

**URBAN SERVICES COMMITTEE
MINUTES
December 20, 2007**

Present

David Hamby, Chair
Patricia Daniels
George Grosch

Visitors

Bob Wilson

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

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 Manger 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.

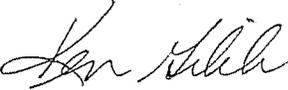
Mr. Rogers explained that the NTCP has existed for approximately ten years but has not been governed by policy or legislation. The Program was established after the Transportation System Plan was adopted, which accounts for the lengthy "purpose" explanation. NTCP guidelines have been given to all neighborhoods 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.

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.



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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

¹L:\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.