



**CORVALLIS
CITY COUNCIL AGENDA**

**May 16, 2011
12:00 pm ONLY**

**Downtown Fire Station
400 NW Harrison Boulevard**

COUNCIL ACTION

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. CONSENT AGENDA [direction]

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 – May 2, 2011
 - 2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Committee for Citizen Involvement – March 3 and April 7, 2011
 - b. Corvallis-Benton County Public Library Board – April 6, 2011
 - c. Downtown Commission – April 13, 2011
 - d. Economic Development Commission – April 25, 2011
 - e. Historic Resources Commission – April 12, 2011
 - f. Housing and Community Development Commission – April 20, 2011
- B. Confirmation of Appointment to Parks, Natural Areas, and Recreation Board (Vomocil)
- C. Announcement of Appointment to Arts and Culture Commission (Calhoun)
- D. Schedule public hearings for June 6, 2011, to consider State Revenue Sharing Funds for Fiscal Year 2011-2012 and a Fiscal Year 2011-2012 budget
- E. Approval of an application for a "Limited On-Premises Sales" liquor license for George Kokolakis and Keith A. Barnes, owners of DAS Maschine Entertainment, LLC, and dba Ground Zero, 126 SW Fourth Street (New Outlet)

- F. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(d) (status of labor negotiations)

III. ITEMS REMOVED FROM CONSENT AGENDA

IV. UNFINISHED BUSINESS

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. Proclamation of Enhancing Community Livability – Kiwanis Club 65th Anniversary – May 16, 2011 (immediately after Consent Agenda)
2. Proclamation of National Police Week – May 15-21, 2011
3. Proclamation of Public Works Week – May 15-21, 2011
4. Proclamation of Get There Another Way Week – May 23-27, 2011
5. Proclamation of Building Safety Month – May 2011

B. Council Reports

C. Staff Reports [information]

1. City Manager's Report – April 2011
2. City Manager recruitment status report
3. Economic Development Commission's recommendations

VI. VISITORS' PROPOSITIONS – 12:30 pm (*Note that Visitors' Propositions will continue following any scheduled public hearings, if necessary and if any are scheduled*) [citizen input]

VII. PUBLIC HEARINGS – None.

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

A. Human Services Committee – May 3, 2011

1. Liquor License Annual Renewals [direction]
2. Council Policy Review: CP 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library" [direction]
3. Council Policy Review: CP 95-4.08, "Code of Conduct on Library Premises" [direction]

ACTION: An ordinance relating to smoking, amending Corvallis Municipal Code Chapter 5.03, "Offenses," as amended, **to be read by the City Attorney** [direction]

B. Administrative Services Committee – May 4, 2011

1. Council Policy Review: CP 95-4.10, "Public Library Gifts and Donations Policy" [direction]

- C. Urban Services Committee – May 5,2011
 - 1. ODOT/Corvallis Crossing Interim Project [direction]
 - 2. Airport Base Lease Rate Adjustment [postponed]

- D. Other Related Matters
 - 1. *A resolution relating to the Fleet Fund, and adopting a Supplemental Budget, to be read by the City Attorney* [direction]
 - 2. *A resolution transferring appropriations within the Wastewater Fund from Wastewater Fund Operating to Non-Operating for debt services, to be read by the City Attorney* [direction]
 - 3. *A resolution transferring appropriations within the Administrative Services Fund from Contingencies to the City Manager's Office for operating expenditures, to be read by the City Attorney* [direction]
 - 4. *A resolution accepting a grant from Benton County (\$5,250) for Enforcing Underage Drinking Laws - Corvallis Police Department Bike Patrol, to be read by the City Attorney* [direction]
 - 5. *A resolution accepting a grant from Oregon Department of Transportation Rail Division (\$59,261) for Corvallis Airport Industrial Park Rail Spur Track Renovation, Project No. 151277, to be read by the City Attorney* [direction]

X. NEW BUSINESS

- A. Keith E. Billings Award presentation by Access Benton County (immediately after Consent Agenda)

XI. ADJOURNMENT

For the hearing impaired, a sign language interpreter can be provided with 48 hours' notice prior to the meeting. Please call 541-766-6901 or the Oregon Communications Relay Service at 7-1-1 to arrange for TTY services.

A LARGE PRINT AGENDA CAN BE AVAILABLE BY CALLING 541-766-6901

A Community That Honors Diversity



CITY OF CORVALLIS
ACTIVITY CALENDAR

MAY 16 - JUNE 4, 2011

MONDAY, MAY 16

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

TUESDAY, MAY 17

- ▶ Human Services Committee - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Ward 6 meeting (Councilor Joel Hirsch) - 7:00 pm - Osborn Aquatic Center, 1940 NW Highland Drive

WEDNESDAY, MAY 18

- ▶ City Legislative Committee - 7:30 am - Cornell Meeting Room, 2300 NW Walnut Boulevard
- ▶ Administrative Services Committee - 4:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Watershed Management Advisory Commission - 5:30 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

THURSDAY, MAY 19

- ▶ Urban Services Committee - 5:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Parks, Natural Areas, and Recreation Board - 6:30 pm - Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- ▶ Budget Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

SATURDAY, MAY 21

- ▶ Government Comment Corner (Councilor Biff Traber) - 10:00 am - Library Lobby, 645 NW Monroe Avenue

MONDAY, MAY 23

- ▶ Airport Industrial Park Planning Committee - 4:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard

TUESDAY, APRIL 24, 2011

- ▶ Commission for Martin Luther King, Jr. - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

THURSDAY, MAY 26

- ▶ Arts and Culture Commission - 5:30 pm - Parks and Recreation Conference Room, 500 SW Madison Avenue

SATURDAY, MAY 28

- ▶ No Government Comment Corner

MONDAY, MAY 30

- ▶ City Holiday - all offices closed

WEDNESDAY, JUNE 1

- ▶ No Planning Commission
- ▶ Corvallis-Benton County Public Library Board - 7:30 pm - Library Board Room, 645 NW Monroe Avenue

THURSDAY, JUNE 2

- ▶ Committee for Citizen Involvement - 7:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

FRIDAY, JUNE 3

- ▶ Bicycle and Pedestrian Advisory Commission - 7:00 am - Madison Avenue Meeting Room, 500 SW Madison Avenue

SATURDAY, JUNE 4

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

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES
May 2, 2011**

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Consent Agenda Pages 189-190			
Mayor Reports 1. Peace Corps 50th Anniversary - May 11, 2011 2. National Historic Preservation Month - May 2011 3. Drinking Water Week - May 1-7, 2011 4. Older Americans Month - May 2011 5. Public Service Recognition Week - May 2-6, 2011 6. Beta Sigma Phi Day - April 30, 2011 Page 190, 192	Yes Yes Yes		<ul style="list-style-type: none"> • Proclaimed • Proclaimed • Proclaimed
Unfinished Business 1. Legislative Committee-April 20, 2011 2. Brooklane Heights Findings and Order 3. EDC EZ expansion recommendation Pages 190-192			<ul style="list-style-type: none"> • Supported concept of HB 2865 <u>passed U</u> • Adopted <u>passed 7-1</u>; 1 abstention • Revisit in future <u>passed U</u>
Visitors' Propositions 1. CSC Natural Areas Action Team 2. United Way allocations process (Schroff, Wershow) Pages 192-193	Yes Yes		
Council Reports 1. Budget letter to the editor (Traber) 2. Parking strip planting (Traber) 3. Wind storm clean-up (Hogg) 4. GCC discussions (Hervey) 5. Natural Disaster designation (Hervey) 6. CM recruitment consultant (Hervey) 7. GCC coverage (Raymond) 8. Volunteer recognition (Raymond) 9. Spring Garden Festival (Raymond) 10. Sister Cities Week (Raymond) 11. ACC networking event (Hirsch) Page 194	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes		
Staff Reports 1. Cable franchise renewal process 2. CRFR - April 28, 2011 3. Police Chief retirement 4. CM recruitment status report 5. Interim CM selection Pages 194-196	Yes Yes Yes Yes Yes		

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
ASC Meeting of April 20, 2011 1. da Vinci Days annual report Page 196			<ul style="list-style-type: none"> Accepted report, deferred loan <u>passed U</u>
USC Meeting of April 21, 2011 1. NW 9th Street Bicycle Lanes 2. EECBG program update Pages 196-198		To USC	<ul style="list-style-type: none"> Approved <u>passed 7-2</u>
Other Related Matters 1. Stormwater retrofit ODOT grant Page 198			<ul style="list-style-type: none"> RESOLUTION 2011-10 <u>passed U</u>
New Business 1. Initiate LDC Text Amendment Page 199			<ul style="list-style-type: none"> Initiated <u>passed 8-1</u>
Executive Session 1. CPOA labor negotiations update 2. AFSCME labor negotiations update Page 200	Yes Yes		

Glossary of Terms

ACC	Arts and Culture Commission
AFSCME	American Federation of State, County, and Municipal Employees
CM	City Manager
CPOA	Corvallis Police Officers Association
CRFR	Council Requests Follow-up Report
CSC	Corvallis Sustainability Coalition
EDC	Economic Development Commission
EECBG	Energy Efficiency and Conservation Block Grant
EZ	Enterprise Zone
GCC	Government Comment Corner
HB	House Bill
LDC	Land Development Code
ODOT	Oregon Department of Transportation
U	Unanimous
USC	Urban Services Committee

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES**

May 2, 2011

The regular meeting of the City Council of the City of Corvallis, Oregon, was called to order at 12:01 pm on May 2, 2011 in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Manning presiding.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

PRESENT: Mayor Manning, Councilors O'Brien, Raymond, Hirsch, Hervey, Beilstein, Hogg, Brown (12:04 pm), Traber, Brauner

Mayor Manning directed Councilors' attention to items at their places, including an invitation to the Helen M. Berg Plaza dedication (Attachment A), a memorandum from Visit Corvallis related to festival financial support (Attachment B), and a brochure of Historic Preservation Month activities.

II. CONSENT AGENDA

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

- A. Reading of Minutes
 - 1. City Council Meeting – April 18, 2011
 - 2. City Council Work Session – April 20, 2011
 - 3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Economic Development Commission – April 11, 2011
 - b. Planning Commission – March 16, 2011
 - c. Watershed Management Advisory Commission – March 16, 2011
- B. Confirmation of Appointments to Boards, Commissions, and Committees (Bicycle and Pedestrian Advisory Commission - Borradaile; Committee for Citizen Involvement - Parker)
- C. Announcement of Appointment to Parks, Natural Areas, and Recreation Board (Vomocil)
- D. Approval of an application for a "Full On-Premises Sales" liquor license for Richard Satnick and John Huyck, owners of Laughing Planet Café, LLC, dba Laughing Planet Café, 127 NW Second Street (New Outlet)
- E. Approval of an application for a "Full On-Premises Sales" liquor license for Samuel E. Bell, Scarlett May, and Marguerite Naman Duffy, President and Vice Presidents of RT Portland Franchise, LLC, dba Ruby Tuesday, 1845 NW Ninth Street (Change of Ownership)

- F. 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.

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. Proclamation of Enhancing Community Livability – Peace Corps 50th Anniversary – May 11, 2011

Mayor Manning acknowledged the returning Peace Corps volunteers in the audience.

(Councilor Brown arrived at this time.)

Mayor Manning and returning Peace Corps volunteer Councilor Hervey read the proclamation.

Oregon State University Peace Corps representative Busick thanked the Mayor and Council for honoring the Peace Corps. She noted that a local celebration will be held on May 11 at the Old World Deli.

2. Proclamation of National Historic Preservation Month – May 2011

Mayor Manning read the proclamation. Local historic preservation advocate Beierle thanked the Mayor and Council for the recognition and encouraged participation in the many activities scheduled during the month.

IV. UNFINISHED BUSINESS

A. City Legislative Committee – April 20, 2011

City Manager Nelson said the Committee focused on House Bill 2865 related to an integrated network of trails interrupted by private property. The Committee supported the concept of the Bill, but subsequently learned it only applies to cities of 500,000.

Mr. Nelson said the Committee also discussed a proposed Bill amending how lottery revenue is spent related to parks and natural resources. After the meeting, staff learned that other than a hearing, no further action by the legislature is scheduled.

Regarding House Bill 2865, Councilor Brauner said the Committee's motion was to support the concept. The concept to extend trails could be applicable, even if the current Bill is not directly related to Corvallis.

Councilors Brauner and Hirsch, respectively, moved and seconded to support the concept illustrated in House Bill 2865.

Councilor Hirsch noted that he would support anything encouraging the use of resources for hiking and walking.

The motion passed unanimously.

- B. Adoption of Findings of Fact and Order relating to the Brooklane Heights Conceptual and Detailed Development Plan and Tentative Subdivision Plat (PLD06-00018, SUB06-00006 – Brooklane Heights) storm water design

Councilors Brauner and O'Brien, moved and seconded to adopt the Formal Findings, proposed stormwater plans, and associated grading plans for the Brooklane Heights Conceptual and Detailed Development Plan, and the Tentative Subdivision Plat (PLD06-00018, SUB06-00006), including Conditions of Approval as amended.

Councilor Beilstein said the property is difficult to develop and requires many conditions and steps to implement water, mass and individual lot grading, while retaining natural features. The developers worked closely with staff to address concerns and comply with hillside development. It has been a good faith effort to develop the property while preserving livability and natural features, and it will provide additional housing near Oregon State University (OSU).

Councilor Hirsch recused himself since he did not participate in the hearing or deliberations.

Councilor Raymond said the process has preserved many natural areas and habitat, and she looks forward to reviewing future development on this property. She thanked staff for their hard work and noted that she will listen more carefully to the Planning Commission in the future.

The motion passed seven to one with Councilor Hogg opposing and Councilor Hirsch abstaining.

Mayor Manning announced that any participant not satisfied with Council's decision may appeal to the State Land Use Board of Appeals within 21 days of the date of Council's decision.

- C. Economic Development Commission recommendation on Enterprise Zone expansion

Community Development Director Gibb reported that the Commission reviewed all related Enterprise Zone documents and recommended not making an expansion a priority at this time.

Councilors Beilstein and Traber, respectively, moved and seconded to revisit an Enterprise Zone expansion in the future.

Councilor Brauner noted that, in the past, he advocated for expanding the Enterprise Zone to all industrial zoned properties. Based on the thorough review and recommendation by the Economic Development Commission, he will support the motion.

The motion passed unanimously.

V. MAYOR, COUNCIL, AND STAFF REPORTS – continued

A. Mayor's Reports – continued

4. Proclamation of Drinking Water Week – May 1-7, 2011

Mayor Manning read the proclamation.

Public Works Director Rogers thanked the Mayor and Council. He encouraged Council and the audience to review the City's 2011-2012 Water Quality Report recently released. He noted that Corvallis was recently awarded with the region's Best Tasting Water by the American Water Works Association. The City previously won this award in 2008.

In response to Councilor Beilstein's inquiry, Mr. Rogers said the Eugene Water and Electric Board won the Best Tasting Water award in 2009 and Sweet Home won in 2010.

Councilor Hirsch noted that the proclamation should state that the water is safe and "delicious."

3. Proclamation of Older Americans Month – May 2011

Mayor Manning referenced the proclamation included in the meeting materials.

5. Proclamation of Public Service Recognition Week – May 2-6, 2011

Mayor Manning announced that she will read this proclamation during the annual employee recognition event later in the week.

6. Proclamation of Enhancing Community Livability – Beta Sigma Phi Day – April 30, 2011

Mayor Manning reported that she read this proclamation on April 30.

VI. VISITORS' PROPOSITIONS

A. Corvallis Sustainability Coalition update

Vince Adams, Corvallis Sustainability Coalition Natural Areas Action Team, said the Team's vision is to treasure, protect, and expand natural features. The Team was tasked with establishing a network and Web presence for community natural areas conservation

activities and volunteer opportunities. Research quickly identified a similar Web site that already exists. The previous LB Vision Web site has been replaced with a site developed in partnership between the Community Services Consortium and Hands On Network: www.handsonlinnbenton.org. The Natural Areas Action Team will work with the Consortium to help notify the public about the Web site.

Mr. Adams announced the second annual Natural Areas Celebration Week, scheduled for May 6-15. The event includes hikes, walks, and guided tours at Beazell Memorial Forest, Hoover School, Finley National Wildlife Refuge, Chintimini Wildlife Rehabilitation Center, and Tyee Wine Cellars.

In response to Councilor Hervey's inquiry, Mr. Adams said he works for the OSU Extension Service managing a database serving all Oregon communities. Although his education is in biology, he works with community demographics.

Mr. Adams confirmed that the Beazell Memorial Forest meeting room barn will be open for a short time during the celebration week. The schedule of events is listed on the Sustainability Coalition's Web site.

Rick Schroff, Furniture Share board member, referred to an e-mail he previously sent to Council President O'Brien and Mayor Manning. As Council liaison, Councilor Raymond attended the April 27 United Way Allocations Committee meeting that was closed to the public and allocation applicants. Council Policy 94-2.08 states that the liaison is to be advisory in matters of legislative process and City policy. He opined that Councilor Raymond created a conflict of interest by specifically advocating for the Corvallis Homeless Shelter Coalition. No other applicant had an equal opportunity to have someone from outside of the evaluation process advocate for their application. Using her position to have access and influence over proceedings has created an appearance of impropriety. United Way Allocation Committee members informed Mr. Schroff of Councilor Raymond's advocacy and said they were uncomfortable with her intrusion into the process. Mr. Schroff said the allocations process is difficult for the volunteer committee members because of the 4:1 ratio of requests for available funds. Some applicants will not receive any funding and some will receive only a fraction of their needs. He believes it is grossly unfair to all applicants if one applicant receives full funding due to an intervention by a Council liaison. It appears to be necessary for Council to revisit their policy to ensure this appearance of impropriety does not happen again.

Stewart Wershow stated that when he served on the Council, a liaison appointment was instituted for the United Way Allocations Committee to provide direction and advice. It is appropriate for a Council liaison to inform the individuals doing the work where Council stands as a body. It is frustrating for committees to accomplish work only to have Council reject their recommendation.

V. MAYOR, COUNCIL, AND STAFF REPORTS – continued

B. Council Reports

Councilor Traber thanked Councilor O'Brien for his recent letter to the editor regarding the City's budget.

Councilor Traber noted that he received a constituent complaint related to planting in parking strips. A resident had planted trees in the parking strip and the City recently pruned the trees without notifying the resident of the work. The resident was not aware that the parking strip was public right-of-way. Councilor Traber reminded citizens that adjacent property owners need a permit to plant and/or prune a tree in the parking strip. In the past, the adjacent property owners were required to maintain parking strip trees. The new Urban Forest Maintenance Fee places that financial responsibility onto the City. The property owners are to be notified 72 hours in advance of pruning or other maintenance via door hanger information. In this specific case, the property owner said they were not notified. Councilor Traber suggested that staff be more proactive by engaging in dialogue with homeowners.

Councilor Hogg said the recent windstorm blew down several trees in his Ward. He thanked staff for the quick, efficient, and professional response. Areas were quickly made safe and secure with minimal disturbance to personal property.

Councilor Hervey reported that he moved last week's Government Comment Corner next to Saturday Market due to the Library's designation as a polling location. Topics of discussion included food carts, homeless families, and support for a volunteer group overseeing pest management control. He noted that according to the *New York Times*, Corvallis has the lowest natural disaster risk in the Nation. Councilor Hervey added that he received many positive comments about the consultant hired for the City Manager recruitment process.

Councilor Raymond announced that she will host Government Comment Corner next Saturday. She thanked the many volunteers of the City and Corvallis Sustainability Coalition and noted that the Spring Garden Festival was very successful. She added that Sister Cities Week will be celebrated later this month.

Councilor Hirsch reported that the Arts and Culture Commission will host an "*Arts and Culture Shock*" networking event on June 6. The purpose of the event is to bring cultural leaders together to communicate the goals of the Commission and learn the needs of other community organizations. Additional details will be shared at a later date.

C. Staff Reports

City Manager Nelson thanked Councilors Traber and Hogg for their staff commendations. He said tree trimming falls within the Urban Forest Program administered by the Parks and Recreation Department. Public Works Department staff were responsible for the windstorm tree clean-up.

Councilor Traber acknowledged that Parks and Recreation Director Emery helped him through the constituent complaint about street tree pruning. Mr. Nelson added that Ms. Emery, Assistant Parks and Recreation Director Deghetto, and Urban Forester Merja all do a good job dealing with the public and citizen complaints.

2. Cable franchise renewal process

Mr. Nelson said the staff report identifies a renewal process that includes outreach and negotiations. Franchise renewals generally occur every 10 years. For property tax supported funds, use of the public right-of-way and what users pay for items such as cable television, is the second largest general property tax supported revenue available for Police, Fire, Parks, and Library-type supported services.

Councilor Hirsch said part of the process is to check with other municipalities that have similar services. He inquired how the City can ensure the correct amount of revenue is being collected from this franchise.

Mr. Nelson explained that sub-organizations of the League of Oregon Cities deal with local cable providers and best practices have been developed. In the past, cities have joined resources to conduct audits.

1. Council Request Follow-up Report – April 28, 2011

Mr. Nelson said the report responds to inquiries about opening the downtown transit mall public restroom and feedback about door-to-door solicitation.

Mr. Nelson announced Police Chief Boldizsar's retirement as of June 30. He said it has been a pleasure to work with Chief Boldizsar and noted that most individuals do not understand the glue the Chief has provided for the Corvallis Police Department and City organization. The Chief always sees the big picture and works for transparency. Chief Boldizsar has agreed to stay on in a casual basis through the Spring of 2012 as Council works through the City Manager hiring and to provide the new City Manager time to learn about the Police Department and initiate a recruitment.

3. City Manager recruitment status report

Assistant City Manager Volmert reported that draft profile language will be forwarded to Council via e-mail by the end of the week. Comments will be sent back to the consultant to finalize the brochure. The next phase will be to advertise the position.

Councilor Hirsch requested that the consultant be notified of Chief Boldizsar's retirement plans.

Councilor Brauner said Council Leadership has discussed a process to select an interim City Manager and will meet with Department Directors and staff to initiate discussions about utilizing an in-house interim City Manager or bring in someone from outside of the organization. Council Leadership anticipates forwarding a

recommendation during the May 16 Council meeting. Assuming the decision is to hire from within the organization, applications will be requested and Council Leadership will conduct interviews. If the decision is to hire someone from outside of the organization, a recruitment process will be initiated.

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

- A. Human Services Committee – None.
- B. Administrative Services Committee – April 20, 2011
 - 1. da Vinci Days Loan Agreement Status Annual Report

Councilors Hirsch and O'Brien, respectively, moved and seconded to accept the 2010 da Vinci Days annual report and defer the 2010 bridge loan payment.

Councilor O'Brien said the meeting minutes noted concern about whether the festival can secure marketing support from Visit Corvallis. He referred to the memorandum from Visit Corvallis (Attachment B) that confirms an agreement of in-kind marketing support for da Vinci Days and Fall Festival totaling \$17,000. He commended Visit Corvallis and the festival directors for this cooperative agreement to share tourism/marketing expenses.

The motion passed unanimously.

- C. Urban Services Committee – April 21, 2011
 - 1. NW Ninth Street Bicycle Lanes

Councilor Brauner noted that State law requires the installation of bicycle lanes on construction or reconstruction of any collector or arterial street. The reconstruction project on 9th Street between SW Monroe and Jefferson Avenues will require the loss of parking spaces along the east side of 9th Street to install bicycle lanes. When Council approved a parking district for that area, the imminent loss of parking spaces was known and discussed at that time. The Urban Services Committee (USC) recommendation was not unanimous.

Councilors Brauner and Traber, respectively, moved and seconded to approve the inclusion of a bicycle lane during the reconstruction of SW 9th Street between SW Monroe and Jefferson Avenues, as recommended.

Councilor Hogg said a number of constituents in his Ward have expressed concern over the permanent loss of two blocks of parking due to this project. The State law requiring bicycle lanes was passed in 1971 and requires the inclusion of facilities for bicyclists whenever a major road is built or rebuilt. The few exceptions allowed do not apply in this situation. Even good laws can have unanticipated consequences. This is a neighborhood with limited parking that continues to

worsen as the OSU population expands. Councilor Hogg opined that it is a mistake to lose two blocks of parking when one of Council's goals is to address the lack of parking in neighborhoods adjacent to OSU. He will oppose the motion in support of his constituents who will lose parking in front of their homes, and to raise awareness of this issue for future road projects in this neighborhood. He noted that the majority of residents in this neighborhood are homeowners and not renters. He understands a favorable vote by others and acknowledged that the Madison Avenue Task Force is impressed with the project and integration with their future plans. Public Works has done an exceptional job designing this project and he would support the motion if it did not eliminate two blocks of parking. Perhaps in the future, State representatives will fine-tune State law to allow cities the flexibility to address local concerns. In the meantime, he expressed hope that future road projects will consider parking concerns of the homeowners living in the related neighborhood.

The motion passed seven to two with Councilors Hogg and Brown opposing.

2. Energy Efficiency and Conservation Block Grant (EECBG) Program Update

Councilor Brauner said the Department of Energy (DOE) requires the City to provide a revised plan for spending the American Recovery and Reinvestment Act (ARRA) funds. The Urban Services Committee devised a plan based on staff recommendations. Subsequently, the DOE requested the plan be revised and they extended the response date to provide more time for Council approval.

Councilors Brauner and Hervey, respectively, moved and seconded to refer this issue back to the Urban Services Committee for further review.

Councilor Raymond asked for clarification on allowing weatherization loans to replace windows and doors for greater energy efficiency.

Housing Division Manager Weiss said the program was designed to allow the investment of funds as quickly as possible. Items that require historic reviews, such as doors and windows in older homes (50 plus years) were excluded. An agreement with the State Historic Preservation Office identifies items that can be accomplished without review, such as most interior items and exterior space insulation. It would be unusual to make energy efficiency improvements and window/door replacements within the \$10,000 limit. The City has a loan program available through the Essential Repair and Neighborhood Improvement Program for lower-income homeowners that allows for window and door replacement.

Councilor Raymond requested the City revisit the decision for properties less than 50 years of age to determine if windows and doors can be added since the money needs to be spent in a timely manner.

Mr. Nelson said Council had a lengthy discussion and broad-based recommendation process that included a Council and citizen committee to determine how to use the EECBG funds. He suggested USC discuss Councilor Raymond's concerns during

their review process. He added that the City is under a significant time constraint to spend the funds so DOE can report on the success of the program. He doubted there would be time to create additional rules for an existing or new program.

Mr. Weiss added that the City recently received three applications for these funds and the momentum is building within the community.

Councilor Beilstein requested clarification on the expanded time line DOE has allowed. There has been an increase in activity for revolving loan fund applicants and 19 advocates recently received retraining to work with homeowners. It is not unusual for a program like this to take time to get established and typically requires years to gain momentum. The revolving loan fund is one of the most important aspects of the EECBG program and needs to be well promoted to have a good chance of success before deciding to withdraw the funding.

Councilor Brauner said USC shares the same concerns. The original recommendation assumed that some amendments needed to be made now with another review in the future. The City should expect to report on a revised plan by June 2011.

Councilor Hervey said USC also discussed at length being compliant and ensuring DOE understands the City is a reliable partner in order to acquire future grant monies. He expressed concern that staff be comfortable with the new time line.

Mr. Nelson confirmed that staff is comfortable with the direction from DOE. The City must account for all unspent EECBG funds and spend those funds with completed projects by September 2012. There is not enough time available for the development of new rules or projects.

The motion passed unanimously.

D. Other Related Matters

1. Mr. Fewel read a resolution accepting a grant from the Oregon Department of Transportation in the amount of \$124,600 for stormwater retrofit implementation for 4th Street, and authorizing the City Manager to sign the intergovernmental agreement.

Councilors O'Brien and Raymond, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2011-10 passed unanimously.

X. NEW BUSINESS

A. Initiation of a Land Development Code Text Amendment (LDT11-00001 – Downtown area)

Community Development Director Gibb said, in 2006 the Downtown Corvallis Association's (DCA) Strategic Planning Committee identified potential text amendments for the Land Development Code (LDC). These amendments were reaffirmed with Council last month during the review of the Planning Division Work Plan. The amendments are related to parking incentives, weather protection, building height, windows, and portable signs. Staff anticipates moving forward with a Planning Commission hearing in late spring and recommendation to Council in the summer.

Councilor Raymond asked for clarification about the structured parking construction incentive and providing below-grade and multi-level parking garages. The trade-off is counter-intuitive and would not provide additional parking spaces needed downtown.

Mr. Gibb said he recalls that the incentive was to promote structured and more dense parking with multi-use parking structures. Council will have more opportunity to review the rationale as it moves through the process. The request was forwarded by the DCA's Strategic Planning Committee.

Mr. Gibb clarified that the next step is for staff to develop specific language based on the DCA recommendation and review it during a public workshop. This will be followed by a Planning Commission hearing and recommendation to Council. Another public hearing will be held at the Council level.

Councilor Raymond requested a reconsideration of the parking incentive as it appears to be less desirable to have a parking structure limiting the number of parking spaces. The incentive should provide for additional parking.

Mr. Gibb said structured parking is more expensive than surface parking. This would be an incentive to provide structured parking. The request is not to endorse specific text amendments, only to move forward with the text amendment process.

Councilor O'Brien said the Strategic Planning Committee worked very hard on this revision. Many meetings were held and ideas were discussed with City staff.

Councilors O'Brien and Hervey, respectively, moved and seconded to initiate a Land Development Code text amendment to address the Downtown Commission's recommended Code changes affecting the downtown area.

The motion passed eight to one with Councilor Raymond opposing.

Mayor Manning read a statement, based upon changes in Oregon laws regarding executive sessions. The statement indicated that only representatives of the news media, designated staff, and other Council-designated persons were allowed to attend the executive session. News media representatives were directed not to report on any executive session discussions, except to state the general subject of the discussion, as previously announced. No decisions would be made during the executive session. She reminded Council

members and staff that the confidential executive session discussions belong to the Council as a body and should only be disclosed if the Council, as a body, approves disclosure. She suggested that any Council or staff member who may not be able to maintain the Council's confidences should leave the meeting room.

The Council entered executive session at 1:27 pm.

Mr. Nelson left the meeting at 1:28 pm and returned to the meeting at 1:30 pm.

Deputy City Attorney Brewer, Housing Specialist Loewen, Mr. Weiss, and Mr. Gibb briefed Council about pending litigation related to the Rental Housing Program fees.

Messrs. Brewer, Loewen, Weiss, Gibb, and Finance Director Brewer left the meeting at 1:48 pm.

Assistant City Manager Volmert briefed Council on labor negotiations with the American Federation of State, County, and Municipal Employees and the Corvallis Police Officers Association.

XI. ADJOURNMENT

The meeting adjourned at 2:10 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

An invitation to the
Helen M. Berg
Plaza Dedication



Saturday, May 14, 2011
3:00 p.m.



Riverfront Commemorative Park
1st Street and Jackson Avenue

Dedication at 3:30 p.m. - Unveiling at 4:00 p.m. - Light refreshments provided

VISIT CORVALLIS

May 2, 2011

Mayor Julie Manning
Members of Corvallis City Council
P.O. box 1083
Corvallis, OR 97339-1083

Re: Corvallis Fall Festival / DaVinci Days

Good afternoon to all:

Visit Corvallis is pleased to report we have reached agreement to provide cooperative advertising and marketing support for the Corvallis Fall Festival and DaVinci Days. This agreement was reached after lengthy conversations between Curtis Wright of Visit Corvallis, Brenda VanDevelder, Executive Director of DaVinci Days and Cynthia Spencer of Fall Festival and is perceived to be a pleasing solution to all parties.

A summary of the arrangement is as follows:

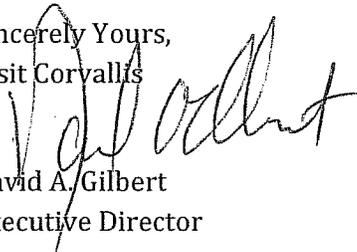
Corvallis Fall Festival: \$7,000 in cooperative advertising and marketing to be used in 2011

DaVinci Days: \$3,100 prior to June 30, 2011, \$6,900 to be used prior to June 20, 2012. All dollars to be invested in marketing and cooperative advertising.

In addition to our financial commitments, we are looking forward to providing logistical assistance as needed for both festivals. Finally, many members of the Visit Corvallis Board of Directors and staff are looking forward to serving as volunteers in hopes of contributing to the success of these showcase events.

Thank you for your support and confidence in Visit Corvallis! Please contact me personally should you have any questions or comments.

Sincerely Yours,
Visit Corvallis



David A. Gilbert
Executive Director

Cc: Brenda VanDevelder, Executive Director
Cynthia Spencer, Executive Director, Corvallis Fall Festival

553 NW Harrison Blvd. Corvallis, Oregon 97330 • 541-757-1544
www.visitcorvallis.com

ATTACHMENT B
Page 200-b

Approved as submitted, May 5, 2011

CITY OF CORVALLIS
MINUTES OF THE COMMITTEE FOR CITIZEN INVOLVEMENT
Madison Building Meeting Room
March 3, 2011

Attendance

Larry Earhart
Josue Gomez
Jerry Groesz
Candace Pierson-Charlton
Larina Warnock
Stewart Wershow, Chair
Tony Howell, Planning Commission Liaison

Staff

Sarah Johnson, Associate Planner
Terry Nix, Recorder

Absent

Richard Hervey, City Council Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order; Review Agenda	Information only.
II.	Review Draft Minutes from January 6, 2011 and February 11, 2011	Approved as presented.
III.	Visitors' Propositions	Information only.
IV.	Planning Commission Liaison Report	Information only.
V.	City Council Liaison Report	Information only.
VI.	OAPA Training Video	Information only.
VII.	Updates	Information only.
VIII.	New Business	Information only.
IX.	Announcements	Information only.
X.	Adjournment	The next regular meeting will be held on April 6, 2011, at 7:00 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER; REVIEW AGENDA

Chair Stewart Wershow called the regular meeting of the Committee for Citizen Involvement (CCI) to order at 7:00 p.m. There were no changes to the agenda.

II. REVIEW DRAFT MINUTES

January 6, 2011

MOTION: Larry Earhart moved to approve the January 6 minutes as presented. Larina Warnock seconded the motion and it **passed** unanimously.

February 3, 2011

MOTION: Jerry Groesz moved to approve the February 3 minutes as presented. Larry Earhart seconded the motion and it **passed** unanimously.

III. VISITORS' PROPOSITIONS: None.

IV. PLANNING COMMISSION LIAISON REPORT

Planning Commission Liaison Tony Howell reported on Planning Commission hearings regarding the FEMA floodplain map updates. He said that Senior Planner Kelly Potter gave a good presentation before the first hearing, during which she clarified that the hearing was to consider mandatory Land Development Code text amendments, and advised on how citizens could get staff assistance to address issues on their individual properties. Commissioner Howell referred to CCI discussions regarding barriers to citizen involvement associated with the City's website and related an experience he had with Adobe timing out while he was trying to download the FEMA files; he suggested that it may be helpful if large files were separated into multiple files of a more manageable size.

In response to an inquiry from Mr. Groesz, Commissioner Howell gave an update on the work of the Infill Task Force; the recommendations of that group will be on the list of items for City Council prioritization.

V. CITY COUNCIL LIAISON REPORT

City Council Liaison Richard Hervey was not present.

Chair Wershow reported that the City Council is expected to adopt language for the May levy next Monday. The City Attorney has advised that, following that action, the CCI should not discuss the levy while in session.

VI. OAPA TRAINING VIDEO

The Committee watched a Planning Commissioner Training Video entitled *Quasi-judicial Land Use Decision Making: Part 1* on the Oregon Chapter of the American Planning Association (OAPA) website. Part 2 will be viewed at the April meeting.

VII. UPDATES

Brochures Subcommittee

Associate Planner Sarah Johnson reported that she has received the requested input from Mr. Groesz and is awaiting input from other Subcommittee members.

Presentation Subcommittee

Planner Johnson said the Subcommittee is making progress and expects to have an updated presentation by the April CCI meeting. The intent is for all CCI members to learn to give the presentation; this will help members learn more about the land use process and prepare them to give the presentation to various groups.

Upcoming Hearings

Planner Johnson reviewed upcoming hearings as follows:

- March 16: Planning Commission consideration of Planning Division Work Program; Code Enforcement Update
- March 21: City Council hearing on the FEMA floodplain map revisions; LUBA remand on Brooklane Heights; Review of Mixed Use Commercial zone (tentative)

In response to an inquiry from the Chair, Planner Johnson gave an update on the Downtown Commission's process to consider whether to recommend that the City Council consider a change to the 45-day limitation on food carts. A Committee of the Downtown Commission has conducted a survey, held a public information meeting, and will meet again to consider its recommendation. Brief discussion followed regarding process and timing.

VIII. NEW BUSINESS

Planner Johnson took a photograph of Committee members for publication in the May issue of *The City* newsletter to commemorate Volunteer Month.

IX. ANNOUNCEMENTS: None.

X. ADJOURNMENT

The next meeting of the CCI will be on Thursday, April 6, 2011, at 7:00 p.m.
The meeting was adjourned at 8:32 p.m.

Approved as submitted, May 5, 2011

CITY OF CORVALLIS
MINUTES OF THE COMMITTEE FOR CITIZEN INVOLVEMENT
Madison Building Meeting Room
April 7, 2011

Attendance

Larry Earhart
Josue Gomez
Candace Pierson-Charlton
Stewart Wershow, Chair
Tony Howell, Planning Commission
Liaison
Richard Hervey, City Council Liaison

Staff

Sarah Johnson, Associate Planner
Claire Pate, Recorder

Absent

Jerry Groesz
Larina Warnock
Karin Main

SUMMARY OF DISCUSSION

	Agenda Item	Held for Further Review	Recommendations
I	Call to Order; Introduction of new CCI member; review agenda		
II	Review of draft minutes from March 3, 2011, regular meeting		Postponed due to lack of quorum
III	Visitors' Propositions		None
IV	Planning Commission Liaison Report		For information only.
V	City Council Liaison Report		For information only.
VI	OAPA Training Video		Postponed viewing until May meeting
VII	Information/Updates		For information only.
VIII	New Business		
IX	Announcements		
X	Adjourn: 7:35 p.m.		

CONTENT OF DISCUSSION

I. CALL TO ORDER:

Chair Stewart Wershow called the Committee for Citizen Involvement (CCI) to order at 7 p.m. in the Madison Avenue Meeting Room. He noted that there was not a quorum present, which would limit any work they could do that evening. Associate Planner Johnson noted that a new member had been appointed, but she was not in attendance. Chair Wershow will call her to welcome her to the Committee.

II. REVIEW DRAFT MINUTES: postponed until next meeting.

III. VISITORS' PROPOSITIONS: none

IV. PLANNING COMMISSION LIAISON REPORT:

Planning Commission Liaison Tony Howell gave a brief report, since the Planning Commission had only met once since the CCI's last meeting. At their last meeting, the Planning Commission reviewed the Planning Division's Work Program and recommended to City Council that staff's proposed work plan, with a few additions, be approved as the work program for the next 18 months. The Unresolved Planning Issues list had some items added, but items are now being "vetted" first by the Planning Commission before being added. The rest of the list will be reviewed as well. There are no hearings coming up, and they will be having a training video at their next meeting.

V. CITY COUNCIL LIAISON REPORT

Council Liaison Hervey said that City Council had reviewed Brooklane Heights, and during those deliberations there had been thoughtful testimony that he was not sure had been heard by Planning Commission. He ensured that he asked questions of staff during the hearing so that the issues brought up in the testimony would be discussed. He asked CCI members to think about ways that the process might be changed so that those who are more knowledgeable about the Land Development Code, process and issues would both hear all the testimony and make the ultimate decision on applications. Chair Wershow led a brief discussion about what options could be looked at in terms of state land use laws. Planning Commissioner Howell noted that it is especially hard right now for the newly appointed Commissioners and Councilors to get up to speed on how the codes and the process work because there are fewer hearings happening.

The Urban Services Committee recently reviewed the fate of food carts in Corvallis and recommended that the City Council direct staff to work on a change to the standards with an eye toward permitting food carts downtown year-round.

VI. OAPA TRAINING VIDEO

The Committee postponed watching the video until the next meeting, or such time when the newer members were in attendance.

VII. UPDATES

Planner Johnson gave an update on Planning Division activities and upcoming items. City Council will be adopting the final findings for FEMA map changes, and for Brooklane Heights, and will be discussing the Planning Division Work Program. The Planning Commission will have a presentation by the City's chief Code Enforcement Officer, Chris Westfall, at their April 20, 2011, meeting. This program will be taking some hits because of budget cuts.

One annexation request was received, relating to an industrial site in north Corvallis, and will be on track for the November election. Otherwise, there were few items coming through the pipeline for hearings. Commissioner Howell indicated that, along with the economy's impact, the new Land Development Code is allowing for more decisions to be made at staff level, which has decreased the number of Planning Commission hearings.

Planner Johnson said that Larina Warnock has completed her edit of the Powerpoint Land Use presentation, and it looks good. The subcommittee will have to meet to finish the work on it. They will need to complete a narrative, and then CCI members can be trained to give the presentation.

Chair Wershow said that there will be a Budget Hearing on May 3.

VIII. NEW BUSINESS:

Planner Johnson said she and a Public Works engineer would be working with OSU to provide planning and "where the boots meet the ground" perspectives to students engaged in doing a Transportation Master Plan for 35th Street.

Chair Wershow suggested that an additional educational opportunity might be in explaining the concept of Minimum Assured Development Area (MADA) since, for those who were not involved in the process of adopting it into the Code, there is limited understanding of how and why it is applied.

IX. ANNOUNCEMENTS:

May is Historic Preservation month, and the staff person associated with the program will be doing a presentation at CCI's May meeting. Because of budget cuts, CCI will not be considering Neighborhood Empowerment Grants in May and June.

X. ADJOURNMENT:

The next meeting of the CCI will be Thursday, May 5, 2011, at 7:00 p.m.

The meeting was adjourned at 7:35 p.m.

CORVALLIS-BENTON COUNTY PUBLIC LIBRARY BOARD MINUTES
April 6, 2011

Board Present	Staff Present
Corrine Gobeli, Chair	Carolyn Rawles-Heiser, Library Director
Mike Beilstein	Janelle Cook, Senior Administrative Assistant
Megan Castellano	Andrew Cherbas, Extension Services Manager
Judith Edelstein	Mary Finnegan, Adult Services Manager
Scott Elmshaeuser	Lori Johnston, Circulation Supervisor
Samantha Fisher	Curtis Kiefer, Youth Services Manager
Martha Fraundorf	Carol Klamkin, Management Assistant
Leanne Giordono	Mary Norman, Access Services Manager
David Low	
Isabela Mackey	
Sandy Ridlington	
Excused:	Visitors:
Jacque Schreck, Linda Modrell	

SUMMARY OF DISCUSSION

Agenda Item	Information Only
Call to Order	7:30 pm
Visitors' Propositions	
Minutes: March 2, 2011	x
Library Board Packet	x
Director's Report	x
Policies Review	x
Division Manager Reports	x
Board Reports	
• Friends of the Library Board	x
• Foundation Board	x
Information Sharing	
Adjournment	8:35 pm

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Corrine Gobeli called the meeting to order at 7:30 pm.

II. VISITORS' PROPOSITIONS

None.

III. APPROVAL OF MINUTES

Motion: Leanne Giordono moved approval of the March 2, 2011 minutes as submitted. The motion was seconded by Sandy Ridlington and passed.

IV. LIBRARY BOARD PACKET QUESTIONS AND COMMENTS

Sammi Fisher commented about the nice article in the Board Packet on the new College Hill Library. Corrine agreed and said it would fun for everyone to stop by and check it out. David Low and Corrine attended the grand opening event (representing the Friends of the Library) and she remarked on the warm and inviting feeling that the different colored shelving created. The College Hill students earned 900 book donations by working at the Friends' Big Book Sale. Carolyn Rawles-Heiser noted the recent passing of two long-term volunteers, Anita Toney and Elizabeth Howe. Both women made significant contributions to the Library.

V. DIRECTOR'S REPORT & BUDGET DISCUSSION

Carolyn noted the annual Volunteer Recognition Event is scheduled for the morning of April 15. She encouraged the Board members to attend. Thanks to the Library's wireless network, the City Councilors will now have wireless access at Council meetings. New induction lighting has been installed in the garage and will save a considerable amount on energy. The Library's fire alarm system needs to be replaced next fiscal year. Numerous false alarms have been sent to the 911 Call Center over the past several months and staff have been unsuccessful in determining a cause. The estimated cost for the new system is \$45,000 and Carolyn plans to use the interest from the 2010 Library Trust fund to cover about two-thirds of this unexpected expense. The remainder will be taken from gift reserves. Carolyn regretfully announced that Access Services Manager Mary Norman plans to retire at the end of June. Mary has been an instrumental member of the Library team for many years now. In addition, Librarians Heather Brockerman and Lisa Tattersall have both accepted new positions and will be leaving the Library later this month.

VI. POLICIES REVIEW

Code of Conduct Policy: The Code of Conduct Policy was reviewed again due to new information Carolyn received since the last Board meeting. The City Attorney found precedent for banning smoking within fifty feet of the exterior of the building by another entity in Oregon. Thus, the policy has been reworded to reflect this change. Essentially, this will mean that no one can smoke anywhere on the Library block except for the Fenner property, which is privately owned. The enforcement of the current smoking policy has been problematic and the new language should make the policy easier to understand and enforce. Additionally, the ADA requirements for service animals in public buildings have become more restrictive, allowing only service dogs and making reasonable accommodations for miniature horses. A service animal does not just provide comfort, but performs a task. Per the City Attorney, staff is allowed to ask a patron with an animal in the Library if it is a service animal, if the patron has a disability (but not about the specific disability), and what task does the service animal perform. At the Board meeting last month, it was decided to change Section L of the Code of Conduct policy regarding the age restrictions on children left unattended in the Library. Further discussion ensued about service animals and minor edits were made to Section F. Motion: Judith Edelstein moved approval of the Code of Conduct policy as revised. David seconded the motion and it passed.

Gift & Donations Policy: Jacque Schreck and Judith met with the Library Management Team to review the Gift & Donations policy. Due to the fact that it was heavily revised a few years ago, no changes were recommended. Motion: David moved the policy be approved as submitted and Sandy seconded the motion. It passed unanimously.

Internet Policy: Jacque and Judith also weighed in on this policy review with the Library Management Team. Again, it was agreed this policy is working well and no changes were recommended. Motion: Sandy moved to accept the Internet policy as submitted. Sammi seconded the motion and it passed.

VII. DIVISION MANAGER REPORTS

Access Services: Mary Norman announced that the pre-processed materials from Baker & Taylor (the only library vendor who offers shelf-ready materials) have arrived. The vendor said they have never worked with a library where the process went so smoothly and Mary credited Heather for documenting the Library's catalog practices so thoroughly.

Administration: Carol Klamkin noted she is working on budget planning a lot. The positive results of the recent Friends of the Library annual membership mailing are keeping the Administration office busy.

Adult Services: Mary Finnegan said a lot of cross-training has been going on due to the upcoming departures of Heather and Lisa. Another Philomath Library exchange with Adult Services will begin again soon.

Extensions: Andrew Cherbas reported the Darkside Cinema has partnered with the Alsea Film Academy to show all three films produced by the Academy on April 20 at 7:00 pm. Tickets can be purchased at the Alsea Library. Leanne asked if tickets could be made available locally. Andrew said he would check with Mary Rounds in Alsea. The Bookmobile arrived and staff is busy working out the kinks. A tour may be possible next month for Board members.

Circulation: Lori Johnston mentioned that Sharon Grant and Heather are working on simplifying some of Circulation's reports. Also, they have reclassified some of the "oldies but goodies" DVDs.

Youth Services: Curtis Kiefer will be visiting the Old Mill School tomorrow, which is the new home of the Benton County Relief Nursery (RAFT). The Library has been involved with RAFT for about ten years now. The State accrediting team will be there tomorrow and should recognize it as an official State relief nursery making them eligible for State funding. Great programming coming up includes the Arrieu Wind Quintet on April 18, Children's Youth Theater on April 29, Clifford the Big Red Dog on April 30, Author Jane Kurtz will be visiting local schools and the Library in May, and the Chintimini Chamber Music Festival on June 22.

VIII. BOARD REPORTS

Friends of the Library: Corrine informed the Board that Phyllis Sartain, co-Treasurer of the Friends, plans to step down so the Friends are seeking another individual to fill this position. David has been working with the Foundation Resource Development Committee. A Friends sub-committee has been very busy planning many fun events in celebration of their 50th anniversary in October. The final net amount for the February book sale was \$22,522. The Friends annual meeting will be held on June 8 and they are planning a different type of agenda for this year. A joint letter from the Friends and the Foundation will be mailed out later this month to all Friends members and Foundation donors.

Foundation Board: Sandy reported a Foundation Board Retreat was held earlier this week to discuss how to proceed with fundraising for the Fenner property. The capital campaign will be called "Completing the Block." They discussed how much to aim for, how long it should take, and the legalities involved. They decided to aim for \$525,000 in three years and hope to have approximately half of it raised prior to rolling out the public campaign. The Resource Development Committee will follow up on the Retreat.

IX. INFORMATION SHARING

None.

X. ADJOURNMENT

The meeting was adjourned at 8:35 pm.

NEXT MEETING: May 4, 2011 at 7:30 pm

Approved as submitted, May 11, 2011
CITY OF CORVALLIS
DOWNTOWN COMMISSION MINUTES
Madison Building Meeting Room
April 13, 2011

Attendance

Pat Lampton, Chair
 Kirk Bailey, Vice Chair
 Michele Adams
 Kavinda Arthenayake
 B.A. Beierle
 Les Boudreaux
 Heidi Henry
 Jim Moorefield
 Mike Schweizer
 Steven Weiler
 Liz White
 Roen Hogg, Council Liaison

Staff

Ken Gibb, Community Development Director
 Sarah Johnson, Associate Planner
 Terry Nix, Recorder

Guests

Irene Zenev, Benton County Historical Society

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	Information only.
II.	Approval of March 9, 2011 Meeting Minutes	Approved as presented.
III.	Public Comment	None.
IV.	Information and Discussion with Benton County Historical Society – Irene Zenev, Executive Director	Information only.
V.	Continued Discussion on Report from Strategic Plan Review Committee	Information only.
VI.	Updates	Information only.
VII.	Other Business	Information only.
VIII.	Adjournment	The meeting was adjourned at 7:25 p.m. The next meeting will be May 11, 2011, 5:30 p.m., at the Madison Avenue Meeting Room.

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Pat Lampton called the meeting of the Corvallis Downtown Commission to order at 5:30 p.m. He welcomed new member Heidi Henry; he said Ms. Henry has experience working with downtown districts as a facilitator and she is also a downtown business owner. Ms. Henry said she is certified by National Main Street and has worked on downtown districts around the northwest; she opened her business, the Mod Pod, about a year and a half ago.

II. APPROVAL OF MEETING MINUTES

March 9, 2011

Les Boudreaux asked that the minutes be corrected to show that he was present.

MOTION: Liz White moved to approve the March 9 minutes with the above correction. Michelle Walker seconded the motion and it **passed** unanimously, with Kirk Bailey and Mike Schweizer abstaining.

III. PUBLIC COMMENT: None.

IV. INFORMATION AND DISCUSSION WITH BENTON COUNTY HISTORICAL SOCIETY – IRENE ZENEV, EXECUTIVE DIRECTOR

Irene Zenev, Benton County Historical Society Executive Director and Mike Schweizer, Benton County Historical Society Board Member, gave a slideshow presentation. Ms. Zenev reviewed the Society's mission statement: *The Benton County Historical Society is a nonprofit corporation that operates museum facilities for the preservation of history and culture. Its mission is to: preserve the material and intellectual culture of Benton County, Oregon by acquiring and caring for significant collections that illustrate and interpret the history of the area and its relationship to the world; enrich people's lives through exhibitions and educational programs.* She said the museum has been operating in its current location, an historic building in Philomath, since 1980. The museum acquired the Horner Museum collection in 1995; the Horner collection was moved into the \$2 million Peter and Rosalie Johnson Collections Center on the Philomath campus in 2008. The combined collections now number approximately 60,000 objects and 60,000 photos and archives. She invited members to call on her to arrange a tour.

Ms. Zenev said that the Historical Society purchased a property in the historic part of downtown Corvallis in 1990 in order to build a new museum and add exhibition space. Allied Works Architecture of Portland was engaged to come up with a concept design. Ms. Zenev and Mr. Schweizer reviewed the design which includes a spacious lobby, built-in floor-to-ceiling display cases, inviting galleries, and a dedicated space for hands-

on learning. The Society will maintain its presence in Philomath, caring for collections and maintaining its extensive research facilities.

In response to inquiries from the Commission, Mr. Schweizer and Ms. Zenev explained that this final design was arrived at following a very deliberate process, that the Society is in the silent phase of a capital campaign, and that it is hoped that construction will begin in three years. Consideration was given to having a mixed use building but doing so would have pushed construction out even further from a financial standpoint, and the Society decided it did not want to be a landlord. There is an option on the remainder piece of the property; any money from the sale of that property would go toward loan repayment and an operations fund for the museum. The Board is very concerned about how that adjacent property will develop. The cost of the project is \$10.5 million, of which \$8.5 million still needs to be raised. Underground parking was considered but the lot is too small and the cost would be prohibitive. There are 12 to 13 parking spots on the street, and the Board fully expects to pay into the downtown parking fund. It is hoped that many visitors will bike, walk, or take the bus. It is hoped that the downtown museum will attract 45,000 to 50,000 visits per year. The new museum will include a good event space with a catering kitchen.

Chair Lampton expressed appreciation for the update and said he hopes that the Downtown Commission can play a supportive role in this project in the future.

V. CONTINUED DISCUSSION ON REPORT FROM STRATEGIC PLAN REVIEW COMMITTEE

Chair Lampton said this is a continuation of an earlier discussion from a subgroup of the Commission that volunteered to look at the Downtown Commission's mission and Strategic Plan in an effort to see how that has changed and what the Commission's aspirations should be going forward.

B.A. Beierle distributed and reviewed *Report of Committee to Evaluate the Strategic Plan, March 1, 2010*. With input from the Commission and staff, she reviewed the status of elements of the Strategic Plan that are identified for Downtown Commission involvement as follows:

- Support efforts to locate Government offices downtown: Due to financial reasons, this is not likely to happen in the near future.
- Support efforts to develop housing downtown: This is still on the table.
- Review City codes and fees to encourage development downtown: This is ongoing.
- Collect and publish market data: Further work on this effort would involve an outside consultant at an estimated cost of \$25,000+.
- Urban renewal plan: There is no urban renewal district, so this is not likely to happen soon.
- Parking study: The Commission previously decided not to move forward on this at this time.

- Wayfinding: The cost for a feasibility study, planning, construction, engineering and implementation is estimated at \$237,000. A grant was applied for but not granted.
- Neighborhood parking impacts: Depending on future opportunities, this is ongoing.
- Enhance physical linkages to downtown: This is a future opportunity included on the work program; it is ongoing.
- Work Plans: This is ongoing.

Ms. Beierle summarized that there appears to be three items that are not likely to happen soon (government block, market data, urban renewal); two items on the backburner (parking study, wayfinding); and four that are ongoing (code review, parking impacts, linkages to downtown, work plans). This leaves one item unaddressed (housing).

Ms. White reviewed Committee discussions related to downtown housing. The feeling was that buildings with upper level spaces are used mostly for offices and that the Land Development Code would make residential redevelopment difficult. It was thought that it would be good to look at other land or space downtown that could become residential.

Mr. Schweizer asked about the potential of changing the Land Development Code to make it more amenable to housing downtown.

Chair Lampton suggested the reason that there is not a lot of housing downtown is because it doesn't pencil out for developers. Mr. Arthenayake said that all Commissioners are in agreement that we want to create a vibrant downtown. He feels that the Commission gets stuck on what it cannot do or what is difficult. He would like to find out what can be done to create change to do what is desired, whether that is housing, a hotel, etc.

Mr. Bailey said it would not be unreasonable for the Commission to suggest a process for local modifications to the Building Code. Ms. Henry said she thinks there may be a model for this. Director Gibb noted that one of the bigger issues downtown is ADA access; a conversation could be had with Building staff about what the possibilities/flexibility might be.

Jim Moorefield said there are valid questions to be asked, but he thinks there are things not under the Commission's control regarding downtown housing. He talked about a downtown housing study from several years ago which found that the inherent costs associated with building up in an urban core made that type of development about twice the cost of building elsewhere.

Steven Weiler said he thinks there are some things in the City's control to help in developing downtown housing. One idea that wouldn't cost anything would be to facilitate communication between property owners and OSU regarding the university's housing needs. He has met with a representative at OSU Housing who indicated that there is a lack of housing for students with young families. He thinks the City's Development Codes are good and improve projects, but there are some things that are cumbersome. For example, the Floor Area Ratio (FAR) and three-story minimum

requirement on 1st Street handcuffs the ability to develop there. If the FAR was eliminated and there was a two-story minimum, there would be retail on first floors and residential on second floors instead of empty lots. Another idea would be to work with the City Council on ways to help developers get access to lower cost funding; a subsidy would be made up for in increased property taxes.

Ms. Beierle reviewed the purpose of the Downtown Commission as outlined in the Municipal Code and in the handout previously distributed.

Chair Lampton said that urban renewal is an important tool being used by other communities to fund some of these other things. He doesn't think it should be removed from the discussion when considering five to ten years in the future.

Mr. Bailey returned discussion to the housing study referred to by Mr. Moorefield. He wondered if the rise of higher end OSU related housing would change the complexion of those findings. Mr. Moorefield said common sense tells him that developing or redeveloping close to campus is not as expensive as building in a confined urban setting. Regarding the question of whether what has happened to rent and sales prices would pencil out to absorb those higher costs, he doesn't know the answer to that. Mr. Weiler said that, based on his experience, OSU housing downtown would be feasible if the codes were tweaked and facilitation teams were put in place.

Discussion followed regarding the origin of the Riverfront Development Codes. Director Gibb noted that the design standards were developed by the Riverfront Commission. This was a heavily discussed issue and the Riverfront Commission was adamant about requiring three stories on 1st Street to make the most use of space in the Riverfront District given that there would be development on only one side of the street. Chair Lampton said there may need to be a community discussion about the idea of revisiting those standards.

Chair Lampton said that facilitating talks between OSU and developers would be more appropriate for City staff, which does not currently have the time and resources, or for an economic development office, which the City currently doesn't have. The Commission needs to understand what it is empowered to do with the resources available to it. Mr. Bailey said he thinks that Commission members could facilitate conversations to some degree. Mr. Arthenayake said he does not want to get hung up on the lack of resources; he thinks the Commission could empower itself to have constructive conversations about the possibilities.

Further discussion followed regarding the role of the Commission. Mr. Moorefield suggested that it would be appropriate for the Commission to educate itself about what OSU is doing about housing. He said that, in the absence of urban renewal, the Commission's tools are limited. If there is a market opportunity to build something, he is confident that developers, real estate professionals and property owners are exploring that. Ms. White said it is the Commission's role to advise the City Council. This group has the expertise and contacts needed to facilitate discussions and gather information.

Chair Lampton said he thinks the Commission should advise the City Council, but not do the legwork of staff. Mr. Bailey said he thinks there is a role for the Commission to be boosters for downtown; he thinks members could organize meetings with multiple parties and make good use of the contacts and interests of this group. Chair Lampton asked for input from staff.

Director Gibb said the City has had interest from regional and national developers looking at Corvallis for multifamily housing to serve the OSU population. In discussing available locations, the downtown is on their radar. Developers typically ask what financial resources the City has to facilitate development downtown; the City does not have any such tools at this time. He said that the marketing and communication piece has value and the Commission can talk about that. Members can certainly be champions; the question is how to be most effective in doing that.

Mr. Bailey suggested the possibility of creating a work program around this item for City Council review.

Mr. Moorefield said he suspects that there is no opportunity for student oriented housing in the downtown at this time because of the costs. He would not suggest that the Commission begin by championing a project; that would be the end point if something is found that would work. He would welcome input from a developer to help the Commission understand the economics and what could be done to change the economics for a developer.

Mr. Arthenayake said the Committee also discussed the potential of a high-end hotel. He thinks there is a demand for something comparable to the Hilton Garden Inn. Mr. Moorefield suggested that it may be a good idea to invite someone from the development community with expertise in hotels who might be able to enlighten the Commission about what is possible. Mr. Bailey said he would also like to invite from someone from OSU Housing.

Director Gibb said that staff will explore inviting professionals to speak to the Commission at an upcoming meeting.

VI. UPDATES

Food Cart Update

Director Gibb said Committee recommendations were presented to the City Council which then referred the issue to the Urban Services Committee (USC). The USC is recommending that Council direct staff to move ahead with this project, to include only food vendors in the downtown. If so directed by Council, staff would develop a framework for an ordinance which would then be brought back to the USC. Staff will keep the Commission updated as this moves forward.

Parking Committee Liaison

Ms. White said the Parking Committee approved converting two 2-hour metered parking spaces on the north side of Jackson between 5th and 6th Streets to law enforcement parking; and converting two currently unrestricted spaces on the east side of 6th Street to two-hour metered parking. The Committee also received an overview from Public Works staff on the Sanitary Sewer Project near 2nd Street and B Avenue that will occur this summer.

VII. OTHER BUSINESS: None.

VIII. ADJOURNMENT

The next meeting of the Downtown Commission will be held on May 11, 2011, at 5:30 p.m., at the Madison Avenue Meeting Room.

The meeting was adjourned at 7:25 p.m.

**CITY OF CORVALLIS
ECONOMIC DEVELOPMENT COMMISSION
DATE April 25, 2011**

Present

Elizabeth French, Chair
Skip Rung, Vice-Chair
Nick Fowler
Pat Lampton
Ann Malosh
Rick Spinrad
Jay Dixon
Larry Mullins
Sam Angelos

Staff

Jon Nelson, City Manager
Marci Laurent, Management Assistant

Visitor

Julie Manning, Mayor

Excused Absence

Dan Brown, Council Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Approval of April 11, 2011 Meeting Minutes	Approved with Corrections.
III.	Visitor Comments	None
IV.	Presentations by Invited Economic Development Organizations	Information Only
V.	Follow-Up Discussion	Continued to May 9 th Meeting
VI.	Preview of May 9 th Meeting	
VII.	Adjournment	The meeting adjourned at 6 pm to the next Regular Meeting on May 9, 2011 at 3:00 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER.

Ms. French called the meeting to order.

II. APPROVAL OF DATE MEETING MINUTES

The minutes were approved with corrections by unanimous vote.

III. VISITOR COMMENTS - NONE

IV. PRESENTATIONS BY INVITED ECONOMIC DEVELOPMENT ORGANIZATIONS

The Commission viewed a PowerPoint presentation (Attachment A) compiled from information submitted by each organization. The Commission heard from:

- Business Enterprise Center
- Cascades West Council of Governments
- Corvallis Benton Chamber Coalition
- Corvallis Independent Business Alliance
- Downtown Corvallis Association
- Linn-Benton Community College Small Business Development Center
- Prosperity that Fits
- Service Corps of Retired Executives (SCORE)
- Willamette Neighborhood Housing Services

Commission's questions and organization responses following each presentation included:

Business Enterprise Center

- Q. What criteria are used for the companies they work with?
- R. Originally technology based, have expanded to non-retail start-ups (not stage 2 or 3) of a variety of types of businesses, including agriculture and food processing.
- Q. Source of funding?
- R. City of Corvallis, Benton County in the past, grants and donations as they are a 501c3.
- Q. What can we do as a community to take advantage of economic development opportunities available at the state level?
- R. 1) Economic gardening would be one; with our current pilot project and the resources of this community such as OSU, we have a potential to be a hub of economic gardening opportunities; 2) capitalize more on the technology coming out of OSU and try to make the community more attractive to these companies many of which are eligible for state and federal funding.
- Q. With the status of the current budget situations making the future funding from the City and Benton County not at the same level as in the past, what is your financial liability?
- R. That is one of the reasons we are re-locating, we are looking for something in town that will be less expensive; we are also looking at a three-tiered system of delivery for our programs, 1) smaller more networking type where we provide initial information, 2) traditional advisory teams, the mentors and 3) executive level coaching where we would charge more.
- Q. What percentage of your budget is dependent on the City's funding, and do you have any way of recovering funds from companies that you help.
- R. The City's funding makes up 40% of our budget; the board is discussing a process to receive a stake in the companies we assist.
- Q. Explain the issue with the location at the Airport Industrial Park.
- R. The perception is that it is too far from town and lacks amenities such as a place to get coffee or have lunch.
- Q. In referring to the opportunities with OSU, does the BEC have a plan to engage more directly with that stream?
- R. Two (2) of their current board members are directly linked to the tech transfer program. Want to partner with OSU to pick up the SWOT process to further that connection and work with the smaller companies.

Cascades West Council of Governments

- Q. What federal agency does your funding come from?
- R. The Economic Development Administration.
- Q. Of the 18% of your funding that comes from local governments, what percent comes from Corvallis?
- R. All of our members pay dues at about 90 cents per capita and the funds are split up among human service programs and economic development. Mr. Nelson noted the City's dues are about \$40,000/year.
- Q. What is your source of funds for your lending program?
- R. We've borrowed federal money and received grants and typically partner with private financing.
- Q. Can you identify a few of the businesses in Corvallis that you have worked with directly over the past couple of years?
- R. Other than our business loan program, we do not work directly with local business; we support the organizations that do, such as Amadec, LBCC, BEC, local and county governments to pull in state dollars.
- Q. Last year you hired an outside consultant to talk about what we may be missing, and a regional branding effort was one of the items identified. How do you go about developing a regional brand without some on-the-ground interaction with the local businesses in the community?
- R. We invited a cross section of people to our original branding event in the fall, leaders from throughout the three (3) counties and they identified some major themes. We are now in the phase of taking that and determining how we engage the local business community to move this forward.
- Q. Do you have data on the number of jobs created through your lending program?
- R. Last year we lent about 2.5 million dollars, total project funding at about 5 million, and have created 43 jobs, and retained 103. Outside funding obtained was about \$350,000. We have a small staff; we acquire and manage funds that support the economic development activities of our regional partners.

Corvallis Benton Chamber Coalition

- Q. Most of your comments were about the difficulty of marketing the Airport Enterprise Zone (EZ), but do you also market the Sunset Business Park what is different there?
- R. Yes, and the size of the buildings, they definitely need larger buildings with more specific space, wet labs, etc.
- Q. What about matching up the investors with the developers to build what they need on the space, some type of an equity participation model?
- R. Not aware if this has been done. We are basically responding to requests and identifying what is available. An investment partnership might be a way to address this.
- Q. Companies don't see the access to the I-5 corridor close enough?
- R. No, they don't. Often they want freeway access and a port.
Mr. Nelson added that most of the Oregon prospectors that contact us are looking for immediately available buildings.
- Q. Where does the 150% of the prevailing wage requirement come from?
- R. That is part of the EZ requirements.
Mr. Nelson added that this is a state-wide requirement, and they will get back to the Commission on the specifics.
- Q. What is the amount of your marketing budget for the Enterprise Zone areas?
- R. Approximately \$89,000 per year.
- Q. What would be your one wish that would make a difference in marketing these areas?
- R. Clarity of the collaborative vision, a common message that the community as a whole buys into.

Corvallis Independent Business Alliance

- Q. Without your resource constraints, what would your primary goals/activities be?
- R. When you look at communities with a strong “buy local” campaign, it is all inclusive with buy-in from retail business, manufacturing, service providers, local city agencies as well as utility providers. A great amount of resources were required to pay for the marketing and web site necessary to achieve the success.
- Q. Do you have an example of a couple of cities that have done this successfully?
- R. Bellingham WA is one, Portland ME, Houston TX, all are in larger markets.
- Q. How does it work in a smaller market like Corvallis?
- R. Unknown, we will find out, here it will grow through a grass roots effort and depend on community buy-in.
- Q. When you talk about a lack of support, what kind of support are you referring to?
- R. Marketing support would be very useful; the campaigns that have been successful have received material and financial support from their local and county governments.
- Q. Has CIBA considered a proposal that offers changes to make the permitting process more efficient?
- R. No, I would love to do that, right now I’m going off of my own experience in starting my business and what others have told me, and I am realizing that it is kind of a trend; I hear the same concerns from people over and over. I would love to be a part of helping to change that.
- Q. Do you have examples of the lack of support from the City?
- R. Mostly it is with the inefficient permitting process and arbitrary code enforcement. Delays in the permit process cost money and the City doesn’t appear to understand this.
- Q. By Code Enforcement talking about parking enforcement or about planning and zoning.
- R. Both, with the permitting process, it seems like some permits are processed quickly and others get picked on for any little thing. I think the sign ordinance is very arbitrarily enforced, where some people must remove signs that are illegal; others get to retain them because no complaints have been received.

Downtown Corvallis Association

- Q. What is the geographic demarcation of the downtown?
- R. From Tyler to 13th Street and 5th Street to 1st Street (River Front), although I am not sure how the boundaries were determined.
Mr. Nelson noted that the area of the downtown is identified by the City’s Comprehensive Plan and Zoning Map.
- Q. What is the Main Street Program?
- R. The National Main Street Program has been around for about 27 years; located in WA DC; it works with all of the downtown programs by providing directional resources; an annual conference to learn from and network with other cities.
- Q. What does it mean to have a Nationally Certified Main Street Manager?
- R. Lends credibility to the program; provides education on the four (4) points of the program which are design, economic restructuring, promotion and organization.
- Q. How many businesses are located within the downtown area and how many of those are members of the DCA.
- R. We have over 400 members in the downtown, and many that are located outside of the downtown; it is difficult to track the data as we do not have a way to identify them without a business license program.
- Q. Methods you use to recruit businesses; how do you decide what to take credit for when new businesses locate in the downtown, how do you measure?
- R. Have the information back at the office; some take years and some take a shorter time; will provide the Commission with a copy of the last Main Street Report.

Linn-Benton Community College Small Business Development Center

- Q. Over 50% of your funding is through LBCC general fund; do you lobby for this?
- R. Commissioner Malosh does on behalf of the Business Center. Commission Malosh noted that this is part of the Community College mission.
- Q. At this time you do not receive any money from the state?
- R. No, not at this time. The city has put \$20-25K of Block Grant money into the Micro-Enterprise Program.
- Q. Thoughts about improving the issue of overlapping services; how they might be improved?
- R. LBCC advisors are connected across the community and their focus is to build a network of resources for new businesses. Currently have 11 advisors that are paid a small fee which comes from the federal government and they specialize in areas such as web design/social media, technical manuals, manufacturing and supply chains. The Center partners with the BEC to provide a network of resources.

Prosperity that Fits

- Q. While this is a great plan, it contains a lot for a small city. Are there one or two things that you would do first?
- R. Focus on small business; utilize technology transfers from OSU as well as investing in the talent that is already here.
- Q. While the plan is great in concept, it doesn't appear to have been adopted by any one group, who has ownership of this, is there an organization to champion it?
- R. No one truly owns it and there is no accountability for it. It has lost momentum, although everyone agrees that it has a sound core, needs to be a starting point and there is hope that the EDC will use this as a foundation and make it a living working document.
- Q. So you are here representing the plan, not an entity, and you do not receive any City funding?
- R. Mr. Nelson responded that the initial cost was about \$50K, shared by the City and the County, to hire a consultant to facilitate the process of creating the plan.
- Q. Current funding?
- R. The current budget is about \$20K per year which pays for a facilitator to coordinate the meetings, take minutes, etc.
- Mr. Nelson added that the Chamber Coalition was the "holding company" so to speak that was contracted for the purpose of trying to insure the initiatives were accomplished, funded through the City's \$12K per year plus the funds from the County and the 12 partners that paid \$1K annually. The Chamber was seen as the company that could coordinate who would be assigned the tasks of the initiatives.
- Chair Elizabeth French noted that of the 48 action items 39 have been completed or worked on so much has been accomplished all with the reliance on volunteer collaboration and no funding. The City's been the most consistent funding source over the past two (2) years at \$12K per year.

Service Corps of Retired Executives (SCORE)

The Commission had no questions for SCORE.

Willamette Neighborhood Housing Services

- Q. Regarding the Micro-Business Program, what are the criteria is used to determine who you will assist and what type of assistance to you provide?
- R. The eligible population are those who fall within 80% of the median income or below, specific to a geography. The business itself has to fall within the definition of a Micro-Enterprise which is defined as a business with five (5) or fewer employees and start-up capital of \$35K or less. Most of our proprietors are sole proprietor kinds of businesses.

Since we began the program it has been a partnership with the Small Business Center at LBCC. We are the fiscal agent raising the money and pay them to do classes that are specific to micro-entrepreneurs, and then our rolls is to follow-up with those in the program and provide one-on-one assistance, or use the experience exchange program through CIBA and the Chamber, to link people up with mentors. It has been the classroom experience and the one-on-one relationships that have made the program work. We also assist them in locating loan capital such as OSU Credit Union that has provided some special loan programs.

Q. Are the businesses eligible for Community Benefit Loans provided by local banks?

R. Yes, although it varies a lot from year to year. For our construction loans we will generally go to larger or national Institutions. This year the Bank of America provided \$40K to expand financial literacy here in Corvallis.

The Commission thanked the organizations for coming and sharing information.

V. FOLLOW-UP DISCUSSION

This item was continued to the next meeting.

VI. PREVIEW OF MAY 9TH MEETING

VII. ADJOURNMENT

The meeting adjourned at 6 pm.

April 25, 2011 Economic Development Commission

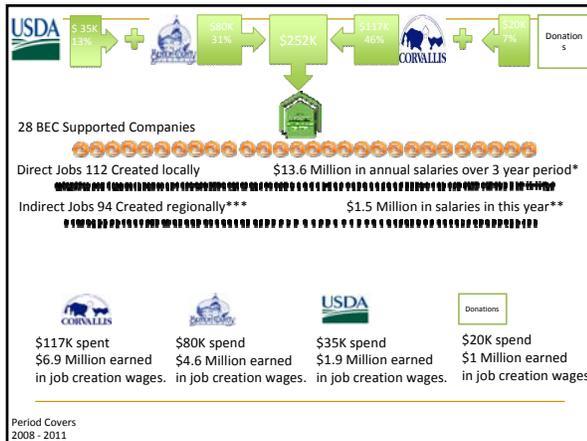
Organization Presentations



Business Enterprise Center

Client Snapshot

- Software
- Manufacturing
- Wafer Surface Heavy Metal Analysis
- Wave energy
- Vitaculture
- Vermaculture
- Microprocessor
- Alternative Energy Products
- Food Processing
- Agricultural Resource Optimization



Business Enterprise Center

Successes & Challenges

- Community Partnerships
 - USDA Grants/Scholarships
 - Economic Gardening Pilot
 - Assistance to Business Community & Referrals
- #### Challenges & Future
- Current Location
 - Inconsistent Funding
 - Relocating
 - Focusing on Service Delivery
 - Tiered System

Cascades West Council of Governments

Percentage of organization's resources directed toward economic development:

- 74% of non-human services budget
- 4% of total agency budget

Economic development objectives:

- Nurture existing and new businesses
- Diversify the regional economy
- Generate range of employment opportunities

Cascades West Council of Governments

Current Action Plan:

- Improve industrial lands readiness
- Build foundational elements for effective marketing and recruitment
- Improve access to capital
- Support development of business clusters
- Initiate and support special projects

Cascades West Council of Governments

Measure success:

- Dollars invested
- Jobs created
- Outside funding obtained
- Specific deliverables for contracted services and special projects

Factors that enhance or limit success:

- Leadership
- Focus on areas of agreement
- Sustained effort



- Current focus is on fulfillment of City/County contracts
 - Total organization resources focused on Econ. Dev.: 35%
 - Marketing plan developed and submitted to City
 - Assist tenants to ensure proper reports completed
 - Meet with potential CMAIP & EZ tenants and provide tours
 - Attend Airport Commission meetings/prepare reports
 - Participating convener for Willamette Innovators Night and Willamette Angel Conference
 - Respond to Oregon Prospector recruitment leads providing specific employment/location information, hosting visits, convening appropriate community resources
 - Lead contact for CMAIP and Enterprise Zone inquiries
 - Trying to achieve goal of 2 businesses to CMAIP or EZ per year



What works

- Communication between city, county, and state
- Clarity with Airport Commission
- Lease rates at airport are low
- New signage
- Wetland mitigation
- Infrastructure improvements (roads, rail)
- T. Gerding project is good demonstration of what can be done
- Tax incentive is a benefit



What Doesn't Work

- Location, location, location
- Leased property
- Marketing locally
- Traditional marketing methods
- Requirement for paying 150% of prevailing wage is disincentive
- Available space generally too small
- Goal of 2 businesses per year very difficult



1. What percentage of your organization's resources is directed towards economic development activities?

- 100% of what CIBA does is aimed at supporting and promoting the locally owned, independent, small businesses in the Corvallis area.

2. What are your objectives around economic development and how do you implement it?

- CIBA's objective is a thriving local, independent business community, which will result in a sustainable and resilient local economy here in Corvallis.
- We provide direct support to our member businesses, as well as promoting Buy Local/Buy Independent consumer education and events.



3. How do you measure success in meeting your objectives?

- An increasingly supportive environment for choosing local goods and services by local consumers, including large purchasers such as the university, city/county government, the school district, the hospital, etc.
- An increasingly supportive environment for starting, maintaining and growing local
- independent businesses in Corvallis.



Corvallis Independent Business Alliance

4. What, in addition to funding, are factors that have either enhanced or limited your success?

- CIBA's success is enhanced by an increasingly savvy general public who "get it" about the importance of buying local/ independent to our city's economic resiliency, community sustainability and unique character.
- CIBA experiences limited success when the business climate does not appear to be interested in or supportive of local independent businesses.
 - Lack of support from the City in the past for economic development of small business has created an environment that is not conducive to the success of our locally-grown entrepreneurs.
 - An inefficient permitting process and arbitrary code enforcement make it very difficult and costly to start or grow a new business in Corvallis.



Downtown Corvallis Association

Economic Development Objectives

- Successful recruitment of complementary business and services (and nurturing recruits)
- Attracting shoppers & visitors to enjoy Downtown Corvallis' amenities then holding their attention via ongoing activities
- Attracting investors to Downtown Corvallis
- Retaining and improving Downtown aesthetics through DCA-assisted building & business improvement loans
 - ° 100% of DCA's budget expenditures are aimed towards economic development activities & events.
 - ° All delivered services and efforts of the DCA are focused on strengthening the economy of Downtown Corvallis.



Downtown Corvallis Association

Measure of Success in Meeting Objectives

- Number of complementary businesses successfully recruited
- Number of recruited businesses that are successful
- Private Dollars invested in Downtown
- Increased audience at DCA-sponsored events
- Increased property value of Downtown buildings the DCA has helped improve through zero-interest loan programs
- Number of Businesses participating in DCA-Sponsored events
- Number of new privately-funded projects in Downtown
- Increase in number of businesses choosing to locate Downtown



Downtown Corvallis Association

Factors that Enhance or Limit DCA's Success

- The DCA is a Performing Main Street Program (enhance)
- The DCA has Oregon's only nationally-certified Main Street Manager (enhance)
- Strong support from members of Downtown and the Corvallis Community (enhance)
- A dedicated board of directors, membership and willing volunteers (enhance)
- Unable to offer additional enhancements: Defeat of DCA's five year effort to establish an Urban Renewal District (limit)
- City of Corvallis discontinuing allocation of Economic Development funds (limit)

LBCC Small Business Development Center

Question #1: What percentage of organization resources are directed toward economic development?

Answer: Since our mission is about growing businesses in the region, **100% of our program funds** are expended on delivering the economic development services.

Question #2: What are our objectives around economic development and how do we implement it?

Answer: To implement the SBDC economic development mission (see over page) we provide the following services:

- 1:1 Business Advising (at no cost to client)
- Business Education and Training (fee-based programs)
- Segment-based Special Programs (i.e., Food Biz Boot Camp, MicroEnterprise Program, ODOT SBM)
- Segment-Specific Consortium Support (i.e. Willamette Food Processors Consortium, Willamette Valley Bioscience Consortium, Willamette Lifescience Collaborative)

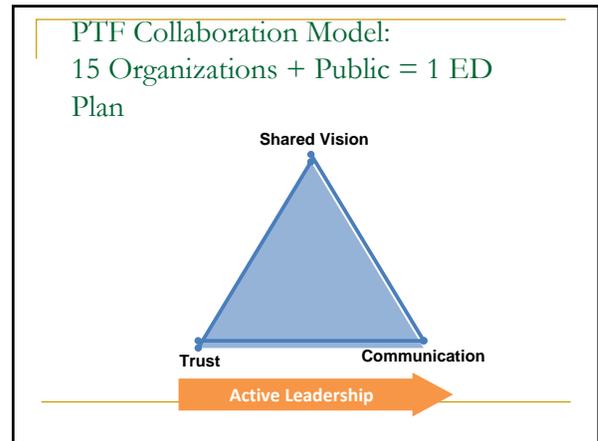
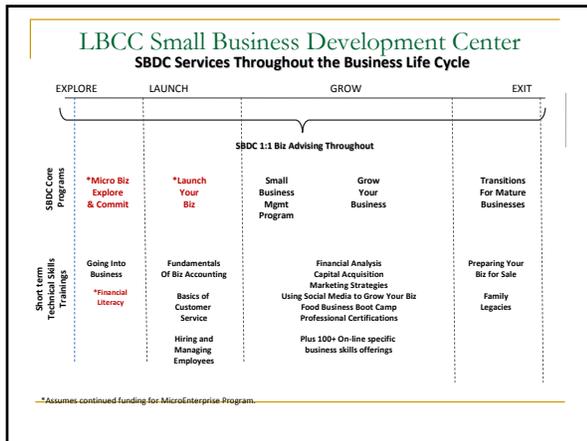
LBCC Small Business Development Center

Question #3: How do we measure our effectiveness?

- Advising Indicators - Businesses launched; Jobs created or retained; Capital acquired (loans, grants, sales gains); Import/export engagements
- Training Indicators - Number and types of offerings; Number of participants served; transferability of skills to business practices (as determined by advisors via 1:1 sessions); training content matches requested/required skills
 - Segment-based Special Programs - Number participants served; Number of businesses launched or stabilized; Capital acquisition and revenue generation
- Segment-Specific Cluster Development - Numbers of start-up and/or spin-offs created; Numbers of jobs created or retained; Traded sector revenue generation

Question #4: What, in addition to funding are the factors that enhance or limit success?

- Small biz support successes are directly attributable to the quality of our advisors and our programs. The biggest gains come from being effective in helping stable businesses seize growth opportunities. The most activity is in the area of new business starts.
- Cluster development successes take a lot of investment with little financial return to our program but great return to the businesses involved and to the region as a whole. State funds through GSTF and EWTF have sustained the bioscience cluster and USDA RBEG has sustained the food processors cluster to date.
- A major limiter to success for all of us is poorly coordinated or overlapping services. Also, we have a current challenge of replacing CDBG funding to provide the MicroEnterprise program.



- ### PTF Areas of Emphasis and Top Achievements to Date
- Four quadrants of emphasis
 - Strengthening and expanding existing business
 - Recruiting targeted business icons
 - Developing human and physical infrastructure
 - Integrating sustainability and economic development
 - Achievements to date
 - Acceptance by city and county, late 2006
 - 14.1: Blue Ribbon Panel/DR2
 - 6.1: Willamette Angel Conference/Willamette Innovators Night (WIN/WAC)
 - 13.1: Food Biz Bootcamp

- ### Shortcomings: PTF Factors Limiting Success
- What the plan is
 - A comprehensive foundation built by the community
 - What the plan isn't or lacks
 - No metrics
 - No data collection on activities
 - All volunteer after consultant work in development
 - No accountability
 - Funding
 - Concepts to be revisited: URD, Business License Fee
 - Bottom line
 - Don't recreate – build off this living, working document

SCORE

Question #1: What percentage of organization resources are directed toward economic development?

- 1. 100% of our expense budget and 100% of our volunteer hours are directed towards economic development activities.

Question #2: What are our objectives around economic development and how do we implement it?

- Our objective is to create new jobs each year thru starting new small businesses and expanding existing businesses. Our national organization has a goal to grow 1 million businesses by 2017. We do this by our counseling and educational workshop activities

SCORE

Question #3: How do we measure our effectiveness?

We measure success in several ways

- number of new businesses started and their survival rate at 3 year and 5 year milestones
- number of jobs saved and jobs added in existing businesses due to economic growth
- SCORE is the most cost effective catalyst for economic growth. For every dollar (\$1.00) appropriated to SCORE from the Small Business Administration (SBA), SCORE clients paid over \$1.07 in business taxes

SCORE

Question #4: What, in addition to funding are the factors that enhance or limit success?

- Our marketing dollars in our budget is limited. People find us thru the SBA and the internet.
- Our recruiting dollars in our budget is also limited. People find us thru word of mouth and direct personal invitation to join.

Willamette Neighborhood Housing Services

City Economic Development Goals addressed by WNHS

- "Support the development of a supply of adequate housing which is affordable to employees of existing and future businesses."
- "Support financial and technical assistance programs that are available to business startups, small business development, local product development, and environmentally responsible modernization."
- 59% of WNHS activities are directed towards these goals.

Willamette Neighborhood Housing Services

WNHS economic development-related services:

- developing and managing affordable housing
- helping families buy their first home
- microenterprise development assistance

Success measures:

- housing units developed
- homes purchased
- economic impact
- business started or strengthened

Willamette Neighborhood Housing Services

Factors influencing success:

- access to capital, credit, and subsidy
- investor interests
- market opportunities and constraints
- the challenges of real estate development

Approved as submitted, May 10, 2011
CITY OF CORVALLIS
HISTORIC RESOURCES COMMISSION MINUTES
APRIL 12, 2011

Present

Deb Kadas, Chair
 Scott McClure, Vice Chair
 Robert “Jim” Morris
 Stanley Nudelman (arrived at 6:20 p.m.)
 E. Ross Parkerson
 Kevin Perkins
 Lori Stephens
 Roen Hogg, City Council Liaison
 Jim Ridlington, Planning Comm. Liaison

Staff

David Coulombe, Deputy City Attorney
 Bob Richardson, Associate Planner
 Brian Latta, Associate Planner
 Teresa Nix, Recorder

Guests

David Dodson
 John Gremmels
 George Rohrmann
 Mark Weisel

Absent/Excused

Aaron Collette
 Geoffrey Wathen

SUMMARY OF DISCUSSION

Agenda Item	Held for Further Review	Recommendations/Actions
Visitor Propositions		Information only.
Public Hearings a. Lloyd and Erma Larse House (HPP11-00008): Alteration or New Construction, 2900 NW Johnson Avenue b. Vance House (ZDC11-00001): Zone Change to remove Historic Preservation Overlay, 421 SW 8 th Street c. OSU Milam Hall (HPP11-00003): Alteration or New Construction, 2520 SW Campus Way d. OSU Merryfield Hall (HPP11-00007): Alteration or New Construction, 1600 SW Monroe Avenue e. Atwood House (HPP11-00006): Alteration or New Construction, 214 NW 7 th Street		Approved unanimously with conditions of approval. Approved by a vote of 4 to 2. Approved unanimously with conditions of approval. Approved unanimously with conditions of approval. Approved unanimously with conditions of approval.
Historic Preservation Month		Motion to present Historic Preservation Awards to three nominees passed unanimously.
Other Business/Information Sharing a. CLG Grant Update b. Levy Campaign Restrictions c. Minutes Review – March 8, 2011		The minutes were approved unanimously.
Adjournment		The meeting was adjourned at 9:24 p.m.

CONTENT OF DISCUSSION

Chair Deb Kadas called the Corvallis Historic Resources Commission (HRC) to order at 6:00 p.m. in the Corvallis Downtown Fire Station Meeting Room, 400 NW Harrison Boulevard.

I. VISITOR PROPOSITIONS

David Dodson, Oregon State University (OSU) Senior Planner, invited Commissioners to attend tours of new construction on the OSU Campus. Tours of Linus Pauling are conducted at 3:30 p.m. on the first Friday of each month. Tours of the Hallie Ford Center will be coming up; he will send an invitation to staff with a request that it be forwarded to the Commission.

II.a. PUBLIC HEARING - Lloyd and Erma Larse House (HPP11-00008): Alteration or New Construction, 2900 NW Johnson Avenue

A. Opening and Procedures:

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

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

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

The Chair opened the public hearing.

B. Declarations by the Commission:

1. Conflicts of Interest: None.
2. Ex Parte Contacts: None.
3. Site Visits: Commissioners Kadas, McClure, Parkerson and Stephens.
4. Objections on Jurisdictional Grounds: None.

C. Staff Overview:

Planner Bob Richardson said the Larse House is a Contributing resource in the College Hill-West National Register Historic District. It is located at 2900 NW Johnson Avenue. The request is for approval of a Historic Preservation Permit application to replace two single-pane, double-hung

wood windows on the west side of the house with double-pane, double-hung metal clad insert windows. The sash size of the new windows would be larger than the existing windows.

D. Legal Declaration:

Deputy City Attorney David Coulombe said the Commission will consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they believe are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the parties an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue. The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

E. Applicants' Presentation:

Mark Weisel said he and his wife own the subject property. He said that, as noted in the application, the insert windows meet all Land Development Code (LCD) requirements with the exception of the sash width.

Mr. McClure asked if the applicant considered other options. He advised of a firm in Portland that uses existing sashes, replacing the original glass with insulating glass. He has found this process to be less expensive than the cost of insert windows, and it also saves the energy used to truck and install replacement windows. Mr. Weisel said the sash wood had begun to deteriorate. In considering the costs, the deterioration, and the fact that the proposed option did not detract from exterior look of house, he chose to go with insert windows.

F. Staff Report:

Planner Richardson said the Compatibility criterion most pertinent to this application is Pattern of Window and Door Openings. The proposed windows would be very similar in appearance to the existing windows. The proposed windows satisfy all the criteria to be approved administratively except that the proposed sash dimensions are more than a half an inch larger than the existing sash sizes. The reduced glass area is not expected to detract from the historic character of the house and a consistent appearance would be presented. Staff finds that the proposal is consistent with the applicable review criteria and recommends approval of the request with the proposed conditions of approval.

G. Public Testimony in Favor of the Application: None.

H. Testimony in Opposition to the Application: None.

I. Neutral Testimony: None.

J. Rebuttal by the Applicant: None.

K. Sur-rebuttal: None.

L. Additional Time for the Applicant to Submit Final Argument:

The applicant waived the additional time to submit written argument.

M. Close the Public Hearing:

MOTION: Mr. Parkerson moved to close the public hearing. Mr. Morris seconded the motion and it **passed** unanimously.

N. Discussion and Action by the Commission:

MOTION: Mr. Parkerson moved to approve the Lloyd and Emma Larse House Historic Preservation Permit application (HPP11-00008), as conditioned in the April 1, 2011, staff report to the Historic Resources Commission. The motion is based on findings in support of the application presented in the April 1, 2011, staff report to the Commission, and findings in support of the application made by the Commission during deliberations on the request. Ms. Stephens seconded the motion.

Mr. Morris said it seems so clear that this should be approved; he would like to know why it was not a Director-level decision. Chair Kadas said the LDC allows Director-level decisions to a certain point, after which requests are required to come before the HRC. She thinks it was admirable of the applicant to go to the trouble of submitting this application. Mr. Parkerson added that having these requests come before the HRC keeps it informed of changes being made. Mr. Morris said this is an example of what some might consider too much bureaucracy. He said these applications are not easy to put together; he apologized to the applicant for having to go through the process. It was agreed that this would be a worthwhile discussion for a later time.

The motion **passed** unanimously.

O. Appeal Period:

The Chair explained that the decision will be effective 12 days from when the Notice of Disposition is signed, unless an appeal is filed with the City Recorder.

II.b. PUBLIC HEARING – Vance House (ZDC11-00001): Zone Change to remove Historic Preservation Overlay, 421 SW 8th Street

A. Opening and Procedures:

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

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

Persons testifying either orally or in writing may request a continuance to address additional documents or evidence submitted in favor of the application. If this request is made, please

identify the new document or evidence during your testimony. Persons testifying may also request that the record remain open seven additional days to submit additional written evidence. Requests for allowing the record to remain open should be included within a person's testimony.

The Chair opened the public hearing.

B. Declarations by the Commission:

1. Conflicts of Interest: None.
2. Ex Parte Contacts: None.
3. Site Visits: Commissioners Kadas, McClure, Morris, Nudelman, Parkerson and Stephens.
4. Objections on Jurisdictional Grounds: None.

C. Staff Overview:

Planner Richardson said the Vance House is a Designated Historic Resource listed in the Corvallis Register of Historic Landmarks and Districts (Local Register). It is a duplex located at 421 and 423 SW 8th Street. The applicant requests to remove the Historic Preservation Overlay (HPO) from the subject site, thereby removing the property from the Local Register. This is a Zone Change request; the applicable criteria are taken from LDC Chapter 2.2.

D. Legal Declaration:

Deputy City Attorney David Coulombe said the Commission will consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they believe are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the parties an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue. The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

Mr. Coulombe said that the HRC has the authority to approve or deny this request; it does not have the authority to condition an approval. In response to an inquiry from Mr. Nudelman, Mr. Coulombe said the HRC is the hearing authority authorized by the LDC for this application.

E. Applicants' Presentation:

George Rohrmann said that he and Planner Richardson discussed various ways to deal with this issue and both concluded that the best option was to request removal of the HPO. He and his wife have purchased several properties in the neighborhood as they have come up for sale; subsequent work has involved demolition and reconfiguration. In considering what to do with the Vance House, the idea of moving the house was raised. There are very strict criteria for having the house listed in the Local Register, including that the owner cannot have done any work to alter the house from its original form. When he purchased the Vance House in 1982, it was a wreck. He obtained the necessary permits and restored it in his own way, including demolishing a significant part of the house. He feels that there was very limited justification for listing the Vance House. His research with David Livingston indicated that H.T. Vance, a professor at OSU, was not necessarily a distinguished person and that he never lived at the property. The fact that this was a rental property was reflected in the condition of the house when he bought it. He

feels the house should not have been listed in the Local Register in the first place and, since most of the house has been altered from its original form, he does not think it meets the criteria for getting a National Register listing.

In response to an inquiry from Ms. Stephens, Mr. Rohrman said he discussed with staff options of removing the HPO or getting permission to move the house; there were no discussion about parking.

Mr. Perkins noted that Mr. Rohrman has owned the house for 30 years; he asked why he is making this request now. Mr. Rohrman said that, in seeing other houses come up for sale and in considering what to do with the Vance House, he and his wife arrived at the decision to make this application.

Mr. Perkins asked if Mr. Rohrman was engaged in the listing process in 1982. Mr. Rohrman said no. Ms. Stephens read from the Attachment G.11, Inventory of Historic Sites and Structures, that... *the owners of the properties suggested for inclusion on the Corvallis' inventory of historic sites and structures were contacted by letter and follow-up phone call in order to fully involve them in the inventory formulation process.* Chair Kadas said it is her understanding that the inventory was done in 1976, and that Mr. Rohrman bought the property in 1982 and did the work prior to the property being listed in late 1982. Mr. Rohrman said he does not recall receiving a contact letter or phone call in 1982, but that was a long time ago.

F. Staff Report:

Planner Richardson said the criteria for removing an HPO are provided in LDC 2.2.40.05.c. To remove the HPO from the site, criterion c.1 and one of the three sub-criteria in c.2 must be achieved. Regarding criterion c.1, that removal of the HPO shall not adversely impact properties in the surrounding area or the Historic integrity of the affected Local Register Historic District, he noted that the subject site is not within a Historic District. The LDC does not define an *adverse impact*. Properties in the surrounding area carry the same RS-12 Medium High Density zoning as the subject property and any development on the property would be done to RS-12 standards regardless of whether there is an HPO. Staff finds the proposal complies with c.1.

Regarding LDC 2.2.40.05.c.2, Planner Richardson reviewed sub-criterion "a", noting that the determination of Historic Significance shall be based on National Register of Historic Places Criteria for Evaluation which has two components, both of which must be met. The first component considers the quality of historic significance; the Vance House meets aspects of this part of the criterion. It is in its original location and the original urban setting is fairly intact; however, the single-detached home setting has been eroded somewhat by construction of apartment complexes to the east and west of the site, and the materials, workmanship, and design details original to the house are no longer present or have been altered. The second component has four parts, one of which must be satisfied. The staff report provides a detailed analysis. In summary, there is no information in City records that indicates that the Vance House is associated with any significant events that have impacted broad patterns of history, or that the Vance family was significant to the community in terms of making this a historically important resource. The house has been altered quite significantly and no longer represents the distinctive characteristics of a type, period, or method of construction, or the work of a master, and it does not appear that the house would yield information important to history or prehistory. Therefore, staff finds that the Vance House would not satisfy the National Register criteria and the application to remove the HPO would be consistent with sub-criterion "a".

The application only needs to demonstrate compliance with of the sub-criteria in c.2. The applicant did provide information addressing sub-criteria “b” and “c”. Regarding sub-criterion “b”, some aspects of historic integrity remain with this house but, because of alterations that occurred in the summer of 1982, staff’s perspective is that the historic integrity has been substantially reduced. This was done by action of the property owner, but it was done prior to the house being listed and it was done legally. Staff’s perspective is that the application is in compliance with “b”. Sub-criterion “c” is very subjective; if the HRC is not convinced that the proposal satisfies the sub-criteria “a” or “b”, then the HRC should make findings regarding sub-criterion “c”.

Staff finds the applicant’s proposal is consistent with the applicable review criteria and recommends approval of the Zone Change application.

Questions of Staff

In response to an inquiry from Mr. Parkerson, Planner Richardson said there are approximately 130 properties with HPOs outside of Historic Districts in Corvallis.

Mr. Morris asked how many houses on the Local Register would meet the National Register criteria for evaluation which he found was relied heavily upon in the staff analysis. Planner Richardson said he thinks that most buildings would likely meet some but not all of the criteria; it is hard to say without an evaluation.

Planning Commission Liaison Ridlington asked what alternative the applicant would have if this request is denied. Planner Richardson said the decision could be appealed to the City Council.

Mr. McClure noted that Benton County will remove an HPO upon request from the property owner. Planner Richardson explained that the City identified properties as Designated Historic Resources in the 1980s. Letters were sent out and owners were given an opportunity to comment. If there is evidence that a person testified in opposition to having the property listed, that property can be removed from the Local Register as an administrative decision. In this case, there is no evidence that the property owner was opposed, so the appropriate process to remove the HPO is this public hearing.

In response to an inquiry from Mr. Perkins, Planner Richardson said the subject property is not on the National Register.

Ms. Stephens asked if staff talked with the applicant about ways to take the house off of the property. Planner Richardson said that when the applicant asked about possible avenues to pursue to move the house, two options were discussed – one was to apply for a permit to move the house and the other was to apply for a Zone Change to remove the HPO. In looking at the applicable criteria, the property owner made the decision to make this application. Planner Richardson stated that he understands that the applicant does not have a place to move the house to at this time. Mr. McClure noted that the discussion about the owner possibly moving the house has no bearing on this decision.

Mr. Perkins asked if any of the adjacent properties have an HPO. Planner Richardson said no, but there are some in the neighborhood as shown on Attachment B.1 of the Staff Report.

Chair Kadas said it seems this may be a case where the house should not have been listed in the first place; she asked for staff’s thoughts. Planner Richardson said he has no information about

why it was listed. He has attached the disposition from 1976 listing the property, but there is not much information to be gleaned.

G. Public Testimony in Favor of the Application: None.

H. Testimony in Opposition to the Application: None.

I. Neutral Testimony: None.

J. Rebuttal by the Applicant: None.

K. Sur-rebuttal: None.

L. Additional Time for the Applicant to Submit Final Argument:

The applicant waived the additional time to submit written argument.

M. Close the Public Hearing:

MOTION: Mr. Nudelman moved to close the public hearing. Mr. Parkerson seconded the motion and it **passed** unanimously.

N. Discussion and Action by the Commission:

Ms. Stephens initiated discussion about LDC 2.2.40.05.c.1. She thinks that removal of the HPO would adversely impact properties in the surrounding area. If the house was moved and something else was built there, the neighborhood would have a different look and feel. Mr. Nudelman said it is not known whether the property owner will move the house or make changes to the property. Mr. McClure said that removal of the HPO would remove the historic review capacity but all other LDC standards would apply; the question is whether removal of the historic review would have an adverse impact. Mr. Perkins noted that this property is not in a Historic District and that none of the adjacent properties have HPOs. He said this may come down to an opinion on what constitutes adverse impact.

Mr. Parkerson said that, in reading the report, looking at the house, and analyzing the changes that have occurred, there is a considerable point for lifting the HPO. The house has some remnants of architecture from the 1920s and 1930s, but he does not think it is representative of what would be pointed to as a reference for the original architecture. If the house had not been changed from what it was and the owner was asking for removal of the HPO to allow him to make changes, he would argue against that. He agreed with Mr. Nudelman that the HRC has no way of knowing what the owner will do in the future, and he wonders if considering that is stepping beyond the charge of the HRC.

Mr. Morris said he agrees with Ms. Stephens. He said it is now known what will happen to the property if the HPO is removed and no one can say if it would be adverse, but it is a fair presumption that the applicant is requesting removal of the HPO because he intends to do something with this house. He thinks that removal or demolition of the house should be considered as a probability and that would adversely impact the surrounding area.

Mr. McClure noted that 86 public notices were mailed and no public testimony was received; people in the surrounding area do not appear to believe this would have an adverse impact on them and other historic preservation watchdogs have not commented.

Mr. Perkins noted that the underlying zoning will remain; therefore, the overall character of residential neighborhood will remain. Removing this dwelling and building a new one could have a positive impact on the area; this is a subjective standard.

Chair Kadas initiated discussion about 2.2.50.05.c.2.a. She asked if Commissioners feel that the property meets at least one of the four National Register criteria for evaluation. Ms. Stephens said she thinks that the property meets the third criterion because most of the alterations were done to the back of the house and front facades are important. She wants to be very careful about this decision, the first Zone Change being considered.

Mr. Parkerson said the whole backside of the house was removed; there is little left that would represent a historically significant house.

Mr. Morris said there are very few houses in his neighborhood that have not been altered significantly. He agreed with Ms. Stephens that the house could meet the third criterion as it retains much of its integrity and one has to go to the back to see aggressive change.

Mr. McClure said the front porch and windows suggest a 1920s building but he does not believe this house could be listed on the National Register as it currently sits. Mr. Perkins agreed. Mr. Nudelman said he does not think the house in its present condition would qualify as a historic property; he does not think any of the National Register criteria apply.

Chair Kadas asked the Commission, by a show of hands, to indicate if they believe the property would meet one of the four National Register criteria. Mr. Morris and Ms. Stephens indicated yes; Mr. McClure, Mr. Nudelman, Mr. Perkins, and Mr. Parkerson indicated no.

Chair Kadas returned discussion to 2.2.40.05.c.1, and the issue of adverse impact. City Attorney Coulombe noted that the HRC is considering adverse impact of the removal of the HPO and not of any subsequent action. Mr. McClure said that removal of the HPO would mean that the property was not subject to historic review but all other LDC provisions would apply. Mr. Perkins added that the Planning Commission would look at adverse impacts on the neighborhood when considering any development applications. Brief discussion followed.

MOTION: Mr. McClure moved to approve the Zone Change application (ZDC11-000001) to remove the Historic Preservation Overlay from the subject site, thereby removing the Vance House from the Local Register of Historic Places and Districts. Mr. Parkerson seconded the motion and it **passed** by a vote of 4 to 2:

Yes: Commissioners McClure, Nudelman, Parkerson, Perkins
No: Commissioners Morris, Stephens

Mr. Morris questioned why the City is restricted to the National Register criteria in considering whether to remove an HPO. Attorney Coulombe noted that, although there is a reference to the National Register criteria, the applicable criteria come from the City's Land Development Code.

Chair Kadas noted that the Land Development Code does not include a definition for *adverse impact*. She said this might be a good topic for future discussion.

O. Appeal Period:

The Chair explained that the decision will be effective 12 days from when the Notice of Disposition is signed, unless an appeal is filed with the City Recorder.

II.c. PUBLIC HEARING – OSU Milam Hall (HPP-11-00003): Alteration or New Construction, 2520 SW Campus Way

A. Opening and Procedures:

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

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

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

The Chair opened the public hearing.

B. Declarations by the Commission:

1. Conflicts of Interest: None.
2. Ex Parte Contacts: None.
3. Site Visits: Commissioners Kadas, McClure, Morris, Parkerson and Stephens.
4. Objections on Jurisdictional Grounds: None.

C. Staff Overview:

Planner Richardson said that Milam Hall is a Contributing resource in the OSU National Register Historic District. It is located at 2520 SW Campus Way on the Oregon State University Campus. The request is for approval of a Historic Preservation Permit application to construct an ADA-compliant access ramp leading to a basement entrance on the building's north side, and to replace bicycle parking racks with new racks. An existing concrete slab and exhaust blower will be removed to make space for the proposed ramp.

D. Legal Declaration:

Deputy City Attorney David Coulombe said the Commission will consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they believe are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the parties an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue. The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

E. Applicants' Presentation:

David Dodson, OSU Senior Planner, and John Gremmels, OSU Senior Project Manager, came forward. Mr. Dodson gave a slideshow presentation. He said that OSU is under-taking a number of ADA improvements on campus, including replacing sidewalks, new ramps, and new elevators to improve campus-wide accessibility. This project is part of that effort and consists of a new ADA ramp on the north side of Milan Hall. The east and central wings were constructed in 1932. The west wing was added in 1953 and included a large auditorium. The auditorium has been retrofitted for ADA accessibility; however, the existing ramp is too steep and it is at the northeast corner of the building, a considerable distance from the auditorium. The existing site contains a main entrance, bicycle parking, an exhaust blower, service drive and stairwell. The proposed modifications include a new ADA ramp and new bike racks along the service drive. The exhaust blower will also be removed. Landscaping will be relocated - some will be removed and new plantings will be added. The proposed elevations show the new handrail and fall protection. The handrail was intentionally left horizontal out of respect for the symmetry of the building. OSU supports staff's recommendation to approve the request.

Chair Kadas asked why the applicant is not reconfiguring the current ADA entrance which is near the ADA parking. Mr. Gremmels said that ADA parking will be added at several locations and that people will be coming from all directions. The thought was to have the entrance much like a front door access and to keep it close to the auditorium. There was also a desire to keep access to the building open during construction.

In response to further inquiries from Chair Kadas, Mr. Dodson said that the door will stay the same and that the recycling center will not change.

F. Staff Report:

Planner Richardson said he will review the Compatibility Criteria most pertinent to the application. Regarding Architectural Details, he said that the ramp would not alter, remove or obscure architectural features on the north façade of the building. Regarding Building Materials, he said that the ramp will be constructed primarily of concrete with metal handrails which are complementary to the brick exterior and concrete foundation on Milam Hall. The bike racks will be metal hoops on concrete pads; the design and materials are standard through the Historic District and compatible with the materials of Milam Hall. Regarding Accessory Development/Structures, he said that the exhaust blower is not part of the building and its removal would not negatively affect the historic character of Milam Hall, that the bicycle racks are of the type used throughout campus and they are visually compatible with the building, and that the ramp design is visually compatible with the design and materials of Milam Hall.

He said that staff found the proposal is consistent with the applicable review criteria and recommends approval of the application subject to the proposed conditions of approval.

G. Public Testimony in Favor of the Application: None.

H. Testimony in Opposition to the Application: None.

I. Neutral Testimony: None.

J. Rebuttal by the Applicant: None.

K. Sur-rebuttal: None.

L. Additional Time for the Applicant to Submit Final Argument:

The applicant waived the additional time to submit written argument.

M. Close the Public Hearing:

MOTION: Mr. Morris moved to close the public hearing. Mr. Parkerson seconded the motion and it **passed** unanimously.

N. Discussion and Action by the Commission:

MOTION: Ms. Stephens moved to approve the OSU Milam Hall Historic Preservation Permit (HPP11-00003), as conditioned in the April 1, 2011, staff report to the Historic Resources Commission. The motion is based on findings in support of the application presented in the April 1, 2011, staff report to the Commission, and findings in support of the application made by the Commission during deliberations on the request. Mr. Parkerson seconded the motion and it **passed** unanimously.

O. Appeal Period:

The Chair explained that the decision will be effective 12 days from when the Notice of Disposition is signed, unless an appeal is filed with the City Recorder.

II.d. PUBLIC HEARING – OSU Merryfield Hall (HPP-11-00007): Alteration or New Construction, 1600 SW Monroe Avenue

A. Opening and Procedures:

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

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

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

The Chair opened the public hearing.

B. Declarations by the Commission:

1. Conflicts of Interest: None.
2. Ex Parte Contacts: None.
3. Site Visits: Commissioners Kadas, Morris, Parkerson and Stephens.
4. Objections on Jurisdictional Grounds: None.

C. Staff Overview:

Planner Brian Latta said Merryfield Hall is a Contributing Resource in the OSU National Register of Historic Places Historic District. The subject site is located at 1600 SW Monroe Avenue. The request is for approval to modify an Alteration or New Construction Historic Preservation Permit application to increase the size and height of an HRC-approved masonry screen wall located on the south side of Merryfield Hall, and to install a new concrete pedestrian access way. The masonry wall proposed to be altered was approved under HPP10-000013 (Order 2010-046), but has not yet been constructed. The masonry wall is proposed to increase by 2' 1½" in length, 2'5" in depth, and 1'2" in height. The proposed size changes are to better screen and provide easier maintenance for the mechanical equipment.

D. Legal Declaration:

Deputy City Attorney David Coulombe said the Commission will consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they believe are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the parties an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue. The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

E. Applicants' Presentation:

David Dodson, OSU Senior Planner, showed slides of the vicinity, the previously approved screen wall, and the proposed screen wall. He said the screen wall is proposed for the south side of Merryfield Hall. Last year the HRC approved a brick screen wall surrounding the new cooling equipment; the project has not been constructed. The applicants learned that the equipment required better ventilation and was taller than originally anticipated. As a result, they are requesting approval of a slightly larger screen wall. OSU supports staff's recommendation to approve the request.

Mr. Morris noted that he observed a lot of trash and cigarette butts during his site visit. Ms. Stephens suggested that, in the future, elevation drawings should show an eye level view. Ms. Kadas thanked the applicants for matching the building materials and going the extra mile even though this project is not in a highly visible location.

F. Staff Report:

Planner Latta reviewed the applicable criteria as detailed in the written staff report. Regarding the criterion requiring compliance with City codes and ordinances, the applicant has already received approval for installation of the mechanical equipment and ventilation stacks and has submitted for building permit review and approval for these improvements. The proposed screen wall is in compliance with local codes and ordinances and does not require a building permit.

Regarding the General review criteria, the application mimics the previously approved application with slight modifications. Staff found the proposed alterations are compatible with the design, appearance, and material composition of the Designated Historic Resource.

The most applicable Compatibility criteria are Building Materials and Scale and Proportion. The screen wall will be constructed using bricks with a concrete cap which will match the exterior of the primary structure; the proposed concrete access way uses materials similar to other access ways and sidewalks in the vicinity. Staff found the proposed screen wall is designed with an appropriate scale and is proportionate to the south-facing wall of Merryfield Hall.

Staff found that the applicant's proposal is consistent with the applicable criteria and is historically compatible with the Designated Historic Resource. Staff recommends approval of the application subject to the proposed conditions of approval

G. Public Testimony in Favor of the Application: None.

H. Testimony in Opposition to the Application: None.

I. Neutral Testimony: None.

J. Rebuttal by the Applicant: None.

K. Sur-rebuttal: None.

L. Additional Time for the Applicant to Submit Final Argument:

The applicant waived the additional time to submit written argument.

M. Close the Public Hearing:

MOTION: Mr. Morris moved to close the public hearing. Mr. Parkerson seconded the motion and it **passed** unanimously.

N. Discussion and Action by the Commission:

MOTION: Mr. Morris moved to approve the Merryfield Hall Historic Preservation Permit (HPP11-00007), as conditioned in the April 1, 2011, staff report to the Historic Resources

Commission. The motion is based on findings in support of the application presented in the April 1, 2011, staff report to the Commission, and findings in support of the application made by the Commission during deliberations on the request. Mr. Parkerson seconded the motion and it **passed** unanimously.

Mr. Nudelman referred to Mr. Morris earlier comment that he observed trash and cigarette butts during his site visit. He said he would strongly recommend that OSU become a smoke-free campus similar to the Good Samaritan Hospital Campus. Mr. Dodson advised that there was a recent directive and vote to make the OSU campus smoke free by September of 2012. Council Liaison Hogg noted that he is Liaison to the Smoke Free Campus Committee.

O. Appeal Period:

The Chair explained that the decision will be effective 12 days from when the Notice of Disposition is signed, unless an appeal is filed with the City Recorder.

II.e. PUBLIC HEARING – Atwood House (HPP11-00006): Alteration or New Construction, 214 NW 7th Street

A. Opening and Procedures:

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

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

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

The Chair opened the public hearing.

B. Declarations by the Commission:

Chair Kadas noted that Commissioner Morris is the applicant in this proceeding; he has left the dais and is in the audience.

1. **Conflicts of Interest:** Chair Kadas said that she is a friend of Mr. Morris and that she had dinner with him last week; they did not discuss this project and she believes that she can conduct a fair and honest public hearing. There were no objections.

2. Ex Parte Contacts: None.
3. Site Visits: Commissioners Kadas, McClure, Nudelman, Parkerson and Stephens.
4. Objections on Jurisdictional Grounds: None.

C. Staff Overview:

Planner Latta said the Atwood House is an individually listed historic resource on the Local Register of Historic Landmarks and Districts. It is located at 214 NW 7th Street. The request is for approval of a Historic Preservation Permit application to replace an existing horizontal side-sliding vinyl basement window with an aluminum-clad wood casement window. The new window is the same width and roughly 15 inches taller than the existing window. A new window well will be installed to accommodate the proposed window.

D. Legal Declaration:

Deputy City Attorney David Coulombe said the Commission will consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they believe are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the parties an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue. The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

E. Applicants' Presentation:

Robert Morris drew attention to a photograph included in his application packet on which he had noted a date of ca.1931. Based on the heavy snowfall and the age of the Atwood daughters who are in the photo, he now believes that photo was taken in late 1919 or early 1920. He said this is a straight-forward application and he has nothing to add.

F. Staff Report:

Planner Latta reviewed the applicable criteria and staff findings as detailed in the written staff report. The applicant will be required to receive a building permit review and approval which will require compliance with all state and local codes and ordinances. Regarding the General review criteria, the applicant proposes to install a window with materials that are compatible to existing original windows, and the style and appearance of the window are also compatible. The most applicable Compatibility criteria are Building Materials, Scale and Proportion, and Pattern of Window and Door Openings. Regarding Building Materials, the application is to go from non-original vinyl to a metal-clad wood window which is complementary to and reflective of wood windows. Regarding Scale and Proportion, the increased area will occur below grade and the width of the window will remain the same as the existing window. Regarding Pattern of Window and Door Openings, the applicant proposed a casement style window which will be compatible with other original windows on the house. The proposed metal-clad wood is a compatible material to wood and the applicant's proposal maintains the existing pattern and placement of windows on the south elevation of the house.

Staff found the application to be compatible with all of the applicable review criteria and recommends approval as conditioned in the staff report.

G. Public Testimony in Favor of the Application: None.

H. Testimony in Opposition to the Application: None.

I. Neutral Testimony: None.

J. Rebuttal by the Applicant: None.

K. Sur-rebuttal: None.

L. Additional Time for the Applicant to Submit Final Argument:

The applicant waived the additional time to submit written argument.

M. Close the Public Hearing:

MOTION: Mr. Parkerson moved to close the public hearing. Ms. Stephens seconded the motion and it **passed** unanimously.

N. Discussion and Action by the Commission:

MOTION: Ms. Stephens moved to approve the Atwood House Historic Preservation Permit (HPP11-00006) as conditioned in the April 1, 2011, staff report to the Historic Resources Commission. The motion is based on findings in support of the application presented in the April 1, 2011, staff report to the Commission, and findings in support of the application made by the Commission during deliberations on the request. Mr. Parkerson seconded the motion and it **passed** unanimously.

O. Appeal Period:

The Chair explained that the decision will be effective 12 days from when the Notice of Disposition is signed, unless an appeal is filed with the City Recorder.

III. HISTORIC PRESERVATION MONTH

Chair Kadas said the Commission previously reviewed several nominations and discussed three properties that may be suitable for Historic Preservation Awards – the First Presbyterian Church (addition); the George Taylor House (new construction); and the Tracy House (alteration). She invited discussion.

Ms. Stephens disclosed that she worked on the Tracy House as an architect.

Mr. Parkerson said he likes all three of these projects, each of which offers something different. Ms. Kadas and Mr. Morris agreed.

MOTION: Mr. Morris moved to give Historic Preservation Awards to the First Presbyterian Church, the George Taylor House, and the Tracy House. Mr. Parkerson seconded the motion and it **passed** unanimously.

Planner Richardson said the schedule will be finalized and posted on the website this week. A postcard announcing that May is Historic Preservation Month, on which Commissioner Wathen did much of the design work, will be sent to owners and occupants of historic properties and distributed to others.

Mr. McClure commented that that the State Historic Preservation Office (SHPO) holds up the Benton County Historic Preservation Month activities as a state-wide model. Mr. Parkerson advised that the Benton County Historical Society printed the entire program in its newsletter.

IV. OTHER BUSINESS/INFORMATION SHARING

CLG Grant Update

Planner Richardson advised that the City received the CLG Grant in the full amount of \$14,500. The funds will be used for review and compliance activities, as well as training and public education. Chair Kadas thanked staff for the work that went into getting that grant which will be used for the Commission's benefit.

Levy Campaign Restrictions

Chair Kadas said that she attended a work session with City Attorney Jim Brewer regarding restrictions on political campaigning for public employees. An explanatory statement and an excerpt of the slide presentation from the work session are included in Commissioners' packets.

She drew attention to the "Basic Rule/Best Advice" slide which states that:

- Public employees may not advocate for or against candidates or measures while at work or on work time. Volunteer Board and Commission members are public employees for purposes of the election laws.
- On your own time, not at work, anyone can advocate for or against anything. It doesn't hurt to say you are on your own time.

Minutes Review – March 8, 2011

MOTION: Mr. Morris moved to approve the March 8, 2011 minutes as presented. Mr. Parkerson seconded the motion and it **passed** unanimously.

IX. ADJOURNMENT

The next meeting is scheduled for Tuesday, May 10, 2011, at 7:00 p.m. at the Madison Avenue Meeting Room.

The meeting was adjourned at 9:24 p.m.

**HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
MINUTES
April 20, 2011**

Present

Ed Fortmiller, Vice Chair
Jennifer Jordan
Michael L'Heureux
David McCarthy
Gerry Perrone
Roger Lizut, Planning Commission Liaison
Biff Traber, City Council Liaison

Absent

Judy Gibson, Chair
Buzz Berra

Staff

Kent Weiss
Joe DeMarzo
Terri Heine

SUMMARY OF DISCUSSION

Agenda Item	Action/Recommendation
I. Consideration & Approval: HCDC Draft Minutes of March 9, 2011	Approval
II. Status: Loan Funds & Recent Rehab Loans	Information Only
III. Essential Repair Program Loan Policy Exception Request	Recommendation
IV. Fair Housing Month Proclamation & Fair Housing Testing/Training	Discussion
V. Updates: FY 11-12 CDBG/HOME Action Plan/FY 2011 Federal Budget	Discussion
VI. Other Business: Volunteer Request from Corvallis Sustainability Coalition	Information Only



CONTENT OF DISCUSSION

I. Consideration & Approval: HCDC Draft Minutes of March 9, 2011

Vice Chair Fortmiller opened the meeting, asking for consideration of the HCDC draft minutes of March 9, 2011. The minutes were approved by a vote of 5-0, with Commissioner L'Heureux abstaining.

II. Status: Loan Funds and Recent Rehab Loans

Housing Program Specialist DeMarzo reported that no new First Time Home Buyer (FTB) loans had closed since the last meeting, adding that two are in progress. Regarding rehabilitation loans, DeMarzo noted that none have closed since the last meeting, but that several are in the application/review process.

III. Essential Repair Program Loan Policy Exception Request

DeMarzo directed Commissioners to a memo included in their packet detailing an Essential Repair (ER) Program loan policy exception request for an extremely low income, four person household located at 1915 SW 53rd Street. He noted that the three bedroom, one bath home was built in 1949, is approximately 1,914 square feet, and has an attached garage.

Continuing, DeMarzo noted that overall, the property's condition is considered good by HUD standards, but various components of the home are in need of repairs and upgrades. He added that although the primary reason for making repairs and upgrades is because components are worn or broken, it should be noted that many of the targeted components are also covered with lead-based paint. Lead hazards are a special concern for this family as they have a very young child. The proposed scope of work primarily addresses the kitchen and bathroom areas. The kitchen includes the original 1949 cabinets and counter tops, parts of which are broken and/or badly worn. Some custom work will be required to provide an exhaust fan for the range and to address a pass-through area between the kitchen and dining room. The bathroom also contains many of the original components, and the shower/tub area has had a leak for a considerable amount of time. Other work includes the replacement of several interior doors and repairs to the utility room.

Concluding, DeMarzo noted that there is sufficient equity in the property to secure the requested loan amount of \$44,735, and the City's loan would be in second lien position. Because the total loan amount exceeds the \$30,000 ER Administrative Policy threshold, a recommendation for a loan policy exception from the HCDC is needed in order to forward this request for City Manager approval.

Commissioner McCarthy asked if lead-based paint is present in other areas of the home besides the kitchen and bathroom, and if there is anything the homeowners can do outside of the proposed work to alleviate some of the hazards. DeMarzo responded that the exterior paint on the home is lead-based, which is typical, but that the paint is in good condition. With regard to reducing lead-

based paint hazards on an ongoing basis, this can be accomplished through regular routine wet-cleaning methods and/or by using a vacuum that has a high efficiency particulate air (HEPA) filter.

Commissioner Jordan moved, with Commissioner McCarthy's second, that the HCDC recommend City Manager approval of the request for a loan policy exception for an Essential Repair Program loan in the amount of \$44,735 for the owners of the home located at 1915 SW 53rd Street. The motion passed unanimously.

IV. Fair Housing Month Proclamation & Fair Housing Testing/Training

Housing Division Manager Weiss noted that during the City Council's April 4 meeting, Mayor Manning proclaimed April as National Fair Housing Month. He directed Commissioners to copies of a news release included in their packet noting the City's recognition of April as Fair Housing Month, as well as information from the Fair Housing Council of Oregon (FHCO) describing the results of their recent fair housing testing in Corvallis.

Continuing, Weiss noted that the City contracts with FHCO every year for services to help the City continue to affirmatively further fair housing. He added that the affirmatively furthering of fair housing process is not only a HUD requirement, but is something that the City feels obligated to do regardless. Every five years, an Analysis of Impediments (AI) to fair housing report is prepared by staff; the AI is then used to develop a Fair Housing Plan. The Fair Housing Plan notes the identified impediments, then details activities, such as fair housing trainings and other outreach, that will be carried out to inform and provide knowledge to landlords, tenants, and others in the community. The next series of fair housing training events sponsored by the City will begin on June 21 with a landlord-focused session.

Weiss noted that in the past two years, the City and FHCO have started to expand the scope of their services agreement to include housing discrimination testing for the purpose of determining areas of educational need. The double-blind testing most recently completed in 2010 consisted of a series of phone calls inquiring about rental unit availability. Inquiries were made by FHCO testers who were or identified themselves as 1) a person with a thick, easily discernable Latino accent or a person calling on behalf of a Mexican friend (to test National Origin); 2) a person with an assistance animal (to test disabilities); or 3) a person with a child (to test familial status). Comparator testers had no accent and did not identify themselves as having a service animal or a family. In each of the three areas where discrimination testing was conducted, evidence of discriminatory practices was discovered. Because the intent of testing is to determine areas on which education efforts should be focused, the names of the landlords and rental agents that were tested are kept confidential by the FHCO.

Concluding, Weiss noted that the FHCO's test results were reported in a Corvallis Gazette-Times article on April 8, adding that copies of the article are included in the Commissioners' packet. He added that staff feels it is a good idea to make the results public as it raises the profile of fair housing issues in the community. It also alerts landlords and rental agents that they may be tested in the future. Weiss noted that if there is a pattern of discrimination and a person calls the FHCO

to complain, the FHCO will, on their own, investigate the complaint. If a discrimination case can be built through that investigation, the case is forwarded to HUD. When HUD gets involved, and if discriminatory actions are proven, the ensuing penalties can range between \$10,000 and \$50,000.

Councilor Traber asked how staff will be advertising the fair housing training events. Weiss noted that the June 21 training event is already 20% full through word of mouth. Staff plans to advertise the event in the newspaper, as well as through targeted invitations. Councilor Traber opined that the targeted invitations should include information regarding the large size of the penalties that can be enforced if a discrimination case is prosecuted by HUD. Weiss agreed that this would be good information to include in the advertising for the fair housing training sessions, as well as in the direct outreach letters.

V. Updates: FY 11-12 CDBG/HOME Action Plan & FY 2011 Federal Budget

Weiss noted that the second of the two public hearings regarding the FY 11-12 CDBG/HOME Action Plan was held during the City Council's April 18 meeting, adding that at the time the related staff report was written for Council, the FY 2011 federal budget had still not yet been approved. Since then, the federal budget was approved. Weiss directed Commissioners to a table included in their packet produced by the National Association of Housing and Redevelopment Officials (NAHRO), noting that Housing staff are members of that group. The table summarizes the final totals of all federal programs affected by H.R. 1473, the final FY 2011 budget legislation that includes CDBG and HOME funding levels. Weiss noted that the CDBG formula allocation amount relative to the current fiscal year calls for a reduction of 16.4% in funding for the program. The HOME program allocation will be reduced by 11.95%. Weiss noted that these reductions will not require a re-allocation process for the City's FY 11-12 allocations that were recommended by the HCDC in February and included in the Action Plan. The City's CDBG and HOME funding amounts for FY 11-12 will remain whole for all agencies through a reduction in the balance that will be allocated to the City's loan programs. The loan programs will rely on carryover funds from prior fiscal years, which will allow them to maintain level funding through FY 11-12. Weiss noted that CDBG and HOME funds budgeted for use to cover administrative expenses will need to be reduced as they are capped under federal rules. In order to fill the resulting gap, a portion of the Division's administrative expenses will be shifted out of the federal funds and into the City's non-federal 250 Revolving Loan Fund (RLF).

Weiss noted that staff are feeling fortunate that the reductions in the CDBG and HOME programs at the federal level did not go as deep as they might have, and that the City still has the flexibility to adjust to the reductions during FY 11-12 and the ability to leave agency funding allocations whole. Weiss noted that this information was presented to Council at the April 18 meeting, and that Council was in agreement that as long as agency funding did not have to be cut and no programs had to be eliminated, staff could adjust the budget accordingly and continue to move forward. However, if this turns out not to be the case once actual allocation amounts are released by HUD, staff will bring information back to the HCDC for feedback regarding allocation reduction recommendations, which will then be forwarded to Council for their consideration.

Councilor Traber asked when staff expects to hear what the final allocation figures for CDBG and HOME funds will be for the City. Weiss responded that staff has been notified that it will be 30 to 45 days (from April 19) before the final numbers are known.

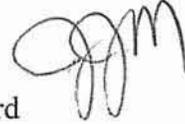
VI: Other Business: Volunteer Request from Corvallis Sustainability Coalition

Weiss noted that at the request of the Corvallis Sustainability Coalition, information is included in the Commissioners' packets regarding a volunteer opportunity for the Coalition's Abundant Choices Home Tour scheduled for May 21.

There being no further business, the meeting was adjourned at 12:40 p.m.

MEMORANDUM

To: City Council Members
From: Julie Jones Manning, Mayor
Date: May 3, 2011
Subject: Confirmation of Parks, Natural Areas, and Recreation Board



As you know, at our last regular meeting I appointed the following person to the Parks, Natural Areas, and Recreation Board for the term of office stated:

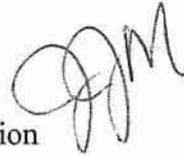
Marc Vomocil
Term expires June 30, 2013

I ask that you confirm this appointment at our next Council meeting, May 16, 2011.

1039

MEMORANDUM

To: City Council Members
From: Julie Jones Manning, Mayor
Date: May 3, 2011
Subject: Appointment to Arts and Culture Commission



I am appointing the following person to the Arts and Culture Commission for the term of office shown:

Stephanie Calhoun
Term expires June 30, 2014

As a Corvallis resident for the past year, Stephanie has become involved with Heartland Humane Society and Oregon State University. She desires to be an active member of our community and has a genuine interest in the arts .

I will ask for confirmation of this appointment at our next Council meeting, June 6, 2011.

1038

MEMORANDUM

May 9, 2011

TO: Mayor and City Council

FROM: Nancy Brewer, Finance Director 

SUBJECT: **Scheduling Public Hearings**

Staff requests the City Council schedule Public Hearings at 7:30 PM on Monday, June 6, 2011 for:

- A recommendation for the use of State Shared Revenues for FY 2011-2012; and
- Adoption of a budget for FY 2011-2012.

MEMORANDUM

To: Mayor and City Council

From: Tony Krieg, Customer Services Manager 

Subject: Liquor License Investigation- Das Maschine Entertainment dba Ground Zero

Date: May 10, 2011

The City has received an application from George Kokolakis and Keith A. Barnes Owners of DAS Maschine Entertainment, LLC and dba Ground Zero located at 126 SW 4th Street, Corvallis, OR 97333. This application is for a New Outlet with a Limited On Premise Sales Liquor License.

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.

Limited On-Premises Sales License

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



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

PROCLAMATION

Enhancing Community Livability Celebrating the 65th Anniversary of Kiwanis Club of Corvallis

May 16, 2011

WHEREAS, Our community's well-being is enhanced by the efforts of citizens, every day, in a variety of ways; and

WHEREAS, The community wishes to celebrate and honor the efforts of our neighbors in Enhancing Community Livability; and

WHEREAS, The Kiwanis Club of Corvallis, an international service organization chartered locally on May 8, 1946, has provided meaningful opportunities for leadership and service throughout its history; and

WHEREAS, Kiwanians are involved throughout the year in local service projects that make a positive difference in our community including student award and scholarship programs, park beautification, Meals on Wheels delivery, and Grab Bar Program to help older adults remain in their homes; and

WHEREAS, Proceeds from the Club's various fund-raising activities benefit a variety of non-profit organizations, especially those serving children and families; and

WHEREAS, Kiwanians are motivated by a common desire to serve and to achieve an appreciation of good fellowship.

NOW, THEREFORE, I, Julie Jones Manning, Mayor of the City of Corvallis, do hereby proclaim **May 16, 2011**, as **Kiwanis Club Day** in the City and encourage people throughout Corvallis to join with Kiwanians to enhance community livability locally and worldwide.

Julie Jones Manning, Mayor

Date



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

PROCLAMATION
NATIONAL POLICE WEEK
MAY 15 - 21, 2011

- WHEREAS, We recognize National Police Week 2011 and honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy; and
- WHEREAS, There are approximately 900,000 law enforcement officers serving in communities across the United States, including the 55 dedicated members of the Corvallis Police Department; and
- WHEREAS, Some 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and
- WHEREAS, Since the first recorded death in 1791, more than 19,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including one member of the Corvallis Police Department; and
- WHEREAS, The names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington DC; and
- WHEREAS, 317 new names of fallen officers are being added to the National Law Enforcement Officers Memorial this spring, including 153 officers killed in 2010 and 164 officers killed in previous years; and
- WHEREAS, The service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officer Memorial Fund's 23rd Annual Candlelight Vigil; and
- WHEREAS, The Candlelight Vigil is part of National Police Week, May 15-21, 2011.
- NOW, THEREFORE, I, Julie Jones Manning, Mayor of the City of Corvallis, Oregon, do hereby proclaim **May 15-21, 2011**, as **Police Week** in th City and publicly salute the service of law enforcement officers in our community and in communities across the nation.

Julie Jones Manning, Mayor

Date

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

PROCLAMATION

Public Works Week

May 15-21, 2011

WHEREAS, Public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, The community benefits from the knowledge, dedication, and commitment of the City of Corvallis Public Works Department staff, who fulfill their mission to deliver high-quality, efficient, and cost-effective services to the citizens of Corvallis through

Protecting the environment

Using resources efficiently

Building facility plans for future community needs

Leading the way in transit

Inviting public participation

Constructing quality infrastructure

Working in over 32 different service areas

Observing State and Federal regulations

Responding to emergencies 24/7

Keeping Corvallis livable

Serving every citizen

NOW, THEREFORE, I, Julie Jones Manning, Mayor of Corvallis, Oregon, do hereby proclaim **May 15-21, 2011**, to be **Public Works Week** in the City of Corvallis, and I call upon all citizens and civic organizations to learn about our public infrastructure services and to recognize the contribution which Corvallis Public Works staff make every day to our health, safety, comfort, and quality of life.

Julie Jones Manning, Mayor

Date

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

PROCLAMATION

Get There Another Way Week

May 23 - 27, 2011

WHEREAS, Reducing reliance on the single-occupancy vehicle (SOV) is vital to the sustainability of the community and the health and quality of life of Corvallis residents; and

WHEREAS, Residents and visitors who cannot afford or choose not to use an automobile use public transit, walking, bicycling, carpooling, vanpooling, and teleworking to gain access to jobs, schools, medical facilities, and other fundamental services; and

WHEREAS, Use of transportation options decreases the demand for automobile parking, resulting in better use of land for more productive uses; and

WHEREAS, Increased public investment in transit services and other transportation options provides the potential to expand the employment base, provide job opportunities, and enhance prosperity; and

WHEREAS, Traffic congestion wastes productive time and can be alleviated through the increased availability and use of public transit and other transportation options; and

WHEREAS, Walking and bicycling improve health by incorporating physical activity into daily routine; and

WHEREAS, The use of transportation options improves air and water quality and reduces reliance on fossil fuels.

NOW, THEREFORE, I, Julie Jones Manning, Mayor of Corvallis, Oregon, do hereby proclaim **May 23 - 27, 2011**, as **Get There Another Way Week** in the City and encourage all Corvallis citizens to consider using public transit or bicycling, walking, carpooling, vanpooling, or teleworking at least one day during this week.

Julie Jones Manning, Mayor

Date



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

PROCLAMATION

Building Safety Month

May 2011

- WHEREAS,** Corvallis citizens spend the majority of their time in buildings; and
- WHEREAS,** Our City places a high value on ensuring safe buildings for the protection of its citizens from fire, wind storms, earthquakes, landslides, floods, and other natural hazards; and
- WHEREAS,** Our City encourages innovation and sustainable construction practices by advancing approval processes that enable use of the latest construction methods, alternative "green" materials, and design approaches for addressing the critical issues of building safety, alternative energy use, energy efficiency, water conservation, and sustainability in the built environment; and
- WHEREAS,** The effective administration of building safety codes affects our citizens, both in everyday life and in times of natural disaster, gives us confidence that our structures and internal systems such as plumbing, electrical, mechanical, and fire sprinkler systems, are safe and sound; and
- WHEREAS,** Our confidence is achieved through the devotion of vigilant guardians – building safety inspectors, fire prevention officers, architects, engineers, builders, laborers, and others in the construction industry – who work year 'round to ensure the construction of safe, healthy, and sustainable buildings; and
- WHEREAS,** Building Safety Month recognizes that countless lives have been saved and injuries prevented due to effective administration and enforcement of safety codes by experienced, trained, and International Code Council-certified building safety inspectors; and
- WHEREAS,** Each year, in observance of Building Safety Month, Corvallis citizens are asked to consider the benefits of projects at home, at work, or places where we gather in the community; maintain a healthy built environment; promote the livability of our community for all individuals; and ensure the safety of our structures and their occupants.
- NOW, THEREFORE,** I, Julie Jones Manning, Mayor of Corvallis, Oregon, do hereby proclaim **May 2011** as **Building Safety Month** in the City and strongly encourage citizens to join communities across America to participate in Building Safety Month activities.

Julie Jones Manning, Mayor

Date

A Community That Honors Diversity



City Manager's Monthly Highlights April 2011

[E-Mail City Manager](#)

[Subscribe to CM Monthly](#)

Through the City Manager's Monthly Report, I have the opportunity to review City departments' news and the dedicated and creative work accomplished by the City. The City Manager's Monthly Highlights was created to share department accomplishments with a broader audience. The detailed City Manager's Monthly Report is available on the City's Web site at www.ci.corvallis.or.us. I welcome your feedback

Jon Nelson

Mayor and City Council

- The City received the Tree City USA award for the tenth consecutive year and the Tree City Growth award for the seventh consecutive year.
- Corvallis received the Environmental Protection Agency's Climate Showcase Community designation.
- Corvallis was the first Oregon city to receive the Oregon Department of Transportation (ODOT) designation as a Certified Agency, meaning it can coordinate design, scheduling, and construction of Federally funded infrastructure projects.
- Attended meetings of the City's Economic Development Commission
- Co-chaired monthly meeting of Benton County's Ten-Year Plan to End Homelessness Committee
- Met with communications leaders from major public/private sector organizations to discuss collaborating on key messages and information about Corvallis

Finance

- Budget office published the Proposed Fiscal Year 2011-2012 budget document in preparation for May Budget Commission meetings and deliberations.

Fire

- Fire personnel responded to 692 calls this month – 594 were within the City Limits, and 98 were outside the City Limits.
- Emergency Services Consulting, International, was contracted to determine whether there are consolidation opportunities with Albany Fire Department.
- The Prevention Division is working on a partnership with Oregon State University (OSU) to do public education in Corvallis School District 509J (509J) schools. If implemented, this will be a win-win-win situation, relieving some tasks from the Fire Prevention Officers, giving OSU students the opportunity to satisfy a program requirement, and enabling 509J to satisfy the requirement of teaching fire safety.

Library

- In April, there were 61,936 visitors to the Corvallis Library alone – an average of 2,382 per day that the Library was open. Another 76,606 users accessed Library services from their computers. System-wide there were 133,666 items checked out and 24,129 items on hold picked up.
- "Willing Hands, Generous Hearts" was the theme of the Library's annual Volunteer Recognition Breakfast on April 15 to honor over 15,400 hours of volunteer time donated in 2010. Several volunteers were honored for "milestone anniversaries" this year.

Parks and Recreation

- Osborn Aquatic Center had 711 children registered in the swimming and water safety lesson program and 1,015 seniors, and adults participated in AquaFitness, therapy, and group exercise classes.
- Coordinated with Public Works on an experimental irrigation upgrade project to the Starker Arts Garden for Education (SAGE) Community Garden at Bruce Starker Arts Park. The project could save water and provide for a wider selection of potential produce.
- The City Forester is revamping our arborist contracts to better accommodate upcoming sustainability initiatives funding (SIF) projects. Initial SIF projects will include the young tree structural pruning and major removals.
- The City Forester is revamping our arborist contracts to better accommodate upcoming sustainability initiatives funding (SIF) projects. Initial SIF projects will include the young tree structural pruning and major removals.
- The American Association of Retired Persons (AARP) Tax Aide season concluded April 15. At the Senior Center location, tax aide volunteers completed 628 tax returns of the total 2,224 returns completed in Benton County. Volunteers worked a total of 1,035 hours to prepare these returns at the Senior Center site.

Police

- Officers investigated 2,153 incidents, and the Corvallis Regional Communications Center dispatched 3,192 calls for police, fire, and medical assistance this month.
- Cops and Robber Class No. 32 began with 34 participants.

Public Works

- Facilitated brainstorming sessions with staff in other departments to identify areas where sustainability improvements could be made to processes and, from that, generated a list of projects for 2011.
- Construction is underway for the following projects: City Hall Seismic (May completion), City Hall Window Replacement (May completion), City Hall HVAC Replacement (May completion), and the NW Circle Boulevard Pedestrian Crossings (June completion).
- Responded to multiple reports of trees and limbs that came down and blocked streets and sidewalks during a wind storm event April 18. Public Works staff coordinated efforts with Parks and Recreation, Qwest, Comcast, and Pacific Power staff to establish safety zones. Street closures were kept to a minimum due to quick response by all of the involved organizations.
- Corvallis Transit System set a new all-time ridership record for a single month. April ridership was 92,842, representing a 39-percent increase over April 2010 ridership.
- The City won the Best Tasting Drinking Water competition sponsored by the American Water Works Association.

City Manager's Office

- Phil McKenney of Peckham and McKenney visited Corvallis and spoke with 50 to 75 individuals in the kick-off to the City Manager recruitment process and project organization.

Community Development

- The City Council conducted a public hearing to receive comments regarding the City's Fiscal Year 2011-2012 Community Development Block Grant(CDBG)/HOME Investment Partnerships Program (HOME) Action Plan. At the conclusion of the hearing, the Council approved the Plan for submittal to the United States Department of Housing and Urban Development by May 15.
- Created 29 new code enforcement cases as a result of citizen complaints received.
- Of the 183 plumbing, mechanical, and electrical permits issued during April, 40 (or 22 percent) were issued online.
- Continued progress in working with the Airport Industrial Park Committee in updating the Industrial Park Master Plan.



CITY MANAGER'S REPORT

MAY 12, 2011

2011-04

REPORTING PERIOD: APRIL 2011

I. ORGANIZATIONAL HIGHLIGHTS

- The City solicited proposals and hired Peckham & McKenney to coordinate recruiting applicants for the City Manager position.
- The City received the Tree City USA award for the tenth consecutive year and the Tree City Growth award for the seventh consecutive year.
- Corvallis received the Environmental Protection Agency's Climate Showcase Community designation.
- Corvallis was the first Oregon city to receive the Oregon Department of Transportation (ODOT) designation as a Certified Agency, meaning it can coordinate design, scheduling, and construction of Federally funded infrastructure projects.

II. MAYOR'S DIARY

I engaged in the following activities in addition to meeting and corresponding with constituents and presiding at the twice-monthly City Council meetings and meetings with Council leadership:

Speaking Engagements

- Corvallis Half Marathon
- Recognition event for Library volunteers
- Grand opening of Uncle Ricky's Hawaiian Grind restaurant
- Rotary Club of Corvallis Morning
- National Association for the Advancement of Colored People's (NAACP) Freedom Fund Banquet
- Retirement reception for Arts Center Executive Director Sara Swanberg

Proclamations (Enhancing Community Livability)

- Fair Housing Month
- Arbor Week

- National Library Week
- Beta Sigma Phi Day

Special Meetings

- Met with the *Corvallis Gazette-Times* editorial board concerning the City's local option levy
- Met with Ilene Kleinsorge, Dean of Oregon State University's (OSU) College of Business
- Attended the Ward 1 neighborhood meeting
- Hosted Government Comment Corner at Corvallis-Benton County Public Library
- Attended meetings of the City's Economic Development Commission
- Co-chaired monthly meeting of Benton County's Ten-Year Plan to End Homelessness Committee
- With Council Leadership, selected and interviewed finalists and made hiring recommendation for the firm to conduct the City Manager search
- Served as judge for Mr./Ms. CV Pageant at Crescent Valley High School
- Met with Dave Gilbert, new Executive Director of Visit Corvallis
- With Albany Mayor Sharon Konopa, met and had lunch with team of young professionals from Peru as part of Rotary Group Study Exchange
- Attended ROTC Joint Services Review at OSU
- Attended quarterly update meeting of Corvallis Sustainability Coalition
- Met with communications leaders from major public/private sector organizations to discuss collaborating on key messages and information about Corvallis

Appointments

- Bicycle and Pedestrian Advisory Commission
- Community Police Review Board
- Committee for Citizen Involvement

III. **FINANCE**

A. Department Highlights

- Municipal Court assigned \$139,645 to Credit Services of Oregon (CSO) for past-due parking violation fees and \$1,306,222 for past-due traffic enforcement violations. To date, CSO has collected \$26,578 in parking fines and \$8,625 in traffic enforcement fines.
- Staff finalized contracts with an Investment Advisory Service company and Safekeeping Custodian Bank to assist with improving interest earnings while appropriately balancing market risk. The incremental cost of these contracts is expected to be covered by reduction in investment module software costs and higher than budgeted earnings.

- Financial planning staff reviewed Governmental Accounting Standards Board (GASB) 45 Other Post-Employment Benefits report received from actuary and began work on a year-end estimate of unfunded liability based on calculations provided.
- Budget office published the Proposed Fiscal Year 2011-2012 budget document in preparation for May Budget Commission meetings and deliberations.
- MIS staff completed the needs analysis and request for proposals (RFP) for a new City Web site and content management system replacement.
- Accounting staff received and reviewed four bids for the auditing services contract.
- Treasury staff completed the ambulance billing delinquent accounts policy and procedures.

IV. FIRE

A. Department Highlights

Operational

Response Activity - April 2011	City	Non-City	Total
Fires	8	1	9
Overpressure/Rupture	0	1	1
Requests for Ambulance	290	60	350
Rescue (Quick Response Team)	181	10	191
Hazardous Condition	8	2	10
Service Requests	39	5	44
Good Intent	36	17	53
False Calls	32	2	34
Other	0	0	0
TOTAL RESPONSES OVERALL	594	98	692

- Emergency Services Consulting, International, was contracted to determine whether there are consolidation opportunities with Albany Fire Department.
- The Prevention Division is working on a partnership with Oregon State University (OSU) to do public education in Corvallis School District 509J (509J) schools. If implemented, this will be a win-win-win situation, relieving some tasks from the Fire Prevention Officers, giving OSU students the opportunity to satisfy a program requirement, and enabling 509J to satisfy the requirement of teaching fire safety.

V. LIBRARY

A. Department Highlights

- In April, there were 61,936 visitors to the Corvallis Library alone – an average of 2,382 per day that the Library was open. Another 76,606 users accessed Library services from their computers. System-wide there were 133,666 items checked out and 24,129 items on hold picked up.
- System-wide, there were 136 programs during April, with 3,468 attendees of all ages.
- Management Assistant Carol Klamkin attended a session at the annual Oregon Library Association (OLA) Conference on the changes to Americans with Disabilities Act regarding service animals being allowed in libraries. Service animals are now defined as dogs that have been trained to do a specific services for the owner. No other animals, except miniature horses in special circumstances, can be classified as service animals under this law.
- Also at the OLA Conference, Librarian Dana Campbell presented a program on the work of the American Library Association Amelia Bloomer Committee. And Reference Librarian Lisa Tattersall served on a panel presenting information on e-books.
- "Willing Hands, Generous Hearts" was the theme of the Library's annual Volunteer Recognition Breakfast on April 15 to honor over 15,400 hours of volunteer time donated in 2010. Several volunteers were honored for "milestone anniversaries" this year.
- Library Director Carolyn Rawles-Heiser and Reference Librarian Carrie Ottow presented a program on the Library to the Academy of Lifelong Learning.
- OSU's Spring Creek Café presented "The Moral Responsibilities of Corporations" with Robin Collin Morris.
- Oregon Book Award finalists gave a reading. This event was co-sponsored by Literary, Inc.
- Another round of ebook workshops were held. Library users got to see a variety of handheld devices and received individual assistance on using their own devices.
- The new Bookmobile recently completed its first full week of stops. The graphics that will be wrapped on the van are nearing completion.
- The Alsea Film Academy held an extremely successful showing of their completed works at the Darkside Cinema on April 20.
- Youth Services Manager Curtis Kiefer participated in the accrediting process for the Benton County Relief Nursery located at the Old Mill Center for Children and Families. The Library has participated in relief nursery activities as a way to provide early literacy services to the most at-risk families in the county.

B. Other

- Longtime Library supporter Freda Vars stitched a sampler featured in the *Samplers International: a world of needlework* show at the Benton County Historical Society. Her sampler was also selected to appear in the show catalog.

VI. PARKS AND RECREATION

A. Department Highlights

Administration/Planning

- Provided staffing support to Osborn Aquatic Center and Senior Center.
- Held meeting on ActiveNet challenges. Having more successes and fewer challenges.
- Worked on fee review.
- Completed Tunison Park Rehabilitation Grant.

Aquatic Center

- Participation Statistics –
 - 711 children registered in the swimming and water safety lesson program.
 - 1,015 seniors and adults participated in AquaFitness, therapy, and group exercise classes.
 - 88 citizens were certified in cardiopulmonary resuscitation (CPR), First Aid, and other health and safety classes.
 - April Pool's Day Water Safety Awareness and Fun Day Fundraiser had more than 150 participants and spectators.
 - Hosted 29 facility rentals with more than 900 participants.

Parks and Natural Areas

- Coordinated with Public Works on an experimental irrigation upgrade project to the Starker Arts Garden for Education (SAGE) Community Garden at Bruce Starker Arts Park. The project could save water and provide for a wider selection of potential produce.
- Submitted the annual monitoring report to the Division of State Lands (DSL) on the Sunset Park and Natural Area wetland mitigation project. The report provides data and photographs to help illustrate compliance with DSL rules regarding percent cover of native and non-native plant material.
- Began interviews for Youth Park Corps (YPC) Crew and Crew Leaders. Each season, the City provides 40 local youth with summer employment, along with valuable opportunity to develop basic work skills, in exchange for park maintenance activities.

- Completed initial planning for the installation of the Helen M. Berg Memorial, which will be dedicated May 14 at the Riverfront Commemorative Park Jackson Plaza. The memorial will consist of a decorative, natural stone column with a cast bronze plaque.
- Completed a large landscape bed rehabilitation project along SW Country Club Drive at Sunset Park and Natural Area. A wide selection of drought-tolerant plant material was retrofitted to replace an unsuccessful planting.
- The City Forester is revamping our arborist contracts to better accommodate upcoming sustainability initiatives funding (SIF) projects. Initial SIF projects will include the young tree structural pruning and major removals.

Recreation

- Adult softball had 123 teams registered – the most in five years, with increases in both women's and men's teams.
- Escuelita de Futbol program at Lincoln Elementary School has been doing great. There are currently 96 registrations for the dual-emersion youth soccer program.
- Recreation staff have been working with the Benton County Health Department physicians on referrals for youth with weight concerns.
- Lacrosse had 58 registrations – up from 35 last year.

Senior Center

- The American Association of Retired Persons (AARP) Tax Aide season concluded April 15. At the Senior Center location, tax aide volunteers completed 628 tax returns of the total 2,224 returns completed in Benton County. Volunteers worked a total of 1,035 hours to prepare these returns at the Senior Center site.
- During April we offered two trips and two hikes, with a total of 79 participants. Our most popular trip in April was to see the Billy Elliot musical in Portland.
- We offered a new class, "Beyond Collectibles – Is your home too cluttered?" This class addressed hoarding issues and was attended by 16 students. We are offering a repeat class May 12.
- Tai Chi on Saturday mornings was historically a free practice group led by volunteers. Spring term we added a fee for this class. When it was a free practice group we had an average of 14 people attend, as a paid class we now have 25 students registered for spring term.

VII. POLICE

A. Department Highlights

Officers investigated 2,153 incidents this month. Following are the highlights:

- Street Crimes detectives received information from a confidential informant that an OSU student living in Corvallis was dealing heroin and that the informant had purchased heroin from the student. Detectives asked to look at the informant's cell phone and observed a series of text messages back and forth related to purchasing heroin. The informant agreed to help detectives by arranging for a controlled buy and subsequently purchased heroin from the suspect. The detectives then applied for and were granted a search warrant for the suspect's residence. The search warrant was served; and detectives located and seized heroin, marijuana, Oxycontin tablets, cash, computers, knives, packaging materials, scales, and drug records. A 23-year-old man was charged with Unlawful Delivery of Heroin within 1000 feet of a School, Unlawful Possession of Heroin, and Conspiracy.
- Street Crimes detectives assisted patrol with a theft investigation. A victim of a stolen bicycle had seen an ad on an Internet site for a bicycle for sale which he thought was his. Detectives working undercover arranged a meeting to look at the bicycle. They determined the bicycle was the stolen bicycle and then explained they were police officers. They then turned the investigation over to patrol, who subsequently charged the 37-year-old man with Theft, and Theft by Receiving.
- Street Crimes detectives received information from an informant that a Corvallis man was dealing heroin. The informant told detectives the man was getting his supply from Portland, Oregon, and was able to provide large quantities of heroin. The informant had also corresponded with the man's brother regarding the purchase of heroin. Detectives arranged for two separate controlled buys from the man using the informant. The informant purchased five balloons containing heroin at each buy. On the second buy two detectives working undercover accompanied the informant to purchase the heroin. These detectives then arranged a third controlled buy to purchase seven balloons of heroin. Detectives went to the suspect's apartment and contacted the man's brother. Detectives located heroin in the apartment as well as scales, packaging materials, drug paraphernalia, and cell phones used to arrange drug deals. A 21-year-old man was charged with Possession of Heroin and three counts of Distribution of Heroin. His 19-year-old brother was charged with Possession and Distribution of Heroin.
- Officers responded to Trump's Hobbies for a report of a Burglary alarm. Upon arrival officers contacted a person leaving the area in a vehicle and the suspect trying to escape through the backdoor. It was determined the person initially contacted leaving the area in a vehicle was the get-away driver for the suspect who was stealing property inside the store. Both men were charged with Burglary, Theft, Possession of Burglary Tools, Criminal Conspiracy, and Criminal Mischief. Additionally, the suspects had evidence

of another residential burglary that led to a search warrant and additional Burglary charges.

9-1-1 Center Calls for Service

- The Corvallis Regional Communications Center dispatched 3,192 calls for police, fire, and medical assistance this month as follows:

POLICE		FIRE AND MEDICAL	
Corvallis Police	2,153	Corvallis Fire/Ambulance	- 490
Benton County Sheriff	429	Other Fire/Medical	34
Philomath Police	86		
TOTAL	2,668	TOTAL	524

B. Other

- Officer Stahl and Sergeant Goodwin participated in the Drug Enforcement Agency-sponsored Drug Take-Back at Allied Waste Services.
- Recruit Officer Mark Robertson resigned employment.
- Officer Withington presented to the Harding School staff regarding gangs, drugs, and other related issues.
- Sergeants Zessin, Marr, and Van Arsdall attended Northwest Gang Investigators Conference in Eugene, Oregon.
- Captains Hendrickson, and Sassaman and Lieutenant Brewer attended 16 hours of Islamic terrorism training in Salem, Oregon, April 28 and 29.
- Sergeant Goodwin attended Elder Abuse Training, sharing the information from that training during a briefing training.
- Department staff attended annual crime scene processor training and a blood splatter course.
- Detectives Roach and Rehnberg attended the 2011 Child Abuse and Family Violence Summit in Portland, Oregon.
- Captain Sassaman and Lieutenant Henslee attended a five-day "Narcotics, Vice, and Street Crimes Supervisors Training" in Las Vegas, Nevada.
- Detective Stauder taught a class on "Karly's Law" at the 2011 Child Abuse and Family Violence Summit in Portland, Oregon.
- Cops and Robbers Class No. 32 began with 34 participants.

VIII. PUBLIC WORKS

A. Department Highlights

Administration Division

- Facilitated brainstorming sessions with staff in other departments to identify areas where sustainability improvements could be made to processes and, from that, generated a list of projects for 2011.
- Began phase two of the project to enhance the current asset management program in the Utilities Division and to build a model that can be replicated for the Transportation Division.

Engineering Division

- Design is in progress for the Advanced Transportation Management System, Marys River Interceptor Improvements, Senior Center Ground Coupled Heat Pump, North Hills First Level Reservoir Improvements, and Storm Water Master Plan-Jefferson Way Outfall.
- Construction is underway for the following projects: City Hall Seismic (May completion), City Hall Window Replacement (May completion), City Hall HVAC Replacement (May completion), and the NW Circle Boulevard Pedestrian Crossings (June completion).

Transportation Division

- Responded to multiple reports of trees and limbs that came down and blocked streets and sidewalks during a wind storm event April 18. Public Works staff coordinated efforts with Parks and Recreation, Qwest, Comcast, and Pacific Power staff to establish safety zones. Street closures were kept to a minimum due to quick response by all of the involved organizations.
- Staffed alternative transportation booths at the Corvallis Environmental Center's Earth Faire and OSU's Earth Week Vendor Fair.
- Began work to refurbish three donated transit shelters for use in the Philomath Connection transit service. The project is funded 100 percent by an American Recovery and Reinvestment Act (ARRA) grant.
- Did field work to select six locations for pole-mounted transit bench installations. The project is funded 100 percent by an ARRA grant.
- Received notice that the City was awarded an ODOT Rail grant to rehabilitate a rail spur into the Airport Industrial Park.
- Corvallis Transit System set a new all-time ridership record for a single month. April ridership was 92,842, representing a 39-percent increase over April 2010 ridership.

Utilities Division

- Conservation staff had booths at Corvallis Environmental Center's Earth Faire and OSU's Earth Week Vendor Fair.
- For the quarter ending March 31, 2011, distributed 76 incentive rebates for water-efficient washing machines and 17 incentive rebates for WaterSense certified high-efficiency toilets.
- As part of a Department of Health Services Water Protection Grant, Utilities staff promoted and provided staff support for a drug take-back event co-sponsored by Corvallis Public Works, Corvallis Police Department, Allied Waste Services, Benton County Sheriff's Office, Philomath Police Department, Benton County Fairgrounds, and the United States Drug Enforcement Administration. Combined, the collections event brought in 1,100 pounds of medications and packaging.
- Conservation staff developed a contract for installation of a water-conserving irrigation system demonstration site at SAGE.
- The City won the Best Tasting Drinking Water competition sponsored by the American Water Works Association.
- Submitted permit application to Oregon Department of State Lands to authorize removing gravel buildup from the Taylor Water Plant intake structure in the Willamette River.

IX. CITY MANAGER'S OFFICE

A. Department Highlights

- Phil McKenney of Peckham and McKenney visited Corvallis and spoke with 50 to 75 individuals in the kick-off to the City Manager recruitment process and project organization.
- Conducted initial training for Retirement Plans Committee members and issued request for proposals for deferred compensation programs.
- Selected content management system vendor for City Web site.

X. COMMUNITY DEVELOPMENT

A. Department Highlights

- The City Council conducted a public hearing to receive comments regarding the City's Fiscal Year 2011-2012 Community Development Block Grant(CDBG)/HOME Investment Partnerships Program (HOME) Action Plan. At the conclusion of the hearing, the Council approved the Plan for submittal to the United States Department of Housing and Urban Development by May 15.

- Housing Division staff continued meeting with funding recipients for HOME and CDBG capital projects to finalize project details and prepare for release of funds: Corvallis Homeless Shelter Coalition for the Partners Place permanent supportive housing (HOME), Willamette Neighborhood Housing Services for the Alexander Seavey 49-unit affordable rental housing project (HOME and CDBG), and the Center Against Rape and Domestic Violence for its Alexander Court Advocacy Center land acquisition project (CDBG).
- Housing Division staff received 63 Rental Housing Program-related contacts during April outlining 93 separate issues, with 26 issues related to habitability and 67 of a non-habitability nature. Seventeen of the habitability issues reported are or may be subject to the Rental Housing Code, and citizens making contact in these cases were advised of the process to follow to pursue resolution.
- Development Services Division staff processed 29 residential and 45 non-residential plan reviews for proposed construction projects and conducted 1,097 construction inspections during April.
- Created 29 new code enforcement cases as a result of citizen complaints received.
- Of the 183 plumbing, mechanical, and electrical permits issued during April, 40 (or 22 percent) were issued online.
- The state building codes are adopted on a three-year cycle. April 1, 2011, began a three-year cycle for statewide adoption of the 2011 Oregon Plumbing Code and 2011 Oregon Electrical Code, which apply to commercial structures.
- Planning Division staff received six land use applications and issued decisions on nine land use applications.
- On April 18 the City Council adopted a package of changes to the Land Development Code to allow the City to continue to participate in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program. The code amendments were prepared in conjunction with updated FEMA floodplain maps and, along with the updated maps, will be effective June 2, 2011.
- The City Council also approved a work program for the Planning Division to develop a package of Land Development Code Amendments over the next 18 months that will streamline the Code and address several outstanding issues.
- Continued progress in working with the Airport Industrial Park Committee in updating the Industrial Park Master Plan.
- The Economic Development Commission met twice during April. They made recommendation to the City Council regarding Enterprise Zone Phase III expansion, heard presentations by organizations regarding economic development, and continued to develop their goals/objectives and success matrix.

XI. MISCELLANEOUS

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


Jon Nelson
City Manager



CORVALLIS CITY ATTORNEY
456 SW Monroe, #101
Corvallis, OR 97333
Telephone: (541) 766-6906
Fax: (541) 752-7532

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

April 2011

The following are highlights of the City Attorney's Office activities during April 2011:

1. Meeting with Development Services Department and preparation of letter regarding building permit transferability in the CCC Plaza matter.
2. Meetings with Police Department re: CPOA issues.
3. Preparation of judgment of dismissal in *McElroy v. City & Building Codes Structures Board*.
4. Meetings regarding internal investigation for Fire Department.
5. Meetings with Parks & Recreation Department regarding NW Natural Gas and a high-pressure gas pipeline at Berg Park.
6. Advice to City Departments regarding election law issues.

Ongoing/Future Matters:

1. Representation of the City before the Oregon Court of Appeals in *State ex rel. McElroy v. CMC* (formerly *v. Gardner*)— appeal of mandamus action; in *City v. Crescent Valley Company, LLC* (McKenna Building Code violation case); before the Land Use Board of Appeals in *Safe Equities LLC v. City* (The Regent LUBA Appeal) and *League of Women Voters et al. v. City, et al.* (Creekside Center LUBA Appeal); and before the Employment Relations Board in *CPOA v. City* (ULP complaints on revisions to the City's Driving and Travel/Training Admin. Policies).
2. Enforcement actions re: code violations (building, rental housing, sidewalk, land development code).
3. Continued work on public records requests.
4. Continued assistance on internal investigations, employee grievances and other employment matters.
5. Assistance in preparing findings for land use decisions.

INTER

OFFICE

MEMO

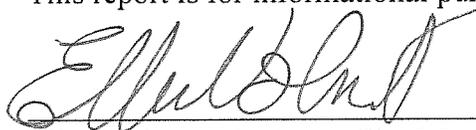
To: Mayor and City Council
From: Ellen Volmert, Assistant City Manager
Subject: Status of City Manager Recruitment

Peckham and McKenney are in the final stages of the project organization phase of the recruitment as they wrap up a recruitment brochure to share with Council leadership. This will be based on the review and comments from the City Council on the drafts of the profile sent over the last couple of weeks. At that point, Phil McKenney will put the advertising and recruiting plan into action.

The next phase of the recruitment process is the longest, the actual recruitment of candidates and submittal of materials by candidates to the consultant. This phase is estimated to last approximately six weeks. Mr. McKenney will identify and recruit individuals that fit the approved profile, advertise and respond to prospective candidates and collect resumes and candidate information. The anticipated closing deadline is June 30, 2011.

RECOMMENDATION

This report is for informational purposes only. No action is required.



Ellen Volmert, Assistant City Manager

cc: Jon Nelson, City Manager

MEMORANDUM

DATE: May 11, 2011
TO: Mayor and City Council
FROM: Ken Gibb, Community Development Director 
RE: Economic Development Commission's Recommendation for FY 11-12 Economic Development Budget and Interim Economic Development Services

I. Background:

At their regular meeting May 9, 2011 the Economic Development Commission (EDC) reviewed recommendations for the FY 11-12 Economic Development Budget and Interim Economic Development services.

II. Discussion:

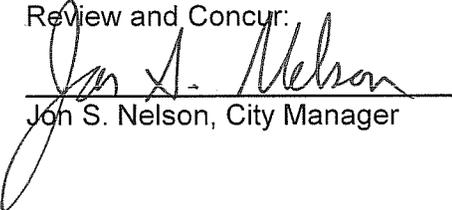
The staff report to the EDC is provided in Attachment 1. It is important to note that the interim services on an initial six month term and would provide the EDC with the necessary time to develop a recommendation to the Council regarding the scope and staffing of the local economic development program on a long term basis.

III. Requested Action

It is recommended that the City Council accept the Economic Development Commission recommendations to:

1. Approve FY 11-12 Economic Development Budget as outlined below.
 - Up to \$48,000 for interim economic development services
 - \$22,500 for City staff support to the Commission and related activities
 - Approximately \$80,000 to be reserved for future use pending EDC recommendations and City Council action.
2. That the City negotiate a six month interim economic development services contract with the Business Enterprise Center that will include a agreed upon metrics and success criteria and regular reporting.

Review and Concur:


John S. Nelson, City Manager

Attachments

MEMORANDUM

TO: Economic Development Commission

FROM: Ken Gibb, Community Development Director

DATE: May 4, 2011

SUBJECT: Recommendation on FY 11-12 Economic Development Budget and Interim Economic Development Services

FY 11-12 Economic Development Expenditures

Previously, the Commission was provided a summary of the proposed FY 11-12 budget for economic development related services (Attachment 1). This included \$150,000, of which \$20,000 is from the Airport Fund and the remaining \$ 130,000 coming from the General Fund. Staff recommends the following expenditure plan for FY 11-12:

- Up to \$48,000 for interim economic development services (based on \$4k per month)
- \$ 22,500 for City staff support to the Commission and related activities
- Approximately \$ 80,000 to be reserved for future use pending EDC recommendations and City Council action

Interim Economic Development Services

Several ongoing economic development services have been identified as being necessary and appropriate to continue on an interim basis. This would allow the Economic Development Commission the requisite time to develop recommendations to the City Council on the future scope and staffing scenario for the local economic development program.

Staff has consulted with the Chamber Coalition and the Business Enterprise Center, the two local organizations that currently provide broad-based economic development services. The Chamber has indicated that the organization is not planning to continue providing economic development services in the future. The BEC is interested in providing services to the City on an interim basis.

Based on these discussions, Staff recommends that the EDC recommend to the City Council that a contract be negotiated with the BEC with the following general terms:

- An initial 6 month term beginning July 1, 2011 with the option to extend on a month to month basis

- Payments of \$ 4,000 monthly for the following services:
 - Marketing of the Airport Industrial Park
 - Management Services related to the Enterprise Zone
 - General Economic Development Support such as responding to business inquires

Staff notes that the BEC proposes to provide these services primarily using existing staff, several of whom are currently contracting with or supporting the Chamber Coalition in their role as current service provider to the City.

In summary, Staff believes that this is an efficient short-term approach that provides long term flexibility for the City to decide how to staff the local economic development program.

Requested Action:

The following action by the Commission is recommended:

1. A motion to the City Council that recommends the allocation of FY 11-12 economic development resources as described above.
2. A motion recommending to the City Council that the City negotiate an interim economic development services contract with the Business Enterprise Center

MEMORANDUM

TO: Economic Development Commission
FROM: Ken Gibb, Community Development Director
DATE: March 23, 2011
SUBJECT: Proposed FY 11-12 Economic Development Budget

As discussed last meeting, the City Manager's proposed FY 11-12 Budget will provide \$150,000 for economic development activities exclusive of the dedicated funding to Visit Corvallis of \$335,450 for tourism services. The information below shows the source and proposed uses of these funds.

Sources	Amount	Uses	Notes
Airport Fund	\$20,000	Airport Marketing	Possible contract for Services
General Fund	\$130,000	\$22,500 City Staff Support	To CD for EDC Staffing
		\$2,500 EZ Management	Possible Contract for Services matched by Benton County
		\$25,000 General ED Support	Continuation of basic ED staffing on an interim basis – possible contract for services
		\$80,000 Balance	Reserved for future use pending EDC recommendations and City Council action

Requested Action:

This is provided for information only at this time. A future agenda item will allow for Economic Development Commission discussion and development of a recommendation to the City Council.



Portland State
UNIVERSITY

RECEIVED

MAY 04 2011

CITY MANAGERS
OFFICE

College of Urban and Public Affairs
Population Research Center

Post Office Box 751
Portland, Oregon 97207-0751
570 Urban Center
506 SW Mill Street

503-725-3922 tel
503-725-5162 fax
askprc@pdx.edu
www.pdx.edu/prc/

– IMPORTANT NOTICE –

JULY 1, 2010 CERTIFIED POPULATION ESTIMATE *revised*

March 31, 2011

To: **Corvallis City**

Listed below is the revised population estimate for July 1, 2010. This revised estimate incorporates Census 2010 counts and is certified on March 31, 2011. If your city experienced annexation after July 1, 2010, the March 31 certification includes the annexed population.

REVISED CERTIFIED POPULATION ESTIMATE:

JULY 1, 2010: **54,460**

JULY 1, 2010 POPULATION ESTIMATE PLUS
ANNEXATION THROUGH MARCH 31, 2011: **NO ANNEXATIONS**

CERTIFIED CENSUS FIGURE:

APRIL 1, 2010: **54,462**

If you have any questions, please contact:

Risa S. Proehl
Population Research Center
Portland State University
PO Box 751
Portland, OR 97207-0751

Telephone: (503) 725-5103
Fax: (503) 725-5199
E-mail: proehlr@pdx.edu

*K - please show
w/ M/CC + Ken.
TWR
J*

**ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS**

May 12, 2011

MEETING DATE	AGENDA ITEM
May 18	<ul style="list-style-type: none"> • Ambulance Rate Review • Economic Development Allocations Third Quarter Report
June 8	<ul style="list-style-type: none"> • Third Quarter Operating Report • Allied Waste Services Annual Report
June 22	
July 6	<ul style="list-style-type: none"> • Financial Policies
July 20	<ul style="list-style-type: none"> • Land Use Application Fees Review
August 3	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-3.02, "City Compensation Policy"
August 17	
September 7	
September 21	<ul style="list-style-type: none"> • Economic Development Allocations Fourth Quarter Report
October 5	<ul style="list-style-type: none"> • Fourth Quarter Operating Report • Council Policy Reviews: <ul style="list-style-type: none"> • CP 04-1.09, "Public Access Television" • CP 93-1.06, "Guidelines for Use of the City Logo" • CP 94-2.09, "Council Orientation" • CP 91-3.04, "Separation Policy"
October 19	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 08-1.11, "Identity Theft Prevention and Red Flag Alerts"
November 9	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 91-2.03, "Expense Reimbursement" • CP 98-2.10, "Use of E-Mail by Mayor and City Council" • Comprehensive Annual Financial Report
November 23	<ul style="list-style-type: none"> • Utility Rate Annual Review
December 7	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-2.02, "Council Process" • CP 97-10.01 - 10.08, "Financial Policies" • First Quarter Operating Report
December 21	

ASC PENDING ITEMS

- Utility Rate Structure Review
- Voluntary Donations on Electronic Utility Payments

Public Works
Finance

Regular Meeting Date and Location:

Wednesday following Council, 4:00 pm – Madison Avenue Meeting Room

**HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS**

May 12, 2011

MEETING DATE	AGENDA ITEM
May 17	<ul style="list-style-type: none"> • Fall Festival Annual Report • Boys and Girls Club of Corvallis Annual Report
June 7	<ul style="list-style-type: none"> • Boards and Commissions Sunset Reviews: <ul style="list-style-type: none"> • Community Police Review Board • Parks, Natural Areas, and Recreation Board • Majestic Theatre Annual Report • Fiscal Year 2011-2012 Social Services Allocations Recommendations
June 21	<ul style="list-style-type: none"> • Greenbelt Land Trust Purchase
July 6	<ul style="list-style-type: none"> • Corvallis Farmers Market Annual Report • Parks and Recreation Annual Fee Review
July 19	<ul style="list-style-type: none"> • Willamette Neighborhood Housing Services Third Quarter Report
August 2	
August 16	<ul style="list-style-type: none"> • Social Services Semi-Annual Report
September 7	
September 20	<ul style="list-style-type: none"> • Rental Housing Program Annual Report • Willamette Neighborhood Housing Services Fourth Quarter Report • Communication Plan Annual Report
October 4	<ul style="list-style-type: none"> • Council Policy Review: <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"
October 18	
November 8	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-4.01, "Guidelines for Selling in Parks"
November 22	
December 6	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-1.03, "Naming of Public Facilities and Land" • CP 92-5.04, "Hate/Bias Violence"
December 20	

HSC PENDING ITEMS

- Council Policy Review: CP 00-6.05, "Social Service Funding Policy" Community Development
- Indoor Furniture Placed Outdoors Community Development
- Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks) Parks & Recreation

Regular Meeting Date and Location:

Tuesday following Council, 12:00 pm – Madison Avenue Meeting Room

**URBAN SERVICES COMMITTEE
SCHEDULED ITEMS**

May 12, 2011

MEETING DATE	AGENDA ITEM
May 19	<ul style="list-style-type: none"> • Airport Base Lease Rates Adjustment
June 9	<ul style="list-style-type: none"> • United Chrome Easement and Equitable Servitudes Agreement • Boards and Commissions Sunset Reviews: <ul style="list-style-type: none"> • Bicycle and Pedestrian Advisory Commission • Citizens Advisory Commission on Transit • Energy Efficiency and Conservation Block Grant (EECBG) Program Update
June 23	<ul style="list-style-type: none"> • Skoro Ground Lease • Food Carts
July 7	
July 21	
August 4	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 99-7.14, "Prepayment for Public Street Improvements"
August 18	<ul style="list-style-type: none"> • McFadden Industrial Annexation Explanatory Statement and Display Advertisements
September 8	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 02-7.15, "Fee-in-Lieu Parking Program"
September 22	
October 6	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • 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 91-7.11, "Water Main Extensions and Fire Protection" • CP 91-8.01, "Watershed Easement Considerations" • CP 91-9.04, "Street Lighting Policy" • CP 08-9.07, "Traffic Calming Program"
October 20	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 04-1.08, "Organizational Sustainability"
November 10	
November 24	No meeting
December 8	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-7.09, "Traffic Control Devices, Cost of" • CP 91-7.10, "Water Line Replacement Policy" • CP 91-9.01, "Crosswalks"
December 22	

USC PENDING ITEMS

- Council Policy Review: CP 91-7.04, "Building Permits" Community Development
- Council Policy Review: CP 91-9.03, "Residential Parking Permit District Fees" Public Works
- Energy Efficiency and Conservation Block Grant (EECBG) Program Update Public Works
- Fire Protection Services in Health Hazard Residential Areas Fire
- Food Carts Community Development
- Reducing Potential for Fire Spread Involving Natural Resources Fire
- Traffic Calming Program Public Works

Regular Meeting Date and Location:

Thursday following Council, 5:00 pm – Madison Avenue Meeting Room

UPCOMING MEETINGS OF INTEREST



City of Corvallis

MAY - OCTOBER 2011
(Updated May 12, 2011)

MAY 2011

Date	Time	Group	Location	Subject/Note
14	10:00 am	Government Comment Corner	Library Lobby - Linda Medrell	
14	3:00 pm	Helen M. Berg Plaza Dedication	Riverfront Commemorative Park	
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	City sponsored
17	7:00 pm	Ward 6 Meeting (Hirsch)	Osborn Aquatic Center	
18	7:30 am	City Legislative Committee	Cornell Meeting Room	
18	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
18	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
18	7:00 pm	Planning Commission	Downtown Fire Station	
19	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
19	6:30 pm	Parks, Natural Areas, and Rec Brd	Parks and Rec Conf Rm	
19	7:00 pm	<i>Budget Commission</i>	<i>Downtown Fire Station</i>	
21	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
23	4:30 pm	Airport Industrial Park Plng Cmte	Downtown Fire Station	
24	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
26	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
28		No Government Comment Corner		
30		City Holiday - all offices closed		

JUNE 2011

Date	Time	Group	Location	Subject/Note
4	7:00 pm	Planning Commission	Downtown Fire Station	
1	7:30 pm	Library Board	Library Board Room	
2	7:00 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
3	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
4	10:00 am	Government Comment Corner	Library Lobby - TBD	
6	12:00 pm	City Council	Downtown Fire Station	
6	7:00 pm	City Council	Downtown Fire Station	
7	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
7	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
7	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
8	7:30 am	City Legislative Committee	Cornell Meeting Room	
8	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
8	3:00 pm	<i>Community Police Review Board</i>	<i>Fire Station No. 5</i>	
8	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
8	5:30 pm	Downtown Commission	Downtown Fire Station	
9	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
9	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
11	10:00 am	Government Comment Corner	Library Lobby - TBD	
13	3:00 pm	Economic Development Cmsn	Downtown Fire Station	

Date	Time	Group	Location	Subject/Note
13	5:30 pm	City Council Work Session	Madison Ave Mtg Rm	Plng Cmsn/Historic Resources Cmsn interviews (tentative)
13	7:00 pm	Mayor/City Council/City Manager Quarterly Work Session	Madison Ave Mtg Rm	
14	5:30 pm	City Council Work Session	Madison Ave Mtg Rm	Plng Cmsn/Historic Resources Cmsn interviews (tentative)
14	7:00 pm	Historic Resources Commission	Downtown Fire Station	
15	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
15	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
15	7:00 pm	Planning Commission	Downtown Fire Station	
16	6:30 pm	Parks, Natural Areas, and Rec Brd	Parks and Rec Conf Rm Downtown Fire Station	
18	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	
20	12:00 pm	City Council	Downtown Fire Station	
20	7:00 pm	City Council	Downtown Fire Station	
21	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
22	7:30 am	City Legislative Committee	Cornell Meeting Room	
22	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
23	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
23	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
25	10:00 am	Government Comment Corner	Library Lobby - TBD	
27	4:30 pm	Airport Industrial Park Plng Cmte	Downtown Fire Station	
28	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	

JULY 2011

Date	Time	Group	Location	Subject/Note
1	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
2		No Government Comment Corner		
4		City Holiday - all offices closed		
5	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
5	12:00 pm	City Council	Downtown Fire Station	
5	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
5	7:00 pm	City Council	Downtown Fire Station	
6	7:30 am	City Legislative Committee	Cornell Meeting Room	
6	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
6	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
7	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
9	10:00 am	Government Comment Corner	Library Lobby - TBD	
11	3:00 pm	Economic Development Cmsn	Downtown Fire Station	
13	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
14	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
16	10:00 am	Government Comment Corner	Library Lobby - Hal Brauner	
18	12:00 pm	City Council	Downtown Fire Station	
18	7:00 pm	City Council	Downtown Fire Station	
19	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
20	7:30 am	City Legislative Committee	Cornell Meeting Room	
20	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
20	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	

Date	Time	Group	Location	Subject/Note
21	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
21	6:30 pm	Parks, Natural Areas, and Rec Brd	Parks and Rec Conf Rm Downtown Fire Station	
23	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
26	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
28	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
30	10:00 am	Government Comment Corner	Library Lobby - Linda Modrell	

AUGUST 2011

Date	Time	Group	Location	Subject/Note
1	12:00 pm	City Council	Downtown Fire Station	
1	7:00 pm	City Council	Downtown Fire Station	
2	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
2	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
2	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
3	7:30 am	City Legislative Committee	Cornell Meeting Room	
3	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
4	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
5	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
6	10:00 am	Government Comment Corner	Library Lobby - TBD	
8	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
10	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
11	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
13	10:00 am	Government Comment Corner	Library Lobby - TBD	
15	12:00 pm	City Council	Downtown Fire Station	
15	7:00 pm	City Council	Downtown Fire Station	
16	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
17	7:30 am	City Legislative Committee	Cornell Meeting Room	
17	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
17	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
18	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
18	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
20	10:00 am	Government Comment Corner	Library Lobby - Julie Manning	
23	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
25	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
27	10:00 am	Government Comment Corner	Library Lobby - TBD	

SEPTEMBER 2011

Date	Time	Group	Location	Subject/Note
2	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
3		No Government Comment Corner		
5		City Holiday - all offices closed		
6	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
6	12:00 pm	City Council	Downtown Fire Station	
6	7:00 pm	City Council	Downtown Fire Station	
7	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
7	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
7	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
8	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
8	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	

Date	Time	Group	Location	Subject/Note
10	10:00 am	Government Comment Corner	Library Lobby - Dan Brown	
12	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
13	7:00 pm	Ward 5 Meeting (Beilstein)	to be determined	City sponsored
14	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
15	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
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	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
21	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
22	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
22	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
24	10:00 am	Government Comment Corner	Library Lobby - Richard Hervey	
27	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	

OCTOBER 2011

Date	Time	Group	Location	Subject/Note
1	10:00 am	Government Comment Corner	Library Lobby - Jeanne Raymond	
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	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
5	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
6	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
7	7:00 am	Bicycle & Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
8	10:00 am	Government Comment Corner	Library Lobby - Hal Brauner	
10	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
11	7:00 pm	Ward 3 (Hervey) meeting	TBD - Tunsion?	City sponsored
12	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
13	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
15	10:00 am	Government Comment Corner	Library Lobby - Julie Manning	
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	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
19	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
20	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
20	6:30 pm	Parks, Natural Areas, and Rec Brd	Parks and Rec Conf Rm	
22	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
25	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
27	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
29	10:00 am	Government Comment Corner	Library Lobby - Mark O'Brien	

Bold type – involves the Council ~~Strikeout~~ type – meeting canceled *Italics* type – new meeting

TBD To be Determined

**Minutes of April 21, 2011
Access Benton County**

MAY 09 2011

**CITY MANAGERS
OFFICE**

Present: Edith Yang, Mary Marsh King, Aileen Hood, Hugh White, Dana Marie Marlene Massey, Judy Heath, Esmeralda Allen, Todd Allen, Tony Albert, Jim Smith.

ABC Minutes are intended to describe the discussions, decisions, and actions that occur during ABC's monthly meeting. The minutes are to be considered only a draft until they are approved at the following monthly meeting. Persons who receive the draft of the minutes and see inaccuracies or omissions in them are asked to please inform ABC.

- A. Introductions, Call to Order. Aileen Hood is the Executive Director for the Community Alliance for Diversity here in Corvallis. Here is the link to the website for CAD: <http://alliancefordiversity.org/> Aileen will be our special guest at ABC's May 19th meeting!**
- B. Treasurer's Report. Cash balance is now \$248.00.**
- C. Correspondence. 1. ABC received contact from a local resident who wanted to donate a ramp! The Inter Faith Caregivers were contacted by ABC and informed of the materials that are available! 2. ABC wrote letters to Senator Morse, and Representative Gelser in support of maintaining a funding resource that Corvallis Transit utilizes. Loss of this funding would result in substantial loss of transit rides for many persons with disabilities beginning 2012.**
- D. Continuing Business:**
- 1. Keith E. Billings Award. The presentation of the Award will be held at Noon, on May 16, 2011 at the Fire Department Hall, Second Floor. The presentation will be made at the start of the City Council Meeting. Several ABCers will help with the ceremony. The recipient is Housing Division of the Corvallis Community Development Department. We heartily welcome all who would like to attend and honor excellence in service to persons with disabilities!**
- E. New Business:**
- 1. Special Guests to ABC Meetings. Mayor Julie Manning will be our Guest on June 16 at Noon! Joan Wessell, Executive Director of Downtown Corvallis Association, will join us at our September 15th Meeting.**
 - 2. Remembering our dear friend, Linda Wagner. Several ABCers attended Linda's Memorial on April 3rd. A card and letter of appreciation were**

sent to Linda's family. We reminisced about this wonderful advocate for persons with disabilities.

3. Discussed an access issue at a local apartment complex. Input from those present was helpful to clarify what might be responsibilities of the dwelling manager and what might be reported to the code enforcement department of the City of Corvallis.
4. Mary briefed us about the Special Transportation Advisory Committee's recommendations for allocation of discretionary funds for this year.

Meeting Adjourned at 1 p.m.. Next regular ABC Meeting will be Thursday, May 19, 2011, Noon to 1 p.m., Benton Plaza, Commissioner's Meeting Room.

**HUMAN SERVICES COMMITTEE
MINUTES
May 3, 2011**

Present

Councilor Dan Brown, Chair
Councilor Jeanne Raymond
Councilor Mike Beilstein

Staff

Jon Nelson, City Manager
Tony Krieg, Customer Service Manager
Carolyn Rawles-Heiser, Library Director
Jim Brewer, Deputy City Attorney
Carrie Mullens, City Manager's Office

SUMMARY OF DISCUSSION

<u>Agenda Item</u>	<u>Information Only</u>	<u>Held for Further Review</u>	<u>Recommendations</u>
I. Liquor License Annual Renewals			Approve all applicants and submit a favorable recommendation to the Oregon Liquor Control Commission
II. Council Policy Review: 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library"			Affirm Council Policy 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library"
III. Council Policy Review: 95-4.08, "Code of Conduct on Library Premises"			Amend Council Policy 95-4.08, "Code of Conduct on Library Premises" as recommended and Municipal Code Chapter 5.03, "Offenses," by means of an ordinance read by the City Attorney
IV. Other Business	***		

Chair Brown called the meeting to order at 12:00 pm.

CONTENT OF DISCUSSION

I. Liquor License Annual Renewals (Attachment)

Mr. Krieg said local establishments selling alcohol are required to renew their liquor license on an annual basis through the Oregon Liquor Control Commission (OLCC). OLCC shares the list of eligible businesses with the City for review and recommendation. As part of the City's process, each renewal is investigated by the Fire Department (fire code), Community Development Department (building/sign codes), and Police Department (criminal activity/alcohol related issues). No ongoing issues have been identified. Staff recommend approval of all applicants and a favorable recommendation sent to OLCC.

Councilor Raymond expressed appreciation for Lieutenant Bailey's report and for including the liquor license types with the staff report. She said it is important to note there are no ongoing problems, especially since this is a college town.

Chair Brown noted that there are two venues for alcohol consumption: private and public premises. Consumption on public premises does not pose the problems associated with consumption by private venues.

Councilor Beilstein also stated appreciation for Lieutenant Bailey's report. He inquired whether additional revenue could be generated through the fees associated with liquor license renewals.

Mr. Krieg said renewal fees are regulated by the State; however, City fees to process new liquor license applications are \$100.

The Committee unanimously recommends Council approve all applicants and submit a favorable recommendation to the Oregon Liquor Control Commission.

II. Council Policy Review: 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library" (Attachment)

Ms. Rawles-Heiser said the policy is working well and there are no recommended amendments.

Councilor Beilstein noted that the Library Board reviewed this policy and agrees with the recommendation.

The Committee unanimously recommends Council affirm Council Policy 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library."

III. Council Policy Review: 95-4.08, "Code of Conduct on Library Premises" (Attachment)

Ms. Rawles-Heiser reported that behaviors and changes in State law have prompted an early review of this policy.

Smoking

Last year, Council extended the smoking ban to all Library properties. This was requested because the number of people smoking in front of the Library limited public access by others. The ban is difficult to enforce due to the public sidewalk right-of-way. Amending the regulation to no smoking within 50 feet of the Library building clarifies the ban and eliminates any smoking near the front steps or ventilation intakes.

Mr. Brewer added that the State pre-empts indoor smoking, but does not regulate outdoor smoking other than 10 feet from any entrance (to eliminate smoke from entering the building). The Portland Library bans smoking 100 feet from their structure.

In response to Councilor Beilstein's inquiry, Mr. Brewer confirmed that the Portland Library regulation is in use and has not been constitutionally challenged.

In response to Chair Brown's inquiry about enforcement, Mr. Brewer said anyone can inform a smoker of the new regulation and ask them to move on. Refusing to move would be a violation of code. Ms. Rawles-Heiser added that typically staff ask people violating the Code of Conduct to change the behavior or leave. They only contact the Police Department when necessary.

Councilor Raymond said she has mixed feelings about the proposed change. Ms. Rawles-Heiser responded to several questions posed by Councilor Raymond:

- Staff are trained and familiar with the Code of Conduct.
- The Police Department is only requested if necessary.
- Enforcement may encourage behavior to change.
- Current enforcement is difficult due to not knowing where the Library property ends and the public right-of-way begins. When staff ask smokers to move so others can gain access to the Library, the smoker only moves a couple of inches.
- The Police are not called to enforce current policy due to the lack of designation between Library property and public right-of-way.
- Smokers are making it difficult for other patrons to enter the Library.
- The proposed language is distinct in identifying where smoking is allowed.
- Sheriff deputies are assigned to the Portland Library and respond to all enforcement issues. There is currently less loitering in front of the Portland Library than there was a few years ago.

Councilor Raymond said the Police Department is already stretched and she wished an officer had attended the meeting to express their opinion. Mr. Brewer said the proposed change is simply a tool that can be used to encourage smokers to move elsewhere.

Mr. Nelson added that the issue of Police response has been discussed with Chief Boldizar. The Police Department has recommended this language as it provides finite standards for Library staff and law enforcement.

Councilor Beilstein said he is not concerned about enforcement. The proposed language is a good tool and will make for a better environment at the Library. He expressed concern about the need to have rules that infringe on people's rights, and said he wished it could be resolved without regulation by people utilizing better sense.

Councilor Raymond expressed concern that the proposed language means a homeless youth smoking on the corner of NW Monroe and 6th Street would receive a citation if he did not move when requested. Ms. Rawles-Heiser said the youth would only receive a citation if his refusal resulted in response by a Police Officer.

Councilor Raymond added that it is important to inform smokers where they can smoke.

Service Animals

Ms. Rawles-Heiser said the proposed amendment responds to the State's narrowing of the definition of service animals. Service animals must be dogs trained to perform specific tasks (in some cases miniature horses are allowed); comfort animals are no longer allowed. The proposed amendment includes "condition" so staff can exclude dogs who are obviously ill.

In response to Councilor Raymond's inquiry, Ms. Rawles-Heiser clarified that dogs involved in the Reading Dogs program would still be allowed as would other animals invited as part of an event hosted or sponsored by the Library.

In response to Councilor Raymond's inquiry about trained service animal certificates, Mr. Brewer said staff cannot ask for documentation. It is only allowable to ask what function the animal performs.

Unattended Children

Ms. Rawles-Heiser said the State definition recently changed from "10 and under" to "under 10." The proposed amendment follows State law.

Ms. Rawles-Heiser clarified for Councilor Beilstein that children ages five and under must be accompanied by an adult at all times in the Library. Children ages six to nine can be in an area of the Library by themselves as long as the responsible adult is in the building.

In response to Chair Brown's inquiry, Mr. Brewer said he was unaware of the reason for the change in the State's definition.

The Committee unanimously recommends that Council amend Council Policy 95-4.08, "Code of Conduct on Library Premises" as recommended and Municipal Code Chapter 5.03, "Offenses," by means of an ordinance read by the City Attorney.

IV. Other Business

The next Human Services Committee meeting is scheduled for 12:00 pm on Tuesday, May 17, 2010 in the Madison Avenue Meeting Room.

Respectfully submitted,

Dan Brown, Chair

MEMORANDUM

TO: Human Services Committee

FROM: Nancy Brewer, Finance Director *NB*

DATE: April 19, 2011

SUBJECT: Annual Liquor License Renewals

I. ISSUE

Annual review and approval of local establishments applying for liquor licenses with the Oregon Liquor Control Commission (OLCC).

II. BACKGROUND

The OLCC conducts an annual renewal process for all liquor licenses issued in the state. OLCC sends a list of licensees that are eligible for renewal to the City in March. The City has sixty days to make a recommendation to OLCC concerning renewal of the licenses. At the end of sixty day period, if there is not a recommendation for a license, OLCC processes the renewal as if it received a favorable recommendation.

OLCC mails license renewal applications to licensees approximately two months before the license expires. The license applicant must return the completed application to OLCC at least twenty days before the license expires. As part of the City renewal process, licensees must provide a copy of their completed OLCC application, a completed City renewal application and pay a \$35 renewal fee to the City. Applicants cannot legally sell or serve alcohol after the license expires.

The City conducts an investigation on all applications which includes review by the Fire Department (CFD) for compliance with fire code and by Community Development (CD) for compliance with building and sign codes. The Police Department (CPD) investigates each applicant for any criminal activity or alcohol related problems associated with the business. Finance staff compile the recommendations and report to the Human Services Committee (HSC).

Even though Council is requested to review license applications, Council has limited authority in the actions it can take. Actions available to Council and responses available to the OLCC are detailed in the table below. The OLCC is not required to abide by Council's recommendations, but the OLCC does carefully consider Council's recommendations.

Actions available to the City Council	Responses available to the OLCC
No recommendation on licenses	Process as a favorable recommendation
Favorable recommendation	Accept recommendation
Recommend granting licenses with restrictions	Accept recommendation; renew without restrictions; deny
Recommend licenses not be granted unless applicant demonstrates commitment to overcome concerns	Accept recommendation; renew without restrictions; renew with restrictions; deny
Recommend denial of the licenses	Accept recommendation; renew without restrictions; renew with restrictions.

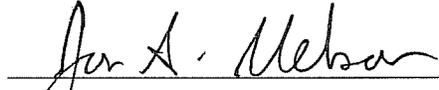
III. DISCUSSION

Upon review and investigation of the applicants, CPD, CFD and CD reported no ongoing problems. All applicants (list attached) are approved for liquor license renewal.

IV. REQUESTED ACTION

Staff requests HSC recommend City Council approve all applicants for the annual liquor license renewal and submit a favorable approval recommendation to the OLCC.

Review and Concur:



 City Manager



 Chief of Police

**CORVALLIS POLICE DEPARTMENT
MEMORANDUM**

TO: Tony Krieg, Finance Department

FROM: Gary Boldizar, Chief of Police



DATE: April 8, 2011

SUBJECT: Annual Liquor License Renewal Process

In April, Lieutenant Todd Bailey completed the investigation of current Liquor License holders. It was determined that there were **no** issues identified during the past review period to warrant any concerns about any of the license holders. A copy of Lieutenant Bailey's memorandum regarding his review is attached for your reference.

Attachment

CORVALLIS POLICE DEPARTMENT
MEMORANDUM

April 7, 2011

TO: Chief Gary Boldizar / 801

FROM: LT Todd Bailey / 809 *TB*

SUBJECT: Liquor Licensee Review

I have completed a review of the Corvallis liquor licensee applicants, to include running scans on the physical property addresses, computerized criminal history checks on persons responsible for these premises, and reviewed CAD's / case reports. I found no glaring incidents, no recurring incidents of a serious nature, and no background information to support denying the renewal of a liquor license. I can provide paper copies of the scans and CCH's for your review if needed.

Of those persons who did have a CCH, the majority were for DUII, and not directly related to the licensed premises in question. Also, several histories were quite old, and did not continually recur. Regarding address scans, the majority of police and fire responses continue to be for incidents at Impulse / Sancho's in the Cobblestone Square, the Peacock, and Harrison Bar and Grill. This is consistent with years past, and obviously due to the higher amount of patronage as opposed to other licensees in Corvallis.

The greatest risk factor as indicated from both police and fire responses, is the fact that Impulse and Sanchos is on the second story of Cobblestone Square. There are three separate stair cases that have been a factor in fall injuries, most of which alcohol played a role. There is also the risk of items being thrown from the balcony onto persons or vehicles below. I have personal experience with bottles, glasses, cigarettes, a chair, and banners being thrown over the balcony. These issues have been discussed with the owner/managers of both premises, and continue to be brought to their attention at the Liquor Licensees of Corvallis (LLC) meetings on a regular basis. Inspector Fetterly does checks on this location, and may be able to provide further insight into steps that have been taken to mitigate the risks at this location. At this time, I do not find the mentioned risks of sufficient grounds to deny the application of Impulse or Sancho's.

CC: CPT Hendrickson
OLCC, Fetterly
CALEA File

2011-12 LIQUOR LICENSE - UPDATED:

February 28, 2011

Business Name	Business Address	License	Type of License
26th Street Superette	2531 NW Monroe Ave	L, T	O
7-Eleven Store #2363-14520E	746 NW Kings Blvd	L, T	O
7-Eleven Store #2363-17105E	2641 NW 9th St	L, T	O
7-Eleven Store #2363-22935C	2405 SE 3rd St	L, T	O
The Dawg Haus	1420 NW 9th St	L	L
Albertson's #514	2005 NW Circle Blvd	L, T	O
American Dream Pizza	2525 NW Monroe Ave	L	F-COM
American Dream Pizza & Crowbar	214 SW 2nd St	L	F-COM
Aomatsu Japanese Restaurant	122 NW 3rd St	L	L
Aqua Seafood Restaurant & Bar	151 NW Monroe St Ste #102	L	F-COM
Applebee's Restaurant	1915 NE Four Acre PI	L	F-COM
Avalon Wine & Gourmet	201 SW 2ND St	L	O
Baja Fresh	845 NW 9th St	L	L
*Belle Vallee Cellars	151 NW Monroe Ave STE 107	L	Winery
Bi-Mart #604	2045 NW 9th St	L, T	O
Bi-Mart #639	1555 SW 53rd St	L, T	O
Big River Restaurant	101 NW Jackson Ave	L	F-COM
Block 15	300 SW Jefferson Ave	L	F-COM
Blue Sky Chinese Restaurant #2	1585 SW 53rd ST	L	L
Bombs Away	2527 NW Monroe Ave	L	F-COM
Brew Station	2305 NW Monroe Ave	L	O
Café Yumm	2001 NW Monroe Ave #109	L	L
China Blue	2307 NW 9th Street	L	L
China Delight Restaurant	325 NW 2nd St	L, T	F-COM
Chipolte Mexican Grill	2501 NW Monroe Ave	L	F-COM
Circle K Store #292	1467 NW Monroe	L, T	O
Circle K Store #1022	1900 SW 3rd St	L, T	O
Cirello's Pizza	919 NW Circle Blvd #F	L	L
Clodfelter's	1501 NW Monroe Ave	L	F-COM
Cloud 9	126 SW 1st St	L	F-COM
Coffee Culture	1195 NW Kings Blvd	L	L, O
Coleman's Jeweler's & Wine	255 SW Madison Ave	L	GSP
Corvallis Country Club	1850 SW Whiteside Dr	L	F-COM
Corvallis Elk's Lodge	1400 NW 9th St	L	F-COM
Corvallis Grocery Outlet	1235 NW 10th St	L	O
Dari Mart Store #13	440 SW Western Blvd	L, T	O
Darrell's	2200 NW 9th St	L, T	F-COM
Dede's	1786 NW 9th St	L, T	L
El Presidente Mexican Rest/Cantina	1110 NW 2nd St	L	F-COM
El Sol De Mexico	1597 NW 9th St	L	F-COM

El Sol De Mexico #3	1845 NW Circle Blvd	L	F-COM
Elmer's Breakfast Lunch Dinner	1115 NW 9th St	L	L
Enoteca Wine Bar	136 SW Washington St	L	L,O
Epic Day Spa	517 SW 2nd St.	L	L
Evergreen So & No Indian Cuisine	136 SW 3rd St	L	L
Fireworks Restaurant & Bar	1115 SE 3rd St	L	F-COM
First Alternative Cooperative	1007 SE 3rd St	L	O
First Alternative Cooperative North	2855 NW Grant	L	O
Flat Tail Brewing	202 SW 1st Ste, Ste B	L	BRW
Flat Tail Pub	202 SW 1st Street	L	F-COM
Fred Meyer	777 NW Kings Blvd	L, T	O
Harrison Bar & Grill	550 NW Harrison Blvd	L	F-COM,L
Headwaters	1730 NW 9th St	L	F-COM
Highland Bowl	2123 NW 9th St	L	F-COM
Impulse Bar & Grill	1425 NW Monroe Ave Suite M	L	F-COM
Indoor Sports Park	175 SW Twin Oaks Cir	L	L
Iovino's Ristorante	1835 SE 3rd St	L	F-COM
Izzy's Pizza Bar Classic Buffet	2475 NW 9th St	L	L
Jackon's Food Stores #111	1334 NW 9th St	L, T	O
Jade Garden	503 SW 3rd St	L	F-COM
King Tin Restaurant	1857 NW 9th St	L	L
La Rockita Mexican Restaurant	370 SW Western Blvd	L	F-COM
La Rockita- 9th Street	1416 9th Street	L	L
LaRockita- Kings Blvd	2309 NW Kings Blvd	L	F-COM
Le Bistro	150 SW Madison Ave	L	F-COM
Le Patissier	956 NW Circle Blvd	L	L
Loca Luna Restaurant & Bar	136 SW Washington St	L	F
LUC	134 SW 4th St	L	L
Magenta	137 SW 2nd St	L	O
Majestic Theatre	115 SW 2nd St	L	L
Market of Choice #7		L	L,O
McGrath's Publick Fish House	350 NE Circle Blvd	L	F-COM
McMenamin's	420 NW 3rd St	L	F-COM
McMenamin's on Monroe	2001 NW Monroe Ave #106	L	BP
Mexico Lindo Restaurant	5228 SW Philomath Blvd	L	F-COM
Murphy's Restaurant & Lounge	2740 SW 3rd St	L	F
Natalia & Cristoforo's	351 NW Jackson Ave #2	L	O
Nearly Normal's Gonzo Cuisine	109 NW 15th St	L	F-COM
New China Buffet	1720 NW 9th Street	L	F-COM
New Morning Bakery	219 SW 2nd St	L	L,O
Nirvana Indian Restaurant	1945 NW 9th St	L	L
Old World Deli	341 SW 2nd St	L	L
Oregon State University Catering	140 Arnold Center	L	F
Oregon State Dept of Food Science	100 Wiegand Hall	L	Brewery
Oregon State Dept of Food Science	100 Withcombe Hall	L	Winery
Oregon Trail Brewery	341 SW 2nd St	L	BP
Papa's Pizza Parlor #4	1030 SW 3rd St	L	L
Pastini's	1580 NW 9th St #101	L	F
Pizza Hut	2575 NW Kings Blvd	L	L

Qdoba Mexican Grill	2001 NW Monroe Ave #105	L	F
Queen's Chopstick Asian Cuisine	2329 NW Kings Blvd	L	F
Retreat Day Spa & Salon	777 NW 9th St, Ste 200	L	L
Rice & Spice	1075 NW VanBuren	L	O
Rice's Pharmacy	910 NW Kings Blvd.	L	O
Rite Aid #5366	2080 NW 9th St	L, T	O
Riverfront Restaurant	603 NW 2nd St	L	F-COM
Riverview Mongolian Grill	230 NW 1st St	L	L
Ruby Tuesday	1895 NW 9TH ST	L	F-COM
Safeway Store #1690	590 NE Circle Blvd	L, T	O
Safeway Store #1765	5270 SW Philomath Blvd	L, T	O
Safeway Store #4333	450 SW 3rd St	L, T	O
Sancho's Mexian Grill & Bar	1425 NW Monroe Ave	L	F-COM
Shari's of Corvallis	1117 NW 9th St	L	L
Sodexo	430 SW Langton Pl	L	L
Sodexo	Reser Stadium	L	L
Squirrels	100 SW 2nd St	L	F-COM, O, L
Stadium Grill	2500 SW Western Blvd	L	F-COM
Sunnyside Up	116 NW 3rd st	L	F-COM
T & G Market	1621 NW 9th St	L, T	O
Taqueria Alonzo	922 NW Kings Blvd	L	F-COM
Terzo Italian Restaurant	151 NW Monroe St #101	L	F-COM
Timberhill Athletic Court Club	2855 NW 29th St	L	L
Tokyo Japanese Steakhouse & Sushi	250 SW 3rd St	L	F-COM
The Peacock Bar & Grill	125 SW 2nd St	L	F-COM
Tommy's 4th St. Bar & Grill	350 SW 4th St	L	F-COM
Trader Joe's	1550 NW 9th Street	L	O
Tri Valley Food Mart #102	5500 SW Philomath Blvd	L, T	O
University Hero	211 SW 5th St	L	L
University Market	1149 NW Van Buren Ave	L, T	O
Uprise	1110 NW Van Buren	T	T
US Market #145	1450 NW 9th St	L, T	O
US Market #185	300 SW 4th St	L, T	O
Western Market	2875 SW Western Blvd	L, T	O
Whiteside's Beer & Wine	119 SW 4th St	L	O
Winco Foods #03	2335 NW Kings Blvd	L, T	O
Wine Styles Corvallis	2333 NW Kings Blvd	L	L, O
Wineopolis	151 NW Monroe St #103	L	O
Woodstock's Pizza Parlor	1045 NW Kings Blvd	L, T	L
Young's Kitchen	2051 NW Monroe Avenue	L	F-COM
Zia Southwest Cuisine	121 SW 3rd St	L	L

*Coleman's is a second location for a Growers Sales Privilege license issued in Polk County. When the licence is renewed in Polk County, it automatically renews the second location, (OLCC license). The same is true with Belle Vallee Cellars two locations (Primary and Second locations)

Code	License Type	Annual Fee	License Privileges
BP	Brewery-public house	\$250	Allows the manufacture and sale of malt beverages to wholesalers, and the sale of malt beverages, wine and cider for consumption on or off the premises. [ORS 471.200]
BRW BRWNC	Brewery	\$500	Allows the manufacture, importation, storage, transportation and wholesale sale of malt beverages to OLCC licensees. Malt beverages brewed on the premises may be sold for consumption on the premises and sold in kegs to the public. [ORS 471.220] BRWNC designates a licensee that does not allow tastings or other on premises consumption.
CERA	Certificate of Approval	\$175 5 years	This certificate allows an out-of-state manufacturer, or an importer of foreign wine or malt beverages, to import wine and malt beverages to Oregon licensees. [ORS 471.289]
DIST	Distillery	\$100	Allows the holder to import, manufacture, distill, rectify, blend, denature and store distilled spirits. A distillery that produces brandy or pot-distilled liquor may permit tastings by visitors. [ORS 471.230]
DS	Direct Shipper Permit	\$50	Allows manufacturers and retailers to ship wine and cider directly to Oregon residents for their personal use. [ORS 471.282]
F	Full On Premises Sales	\$400	Allows the sale and service of distilled spirits, malt beverages and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off of the licensed premises [ORS 471.175] license sub-type designates the type of business licensed: F-CAT- caterer; F-CLU- private club; F-COM - commercial establishment; F-PC - passenger carrier; F-PL - other public location.
GSP GSPNC	Grower's Sales Privilege	\$250	Allows the importation, storage, transportation, export, and wholesale and retail sales of wines made from fruit or grapes grown in Oregon [ORS 471.227] GSPNC designates a licensee that does not allow tastings or other on premises consumption.
L	Limited On Premises Sales	\$200	Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off of the licensed premises [ORS 471.178].
O	Off Premises Sales	\$100	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider. [ORS 471.186]
WH	Warehouse	\$100	Allows the storage, importing, exporting, bottling, producing, blending and transporting of wine and malt beverages. [ORS 471.242]
WMBW	Wholesale Malt Beverage and Wine	\$275	Allows the importation, storage, transportation and wholesale sale of malt beverages and wine to OLCC licensees and limited retail sales to the public (dock sales). [ORS 471.235]
WSD	Wine Self Distribution Permit	\$100	Allows manufacturers to sell and ship wine and cider produced by the manufacturer directly to Oregon retailers for resale to consumers. May ship to businesses which have an OLCC endorsement to receive the shipments.[ORS 471.274]
WY WYNC	Winery	\$250	Allows the licensee to import, bottle, produce, blend, store, transport and export wines, and allows wholesale sales to OLCC and licensees, and retail sales of malt beverages and wine for consumption on or off the licensed premises. [ORS 471.223] WYNC designates a licensee that does not allow tastings or other on premises consumption.

01-22-08

MEMORANDUM

TO: Human Services Committee
FROM: Carolyn Rawles-Heiser, Library Director
DATE: 4/18/2011

CRH

Issue:

Review of CP 99-4.123 "Internet Access Policy for the Corvallis-Benton County Public Library."

Background:

This policy provides broad policy overview and context for Internet use at the library. It has been in effect since 1999.

Discussion:

The Library Board discussed this policy at their April 6, 2011. They agreed with staff that the policy as written is working well and there is no need for changes.

Problems regarding Internet use are generally Code of Conduct issues and/or problems regarding specific operational rules such as time limit violations. The policy does address that the library will adopt and post such rules so there is no need to specifically enumerate them in this policy.

Recommendation:

Approve renewal of current policy.

Review and Concur:

Jon S. Nelson

Jon S. Nelson, City Manager

4/20/11

Date

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 99-4.13 Internet Access Policy for the Corvallis–Benton County Public Library

Adopted May 17, 1999

Revised May 20, 2002

Revised May 16, 2005

Revised May 5, 2008

4.13.010 Purpose

Article 1, Section 8 of the Oregon Constitution states, "No law shall be passed restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatsoever; but every person shall be responsible for the abuse of this right."

The Corvallis–Benton County Public Library upholds and affirms the right of each individual to have access to constitutionally-protected material.

The Library provides information resources through the Internet. This service is available as part of the Library's mission of "bringing people and information together."

4.13.020 Policy

- a. The Internet offers access to many valuable sources of information, but not all sites are accurate, complete, or current. The Library does not monitor or control the information available on the Internet. There are sites that carry information which individuals may think controversial or inappropriate. Users are encouraged to take advantage of the Internet but also to exercise discretion and to respect the privacy of others.
- b. The Library's Code of Conduct applies to the use of the Internet. The Code is posted in all Library locations.

Council Policy 99-4.13

- c. As with the use of all library materials, the Library affirms the right and responsibility of parents to determine and monitor their children's use of the Internet. To assist parents in this role, the Library provides resources, including links to age-appropriate Internet sites, information about Internet safety, and a filtered computer for those who choose to use those resources.

Parents are warned that these links and the filtered computer may not prevent children from accessing materials that some parents may feel is inappropriate. Parents may wish to supervise their children's Internet sessions.

- d. In order to make the Internet available to as many people as possible and to ensure that it is used in a manner consistent with Library policies, the Library will adopt and post rules regarding use of electronic resources.

4.13.030 Review and Update

This Leisure and Cultural Activities Policy will be reviewed every three years by the Library Director and updated as appropriate.

MEMORANDUM

To: Human Services Committee
From: Carolyn Rawles-Heiser, Library Director 
Date: 4/18/2011

Issue:

Review of CP 95-4.08 "Code of Conduct for All Service Points of the Corvallis-Benton County Public Library."

Background:

This policy governs a broad array of patron behavior at the library. It is used regularly by staff to address behavior issues and determine when to exclude patrons and/or contact law enforcement.

Discussion:

The Library Board discussed this policy at their March 2 and April 6 meetings. They recommend a number of changes to the policy:

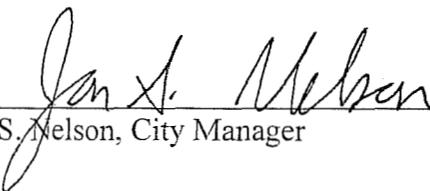
1. An expansion of the nonsmoking area to anywhere within 50 feet of the Corvallis building, which would ban smoking anywhere on the sidewalk or right of way. This expansion was developed in consultation with the City Attorney to ensure it is legal. Current language prohibits smoking on the library property, but it is difficult to enforce because a smoker can just step onto the sidewalk and legally smoke. The smoking is offensive to other users trying to enter the library, attracts a crowd which interfere with others' use of the library, and sometimes gets into the library's air intake vents and thus into the building. 50 feet would take the ban out into the middle of the street. An exemption is made for the private property located within the library block. The change only applies to the Corvallis library, since the other branches are owned by their respective entities and governed only by state law. An ordinance change is required to make this adjustment, and it is attached.
2. The definition of service animals has been narrowed in the law. The policy change would define service animals to include only dogs who are trained to perform a specific task. Comfort or emotional support animals are not included as service animals by law. The law allows for reasonable accommodation for miniature horses. This has been developed with the City Attorney's office. In recent years, the library has experienced a number of instances of patrons bringing untrained animals into the library claiming they are service animals because they provide emotional support. These animals can cause a number of problems, including interfering with legitimate service animals because of their lack of training on how to respond in group situations and will now be excluded from the library. The policy change also adds the word "condition" as a reason to exclude a service animal, allowing staff to exclude it if it has fleas, is ill, etc.

3. Incorporation of changes in state law regarding the age at which children may be left unattended in the library. Previously the law stated children ten and under may not be left alone, and it is now under ten. This has been developed in consultation with the City Attorney's office. So now children ten years old may come to the library without an adult.

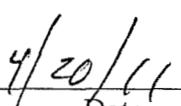
Recommended Action:

Approve as revised.

Review and Concur:



Jon S. Nelson, City Manager



Date

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 95-4.08 Code of Conduct for All Service Points of the Corvallis-Benton County Public Library

Adopted August 21, 1995

Revised January 5, 1998

Revised December 18, 2000

Affirmed November 3, 2003

Revised November 20, 2006

Revised December 7, 2009

4.08.010 Purpose

The mission of the Corvallis-Benton County Public Library is "bringing people and information together." The library welcomes everyone in the community to use and enjoy its facilities and services. To protect each individual's access to information and library services, the library has established the following rules of behavior. These rules protect the rights and safety of library patrons and staff, and preserve and protect the library's materials, facilities, and property.

4.08.020 Policy

The following are prohibited:

- a. **Smoking, anywhere on Corvallis Library property or within 50 feet of the exterior of the Corvallis Library building, including the parking lot, parking garage, sidewalk, curb, gutter and street.** Smoking is also prohibited in the branch libraries, the bookmobile, and within 10 feet of branch entrances as specified in state law. **This prohibition does not include any property that is within 50 feet of the exterior of the Corvallis library that is not owned by the City of Corvallis nor does it include smoking in a private vehicle with the windows closed, except within the library parking garage or library parking lot.**
- b. Eating. Only spill-proof drinks are permitted provided they are not used near electronic equipment.

Council Policy 95-4.08

- c. Begging or soliciting.
- d. Engaging in disruptive or unsafe activity or behavior that materially interferes with others' use of the library, or with the ability of staff to perform their job duties.

Examples of behavior or activities that may be disruptive include, but are not limited to: climbing, running, loud noise, throwing things, pushing and shoving, misusing library property, verbal or physical harassment, or threats.

- e. Use of cellular phones in posted prohibited areas or in a manner which disturbs others.
- f. **Tethering animals on library property or on the adjoining sidewalk and/or public right of way. Bringing animals, other than service animals into the library except as authorized by library staff. By law, service animals are defined as providing a service to a person with a disability; they do not include animals providing only emotional support or comfort; and only dogs are allowed as service animals, with reasonable accommodation made for miniature horses. Library staff are allowed to inquire about whether or not a patron with a service animal is disabled, and if so, what services the animal performs. If, in the judgment of the library staff the animal does not meet the criteria of service animal, the animal may be excluded from the library. Service animals must be under control at all times. If an animal's behavior or condition poses a direct threat to the health or safety of others, the animal will be excluded from the library.**
- g. Bringing bicycles into the library. Using skateboards, rollerblades, rollerskates, or other sports equipment in the library or on library property.
- h. Walking inside the library in bare feet.
- i. Using library facilities for the purpose of bathing or sleeping.

Council Policy 95-4.08

- j. Leaving personal items such as backpacks unattended. Library staff reserve the right to limit the amount of personal belongings any individual may bring into the library.
- k. Blocking access to the library or the circulation of motor vehicles in the parking lot or garage in such a way as to interfere with the safe or efficient operation of the library, or the convenience of library patrons.
- l. Leaving children **under** ten years unattended, except during the time they are part of a library sanctioned activity.

For purposes of this policy, unattended means a child five years and under who is not accompanied by a responsible adult or a child from six **through nine** years without a responsible adult in the building.

- m. Engaging in unlawful sexual conduct, such as public indecency or offensive touching.
- n. Destroying, damaging, or defacing library property.
- o. Possessing a weapon, except as permitted by ORS 166.370.
- p. Engaging in activities prohibited by law.

4.08.021 Enforcement

- a. The Library Director or the Director's designee will implement these rules. Unlawful activities will be reported to a local law enforcement agency. People who violate rules a. through k. will be asked to stop such actions. If the behavior continues, they will be directed to leave the library for the day. Refusal to leave when properly directed may result in arrest for trespassing. When people violate rules m. through p., law enforcement will be contacted immediately. The library may deny a person who has repeatedly violated rules a. through k. permission to enter any and all service points for a specified time, from one week up to one year. If a person has violated rules m. through p., the library may deny permission to enter any and all service points for a specified time, from thirty days to one year. If, in the judgement of the Library Director, the person constitutes a threat to the safe operation and use of the library, the person may be permanently excluded. Such a person will be

Council Policy 95-4.08

entitled to telephone or off-site library services. Bans of longer than two days are normally given by the Library Director or his/her designee in writing. Failure to provide written notice is not a basis for a person who has been given oral instructions not to enter a service point for a period of time to enter.

- b. If a child has been left unattended in the library (k.), staff will attempt to locate the caregiver. If the caregiver cannot be located, or if the library is closing, law enforcement will be notified.

4.08.022 Appeal

People who have received a notice that restricts future access to the library may request a hearing. The request must be in writing and filed at Corvallis City Hall within 48 hours (exclusive of weekends) of receipt of the notice. The Library Director will schedule a hearing, which shall not be more than one week after receipt of the request. The hearing will be informal and the Library Director will consider testimony from library staff involved in the incident, from the person requesting the hearing, and from any other witnesses to the incident. At the conclusion of the hearing, the Library Director may affirm, modify, or cause the notice to be canceled. A written copy of the decision will be delivered or mailed to the person requesting the hearing on the date issued. This decision may be appealed to the City Manager of Corvallis or the City Manager's designee.

4.08.030 Review and Update

This Leisure and Cultural Activities Policy will be reviewed triennially in October by the Library Director and updated as appropriate.

ORDINANCE 2011-_____

**AN ORDINANCE RELATING TO SMOKING, AMENDING MUNICIPAL CODE
CHAPTER 5.03, "OFFENSES," AS AMENDED**

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 5.03.080.160.02(3) is hereby amended as follows:

Section 5.03.080.160.02 (Smoking Prohibited in Public Places)

3) Smoking shall be prohibited on all of the City owned grounds patios plazas steps ramps and facilities for the Corvallis Benton County Public Library. This prohibition includes the library parking garage and library parking lot. This prohibition includes any sidewalk, pedestrian way, driveway, planting area, public right of way, street, curb or gutter within 50 feet of the exterior of the City-owned Corvallis Benton County Public Library building. This prohibition does not include any property that is within 50 feet of the exterior of the City-owned Corvallis Benton County Public Library building that is not owned by the City or part of a public right of way. This prohibition does not include smoking within a private automobile with the doors and windows closed, except within the library parking garage or library parking lot, or the associated driveways.

Section 2. Municipal Code Section 5.03.0080.160.13 is hereby amended as follows:

Section 5.03.080.160.13 (Hiatus on enforcement)

5.03.080.160.13 Hiatus on enforcement

1) Purpose. The purpose of this hiatus is to allow for uniform enforcement of the Oregon Indoor Clean Air Act within Benton County.

2) Scope. Except for those provisions specifically set out in subsection 3) below, in order to be consistent with the terms of Senate Bill 571, amending the Oregon Indoor Clean Air Act, Section 5.030.80.160.01 through Section 5.030.80.160.12 shall not be enforced or enforceable by the City of Corvallis until such time as the City Council shall affirmatively act by ordinance to repeal this section.

3) Exception. This hiatus does not affect the enforcement of regulations prohibiting smoking within City owned or managed park and recreation **and City owned public library** facilities as defined in Section 5.030.80.160.01 **and** set forth in Section 5.03.080.160.02(2) and 5.03.080.160.02(4)(3). Violations of these sections will remain subject to the penalties set forth in Section 5.03.080.160.10 of the Corvallis Municipal Code.

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
May 4, 2011**

Present

Councilor Mark O'Brien, Chair
Councilor Biff Traber
Councilor Joel Hirsch

Staff

Jon Nelson, City Manager
Carolyn Rawles-Heiser, Library Director
Carla Holzworth, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Council Policy Review: 95-4.10, "Public Library Gift and Donation Policy"			Affirm Council Policy 95-4.10, "Public Library Gift and Donation Policy"
II. Other Business	*		

CONTENT OF DISCUSSION

I. Council Policy Review: 95-4.10, "Public Library Gift and Donation Policy" (Attachment)

Ms. Rawles-Heiser said the Library Board reviewed the policy and no changes are recommended. Several revisions were made in 2008 and the policy continues to work well.

The Committee unanimously recommends that Council affirm Council Policy 95-4.10, "Public Library Gift and Donation Policy."

II. Other Business

The next regular Administrative Services Committee meeting is scheduled for 4:00 pm, Wednesday, May 18, 2011 in the Madison Avenue Meeting Room.

Respectfully submitted,

Mark O'Brien, Chair

MEMORANDUM

TO: Administrative Services Committee
FROM: Carolyn Rawles-Heiser, Library Director *CRH*
DATE: April 18, 2011

Issue:

Review of CP 95-4.10 "Public Library Gift and Donations Policy."

Background:

This policy governs acceptance and disposition of gifts to the Library as well as recognition procedures.

Discussion:

The Library Board discussed this policy at their April 6, 2011 board meeting. The policy is working well and it was decided there is no need for any changes.

Recommended Action:

Approve renewal of policy as currently written.

Review and Concur:

Jon S. Nelson

Jon S. Nelson, City Manager

4/20/11

Date

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 95-4.10 **Public Library Gift and Donation Policy**

Adopted February 21, 1995

Revised April 15, 2002

Revised May 2, 2005

Revised May 19, 2008

4.10.010 **General Statement of Purpose**

The Corvallis-Benton County Public Library acknowledges the great importance of private gifts and donations to the library's future development and growth. Such gifts take many forms, come from various sources, and are made for a variety of purposes. However, since the mission of the library is "Bringing people and information together," gifts of books, means of acquiring information, and other materials are particularly important. This policy is established in order to make certain that the decisions on the acceptance of gift and donation offers are made in a timely, consistent manner, and are appropriate in terms of both the nature of the facilities and purposes of the library.

The City of Corvallis owns the Corvallis Public Library building and the branch libraries are owned by the communities in which they are located. The City of Corvallis operates the county-wide Corvallis-Benton County Public Library system. The regulations, policies, and procedures of the City shall apply in decisions on the acceptance of gifts and donations. The only exception is in the case of donations to the branch library buildings themselves (such as fixtures and permanent art) which have no cost impact to the City, in which case the decision on acceptance and policy implications are decided jointly by the Library staff and the building owner.

Offers of gifts and donations may be made directly to the library, the Corvallis-Benton County Public Library Foundation, or the Friends of the Library. The Library Foundation raises funds for the library via an annual campaign, planned giving opportunities, and other activities and is the preferred recipient for planned giving to the Library. The Friends of the

Council Policy 95-4.10

Library is a membership organization which raises funds for the Library through memberships, book and merchandise sales, and other sales. Although they work closely with library staff, the Library Foundation and Friends of the Library are separate organizations with their own policies and procedures and are not governed by this policy.

4.10.020 Policies and Criteria for Receipt of Donations

All donations become the property of the Corvallis-Benton County Public Library, which is an agency of the City of Corvallis. Gifts and donations may be designated for a specific branch library or to another specific library use. The library can accept anonymous donations only if the identity of the donor is not known; as a public agency, the records of all donations are public records. The library reserves the right to not accept donations if, in the judgment of the library staff, the gift has too many restrictions, is not needed by the library, or has an adverse fiscal or service impact on the library. Specific criteria for various types of donations are described below.

4.10.021 Naming Facilities

- a. CCP 91-1.03, "Naming of Public Facilities and Land" establishes City policies and procedures to be followed in naming facilities. "Public facilities" is interpreted to include rooms in the library.

4.10.022 Books and Materials

- a. The Corvallis-Benton County Public Library will accept gifts of books and other materials with the understanding that such gifts will be added to the collection only if they meet the same standards required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, those in a format unsuitable for library use or unsuitable for some other reason will be given to the Friends of the Library, given to other organizations, sold, exchanged or recycled. Library staff shall determine whether such gifts will be added to the collection and shall determine how gift materials are handled and integrated into the collection.
- b. Gifts of money to purchase specific library materials should be given to the Library in advance of any material being ordered. Normally such gifts shall be at the list price, which covers the Library's cost for the item(s), shipping charges, and cataloging and processing expenses.

Council Policy 95-4.10

4.10.023 Equipment

The decision as to the acceptance of equipment shall be made by the Library Director. Major equipment donations may also be reviewed by the Library Board.

Among the criteria on which the decision shall be based are need, space, impact on staff, eventual replacement, and expense and frequency of maintenance.

4.10.024 Art and Displays

- a. The decision as to the acceptance of an art object shall be made by the City's Public Art Selection Commission in accordance with CCP 98-4.12, "Guidelines for Public Art Selection" with the coordination of library staff.
- b. Donations for other types of displays shall be evaluated for appropriateness by the Library Director. The Library Board may review such evaluation as needed. Council Policy 92-4.06, "Library Displays, Exhibits, and Bulletin Boards," generally covers non permanent displays in the library.

4.10.025 Donations of Money, Real Estate, Securities, or Personal Property

- a. Persons desiring to make a gift of money, real estate, securities, or personal property to the Corvallis-Benton County Public Library either during their lifetime or in their will may do so by making the gift in the name of the Corvallis-Benton County Public Library with the expressed condition that the funds or property be used exclusively for the benefit of the Corvallis-Benton County Public Library.
- b. Oregon Revised Statutes 357.490(5) provides that donations of money, personal property or real estate for the benefit of any public library are to be held, controlled and disposed of by the library governing body according to the terms of the deed or gift.

4.10.026 Landscaping

The decision as to the acceptance and location of gifts of landscaping items shall be made by the Library Director. The major criteria on which the decision shall be based are the appropriateness of the offered gift to the landscaping plan for the building and the costs of maintaining the gift.

Council Policy 95-4.10

4.10.030 Policy for the Disposition of Gifts

All non-monetary gifts may be subject to disposition at some point. For example, whenever books and materials donated to the library are no longer needed or have become so worn or damaged as to be beyond repair, they will be disposed of in the same manner as purchased books and other material. This disposition policy also shall be applied in an appropriate manner to other gifts such as equipment, art objects and landscaping. Since all gifts to the Corvallis-Benton County Public Library become the property of the City, appropriate City disposition procedures shall be followed.

4.10.040 Gift Recognition Policies and Procedures

a. The Corvallis-Benton County Public Library acknowledges the great importance of private gifts and donations to the library's development and growth. Many donations are made by individuals and groups in the memory of a deceased loved one, to honor a living person, or in celebration of an event. It is desirable and essential to publicly recognize these contributions and to do so in a timely fashion. These policies and procedures shall be applied to recognize gifts from individuals and organizations that have been given directly to the library. In order to implement recognition procedures in a consistent manner, donors and potential donors should be directed to the Library Director. Generally the library's donor recognition procedures are as follows:

1. All donations to the library will be acknowledged by a letter from the Library Director. Donors will also be listed in the annual donor listing in the library's newsletter.
2. Additional special recognition may take place for significant contributions. Such recognition may include a donor board, placement of plaques or bookplates on items purchased, special events, publicity, naming collections, or other means. Any collections named after significant donors will not be displayed or shelved separately.
3. If a donor does not wish to be publicly recognized, that wish will be honored.
4. Detailed recognition procedures based on various levels of giving are available from the Library Administration Office.

Levels of giving to the Library:

1. SUPPORTER: Gifts less than \$200
2. SPONSOR: Gifts of \$200–499

Council Policy 95-4.10

3. DONOR: Gifts of \$500-999
4. PATRON: Gifts of \$1,000-4,999
5. SUSTAINER: Gifts of \$5,000-9,999
6. BENEFACTOR: Gifts of \$10,000 and above

4.10.050 Review and Update

This Leisure and Cultural Activities Policy shall be reviewed every three years by the Library Director.

**URBAN SERVICES COMMITTEE
MINUTES
May 5, 2011**

Present

Richard Hervey, Chair
Hal Brauner
Roen Hogg

Staff

Jon Nelson, City Manager
Steve Rogers, Public Works Director
Jim Mitchell, Transportation and Buildings
Division Manager
Emely Day, City Manager's Office

Visitors

Greg Bennett
Ali Bonakdar
Wendy Byrne
Jim Bowey
Dean Codo
Laura Duncan Allen
Walter Prichard
Brad Upton
Stewart Wershow
Robert Wilson
Jerry Wolcott, Oregon Department of
Transportation

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. ODOT/Corvallis Crossing Interim Project			Approve the Oregon Department of Transportation/Corvallis Crossing Interim Project, subject to a provision within the Project for a marked, signalized crosswalk at the slip lane and that the slip lane speed limit through the crosswalk be 35 miles per hour and then 45 miles per hour to the highway merge point
II. Airport Base Lease Rates Adjustment		Postponed to May 19, 2011	
III. Other Business			

CONTENT OF DISCUSSION

Councilor Hervey called the meeting to order at 5:00 pm.

I. ODOT/Corvallis Crossing Interim Project (Attachment)

Public Works Director Rogers reviewed the conceptual project plan, which would use the remaining funding (approximately \$6 million) from the Van Buren Bridge (VBB) study. The

project included several elements along Oregon State Highway 34 (Hwy 34) on the east side of the Willamette River from Corvallis.

- Construct a right-turn slip lane from the Hwy 34 Bypass (Bypass) northbound to Hwy 34 eastbound. The slip lane would extend along Hwy 34 to allow drivers to accelerate sufficiently to merge into highway traffic.
- Construct a frontage road along the south side of Hwy 34 from Alan Berg Park and the Flomatcher building to the existing access to Knife River's property. The frontage road would provide highway access for the six properties in the area and reduce the number of potential highway conflict points.
- Construct the remaining section of a multi-use path along the north side of Hwy 34 from the entrance to the Oregon State University (OSU) crew docks to the Suzanne Wilkins Way (SWW) path under the Harrison Bridge and connecting to the VBB. The portion of the multi-use path along the north side of Hwy 34 from the crew docks to Peoria Road (Peoria) is under construction and will become a frontage road at the east end.

Mr. Rogers read the Bicycle and Pedestrian Advisory Commission's (BPAC) November 2010 recommendation regarding the project: BPAC did not support the project without sufficient accommodations for bicyclists and pedestrians resulting in no degradation for those bicyclists and pedestrians, and the BPAC looked forward to reviewing Oregon Department of Transportation's (ODOT) proposed plans going forward with that criterion in mind. He clarified that the BPAC did not support a project that would degrade service or safety to the existing facility used by bicyclists and pedestrians.

Mr. Rogers opined that the central issues of the project involved:

- The reduced vehicle traffic congestion must be a reasonable offset for the increased travel time for eastbound bicyclists. The project would not affect westbound bicyclists.
- As the project was designed, bicyclists must cross the Hwy 34/Bypass intersection via a traffic/pedestrian signal and cross the new slip lane. The additional crossing would increase safety risks for bicyclists.
- Eastbound bicyclists and pedestrians would have three alternatives:
 - Use the Hwy 34 shoulder, merging with traffic from the slip lane.
 - Cross the Hwy 34/Bypass intersection and use a yet-to-be-designed facility to cross the slip lane and proceed on the slip lane shoulder.
 - Use the SWW path, which would connect to the new section of multi-use path along the north side of Hwy 34 as far east as Peoria, then cross Hwy 34 at Peoria and proceed on the Hwy 34 shoulder. He considered this the safest option.
- The City and State must determine whether the decreased safety for eastbound bicyclists and pedestrians to cross the slip lane was acceptable, considering the included construction of safer alternatives. People may feel uncomfortable with the first eastbound travel alternative.

Mr. Rogers acknowledged two errors in his staff report to the Committee:

- The slip lane design speed was reduced from 50 to 45 miles per hour (mph).
- There was not sufficient funding to extend the north frontage road westward to Electric Avenue.

Mr. Rogers noted that the \$6 million funding would be used to modify the intersection of NW Third Street and NW Van Buren Avenue to include a northbound/eastbound right-turn lane and a bicycle lane and remove several parking spaces. The Downtown Commission's Downtown Parking Committee discussed this sub-project, which ODOT will also discuss with the Downtown Commission.

Mr. Rogers added that the project was amended to reduce the slip lane to one vehicle travel lane, easing crossing for bicyclists and pedestrians.

Mr. Rogers reviewed the Council's options in considering the project, noting that the Council's recommendation would be referred to ODOT. He emphasized that ODOT had control of the project, which involved an ODOT-jurisdiction road and was outside the Corvallis City Limits.

- The Council could make no recommendation. He noted that project meetings included Corvallis Mayor and Council representation.
- The Council could oppose the project for any reason.
- The Council could support the project for any reason.
- The Council could agree to re-consider the issue when more design details were available. He opined that critical design details involved how bicyclists and pedestrians would cross the slip lane.
- The Council may seek input from other City advisory bodies, as the project would impact the Corvallis community in terms of vehicle traffic through the intersection and access to the community. Councilor Beilstein asked the Committee to consider the BPAC's recommendation.

Councilor Brauner noted that, at a combined VBB Project Management Team (PMT)/Stakeholder Advisory Committee (CAC) meeting, a recommendation was made that the project design phase include crossing the slip lane via a bicyclist-/pedestrian-activated light. The ODOT representative offered to submit the recommendation to the design engineers. Mr. Rogers said he had not heard a response to the recommendation.

Councilor Brauner expressed concern that the conceptual plan proposed bicyclists and pedestrians crossing the Hwy 34/Bypass intersection to an "island" of land and then crossing the slip lane. The VBB SAC suggested that the slip lane crossing have a warning light or a bicyclist-/pedestrian-activated crossing signal, similar to the situations on South Third Street (Third) and near the Benton County Fairgrounds (Fairgrounds). The option was not appropriate when the slip lane was proposed to have two lanes and a 50-mph speed limit. The SAC thought the concept was worth considering with the slower 45-mph speed limit. The speed limits on Third and by the Fairgrounds were 35 mph and 45 mph, respectively.

Councilor Brauner related a comment to him that the slip lane may not improve traffic flow, based upon the low number of people who would use it to transfer from the Bypass northbound to Hwy 34 eastbound. Conversely, more vehicles cross the VBB. Councilor Brauner said he explained to the individual that the slip lane would allow a longer "green

light" time for eastbound traffic exiting the VBB, thereby alleviating traffic congestion on NW Van Buren Avenue west of the bridge.

Mr. Rogers confirmed. Traffic on the slip lane would not need a traffic signal to enter the Hwy 34 traffic. Approximately 92 percent of the northbound Bypass traffic turns onto Hwy 34 eastbound. Under the proposed project, the traffic signals would be almost always green for eastbound Hwy 34 traffic leaving the VBB. Westbound traffic would have a green traffic signal most of the time, but traffic westbound on Hwy 34 to southbound on the Bypass would have some delay waiting for a left-turn signal.

Mr. Rogers noted that the Hwy 34/Bypass intersection volume-to-capacity ratio during the peak hour was 1.28 – well over its capacity. Upon completion of the project, the ratio should decrease to .91 – still above highway mobility standards but below full capacity.

Councilor Hogg inquired whether the slip lane speed could be reduced further to increase safety for bicyclists and pedestrians.

Mr. Rogers responded that he thought reducing the slip lane speed to 35 mph would resolve safety concerns. Bicyclist were expected to cross 35-mph vehicle travel lanes at many locations in town. A 2002 Federal Highway Administration (FHWA) study indicated that 40 mph was a breakpoint in safety for marked or unmarked crosswalks. The Council could ask ODOT to reduce the slip lane speed to 35 mph.

In response to Councilor Hervey's comment, Mr. Rogers clarified that the State of Oregon did not mandate that the City improve the traffic situation along Hwy 34 east of the VBB. The City may want to suggest design features for the sake of Corvallis residents or visitors. The vehicle traffic congestion caused by the VBB and the Hwy 34 corridor was known for several years. The increased congestion contributed to greenhouse gas emissions and increased travel time. The City and ODOT considered appropriate solutions to the situation, with the City focusing on the west side of the river. The VBB study initially involved only the Bridge but recognized that fixing the Bridge would not resolve the traffic congestion problem. The problem extended across the river to the Hwy 34/Bypass intersection. The entire Hwy 34 corridor was examined, resulting in realization that the north bypass, a full interchange at the Hwy 34/Bypass intersection, and increased transit service within the corridor or replacement of the VBB would be needed to resolve the situation. The proposed project was a small phase of a larger project. The second phase was identified as an overcrossing of the slip lane so westbound Hwy 34 traffic turning southbound onto the Bypass would cross under the highway, rather than crossing opposing traffic. That project could cost at least \$25 million and would resolve the bicycle/pedestrian issue by eliminating merging traffic.

In response to Councilor Hervey's inquiry, Mr. Rogers said it was most likely that a bicyclist would approach the Hwy 34/Bypass intersection from Corvallis, cross the intersection via a green traffic or walk signal, and then cross the slip lane at some point. Alternatively,

bicyclists could exit the VBB eastbound, remain on the highway shoulder, and deal with traffic merging from the slip lane; this would be inappropriate for pedestrians.

Dean Codo referenced the suggestion that bicyclists and pedestrians use the SWW path under the bridges toward the crew docks. Sometimes the path under the bridges was closed because of flooding, leaving bicyclists and pedestrians to use the south side of Hwy 34. The property along the SWW path was owned by multiple parties. The path had steep grades, tight turns, and was not maintained. The Corvallis Lions Club constructed the SWW path, in Linn County, with private funding after Ms. Wilkins was killed in a bicycle/automobile accident while attempting to cross the highway near the bridges. He opined that the VBB vehicle traffic congestion was caused by people using single-occupancy vehicles, rather than the bridge's single vehicle lane. He noted that the two-lane Harrison Bridge had vehicle traffic congestion weekday mornings. He opined that the first priority should be to not make the current traffic situation more dangerous. He noted that the proposed project would reduce the service level of the Hwy 34/Bypass intersection and possibly the safety of bicyclists and pedestrians who wanted to use the highway shoulder. He noted that bicyclists, by Oregon law, had a right to use highway shoulders. He asserted that ODOT must meet, not necessarily balance, the needs of transportation system users.

Mr. Codo opined that the City did not need to resolve the vehicle traffic congestion on the VBB. He believed people could decide how much time they wanted to spend in traffic and deal with the transportation system accordingly. He noted that the traffic congestion problem along NW Van Buren Avenue west of the bridge occurred twice each weekday. He suggested that removing the "bottlenecks" could result in more vehicles using the transportation system at faster speeds, creating more greenhouse gas emissions. Therefore, "bottlenecks" could reduce traffic volume.

Mr. Codo noted that the City was not mandated to build roads and accommodate the increasing use of single-occupancy vehicles. However, the State mandated since 1970 that governmental entities accommodate bicyclists and pedestrians in every road change. He said ODOT considered the proposed project an interim solution, which he believed would increase the hazards for bicyclists and pedestrians until a final solution was developed. The Oregon "bicycle bill" required ODOT to safely address and meet the standards to protect bicyclists and pedestrians through this road re-development project.

In response to Councilor Brauner's inquiry, Mr. Codo opined that a bicyclist-/pedestrian-activated signal for crossing the slip lane would be fine at 35 mph, noting that the South Corvallis crossings worked well. He opined that ODOT had not provided a solution for how bicyclists and pedestrians would proceed east from the VBB.

Laura Duncan Allen and her siblings bicycled along Hwy 34 as youth to work at OSU's farms east of the river. She now transported disabled people to jobs along Peoria. Two clients worked independently at a job site, and she taught them the safest bicycling route. She is a member of the Corvallis Rowing Club and bicycles and walks to OSU's crew

facilities. During the past few years, she had two serious bicycle accidents while trying to use the bridges. While she travels through the subject area often, she was not a member of the SAC. She opined that ODOT failed to construct or maintain safe facilities for bicyclists and pedestrians. She expressed disappointment in the proposed project. She said the alternatives for eastbound bicyclists to get through the area required traveling under the bridges and then crossing Hwy 34 at Peoria. She believed a bicyclist-/pedestrian-activated signal to cross the slip lane would be a necessity. She concurred that a slip lane speed limit of 35 mph would be better, noting that Hwy 34 traffic travels through Philomath at 25 mph and between Philomath and Corvallis at 45 mph. The section of Hwy 34 between the river and Peoria need not be a "speedway." She asked the Committee to suggest that ODOT work with Federal bicycle and pedestrian facility planners and present other solutions at open, public-comment meetings.

In response to Councilor Hervey's inquiry, Ms. Duncan Allen said her bicycle accidents occurred at the eastern end of SWW, where the pavement and gravel sections met and on the Bypass bridge while VBB traffic was diverted to the Harrison Bridge during a recent painting project.

Greg Bennett noted that 60 percent of bicycle and pedestrian accidents occurred independent of automobiles on facilities such as the SWW path, which was too steep and narrow and had tight turns. He said it was difficult for bicyclists and pedestrians to share the path because of its size and configuration. He expected bicyclists who would not use the Harrison Bridge would rather return to Corvallis by riding the wrong way approximately 200 feet and then cross the VBB. He considered that a minimal danger, even though it was illegal. He contended that the problem originated with the five-foot-wide multi-use sidewalk on the VBB with no side clearance. The narrowness of the sidewalk made it difficult for bicyclists and/or pedestrians to safely pass each other, discouraging people from using it. He noted that the SWW path would become a frontage road with four-foot-wide shoulders, which may be a problem for pedestrians.

Mr. Bennett reviewed early discussions of the project that addressed how to safely move people across the river. ODOT wanted to pursue a project that would be paid by the existing funding. He said Mr. Rogers introduced language to develop bicycle and pedestrian facilities that met standards from the west side of the river through the Hwy 34/Bypass intersection area. Mr. Rogers' language further stated that ODOT and its partners would proceed in 2009-2010 with analysis and design of improvements for vehicles, bicyclists, and pedestrians at the intersection. Mr. Bennett said he opposed the language because it seemed unrealistic, given the engineering challenges and funding. At that time, Councilor Brauner indicated that a design was needed before it could be determined that the design would worsen conditions for bicyclists and pedestrians. Mr. Bennett opined that the proposed project would worsen conditions, noting that improvement project analyses usually did not include the term "mitigate." He considered Mr. Rogers' statements an admission that the project would not meet the stated goals. He opined that it was unproductive to construct an interim project that would worsen a situation and then try to improve the project.

Mr. Bennett said the project was approved, based upon ODOT's assurances to improve the traffic situation, yet the design was only partially completed. He considered the project design to clearly indicate that the goals would not be met. The project was submitted for a grant that would pay for the full project, but the design was not ready. An application for a grant to construct another VBB sidewalk was unsuccessful. He opined that ODOT was motivated to spend the available funds. He recalled that ODOT suggested dropping the goal of crossing the river, but Councilor Brauner said that would not be acceptable to Corvallis residents.

Mr. Bennett said people worked hard to get the SAC, decision makers, and a FHWA official together for a meeting. He called the FHWA official working on the project at that time, who believed the project would have a flyover and no controversy but agreed to investigate the slip lane design. The FHWA official currently working on the project acknowledged not having enough experts at a meeting to answer questions or give guidance or advice to ODOT and wanting those experts at future meetings. Mr. Bennett opined that the proposed project would not meet the goals. He said the parties should meet again and agree that the project would not meet the goals. ODOT initially proposed increasing safety and access and promoting the multi-use path. He reiterated that the SWW path was underwater part of the year, noting that the culverts were installed to drain storm water from the road. Further, the project would not change the road grade, which was within the 100-year floodplain.

In response to Councilor Hervey's inquiry, Mr. Bennett said he saw people leave the OSU crew docks area, cross the westbound Hwy 34 vehicle travel lanes, and proceed approximately 200 feet on the shoulder to the VBB. He did not consider the practice dangerous, but it was dangerous in the event of a head-on bicycle collision. He speculated that the practice would continue after the proposed project was constructed.

Ms. Duncan Allen said the majority of the OSU crew members used the SWW path and traveled west on the eastbound Hwy 34 shoulder.

Mr. Bennett speculated that, if the project was developed, many bicyclists and pedestrians would be intimidated by the travel configuration and that traffic would increase. Poorly maintained facilities with tight turns could contribute to accidents.

Walter Prichard represented the 300-member Mid-Valley Bicycle Club, serving as the Club's bicycle advocate. He opined that the proposed project had features that would upset someone except northbound Bypass traffic moving to Hwy 34 eastbound. All other road users would need to deal with something. He concurred that 45 mph for slip lane traffic was fast. He also concurred that the VBB had a five-foot-wide sidewalk, not a multi-use path. Two bicyclists must slow almost to a stop in order to pass each other on the VBB sidewalk. The presence of pedestrians or youth meant the VBB sidewalk became a walking path. Therefore, bicyclists going anywhere must use the VBB vehicle travel lane. He suggested a High-intensity Activated crossWalk (HAWK) signal, which turned red upon being activated. He estimated that vehicle traffic would need to stop less than 80 percent

of the time because of signal activation. He said merging with 45-mph vehicle traffic while on a bicycle could be frightening. He opined that a bicyclist-/pedestrian-activated signal was essential.

In response to Councilor Hogg's inquiries, Mr. Prichard opined that reducing the slip lane vehicle travel speed to 35 mph would be helpful, but an activated signal was still needed. While he would prefer a 35-mph speed limit, a 45-mph speed limit with an activated signal would be successful. He noted that it could be at least 20 years before funding was available for construction of a flyover. He urged the Committee to help resolve the situation now.

Jim Bowey reviewed written material (Attachment A). He noted that last February he met with ODOT Project Leader Jerry Wolcott. Mr. Bowey concurred that a controlled slip lane crossing would improve free-flowing traffic. In February, Mr. Wolcott indicated that he did not believe the project designers were interested in a controlled slip lane crossing, as he also indicated at the recent PMT/SAC meeting. Mr. Bowey considered controlled crossings beneficial but said a written agreement from ODOT was needed to ensure the features were included in the project. He noted that trees long the SWW path dropped leaves, leading to development of moss on the path and a slippery surface.

Councilor Hervey noted that the project was outside the Corvallis City Limits and, thus, may not be subject to the provisions of the City's Transportation Plan. Councilor Brauner said the Plan applied within the Urban Growth Boundary (UGB), but the project was outside the Boundary.

Mr. Bowey noted that the City provided PMT and SAC members to represent the City on the project. While sited outside the City Limits, the project would greatly impact Corvallis citizens. He suggested that the Corvallis appointees to the project consider the City's Transportation Plan in conjunction with the project.

Brad Upton represented the BPAC. He also served on the Benton County Bicycle Advisory Committee and ODOT South Bypass Project SAC, and he participated in some of the early VBB study meetings. He reviewed written material (Attachment B). He noted that the project goal of improving multi-modal transportation would reduce greenhouse gas emissions. The proposed slip lane would not meet the project goal, scope, and problem statements and represented a decrease in safety for bicyclists and pedestrians and a decrease in level of service. Mr. Upton noted that the BPAC recommended opposing the slip lane proposal because, even with mitigating factors, the project would cause a decrease in the level of service. He noted that HAWK signals had mandatory red stop lights and would do the most to reduce safety concerns. Marked crosswalks would create a legal requirement for drivers to stop for bicyclists and pedestrians in the crosswalk.

Councilor Brauner asked whether a slip lane speed limit of 45 would be appropriate if the slip lane included a marked crosswalk and red HAWK signals.

Mr. Upton opined that a marked crosswalk and a HAWK signal would clearly delineate the legal right-of-way. A speed limit of 45 mph would decrease the reaction time of drivers in the slip lane, degrading safety for bicyclists, pedestrians, and drivers. He believed providing legal right-of-way delineation was critical, and decreasing the vehicle travel speed limit would increase safety. A 35-mph speed limit would eliminate the need for slip lane drivers to stop, except when a bicyclist or pedestrian was present. A marked crosswalk, a bicyclist-/pedestrian-activated signal, and a slower speed limit would be a good combination.

Councilor Brauner observed that "design speed" and "speed limit" were different factors and need not be the same rate. He noted that it would be best to design a transportation system that was not dependent upon a later development phase that might not occur.

Mr. Upton responded that ODOT assigned speed limits on all Oregon roads. He presumed that ODOT would not assign a speed limit greater than a design speed. He also presumed that ODOT could assign a speed limit lower than a design speed. A slower design speed tended to mitigate drivers' speeding.

Wendy Byrne, a member of the Benton County Bicycle Advisory Committee, concurred with Mr. Upton that the existing design of the Hwy 34/Bypass interchange area should not be changed. She also concurred that, if changes must occur, the slip lane speed should be 35 mph. She questioned the slower speed limits along westbound Hwy 34 approaching the Harrison Bridge. She suggested that a section of westbound Hwy 34 designated 35 mph might help slow drivers toward the slower Downtown speeds. This could also increase safety for eastbound bicyclists. She opined that a slower slip lane speed limit and a signalized crossing would be the safest option.

Councilor Hogg requested feedback from Mr. Rogers and Mr. Wolcott regarding Mr. Upton's recommendations.

- Reduce slip lane speed to 35 mph.

Mr. Wolcott: The subject portion of Hwy 34 was designated by the Oregon Transportation Commission (OTC) as an expressway, so ODOT could not reduce the speed. The transportation officials and project designers were reluctant to set the speed below 50 mph.

Mr. Rogers: The Council could recommend a slower speed limit. The OTC would need to designate a different design speed. The highway section was outside the City's UGB, was in a rural setting, and was functioning as a rural facility, complicating the issue of incorporating pedestrian activities.

Mr. Wolcott: The Bypass had a 50-mph speed limit, would slow slightly toward the Hwy 34/Bypass intersection, and would merge into the 50-mph Hwy 34 traffic. The OTC was concerned about slowing traffic more or installing a signal or a crosswalk. Drivers in the area would not expect to see a pedestrian. A signal or crosswalk would introduce another level of hazard to drivers in the area. Engineers would review the design plans from a conservative perspective, concentrating on safety for the entire transportation system.

Mr. Rogers: Crossings were not counter to the expressway concept, as the intersection of Hwy 34 and Peoria was signalized.

Mr. Wolcott: The Hwy 34/Peoria intersection was one of the most hazardous areas in Oregon. Long-term plans included removing the signal from the intersection.

Councilor Brauner noted that the current design for Peoria involved re-aligning Wolcott Road and Peoria and creating frontage roads to remove traffic and improve the signalization, rather than eliminating the signalization. Nothing in the long-term future involved a non-signalized overpass at Hwy 34 and Peoria.

Mr. Wolcott said, if funding was available, the State would have converted the Hwy 34/Peoria intersection to an interchange. The immediate project was intended to increase the green-light time for east-west Hwy 34 traffic. It was not the best resolution but was the best that could be funded at this time.

Mr. Wolcott confirmed for Councilor Brauner that a slip lane with a signalized crossing would still allow for more green-light time for east-west Hwy 34 traffic, thereby increasing capacity through the Hwy 34/Bypass intersection and meeting the goal of improving traffic flow through the existing signalized intersections.

Mr. Rogers added that the scenario described was based upon an assumption that the slip lane traffic signal would be red a very small portion of each day.

In response to Councilor Brauner's inquiry, Mr. Wolcott said State staff studied the elevations and flood histories along Hwy 34 from the river to Peoria for the Roche Street-Wolcott Road project. He estimated that the multi-use path would flood for approximately one week every three years in the vicinity of the culverts, under the bridges, and toward Trysting Tree Golf Course. That point was about the same elevation as the lowest point on the SWW path. Mr. Rogers added that the lowest elevation was approximately 208 feet – the bank-full level for the Willamette River. The river reached the bank-full level during the past winter, but he did not check the path for flooding at that time.

Councilor Brauner acknowledged that a signal would be inconvenient for drivers on the slip lane but would significantly improve safety for bicyclists and pedestrians. Alternatively, bicyclists and pedestrians could use the multi-use path on the north side of Hwy 34 to avoid highway and slip lane traffic. The slip lane crossing could be made as safe as possible for bicyclists and pedestrians, who could use the multi-use path all but a few days when it might be flooded. He characterized this as a tradeoff of benefits among different user groups.

Mr. Wolcott said he received guidance from ODOT management and the FHWA to consider the entire transportation system in the Hwy 34 corridor. Some changes to the system may appear to degrade elements of the system but were intended to improve the entire system.

Councilor Hogg requested feedback from Mr. Rogers and Mr. Wolcott regarding Mr. Upton's other recommendation.

- Add crosswalk markings on the mini-island crossing of the slip lane.

Mr. Wolcott: A 35-mph speed limit and a HAWK signal seemed appropriate, but the engineers had the legal responsibility for the design. The engineers deemed that slower speeds and signals would improve safety for the few people who would cross the slip lane during peak traffic time but would increase the opportunities for rear-end accidents for the vast number of people who travel through the area. The engineers were unwilling to make the trade-off; however, he believed the public input warranted further consideration of the recommendation.

Mr. Rogers: A marked crosswalk would require some other type of protection; the best level would be a full signal or at least a HAWK signal. Flashing lights may not provide sufficient protection for a marked crosswalk. If bicyclists and pedestrians could not use the highway shoulder, a marked crosswalk should be provided; otherwise, bicyclists and pedestrians should be prohibited from crossing the slip lane and be required to use the multi-use path. Providing a slip lane crossing for bicyclists and pedestrians required more than a path to the slip lane (e.g., curb cuts). Additional protections should be provided if bicyclists and pedestrians must cross the slip lane, regardless of the presence of an alternative along the north side of the highway.

Councilor Hervey said, as a driver, he would want a slip lane that would allow him to accelerate to facilitate merging into highway traffic. He opined that slowing to 35 mph to the bicyclist/pedestrian crossing and then accelerating to 45 mph would allow ample distance for adequate acceleration before merging. This speed limit configuration, with adequate signage, could produce the same affect of traffic moving at 45 mph throughout the slip lane distance. He opined that this scenario would be an acceptable compromise for all groups using or crossing the slip lane.

In response to Councilor Hervey's inquiry whether the SWW path could be improved as part of the subject project, Mr. Wolcott said he did not know the steepness of the path. State staff discussed trimming trees along the path to keep leaves off the path.

Mr. Rogers noted that the SWW path was on ODOT's right-of-way. He acknowledged that the path did not receive sufficient maintenance, such as sweeping, possibly because the path was constructed by volunteers, rather than ODOT. He did not measure the path's steepness but did ride a bike along it in both directions. City staff determined that it would be possible to mitigate the grade, but he thought the path functioned well. However, the path pavement ended, changed to gravel, and crossed OSU property. The proposal was made to continue the path on ODOT's right-of-way with asphalt.

Councilor Brauner noted that the project began several years ago with the VBB study. It was then determined that the Hwy 34/Bypass intersection was a serious "bottleneck" of the Hwy 34 corridor and must be resolved. The proposed project would not resolve all of the issues. He considered whether the proposed project was a good step toward resolving some of the issues without making any issues significantly worse. The five-foot-wide

sidewalk on the VBB was inadequate and would not be changed by the subject project. The project would not change the situation of bicyclists riding the wrong direction on the 200-foot approach to the east end of the VBB. Westbound bicyclists using the north shoulder of the highway and the Harrison Bridge would use the bridge more after ODOT completed the bicycle lane striping.

Councilor Brauner said he considered the various aspects of the project and the degree to which it would meet the project goals. He concurred with his statements quoted by Mr. Bennett. He said he considered the total transportation situation several years into the future and opined that the long-range project, if it could be built, would resolve the issues and meet the goals. Some interim design projects could probably be done within the next 20 years, significantly improving traffic. The \$6 million in funding was left from the abandoned VBB project and would have been used for environmental and design studies. The funds were transferred to the proposed project.

Councilor Brauner said he then considered whether the proposed project would improve the situation for transportation system users without significantly degrading the system for other users. He opined that the slip lane would benefit traffic leaving Corvallis because of extended green-light time. The proposed south frontage road would increase safety for property owners along the south side of Hwy 34. The Roch Street-Wolcott Road project would construct a north frontage road and a multi-use path, the latter of which would connect to the SWW path. Commuter bicyclists preferred riding along highway shoulders. He opined that the slip lane must have a signalized crossing to not degrade bicyclist and pedestrian safety.

Councilor Brauner summarized that he considered the proposed project an improvement that attempted to balance different transportation modes. The overall project must address all the issues. He would prefer a bicyclist/pedestrian crossing of the river, completely separate from the highway. He opined that the proposed project would not meet the standard; however, a marked, signalized slip lane crossing would bring the project closer to the standard. A signalized crosswalk would be his priority over reducing the slip lane travel speeds.

In response to Councilor Hervey's inquiry, Councilor Brauner said a bicycle overpass was considered; however, engineers indicated that the cost would be almost the same as for a vehicle overpass.

Councilor Hogg concurred with Councilor Brauner's analysis and suggested including a recommendation to reduce the slip lane travel speed limit to 35 mph to the crosswalk and then increasing the speed limit to 45 mph. The project was planned for phasing and could be designed for 45 mph and adjusted for a later phase.

Mr. Codo interjected that he could see the traffic signal lights at Peoria from 2.1 miles east of the intersection. He said one of the best ways to reduce the number of rear-end collisions was to reduce travel speed incrementally.

Councilor Brauner noted that the City was limited in how it could develop the land it owned east of the Bypass. The proposed south frontage road would provide access to that land. He questioned whether the project should be forwarded to other City advisory bodies for feedback.

Councilors Brauner and Hogg, respectively, moved and seconded to recommend that the Council approve the Oregon Department of Transportation/Corvallis Crossing Interim Project, subject to a provision within the Project for a marked, signalized crosswalk at the slip lane and that the slip lane speed limit through the crosswalk be 35 miles per hour and then 45 miles per hour to the highway merge point.

Councilor Hervey surmised that it would not be expensive to modify the SWW path, and he would like more people to be able to use that route. If the path was improved, there might be fewer conflicts and a safer path.

Councilor Brauner speculated that the Roch Street-Wolcott Road project was under-budget, so funding could be transferred to the subject project for line striping and road reconstruction. Mr. Wolcott clarified that the Roch Street-Wolcott Road project was considered a "safety" project, and "safety" funding could not be transferred to a "modification" project.

The motion passed unanimously.

II. Airport Base Lease Rates Adjustment (Attachment)

Due to time constraints, this issue was postponed until the Committee's May 19, 2011, meeting.

III. Other Business

- A. The next regular Urban Services Committee meeting is scheduled for May 19, 2011, at 5:00 pm, in the Madison Avenue Meeting Room.

Councilor Hervey adjourned the meeting at 7:02 pm.

Respectfully submitted,

Richard Hervey, Chair

Greetings,

I am here today to speak to you about ODOT's Willamette Crossings Project and the effects it will have on travel between the Willamette River and Peoria Road.

Many of us have concerns about this project:

1. Bicyclist and Pedestrian safety will be degraded
2. The new North Frontage Road intended to divert bicyclists and pedestrians away from Highway 34 is part of a drainage area used to mitigate roadway flooding.
3. The public involvement process has faltered
4. Open meeting rules are not consistently adhered to
5. The project does not meet it's stated, published goals
6. The Project phased approach runs counter to future funding expectations
7. The project results run counter to the City of Corvallis Transportation Plan
8. The Project runs counter to the Oregon Bicycle Bill
9. The project, as currently designed has elements that are not consistent with ADA standards

Each of these eight concerns are vitally important, but some are of critical concern. In the interest of conserving time, I will speak to the most critical concerns.

Bicyclist and Pedestrian safety will be degraded

The project's current design is vastly different from the design the Stake Holders agreed to over a year ago. Currently, the design includes an at grade treatment for all traffic. Meaning, that bicyclists and pedestrians travelling east on Highway 34 will be required to cross a high speed slip lane. Not only will bicyclists and pedestrians be required to cross a high speed slip lane, but there are no published features to mitigate the danger in crossing, such as a cross-walk, curb cuts, or even warning signals for motorized traffic.

Now, ODOT will state that they are in design phase and that if we trust them to work on the issue that they will find a way to mitigate the newly added risks. That is not a reasonable position to trust:

- Steering Team and Stake Holder approval of the project was earlier requested by ODOT predicated on trust that ODOT would design a safe intersection for all travellers. After a year of no Steering Team or Stake Holder meetings, ODOT came back with at grade treatments that build in new risks for bicyclists and pedestrians.
- When asked more than once to improve safety at the slip lane crossing for pedestrians and bicyclists, possibly including warning signals and a marked crossing, ODOT came back with a speed reduction from 55 mph to 45 mph (not 35 mph as stated in Mr. Roger's report to the USB) and the statement that the facility designers were not will to include any other safety features for bicyclists and pedestrians.

It is not logical at this point to trust that the facility designers for ODOT's Willamette Crossings Project are willing to include the same level of safety features for bicyclists and pedestrians that the City of Corvallis includes on facilities such as South Third Street, Circle Boulevard, and 53rd Street.

The new North Frontage Road intended to divert bicyclists and pedestrians away from Highway 34 is part of a drainage area used to mitigate roadway flooding

Basically that means in the next very high water event on the Willamette River, water will be moved under Highway 34 through a culvert that was put in place after the 1996 floods. The culvert outflow is at the front end of the proposed North Frontage Road. This is an important point because the Willamette Crossings Project plans to divert non-motorized traffic under the Van Buren and Harrison Street Bridges to a North Frontage Road in order to provide an alternative route to those who are unwilling to manage the new dangers encountered by crossing the slip lane.

Basically, ODOT offers degraded access to those who are concerned about degraded safety. This is not the sort of project when thinking about the City of Corvallis.

The project does not meet it's stated, published goals

Two Access Management Plan (AMP) goals will clearly not be met. They are:

- Improve safety conditions along the study segment and its intersections;
- Provide safe, reliable access to private properties, recreation areas, and businesses for motorists, bicyclists, and pedestrians

A question I hope you will ask yourselves and the Project leadership is if the project does not meet two of its four AMP goals, can ODOT rewrite and communicate what the goals of the project are going forward? Not meeting project goals should not be an option in a publicly funded roadway project.

The public involvement process has faltered

ODOT has a Public Involvement Policy. It was used to build and structure a Steering Team and a team of Stake Holders to guide the Willamette Crossings Project. Unfortunately, adherence to their own published and agreed to policy has not been consistent.

Up until about a year ago, regular meetings were called and attended. The meetings included opportunities for the public to both attend and to ask questions. Then the meetings stopped. After the meetings stopped, project design changes occurred that did not go through the public process.

Recently, a combined Steering Team and Stake Holders meeting was convened. The meeting was not announced to the public, nor was the public allowed to testify or ask questions. Three were able to attend the meeting by asking to attend.

This on again off again public involvement is not up to the standards we expect in Corvallis, and the City of Corvallis should include the public involvement in the project as part of the city's decision to approve or reject the project.

The Project phased approach runs counter to future funding expectations

In presentations to various groups the Willamette Crossings Project Manager, has consistently stated that the current project is a first phase of a larger project to upgrade the Highway 34 Bypass into an expressway. Also in your packet for this meeting, a memorandum by Public Works Director, Steve Rogers makes essentially that same point.

Their point then to community members who are concerned about safety and access for non-motorized travellers is that later phases will likely improve both safety and access. Unfortunately, when the Project Manager and his supervisor are asked, when will the other phases be, and what will they look like, no answer is given. They have said that no answer can be given.

Stake Holders and Steering Team members for the project have expressed concern that there may not be money for the additional phases for a generation, if then. Clearly, if no future phases are currently funded, and there exists the possibility that no future work will be done on this segment of highway, then the work proposed in the current design becomes permanent; making the argument that future work will mitigate the danger added by the slip lane a false argument.

In other words, it's disingenuous to state that adding danger for bicyclists and pedestrians to Highway 34 at the Bypass is okay, because it will be mitigated in the future while at the same time saying that no future work is possible. These are essentially contradictory statements.

The project results run counter to portions of the City of Corvallis Transportation Plan

PROVIDING COMMUNITY ACCESS TO THE CITY

A transportation system must provide safe and convenient access to all parts, and for all members, of the community. This means providing for those with limited transportation choices to ensure they too can take advantage of the public and private institutions of the city, enjoy safe convenient access to housing and health care and the educational, cultural and recreational activities available. This requires diverse transportation opportunities.

ODOT's Willamette Crossings Project runs counter to the intent of the Corvallis Transportation Plan. The project takes safety and access away from those who choose to ride a bicycle, travel on foot, or those who use a wheel chair.

The Project runs counter to the Oregon Bicycle Bill

Attempts to mitigate bicycle and pedestrian safety and access degradation brought on by the slip lane by attempting to move alternate mode travel modes to the NFR runs counter to the Oregon Bicycle Bill (ORS 366.514). In the published ODOT interpretation of ORS 366.514, paragraph 6, it is stated:

"The law requires the Department of Transportation, counties and cities to provide walkways and bikeways on all roadway construction, reconstruction or relocation projects."

Exceptions exist in the interpretation and discussion begins on paragraph 11:

- "(2) Foot paths and trails are not required to be established under subsection (1) of this section:
- (a) Where the establishment of such paths and trails would be contrary to public safety.
 - (b) If the cost of establishing such paths and trails would be excessively disproportionate to the need or probable use: or
 - (c) Where the sparsity of population, other available ways or other factors indicate an absence of any need for such paths and trails"

Nowhere in this interpretation is there content stating that moving bicycles and pedestrians from an Access Oregon Highway by use of a diversion trail is an acceptable practice. The ODOT interpretation of ORS 366.514 refers to a "relocation," but that is in regards to a roadway relocation not a relocation of bicycle and pedestrian traffic from a roadway.

The project, as currently designed has elements that are not consistent with ADA standards

The ramp down to the Suzanne Wilkins Way from the east side of the Van Buren Street Bridge is well in excess of 100 of slope.

No curb cuts are currently planned in the current design for crossing the slip lane

Both of these issues run clearly outside of the standards of the ADA. I'm unaware of plans to bring the ramp into standard or to provide a clear pedestrian right of way across the slip lane.

Summary

Okay, those were a lot of words. Basically what I'm trying to convey is that the project will degrade safety and access while it's goals are the opposite of those affects. Also, the intent of the Oregon Bicycle Bill and ADA standards are not met. The Willamette Crossings Project public process is flawed, and the results of the project run counter to the City of Corvallis Transportation Plan.

In the memorandum, a choice of four options was presented. My recommendation to the Urban Services Committee is to oppose the Willamette Crossings Project.

ODOT South Bypass Project Slip Lane Proposal

I urge the Corvallis Urban Services Committee to recommend opposing the ODOT proposed south bypass slip lane project, for the following reasons.

The current proposal to install a non-signalized right turn slip lane does not address ODOT's project problem statement, nor does it comply with the project objectives, goals, or scope. For example, the "Scope and Charter" document provided to the Stakeholder Advisory Group on May 3, 2010 includes the following:

- "Project Problem: this project is designed to address the safety and operation of the intersection"
- "Objective / Scope Statement: this project will improve ... multi-use safety..."
- "Project Goals: ... improve multi-modal transportation..."

The current proposal does not address nor comply with any of these stated problems/objective/goals.

It is important to recognize that, although ODOT is characterizing the slip lane proposal as merely an interim phase of a bigger project, due to economic restraints it is likely that no further enhancement of this intersection will occur in the next ten years or longer. Therefore, the proposed slip lane project should be judged against the goals and scope and problem statement for the larger context South Bypass Project. This project does not meet those goals.

Local pedestrians, bicyclists, and motorists have expressed strong opposition to the slip lane proposal due to safety concerns. Pedestrians and bicyclists heading east through this area currently enjoy a single signalized intersection. The proposed slip lane project would add a high speed non-signalized crossing that represents a safety hazard for pedestrians and bicyclists. This is directly counter to the project goal and scope objectives stated by ODOT.

Please note the error on page 2 of the staff report in which the slip lane design speed is specified to be 35 mph. The current ODOT design speed of the slip lane is 45 mph.

The USDOT Federal Highway Administration, in their report titled "Designing Sidewalks and Trails for Access – Best Practices Design Guide"¹ states in Section 8.8:

"Right slip lanes are designed to improve traffic flow by minimizing the driver's need to stop at an intersection ... a right turn slip lane creates significant access barriers for pedestrians."

In November 2010, both the Corvallis Bicycle and Pedestrian Advisory Commission (BPAC), which advises the Corvallis City Council, and the Benton County Bicycle Advisory Committee (BAC), which advises the Benton County Board of Commissioners, officially rejected the ODOT slip lane proposal due to these safety and level of service concerns.

¹ <http://www.fhwa.dot.gov/environment/sidewalk2/index.htm>

It is noteworthy that both BPAC and BAC have stated that the proposed alternative mode accommodations (including the north side frontage road and multi use path) and proposed modifications to the existing Van Buren bridge are not sufficient to ameliorate the safety impediments to bicyclists and pedestrians presented by the proposed slip lane at the south bypass intersection. In part this is because:

- both the Susan Wilkins path that connects the east-bound Van Buren Bridge to the proposed multi-use path, *and* the proposed multi-use path along the north side of OR 34, tend to flood in winter storm events and therefore are not available year round,
- it is unlikely that pedestrians accessing their homes on the south side of OR 34 east of the south bypass intersection will use the proposed accommodations on the north side of the highway because that would involve over a mile of out of direction travel on foot (walking all the way to Peoria Road to cross OR 34), and
- multi-use facilities currently in this area are not sufficiently maintained: the existing Susan Wilkins path is only swept approximately twice per year and often is covered with tree limbs and leaves (which present slipping and crash hazards during the fall and winter when the leaves decompose and become very slippery).

If the ODOT proposal for slip lanes is approved, the current design should be modified to add safety features to bring the proposal more into line with ODOT's stated project problem statement, objective and goals.

Again, from the FHWA report cited earlier:

"The benefits of right turn slip lanes are focused on improving the flow of vehicular traffic. Given the significant drawbacks of right turn lanes separated by a corner island for pedestrians... designers and engineers are challenged to develop alternative solutions that will not compromise access or safety. If a right turn slip lane is deemed necessary despite the drawbacks ... design features should be installed to control or calm the traffic, such as pedestrian-activated signals or raised crosswalks with detectable warnings."

These suggestions from FHWA have been echoed by both Corvallis and Benton County officials and advisory committee members present at Steering and Stakeholder meetings convened by ODOT.

Design features which would address the concerns raised by the Federal Highway Association and local officials include:

- Reducing the design speed for vehicular traffic through the slip lane to 35 mph,
- Adding a pedestrian/bicyclist activated signal, such as a HAWK signal, to the mid-island crossing of the slip lane, and
- Adding crosswalk markings to the mid-island crossing of the slip lane.

In closing, I urge the Corvallis Urban Services Committee to oppose ODOT's proposed south bypass slip lane project due to safety and level of service concerns which violate ODOT's own project problem statement, objective, and goal/scope. If USC is unwilling to oppose the proposal, at a minimum it should strongly recommend additional design features to address these concerns, such as slower vehicular speeds, activated crossing signals, and crosswalk markings.

MEMORANDUM

April 19, 2011

To: Urban Services Committee

From: Steve Rogers, Public Works Director 

Subject: Corvallis Crossing Interim Project

Issue:

The Bike and Pedestrian Advisory Committee (BPAC) has made a recommendation for City Council consideration regarding an Oregon Department of Transportation (ODOT) proposed interim project at the intersection of Highway 34 and the Highway 34 Bypass (Corvallis Crossing).

Background:

The City and ODOT have considered on several occasions, over a number of years, solutions to traffic congestion on Van Buren Avenue between 6th Street and 1st Street caused by the single lane Van Buren Bridge. The most recent effort began with a public process planning effort to determine the best way to replace the bridge. Although that effort was completed, because of the impacts to the corridor of the intersection constructed during the 1990's with the Corvallis Bypass project, ODOT suggested that the analysis be expanded to consider this intersection and a wider area of the community.

This effort was also completed. In summary, the solutions identified, with order of magnitude cost estimates, include:

- Construction of the north section of the bypass with connections to Highway 99W and US 20. (\$150 million)
- A full, non-signalized interchange at the current Highway 34/ Highway 34 bypass intersection. (\$25 million)
- Replacement of the Van Buren Bridge with a new two lane structure OR increased transit service, TDM, TSM. (\$25 million)
- Bike and pedestrian connections, meeting standards, from the west side of the river through the intersection. (Unknown)

The study also concluded that addressing the congestion issue at the intersection was the first priority. This work effort included the formation and participation of a stakeholder committee

(list attached) and a steering committee. The steering committee is a decision making body and included the Mayor.

The planning effort was funded by ODOT and there remains roughly \$6.5 million available for a first phase of the much larger final solution. ODOT provided several alternatives for use of the funds to the stakeholder and steering committees and these committees choose what has become known as the slip lane project. ODOT's project manager, Jerry Wolcott has made a presentation to the City Council describing this project; a summary sheet showing the project is attached.

BPAC recommends that the project not be supported by the City because they feel the additional bike and pedestrian features of the project do not overcome the reduction in service and safety caused by the need for bikes and pedestrians to cross the slip lanes.

ODOT will soon be moving into the design phase of the project. Pre-design work has resulted in four changes. First, there will be one slip lane instead of the previously anticipated two slip lanes. Second, the design speed of the slip lane will be reduced to 35 mph from 45 mph. Third, it has been determined that the funding is sufficient to extend the north side frontage west to Electric Avenue further reducing turning movements between this intersection and Peoria Road. Fourth, it has been determined that funding is sufficient to construct a north bound to east bound right turn at 3rd Street and Van Buren Avenue.

Discussion:

The project as currently proposed would:

- reduce the service level and possibly the safety of those bikes and pedestrians who want to use the shoulder (or vehicle lane) east bound because they will have to cross the slip lane which takes additional time and relies on traffic gaps to safely cross.
- reduce the congestion (reduce peak hour volume to capacity from 1.26 to .91) and therefore greenhouse gas production and travel time through the intersection.
- provide off highway connections for bikes and pedestrians between the east side of the river and Peoria Road including to the east end of the Harrison Bridge.
- reduce turning movements on and off the highway between the intersection and Peoria Road.

The project as currently proposed would not:

- meet motor vehicle mobility standards projected to 2030; only the final solution would do that.
- not provide connections from one side of the river to the other that meet standards; only a

new bridge would do that and could be a replacement of the Van Buren Bridge or construction of a separate multi-use path bridge.

It is important to note that as the project is designed there will be opportunities to make choices that could further mitigate the projects impacts on east bound bike and pedestrian travel. As noted above, pre-design efforts have already realized some improvement.

Highway 34, including the bypass, is designated as a freight route and provides access to much of the City's industrially zoned land. It is expected that the Highway 20, Pioneer Mountain to Eddyville project completion will result in additional traffic at this intersection.

In response to the BPAC recommendation, there are several options.

1. Make no recommendation.
2. Oppose the project.
3. Support the project.
4. Agree to reconsider the issues when more design details are available.

Recommendation:

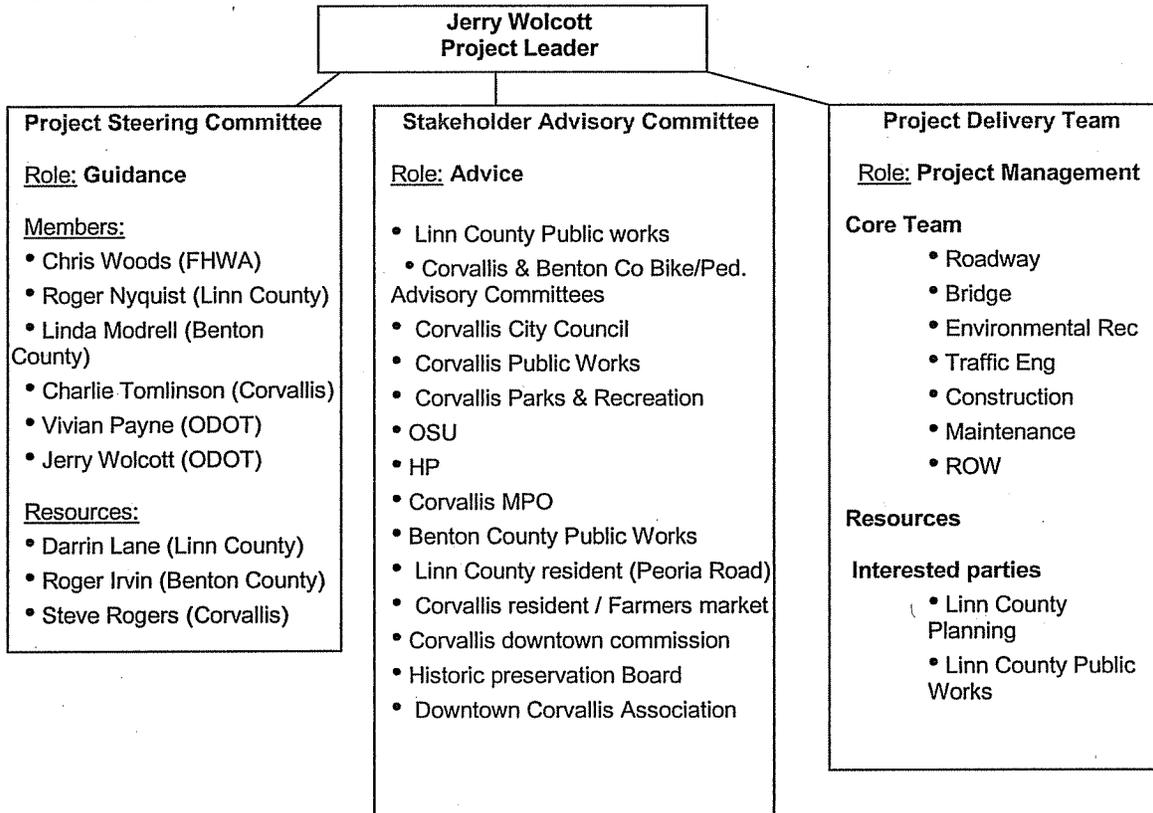
That Urban Services Committee consider a recommendation to the City Council regarding ODOT's Corvallis Crossing project.

Review and concur:



Jon Nelson, City Manager

Team members



Steering Committee

The Steering Committee (SC) provides executive level decision-making, oversight, and guidance for the project. The SC will consider input from the Project Development Team (PDT) and Stakeholders Advisory Committee (SAC), as well as recommendations forwarded by the PDT. The SC may also be the forum for resolving issues not resolved by the PDT.

Stakeholder Advisory Committee

The SAC shall provide advice and make recommendations on project development that reflect community and stakeholder perspectives. The SAC will consider input from the SC and PDT, and make recommendations to the SC.

Project Development Team

The PDT shall direct project development at the technical level. The PDT will consider input from the SC and SAC, and make recommendations for the SC's consideration.

Other resources will belong to the PDT, and will be involved in the development of Plans, specifications, and estimates (PSE). Core team members and other resources may

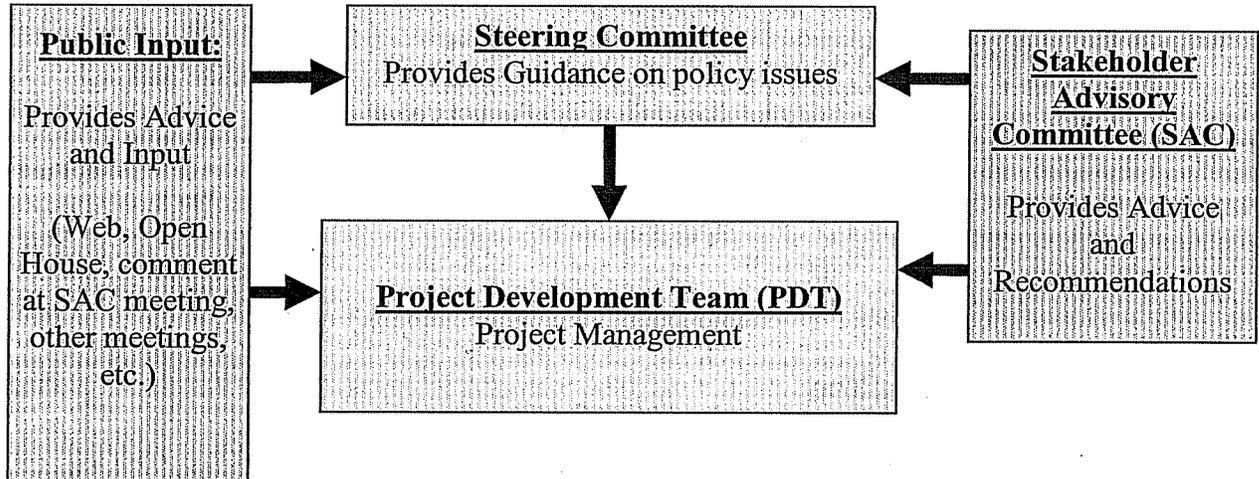
provide technical input through the use of consultants. Resources will be responsible for the completion of their tasks, whether provided by consultants, or within ODOT.

Consultants will provide technical advice, input, and PSE documents, but will not be voting members of the PDT.

Interested parties will be invited to attend and provide input and advice. They include:
Linn County Planning

DECISION PROCESS AND STRUCTURE

The decision-making structure for the project is shown below.



Decision-Making

The decision-making process will involve three groups: the SC, PDT, and SAC. The PDT will flag issues that should be considered by the SC, and the SC will discuss those issues make specific recommendations to the SAC and PDT. The SAC will consider the recommendations provided by the SC, and provide advice to the PDT.

- Once a decision is made, it will not be discussed again unless all parties agree to revisit the issue.
- The Partners will consider input from the public and other stakeholders in their decision-making.
- Members of committees will proactively inform and seek guidance from the decision makers they represent, in order to develop final decisions that are acceptable to their constituents.

9-7-10 Add multiuse path
Alignment not established.
Line shown is just to see
intent of path location.

Frontage road

Boundary
lines

SKETCH MAP
INFORMATION ONLY
NOT FOR CONSTRUCTION
SUBJECT TO CHANGE





[[Date Prev](#)][[Date Next](#)][[Thread Prev](#)][[Thread Next](#)][[Date Index](#)][[Thread Index](#)]

Update on the South Bypass project

- **To:** <mayor@xxxxxxxxxxxxxxxxxxxxxxxx>, "Lane, Darrin" <DLane@xxxxxxxxxxxx>, "Linda Modrell" <linda.l.modrell@xxxxxxxxxxxxxxxx>, "PAYNE Vivian B" <Vivian.B.PAYNE@xxxxxxxxxxxxxxxx>, "Roger Irvin" <Roger.IRVIN@xxxxxxxxxxxxxxxx>, "Roger Nyquist" <RNYquist@xxxxxxxxxxxxxxxx>, "Steve Rogers" <steve.rogers@xxxxxxxxxxxxxxxx>, "Ali Bonakdar" <abonakda@xxxxxxxx>, "Bob Newton" <boblnewton@xxxxxxxx>, "Brad Upton" <iriscat@xxxxxxxx>, "Charley Fisher" <susan.charleyfisher@xxxxxxxx>, "David Livingston" <davidlivingston@xxxxxxxxxxxxxxxx>, "Eric Blackledge" <eric@xxxxxxxxxxxxxxxxxxxxxxxx>, "Hal Brauner" <HalB382@xxxxxxxxxxxxxxxx>, "James Thom" <James.Thom@xxxxxx>, "Lane, Darrin" <DLane@xxxxxxxxxxxx>, "Pat Lampton" <pat@xxxxxxxxxxxxxxxxxxxxxxxx>, "Thorsness, Brian" <brian.thorsness@xxxxxxxxxxxxxxxx>, "BOESEN Anthony" <anthony.boesen@xxxxxxxxxxxx>
- **Subject:** Update on the South Bypass project
- **From:** "WOLCOTT Jerry O" <Jerry.O.WOLCOTT@xxxxxxxxxxxxxxxx>
- **Date:** Wed, 11 May 2011 15:43:34 -0700
- **Cc:** "LITTLE Richard * Rick" <Richard.LITTLE@xxxxxxxxxxxxxxxx>, "CARTWRIGHT Carol A" <Carol.A.CARTWRIGHT@xxxxxxxxxxxxxxxx>, "KARGEL Angela J" <Angela.J.KARGEL@xxxxxxxxxxxxxxxx>, "WOODS Chris" <Chris.WOODS@xxxxxxxxxxxxxxxx>

Title: Update on the South Bypass project

Friends:

Last week at the Corvallis Urban Services council meeting, testimony was given regarding the South Bypass project and the impacts on cyclists and pedestrians who choose to cross the slip lane. The council decided to recommend that the City Council support the South Bypass project, as long as the following changes are made to the design: the design speed be reduced to 35 MPH, a crosswalk be installed, and a 'Hawk' signal be installed.

I brought these recommendations to the Project Development Team and Tech Center Management, and asked them to check with Region traffic and design experts so that we had a thorough discussion about the pros and cons of each design change. The team has concluded their review, and agreed that the crosswalk and Hawk traffic control devices would create a safety hazard for motorists, pedestrians and cyclists, as well as increase the number of rear-end type crashes. An important part of their decision was the fact that an alternative multi-use path will be available on the north side of the highway. The team also reviewed the design speed, and concluded that a reduction to 40 MPH may be allowed, but they wanted to talk about it more before making a final decision.

We have been asked to make design changes and compromises to accommodate a cyclist or pedestrian crossing of the slip lane, and have made significant changes in response to that public input. These changes include reducing the design speed to 45 MPH, reducing the number of lanes from one to two, creating a perpendicular crossing at the island and a shoulder refuge. ODOT can not support any further design changes that erode safety and compromise the intent of the project. We take seriously our responsibility for the safety and efficiency of the transportation system for all users, including vehicles, trucks, cyclists and pedestrians. We believe the current plan meets that responsibility.

As a result of our position, we understand there is a possibility the City Council may withdraw support for the project. We hope that doesn't happen. ODOT will not force a project on a community. If the City Council withdraws support, ODOT's only option will be to put the project on indefinite hold and recommit the funding to viable projects in other communities.

I welcome your comments and suggestions and I'll continue to keep you in the loop as decisions are made and the future of the project becomes clearer.

Sincerely,

Jerry O. Wolcott

Project Leader
Area 4 Corvallis
Oregon Department of Transportation
541-757-4164 (w)
541-905-7204 (c)

-
- Prev by Date: **Council of Governments May 19 Board Agenda Packet**
 - Next by Date: **RE: Update on the South Bypass project**
 - Previous by thread: **Council of Governments May 19 Board Agenda Packet**
 - Next by thread: **RE: Update on the South Bypass project**
 - Index(es):
 - **Date**
 - **Thread**

Select Language

Powered by  [Translate](#)

[Appropriate Use Policy](#) | [Privacy Policy](#) | [Contact Webmaster](#) | [Electronic Subscription Service](#)

501 SW Madison Ave. PO Box 1083 Corvallis, OR 97339-1083 ph: 541-766-6900 Fax: 541-766-6936

Copyright © 2010 City of Corvallis

MEMORANDUM

TO: Mayor and City Council
FROM: Steve Rogers, Public Works Director *SR*
DATE: May 2, 2011
SUBJECT: **Supplemental Budget**

I. Issue

Staff seeks Council authorization for supplemental appropriations to accommodate fuel price increases over budgeted amounts.

II. Discussion

The Public Works Department budgets for the purchase of the majority of the unleaded and diesel gasoline used by City vehicles and equipment in the delivery of services. Because fuel prices are volatile and can fluctuate widely over a 12-month period, preparing a budget for expenditures during the upcoming fiscal year can prove challenging. During several points in the budget development process, staff researches various sources to track current and predicted wholesale prices. The projected price per gallon typically is finalized in March and the expenditure appropriations needed to purchase fuel at this price are included in the proposed budget.

This procedure was followed in building the FY 10-11 budget, but was complicated by the budget reduction process that called for a decrease in the fleet Internal Service Charge to departments. Public Works reduced the FY 10-11 budget for fuel, while still allowing adequate appropriations assuming an average wholesale price, over the fiscal year, of about \$2.50 per gallon. This has not proved to be the case, with fuel prices jumping in early January and early March, and continuing to climb, reaching a wholesale price in April of \$3.43 per gallon. This level is predicted to be sustained or to increase through the rest of the fiscal year.

On April 1, the average fuel price over the fiscal year to date was \$2.69. Assuming the price per gallon remains at or near \$3.40 for the remainder of the fiscal year, the average fuel price will rise to \$2.78. This represents a 12.5% increase over the price used to set the budget. Appropriations in other account lines in the Fleet Fund are not sufficient to absorb this increase. If Public Works continues to purchase fuel at the level departments need to deliver services for the remainder of the fiscal year, expenditures will exceed budget.

State budget law prohibits the City from exceeding the appropriation level adopted by Council. However, it does permit a supplemental budget to be adopted if a condition occurs "which had not been ascertained at the time of the preparation of a budget for the current year...".

A second condition of the supplemental budget process is the identification of new revenue over what was predicted at the time of budget preparation. Fuel purchased by Public Works is resold to City departments and other government or non-profit agencies. The price per gallon for these sales fluctuates with the price the department pays to the wholesaler. As a result, revenues to the Fleet Fund are coming in higher than projected. With 75% of the fiscal year completed, 85% of the budgeted revenue has been received. Public Works predicts revenue at the end of the year to exceed the budget by \$100,000.

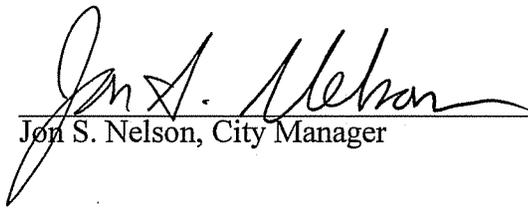
Staff is requesting a supplemental budget in the amount of \$69,000 to cover the higher than expected expenditures from the scenario outlined above as well as to provide capacity to make fuel purchases if the price per gallon continues to climb. This request meets the conditions for a supplemental budget in that the actual price per gallon was not known at the time the budget was developed and that by the end of the year revenues will have increased to a level that more that matches the additional budget request.

The amount of additional appropriations requested is below the 10% threshold of total adopted FY 10-11 appropriations in the Fleet Fund. Therefore, under ORS 294.480(4), no publication or public hearing in respect of the supplemental budget is required, and a Council resolution will suffice as approval of this increase.

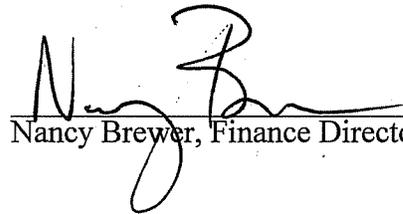
III. Requested Action

Staff requests the City Council adopt the attached resolution which creates supplemental budget appropriations in the amount of \$69,000 in the Fleet Fund.

Review and concur:



Jon S. Nelson, City Manager



Nancy Brewer, Finance Director

Attachment - resolution

RESOLUTION 2011 - _____

Minutes of the meeting _____, continued

A resolution submitted by Council member _____

WHEREAS, ORS 294.480(1)(a) provides for the governing body of any municipal corporation to make a supplemental budget if a condition occurs which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning; and

WHEREAS, ORS 294.480(4) provides that no public hearing or publication of the budget is required if the estimated expenditures contained in a supplemental budget do not differ by greater than 10% of the Fund's regular budget for the fiscal year; and

WHEREAS, the 2010-11 approved budget includes appropriations for vehicle fuel purchases that were based on pricing data available at the time of budget preparation; and

WHEREAS, fuel prices have increased nationwide over the last eight months, and are expected to remain at or exceed current levels through the remainder of the fiscal year; and

WHEREAS, the increase in fuel prices also will result in increased revenues as the higher rate will be charged to those who purchase fuel from the Public Works facility; and

WHEREAS, the City Council has determined that an increase in resources has occurred which allows a change in financial planning and necessitates the supplemental appropriations described below;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the fiscal year 2010-11 supplemental budget of \$69,000 is hereby adopted; and

IT IS FURTHER RESOLVED that the appropriations for the fiscal year beginning July 1, 2010, and for the purpose as shown below are hereby increased as follows:

<u>FLEET FUND</u>	<u>AMOUNT</u>
Public Works	\$69,000

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

MEMORANDUM

May 9, 2011

TO: Mayor and City Council

FROM: Nancy Brewer, Finance Director *NB*

SUBJECT: Transfer Appropriations for scheduled payment of Interest/fees owed on CSO Revenue Bonds

I. Issue

To transfer appropriations from the Public Works department to Non-Operating Debt Service within the Wastewater Fund for fees associated with the 2000A CSO Revenue Bonds that were not incorporated in the FY 10-11 adopted budget.

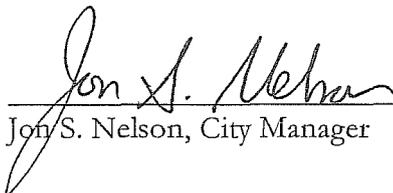
II. Discussion

During the FY 10-11 budget development process, fees associated with the 2000A CSO Revenue Bonds were overlooked for inclusion in the Wastewater Fund. The Debt Service appropriations adopted in the Wastewater Fund totaled \$711,680, and will be over-expended by the end of FY 10-11. Based on the City of Corvallis practice of appropriating at the Fund/Department level, the existing appropriations in Debt Service-Interest are insufficient to absorb the addition of \$66,490 in fees. As such, it is recommended that unused appropriations from FY 10-11 Public Works operational savings be transferred to Debt Service-Interest in the Wastewater Fund to provide sufficient appropriations for the final interest payment due on these bonds.

III. Requested Action

Adopt the attached resolution, to be read by the City Attorney.

Review and concur:



Jon S. Nelson, City Manager



Steve Rogers, Public Works Director

RESOLUTION 2011-_____

A RESOLUTION TRANSFERRING APPROPRIATIONS FROM WASTEWATER FUND OPERATING TO NON-OPERATING FOR DEBT SERVICE APPROPRIATIONS

Minutes of the meeting of May 16, 2011, continued.

A resolution submitted by Councilor _____.

WHEREAS, ORS 294.450 allows appropriations to be transferred after the budget has been adopted; and

WHEREAS, the City has an annual obligation to pay interest and fees on its 2000A CSO revenue bonds; and

WHEREAS, the specific appropriations for a portion of that interest/fee payment were overlooked when adopting the budget for FY10-11; and

WHEREAS, the Public Works department will have savings in appropriations available in the Wastewater fund from other projects and operations;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that appropriations in the FY 2010-2011 budget be transferred as shown below; and

BE IT FURTHER RESOLVED that the Finance Director be authorized to make the proper adjustments in the budget appropriations.

<u>FUND</u>	<u>FROM</u>	<u>TO</u>
Wastewater Fund		
Public Works	\$66,490	
Debt Service - Interest		\$66,490

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

MEMORANDUM

May 9, 2011

TO: Mayor and City Council

FROM: Ellen Volmert, Assistant City Manager 

SUBJECT: **Budget Amendment – Use of Contingencies: Administrative Services Fund**

I. Issue

To request the use of contingency appropriations to cover City Manager's Office increased and unanticipated operating costs associated with the City Manager Retirement/Recruitment, the hiring of a Deferred Compensation Consultant, and higher unemployment expenditures.

II. Discussion

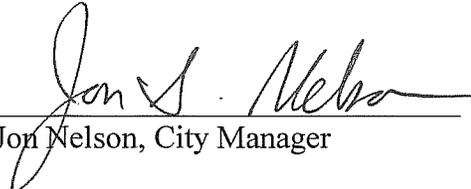
Several unforeseen events have occurred since the FY 10-11 budget was adopted. The majority of the increased cost from these events can be covered by vacancies and other savings accrued over the course of the year-to-date. However, when all these unanticipated costs are combined, the City Manager's Office expects it will over expend its total departmental appropriations by close to the full contingency amount of \$30,000:

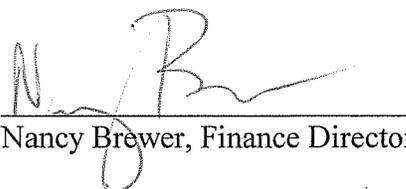
- On February 15, 2011 the City Manager announced his retirement, effective June 30, 2011. Incremental costs associated with his retirement cash out and recruitment costs to hire a new City Manager are anticipated to be significant.
- As part of its fiduciary responsibility, the City hired a financial consultant to assist with the management of the City's deferred compensation program, including issuance of requests for proposal, formation of a committee, and training on fiduciary responsibilities. Future costs will be covered by the deferred compensation provider.
- Unemployment costs year-to-date already exceed the line item budget by nearly \$8,000, with a 4th quarter invoice yet to be received. Appropriations will be needed for the current overage plus the amount of the 4th quarter invoice when received.

III. Requested Action

Approve the attached resolution transferring \$30,000 of Contingency Appropriations to the City Manager's Office operating costs.

Review & Concur:


Jon Nelson, City Manager


Nancy Brewer, Finance Director

RESOLUTION 2011-__

A RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN THE ADMINISTRATIVE SERVICES FUND FROM CONTINGENCIES TO THE CITY MANAGER'S OFFICE FOR THE PURPOSE OF OPERATING EXPENDITURES.

Minutes of the meeting of May 16, 2011, continued.

A resolution submitted by Councilor _____.

WHEREAS, ORS 294.450 allows contingency appropriations to be transferred within a fund after the budget has been adopted; and

WHEREAS, the Administrative Services Fund has an appropriated contingency to address unforeseen events that arise after the budget has been adopted but which require immediate funding; and

WHEREAS, the City Manager retirement and recruitment was not known at which time the budget was adopted; and

WHEREAS, the City's deferred compensation provider contracts merit a review and change as part of the City's fiduciary responsibility; and

WHEREAS, the City's unemployment costs have exceeded budget due to a deteriorating economy and increased staff reductions; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that appropriations in the 2010-2011 budget be transferred as shown below; and

BE IT FURTHER RESOLVED that the Finance Director be authorized to make the proper adjustments in the budget appropriations.

<u>ADMINISTRATIVE SERVICES FUND</u>	<u>FROM</u>	<u>TO</u>
Contingencies	\$30,000	
City Manager's Office		\$30,000

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

MEMORANDUM

May 9, 2011

TO: Mayor and City Council

FROM: Gary Boldizar, Chief of Police *Gary Boldizar*

SUBJECT: Benton County Health Department Grant Award - Enforcing Underage Drinking Laws (EUDL) - Corvallis Police Department Bike Patrol

ISSUE

City Council's approval is required to authorize the City Manager to accept a grant agreement from Benton County administered through the Benton County Health Department's Public Health Division for equipment and maintenance services for the Corvallis Police Department Bike Patrol.

BACKGROUND

In May, 2011 the Corvallis Police Department was notified by the Benton County Health Department of a grant award to fund purchase of Breathalyzers, inclement weather gear, and bike maintenance for the Corvallis Police Department Bike Patrol.

DISCUSSION

The Police Department has been notified that it has been awarded grant funds in the amount of \$5,250. This award was unknown at the time the FY 2010/11 budget was prepared and is not included in that budget. Current appropriations will be used to purchase the grant funded equipment and services, however, City Council approval is required for the City Manager to execute the agreement to accept these grant funds.

ACTION REQUESTED

Staff recommends City Council authorize the City Manager to accept the EUDL grant distribution and adopt a Resolution authorizing the City Manager to execute the agreement relating to the EUDL grant.

Review and Concur:

Nancy Brewer

Nancy Brewer, Finance Director Date

Jon S. Nelson 5/12/11

Jon S. Nelson, City Manager Date

Jim Brewer 5/10/11

Jim Brewer, City Attorney Date

Attachment

RESOLUTION 2011-_____

Minutes of the May 16, 2011, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

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 authorized to receive a grant from the Benton County Health Department in the amount of \$5,250 for the purpose of purchasing equipment and maintenance services for the Corvallis Police Department Bike Patrol, and

WHEREAS; the grant acceptance requires approval by the City Council and delegation of the authority to sign the grant documents to the City Manager; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to accept the Enforcing Underage Drinking Laws (EUDL) grant offered by Benton County and authorizes the City Manager to execute agreements accepting the grant and any future amendments relating to the agreement.

Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.



BENTON COUNTY Notice of Grant Award

PERIOD OF GRANT: May 1, 2011 to March 31, 2012
GRANTEE: Corvallis Police Department
PROJECT DIRECTOR: Captain Dan Hendrickson
PROJECT TITLE: Enforcing Underage Drinking Laws –Corvallis Police Department Bike Patrol
FUNDING PERIOD ENDS: June 30, 2011
CONTACT PHONE: 541-766-6905
CONTACT EMAIL: Daniel.hendrickson@ci.corvallis.or.us

Benton County, through the Benton County Health Department's Public Health Division (COUNTY) does hereby grant Corvallis Police Department ("Grantee") funds in the amount of \$5,250 ("Grant Funds" or "Grant").

1. **Use of Grant Funds:**

A. Grantee shall:

- i. Utilize grant funds to purchase the following equipment and maintenance for the bike patrol efforts:
 1. Breathalyzers (not to exceed \$3,585)
 2. Inclement weather gear (not to exceed \$1,445)
 3. Pay for bike patrol bike maintenance (not to exceed \$220)

2. **Reporting Requirements:**

A. Grantee shall submit to County a Final Data Expenditure Report (Attachment A) by April 15, 2012.

3. **Grant Payments:**

- A. Total payments for the grant period shall not exceed \$5,250. Grantee shall receive payment in a one time, lump-sum remittance of \$5,250 upon full execution of this agreement.
- B. Grant funds must be encumbered by June 30, 2011.

Agreed to by County:

Agreed to by Grantee:

Mitch Anderson

Date

Signature

Date

ATTACHMENT A
Benton County Health Department

FINAL EXPENDITURE REPORT
Due Date: 04-15-12

Agency Name: Corvallis Police Department	
Description	Expenditure
Breathalyzers	
Inclement Weather Gear	
Bike Maintenance	
TOTAL	

SUBMIT Form to:
Kelly Locey, Substance Abuse Prevention Coordinartor, 530 NW 27th Street, Corvallis, Oregon 97330
or kelly.locey@co.benton.or.us. For questions call 541-766-6247

MEMORANDUM

TO: Mayor and City Council
FROM: Steve Rogers, Public Works Director *SR*
DATE: May 10, 2011
SUBJECT: Corvallis Airport Industrial Park Rail Spur Track Renovation, Project No. 151277

I. ISSUE

City Council's approval is required to authorize the City Manager to accept a grant agreement with the Oregon Department of Transportation(ODOT) for the Corvallis Airport Industrial Park Rail Spur Track Renovation project.

II. BACKGROUND

On April 18, 2011, ODOT Rail Division approved a grant in the amount of \$59,261 to assist with the cost of the Corvallis Airport Industrial Park Rail Spur Track Renovation project. This project will rehabilitate approximately 1,470 feet of railroad track serving the Corvallis Airport Industrial Park. The rehabilitation work includes replacing approximately 575 ties, 15 switch ties, placement of new ballast rock, alignment and leveling of track structure, replacement of broken rails, joint bars and bolts, tightening of existing track bolts and adjustment of switches and construction of walkways to meet State of Oregon requirements. This project is estimated to cost \$80,321.

III. DISCUSSION

Per our agreement, the City is required to provide matching funds in the amount of \$21,060 and will be responsible for all costs exceeding the project estimate. The grant further requires documentation be provided to the State within 18 months of project completion that progress has been made toward the increase in rail carloads shipped or received from the annual target of 26 to 32. Final documentation is required after three years of completion to prove the new annual target of 32 rail carloads shipped or received has been met. If the City fails to meet the 32 rail carloads target, ODOT may request the City repay up to 40% of the grant or \$23,704.40.

To minimize our risks in meeting the new carload target, staff had several discussions with tenants of the Airport Industrial Park and have been assured that the target will be met.

This project will rehabilitate all of the City-owned rail spur track to our Airport Industrial Park that is in desperate need of repairs and will provide an enhancement to the shovel-ready site at the Park.

IV. ACTION REQUESTED

Staff recommends City Council approve this grant agreement, including adoption of a resolution authorizing the City Manager to execute the agreement and any future amendments relating to this agreement. In addition, staff recommends City Council authorize the Finance Director to make the proper adjustments in the FY 2010-11 budget appropriations. Staff propose using existing appropriations for the grant match.

Review and Concur:

Nancy Brewer

Nancy Brewer, Finance Director Date
Jon S. Nelson 5/10/11

Jon S. Nelson, City Manager Date

Jim Brewer 5/12/11

Jim Brewer, City Attorney Date

Attachments

RESOLUTION 2011-_____

Minutes of the May 16, 2011, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, ORS 294.326 (2) allows the City Council to accept grants after the budget has been approved; and

WHEREAS, the City has been offered a grant from the Oregon Department of Transportation in the amount of \$59,261 for the purpose of rehabilitating approximately 1,470 feet of railroad track associated with the Corvallis Airport Industrial Park; and

WHEREAS, the Airport Industrial Park Rail Spur Track Renovation and related grant was unanticipated at the time the FY 2010-11 budget was adopted; and

WHEREAS; the grant acceptance requires approval by the City Council and delegation of the authority to sign the grant documents to the City Manager; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to accept the grant offered by the Oregon Department of Transportation and authorizes the City Manager to execute the agreement accepting the grant and any future amendments relating to the agreement.

BE IT FURTHER RESOLVED that the Finance Director is authorized to make the proper adjustments in the budget appropriations.

	<u>INCREASE</u>
AIRPORT FUND	
Public Works Department	\$59,261

Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

***** MEMORANDUM *****

MAY 16, 2011

TO: MAYOR AND CITY COUNCIL

FROM: JON S. NELSON, CITY MANAGER 

SUBJECT: DRUG BUY-BACK EVENT STATISTICS

The April City Manager's Report, included in the May 16 Council meeting materials, includes information about the recent drug buy-back event co-sponsored by Corvallis Public Works, Corvallis Police Department, Allied Waste, Benton County Sheriff's Office, Philomath Police Department, Benton County Fairgrounds, and the US Drug Enforcement Administration.

After the report was published, the Public Works Department provided revised statistics:
Combined, the collections event brought in 970 pounds of medications and packaging representing 10% of all the material (9,515 pounds) collected at 62 sites in Oregon and 4% of all the material (24,053 pounds) collected at 203 sites throughout the Pacific Northwest (Alaska, Idaho, Oregon, and Washington).

Louie, Kathy

From: mayor@council.ci.corvallis.or.us
Sent: Monday, May 16, 2011 10:25 AM
To: Louie, Kathy
Subject: Fwd: <web>extending nonsmoking area at library

----- Forwarded Message -----

From:
To: mayor@council.ci.corvallis.or.us
Sent: Sunday, May 15, 2011 4:37:50 PM
Subject: <web>extending nonsmoking area at library

This is an inquiry e-mail via Contact Us form:
tom jensen

prefer phone contact: no

Please share this with City Council at the Monday meeting. Employment obligations prevent me from attending. Thank you.

Don't extend the no smoking area at the Benton County Library. The excuse to extend the no smoking area to 50' from entrances, that smoke could be pulled into ventilation systems, could in the future be misapplied to any other site in town.

The complaint that young people are blocking access and smoking in front of the library, in a legally designated area, masks the real concern. This group is comprised of aimless middle and high school students and drop outs, as well as clients of the parole/probation center.

I and many others see a number of discourteous, directionless young people, smokers and nonsmokers alike, loitering on the public sidewalk, and intentionally or unintentionally intimidating some people.

When the real concern is a lack of courtesy on the part of idle, disaffected, and rudderless youth who block the sidewalk, extending the nonsmoking area is a misdirected effort that doesn't confront the real problem. Don't extend the nonsmoking area. thanks, tj



[[Date Prev](#)][[Date Next](#)][[Thread Prev](#)][[Thread Next](#)][[Date Index](#)][[Thread Index](#)]

RE: Update on the South Bypass project

- **To:** "WOLCOTT Jerry O" <Jerry.O.WOLCOTT@xxxxxxxxxxxxxxxx>, <mayor@xxxxxxxxxxxxxxxxxxxxxxxx>, "Lane, Darrin" <DLane@xxxxxxxxxxxx>, "Linda Modrell" <linda.l.modrell@xxxxxxxxxxxxxxxx>, "PAYNE Vivian B" <Vivian.B.PAYNE@xxxxxxxxxxxxxxxx>, "Roger Irvin" <Roger.IRVIN@xxxxxxxxxxxxxxxx>, "Roger Nyquist" <RNYquist@xxxxxxxxxxxxxxxx>, "Steve Rogers" <steve.rogers@xxxxxxxxxxxxxxxx>, "Ali Bonakdar" <abonakda@xxxxxxxx>, "Bob Newton" <www-cvo.peak.org>, "Brad Upton" <iriscat@xxxxxxxx>, "Charley Fisher" <susan.charleyfisher@xxxxxxxx>, "David Livingston" <davidlivingston@xxxxxxxxxxxxxxxx>, "Eric Blackledge" <eric@xxxxxxxxxxxxxxxxxxxxxxxx>, "Hal Brauner" <HalB382@xxxxxxxx>, "James Thom" <James.Thom@xxxxxx>, "Lane, Darrin" <DLane@xxxxxxxxxxxx>, "Thorsness, Brian" <brian.thorsness@xxxxxxxxxxxxxxxx>, "BOESEN Anthony" <anthony.boesen@xxxxxxxxxxxxxxxx>
- **Subject:** RE: Update on the South Bypass project
- **From:** "Pat Lampton" <pat@xxxxxxxxxxxxxxxxxxxxxxxx>
- **Date:** Thu, 12 May 2011 17:01:52 -0700
- **Cc:** "LITTLE Richard * Rick" <Richard.LITTLE@xxxxxxxxxxxxxxxx>, "CARTWRIGHT Carol A" <Carol.A.CARTWRIGHT@xxxxxxxxxxxxxxxx>, "KARGEL Angela J" <Angela.J.KARGEL@xxxxxxxxxxxxxxxx>, "WOODS Chris" <Chris.WOODS@xxxxxxxxxxxxxxxx>

Title: *Update on the South Bypass project*

Jerry,

Having served on the Citizens Advisory Group since its inception, I have the advantage of having observed the process as it has progressed. I have not had the opportunity to review this latest development at the Urban Services Committee with the constituencies that I have represented, so this response represents only my own opinion.

I appreciate the State's willingness to hear concerns from all parts of the community relative to solving the real problem of congestion coming into and leaving our town. I believe that we have looked at what is possible, what is safe, what is affordable, and what is a reasonable balance for all of the user groups of the transportation system. The State has done a good job in planning for what we need to serve the large majority of travelers who use automobiles, and in providing greatly enhanced facilities for bicyclists and pedestrians as well.

At a time when all budgets are strained and future budgets are going to get slimmer, we need to get on with the project as developed, with the knowledge that there is no perfect solution for everyone, and that this is the opening round in developing a system that will address our problems in the long-term.

I am of the opinion that we, as a community, employ professionals locally and through State agencies to give us the best expert advice available. I am reluctant to substitute that advice when it comes to the engineering of roads to the safest standards.

We are a community of various passions. I am hopeful that our Council, upon review, will recognize that the State has made a good effort at accommodating those passions and will support a project that will begin to alleviate a serious problem that will do nothing but get worse over time. I'm confident that the realities of safety, equity, cost, and compromise will be balanced in a final decision to proceed without the need to change your department's best professional design.

I appreciate your commitment to a long process, and for all of your work on the City's behalf.

Pat Lampton

From: WOLCOTT Jerry O [mailto:Jerry.O.WOLCOTT@xxxxxxxxxxxxxxxxx]

Sent: Wednesday, May 11, 2011 3:44 PM

To: mayor@xxxxxxxxxxxxxxxxxxxxxxxxxxxx; Lane, Darrin; Linda Modrell; PAYNE Vivian B; Roger Irvin; Roger Nyquist; Steve Rogers; Ali Bonakdar; Bob Newton; Brad Upton; Charley Fisher; David Livingston; Eric Blackledge; Hal Brauner; James Thom; Lane, Darrin; Pat Lampton; Thorsness, Brian; BOESEN Anthony

Cc: LITTLE Richard * Rick; CARTWRIGHT Carol A; KARGEL Angela J; WOODS Chris

Subject: Update on the South Bypass project

Friends:

Last week at the Corvallis Urban Services council meeting, testimony was given regarding the South Bypass project and the impacts on cyclists and pedestrians who choose to cross the slip lane. The council decided to recommend that the City Council support the South Bypass project, as long as the following changes are made to the design: the design speed be reduced to 35 MPH, a crosswalk be installed, and a 'Hawk' signal be installed.

I brought these recommendations to the Project Development Team and Tech Center Management, and asked them to check with Region traffic and design experts so that we had a thorough discussion about the pros and cons of each design change. The team has concluded their review, and agreed that the crosswalk and Hawk traffic control devices would create a safety hazard for motorists, pedestrians and cyclists, as well as increase the number of rear-end type crashes. An important part of their decision was the fact that an alternative multi-use path will be available on the north side of the highway. The team also reviewed the design speed, and concluded that a reduction to 40 MPH may be allowed, but they wanted to talk about it more before making a final decision.

We have been asked to make design changes and compromises to accommodate a cyclist or pedestrian crossing of the slip lane, and have made significant changes in response to that public input. These changes include reducing the design speed to 45 MPH, reducing the number of lanes from one to two, creating a perpendicular crossing at the

island and a shoulder refuge. ODOT can not support any further design changes that erode safety and compromise the intent of the project. We take seriously our responsibility for the safety and efficiency of the transportation system for all users, including vehicles, trucks, cyclists and pedestrians. We believe the current plan meets that responsibility.

As a result of our position, we understand there is a possibility the City Council may withdraw support for the project. We hope that doesn't happen. ODOT will not force a project on a community. If the City Council withdraws support, ODOT's only option will be to put the project on indefinite hold and recommit the funding to viable projects in other communities.

I welcome your comments and suggestions and I'll continue to keep you in the loop as decisions are made and the future of the project becomes clearer.

Sincerely,

Jerry O. Wolcott

Project Leader
Area 4 Corvallis
Oregon Department of Transportation
541-757-4164 (w)
541-905-7204 (c)

-
- **References:**
 - **Update on the South Bypass project**
 - *From:* WOLCOTT Jerry O
 - Prev by Date: **Fwd: 2011 Request for nominations- Youth Recognition Program**
 - Next by Date: **Re: budget questions**
 - Previous by thread: **Re: Update on the South Bypass project**
 - Next by thread: **FW: Update on the South Bypass project**
 - Index(es):
 - **Date**
 - **Thread**

[Appropriate Use Policy](#) | [Privacy Policy](#) | [Contact Webmaster](#) | [Electronic Subscription Service](#)

501 SW Madison Ave. PO Box 1083 Corvallis, OR 97339-1083 ph: 541-766-6900 Fax: 541-766-6936

Copyright © 2010 City of Corvallis

Select Language 

Powered by  **Translate**

Louie, Kathy

From: ward6@council.ci.corvallis.or.us
Sent: Sunday, May 15, 2011 1:46 PM
To: Mayor and City Council; Nelson, Jon; Louie, Kathy; Gibb, Ken
Subject: Fwd: <web>OR 34 Slip Lane

Please forward to anyone else appropriate.

Thank you,
Joel

----- Forwarded Message -----

From: "jk biz"
To: ward6@council.ci.corvallis.or.us
Sent: Saturday, May 14, 2011 12:22:28 PM
Subject: <web>OR 34 Slip Lane

This is an inquiry e-mail via Contact Us form:
John Kleinhenz

prefer phone contact: no

Hi Joel, I have never before written to a city official, but I think the proposed slip lane onto OR 34 is nuts. I'm 61 years old and ride my bike to work at HP most days and also use it to get around the Corvallis area. I think as a green-conscious and bicycle friendly community we need to consider more than just the needs of the automobile. I have deep concerns regarding the OR-34 South Bypass slip lane project because this will make it much more dangerous for bicyclists as well as pedestrians. The Bicycle and Pedestrian Advisory Commission has examined these hazards and advised against supporting the project. The Urban Services Commission has advised proceeding only on the condition that the design speed be reduced from 45 MPH to 35 MPH and a pedestrian-activated, lighted crosswalk be installed. ODOT Project Leader Jerry Wolcott has stated that this condition cannot be met: "ODOT cannot support any further design changes." I urge City Council to act in accordance with

the recommendations of its Commissions and withdraw support for the project.
Thanks,
John Kleinhenz

Louie, Kathy

From: ward6@council.ci.corvallis.or.us
Sent: Sunday, May 15, 2011 1:49 PM
To: Mayor and City Council
Cc: Louie, Kathy; Nelson, Jon
Subject: Fwd: <web>ODOT slip lane proposal on HWY 34

----- Forwarded Message -----

From:
To: ward6@council.ci.corvallis.or.us
Sent: Friday, May 13, 2011 9:15:22 AM
Subject: <web>ODOT slip lane proposal on HWY 34

This is an inquiry e-mail via Contact Us form:
Brad Upton

prefer phone contact: no

Hi Joel,

I'm writing to express deep concern over plans to proceed with the OR-34 South Bypass slip lane project despite its serious, unaddressed hazards to cyclists and pedestrians. The Bicycle and Pedestrian Advisory Commission (which I chair) has examined these hazards and advised against supporting the project. The Benton County Bike Advisory Committee (on which I also serve) has also recommended against supporting the proposal. The Urban Services Commission has advised proceeding only on the condition that the design speed be reduced from 45 MPH to 35 MPH and a pedestrian-activated, lighted crosswalk be installed. I can personally support the project only with these conditions mandated by USC. ODOT Project Leader Jerry Wolcott has stated that this condition cannot be met: "ODOT can not support any further design changes." I urge City Council to act in accordance with the recommendations of its Commissions and withdraw support for the project.

I plan to be at the May 16 City Council meeting to testify. I also welcome an opportunity to discuss this with you before the council meeting if that would be helpful.

Thanks,
Brad

ABC Award Announcement

***Keith E. Billings
Award for 2010***

Access Benton County is honored to present the annual award to the Housing Division, Community Development Department, for the City of Corvallis

This award is dedicated to the late Mr. Billings who was an architect and Facilities Manager for the City of Corvallis. He was an active advocate for persons with disabilities in our community.

This is ABC's ninth annual presentation of Keith's Award. ABC members believe that recognition of Keith's excellence will encourage and inform our citizenry about the continuing importance in the private and public sectors to serve all citizens with dignity and safety.

ABC wishes to highlight the following significant areas of the Housing Division that we admire greatly:

The Housing Division focuses on the needs of low-income residents, and on "facilitating the creation and maintenance of affordable and habitable housing opportunities..."

Housing has partnered with many local, non-governmental agencies to serve persons who are homeless.

Housing provides information and referral services to persons who have questions about how to improve their living situation.

Much of the Division's funding comes directly from the U.S. Department of Housing and Urban Development through its entitlement cities programs.

Housing assistance programs have existed here since the 1970's, and several programs involve using funds that are repaid by individuals and projects that can be reinvested in Corvallis residences again!

A staff of five employees operates the programs, serving scores of new clients each year.

Housing provides technical and financial assistance to agencies that serve the

housing and social services needs of lower-income residents and residents with special needs.

Housing staff educate the community about issues of fair housing law and habitability that affect rental housing, and assist, through investigation and referral, in the resolution of disputes.

Housing helps rental property owners build and rehabilitate structures that house lower-income residents and residents with special needs.

An important area of focus for the Division's housing rehabilitation programs is to improve the accessibility of homes which enables residents to live longer and more comfortably in their homes.

Some ABC members have directly benefited from these wonderful services!

May 16, 2011

ODOT South Bypass Project Slip Lane Proposal

I urge the Corvallis City Council to oppose the ODOT proposed south bypass slip lane project as currently designed, for the following reasons.

The current proposal to install a non-signalized right turn slip lane does not address ODOT's project problem statement, nor does it comply with the project objectives, goals, or scope. For example, the "Scope and Charter" document provided to the Stakeholder Advisory Group on May 3, 2010 includes the following:

- "Project Problem: this project is designed to address the safety and operation of the intersection"
- "Objective / Scope Statement: this project will improve ... multi-use safety..."
- "Project Goals: ... improve multi-modal transportation..."

The current proposal does not address nor comply with any of these stated problems/objective/goals.

It is important to recognize that, although ODOT is characterizing the slip lane proposal as merely an interim phase of a bigger project, due to economic restraints it is likely that no further enhancement of this intersection will occur in the next ten years or longer. Therefore, the proposed slip lane project should be judged against the goals and scope and problem statement for the larger context South Bypass Project. This project does not meet those goals.

Local pedestrians, bicyclists, and motorists have expressed strong opposition to the slip lane proposal due to safety concerns. Pedestrians and bicyclists heading east through this area currently enjoy a single signalized intersection. The proposed slip lane project would add a high speed non-signalized crossing that represents a safety hazard for pedestrians and bicyclists. This is directly counter to the project goal and scope objectives stated by ODOT.

Please note the error on page 2 of the April 19 staff report in which the slip lane design speed is specified to be 35 mph. The current ODOT design speed of the slip lane is 45 mph.

The USDOT Federal Highway Administration, in their report titled "Designing Sidewalks and Trails for Access – Best Practices Design Guide"¹ states in Section 8.8:

"Right slip lanes are designed to improve traffic flow by minimizing the driver's need to stop at an intersection ... a right turn slip lane creates significant access barriers for pedestrians."

In November 2010, both the Corvallis Bicycle and Pedestrian Advisory Commission (BPAC) and the Benton County Bicycle Advisory Committee (BAC) officially rejected the ODOT slip lane proposal due to these safety and level of service concerns.

¹ <http://www.fhwa.dot.gov/environment/sidewalk2/index.htm>

It is noteworthy that both BPAC and BAC have stated that the alternative mode accommodations of the north side frontage road and multi use path do not ameliorate the safety impediments to bicyclists and pedestrians presented by the proposed slip lane at the south bypass intersection. In part this is because:

- the multi-use facilities currently in this area are not sufficiently maintained: the existing Susan Wilkins path is only swept approximately twice per year and often is covered with tree limbs and leaves (which present slipping and crash hazards during the fall and winter when the leaves decompose and become very slippery). Furthermore, the ramp connecting the path and the east side of the Van Buren bridge exceeds ADA steepness standards and presents a barrier for some users.
- it is unlikely that pedestrians accessing their homes on the south side of OR 34 east of the south bypass intersection will use the proposed accommodations on the north side of the highway because that would involve over a mile of out of direction travel on foot (walking all the way to Peoria Road to cross OR 34), and
- both the Susan Wilkins path that connects the east-bound Van Buren Bridge to the proposed multi-use path, *and* the proposed multi-use path along the north side of OR 34, tend to flood in winter storm events and therefore are not available year round,

If the ODOT proposal for slip lanes is approved, the current design should be modified to add safety features to bring the proposal more into line with ODOT's stated project problem statement, objective and goals.

Again, from the FHWA report cited earlier:

"The benefits of right turn slip lanes are focused on improving the flow of vehicular traffic. Given the significant drawbacks of right turn lanes separated by a corner island for pedestrians... designers and engineers are challenged to develop alternative solutions that will not compromise access or safety. If a right turn slip lane is deemed necessary despite the drawbacks ... design features should be installed to control or calm the traffic, such as pedestrian-activated signals or raised crosswalks with detectable warnings."

These suggestions from FHWA have been echoed by both Corvallis and Benton County officials and advisory committee members present at Steering and Stakeholder meetings convened by ODOT.

Design features which would address the concerns raised by the Federal Highway Association and local officials include:

- Reducing the design speed for vehicular traffic through the slip lane to 35 mph,
- Adding a pedestrian/bicyclist activated signal, such as a HAWK signal, to the mid-island crossing of the slip lane, and
- Adding crosswalk markings to the mid-island crossing of the slip lane.

ODOT has refused to consider these safety features, citing that they would present an increased crash risk to motorists. ODOT mistakenly believes, without the benefit of a detailed analysis, that an unmarked crossing on a 45 mph roadway with no advance warnings of the need for motorists to stop is more safe for all users, including motorists, than a marked crossing with advanced warning devices on a 35 mph roadway. It seems strange to argue that the safest design includes an unmarked crossing that provides motorists with the least warning of a situation where they have a legal obligation to stop and yield for pedestrians at an unmarked crosswalk.

I urge the Corvallis City Council to oppose ODOT's proposed south bypass slip lane project due to safety and level of service concerns which violate ODOT's own project problem statement, objective, and goal/scope. If the City Council is unwilling to oppose the proposal, at a minimum it should condition support on incorporation of additional design features to address these concerns, such as slower vehicular speeds, activated crossing signals, and crosswalk markings.