

Corvallis Community Development DEPARTMENT



ANNUAL REPORT FY 2007-2008

The Community Development Department has four divisions: Administration, Housing, Planning and Development Services

Message from the Director

Greetings,

We are pleased to provide this report to you about the activities of the Corvallis Community Development Department during the fiscal year 2007-08. You will find information about the variety of accomplishments, projects and ongoing work of Community Development staff in the areas of community planning, construction permitting and inspection, code compliance and housing programs. Much of this work is done with the support of other City departments, local agencies and citizen volunteers. We thank you for your guidance and assistance.

Over the past year, the Community Development Department has played a significant role in addressing the goals of the Corvallis City Council.

As noted in this report, we have been busy working on the Downtown Strategic Plan and the overall Economic Vitality Plan for the community.

As a community livability measure, expansion of the City's code enforcement program was launched resulting in a 63 percent increase in citizen requests for service. A plan was completed that sets the stage for the City's investment of federal funds in affordable housing projects over the next five years.

Meanwhile, Community Development has continued to make technology improvements such as online permitting, that enhance customer service and contribute to the City's sustainability goals.

Many of these projects will continue in the year ahead along with new activities that are consistent with Community Development's mission of helping advance the vision of the Corvallis community.

Thank you for taking time to read this report. If you have any questions or suggestions, please feel free to call me at 766-6981 or e-mail ken.gibb@ci.corvallis.or.us.

Sincerely,

Ken Gibb

Community Development Director

Focus on the Heart of the Community

A current City Council goal is implementation of the Downtown Strategic Plan. Over the last few years, Community Development staff have been assisting a group of diligent and enthusiastic citizens convened by the Downtown Corvallis Association in:

- Completing a vision and strategic plan for Downtown Corvallis
- Moving ahead with several Strategic Plan recommendations including formation of a Downtown Commission and development of an Urban Renewal Plan.

The Downtown Commission, which will begin work in September 2008, will take over many of the duties previously assigned to the former Riverfront and Parking Commissions. This new Commission will advise staff and the City Council on downtown matters including parking and the Urban Renewal District, if created.

The City Council will review the recommended Urban Renewal Plan over the next few months prior to placing the matter before the voters in 2009.

Stay tuned for further opportunities for community discussion regarding ways that Downtown Corvallis can maintain and enhance its vital role in the livability of Corvallis.



Inspection Scheduling Goes Automated

Approximately 20,000 building construction inspections occur within Corvallis every year. In our endeavor to be more sustainable and cost efficient with time, staffing, and paper resources, a new phone-in inspection scheduling system went live in the spring of 2008. This system is used by over 200 jurisdictions in the US. It enables callers to schedule their building inspections directly into the existing electronic permit system.



The new inspection scheduling system replaced an antiquated paper process that became outgrown and prone to error. The system allows the caller to request a call-back inspection status report when the inspection is completed. Inspection results are also instantly posted online in the "Check Case Status" section at www.CorvallisPermits.com. Customers will find the system saves time, allows multiple requests at the same location, and provides certainty through confirmation that the inspection was scheduled.

Online Permits Saved 313 Trips to City Hall

In April of 2007 Corvallis began offering online permits to licensed contractors for basic mechanical and electrical permits. In the first year 313 permits were issued online – which equates to savings of 313 contractor trips to City Hall to obtain permits. Since Corvallis began participation in the statewide program approximately 16.9% of electrical and mechanical permits are now sold online per month. The system is quick, easy and available anytime.

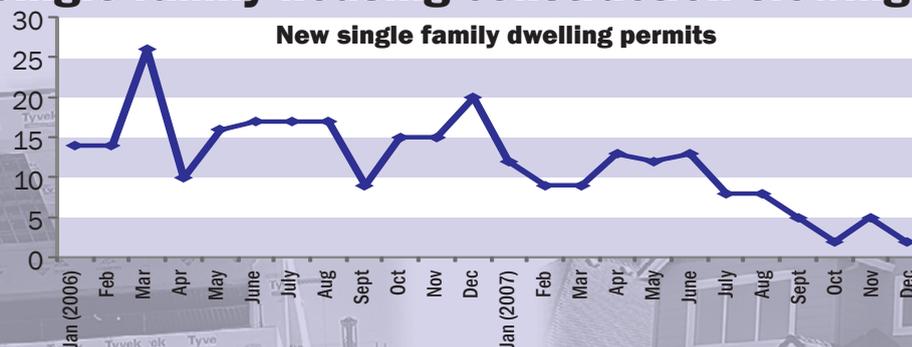
Local contractors appreciate the availability of this new service because it saves time, fuel, and allows instant easy access to the most common electrical and mechanical permits.

**Does my project need a permit?
To find out, visit www.CorvallisPermits.com**

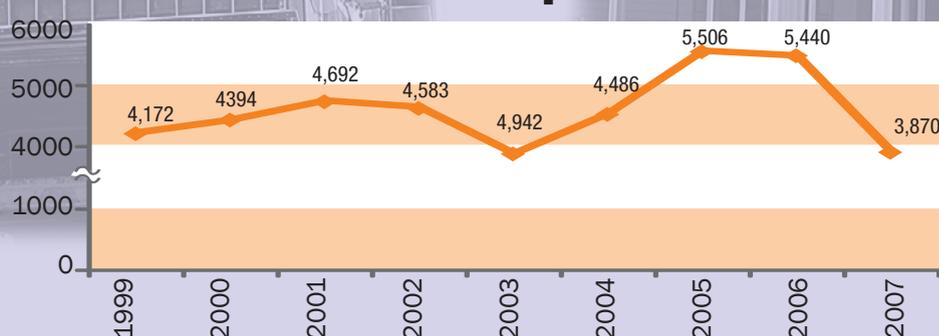
Five Reasons to Obtain Permits

1. Safety—for your family and home
2. Inspections—performed by certified inspectors
3. Peace of mind—knowing the job was legal and done right
4. Sets consistent standards—ensures safe construction standards
5. Value—protects your biggest investment, your home

Single family housing construction slowing



Annual total of commercial and residential construction permits



Our Mission—To facilitate the development of approved construction projects.

Last year Development Services:

- Issued 3,870 construction permits. Of these, 95 were for new homes with a combined total of more than \$19.8 million in value.
- Provided 25 free pre-development conferences with City staff for new commercial construction projects.
- Conducted 20,652 inspections for compliance with building safety codes.
- Under the direction of City Council, facilitated the Sidewalk Café review process.
- Per direction from City Council, hired Code Enforcement Supervisor to develop Code Enforcement Program to focus on nuisance and Municipal Code violations.
- Began outreach effort called "Think Permit" which focuses on building safety and the benefits of inspections. Visit the Web site at www.ThinkPermit.com.



ThinkPermit
Protect your home. Protect your family.

Selling your house?

At closing, you will be asked to sign a disclosure statement indicating if permits were obtained when required. When selling the property, the buyer, realtor and /or lender may require that unpermitted work be corrected, properly permitted, and inspected before closing.

Avoid the hassle—obtain a permit for that next project

Community Partner Spotlight: Community Outreach, Inc.

Since opening its Sunflower House shelter facility in 1971 near the corner of 9th and Monroe, Community Outreach, Inc. (COI) has been a critical provider of services to those in our community with the most challenging needs: the homeless and people with few or no financial resources. During the 37 years COI has been in operation, it and the City of Corvallis have formed and maintained a strong relationship of mutual support, and continue to work together to help address the wide range of issues that lead to and result from homelessness.

COI's role as the lead agency in Corvallis for homeless shelter and associated services has grown in step with the community's need for services. Along the way, the City has worked closely with COI's staff and Board of Directors to help identify needs and leverage funding for both its recent (2002) facility construction project, and for ongoing support of operations. In describing his agency's partnership with the City, COI Executive Director Rich Donovan says, "Our unique partnership with the City of Corvallis is a reflection of the core values shared by the Mayor, City Council, City staff, and the community at large. Without the base funding the City provides we would not have the ability to serve those in need of food, shelter, and medical care. The City's support over the years has helped us further program development and has enabled us to seek additional funding partnerships with foundations, service organizations and major donors."

The City is equally appreciative of COI and the important mission it carries out every day. To learn more about the valuable work COI is doing in the community, contact them by phone at (541) 758-3000, or visit their Web site at www.communityoutreachinc.org.



Affordable Housing Assistance Efforts Paying Off

The last ten years have brought significant expansion in the City's ability to provide affordable housing assistance to members of our community. Efforts to assist in this area typically fall into two categories: creating new affordable opportunities, and maintaining quality and affordability through housing rehabilitation funding. New affordable housing opportunities are created when the City provides down payment assistance to a low income home buyer, or funds the acquisition or construction of housing by one of our development partners. City efforts to maintain housing quality and affordability are carried out through rehabilitation loan programs for home owners, and grants or loans to owners of affordable rental housing.

Assistance figures for the ten year period beginning with the City's FY 98-99 are captured in the following table.

Fiscal Year	New Affordable Opportunities		Affordable Units Maintained		Total Units Assisted	
	Units	City Investment	Units	City Investment	Units	City Investment
FY 98-99	21	\$198,502	14	\$102,538	35	\$301,040
FY 99-00	16	93,620	13	91,241	29	184,861
FY 00-01*	61	414,792	91	133,580	152	548,372
FY 01-02	34	209,156	14	256,808	48	465,964
FY 02-03	43	720,000	9	63,481	52	783,481
FY 03-04	28	386,850	15	218,578	43	605,428
FY 04-05	21	449,154	104	366,162	125	815,316
FY 05-06	11	96,500	18	483,920	29	580,420
FY 06-07	22	854,376	18	397,041	40	1,251,417
FY 07-08	15	464,906	8	293,541	23	758,447
Totals	272	\$3,887,856	304	\$2,406,890	576	\$6,294,746
Averages	27.2	\$388,786	30.4	\$240,689	57.6	\$629,475

* FY 00-01 was the City's first as a direct recipient of community development funding from the U.S. Department of Housing and Urban Development.

Readers will note wide swings in the numbers of units assisted and dollars invested from year to year. This variability is due somewhat to changes in program demand and market trends; more significantly, because it often takes three or four years for one of the City's partners to ready a large project for development, production numbers tend to follow those cycles.

Five-year Consolidated Plan Completed

Under the direction of the City's Housing and Community Development Commission, the Housing Division recently completed a five-year Consolidated Plan that describes how future allocations of federal funding from the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs will be used to benefit residents of Corvallis.

The Consolidated Plan provides an assessment of the needs of low income members of the Corvallis community, identifies strategies to address those needs, and defines housing and community development goals to be met over the five-year period beginning July 1, 2008. The Plan also includes a one-year Action Plan for FY 08-09 that describes the specific activities the City will undertake or support, and the funds that will be invested during the year.

Measurable goals for the coming five-year Consolidated Plan period include:

- Facilitating the creation of 150 new affordable owner- or renter-occupied housing opportunities through both down payment assistance programs and direct funding of housing construction or acquisition by affordable housing developers.
- Facilitating the rehabilitation of 175 owner or renter units occupied by people with low incomes, either through housing rehab loan programs operated directly by the City, or through funding arrangements with owners of affordable rental housing.
- Creating 30 permanent supportive housing opportunities for priority populations, which will include those who are homeless as well as non-homeless people with special needs.

In addition to carrying out these housing-related goals, the City will continue to use its federal resources to fund critical social services carried out by non-profit agencies, to support economic development through microbusiness assistance, to underwrite the costs of developing community facilities and infrastructure, and to meet its obligations related to fair housing, employment opportunities, lead paint hazard elimination and the environment.

For more information about the Corvallis Consolidated Plan and FY 08-09 Action Plan, visit www.ci.corvallis.or.us/CDBGandHOME.

Housing Rehabilitation Loans Available

Are you a low income Corvallis home owner? Does your home need an important repair like a new roof, energy-efficient windows, electrical or plumbing upgrades, or a new furnace? Are you looking for assistance to make your home more accessible? If so, call the Housing Division at 766-6944 to learn more about housing rehabilitation loan programs we offer to help in these situations.

Planning Highlights

The Current Planning work group provides staff support to the City's boards and commissions that review land use proposals. These range from Historic Preservation Permits to Conditional Development or Planned Development Permits. To complete these reviews, staff must coordinate with applicants, City departments, other public agencies, and the general public to arrive at recommendations to the board or commission that adequately address review criteria. The criteria are intended to achieve the community's vision. Those recommendations are presented in written staff reports, and decisions are made through a public hearing process that has many requirements based on State statutes.

Between 2000 and 2007, the average number of land use applications processed by the work group is 98, ranging from 68 in 2001 to 131 in 2003. In 2007, 70 such applications were processed. Historic Preservation permit review accounted for 26 of those. Among the reviews completed in 2007 are Conditional Development and Historic Preservation approval for the Biddle House, Planned Development approval of the Good Samaritan Regional Medical Center Master Plan, and Planned Development and Subdivision approval of the Witham Oaks development.

2007 Historic Preservation Program Report

The year 2007 marked the 150th anniversary of the incorporation of the City of Corvallis. The anniversary was celebrated throughout the year through a number of events, programs and festivals. These special events added greatly to the annual celebration of Corvallis' history that occurs each May during National Historic Preservation Month. During May 2007, the City of Corvallis partnered with Benton County and many individual volunteers and organizations to provide 15 walking tours, a rafting tour of the Willamette River, workshops on preservation topics, and a memorial ceremony at Crystal Lake Cemetery.

Corvallis is fortunate to be home to over 500 Designated Historic Resources. These resources include commercial and residential buildings, two neighborhoods listed in the National Register of Historic Places, as well as certain trees and objects, such as the train engine in Avery-Park. Provisions in the Corvallis Land Development Code help to ensure that proposed changes to historic buildings and sites are historically compatible. In 2007, approximately 26 historic preservation permit applications were processed for individuals interested in making historically sympathetic updates to the historic resource in their care.

Questions regarding the City's Historic Preservation activities should be directed to Bob Richardson, Associate Planner at 766-6908 or robert.richardson@ci.corvallis.or.us.



Using the Planning Division's Web Site

A wealth of planning-related information is available on the City's Web site. Using the links identified below, one can review archived documents and current staff reports, download the Comprehensive Plan or Zoning Ordinance and associated maps, and even look up site-specific information at www.corvallismaps.com.

At <http://archive.ci.corvallis.or.us> it is possible to search for many kinds of information going back to the beginnings of Corvallis, and including the City's Zoning Ordinance from 1926.

In addition to these locations, mapping information regarding zoning and the City's Comprehensive Plan is available in a geographic information system (GIS) format at:

<http://www.ci.corvallis.or.us/index.php?option=content&task=view&id=525&Itemid=464>

If you have questions regarding the use of the Planning Division's Web site, contact Associate Planner Jason Yaich (jason.yaich@ci.corvallis.or.us) at 766-6908.

CORVALLIS PLANNING-RELATED ON-LINE SERVICES

Community Development Department	www.ci.corvallis.or.us/cd
Planning Division Homepage	www.ci.corvallis.or.us/cd/planning
Archived Documents	http://archive.ci.corvallis.or.us
Building Permit Information	www.corvallispermits.com/tm_web/userhome.htm
Comprehensive Plan	www.ci.corvallis.or.us/cd/compplan
Current Land Use Staff Reports	www.ci.corvallis.or.us/cd/staffreports
Historic Preservation Information	www.ci.corvallis.or.us/cd/historic
Interactive Maps & GIS	www.corvallismaps.com
Published Maps & Documents	www.ci.corvallis.or.us/cd/publications
Zoning—Land Development Code	www.ci.corvallis.or.us/cd/zoning

Community Development Boards & Commissions

■ Board of Appeals:

Hears appeals of decisions made by building official on construction-related issues and on rental housing standards code.

■ Committee for Citizen Involvement:

Facilitates citizen involvement in all phases of land use planning.

■ Historic Resources Commission:

Conducts public hearings and takes action on Historic Preservation Permit applications; coordinates Historic Preservation outreach and education activities.

■ Housing and Community Development Commission:

Recommends policies on housing and community revitalization, affordable housing.

■ Planning Commission:

Conducts public hearings and takes action on land development proposals, makes recommendations regarding the Comprehensive Plan, Land Development Code, and other land use plans.

Meeting dates, times and locations are listed on the City's Web calendar at

<http://www.ci.corvallis.or.us/calendarix/calendar.php>.

To confirm any meeting, call the Community Development Department at 766-6981.

Administration

■ Ken Gibb, Department Director

■ Kathleen Matthews, Management Assistant

Phone: 766-6981 • Fax 754-1792

email: community.development@ci.corvallis.or.us

Housing

■ Kent Weiss, Housing Manager

■ Terri Heine, Sr. Administrative Specialist

■ Joe DeMarzo, Housing Programs Specialist

■ Bob Loewen, Housing Programs Specialist

■ Lauren Sechrist, Grant Programs Specialist

Phone: 766-6944 • Fax 766-6946

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Planning

■ Fred Towne, Planning Manager

■ Sharon Crowell, Sr. Administrative Specialist

■ Joan Extrom, Administrative Specialist

■ Sarah Johnson, Assistant Planner

■ Brian Latta, Assistant Planner

■ Bob Richardson, Associate Planner

■ Kelly Schlesener, Senior Planner

■ Jason Yaich, Associate Planner

■ Kevin Young, Senior Planner

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Development Services

■ Dan Carlson, Development Services Manager

■ Susan Hilaire, Sr. Administrative Specialist

Permit & Plan Review Services

■ Mike Fegles, Assistant Building Official

■ Phyllis Doolittle, Administrative Specialist

■ Nancy Giggy, Permit Technician

■ Tenille Holroyd, Permit Technician

■ Alicia Van Driel, Permit Technician

■ Laurie Sheriff, Permit Coordinator

■ Bill Clemens, Commercial Plans Examiner

■ Paul Vinje, Commercial Plans Examiner

■ Michael O'Connor, Residential Plans Examiner

■ Kevin Russell, Associate Planner

■ Lisa Franklin, Civil Engineer I

Inspection Services

■ Greg Hall, Inspection Services Manager

■ Chris Westfall, Code Enforcement Supervisor

■ John Cortliss, Building Inspector

■ Norm Domagala, Building Inspector

■ Suzanne Larson, Building Inspector

■ Greg Slivkoff, Building Inspector

■ Dave Hensley, Plumbing Inspector

■ Craig Perkins, Electrical Inspector

■ Michael Louie, Engineering Technician III

Phone: 766-6929 • Fax 766-6936

24-Hour Inspection Request Line: 766-6745

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