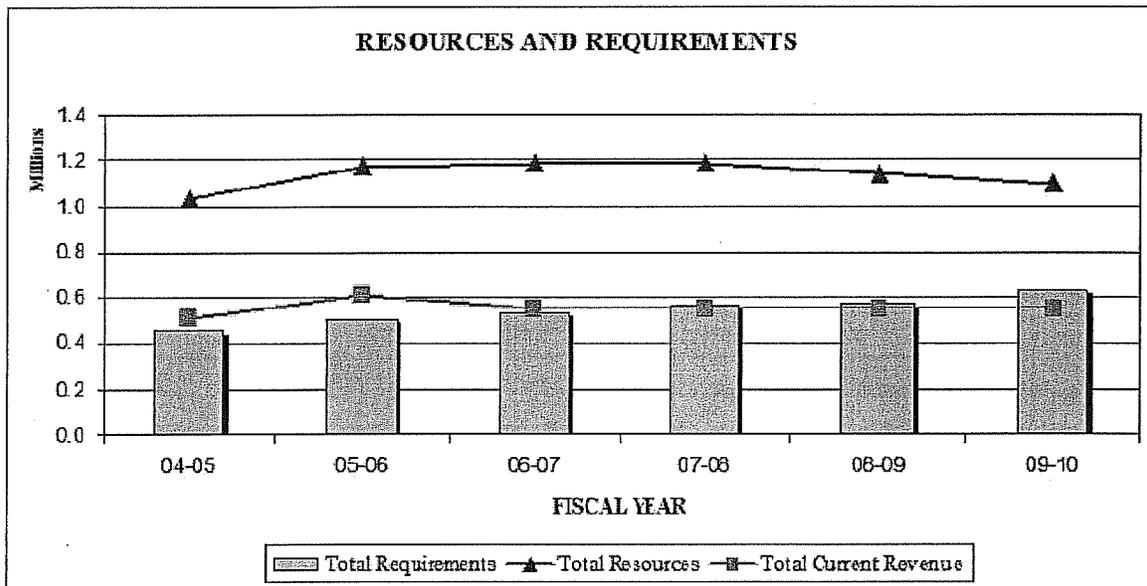
Supporting information provided by staff throughout the process included the following:

1. Parking meter inventory

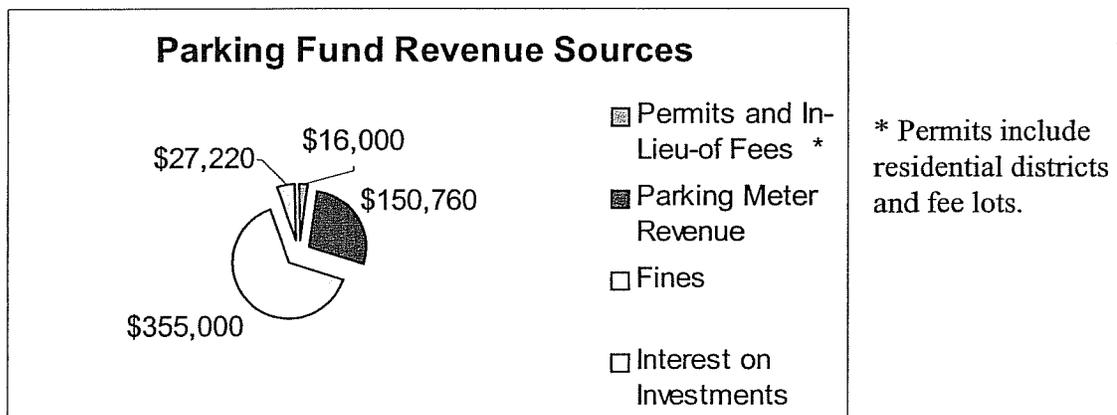
	24 min	1 hour	2 hour	4 hour	10 hour
Downtown	13	16	235	0	322
Monroe/OSU area	11	56	14	0	0
Library	0	0	66	10	0
Fire Station 1	0	0	0	0	10

2. Parking Fund revenue sources and expenditures

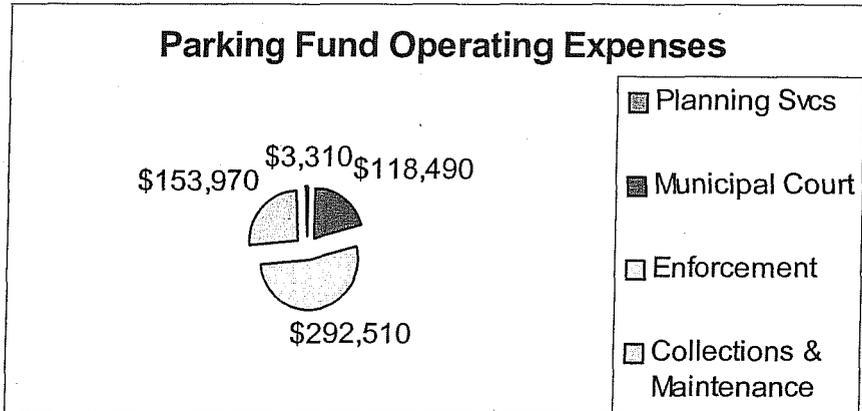
Revenues to the Parking Fund are not keeping pace with expenses, as shown in the fund proforma below. Further, the Downtown Parking Commission (DPC) desires to increase the reserve in the Parking Fund for future downtown parking facility acquisitions.



Budgeted revenue for the Parking Fund totaled \$548,980 (06-07), generated from four sources: permits and in-lieu-of fees (3%), meter revenue (27%), fines (65%), and interest on investments (5%).



Budgeted expenses for the Parking Fund totaled \$568,280 (06-07) in the following areas: planning services (0.6%), Municipal Court (21%), parking enforcement (51%), and meter collections and maintenance (27%).



3. Comparator meter rates in other communities

Staff contacted a number of Oregon cities to collect comparator meter rates. Many cities, including Albany, Bend, Medford, McMinnville, and Springfield do not have meters. Most have free parking available in the downtown area, typically time-limited (2 hours is common). Parking lot and garage rates varied widely, with daily rates from \$1.00 to \$3.75.

	24 min	1 hour	2 hour	10 hour
Corvallis - Downtown	0.25	0.50	0.75	1.00
Corvallis - Non-Downtown	0.20	0.30	0.50	0.50
Corvallis proposed (not Library)	0.25	0.50	1.00	1.50
OSU	-	1.00	-	5.00 - all day
Eugene	0.30	0.75	1.50	4.00
Roseburg	0.10	0.20	0.25	1.85
Salem	-	0.75	1.50	7.50
Albany *				1.00

* Albany does not have metered parking. This is the rate for a daily permit.

4. Historical meter rate review information

Corvallis Municipal Code (CMC) Section 6.11.090 Maximum time and fee, which establishes parking meter rates, was last revised in 2000. Prior to that, updates were made in 1992, 1990, 1982, 1966, 1965, and 1959. The 2000 review and rate increase affected only the downtown meters, not including the meters in the Fire Station 1 lot nor the library lot and parking garage.

The revenue increase to the fund from these changes was about 22%. If the City implemented the proposed increases in only the downtown meters, and assumed a similar increase, the revenue increase to the parking fund would be approximately \$34,000 per year. If the meters adjacent to the OSU campus are also increased, the increase to the fund could be nearer to 40% which would generate approximately \$60,000 per year.

DISCUSSION

At the June 27, 2007 DPC meeting, staff presented an outreach plan for approval by the Commission. The Commission suggested that stakeholder outreach begin in September, followed by public outreach in October. Staff made a presentation on the proposed rate increase to the Downtown Corvallis Association in September and held two stakeholder meetings for downtown and Monroe Avenue area business and property owners in late September/early October. The public meeting was held in October. A detailed listing of staff's outreach efforts is summarized in the attachment titled Meter Rate Review 2007 Public Outreach Summary.

Staff posed three questions at the meetings: 1) is the time right (for a meter rate increase); 2) are the rates right; and 3) is the action appropriate? Responses to the three questions was varied and is summarized in the same attachment noted above. Among the five community members who attended the public meeting, opinions on the proposal were split. Some attendees expressed concern that an increase in the 10 hour meter rate would pose a hardship to downtown employees. Others felt the rate increase is appropriate and should in fact be higher than proposed, and that strategies to increase alternative transportation using the additional funds should be investigated.

Despite extensive outreach to specific business interests and the general public, very little feedback was received on the proposed rate increase. The results of this process were presented to the DPC at their October 24, 2007 meeting. The DPC heard additional public testimony, deliberated and recommended that the 2 hour meter rate in the downtown (excluding the Library lot and garage, at the request of the Library Director) be raised from \$0.75 to \$1.00 (\$0.50 per hour), and the 10 hour meter be raised from \$1.00 to \$1.50 (\$0.15 per hour). The Commission is recommending that the change be implemented after January 1, 2007. This will avoid a rate increase for the 2007 holiday season. In order to provide consistency in the meter rates citywide, staff is recommending that all rates at city-owned meters near OSU be raised to match the downtown rates. A change to CMC Section 6.11.090 Maximum time and fee will be necessary to implement these recommendations.

At their October meeting the DPC elected to consider possible changes to the 10 hour permit fee at their November meeting, so no recommendation is provided on the 10 hour permits.

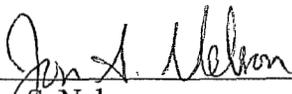
RECOMMENDATION

The Downtown Parking Commission recommends that the Urban Services Committee recommend that the City Council adopt the attached ordinance to change the Corvallis Municipal Code and raise

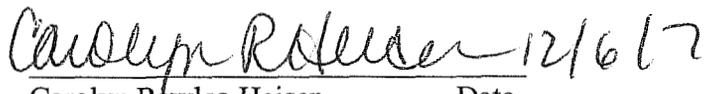
2 hour and 10 hour parking meter rates in the downtown, excluding the Library parking lot and garage.

Staff recommends that the Urban Services Committee recommend that the City Council adopt the attached ordinance to change the Corvallis Municipal Code and raise 24 minute, 1 hour, 2 hour, and 10 hour parking meter rates in non-downtown areas.

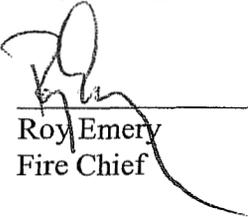
Review and Concur:



Jon S. Nelson 12/6/07
City Manager Date



Carolyn Rawles-Heiser 12/6/07
Library Director Date



Roy Emery Date
Fire Chief

Attachments:

- Meter Rate Review 2007 Public Outreach Summary
- Ordinance revising Corvallis Municipal Code Section 6.11.090 Maximum time and fee

Meter Rate Review 2007 Public Outreach Summary

Downtown Corvallis Association (DCA) - September 19th

Staff presented information to about 25 business owners and community members. Information on the process, the rationale for reviewing the rates at this time, enumerated the ways stakeholders and the general public could participate were discussed.

The only question/comment from the audience was to ask for clarification regarding the relationship between the meter revenues at OSU and the rest of the city.

Stakeholder Meetings

Notices were mailed to Monroe Avenue merchants and property owners from 15th Street to 26th Street two weeks prior to the first stakeholder meeting on September 27th. The DCA, Corvallis/Benton Chamber Coalition, OSU, and Corvallis Independent Business Alliance were all notified by phone and/or email.

September 27th meeting, 5:30 p.m. Madison Avenue Meeting Room

No one attended; no one called; no follow up.

October 2nd meeting, 5:30 p.m. Westminster House

There were two participants. The first arrival resulted in a briefing with Michelle Rhoads, OSU Transit and Parking Services Manager. Her primary interest was to be able to provide information to the University regarding a handful of meters on 15th between Jefferson and Washington.

The only other person to show (arrived nearly a half hour after the stated time) was Hugh Richard White, a downtown property owner. He was provided a briefing as well, with an emphasis on the reasons to consider changes and a review of the fund budget. He showed primary interest in how much revenue is used to provide enforcement, and in comparing parking management in Corvallis to Albany. His interest ranged beyond meter rates, and he made no specific statement regarding the proposal to increase them. He opined that the charge of the DPC should be changed to provide city-wide review and advice to Council on parking issues.

Public Meeting - October 10, 6:30 p.m. Fire Station #1

This meeting was advertised with a paid ad in the Gazette Times (GT) running Monday, October 8th. Additional publicity was provided via a Tuesday, October 9th GT front page article regarding the meeting and proposal to raise meter rates, and a brief television story on the KVAL evening news that same day. An editorial written by GT editorial staff ran October 10th and encouraged attendance at the public meeting. The meeting date and time also appeared in the GT's FYI and in Brief. The City included information on the meetings and process on the City's web site.

Eight people attended the meeting. These included an employee at Phagan's Beauty College, an employee of Benton County who parks downtown, and three Benton County employees who do not park downtown but had an interest in making their opinions known to the Downtown Parking Commission (DPC). The others were David Hamby, council liaison to the DPC, Stan Nudelman, a DPC Commissioner, and a GT reporter. Public comments are shown below as recorded by the

meeting facilitator (*italicized text are staff additions intended to capture attendee comments that were made but not recorded on the chart pack*):

“Is the time right?”

- 7 years without an increase? Yes, it seems reasonable to do it now
- Long term (10 hour) rates - no, short term (24 min, 1 hr, 2 hr) rates - yes

“Are the rates right?”

- Hourly rates should be higher than the cost of a round trip bus ticket
- Shouldn't be a discount for 10 hour rate (*10 hour should be same or higher than short-term parking*)
- There should be no free parking in the downtown
- Rate proposal for 10 hour meters is too high
- The rate for all time increments should be higher (Eugene is \$.75 per hour no matter how long you park)
- All meter rates should be in alignment (*an hour should cost the same regardless of the time allowed at the meter*)

“Is the action appropriate?”

- Increase the number of meters in core where shoppers are
- No free parking downtown, (at very least time-limit like Albany)
- Investigate what it will take to get employees to car pool, use alternate transportation *such as transit, biking, walking* (employers should provide subsidies or incentives to employees to offset the cost of parking, or encourage alternate means)
- Don't use increased funds to provide more parking, use fund increases to increase amenities (*improved lighting, covered bike parking, streetscape enhancements, etc.*) and to encourage *financial* support for alternate transportation modes *like transit*.
- The goal is to provide parking for access to services and goods, and to get to work

ORDINANCE 2008 - ____

AN ORDINANCE RELATING TO PARKING METER RATES, AMENDING MUNICIPAL CODE CHAPTER 6.11, "PARKING METERS," AS AMENDED

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Municipal Code Section 6.11.090 is hereby amended as follows:

Section 6.11.090 Maximum time and fee

6.11.090 Maximum time and fee

Parking meters, when installed and properly operated, shall be adjusted to show, upon deposit of United States coins, that parking has been paid for, for maximum periods of time as follows:

1) For all meters within the Central Business District described as follows: Beginning at the point of intersection of the Center of the Willamette River and the center of the Marys River in Section 2, Township 12 South, Range 2 West of the Willamette Meridian, Benton County; thence, westerly along the centerline of the Marys River to the point of intersection with the centerline of SW 3rd Street; thence northerly along the centerline of SW 3rd Street to a point on the centerline of SW "B" Avenue; thence, westerly along the centerline of SW "B" Avenue to the centerline extended of the alley on Block "L" of Avery's Addition; thence, northerly along said centerline of alley, continuing northerly along the centerline of the alley of Block 19, original Town of Marysville, and continuing northerly along the centerline of the alley of Block 20, original Town of Marysville to a point on the centerline of SW Adams Avenue; thence, westerly along the centerline of SW Adams Avenue to a point on the centerline of SW 5th Street; thence, northerly on the centerline of SW 5th Street to a point on the south line extended of Lot 4, Block 9, County Addition; thence, westerly along said lot line, continuing westerly along the south line of Lot 9, Block 9, County Addition, to a point on the centerline of SW 6th Street; thence, northerly along the centerline of 6th Street to a point on the centerline of NW Tyler Avenue; thence, easterly along the centerline of NW Tyler Avenue to a point on the centerline of NW 5th Street; thence, northerly along the centerline of NW 5th Street to a point on the centerline of NW Polk Avenue; thence easterly along the centerline of NW Polk Avenue to a point on the centerline of NW 2d Street; thence, northerly along the centerline of NW 2d Street to a point on the north line extended of assessor's tax lot 11-5-35-AD-3101; thence, easterly along said north line and north line extended to a point on the centerline of the Willamette River in Section 35, Township 11 South, Range 5 West of the Willamette Meridian, Benton County; thence, southerly along the centerline of the Willamette River to the point of beginning.

- a) 24 minutes - \$.25;
- b) 1 hour - \$.50;
- c) ~~2 hours - \$.75;~~
- c) 2 hours - \$1.00;**
- d) ~~10 hours - \$1.00;~~
- d) 10 hours - \$1.50.**

2) For all other meters

- a) 24 minutes - ~~\$.20~~ **\$.25;**
- b) 1 hour - ~~\$.30~~ **\$.50;**
- c) 2 hours - ~~\$.50~~ **\$1.00;**
- d) 4 hours - \$1.00;
- e) 10 hours - ~~\$.50~~ **\$1.50.**

(Ord. 2008- § 1/2008, Ord. 2000-20 § 1, 07/17/2000; Ord. 92-03 § 1, 1992; Ord. 90-39, 1990; Ord. 82-50 § 1, 1982; Ord. 66-89 § 1, 1966; Ord. 65-81, 1965; Ord. 59-107 § 9, 1959)

PASSED by the City Council this _____ day of _____, 2008.

APPROVED by the Mayor this _____ day of _____, 2008.

EFFECTIVE this _____ day of _____, 2008.

Mayor

ATTEST:

City Recorder

MEMORANDUM

TO: Urban Services Committee

FROM: Steve Rogers, Public Works Director 

DATE: December 4, 2007

SUBJECT: Review of Council Policy CP 91-9.03 Parking Permit Fees

ISSUE

The Parking Permit Fees Council Policy is reviewed every two years by the Public Works Director and is revised as appropriate by City Council. City Council Policy CP 91-9.03 sets the fees for the permits for the residential parking districts and for the 10-hour parking permit as per Municipal Code Chapters 6.15 and 6.11, respectively.

BACKGROUND

The policy was revised in October 2004 to create the 10-hour parking permit fee. Although this policy was reviewed by the Committee in its meeting on December 6, 2007, only the fee for the residential permits was reviewed pending a recommendation on meter rates and the 10-hour parking permit fee from the Downtown Parking Commission (DPC). The DPC passed a recommendation on the permit fee in their meeting held on November 28, 2007.

DISCUSSION

The 10-hour parking permit allows parking at 10-hour meters and 10-hour pay stations using the permit rather than using coins. The permit is intended to encourage the use of 10-hour metered spaces and 10-hour pay station spaces by people working and living in the downtown core. The current fees, defined in Section 9.03.020a 1., are:

- \$20 for one month,
- \$55 for 3 months, and
- \$216 for one year.

Based on the DPC recommendation to increase the parking meter rate for a 10-hour parking meter from \$0.10 per hour to \$0.15 per hour, the DPC recommends increasing the permit fee as well. The recommended fees are:

- \$28 for one month
- \$83 for 3 months, and
- \$303 for one year.

These amounts are based on discounting the cost from coin payments by 5% for the monthly and quarterly permits, and 10% for the annual permit. The base rate assumes a 9 hour day and a 5

day week. The reduced amounts listed in Section 9.03.020a 2. are prorated at the equivalent of half a month's value for the permit (\$303.00 annual permit = \$12.63/half month) rounded to the nearest full dollar.

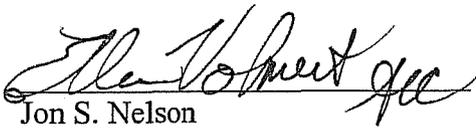
RECOMMENDATION

Staff recommends the Urban Services Committee recommend that the City Council revise Council Policy 91-9.03 Parking Permit Fees to incorporate the changes in Section 9.03.020a as listed below:

1. The fee for a permit to park at a 10-hour metered parking space in downtown Corvallis shall be:
 - \$28.00 for one month;
 - \$83.00 for three months;
 - \$303.00 for one year.

2. The permits are issued based on a full calendar month, however the cost for a permit may be prorated to the following:
 - \$14.00 for one half month;
 - \$69.00 for two and a half months;
 - \$290.00 for eleven and a half months

Review and Concur:



Jon S. Nelson
City Manager

Attachment

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 9 - RIGHT-OF-WAY MATTERS

CP 91-9.03 **Parking Permit Fees**

Adopted May 2, 1988

Affirmed October 7, 1991

Revised December 20, 1993

Revised November 6, 1995

Affirmed October 20, 1997

Affirmed October 18, 1999

Revised December 17, 2001

Affirmed November 3, 2003

Revised October 4, 2004

Revised October 17, 2005

Revised December 17, 2007

Revised January 7, 2008

9.03.010 **Purpose**

To carry out the provisions of Municipal Code Chapters 6.11 and 6.15, as amended, regarding 10-hour parking permit fees and residential parking permit district fees.

9.03.020 **Policy**

a. Section 6.11.380 states that 10-hour parking permit fees and terms shall be determined by the Council. The Council hereby sets the fees and terms as follows:

1. The fee for a permit to park at a 10-hour metered parking space in downtown Corvallis shall be:
 - ~~\$20.00~~ ~~\$28.00~~ for one month;
 - ~~\$55.00~~ ~~\$83.00~~ for three months;
 - ~~\$216.00~~ ~~\$303.00~~ for one year.
2. The permits are issued based on a full calendar month, however the cost for a permit may be prorated to the following:

Council Policy 91-9.03

- ~~\$10.00~~ \$14.00 for one half month;
 - ~~\$46.00~~ \$69.00 for two and a half months;
 - ~~\$207.00~~ \$290.00 for eleven and a half months.
- b. Section 6.15.040 4) states that residential parking permit fees shall be determined by the Council. The Council hereby sets the fees as follows:
1. Upon application by the owner or the operator of a motor vehicle who resides within a residential parking district or operates a business within the district, the annual fee is \$15.00 per permit.
 2. All other requirements relating to residential parking permit districts, including limitations on number of permits, shall be subject to the provisions of Municipal Code Chapter 6.15, as amended.

9.03.020 Review and Update

This policy shall be reviewed every two years, beginning in October 1995, by the Public Works Director and updated as appropriate.

MEMORANDUM

TO: Mayor and City Council

FROM: Carolyn Rawles-Heiser, Library Director *CRH*

DATE: December 28, 2007

SUBJECT: LSTA Grant 2008, Project No. 162191
Oregon State Library, Grant Project #08-02-2y
Federal CFDA #45.310

I. ISSUE

City Council's approval is required to accept a grant agreement between the Oregon State Library and the Corvallis-Benton County Public Library, City of Corvallis to fund the Demonstration of Service Innovation Through Shared Electronic Delivery of Resources project of the Oregon Digital Library Consortium. The attached resolution will authorize the City Manager to execute the grant agreement for the above-referenced project and provide appropriations for grant fund use.

II. BACKGROUND

The Corvallis-Benton County Public Library, on behalf of the Oregon Digital Library Consortium (ODLC), has been awarded a grant from the federal Institute of Museum and Library Services through the Library Services and Technology Act (LSTA) administered by the Oregon State Library. The Oregon Digital Library Consortium (ODLC) members include the Corvallis-Benton County Public Library and 13 other public library systems in Oregon. It provides shared electronic resources, thus providing services to a large diverse population throughout Oregon in a sustainable manner—without the need to use gasoline to transport materials.

Under federal legislation, the Institute of Museum and Library Services, through the Library Services and Technology Act of 1996, provides funds to State Libraries using a population-based formula. State libraries may use the appropriation to support statewide initiatives and services; they may also distribute the funds through subgrant competitions or cooperative agreements to public, academic, research, school, and special libraries. Federal funds support primarily activities using technology for information sharing between libraries and other community services. It also funds programs making library resources more accessible to urban, rural, or low income residents, or others who have difficulty using library services.

III. DISCUSSION

The LSTA grant will fund the Demonstration of Service Innovation Through Shared Electronic Delivery of Resources project for the Oregon Digital Library Consortium (ODLC) representing all corners of Oregon. The grant will provide funds for expanding resources to teens and children, as well as users of video; all in a newly emerging downloadable format.

RESOLUTION 2008-_____

A Resolution submitted by Council Person _____.

Minutes of the meeting of January 7, 2008.

WHEREAS, ORS 294.326 (2) allows the city Council to accept grants after the budget has been approved; and

WHEREAS, the City of Corvallis has been offered a grant from the Oregon State Library in the amount of \$75,500 for the purpose of funding the Demonstration of Service Innovation Through Shared Electronic Delivery of Resources project of the Oregon Digital Library Consortium; and

WHEREAS, the grant was not anticipated at the time the fiscal year 07-08 budget was adopted; and

WHEREAS, the grant acceptance requires approval by the City Council;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to accept the grant offered by the Oregon State Library and authorizes the City Manager to execute agreements accepting the grant and any future amendments relating to this agreement; and

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

INCREASE

LIBRARY FUND

Library Department

\$75,500

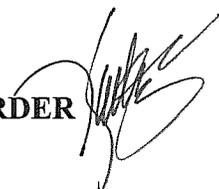
Councilor

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

*** MEMORANDUM ***

DECEMBER 28, 2007

TO: MAYOR AND CITY COUNCIL
FROM: KATHY LOUIE, ASSISTANT TO CITY MANAGER/CITY RECORDER
SUBJECT: WARD 7 VACANCY



Issue

The position of Ward 7 City Councilor is currently vacant, due to the passing of Scott Zimbrick on December 6, 2007.

Discussion

Section 33 of the City Charter specifies that an office is deemed vacant upon the incumbent's death.

Section 34 of the City Charter addressing vacancies in office states in part:

Section 34. Filling of Vacancies. Vacancies in elective offices which occur 120 or more days prior to the first day of the new term shall be filled by special election among the represented constituency. The special election shall be held within 60 days after a vacancy is declared when possible, or at the next scheduled State election date thereafter....

The next special election is March 11, 2008; however, this date does not work because as specified in Municipal Code Section 1.03.010(2), the filing period for candidates to meet the March election date was from December 3 to December 21, 2007.

The next available election to fill this vacancy is the May 20, 2008 election. In order to solicit Ward 7 candidates, allow interested persons time to collect the needed signatures, file the appropriate paperwork, have Benton County verify that petition signers are registered voters residing in Ward 7, and certify candidates to the County, the following timeline is recommended to fill this vacancy:

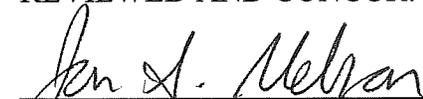
May 20, 2008 Election

January 9	Nomination packets available for interested Ward 7 citizens
January 13 & 30	Publish display ad encouraging Ward 7 citizens to consider serving on the City Council
January/February	Interested candidates file Prospective Petition and collect signatures
February 11 to 29	Filing period with the Assistant to City Manager/City Recorder
February 11 to 28	Benton County verifies petition signatures
March 3	Council adopts legislation scheduling a May 20 election
March 20	City deadline to file Ward 7 information with Benton County Elections
May 20	Election
June 2	Swearing-in ceremony

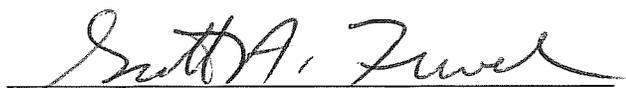
Recommendation

A May 20, 2008 election will allow the elected candidate to fill the remaining 2007-2008 Council term and serve Ward 7 constituents. Staff recommends that Council approve a May 20, 2008 election to fill this vacancy.

REVIEWED AND CONCUR:



Jon Nelson, City Manager



Scott Fewel, City Attorney

Attachment

CORVALLIS CITY CHARTER

CHAPTER 7

1. Vacancies in Office

Section 33. What Creates Vacancy. An office shall be deemed vacant upon the incumbent's death, incompetence, conviction of a felony, resignation or absence from the City for 30 days without the consent of the Council in case of the Mayor or Councilor; upon the incumbent's ceasing to possess the qualifications necessary for the office; or upon the failure of the person elected or appointed to an office to qualify therefor within three days after the time for the term of office to commence; and in case of the Mayor or a Councilor, upon absence from meetings of the Council for 60 days without the consent of the Council.

[As amended by general election November 7, 2006 (section renumbered).]

Section 34. Filling of Vacancies. Vacancies in elective offices which occur 120 or more days prior to the first day of the new term shall be filled by special election among the represented constituency. The special election shall be held within 60 days after a vacancy is declared when possible, or at the next scheduled State election date thereafter. Should vacancy occur leaving fewer than 120 days remaining in the term, the candidate who receives the most votes for that office in the regular election shall assume office immediately upon validation of the vote.

[As amended by special election held May 21, 1954; special election held November 2, 1976; special election held May 19, 1981; and special election held November 7, 1995; and general election November 7, 2006 (section renumbered).]

Chapter 1.03

Nominating Procedures

Sections:

1.03.010 Nominee requirements.

1.03.020 Contents of petition.

Section 1.03.010 Nominee requirements.

Nominees for all elective offices of the City must:

1) Be qualified electors of the City.

2) Have resided in the City one year immediately preceding the election at which she or he is a candidate. In elective offices other than Mayor, the nominee must reside in the ward from which she or he is seeking nomination at the time the nomination petition is filed. Nomination for the elective officers of the City shall be by petition specifying the position sought in a form prescribed by Council. Petitions for Mayor shall be signed by not fewer than 100 qualified electors of the City and petitions for Council by not fewer than 20 qualified electors of the City. In petitions for nomination for elective officers other than Mayor, all 20 electors must be residents of the ward or other political subdivision from which the petitioner seeks the nomination. The signatures to a nomination petition need not all be appended to one paper; but to each separate paper of the petition shall be attached an affidavit of the circulator thereof, indicating the number of signers of the paper and stating that each signature appended thereto was made in his or her presence and is the genuine signature of the person whose name it purports to be. All nomination papers comprising a petition shall be assembled and filed at the office of the City Recorder as one instrument not earlier than 99 days and not later than 5:00 pm on the eighty-first day before the election.

The Recorder shall make a record of the exact time at which each petition is filed and shall take and preserve the name and address of the person by whom it is filed. If the petition is not signed by the required number of qualified electors, the Recorder shall notify the candidate and the persons who filed the petition within five days after the filing. If the petition is insufficient in any other particular, the Recorder shall return it immediately to the person who filed it, certifying in writing wherein the petition is insufficient. Such deficient petition may be amended and filed again as a new petition, or a different petition for the same candidate may be filed within the regular time for filing nomination petitions. The Recorder shall notify an eligible person of his or her nomination within five days after verification of signatures on the petition and shall cause the person's name to be printed on the ballot. The petitions of nomination and withdrawals shall be preserved in the office of the City Recorder as required by State law. A person wishing to withdraw as a candidate must do so in writing with the City Recorder; and if legally possible, the City Recorder shall prevent the name of such a candidate from being printed on the ballot.

(Ord. 81-29, 1981; Ord. 78-34, 1978; Ord. 77-09, 1977; Ord. 54-32 § 1, 1954)

Section 1.03.020 Contents of petition.

1) No petition for nomination shall contain the name of more than one candidate.

2) Each petition for nomination shall contain:

a) The name of the candidate by which the candidate is commonly known and by which the candidate transacts important, private or official business. A candidate may use a nickname in parentheses in connection with his or her full name.

b) The mailing address of the residence of the candidate.

c) The office for which the candidate seeks election.

d) A statement that the candidate is willing to accept the nomination or election.

Corvallis Municipal Code

- e) A statement that the candidate will qualify if elected.
 - f) The signature of the candidate.
- 3) Attached to each petition for nomination shall be a sheet or sheets containing:
- a) For the nomination of a candidate for the office of Mayor, the signatures of 100 or more qualified electors of the City.
 - b) For the nomination petition of a candidate for the office of Councilor, the signatures of 20 or more qualified electors who are residents of the ward from which the candidate seeks nomination.
 - c) With each signature to a nominating petition, the signer's residence address and precinct number and, in the nominating petitions for the office of Councilor, the ward in which the signer resides.
- (Ord. 81-29, 1981; Ord. 77-09, 1977; Ord. 70-125, 1970; Ord. 54-32 § 2, 1954)

2008 LOCAL ELECTIONS CALENDAR

DATE OF ELECTION	MARCH 11	MAY 20	SEPTEMBER 16	NOVEMBER 4
County Elections Filing Officers: * publish notice of district board election on or before (ORS 255.075)	December 1, 2007	January 31	June 7	July 17
District Candidates: ** file verified signatures or \$10 filing fee with county elections filing officer on or before (ORS 255.235)	January 10	March 11	July 17	August 26
Local Governing Bodies: *** file notice of measure with county elections filing officer on or before (ORS 254.095, 254.103, 255.085)	January 10	March 20	July 17	September 4****
Voters' Pamphlet Filings: candidates who file candidacy with county clerk, file material for inclusion in county voters' pamphlet on or before	January 14	March 13	July 21	August 28
persons filing measure arguments and candidates who file candidacy with governing body other than county clerk, file material for inclusion in county voters' pamphlet on or before (OAR 165-022-0010)	January 14	March 24	July 21	September 8
* Regular district elections for the purpose of electing district board members (including Local School Committee members, School Board and ESD directors) are generally held at the May election in each odd-numbered year. Districts should contact the county elections filing officer of the county in which the district's administrative office is located for district board election information.				
** Candidates: contact the Secretary of State regarding filing required campaign finance reports.				
*** County and City Elections Filing Officers: Publish notice of receipt of ballot title and notice of measure election, as required by charter, ordinance and/or statute, in next available edition of newspaper in electoral district. <i>Note: When a city files a referral with the County Elections Filing Officer the ballot title challenge process must be complete.</i> (ORS 250.175, 250.275, 255.085, 255.145)				
****For resubmitted measures the deadline is September 18; the measure argument filing deadline is September 22, if the county includes the resubmitted measure in the county voters' pamphlet.				



[\[Date Prev\]](#)[\[Date Next\]](#)[\[Thread Prev\]](#)[\[Thread Next\]](#)[\[Date Index\]](#)[\[Thread Index\]](#)

<web>Suggestions for action on 7th St. Station!

- *To:* ward1@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- *Subject:* <web>Suggestions for action on 7th St. Station!
- *From:* Katie Murray <mkymurray@xxxxxxxx>
- *Date:* Mon, 7 Jan 2008 09:07:43 -0800
- *Reply-to:* <mkymurray@xxxxxxxx>

This is an enquiry e-mail via %s from: Katie Murray (mkymurray@xxxxxxxx)
 Katie Murray
 1027 SW 10th St.
 Corvallis, OR 97333
 (541) 758-9213
 January 7, 2008

Dear Councilors,

I understand that you have chosen not to receive any public testimony related to your decision tonight on the 7th St. Station property. Respecting that decision and your feeling that you have no choice in how you vote this evening (while I disagree), I would just like all of you to keep in mind that there are undoubtedly a number of actions you can take in this case that would offer the protections this neighborhood has been promised so many times by council. I urge you to look back at the original conditions of approval that were placed on this property with its re-zoning to PD (RS-12) from General Industrial. Many of these could be resolved by council independent from your decision regarding the property's zoning, including addressing ingress and egress from the property (closing off D Ave at 7th St to avoid having the developers use only D and E Aves as their two ingress and egress points, and ensuring traffic mitigation measures on E Ave), changing the LDC so that it !

enforces the 100 ft. setback on any property bordering industrial property, and changing the parking requirements in the LDC (one neighbor has already offered you specifics on this issue), among a host of other concerns. These are all extremely important issues with this particular piece of property, and given the years of hard work and "watch-dogging" on the part of this neighborhood, I feel that your fast and creative attention to these matters would be the best way to provide us with the protections that have been deemed necessary on this property so many times by both the city council and the planning commission.

You are all where you are because the citizens of this city trust you and have confidence in your abilities. You are talented, intelligent, and creative individuals who obviously care for the welfare of your city. I urge you to put all of your skills to use as you work to come up with ways to mitigate our concerns and prevent this development from moving forward unchecked. This case in particular demonstrates the unfortunate limitations of the development process, and the ways by which developers can manipulate the process in an effort to maximize profits while acquiring the legal right to ignore important local concerns. Please, please, do not let this happen. Give this some

thought and let's come up with some creative solutions tonight.

Sincerely,
Katie Murray

- Prev by Date: **RE: ASC, January 10th**
- Next by Date: **RE: ASC, January 10th**
- Previous by thread: **RE:**
- Index(es):
 - **Date**
 - **Thread**

[[Date Prev](#)][[Date Next](#)][[Thread Prev](#)][[Thread Next](#)][[Date Index](#)][[Thread Index](#)]

[Fwd: <web>7th Street Station]

- To: kathy.louie@xxxxxxxxxxxxxxxxxxxxxx
- Subject: [Fwd: <web>7th Street Station]
- From: "Charles C. Tomlinson" <mayor@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>
- Date: Mon, 7 Jan 2008 09:08:44 -0800 (PST)
- Importance: Normal
- Reply-to: mayor@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- User-agent: SquirrelMail/1.4.4

Kathy, For tonight's record. Charlie
 ----- Original Message -----

Subject: <web>7th Street Station
 From: "Leslie Bishop" <bishopl41@xxxxxxxxxxxxxx>
 Date: Sat, January 5, 2008 11:59 am
 To: mayor@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

This is an enquiry e-mail via %s from: Leslie Bishop
 (bishopl41@xxxxxxxxxxxxxx) Dear Corvallis City Council members:
 RE: 7th Street Station

I am writing in hopes of giving you some guidance with the decisions that you will make at the Jan. 7th 2008 ?Public? Hearing of 7th Street Station. Assuming the zoning of RS12 without a PDOverlay must stick, City Council still has an ethical obligation to our neighborhood. Council needs to place restrictions and conditions on this development such as:

- a. Enforce the 100? buffer from GI to Residential required by the Comprehensive Plan
- b. Prohibit development using ?D? and ?E? Streets as the only entrance/exits
- c. Require that 7th and Western, the only arterial street, be the major entrance/exit to the development
- d. Prohibit using ?D? Street as an entrance/exit period. Use ?E? Street primarily for emergency vehicles.
- e. Require the higher density be placed at the northern end of the property as dictated by Council in 2003

We have been repeatedly told by City Planning that we need not worry about this property's development because the new LDC will take care of everything. The above restrictions are not in the new LDC, thus, clearly not covered by it. It appears that unless Council acts, current rules will allow maximum development on this site using only ?D? and ?E? Street as

entrances/exits. This would break all past commitments by Council.

I know you must be as weary as we are with the topic of 7th Street Station. We are unpaid hands, just like you, who have spent 6 years trying to work out some kind of acceptable development plan for this tedious piece of property. It is so important that you don't drop the issue without serious thoughtful attention to the consequences of your decision. Hopefully you can find a compatible, livable solution for this property and the nearby neighborhoods.

We as the public no longer have a voice; you do.

Thank you for your attention.

Leslie Bishop

-
- Prev by Date: **Re: <web>January 7th Meeting**
 - Next by Date: **Re: Los Angeles Opera Troupe**
 - Previous by thread: **[Fwd: <web>Jan 1, GT Letter to Editor on "Floods of Greed"]**
 - Index(es):
 - **Date**
 - **Thread**

[\[Date Prev\]](#)[\[Date Next\]](#)[\[Thread Prev\]](#)[\[Thread Next\]](#)[\[Date Index\]](#)[\[Thread Index\]](#)

[Fwd: <web>Jan 1, GT Letter to Editor on "Floods of Greed"]

- *To:* kathy.louie@xxxxxxxxxxxxxxxxxxxx
- *Subject:* [Fwd: <web>Jan 1, GT Letter to Editor on "Floods of Greed"]
- *From:* "Charles C. Tomlinson" <mayor@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>
- *Date:* Mon, 7 Jan 2008 09:05:02 -0800 (PST)
- *Importance:* Normal
- *Reply-to:* mayor@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- *User-agent:* SquirrelMail/1.4.4

Hi Kathy,

This is an electronic version of Sam's letter to the editor for tonight's meeting record.

Charlie

----- Original Message -----
 Subject: <web>Jan 1, GT Letter to Editor on "Floods of Greed"
 From: "Sam Hoskinson" <oregonsam@xxxxxxxxxxxx>
 Date: Sat, January 5, 2008 4:39 pm
 To: mayor@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

This is an enquiry e-mail via %s from: Sam Hoskinson
 (oregonsam@xxxxxxxxxxxx) Charlie,
 Here's my Jan 1 letter to the editor explaining why we should not let
 developers write our Land Development Code. Thanks for your time,
 Sam

Development greed is flooding Corvallis

I defended my steps from a flooding river recently. As I watched the raging current it occurred to me that greed is more dangerous than floodwaters. Both are unrelenting, but greed has guile.

Corvallis development projects designed for maximum profit have created
 ?development floods? that carry new problems into the surrounding
 neighborhoods. The damage includes traffic problems, parking shortages,
 incompatible structures and loss of neighborhood identity. The citizens of
 Corvallis rely on city land development rules to act as ?levees? and
 protect them from these floods. But greed and floodwaters are powerful,
 unrelenting forces. Floodwaters rush downhill and greed pursues profit.

The danger to my steps was clear. Floodwater does not mislead; it is an
 honest and honorable foe. But greed will lie, cheat, misdirect and
 redirect forces in any manner necessary to maximize profits. Developers
 can increase profits by breaching the city's protection levees. Flooding

new problems into surrounding neighborhoods is much cheaper than solving the problems on your own property.

The city is in charge of designing, operating, inspecting and improving these levees. But recently, many of our levees were damaged because the city allowed developers to write a loophole (Ordinance 2004-41) into our land development code. It is time for citizens to demand accountability for ?development flood? damage caused by this loophole. It should be removed, and all protection levees should be inspected and repaired. The safety and livability of our city is at stake.

Corvallis must be protected from the floods of greed.

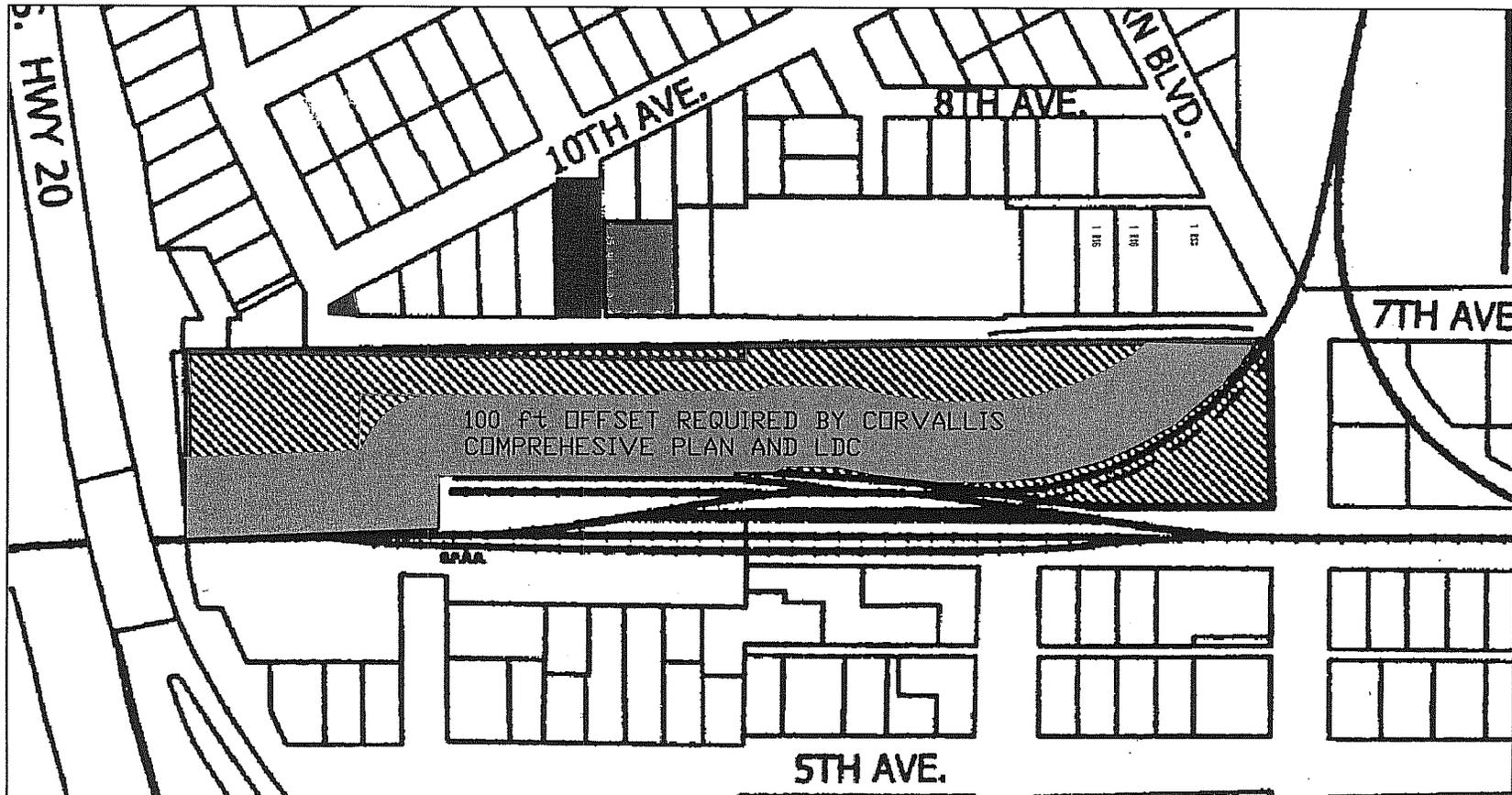
-
- Prev by Date: **[Fwd: <web>Jan 1, GT Letter to Editor on "Floods of Greed"]**
 - Next by Date: **Re: <web>January 7th Meeting**
 - Previous by thread: **[Fwd: <web>Jan 1, GT Letter to Editor on "Floods of Greed"]**
 - Next by thread: **[Fwd: <web>7th Street Station]**
 - Index(es):
 - **Date**
 - **Thread**

NON-CONFORMING NEIGHBORS:

(FROM) 11/10/2010 1171080 1-21

7th Street Station is a narrow strip of property next to a RR switching yard. The property was originally zoned General Industrial (GI), which required a 100' no-building buffer on the west side (i.e. along 7th St) to protect the existing neighborhood. IF the property had been rezoned residential RS-12, the Comprehensive Plan would have required a 100' buffer along the RR (east) side of the development (Comp. Plan 3.2.4). The owners, the Dickerhoofs, requested zoning with a Planned Development Overlay, PD(RS12), to get some flexibility about the 100' buffer requirement from an active RR yard. They also promised that: 1) 'D' Ave would be blocked, 2) 'E' Ave would have a restricted entrance, and 3) Western Blvd would be the MAIN automobile access (the front door).

The original Dickerhoof plan expired after 3 years, and a NEW Land Development Code LOOPHOLE requires the PD Overlay be removed (LDC 2.2.50, Ordinance 2004-41). The loophole would allow developers of properties with Planned Development Overlays to: 1) ignore any previous promises, obligations, and required conditions of approval, 2) ignore Corvallis Comprehensive Plan requirements, and 3) eliminate citizen input and Planning Commission/City Council review of the development plan. With this action, the 100' safety buffer between the active RR switching yard and new residential properties is also conveniently discarded. As a result we have NON-CONFORMING property. The RR property is now required by the LDC and the Comprehensive Plan to provide the 100' buffer. But an active switching station falls within the buffer, creating a non-conforming situation for the RR. In the future it will be impossible for the RR to develop the GI property for GI use because there is no room to provide the buffer on the RR property.



Holzworth, Carla

From: Webmaster
Date: Monday, January 07, 2008 8:33 AM
Subject: FW: <web>land use loopholes
Importance: Low

For your follow up

-----Original Message-----

From: Andy Luck [mailto:luckandy@peak.org]
Sent: Saturday, January 05, 2008 11:45 PM
To: Webmaster
Subject: <web>land use loopholes
Importance: Low

This is an enquiry e-mail via %s from: Andy Luck (luckandy@peak.org)

City Council members-

I am ashamed of our city council for bowing to the greedy and powerful developers who want to turn our quiet historic neighborhoods into prospecting grounds for poorly designed profit palaces like the "10th St. Terrace" at 10th and A and the potential 7th St. Station development being shoved through a loophole that should have never been created. As my neighbor Sam alluded to in his editorial about the incoming floods of greed, we need help with mending the weak spots that allow these floods to enter.

You are supposed to represent us and our neighborhoods' interests. Listen to the public and refer to the volumes of recent testimony that was actually allowed to be voiced out loud and not only through obscure electronic connections. Refer to the the violations of Land development codes and the blatant disregard for the City's own "Vision 2020" statements, as well as the parts of the comprehensive plan that speak of enhancing family neighborhoods and maintaining historic integrity and natural balance in our community.

As a long time resident of the wonderful Avery addition neighborhood, I implore you to take a stand for our community and not a bow to the profiteers. Please close the planned development overlay loophole. Corvallis remains a desirable community because of its reputation for sensible and sensitive planning and development. Please help uphold this reputation.

Sincerely, Andy Luck ,845 SW 10th St.

Holzworth, Carla

From: Webmaster
Date: Monday, January 07, 2008 8:34 AM
To: Holzworth, Carla
Subject: FW: <web>7th Street Station development
Importance: Low

For your follow up

-----Original Message-----

From: Abby Terris [mailto:abbydharma@gmail.com]
Sent: Saturday, January 05, 2008 10:57 AM
To: Webmaster
Subject: <web>7th Street Station development
Importance: Low

This is an enquiry e-mail via %s from: Abby Terris (abbydharma@gmail.com)

Please do not allow the Seventh St. Station development to go forward. It benefits the developers financially and seriously undermines the quality of local community life, as well as the integrity of our democratic system. How was the right to advocate for careful and integritous neighborhood dvelopment snatched from us so that we no longer can comment or object?

What is the bottom line - large monetary gains for at-a-distance profiteers who care not at all for quality of life and pull off their deals despite the wishes of the poeple directly effected? or the unquestionable value for the health and well-being of its citizens that comes with strong and cohesive neighborhoods and neighborhood input?

I am a long-time resident and homeowner in the Avery Addition and am appalled by the recent turn of events that cancels our right to determine how development in this neighborhood will manifest. The traffic, safety and esthetic impact of putting the developers in charge is outrageous. We will bear the costs for their profits and I object! I affirm my right to live in a strong and lovely neighborhood, advocated for by my elected representatives when need be. Please do not roll over. But speak out and work the system with a vigor that equals that of those who earn big bucks by doing so.

Thank you for your efforts,
Abby Terris

Louie, Kathy

From: sam [oregonsam@comcast.net]
nt: Saturday, January 05, 2008 10:14 AM
Ward 1
Subject: RE: <web>7th Street Station & Loophole GT "as I see it"

Hi Bill,
I have always believed that you understood this issue better than the others and were fighting for the City. BUT our neighborhood is about to be "flooded," and good intentions alone will not protect our neighborhood.

We need your help. Please do not allow this to happen.
Sam

-----Original Message-----

From: Bill York [mailto:ward1@council.ci.corvallis.or.us]
Sent: Saturday, January 05, 2008 8:34 AM
To: oregonsam@comcast.net
Cc: ward1-web-archive@council.ci.corvallis.or.us
Subject: Re: <web>7th Street Station & Loophole GT "as I see it"

Hi Sam,

I haven't given up on fixing this "loophole". As you may recall, I suggested a fix that would require Detailed Development Plans with all residential PDs. With a Detailed Development Plan in place, the PD can't be summarily removed. That has been added to the Planning Commission's work plan, but I couldn't get enough Council support to assign it a high priority.

τ will keep trying!

Regards,

Bill York
Councilor - Ward 1

>
> This is an enquiry e-mail via %s from: Sam Hoskinson
> (oregonsam@comcast.net)
> Fighting the Loophole
>
> Avery Addition Neighborhood is fighting for its very existence against
> a loophole (Ordinance 2004-41) in our Land
>
> Development Code (LDC). But we are fighting without a voice because
> public input won't be allowed during the so
>
> called "public" City Council hearing next Monday. Please read this
> letter, then contact your City Council
>
> representative (before Monday) to request that they protect our
> neighborhood from this loophole.
>
> City Council should quit listening to the advisors who recommended
> approving the loophole in the first place. Their
>
> current strategy of ignoring the loophole's damage and/or blaming it
> on a "STATE REQUIREMENT" allows the city to
>
> avoid accountability for their actions. But the Council DID have a choice.
> It was the citizens of Corvallis who were
>
> denied any input or choice about the loophole.

>
> The loophole's history - Ordinance 2004-41
>
> Beginning in 2001, developers frustrated the city by delaying, and
> appealing the new LDC in order to plant a
>
> profitable new "loophole" into the LDC. The loophole would allow
> developers of properties with Planned Development
>
> Overlays to: 1) ignore any previous promises, obligations, and
> required conditions of approval, 2) ignore Corvallis
>
> Comprehensive Plan requirements, and 3) eliminate citizen input and
> Planning Commission/City Council review of the
>
> development plan.
>
> The city resisted and won the first decision, but at the next appeal
> level the developers won and a state commission
>
> (LCDC) instructed the City to insert the loophole or appeal to
> judiciary review (a REAL court) within 60 days. The
>
> Corvallis City Council met in executive (secret) session after LCDC
> decision, but DID NOT APPEAL.
> The loophole was first applied to the property on 10th & "A." At that
> Planning Commission hearing (with no citizens
>
> attending) Planning Commissioner York said that he "believes that the
> State requirements have undermined the
>
> credibility of our entire land use process in this community. It is
> his hope that there will be more dialogue on
>
> this issue at a later time." He was right, but there was never any
> future public dialogue. When a public hearing
>
> finally occurred (months later when it was too late to appeal), the
> question was not how to fight the loophole.
>
> Instead, it was how to implement the new "STATE REQUIRED WORDING" into
> our LDC.
>
> Our city government has failed to protect our neighborhoods from this
> loophole, and given the serious damage caused
>
> and the enormous profits reaped by the developers, the citizens
> deserve to know exactly what happened! Who
>
> recommended this action? Are secret, executive sessions with no public
> input the proper way of making decisions of
>
> this magnitude?
>
> Additionally, we need to look closely at how has the city behaved
> after they inserted the loophole. They've had 4
>
> years to analyze the damage and implement emergency measures to
> protect our neighborhoods from the loophole. But
>
> they have not done so, and seem content to ignore the problem. Most
> citizens feel the city is supposed to protect
>
> neighborhoods from the "floods of greed" caused by developers pushing
> their problems onto surrounding neighbors to
>
> maximize profits.

>
> Obviously, the city has failed our neighborhood if the loophole is
> enforced and no additional protections are
>
> provided: I suggest that each reader visit the development on 10th &
> W, to see for themselves the kind of profitable
>
> abomination that can be built when you get to ignore city rules. Then,
> please help me inform the City Council that:
>
> 1) THERE IS A PROBLEM, 2) THE CITY ALLOWED IT TO HAPPEN, AND 3) THE
> CITIZENS ARE RELYING ON THEM TO FIX IT.
>

Louie, Kathy

From: Taylor Murray [tbmurray23@yahoo.com]
Date: Sunday, January 06, 2008 9:15 PM
Ward 1
Subject: [SPAM] <web>7th Street Station
Importance: Low

This is an enquiry e-mail via %s from: Taylor Murray (tbmurray23@yahoo.com) Dear Members of the City Council,

I feel that the changing of the Land Development Code to allow the removal of PD overlays was a failure by the Corvallis Planning Division and legal staff to provide thorough and equitable advice to you, the City Council. The expense of this change to citizens like us who live in Avery's Second Addition to the City of Corvallis is that we now no longer have a voice in how our neighborhood is developed.

While I do believe that the city attorneys could have argued the matter with LUBA to a more satisfactory outcome for us in Avery's Addition, I was also present at the City Council meeting in which the city's legal council made it clear that he didn't support council's decision to revert this property back to General Industrial. Now LUBA has remanded this to city council (ZDC07-00001) and you have decided not to hear citizen's input in this matter. I hope you will take a few minutes to read what we face in Avery's Second Addition if this development goes forward unchecked.

In the Conditions of Approval set forth by the City Council in which this subject property was originally rezoned, the city council ensured that Western Avenue would be the main entry and exit point into the subject property, and that 7th street (which has never in history been a functional street from the barricade just south of Cedar Crest Apartments) would be developed to allow traffic into this new development. The Conditions of Approval further asserted that "E" street would have some traffic mitigation measures, designed to discourage heavy traffic flow into the new development, but would be a linkage to 15th street and could provide emergency vehicle access and a second entry and exit into the development as required by law.

The removal of these Conditions of Approval will likely cause the developers to seek a cheaper and easier solution to providing ingress and egress into the property by using D and E streets. Using these routes would greatly increase traffic flow into Avery's Second Addition. Yet, as indicated by ORS 92.150, relating to the law of Dedication and Right of Way for public streets, a dedicated street can only be used for the purpose in which it was dedicated. If this is the case, and I believe that it is, then how could 7th street just become a horseshoe that connected D and E streets at the convenience of 7th Street Station LLC developers?

If you have made a site visit to this area you will have undoubtedly wondered how it would be possible to develop the site with the issue of where 7th street intersects with Western. Something you may have taken for granted is that the paved part of 7th street is actually about 20 feet off of where it should be, due to a few prior vacations (ORD 69.114; M16823 and ORD 71.84; M28960). So, the paved portion of 7th street that runs along Cedar Crest apartments should be 20 feet to the east of its current location. Keeping this in mind, the exit onto Western becomes even more complicated as it must cross at the same point that train tracks enter the property for the existing rail road switching yard.

Finally, I have a grave concern regarding the Development Division's use of Devco engineering as the final word in what is feasible from an engineering point of view in relation to the development of the 7th Street Station property. My concerns arise from two key points: 1) my yard has been surveyed twice by Devco with a 5 foot difference between the two surveys. 2) Because the owners of 7th Street Station LLC seem unconcerned with making appearances at any of the City Council meetings, Lyle Hutchens of Devco engineering seems to have been elected spokesman for them. To me it would be a blatant conflict of interest to allow Lyle to advise the Planning Division and city staff regarding what is feasible on this property from an engineering point of view. I believe that everything pertaining to the 7th street station site should be evaluated by an independent third party surveyor and engineering firm. I urge you as the City Council to require that this is done prior to any dev!

elopment taking place on the subject site.

I appreciate you taking the time to read about my concerns related to this seemingly impossible piece of property. I hope you will weigh and evaluate all that I have written about in future decisions related to its development. Please try to imagine the impacts of all of this on the residents of Avery's Second Addition and imagine a city composed entirely of rentals because of the lack of foresight of our City Planners. This does seem to be the course we are currently on.

Sincerely,

Taylor Murray
1027 SW 10th Street
Corvallis, OR 97333

Louie, Kathy

From: Matthew Bolduc [bolducmw@gmail.com]
To: Sunday, January 06, 2008 5:19 PM
Ward 1
Subject: <web>PLEASE READ PRIOR TO MONDAY THE 7TH'S EVENING HEARING
Importance: Low

This is an enquiry e-mail via %s from: Matthew Bolduc (bolducmw@gmail.com) Greetings Council Person Bill York and a happy new year to you.

I hope that you can, and will, read this email prior to tomorrow evening's hearing on the LUBA remand of the 7th St Station re-zone case (ZDC07-00001). It appears that Council has made up its mind on this issue, given that no new public input has been permitted, and so I will not provide any new input in this email related to the specific zone change decision (i.e., the decision to remove the planned development overlay from the property). The point of this email is to provide some ideas on how City Council can improve the compatibility of future development on this property - without the planned development overlay that was intended to provide compatibility with the surrounding neighborhoods.

(1) Close 'D' Ave at its interface with 7th St. This action would force a large development on the property to utilize the 7th and Western intersection, thus diminishing the cut-through traffic in Avery's Addition. There are a number of non-continuous streets in town, and this type of decision seems to be completely within the jurisdiction of City Council. Once the PD is removed from this property, there is nothing to prevent the use of 'D' and 'E' Aves as the two required access points to the site (i.e., there is no LDC requirement to use the intersection at 7th and Western). I have confirmed this statement in a conversation with Development Review Supervisor Keith Turner on May 1, 2007. Closing 'D' Ave at 7th St was a Condition of Approval from Council's decision to rezone the property (condition number 2 and 10 from Order 2003-116) and was seen as a compatibility factor by both the Planning Commission and City Council (refer to deliberations from ZDC03-00005). I be!

I believe this is the single strongest action that City Council can take to protect the Avery's Addition neighborhood from traffic and overflow parking that will be generated by the site.

(2) Force a LDC text change to amend the required number of parking spaces for 4 and 5 bedroom dwellings. I'm sure that you have seen concern of overflow parking occurring over and over again during land use hearings for infill sites. Unfortunately the city has put off addressing this issue due to lack of staff time; but a small code change could make a huge livability change in historic Corvallis, and now is the time for action. Parking is a huge issue in my neighborhood, as in many of the historic neighborhood of Corvallis. Many homes built at the beginning of the 20th century had no need for on-site parking, and the standard one-house-per-50x100-foot-lot rule ensured that adequate on-street parking was provided. The new push towards denser urbanization is understandable to conserve resources, but extremely large dwelling units should be required to provide their fair share of parking. I propose simply amending LDC Section 4.1.30.a.2(a) to require 3.5 spaces for a 4!

bedroom unit and 4.5 spaces for a 5 bedroom unit. This proposal simply follows the pattern for 1 to 3 bedroom units and extends it to 4 and 5 bedroom units. Additionally, some consideration needs to be given to single detached and single attached units, in very dense areas with minimal on-street parking, which are currently subject to a 2 parking space requirement. Obviously this is another weak portion of our LDC which developers can easily exploit - instead of building 5-bedroom "apartments", they can build 5-bedroom "single attached" units with lot-lines, thus reducing their parking requirements. I suggest that the per-bedroom criteria of LDC Section 4.1.30.a.2(a) be applied across the board.

A loophole was created and adopted years ago that essentially removed the Comprehensive Plan from the development criteria for the 7th Street Station property. The repercussions of the decision to adopt this loophole are now upon us. The planning process, which is supposed to balance the needs of existing neighborhoods and future development, has obviously failed the City in this case. Our neighborhoods no longer have a voice in how this large piece of infill property is developed. During the re-zone to PD(RS-12), compatibility, which is not provided by the LDC, was promised to be addressed by the PD overlay; that promise does not have to be removed with the overlay. I plead with you to push for discussion and emergency action at tomorrow's hearing regarding how Council can provide the promise of compatibility that was removed when this loophole language was adopted into the LDC. I truly hope that City Council can find the compassion and energy to undertake the suggest!

ions in this email, and any other actions that are within your bounds, to ensure the compatibility that was promised when this property was rezoned to PD(RS-12).

You have my sincere gratitude in advance for your consideration and action,

Matthew Bolduc
1020 SW 10th St
Corvallis, OR 97333

Louie, Kathy

From: Sam Hoskinson [oregonsam@comcast.net]
Date: Friday, January 04, 2008 12:25 PM
Subject: <web>7th Street Station & Loophole GT "as I see it"
Importance: Low

This is an enquiry e-mail via %s from: Sam Hoskinson (oregonsam@comcast.net) Fighting the Loophole

Avery Addition Neighborhood is fighting for its very existence against a loophole (Ordinance 2004-41) in our Land

Development Code (LDC). But we are fighting without a voice because public input won't be allowed during the so

called "public" City Council hearing next Monday. Please read this letter, then contact your City Council

representative (before Monday) to request that they protect our neighborhood from this loophole.

City Council should quit listening to the advisors who recommended approving the loophole in the first place. Their

current strategy of ignoring the loophole's damage and/or blaming it on a "STATE REQUIREMENT" allows the city to

avoid accountability for their actions. But the Council DID have a choice. It was the citizens of Corvallis who were

denied any input or choice about the loophole.

The loophole's history - Ordinance 2004-41

Beginning in 2001, developers frustrated the city by delaying, and appealing the new LDC in order to plant a

profitable new "loophole" into the LDC. The loophole would allow developers of properties with Planned Development

Overlays to: 1) ignore any previous promises, obligations, and required conditions of approval, 2) ignore Corvallis

Comprehensive Plan requirements, and 3) eliminate citizen input and Planning Commission/City Council review of the

development plan.

The city resisted and won the first decision, but at the next appeal level the developers won and a state commission

(LCDC) instructed the City to insert the loophole or appeal to judiciary review (a REAL court) within 60 days. The

Corvallis City Council met in executive (secret) session after LCDC decision, but DID NOT PEAL.

The loophole was first applied to the property on 10th & "A." At that Planning Commission hearing (with no citizens

attending) Planning Commissioner York said that he "believes that the State requirements have undermined the

credibility of our entire land use process in this community. It is his hope that there will be more dialogue on

this issue at a later time." He was right, but there was never any future public dialogue. When a public hearing

finally occurred (months later when it was too late to appeal), the question was not how to fight the loophole.

Instead, it was how to implement the new "STATE REQUIRED WORDING" into our LDC.

Our city government has failed to protect our neighborhoods from this loophole, and given the serious damage caused

and the enormous profits reaped by the developers, the citizens deserve to know exactly what happened! Who

recommended this action? Are secret, executive sessions with no public input the proper way of making decisions of

this magnitude?

Additionally, we need to look closely at how has the city behaved after they inserted the loophole. They've had 4

years to analyze the damage and implement emergency measures to protect our neighborhoods from the loophole. But

they have not done so, and seem content to ignore the problem. Most citizens feel the city is supposed to protect

neighborhoods from the "floods of greed" caused by developers pushing their problems onto surrounding neighbors to

maximize profits.

Obviously, the city has failed our neighborhood if the loophole is enforced and no additional protections are

provided. I suggest that each reader visit the development on 10th & A, to see for themselves the kind of profitable

abomination that can be built when you get to ignore city rules. Then, please help me inform the City Council that:

1) THERE IS A PROBLEM, 2) THE CITY ALLOWED IT TO HAPPEN, AND 3) THE CITIZENS ARE RELYING ON THEM TO FIX IT.

January 2, 2008

TO: Corvallis City Council; City Manager
FROM: George Grosch, Ward 3

RE: Councilor Request for Follow up re Corvallis Police Department.

It is my opinion that community perception surrounding the Corvallis Police Department is at an all time low in my tenure on the Council. It is also my opinion that public transparency of CPD is also at a low point despite continuing efforts by CPD to operate in a transparent matter.

Given these concerns I have the following questions:

- 1) What are the mechanisms currently in place for the City Council to provide policy oversight to CPD?
- 2) Are there specific written policies and procedures within CPD relating to "special enforcement points of emphasis" and / or "Zero Tolerance" policies such as DUI, Minor in Possession, or Open Container laws or any other area of enforcement such as traffic infractions, theft, etc.?

If yes to #2 what are the specific policies and who establishes and reviews these policies?
If no to #2 how are enforcement policies/priorities determined within CPD?

I have been told on several occasions by City staff and heard CPD spokespersons publicly say that it is not the policy of CPD to engage in "pretext stops" of people in Corvallis. In a newspaper article in the Corvallis Gazette Times dated December 16th 2007 it is reported that at least one officer has been offered specific training to "...ensure a sound basis for the stop for a good violation of the law."

This sounds to me like training in "pretext stops". According to the article cited above this type of stop is considered legal by the US Supreme Court. I see it as one tool in a tool box for police to use. My questions around this are as follows:

- 3) Is it the policy of CPD to use "pretext stops" for minor traffic infractions to seek citations or arrests for other more serious violations?
- 4) Under what circumstances is it appropriate to use a "pretext stop" as an enforcement tool?
- 5) Are there currently policies and procedures in place for the use of this tool? What are they and do they ever get Council or public review?
- 6) How as a City Council do we assure the public that the policies and procedures of the police department are consistent with City Council intent and with public values?

Thank you all for taking the time to answer these questions. I suspect that once I have a reply it will cause me to ask further clarifying questions.

It is also my opinion that the Officers and Staff of CPD are highly trained and dedicated public servants who are asked to do a difficult job in trying conditions. I have every confidence in their ability and qualifications to do the job in a professional manner. I also have confidence that CPD is committed to complete transparency in its operations and in how it carries out its responsibilities.

If you need further clarification regarding my questions please feel free to give me a call.