



**CORVALLIS
CITY COUNCIL AGENDA**

**January 6, 2014
6:30 pm**

**Downtown Fire Station
400 NW Harrison Boulevard**

*[Note: The order of business may be revised at the Mayor's discretion.
Due to time constraints, items on the agenda not considered
will be continued to the next regularly scheduled Council meeting.]*

COUNCIL ACTION

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PROCLAMATION / PRESENTATION / RECOGNITION

- A. Corvallis Forest Activities Report
- B. Public Participation Task Force Update

V. VISITORS' PROPOSITIONS – This is an opportunity for visitors to address the City Council on subjects not related to a public hearing before the Council. Each speaker is limited to three minutes unless otherwise granted by the Mayor. Visitors' Propositions will continue following any scheduled public hearings, if necessary.

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

- A. Reading of Minutes
 - 1. City Council Meeting – December 16, 2013
 - 2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Bicycle and Pedestrian Advisory Commission – November 1, 2013
 - b. Parks, Natural Areas and Recreation Board – November 21, 2013
 - c. Public Art Selection Commission – December 18, 2013
 - d. Public Participation Task Force – December 19, 2013

- B. Announcement of vacancy on Board of Appeals (Voorhees)
- C. Announcement of appointment to Arts and Culture Commission (Wiegand)
- D. Confirmation of appointment to Public Art Selection Commission (Coucke)
- E. Acknowledgment of receipt of updated Advisory Boards, Commissions, and Committees directory
- F. Acknowledgement of receipt of 2013 updated City Council Policies
- G. Acknowledgement of postponement of NW Cleveland Avenue Traffic Review
- H. Schedule a public hearing for January 21, 2014 to consider a Land Development Code Text Amendment relating to street standards on the Oregon State University campus (LDT13-00001)
- I. Schedule an Executive Session for January 21, 2014 at 6:00 pm under ORS 192.660(2)(d) (status of labor negotiations)

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. UNFINISHED BUSINESS

- A. Adoption of Findings of Fact and Order relating to a Comprehensive Plan Amendment and an appeal of a Planning Commission decision (CPA12-00001, ZDC13-00001 – 9th & Maxine) [direction]
- B. Deliberations relating to a Comprehensive Plan amendment request and appeal of associated Zone Change, Planned Development, and Subdivision decisions (CPA11-00002, ZDC11-00005, PLD13-00003, and SUB13-00001 – Campus Crest/The Grove) [direction]

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

- A. Human Services Committee – December 17, 2013
 - 1. Council Policy Review and Recommendation: CP 07-4.16, "Code of Conduct for Patrons at Parks and Recreation Facilities, Events, and Programs" [information]
- B. Urban Services Committee – December 17, 2013
 - 1. Airport Master Plan [direction]
 - 2. Residential Parking Districts [information]
- C. Administrative Services Committee – December 18, 2013
 - 1. Comprehensive Annual Financial Report (CAFR) [direction]

D. Other Related Matters

1. *A Supplemental Budget Resolution Increasing Transfer Appropriations in the Parks and Recreation, Fire, and Library Funds to Close All Three Funds, to be read by the City Attorney* [direction].

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

B. Council Reports

C. Staff Reports [information]

1. Follow up to Visitors' Propositions Testimony
2. Council Requests Follow Up Report – January 2, 2014
3. Update on Healthy Streets Healthy Streams Grant

XI. NEW BUSINESS

XII. PUBLIC HEARINGS – 7:30 pm

A. A public hearing to consider an amendment to the 2011-12 and 2013-14 Community Development Block Grant/HOME Action Plan [direction]

B. A public hearing to consider the 2014-15 Community Development Block Grant/HOME Action Plan [direction]

XIII. 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**

JANUARY 6 - 18, 2014

MONDAY, JANUARY 6

- ▶ City Council - 6:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard

TUESDAY, JANUARY 7

- ▶ Airport Commission - 7:00 am - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ No Human Services Committee
- ▶ Urban Services Committee - 5:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Historic Resources Commission - 6:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard (special meeting)

WEDNESDAY, JANUARY 8

- ▶ No Administrative Services Committee
- ▶ Downtown Commission - 5:30 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Corvallis-Benton County Public Library Board - 7:30 pm - Library Board Room, 645 NW Monroe Avenue

THURSDAY, JANUARY 9

- ▶ Citizens Advisory Commission on Civic Beautification and Urban Forestry - 8:30 am - Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- ▶ Public Participation Task Force - 11:00 am - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Joint Community Development Department Commission Meeting (Downtown Commission, Historic Resources Commission, and Planning Commission) - 5:30 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue (Community Development Department Fiscal Year 2014-2015 budget review)

SATURDAY, JANUARY 11

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

MONDAY, JANUARY 13

- ▶ Economic Development Commission - 3:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Public Participation Task Force - 6:30 pm - Library Main Meeting Room, 645 NW Monroe Avenue

TUESDAY, JANUARY 14

- ▶ Citizens Advisory Commission on Transit - 8:20 am - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Commission for Martin Luther King, Jr. - 5:15 pm - Osborn Aquatic Center Conference Room, 1940 NW Highland Drive
- ▶ Historic Resources Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- ▶ Mayor/City Council/City Manager Quarterly Work Session - 7:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

WEDNESDAY, JANUARY 15

- ▶ Housing and Community Development Commission - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Public Art Selection Commission - 4:00 pm - Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- ▶ Arts and Culture Commission - 5:30 pm - Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- ▶ Planning Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

THURSDAY, JANUARY 16

- ▶ Parks, Natural Areas, and Recreation Board - 6:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard

SATURDAY, JANUARY 18

- ▶ No Government Comment Corner

Forest Activities Report

Executive Summary

This is a Forest Activities Report for Fiscal Year 2012-2013 (FY 12-13) for the Corvallis Forest which is part of the Rock Creek Watershed. This report highlights accomplishments and future planned activities on the Corvallis Forest. Items include: Habitat Enhancement, Resource Protection and Maintenance, Monitoring, Forest Policy, and Education and Public Tours. It was developed by City of Corvallis Public Works Department staff and Trout Mountain Forestry (consulting foresters).

The overall goal of the City for the Rock Creek property is to provide a reliable source of high quality drinking water

that surpasses all state and federal drinking water requirements. The Corvallis Forest property includes the Rock Creek water treatment plant, which produced approximately 30 percent of the City's annual water need, or about 910 million gallons of water in FY12/13. Water production for domestic use

is the first priority for all management practices within the watershed on City land. The Corvallis Forest property also provides an opportunity to manage natural resources by restoring certain terrestrial and aquatic habitats to desired future conditions and processes.

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Watershed Management Advisory Commission (WMAC) members

Charlie Bruce, Chair
Jessica McDonald, Vice-Chair
Creed Eckert
David Hibbs
Jacque Schreck
Sheryl Stuart
David Zahler
Richard Hervey, City Council
Liaison



North Fork Reservoir in fall.

City of Corvallis staff

Tom Penpraze, Utilities Division
Manager
Jennifer Ward, Watershed
Program Specialist

Trout Mountain Forestry staff

Mark Miller
Scott Ferguson
Matt Fehrenbacher

Introduction

Welcome to the fifth annual Forest Activities Report for the Corvallis Forest. This report describes activities undertaken over the past year (Jul 1, 2012 through June 30, 2013) to implement the Corvallis Forest Stewardship Plan, actions planned for the 2013-2014 fiscal year and a “snap shot” of conditions and trends on the City’s 2,350-acre Rock Creek Watershed property. The overall goal of the City for the Rock Creek property is to provide a reliable source of high quality drinking water that surpasses all state and federal drinking water requirements. The Corvallis Forest property includes the Rock Creek water treatment plant, which produced approximately 30 percent of the City’s annual water need, or about 910 million gallons of water in FY12/13. Water quality is the first priority for all management practices within the watershed on City land. The Corvallis Forest property also provides an opportunity to manage natural resources by restoring forest lands and terrestrial and aquatic habitats.

Watershed
Management
Advisory
Commissioners
tour the site of this
year’s harvest.



Stewardship Planning

Management of the forest is guided by the policies detailed in the Corvallis Forest Stewardship Plan (CFSP), which was adopted by the City Council in December 2006. A revised and updated version of the plan was adopted by the City Council in July 2013. The plan describes the property’s history and current resources conditions, details the vision and principles that guide management, describes desired future conditions, and outlines guidance policies in such areas as forest reserves, invasive species control, and resource monitoring. Opportunities and recommended actions are offered in each of seven different resource and land use areas. A copy of the plan is available for viewing at www.corvallisoregon.gov/¹ and at the Corvallis Public Library reference section.

The Watershed Management Advisory Commission (WMAC) advises the City Council on policies and activities on the Corvallis Forest. This seven-member panel of citizen volunteers is appointed by the Mayor and generally meets monthly. All Commission meetings are open to the public. The WMAC works with city staff, resource specialists and consultants to implement the CFSP policies.

¹ The direct link to the CFSP page is: <http://www.corvallisoregon.gov/index.aspx?page=126>.

Accomplishments for 2012-2013²

The following actions were initiated or completed in FY 2012-13:

Habitat Enhancement



Loaded truck brings newly harvested logs out of the Corvallis Forest.

Forest thinning – A natural 65-year old second growth stand approximating 85 total acres was thinned in October 2012, and from March through May 2013. Goals for the thinning included improving tree crown development, increasing wind-firmness, and encouraging shrub and new seedling growth. Thinning used a variable-density approach. Stream buffers, older residual trees and newly-created snags were marked for protection during harvesting. Steve Bush Logging of Philomath conducted logging operations and logs were marketed to local mills – Freres Lumber (Mill City), Georgia Pacific (Philomath) and Seneca Sawmill Co. (Eugene). Spring thinning took advantage of very favorable market prices with an average spring log sale of \$672 per thousand board feet. In all, a total of 845MBF was harvested grossing \$536,332, netting \$362,346.

Spring thinning took advantage of very favorable market prices with an average spring log sale of \$672 per thousand board feet.

Resource Protection and Maintenance

Invasive weed inventory and control – Following comprehensive roadside and riparian weed control projects in 2009, 2010 and 2011, follow-up monitoring and spot control in spring and summer 2012 vastly reduced weed populations. This phase of the project was funded by a Coast Range Stewardship Fund grant. To monitor invasive weed populations all project sites are routinely pre-screened for invasive weeds, as well as rare plants and animals. Weeds of concern on the forest include False-brome, Himalayan blackberry, Scotch broom, and reed canary grass. Weed control strategies include pre-washing equipment, restricting equipment to designated trails, and quickly reseeding disturbed soils with native species.

Road maintenance – The City cooperates with the US Forest Service to maintain roads. Roads and pipelines are mown, cleared and patrolled by City staff. Heavy winter rains caused two log-segments of large woody debris, which had been placed in the mainstem of Rock Creek to enhance fish habitat, to move downstream and lodge under the Old Trail Bridge. City staff cut up the log jam to prevent bridge damage.



Himalayan blackberry—one of the weeds of concern on the Corvallis Forest.

² Accomplishments for FY 2011-12 can be viewed in the prior Forest Activities Report, which can be found at: <http://www.corvallisoregon.gov/index.aspx?page=143>.

Monitoring

This year a total of 508 peacock larkspur plants were counted within the boundaries of the Corvallis Forest. This represents a 52% increase over last year's population numbers.

Rare plants – The Corvallis Forest Stewardship Plan includes guidelines for management of Threatened and Endangered species. A small population of peacock larkspur (a threatened Oregon prairie species) is found on City property and is inventoried every spring. In the fall, the habitat is mown and blackberry plants are cut to reduce competition. This year a total of 508 peacock larkspur plants were counted within the boundaries of the Corvallis Forest. This represents a 52% increase over last year's population numbers.



Peacock larkspur.

Stream temperature – Ongoing temperature monitoring of Rock Creek and several tributaries continued in 2012-13. Cold water from Rock Creek helps keep waters downstream from exceeding the temperature threshold that would render them inhospitable for fish rearing. This year several monitoring

probes were deployed in and around the Rock Creek reservoir to determine its effects on downstream temperatures. Based on the data, the effect of the reservoir and spillway on downstream temperatures is minimal. This project is conducted in cooperation with the Siuslaw National Forest. Data and results can be found at: <http://www.corvallisoregon.gov/index.aspx?page=148>



Stream temperature probe.

Northern spotted owl – The Corvallis Forest is one of several areas annually surveyed for northern spotted owls by the Forest Service's Pacific Northwest Research Station as part of the Oregon Coast Range Spotted Owl Demography Study. The Forest historically hosts a few northern spotted owls and this year's surveys yielded three sightings.



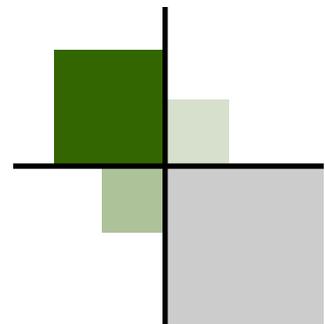
Northern spotted owl.

Marbled murrelets – With the help of private consultants, the City is conducting a two year survey effort for marbled murrelets prior to undertaking the activities outlined in the next 5-year harvest plan. The first year surveys began in spring 2013 and will continue through July 2013. An interim report will be available in fall 2013 with the second year surveys being completed in the spring and summer of 2014.



Rich Macintosh US Fish and Wildlife Service

Marbled murrelet.



Forest Policy

Revisions and updates to the Corvallis Forest Stewardship Plan (CFSP) – The Corvallis City Council first adopted the CFSP in 2006. Since then, most of the management activities recommended in the original CFSP have been completed, and updated natural resource inventory and monitoring data has been developed. In 2013, the Watershed Management Advisory Commission (WMAC) and City staff completed the process of revising and updating the CFSP. The WMAC held a public meeting on Apr. 24, 2013 to solicit community input on the revised CFSP. The revised CFSP was presented to the City Council's Urban Services Committee on June 18, 2013 which unanimously voted to submit it to the City Council for approval and adoption. The City Council unanimously adopted the revised CFSP on July 1, 2013. The revised CFSP can be found at: <http://www.corvallisoregon.gov/index.aspx?page126>.

In 2013, the Watershed Management Advisory Commission (WMAC) and City staff completed the process of revising and updating the Corvallis Forest Stewardship Plan.

Education and Public Use

The Corvallis Forest is gated to prevent unauthorized access and to protect the City's water supply, however educational use is encouraged and organized tours are provided. Recent education offerings included the following:

Public tour– Annual public tours are widely advertised and have proven to be popular. The 2013 tour held on May 29th attracted nearly 90 people. Attendees visited peacock larkspur habitat, a thinned Forest Service unit, a thinned City unit and the water treatment plant where experts were on site to discuss stream temperature monitoring, marbled murrelet surveying and the history of the watershed. Responses from attendees who were surveyed were overwhelmingly positive, with most indicating a desire to attend another tour, and almost all indicating an adequate or good understanding of the City's management goals for the Corvallis Forest.

Public presentations - The Corvallis Forest was represented during Natural Areas Celebration Week with a public presentation at the library entitled "Know Your Forest". Presentations by WMAC members and City staff were also given to Leadership Corvallis and the Corvallis After Five Rotary Club

Educational tours – School and group tour use included the Girl Scouts, City of Corvallis Parks and Recreation, Marys River Watershed Council, Oregon Watershed Enhancement Board and classes from Oregon State University. The Corvallis Forest was also included on a tour of Forest Service Stewardship project sites conducted for Dan Whelan, staffer for U.S. Senator Jeff Merkley's office.

Trainings – The federal Aquatic and Riparian Effectiveness Monitoring Program (AREMP) conducted field stream training for US Forest Service and Bureau of Land Management employees. Two OSU silviculture classes visited various forest stands on the Corvallis Forest, hosted by Trout Mountain Forestry staff.

Press coverage – Stories about the Corvallis Forest and CFSP amendments occurred in the *Corvallis Gazette-Times*, the *Salem Statesman-Journal*, the *Corvallis Tidbits* online newspaper, the American Foresters online newsletter, *The City* newsletter, and the City of Corvallis website.



Consulting Forester, Mark Miller, discusses thinning techniques during the public tour.

Economic Context

It is a goal of the City of Corvallis and the WMAC that no tax money be used to fund Corvallis Forest management activities. Successful efforts in securing grant-funded projects and in accruing revenue through habitat-enhancing tree thinning operations allow this goal to be met. In fact, the revenue from thinning operations funded all watershed habitat enhancement projects this year. In this way, the economic recovery experienced locally over the past few years has had strong positive effects on restoration efforts on the Corvallis Forest. Following a steady increase in local log prices throughout late 2012, the softwood lumber market rebounded significantly in the first quarter of 2013. This, coupled with an unusual “winter drought” allowed the City to expedite the planned FY 2012/13 timber harvest, and receive a significant price premium for harvested logs. As the economic recovery broadens, revenues accrued will provide more opportunity to fund goal-oriented activities in the future. Funding from restoration grants continues, though in a more competitive environment compared to prior years. Planned harvests on adjacent Siuslaw National Forest lands should lead to increased funds available for Stewardship grants, of which the City has been a regular recipient. For other agencies the availability of grant funds continues to diminish, with fewer funds available and more competition for those funds. To be successful, projects must be high quality, involve partners, and demonstrate a solid track record - areas in which Corvallis has excelled.

As the economic recovery broadens, revenues accrued will provide more opportunity to fund goal-oriented activities in the future.



Weather and Climate

“Unusual weather” seems to have become the norm. The summer of 2012 seemed to go on forever, but when the rains came in late October they seemed to never stop. Conditions in the early fall went from seriously high fire danger to serious mud within a couple of weeks! Next came a historic winter drought, with below-average snowpack and rainfall. But summer brought just enough rain at just the right time for continued good seedling growth. Overall mild temperatures and modest winds created an “average” year, with no major storm impacts to the Corvallis Forest.

Activities Planned for 2013-2014

The following projects are planned for fiscal year 2013-2014 (July 1, 2013—through June 30, 2014):

Threatened Species Recovery

Ongoing forest restoration practices are improving habitat for northern spotted owl and marbled murrelets, both federally listed as threatened species. Surveying for northern spotted owl will continue as part of federal monitoring efforts. A second year of marbled murrelet surveys will take place in the spring prior to undertaking any activities outlined in the next 5-year harvest plan.

Rock Creek Bridge Replacement and Channel Restoration



The bridge on Rock Creek Road, which serves as the main entrance into the Forest, is in need of replacement. The replacement will take place beginning in July 2013 in cooperation with Siuslaw National Forest with funding from the Coast Range Stewardship Fund, Legacy Road dollars, and City-appropriated funds.

Rare Plant Restoration Plans

Habitat for peacock larkspur will continue to be protected and enhanced in accordance with peacock larkspur management guidelines and the Benton County Habitat Conservation Plan (HCP) for prairie species. Mowing and blackberry removal will occur in the fall and peacock larkspur population surveys will take place in the spring. Efforts will also be made to further augment peacock larkspur populations by collecting seed in the summer, growing it in a greenhouse and planting the young plants the following year

Expanded Outreach

The Watershed Management Advisory Commission and City staff will be discussing and implementing expanded outreach activities given the protected nature of the Corvallis Forest. Initial possibilities include a watershed field day, a collaborative public presentation, collaborative research projects with OSU and others, creating an historical map of the watershed, conducting a watershed bird- count, increasing signage within the watershed, creating a virtual tour of the watershed, increasing and enabling school tours of the watershed, developing K-12 education materials.



Enhanced Monitoring

The WMAC and City staff will be discussing and implementing additional routine monitoring of the forest resource inventories and databases, seedling survival and growth, and photo reference points.

Contractors

A variety of contractors were retained in FY12-13 to assist staff in implementing the CFSP:

- **Trout Mountain Forestry** was the lead contractor to the City for forestry services, including resource inventory, project planning, permitting, bid preparation and solicitation, contracting, and supervision of projects. They assisted staff with WMAC meetings and public tours, annual plan development, and grant writing.
- **Steve Bush Logging** of Philomath conducted the diversity forest thinning and hauled the timber to the mills.
- **Turnstone Environmental Consultants, Inc.** was the subcontractor for marbled murrelet surveying.
- **Strata Forestry** of Springfield were subcontractors for invasive weed control

Partner Institutions

The work of implementing the CFSP to date would not be possible without the assistance and expertise of a large number of partner groups and institutions, including:

- **Watershed Management Advisory Commission**
- **Institute for Applied Ecology**
- **Marys Peak Stewardship Group**
- **Marys River Watershed Council**
- **Oregon Department of Fish and Wildlife**
- **Oregon Department of Forestry**
- **Oregon Hunters Association, Mid-Willamette Chapter**
- **USDA Forest Service, Siuslaw National Forest**
- **US Fish and Wildlife Service**



City of Corvallis

Public Works Department
P.O. Box 1083
Corvallis, OR 97339-1083

Phone: 541-766-6916

Fax: 541-766-6920

E-mail: Jennifer.Ward@corvallisoregon.gov

Responsibility for the Corvallis Forest rests with the City of Corvallis Public Works Department, directed by Mary Steckel. Tom Penpraze, Utilities Division Manager, oversees watershed management and conservation programs for the City. Jennifer Ward, part-time watershed program specialist, functions as the City's watershed liaison, coordinating with the WMAC, project partners and consultants to implement the Corvallis Forest Stewardship Plan.

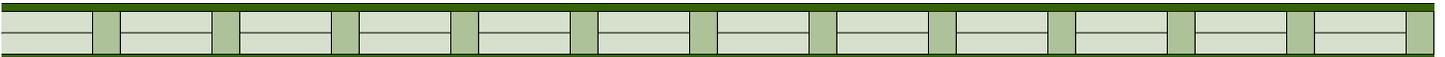
Conclusion

Since the CSFP was adopted in 2006, restoration and habitat enhancement projects have occurred on over 350 acres of forest, and stream improvements have increased fish access and habitat on more than 8 miles of streams. Invasive weed control and road maintenance have taken place throughout the forest. Funds from thinning harvests have allowed the City to leverage grant and cost-share funds totaling more than \$850,000.

More detailed information on the vision, guiding principles, desired future condition, resource policies and recommended actions can be found in the Corvallis Forest Stewardship Plan at <http://www.corvallisoregon.gov/index.aspx?page=126>.



Rock Creek



**CITY OF CORVALLIS
COUNCIL ACTION MINUTES
December 16, 2013**

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Proclamation/Presentation/Recognition 1. Library Foundation donation 2. VC annual report and marketing plan 3. Snow event report Pages 629-634	Yes Yes Yes		
Visitors' Propositions 1. Snow event responsibilities (Baird) 2. Density rounding (Hess) Pages 634-635	Yes Yes		
Public Hearing 1. Withdraw 49th Street annexation from CRFPD Pages 635-636			<ul style="list-style-type: none"> • ORDINANCE 2013-16 <u>passed U</u>
Consent Agenda Pages 636-637			
Unfinished Business 1. Findings – Gazette-Times Building Page 637-638			<ul style="list-style-type: none"> • Adopted Findings <u>passed 8-1</u>
HSC Meeting of December 3, 2013 1. 2014-15 Social Services Priorities and Calendar 2. CMC review: Chapter 5.03, "Offenses" (Smoking Enforcement Hiatus) 3. CP review and recommendation: 92-5.04, "Hate/Bias Violence" Pages 638-639	Yes		<ul style="list-style-type: none"> • Continued priorities, conceptually approved calendar, adopted anticipated funding <u>passed U</u> • ORDINANCE 2013-17 <u>passed U</u>
USC Meeting of December 3, 2013 1. CMC review: Chapter 3.01, "Water Regulations" 2. Residential Parking District Program expansion Page 639	Yes		<ul style="list-style-type: none"> • ORDINANCE 2013-18 <u>passed U</u> (service connections and meters) • ORDINANCE 2013-19 <u>passed U</u> (temporary service connections)
ASC Meeting of December 4, 2013 1. VC first quarter report 2. DCA EID first quarter report 3. First quarter Operating report Page 639-640			<ul style="list-style-type: none"> • Accepted report <u>passed U</u> • Accepted report <u>passed U</u> • Accepted report <u>passed U</u>

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Other Related Matters 1. Transfer appropriations for November 2013 election costs 2. Pacific Power Blue Sky grant acceptance 3. EUDL grant acceptance Pages 640-641			<ul style="list-style-type: none"> • RESOLUTION 2013-44 <u>passed U</u> • RESOLUTION 2013-45 <u>passed U</u> • RESOLUTION 2013-46 <u>passed U</u>
Mayor's Reports 1. Long-range planning Page 641	Yes		
Council Reports 1. Winter shelter update (Traber) 2. Permanent shelter update (Traber) 3. South Corvallis Art Walk (Hervey) 4. Rescheduling work session (Hervey) 5. Joint Corvallis/Albany MPO meeting update (Brauner) 6. GCC location (Sorte) Pages 641-642	Yes Yes Yes Yes Yes Yes		
Staff Reports 1. CMR – November 2013 2. CRFR – December 12, 2013 Page 642	Yes Yes		

Glossary of Terms

ASC	Administrative Services Committee
CMC	Corvallis Municipal Code
CMR	City Manager's Report
CP	Council Policy
CRFPD	Corvallis Rural Fire Protection District
CRFR	Council Requests Follow-up Report
DCA	Downtown Corvallis Association
EID	Economic Improvement District
EUDL	Enforcing Underage Drinking Laws
GCC	Government Comment Corner
HSC	Human Services Committee
MPO	Metropolitan Planning Organization
U	Unanimous
USC	Urban Services Committee
VC	Visit Corvallis

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES**

December 16, 2013

I. CALL TO ORDER

The regular meeting of the City Council of the City of Corvallis, Oregon, was called to order at 6:30 pm on December 16, 2013, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Manning presiding.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

PRESENT: Mayor Manning, Councilors Brown, Beilstein, Hogg, Brauner, York, Traber, Hervey, Hirsch, Sorte

Mayor Manning directed Councilors' attention to items at their places, including the 2014 Government Comment Corner schedule and a memorandum from Community Development Director Gibb detailing long-range planning (Attachment A).

IV. PROCLAMATION/PRESENTATION/RECOGNITION

A. Library Foundation presentation

Rosie Toy Schimerlik, Library Foundation member, announced that after three years of hard work and generous donations from Corvallis and Benton County residents, the Foundation raised \$630,833.30 to purchase the remaining property on the block housing the Library. She acknowledged members of the Foundation seated in the audience.

Mayor Manning thanked the Foundation for their support.

B. Visit Corvallis annual report and marketing plan

Mary Pat Parker, Visit Corvallis (VC) Executive Director, reviewed the annual report and draft marketing plan. She highlighted the following:

- VC will focus on increasing brand awareness through targeted print and digital advertisements.
- A new mobile app is being tested.
- Five videos were created that focus on local brew masters, wine makers, and chefs. Additional videos are being planned.
- Visitor profile tracking remained the same (more women than men visitors; travel party size of three; overnight stays average 2.4 nights; married, empty-nesters; college educated; median 47-years of age; most drive from Oregon, Washington, California, and Idaho).

- More than five million people visit the Willamette Valley each year, spending almost \$1 billion. The Corvallis/Benton County market share is approximately 38 percent.
- Corvallis is marketed as a "destination city" offering year-round culinary, cultural, and outdoor adventures, with a focus on two of Corvallis' largest key niches: wine and biking.
- Corvallis is uniquely positioned to reach travelers seeking authentic experiences.
- VC published a one-page editorial in *Food Traveler* magazine featuring Corvallis restaurants serving locally grown products.
- An updated visitors guide will feature agri-tourism, arts, and culture.
- Funds have been dedicated to assist OSU Conference Services and provide incentives to secure more meetings and conferences.
- A group-tour convention services manager was hired to actively recruit sporting organizations and tour groups, and address small meeting services needs.
- The draft marketing plan includes information about how efforts and objectives will be measured.
- *Oregon Film Magazine* requested an article and photos about why Corvallis would be a fabulous place for independent filming.
- The Travel Oregon spring campaign is titled "The Seven Wonders of Oregon." Not one of the seven is located in the Willamette Valley. VC is brainstorming ideas about celebrating the seven wonders of Corvallis and Benton County with a simultaneous launch with the Travel Oregon campaign.
- A digital campaign was created for the spring issue of *Outside* magazine focusing on biking and hiking opportunities.
- Advertising has been secured for the March issue of *Northwest Travel* magazine.

In response to Mayor Manning's inquiry, Ms. Parker said the pie chart on page seven of the annual report refers to those visitors who requested a visitors guide in person, phone, or e-mail.

Mayor Manning noted that business visitors are less likely to utilize VC services and she inquired about obtaining information related to business versus pleasure travelers. Ms. Parker said OSU and other organizations frequently request visitors guides for meetings and events. Keeping track of these types of bulk requests could provide an accounting of business travelers.

Ms. Parker confirmed for Councilor York that the visitors guide update will include local ethnic cultures.

C. Snow Event Report from Public Works

City Manager Patterson thanked citizens for communicating concerns and observations about snow removal and street sanding. He read from a prepared statement (Attachment B) and noted that a comprehensive report will be shared with Council on January 21.

Public Works Director Steckel thanked the public for being cooperative and understanding. She said the City is cognizant of the inconvenience and disruption the storm event caused Corvallis citizens.

Ms. Steckel said the Public Works Department Snow and Ice Response Policy was developed more than 20 years ago in recognition of competing interests for service and limited resources during these types of events. The policy identifies response priorities and levels of service for different events. The first priority is to maintain access to the hospital, followed by transit routes, major arterial/collector streets in town, and arterial/collector streets in the hills. There are three additional categories of priorities, each with decreasing levels of service. Other communities and Oregon Department of Transportation (ODOT) have their own priorities and service levels. The City cannot guarantee streets will be dry or free of snow or ice during these types of events, even after plowing or sanding. The stated goal of the policy is for City crews to attempt to maintain adequate traction for vehicles properly equipped for winter driving conditions.

Ms. Steckel reviewed the event and service level response:

The snow began falling early on December 6. At 6:00 am, equipment arrived at the hospital with the intent to plow. Due to treacherous road conditions, crews sanded the roadways instead. At the same time, twenty-four hour per day service began with 12-hour shifts, and continued through midnight on December 13. Crews responded to priority areas throughout the weekend, although freezing temperatures significantly impacted the ability to utilize all resources. Vehicles and sand continued to freeze and the decision was made to rotate vehicles so that one remained in the shop at all times. Assistance was requested from ODOT and Benton County; however, they were working on their own priorities and not able to initially assist the City.

On December 9, staff began receiving requests for service for broken water lines and meters. Over the next four or five days, approximately 94 calls for service were received during and after working hours. Service included locating leaks, helping residents locate meters to turn off water, and other assistance. Utility Billing Field Specialists assisted Public Works staff during this event.

On December 10, ODOT provided one vehicle and employee to clear at least one safe travel lane on main routes. ODOT provided assistance until midnight on December 11 when they left to prepare for the freezing rain predicted for December 12.

As the temperatures rose on December 11, all four City vehicles were placed back into service to heavily sand areas and break up the snow layer. Freezing rain on December 12 was minimal due to increasing temperatures. During this time period, the reservoirs were draining at a higher than normal rate indicating water breaks or broken meters hidden by the snow layer.

As temperatures climbed on December 13, staff began plowing to remove slush. On December 14, water crews began proactively addressing public facilities to locate broken water lines. Approximately ten broken air relief valves were immediately repaired to reduce water loss. On December 14 the first request to remove road gravel was received from the bicycle community.

Ms. Steckel said the priority for the week of December 16 is to clear gravel from the roadways. She noted that transit service was maintained throughout the event.

Ms. Steckel opined that current resources for snow and ice response are adequate for typical events. The City has snow almost every year and crews are able to effectively respond since the snow is usually wet and conducive for plowing. This event was atypical in that the snow was very dry and when compacted became a hard layer that froze as temperatures decreased. During the event, there were six days of below freezing temperatures, three nights of single-digit temperatures, and two nights of zero degree temperatures.

The Public Works Department budget does not include a line item for response to snow and ice. Expenditures are balanced against other services that would have been provided throughout the remaining fiscal year. Due to this event, other street maintenance activities planned for this fiscal year will be reduced. To date, transportation response personnel and materials cost approximately \$69,000. Water response services cost approximately \$29,000.

Ms. Steckel noted that the community has made suggestions for other response options. Many citizens inquired about why the City was not plowing the streets. The combination of dry snow compacting to a hard surface along with freezing temperatures does not allow for plowing. If crews plowed during those conditions, the streets would have been a solid, slick surface. The goal was to provide traction for vehicles. Additionally, City plows have rubber blades that are not designed to break through hard packed snow or ice layers. ODOT plows have steel blades which helped the City make progress once ODOT could provide assistance. Sanding is used throughout the Willamette Valley by neighboring communities and ODOT. Sand is readily available at a reasonable cost (\$6/ton), relatively safe for the environment, and can be used during any temperature. The most important reason why salt and/or de-icer are not used is due to the City's stormwater discharge permit that dictates what can be used for street maintenance activities. The current permit does not recognize either salt or de-icer as an approved practice for the community and the City would have violated the permit if those materials were used. Salt and de-icer require specific weather conditions, temperatures, and application equipment. De-icer is best used prior to an event and costs \$650/ton. Salt is not readily available and expensive (\$50/ton), compared to sand.

Ms. Steckel added that the Public Works Department is interested in learning what worked well and what could be done better. Debriefings have begun and will continue. If these kinds of weather events become more frequent in the future, the City will need to consider equipment more suited to freezing conditions and ensure the sand supply does not freeze. Other considerations may include changing the stormwater discharge permit to allow other ice removal materials, exploring a pre-set assistance program, or more quickly accessing personnel and equipment from private companies or other public sector agencies. Policy information and priorities can be better communicated with the public. Ms. Steckel thanked those who have provided constructive feedback and said her goal is to continuously improve service delivery. The Department is open to suggestions and will fully consider all suggestions received.

Police Chief Sassaman reported that his staff currently works 12-hour shifts. Their initial goal was to get staff to the Police Department. Arrangements were made to transport dispatchers and officers as needed. Vehicles were prepared with studded tires and/or chains and the Department transitioned into a mode of assistance versus enforcement. More than 360 calls for service were received between December 6 and 12. Of those, 68 were related to vehicle crashes or motorist assists. The remaining calls were crime related. The Dispatch Center received more than 3,200 calls during the same time period, including 551 9-1-1

calls. The role of the Department during these types of events is to maintain safety and be available to respond to citizens and other City departments 24 hours per day.

Fire Chief Emery said Fire Department vehicles were installed with chains as soon as the snow began to fall. Chains on response vehicles increased response times by two to five minutes. The Department received 88 more calls during this event than the same six days in 2012. Most calls were received when the temperatures rose and the ice began to thaw. Department staff assisted with approximately 30 service requests for broken water pipes. Eight of those calls were private residences. Most of the commercial requests for service were related to frozen fire protection systems. Fire Department staff work 24 hour shifts. Staff are expected to travel to work without assistance.

Councilor Sorte said he responded to numerous constituent calls throughout the event. He opined that the City's response was commendable, but could be improved in the future. He requested Councilors review the Benton County multi-jurisdictional mitigation plan for hazards and noted that Corvallis has an event almost every year related to floods, wind, or snow. Council needs to consider whether a budget for event response is appropriate and/or whether one department should bear the entire expense. He encouraged the City to consider utilizing the private sector since they already have needed equipment.

Councilor Hervey thanked former Councilors and staff for creating the policy. He said South Corvallis did not have the same issues as those residents living in the hills; however, he still received many phone calls. Being able to quote the policy and priorities seemed sufficient for most citizens.

Councilor Traber thanked staff for their efforts and report. He suggested staff review the penalty for violating the stormwater discharge permit versus the cost to the community by not using salt and/or de-icer. He agreed that Council should consider funding for events through a dedicated budget, shared expenditures, or reserves.

Councilor York stated appreciation for staff availability, even during off hours. She visited with many of her constituents and gained a greater appreciation for those areas of Corvallis with active neighborhood associations. The Public Participation Task Force is exploring ways the City can support neighborhood associations. As the City discusses emergency planning, the role of neighborhood associations should be included. Corvallis was fortunate during this event that phones and e-mail services remained available. The alert that was included on the City's Web site was appreciated and she was able to direct citizens to that information. Councilor York suggested more frequent reminders to citizens about accessing up-to-date Web site information to eliminate burdening 9-1-1 dispatchers and other City staff with general questions. She noted that future plans and equipment needs are typically based on prior history and inquired whether there is reason to expect that climate change may increase the intensity of weather events in the Willamette Valley.

Councilor Brauner agreed with comments made by other Councilors. He commended staff for their good work and encouraged them to continue seeking ways to improve. He supports a dedicated line-item budget or contingency funding for these types of events.

Councilor Hogg thanked staff for their efforts. He noted that downtown businesses were impacted by the storm and inquired about the service response priority for 3rd and 4th Streets.

Ms. Steckel said 3rd and 4th Streets are part of the State Highway system; however, the downtown business areas are in the first and second priority categories. Typically, ODOT takes the lead on response with coordination from the City. After the initial early response, ODOT was not able to return to provide additional services until later in the week. It is a matter of coordinating City and ODOT efforts to ensure the roads are being serviced. This is another item that will be addressed in the future.

Councilor Beilstein commended staff for maintaining the transit system throughout the event. He said the road conditions were very dangerous for bicycle riders so he was grateful to have use of the buses.

V. VISITORS' PROPOSITIONS

Robert Baird, Book Bin and building owner, testified that a consequence of the snow event for the businesses on his block was a loss of \$91,000. He and his staff shoveled sidewalks and used de-icer around his business, including the entrances to alleys on City sidewalks, which are the City's responsibility. He noted that the City also did not remove snow and/or ice from the sidewalks surrounding City parking lots and City parks. He opined that many property owners have lost track of their sidewalk maintenance responsibilities, including non-profit organizations that own downtown property.

Mr. Baird said parking space usability was also an issue due to angled parking that slopes from the crown of the street down to the curb. Customers were hesitant to use the spaces since they were not sure they could back out. He noted that removing snow from parking spaces is probably low on the City's priorities, but it impacted the \$91,000 loss. He shoveled many of the parking spaces for his customers.

Mr. Baird estimated that 200 City employees did not work between 1:00 and 5:00 pm on two days the City closed its facilities early during this event. He suggested that many issues could have been resolved if each employee had been provided a shovel and directed to take care of the City-responsible sidewalks, regardless of freezing rain or snow.

In response to Mayor Manning's inquiry, Mr. Baird said the loss was calculated by comparing sales for the same time period in 2012. The \$91,000 only represents the businesses on the same block as the Book Bin. The time period is also extremely important to most businesses who consider December revenues as a 13th month. He added that some December sales account for 25 percent of many downtown businesses and revenues.

Councilor Hogg thanked Mr. Baird for sharing his comments. He noted that having fewer weeks between Thanksgiving and Christmas condensed the shopping season for local retailers.

Mr. Baird agreed with Councilor Hogg and emphasized the importance of clearing sidewalks during a snow or ice event. Customers want and need to walk if they cannot drive or bike and transit drops them blocks away. He observed many people slipping and falling on the sidewalks. He said this is

an issue for the residential areas also. Most residential owners are not aware of their responsibility to keep sidewalks clear.

Councilor Sorte thanked Mr. Baird for clearing the sidewalks around his business. He said, as a pedestrian, crossing 4th Street was extremely dangerous. ODOT has a responsibility to the City to continue to make their highway that traverses through downtown safe for Corvallis residents.

Jeff Hess testified about the density rounding issue he has previously spoken about to Council. He said the Land Development Code (LDC) states a maximum value that cannot be exceeded for each zone district; however, City staff regularly exceed the maximum value. His zone district is listed at 12 units per acre; however, the development across the street is 16 units per acre. The development could have been higher based on how City staff rounds the density calculation. He does not believe Council is addressing this issue. Mr. Gibb has reported that the minimum value will change and developers will have the option of not developing to the minimum value. Mr. Hess said this action will not address the issue he has brought forward for the last year.

Mr. Hess noted that the word "maximum" is mathematically defined and has an associated mathematical symbol. The definition is very clear: equal to or no greater than. In his neighborhood, the maximum value is 12 units, yet 16 units were allowed. He said this issue is relevant in every zone district. When the *Gazette-Times* presented what could be developed on their block, the maximum value as identified in the LDC was used. They used that value because the LDC clearly states it is the sensible number. If you ask Realtors what can be developed in a RS-9 District, they will use the clearly stated maximum value. City staff do not adhere to this value.

Mr. Hess said the most frustrating challenge is the lack of dialogue. Councilors have stated disagreement, but offer no specifics.

Councilor York requested Mr. Hess return with a handout identifying a specific location where the maximum value has been exceeded.

Councilor Sorte said the last three land use decisions made by Council related to much of what Mr. Hess is concerned about and he offered to review the minutes from those decisions with Mr. Hess. He noted that the system works incrementally and not instantaneously and he encouraged Mr. Hess to continue bringing issues before Council.

Mr. Hess thanked Council for listening. He said there has been recognition that the value is wrong and needs corrected, but no action has been taken.

Mayor Manning recessed Council from 7:29 until 7:32 pm.

XII. PUBLIC HEARINGS

- A. A public hearing to consider withdrawing annexed properties from the Corvallis Rural Fire Protection District (ANN10-00002 – 49th Street Annexation)

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

Staff Report

Mr. Gibb explained that the subject property was annexed into the City and no longer needs Corvallis Rural Fire Protection District (CRFPD) services. Adopting the ordinance will remove the annexed property from CRFPD.

Public Testimony – None.

Mayor Manning closed the public hearing.

Questions of Staff – None.

Deliberations

City Attorney Fewel read an ordinance withdrawing certain real property annexed to the City of Corvallis from the Corvallis Rural Fire Protection District and declaring an emergency.

Final Decision

ORDINANCE 2013-16 passed unanimously.

Mr. Gibb reminded Councilors to submit questions for Campus Crest deliberations.

VI. CONSENT AGENDA

Councilors Traber and Sorte, respectively, moved and seconded to adopt the Consent Agenda as follows:

- A. Reading of Minutes
 - 1. City Council Meeting – December 2, 2013
 - 2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Arts and Culture Commission – November 20, 2013
 - b. Commission on Civic Beautification and Urban Forestry – November 14, 2013
 - c. Corvallis-Benton County Public Library Board – November 6, 2013
 - d. Historic Resources Commission – November 12, 2013
 - e. Housing and Community Development Commission – November 20, 2013
 - f. Public Participation Task Force – December 5, 2013
- B. Announcement of Vacancy on Downtown Commission (Williams)
- C. Announcement of Appointment to Public Art Selection Commission (Coucke)
- D. Confirmation of Appointment to Bicycle and Pedestrian Advisory Commission (Schultz)
- E. Authorization of a permanent easement on park land (Northwest Natural)
- F. Ratification of one-day extension of the Campus Crest public record deadline due to inclement weather

- G. Schedule a public hearing for January 6, 2014 to consider the Community Development Block Grant/HOME 2014-15 Action Plan
- H. Schedule a public hearing for January 6, 2014 to consider an amendment to the 2011-12 and 2013-14 Community Development Block Grant/HOME Action Plans

The motion passed unanimously.

VII. ITEMS REMOVED FROM CONSENT AGENDA – None.

VIII. UNFINISHED BUSINESS

- A. Adoption of Findings of Fact and Order relating to a Planning Commission decision on a Planned Development Nullification (PLD13-00006 – Gazette-Times Building)

Declarations of Ex Parte Contact or Potential or Actual Conflicts of Interest since the related public hearing, consistent with the City Council's interpretation of Land Development Code Section 1.1.60, as determined at the November 18, 2013 City Council meeting. – None.

Councilors Hervey and Beilstein, respectively, moved and seconded to adopt the formal findings and conclusions in support of Council's decision to approve the Gazette-Times block Planned Development Nullification.

Councilor Sorte requested clarification about whether the motion is to determine the findings accurately reflect what Council previously adopted or to consider the issue previously voted upon.

Mr. Fewel said the motion is to adopt findings of fact supporting Council's decision to allow the removal of the Planned Development. If this decision is appealed to the Land Use Board of Appeals (LUBA), it will be determined if there is evidence in the record supporting the findings that Council made to support the decision to allow the removal of the Planned Development. Council's discussion and deliberations, resulting in a six-to-two decision, provided guidance to draft findings that reflect the necessary legal criteria to allow the removal of the Planned Development.

Councilor Sorte noted that, even though he opposed removal of the Planned Development, he will support this motion since it accurately reflects the points that were supported by the majority of Council.

Councilor Brauner agreed that the motion is about whether the findings accurately reflect the majority of Council.

Councilor Hirsch noted that he would have voted with the minority had he been present for the vote. He will support this motion since it accurately reflects the majority of Council.

In response to Mr. Fewel's inquiry, Councilor Hirsch clarified that he participated in the public hearing and was absent during deliberations.

The motion passed eight to one with Councilor Hogg opposing.

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.

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

A. Human Services Committee – December 3, 2013

1. 2014-2015 Social Services Priorities and Calendar

Councilor Sorte reported that Fiscal Year 2014-2015 Social Services funding is estimated at \$354,340. This year the allocation includes a "hold-back" of the 2013 levy collections and a return of the levy collections held back two years ago. The Committee requested the allocation process calendar dates be reviewed to ensure participation by the Council Liaison.

Councilor Sorte announced that United Way of Benton and Lincoln Counties (UWBLC) proposed a 50 percent reduction of their administrative costs.

Mr. Gibb referred to a staff memorandum included in the meeting materials that highlights changes UWBLC made resulting in a decrease of administrative fees based on their best estimate of base-line costs. The decrease lowers the administrative fee from five percent to a flat rate of \$8,000. The memorandum also includes the number of volunteer hours involved in the allocation process.

Councilors Sorte and York, respectively, moved and seconded to continue current funding priorities, conceptually approve the proposed allocation calendar, and adopt anticipated funding of \$354,340 for Fiscal Year 2014-2015. The motion passed unanimously.

Mayor Manning announced that she appointed Councilor Beilstein to participate in the 2014-2015 UWBLC allocation process. *[Following the meeting, the appointment was amended to Councilor York.]*

2. Municipal Code Review: Chapter 5.03, "Offenses" (Smoking Enforcement Hiatus)

Councilor Sorte announced that in 1997, Corvallis was the first community to prohibit smoking in bars and restaurants. Soon thereafter, the State Legislature began expanding their definition of places smoking was prohibited. In January 2008, the State adopted a smoking prohibition law similar to the Corvallis ordinance and the City abided by the State's law to avoid jurisdictional differences. The State now allows for differences and Benton County suggested an update to the ordinance to include language related to e-cigarettes and other tobacco issues.

Mr. Fewel read an ordinance amending Corvallis Municipal Code Section 5.03.180.060, "Tobacco Products and Smoking," and repealing Section 5.03.080.160.13, "Hiatus."

ORDINANCE 2013-17 passed unanimously.

3. Council Policy Review and Recommendation: 92-5.04, "Hate/Bias Violence"

Councilor Sorte announced that Chief Sassaman is exploring advisory groups that could potentially assist the City with this policy. The Committee will consider this policy again in May 2014.

This item was presented for information only.

B. Urban Services Committee – December 3, 2013

1. Municipal Code Review: Chapter 3.01, "Water Regulations"

Mr. Fewel read an ordinance amending Corvallis Municipal Code Chapter 3.01, "Water Regulations," (service connections and meters), establishing rates, and stating an effective date.

ORDINANCE 2013-18 passed unanimously.

Mr. Fewel read an ordinance amending Corvallis Municipal Code Chapter 3.01, "Water Regulations," (temporary service connections), establishing rates, and stating an effective date.

ORDINANCE 2013-19 passed unanimously.

2. Residential Parking District Program Expansion

Councilor Brown reported that notices will be sent to impacted households next month followed by continued outreach. The Committee created a plan for the basic structure of the expansion, a time line for implementation, and estimates of projected costs. The Committee continues to consider how many permits will be purchased, the number of citations to be issued, other unintended consequences, and the level of satisfaction among residents. Allocation of existing spaces will be necessary due to demand exceeding supply, and will be based on livability, equity, and other concerns. A key element in the allocation process is permit fees. Fees will be designed to cover costs and discourage specific types of behavior.

This item presented for information only.

C. Administrative Services Committee – December 4, 2013

1. Visit Corvallis First Quarter Report

Councilors Brauner and Traber, respectively, moved and seconded to accept the Visit Corvallis first quarter report for Fiscal Year 2013-2014. The motion passed unanimously.

2. Downtown Corvallis Association First Quarter Report – Economic Improvement District

Councilors Brauner and Traber, respectively, moved and seconded to accept the Downtown Corvallis Association Economic Improvement District Program first quarter report for Fiscal Year 2013-2014. The motion passed unanimously.

3. First Quarter Operating Report

Councilor Brauner said Finance Director Brewer presented a detailed report and announced that property tax collections were down as expected due to the Hewlett-Packard settlement refund. He noted that a full, detailed report is available on the City's Web site.

Councilors Brauner and Traber, respectively, moved and seconded to accept the first quarter Operating report for Fiscal Year 2013-2014. The motion passed unanimously.

D. Other Related Matters

1. Mr. Fewel read a resolution transferring appropriations within the General Fund from contingencies to non-departmental operations to pay unbudgeted November 2013 election costs.

Councilors Hervey and Traber, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2013-44 passed unanimously.

2. Pacific Power Blue Sky Grant

Mr. Fewel read a resolution accepting a Pacific Power Blue Sky grant in the amount of \$400,000 and authorizing the City Manager to sign the grant agreement.

Councilors Hirsch and Traber, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2013-45 passed unanimously.

3. Enforcing Underage Drinking Laws Grant

Mr. Fewel read a resolution accepting and appropriating an Enforcing Underage Drinking Laws grant in the amount of \$10,000 from the Benton County Health Department and authorizing the City Manager to sign the grant agreement.

Councilors Hirsch and Traber, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2013-46 passed unanimously.

Mayor Manning thanked Mr. Wershow for continued efforts and commitment toward this project.

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

Mayor Manning referred to the long-range planning memorandum previously distributed (Attachment A) and noted that Mr. Gibb will be sharing the memorandum with the Planning Commission.

B. Council Reports

Councilor Traber reported that due to the snow event and sub-zero temperatures, the winter shelter stayed open until 9:00 am most mornings to allow individuals to transition to other heated facilities as they opened for the day. There were no reported cases of hypothermia or other concerns during the snow event.

Councilor Traber said the permanent shelter committee is moving forward with designs and cost estimates. A capital campaign committee will be created to raise money to build the shelter.

Councilor Hervey announced that the South Corvallis Arts Walk occurred despite the snow event. He thanked the *Gazette-Times* for their coverage before and during the walk.

Councilor Hervey noted that the December 9 Council Work Session was canceled due to the snow event. The facilitator scheduled for that work session is available on January 14. He proposed rescheduling the work session to January 14 at 7:00 pm in the Madison Avenue Meeting Room. Mayor Manning added that staff determined there were no other City meetings conflicting with this date and time.

Councilor Brauner reported on a joint Corvallis/Albany Metropolitan Planning Organization (MPO) meeting recently held. MPOs are specific geographical areas around core cities that have a population of more than 50,000, are recognized by the federal government, and allow transportation-type funding to be distributed directly to those jurisdictions rather than through a state process. Corvallis became an eligible MPO following the 2000 census and formed the MPO two years later. Albany met the threshold in 2010 and just recently became a certified MPO. The agenda for the joint meeting included discussions about Linn-Benton Loop Commission (LBLC) and high-speed rail meetings.

The two MPOs agreed to meet together at least twice per year and to both play a major role in LBLC governance with the current LBLC serving as a technical advisory committee to the Albany Transit System. In February or March, a joint meeting will be held to take formal action on the governing body and a short-term budget for next fiscal year. LBLC funding, roles of both campuses, and an intergovernmental agreement will be discussed in the future. Staff will also begin exploring needs for a five-year plan.

Regarding the high-speed rail meetings, the State committee already includes representatives from Albany and Corvallis. The MPOs drafted a statement that says whatever route is

chosen, a station is needed in the mid-valley with good connectivity between cities within the mid-valley to that station on a mass-transit basis and coordinated with rail routes. A letter detailing that statement was signed by both MPO Chairs and sent to the rail transportation committee.

Councilor Sorte announced that he recently held Government Comment Corner on the corner of SW Madison Avenue and 4th Street. He offered to help facilitate this location for other Councilors.

C. Staff Reports

1. City Manager's Report – November 2013
2. Council Request Follow-up Report – December 12, 2013

Mayor Manning congratulated Ms. Holzworth for her promotion to City Recorder.

XI. NEW BUSINESS – None.

XIII. ADJOURNMENT

The meeting adjourned at 8:13 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

Memorandum

Date: December 16, 2013

To: Mayor and City Council
Planning Commission

From: Ken Gibb, Community Development Director 

Re: Long Range Planning Opportunities

As the City Council reviews Vision 2020 progress and the need to update the City's planning documents is discussed, the following information is intended to help inform this conversation:

- The Planning Commission recommended and City Council approved 2013-14 Planning Work Program included several long range planning projects for 2014 such as updating the Buildable Lands Inventory, and updating the Vision 2020 to a 2040 Vision Statement. At the time of adoption, the work program acknowledged the limited capacity to do all of these projects.
- Community Development will be prepared to hire an additional staff position as soon as possible in order to provide the levy supported long range planning services that will be available in FY 14-15.
- In the meantime and as recently communicated to the City Council, we will be working on 2 LDC update packages related to Collaboration recommendations over the next 10 months or so.
- The City is in the process of securing ODOT funding to update the City's Transportation System Plan (TSP).

Here is a rough outline of a potential game plan for the next few years relative to long range planning activities:

Prepare LDC Package # 1 for Planning Commission consideration	December 2013 – March 2014	Work being done w/ in-house planning staff. Council review should occur in April/May 2014
Develop LDC Package #2 ((neighborhood design standards) for PC consideration	January – September 2014	Consultant assistance with staff and advisory committee engagement

Initiate/undertake TSP update	July 2014 – TBD (likely 2016)	PW will take the lead – ODOT funded
Complete housing study (CC goal)	July 2014	Consultant will be engaged – staff support from CD
Initiate/complete BLI update	Summer 2014 – early 2015	Consultant will be required, CD to manage project assuming funds are available through housing goal \$ and/or grant application approval
Develop a scope of work for Vision 2020 Update	Fall 2014	Process TBD
Develop Vision 2040	February – September 2015	Presumably, a citizen committee will be formed to assist
Update Comprehensive Plan	Fall 2015 through 2016	Staff managed with lots of citizen work group involvement
Major LDC update to reflect Comp Plan changes	2017-18	Staff managed with PC/citizen work group guidance – may require some outside expertise

While this may seem like a long time frame (2014-2018), it is aggressive in consideration of the amount of work and public involvement required – and this timeline generally matches up with the last round of vision/comp plan/LDC update work.

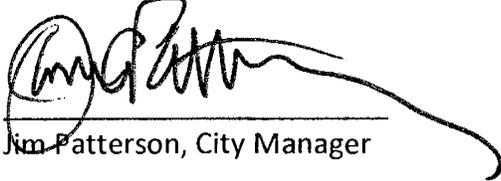
As we look to the long range planning projects ahead, it is useful to reflect on significant work done in the late 1990s /early 2000s. Here is a brief review:

- In 1997, a citizen based Vision Committee (led by Chair Julie Manning) and with the assistance of staff, completed the Vision 2020 update engaging 2000 citizens in the process. The project was essentially completed in about 6 months and garnered enough widespread support that it was officially adopted by the City Council, unlike the previous community vision project.
- Managed in-house by staff with the full involvement of multiple citizen-based work groups, the Comprehensive Plan was then updated, reviewed by the Planning Commission and approved by the City Council by the end of 1998 and acknowledged by the State of Oregon in 2000.

- The LDC Phase 1 update was then completed and approved locally by 2000 (although various appeals delayed implementation until 2006).
- During the same time period, the West Corvallis / North Philomath Plan was approved and the South Corvallis Area Plan was initiated, completed and approved between 1996-98.
- In the early 2000s, the North Corvallis Area Plan was initiated, completed and approved.
- The Natural Features Project, a landmark effort to identify natural features and develop tools for protecting highest priority resources while accommodating efficient urbanization within the Corvallis Urban Growth Boundary, was undertaken in the early 2000s. The resulting protection measures were incorporated into the current LDC.

In my opinion, these projects were conducted with the right mix of staff support, citizen, Planning Commission and City Council engagement along with a strategic amount of consultant assistance primarily the area plans and natural features project. While circumstances are different now (including less staff and contractual service resources) and we don't want to necessarily be locked in to how things were done in the past, I believe that is a good model to start with. I can assure you that Community Development staff are very excited about having the levy funded planning resources available soon and to be part of the upcoming round of long range planning projects in Corvallis.

Review and Concur:



Jim Patterson, City Manager

from Jim Patterson

Opening Statement to City Council – 12/16/13

Winter Storm Event

Before Chief Sassaman, Chief Emery and Public Works Director Mary Steckel begin I'd like to share some thoughts about the recent storm event and the City's response. First, thank you to those in our community who took the time to communicate with my office and other City Departments their observations, concerns, frustrations and disappointment about the City response, specifically related to snow removal and sanding of city streets. Much of the feedback I received included valid constructive criticism and offered solutions or suggestions that we will certainly consider in any future storm event planning and response to a storm event magnitude we experienced last week.

I'd also like to thank our citizens, neighborhood associations and local non-profit organizations who called neighbors and friends to check on them and offer assistance during the extended sub-freezing cold. I know this happened because I heard about instances where neighbors helped neighbors, and people helped strangers in need. In light of the inconvenience, and all the negative aspects this storm brought to our City, one positive is once again people in this community rallied around to support one another in a time of need. Another positive is that as individuals we were reminded by Mother Nature of how we might as individuals and families be better prepared for winter events of this kind in the future.

To all of our emergency services personnel, public works personnel, Corvallis Transit staff and drivers who kept busses running and all the rest of our staff who maintained around the clock services in brutally cold conditions to keep essential services moving forward, thank you for your dedication and commitment and professionalism.

There is no doubt over the course of the next several weeks as life gets back to normal there will continue to be plenty of questions and comments from the public and the media about the City's response to the winter storm event and areas that we can and should do better. It is very appropriate to do a "post mortem" analysis of the City's response effort including our communication and resource allocation. We will do so, and present a more comprehensive report to the Council at the January 21st meeting.

Thank you.

**BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
MINUTES
November 1, 2013
DRAFT**

Present

Brad Upton, Chair
Susan Christie
Meghan Karas
Jeanne Holmes
Brian Bovee
Thomas Bahde
Mike Beilstein, City Council

Staff

Greg Wilson, Public Works

Visitors

Laura Duncan Allen
Dave Hockman-Wert
Kent Daniels

Absent

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions			
II. Review of October 4, 2013 Minutes			Approved
III. Visitor Comments	X		
IV. Old Business <ul style="list-style-type: none"> • Potential Bike/Ped Improvements to Circle Blvd at 9th St and Circle Blvd at Hwy. 99W • ODOT Designation of 3rd and 4th Streets Downtown as a “Business District” • Kings Blvd and Garfield Ave Crossing Options • Bike Friendly Map Draft • No Idle Zone Discussion Materials 			<p>Moved to Pending</p> <p>The Commission decided not to pursue this</p> <p>Moved to Pending</p> <p>Moved to Pending</p> <p>The Commission decided not to pursue this</p>
V. New Business <ul style="list-style-type: none"> • None 			N/A
VI. Information Sharing	X		
VII. Commission Requests and Reports			N/A
VIII. Pending Items			N/A

CONTENT OF DISCUSSION

I. Call Meeting to Order/Introductions

Chair Upton called the November meeting to order and those present introduced themselves.

II. Review of Minutes

Commissioner Christie moved to approve the October minutes. Commissioner Holmes seconded the motion and the minutes were approved unanimously.

III. Visitor Comments

Visitor Laura Duncan Allen suggested that the City institute a follow-up protocol for citizens who submit vegetation obstruction complaints. She noted that ODOT has a sidewalk on 4th Street that has been unusable for pedestrians for over a year and asked what the City can do to get ODOT to correct the issue. She stated that when Code Enforcement handled vegetation issues several years ago there was a process by which citizens could track the status of issues that they had reported. Chair Upton noted that these issues move slowly because the City gives the property owner ample opportunity to correct the issue and the City does not have the funds or staff to do the work nor a process for recouping these costs.

Chair Upton stated that there seemed to be two issues: whether it is possible for Public Works to develop a tracking method by which citizens can follow a complaint; and the possibility of staff doing a periodic report to the Commission on vegetation remediation issues and progress. Commissioner Holmes suggested that the Commission ask the Street Maintenance Supervisor to attend the December meeting to address the following items: 1) the possibility of providing a system of tracking via website the status of vegetation complaints that the public could view; 2) the process for notifying property owners; 3) the status of complaints; and 4) ODOT's lack of response on the 4th Street issue.

Visitor Dave Hockman-Wert expressed frustration with piles of leaves left in bike lanes. He asked the Commission to consider ideas for encouraging citizens to report problems and for educating property owners (particularly landscapers) about keeping bike lanes clear. The bike lane is a vehicle travel lane and no leaves should be allowed to be placed in the lane. He asked if a hot line could be established for bicyclists to report locations with leaves in the bike lanes. The Commission discussed whether the current system is adequate and noted its deficiencies. Chair Upton noted that it would be very difficult to ask the City to add more services in the current budget climate. Commissioner Holmes suggested asking staff for information on the current process for contacting property owners that have placed leaves in a bike lane inappropriately. Commissioner Christie asked the Commission to think about what citizens can do to help with the issue. Chair Upton and Commissioner Holmes summed up the discussion with several questions: 1) do we notify property owners that they improperly placed leaves in a bike lanes and if so, how; 2) how many complaints can a property receive before action is taken; and 3) are landscape companies proactively notified of the correct procedure and regulations? Ms. Duncan Allen stated that she would like to know how the City's Municipal Code differentiates between streets, bicycle lanes, and sidewalks. She observed that street obstructions are handled quickly while sidewalk problems take much longer. Visitor Kent Daniels opined that property owners should not be allowed to place leaves in bike lanes on either collector or arterial streets.

Kent Daniels, Chair of the newly formed Public Participation Task Force, introduced himself and told the Commission about the role of the group. The Task Force is a result of the Council's goal to improve participation by citizens. He asked the Commissioners for feedback on the survey that was sent to them regarding the function of the Commission - specifically what works and what can be improved. Commissioner Holmes asked if the Task Force was looking at staff time and budget cuts as a part of their review of City commissions. Councilor Beilstein stated that he thought that neighborhood associations should have been included as an area of study for the Task Force.

IV. Old Business

Chair Upton opened the discussion by asking where the members stood on items that are currently on the agenda under Old Business. He asked that if a subcommittee wished to report on a topic, that both he and staff be notified at least a week in advance in order to be included on an upcoming meeting agenda.

Potential Bike/Ped Improvements to Circle Blvd at 9th St and Circle Blvd at Hwy. 99W

The subcommittee has not met so the item was moved to Pending until such time as they have a report for the Commission.

ODOT Designation of 3rd and 4th Streets Downtown as a "Business District"

Chair Upton asked if the members wished to continue to pursue the idea of seeking a statutory Business District (BD) designation for the downtown area, noting the risk that ODOT could, in fact, increase the signal progression speeds if such a request was made. Commissioner Karas felt that the designation should not be sought and Commissioner Holmes opined that the issue of travel speeds on 3rd and 4th Street downtown needs to be considered within a broader scope of the overall bicycle transportation plan. After a short discussion the Commission decided to not pursue the designation, but expressed interest in having City Engineering Supervisor Som Sartnurak attend their December meeting to explain how the traffic signals in the Downtown area function as a system and what control the City has over the signal timings on streets that intersect 3rd and 4th, e.g., Van Buren Ave. and Harrison Blvd.

Kings Blvd and Garfield Ave Crossing Options

Chair Upton gave a brief overview of the project. The intersection had been identified as a problem by the public and had been ranked highly by the Commission as needing improvements. He stated that the issue was with bicycle rather than pedestrian crossings, and therefore the Commission had removed the project from their Capital Improvement Plan Pedestrian Crossing project list. The BPAC subcommittee that was formed to look at appropriate crossing improvement for bicycles had not met and had nothing to report so the item was moved to Pending. Commissioner Bovee stepped into the subcommittee spot left by Commissioner Borradaile's resignation.

Bike Friendly Map Draft

Commissioner Holmes reported that the subcommittee had presented a draft map to the BPAC at the October meeting and had asked the members to send suggestions to staff regarding additions or corrections. Mr. Wilson responded that he had not received any comments from the members. Commissioner Holmes stated that one of the OSU/City Collaboration committees has been

looking at safe bike routes to OSU and that she wants the BPAC Bike Friendly subcommittee to connect with the Collaboration committee to ensure that their maps align. The subcommittee is short one member since the resignation of Commissioner Borradaile.

No Idle Zone Discussion Materials

The BPAC briefly discussed the No Idle Zone. Lacking support for the issue, they decided to remove this item from further consideration.

V. New Business

Chair Upton called for nominations to replace former Vice Chair Borradaile. Commissioner Holmes nominated herself and was elected unanimously as Vice Chair.

VI. Information Sharing

Mr. Wilson reported that the 2013 bicycle counts are complete and that the results will be presented to the Commission by Vivek Jeevan at the December meeting.

Chair Upton reported that there is no change in the status of the proposed roundabout at 53rd St. and West Hills Road. The County recently set up a full-sized mockup at the Corvallis Municipal Airport for Corvallis Fire Department (CFD) staff to test with their larger vehicles. CFD made some minor recommendations, which the County will add to the plan.

Councilor Beilstein asked if progress was being made on the implementation of the Bicycle Safety Plan that the Commission had developed several years ago. Mr. Wilson stated that the following activities have taken place or are ongoing: 1) monthly ads on bike/pedestrian safety airing at the Darkside theater; 2) a series of Bicycle Safety classes for Spanish speaking adults; 3) a pilot workshop on Bicycle Safety Skills for adults with developmental disabilities; 4) twice-yearly "Light it Up" events that affix front and rear lights on unlit bicyclists near campus; and 5) bicycle safety ads and a video on how pedestrian activated crossings function are currently being run on Channel 29. Mr. Wilson agreed to email the plan to the Commission.

VII. Commission Requests and Reports

None.

VIII. Pending Items

None discussed.

The meeting was adjourned at 8:30 a.m.

NEXT MEETING: December 6, 2013, 7:00 a.m., Madison Avenue Meeting Room

DRAFT

CITY OF CORVALLIS MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION BOARD NOVEMBER 21, 2013

Attendance

Betty Griffiths, Chair
Lynda Wolfenbarger, Vice-Chair
Joshua Baur
Jon Soule
Ed MacMullan
Deb Rose
Ralph Alig
Phil Hays
Marc Vomocil
Kevin Bogotin, 509-J District Liaison
Tatiana Dierwechter
Michael Mayes
Kevin Bogotin, 509-J District Liaison

Staff

Karen Emery, Director
Steve DeGhetto, Assistant Director
Jude Geist, Park Operations Supervisor
Jackie Rochefort, Park Planner
James Mellein, Aquatic Supervisor
Mark Lindgren, Recorder

Guests

Ron Simons
Michael Robinson
Bob Beschta

Absent/Excused

Joel Hirsch, City Council Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations
III.	Approval of October 21, 2013 Meeting Minutes	Approved as presented. Motion Passed.
IV.	Visitors' Propositions	
V.	Donation of Land- Campus Crest	Motion passed to recommend to the Council to accept the property as proposed by Campus Crest and agreed upon by City staff; staff will work with Campus Crest to better define the boundaries; and it could be more or less than the proposed 15 acres.
VI.	Senior Center Gold Pass	Motion passed to discontinue the Gold Pass whenever operationally possible.
VII.	Linn County & Corvallis Primary Code Differences	Information only.
VIII.	Orleans Natural Area / TDML	Information only.
IX.	Budget	Information only.

X.	Staff Updates	Information only.
XI.	Commissioner & Liaison Updates	Information only.
XII.	Goals Reports	Information only.
XIII.	Adjournment	A special budget work session will be held December 5, 2013 at 6:00 p.m., at the conference room in the Avery Park Admin building. The December 19 meeting was cancelled.

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Betty Griffiths called the regular meeting of the Parks, Natural Areas and Recreation Board to order at 6:31 p.m.

II. APPROVAL OF OCTOBER 21, 2013 MEETING MINUTES

Marc Vomocil noted that in the Call to Order section on page 2, the meeting start time was mistakenly listed as 5:30 p.m; it actually started at 6:30, as usual. Phil Hays moved to approve the October 21, 2013 minutes as corrected; Deb Rose seconded the motion and it passed unanimously.

IV. VISITORS' PROPOSITIONS.

Bob Beschta highlighted an annual fall issue: the closing of restrooms after October 31. He said he and his family walked every day. He noted that homeless people in the Shawala Park area didn't have anywhere to dispose human waste in winter, creating a likely health and human safety and sanitation problem. He summed up that this was a big deal for the many active Corvallis residents during winter months and asked the department to do what it could.

Griffiths asked if there was a public restroom at Avery Park Admin office building; Steven DeGhetto replied that there wasn't. Griffiths agreed it was a problem, but there have even been some summer closures due to lack of funding. Hays asked about the winter closures; Director Emery replied that she'd spoken with Beschta recently, and subsequently asked Parks Supervisor Jude Geist to assess the operational cost of leaving them open in order to help the board have that discussion. Geist added that daily site visits in winter represent the largest cost, at a time when there are a reduced number of staffers. He said the daily visits, requiring about a half hour, would cost about \$30 a day per restroom, and that travel time must be added to that.

Emery highlighted winterization issues. Geist added that Port-A-Potties were cheaper to maintain. DeGhetto stated that keeping permanent restrooms open had two downsides- they don't all have internal heat and that can cause expensive freezing damage; and there have sometimes been homeless people locking themselves inside, using them as a camping spot. Calling the police department in order to get in, in such cases, takes a lot of staff time each time.

V. DONATION OF LAND – CAMPUS CREST.

Planner Rochefort highlighted a potential offer of a natural area land donation adjacent to the existing Witham Hill Natural Area. The potential donors are developers currently in an active land use application for Campus Crest Housing, which has already gone to the Planning Commission and will go to the City Council on December 2. This issue is separate from the land use action, and she asked that there be no discussion of the land use application.

She introduced a representative of Campus Crest Housing, Ron Simons, and attorney Michael Robinson. She said Campus Crest proposed donating just over 13 acres of upland oak natural area adjacent and south of the Witham Oaks Natural Area. A Natural Resource assessment was done in July 2012 and produced a vegetation inventory for the site.

She said that since the staff report was written, outlining three options for a donation, there was currently only one option: the second bullet point- clearing the invasive species understory. There would be no exchange of funding or SDC credits.

She highlighted the packet table regarding annual City maintenance costs for minimal maintenance (rough mowing and pest management); creation of an earthen trail; and trail maintenance. It assumes a volunteer component for trails. The Director sought the board's advice to the City Council.

Ron Simons said he'd worked on the Campus Crest project for two years. The developers were aware of the sensitive vegetation aspect of the site and its importance to the City. He said the site was 94.5 acres, and will only develop about 24.5 acres of it, and sought to put the remainder in third party hands. He noted there have been citizen attempts to purchase the entirety of the property to accomplish much the same thing. He said the developers had met with staff regarding the donation (actually closer to 15 acres) and identified budget concerns. He said the proposal was to only donate the area that the City had the highest interest in, and figure out stewardship of the remaining property later. The project would treat the understory to get it to a point that the City would find palatable before it accepted stewardship. The proposal is conditional on the land use application of the property being accepted; the developers do not yet own the property, and must complete the process.

He said the developers were asked by City planners to approach Oregon State University about obtaining an easement for a trail through the Dairy property. Were the Campus Crest property to be developed, there's an extensive system of trails that could go through the property. However, at this point they haven't gotten a positive response from OSU, nor a final answer.

Vomocil asked about the proposed treatment to eliminate understory invasive species; Simon replied it probably involved grubbing, mowing, spraying and anything necessary, but not including removal of firs or larch trees. Robinson highlighted Jack Altman's memo attached to his letter, which describes the proposed clearing of the understory and

non-natives and removing slash piles. It will take extensive work, but developers would commit to that.

Rocheftort emphasized that if it came to the City with the understory cleared, the City would then have to stay on top of that. Hays said one of the invasive species there was False Brome; Vomocil related that repeated Fall Roundup applications had effectively cleared it at Starker Forests. Robinson said developers would work cooperatively with the City on how to clear.

Hays asked about the value of the property; Simons said it included significant habitat, which probably could not be developed, so it was hard to estimate the value. He estimated that the property would cost developers \$30,000 an acre as a whole (about \$450,000 total).

Griffiths said there had been previous discussions with OSU; Simons related they'd approached the Facilities department, including David Dodson. He said there was OSU concern with anything potentially interfering with the dairy operations. The trail proposal was to be located on the east of the dairy field.

Josh Baur asked the nature of the proposed development; Simons replied the proposal was for 24.5 acres containing a multifamily project of 296 units primarily marketed to students. Baur asked what would happen to Area #4 on Exhibit #1 showing an upland open space area of 19.2 acres to remain private. Simons replied the original approach was for the City to take that as a donation; ultimately, developers would prefer to only own the one developed area and place the rest (Areas #1, #4, and various components of Areas #3 and #2) in third party hands. He related there was no interest by the City in the wetlands.

Emery related that it was not uncommon to have donations of land proposed, and the department must balance need (as identified in the Master Plan), connectivity, the actual resource, and what the department can reasonably handle from a maintenance and operations perspective. She said managing the wetland would be difficult with the current level of staff and budget, and the very steep slopes to the east of the Circle Boulevard extension would be disconnected and difficult for the public to use.

Josh Baur asked how the department would manage the land; Rocheftort said that with the understory cleared, that would have to continue to be maintained and that there is interest in oak release. Emery related that a management plan for the property would be needed, requiring public and board input.

Ralph Alig asked about connectivity; Rocheftort replied it would be an extension of the existing 33-acre Witham Hill Natural Area. The steep area is in Area #2B and 2A. Simon said neighbors have indicated they want those areas.

Griffiths asked if access to Area #1 would be off Circle Boulevard; Geist replied that it would probably be through the existing property, not via Circle. Rocheftort said that a

management plan would determine appropriate access and egress and a trail system. Baur asked if development was contingent on OSU; Simon replied that only the trail extension was contingent on OSU.

Hays said the boundary of parcel #1 was not a neat straight line; there might someday be an issue of marking the boundary of the park. It would be simpler to include Area #4 as well; he asked what was undesirable about #4. Robinson said the map was based on Jack Altman's assessment of the best forested upland area; but Mr. Hay's point was good, and that a property line adjustment would be done, which would include a survey to mark a recognizable boundary.

Griffiths asked who might take Area #4. Simon replied it would make sense to clean up Area #4 at the same time as #1. He said the Friends of Witham Oaks had been interested in buying the entire property. It is hoped that once the property was purchased, that a citizens group that would take on long-term stewardship of the property. The developers could keep it, but the property and the community would be better served by third property ownership. Griffiths, speaking for herself, related that the Greenbelt Land Trust had assessed the Witham Oaks property and found that it didn't meet its priorities. She asked whether developers were aware of the prior developers (Pahlisch Homes) offer, which offered a five-year management of the property. Simon replied that the understory clearing process would require an extended period of time.

Vomocil noted that Area #4 was adjacent to #1; Emery said the map provided was unclear, and that the property in question may include a piece of #4. Vomocil said he'd like the City to own all of the upland. Rochefort said the City had looked at a larger piece in the previous development proposal, which came with five-years of vegetation management. The developers drew the map; staff could do a more in-depth analysis of what the department could take on if directed by staff. Emery offered to have staff to look at the full acreage desired. She clarified that the submitted map was for vegetation analysis, and if directed, staff could bring a clearer map.

Rochefort said the City would not accept any kind of burden associated with a donation, such as required street development; Mr. Simon concurred. Simon said the previous proposed donation was roughly the same. The development required establishing where significant vegetation existed, resulting in creation of the map in question.

Griffiths asked if there was a proposed timeframe from the board; Simon said it would be best before the December 2, 2013 City Council meeting, but not necessary. Vomocil said the other 19 acres would also be very desirable. Geist said some maintenance and some liability was involved. A grassland area would require twice annual mowing for weed abatement and fire control. Also, hazard trees must be managed in forested areas. The creation of trails could be done when there was available funding.

Griffiths said that a better map would be helpful. Hays asked what the suggested motion was; Griffiths replied that it would be a recommendation to the Council to accept the donation of the land with any conditions or stipulations that the board sought. Griffith

said that even without the trail, it would cost \$3,800 a year that was not in the budget. Right now the department is scrambling to find the funds to help move and maintain the historic Sunnyside schoolhouse, and is in a critical budget situation.

Hays said that despite likely budget reductions, he hated to reject the acquisition, and that \$3,800 was not that much. Griffiths noted that that added up over time. Baur asked what would happen with the land if the City didn't accept it; Simon replied that the developers would actively look for third parties as soon as possible. Baur asked about alternatives, asking if it could be put into trust. Rochefort said the area was highly protected sensitive vegetation, and developers were proposing leaving it in that natural state. The issue comes down to public access and whether the board feels it should be open to the public, but that must be weighed against the cost of even minimal maintenance of the site. Perhaps a period of assurance of site maintenance would help. Emery added that any additional spending on the site would require a management plan, and that is not being contemplated at this time. Geist clarified that the top line maintenance figure was \$2,500; the higher figure included the additional cost of building trails.

MacMullan asked when the estimated \$2,500 in maintenance fees would affect the budget; Simon related that if the development project was approved, the project would likely come on line in fall 2016, with construction beginning in late 2014 or spring of 2015. Maintenance and cleanup of the area would not be completed before the project construction was completed; the earliest time that the property would be in shape to turn over would be in fall of 2016.

Griffiths suggested the board might want to consider some acceptance of the property contingent on minimal funds for maintenance as outlined by staff and better definition of boundary lines of areas #1 and #4, and that could mean more property, not less. Kevin Bogatin suggested stating that there was no money to spend on it until the next biennium; Griffiths noted that the developers were not proposing turning it over before 2016.

Vomocil moved to recommend the Council to accept the property as proposed by Campus Crest and agreed upon by City staff; Soule seconded. Griffiths added a friendly amendment that staff would work with Campus Crest to better define the boundaries; Vomocil added that that could be more or less than the proposed 15 acres. Motion passed unanimously.

Vomocil said it was valuable and that the City should own it. Soule said it would be three years until there would be a cost, it was contiguous to existing City land and that it was a risk worth taking. Dierwechter asked if CIP funds could be redirected to maintenance; Emery replied that CIP is for capital projects and that staff would address the new budget process tonight, noting that there will be a set amount of dollars to spend, and staff and the board can decide how they are spent.

Hays noted the most recent survey of Corvallis residents found that the greatest need of facilities that need to be added, expanded or improved was pedestrian bikepaths and trails; the second highest response was for open space and conservation land. This

proposal falls under that category. Vomocil concurred, adding that there were good opportunities for trails on the fifteen acres. He noted that there may not be funding for trails for some years, but that this opportunity was a jewel, adding that the adjoining Witham Hill Natural Area was fantastic. Hays said the presented map was of the botanical survey, not of property boundaries.

VI. SENIOR CENTER GOLD PASS

Director Emery said at the previous meeting, Senior Center Supervisor Sharon Bogdanovic had proposed eliminating the Gold Pass Program, which was causing great dissatisfaction among center users. She highlighted customer and volunteer testimony in the packet and sought the board's direction. Griffiths noted that those who'd purchased the passes would get either a direct refund; or preferably, a credit for classes.

Hays moved to discontinue the Gold Pass; Vomocil seconded. Wolfenbarger asked if they decide to raise class fees, whether it would have to go to the Council; Emery replied that the Council reviews the methodology annually, so as long as it stays within the methodology, then the Council does not have to review a fee change. Griffiths asked for a time frame. **Emery asked to add the phrase "whenever operationally possible"; that was agreeable to Hays and Vomocil; motion passed unanimously.**

VII. LINN COUNTY & CORVALLIS PRIMARY CODE DIFFERENCES.

Rocheftort related the board had previously requested information on riparian setbacks in Linn County and the City of Corvallis. In Linn County it is 50'; this applies to EFU, Farm/Forest, and Forest/Conservation zones. The City of Corvallis setbacks vary, based on the number of acres within a drainage basin, and on natural features levels of protection. Within the Willamette River or Marys River, it is always 120'.

She clarified that the Willamette Greenway is a state attempt to provide protection to the Willamette River, and the Greenway boundary encompasses all Park and Industrial lands, and varies tremendously. For example, all of Willamette Park is within the Greenway, as far back as about 900', while sections of Riverfront Park are as narrow as 200'. The Greenway uses a different metric and has a different evaluation process.

VIII. ORLEANS NATURAL AREA / TMDL.

Griffiths highlighted the letter from Public Works Director Mary Steckel to the Urban Services Committee, relating that the TMDL process was on hold and probably would not come back for a number of years.

IX. BUDGET.

Director Emery highlighted accompanying packet materials, including the Vision Statement, the Mission Statement, and values defined in the Cost Recovery methodology and the Master Plan. She said the board had also discussed filters to use in budget discussions and in reallocating funds. Staff said some filters could include cost recovery for each program (available in December); participation levels; social equity reasons to

maintain a program (e.g, promoting active, healthy living, or serving an underserved population). She highlighted the community survey results from last year (such as prioritizing trails, conservation and natural areas) and the aspect of whether something is required or mandated by a law or easement or other entity.

James Mellein outlined how we got to where we are, highlighting the 62-page Cost Recovery document, finding that half the current board participated in creating Cost Recovery Methodology. He explained that prior to Cost Recovery, fees were established by age: Council policy required recovering roughly 35-50% of the direct cost of youth programs; adult programs 90-100%, and senior programs 50-90%.

He highlighted a packet handout outlining the process by which the Cost Recovery methodology was established. A GreenPlay consultant helped set up an extensive public process that developed ten steps of a cost recovery methodology on how to establish fees. He said the fees related to whether services and programs offered reflected an individual versus community benefit. The public ranked 35 categories of service through public process and placed them in one of five tiers of a cost recovery pyramid. The lowest, Level 1, was for services and programs that offered mostly community benefit, including parks (which offer benefits to all and raise property values). Level 2 includes supervised park facilities, such as the Senior Center and the Aquatic Center; and classes, such as life safety, swimming lessons, CPR and first aid. Level 3 includes Beginner classes, health services, wellness services; and tournaments and leagues. Level 4 includes Advanced and Intermediate programs, and social clubs. Level 5 includes mostly individual benefits, such as concessions vending, pro shop, private lessons, rentals for private or commercial use (ie, birthday parties, or facilities rented by a business) and trips.

Mellein outlined how the community ranked the 35 categories of service. In 2011, the public recommended 0% cost recovery for Level 1; ie, for a park: there's no way to cost recover the entrance of a park. As an example of Level 2, for the Osborn Aquatic Center, which had 30% cost recovery in 2010, the public set a minimum cost recovery of 45%. Under Level 3, rentals of facilities to non-profits or non-governmental groups hit 141%, and minimum cost recovery target was 90%; camps and afterschool programs were hitting 30%, and the public asked for a minimum of 90%. The public asked for a minimum target of 100% for Level 4. For Level 5, the minimum target is 200% cost recovery.

Griffiths asked if the target percentage was for each individual program, or all taken together within a level; Emery replied that staff counts each one and has a target. When measuring success, all programs within a tier are counted collectively. Bogatin asked if there was a way to move a program to a different tier; Emery replied that that was not an option without Council approval, since the public had already decided where to place services on the cost recovery pyramid. Griffiths said that it reflected the publicly expressed values. DeGhetto noted that if there was a program that doesn't make the target but has community support, or serves an underserved population, staff can seek a sponsor or other alternative revenue to make up the difference.

Soule said a program with a high expense but higher revenue subsidizes everything else; however, having a hard cap on expense makes it difficult. Emery related that the Finance Director stated that an alternative was to produce more revenue than expenses to change the expense limit, and that the Finance Department was committed to making that work; however, the methodology was still being determined. Emery added that the Finance Department recognized that Parks and Recreation Department was different from other departments and that there were opportunities for different ventures; Finance was committed to help find ways to increase the expense limit in order to accommodate greater revenues.

Vomocil said that the expense limits should be based on net, not gross; for example, if it costs \$100 to produce a program, and there are \$50 in participant fees, then the City is only out \$50, not \$100. Emery stated that the expense limit was a five-year average of what the department had expended; Vomocil said that that should be net, including the payments for services that have been received. Soule and Griffiths also expressed concern about how that was calculated.

Hays asked said you have to know what your cost is; there are a lot of things that are hard to include in personnel costs to a program. Mellein replied that staff costs were reflected in the pyramid at the level that they are identified in the category of service as designed. For example, the Aquatic Center lifeguard costs were at the supervised park facility level; the staffing as required to simply open the pool. Hays asked if there would be a breakdown of the cost of all programs; Emery replied that at the December meeting, staff were proposing presenting operating costs of the Aquatic Center, the Senior Center, Urban Forestry program for right-of-way trees; Recreation programs; the Administration Division; and the Parks Division; with total costs and revenues for each area. DeGhetto will present figures for categories of service, such as Youth Recreation and Adult Recreation.

Hays asked if staff would provide costs and revenues for all 31 categories. DeGhetto said staff would do so. He noted that apart from the Aquatic Center and the Senior Center, other categories were not “supervised”. Hays said he felt the board could best provide guidelines but not micromanage. Programs will have to be cut, and we’ll have to look at what the public has said it wants.

Emery said staff will present one number for significant categories, as well as how the current \$6.1 million budget will be spent this year. Next year the hard expense limit is \$5,872,320; staff will work with the board on how to spend \$334,220 less than this year’s budget. Staff will present issues for the board to consider in order to clarify the decisions that must be made. A certain amount of money is spent each year on CIP, vehicle reserves, family assistance, and special projects (she noted that deferred maintenance has costs). Emery highlighted the upcoming December 5 board work session.

DeGhetto outlined the Family Assistance Program, restructured in 2011. He said during the Cost Recovery methodology process, the Council asked that no one be excluded from services. Following the Healthy Kids Healthy Communities initiative, there was an

examination of the Family Assistance scholarship program. Co-payments and eligibility issues were found to be a problem for some, and many participants found the paperwork too complicated and gave up.

Staff ended up changing the eligibility to mirror existing assistance programs, such as free and reduced price lunches, the WIC program, and the SNAP program, all of which operate within Federal Poverty guidelines. Previously, eligibility had been at 100% of the Federal Poverty Level (FPL) and there were 380 participants; there are now 1,076. Eligibility was adjusted upward to 150% of the FPL with verification services from the school district and the Health Department, and participation started to grow.

A big part of the mission was to get people involved in programs where they previously couldn't afford it or didn't even know that they could afford it. Some Family Assistance participants are now paying customers, now they know a program exists; it got them through the door. There has been a steady increase in enrollment and utilization.

Last year, \$134,000 of the budget was used for the Family Assistance Program; some of it supported through property taxes and some through fundraising. However, currently only \$73,550 has been budgeted for it, so there is a gap. DeGhetto said it possibly could be made up through revenue generation and donations. Staff has to present cost controls to present to the board regarding funding the program. The board could recommend continued funding to the Council to fund it. Positive family assistance utilization shows up as revenue and gives the ability to ask to use it for further expenditures.

He highlighted his November 1, 2013 memo, with its table showing the utilization rate, which has doubled from 34% to 63%, tripling the number of people served. He cautioned that it may not be stable in its current form. Award amounts could be limited; or limit eligibility to residents only (currently it is open to everyone). To do so could split up families, and it difficult to designate where homeless students live. Another possible cost control is limiting the award amount, currently at \$150 per individual, but \$117 is the average utilization. The price structure may not allow them to use remaining few dollars, and that aspect may need to be refined.

He recommended discontinuing the 50% co-pay for participants under the 151-200% FPL; it is a lot of staff work involved, and instead, there could be a director review on an individual basis, or we could look at pushing it to the 185% of the FPL which would likely pick up the roughly 15 currently uncovered individuals. He cautioned that families were very different, with many configurations (some are blended, for example). Emery said staff would seek a board recommendation in December or January.

Griffiths asked if there were a number of out of city users; DeGhetto said it was a difficult number to get accurately; Emery warned that it may only be a ball-park figure. DeGhetto said some users were from Linn and Benton Counties, Philomath, etc. Emery said the presentation on relationships with the Majestic and the Arts Center would be given at the next meeting.

Jude Geist highlighted the Special Project Budget that related to Facilities. He distributed the current Special Projects list for FY14-15, the year the board would be asked to review. They include the Majestic Theater and maintaining the Art Center, Admin Building; the Parks Operational Buildings, all shelters, restrooms, the Senior Center, Osborn Aquatic Center, and community rooms. At the next meeting, staff will present all projects. Some costs are annual, some are every other year (such as HVAC cleaning), and vary in size. The FY13-14 has a budget of \$32,000 for Special Facilities, but \$40,000 or \$50,000 could be easily used to maintain facilities, since deferred maintenance costs are increasing every year. He highlighted the green highlighted special projects that should be done this year, but for which there is not funding to do so. The category is one place to find cuts, but there are real costs for doing so.

The Aquatic Center Special Projects alone was \$28,000 for FY13-14; the total average has been around \$75,000. There are costs to maintain 28 pumps and filters to keep the complex pool infrastructure running. The minimum is \$68,000 for next fiscal year, not including anything in a fund for building maintenance of large items that might come up in future years. There is a reserve for purchasing equipment, but when we buy equipment, we pay back the reserve; otherwise, it will start to go into the negative, since now, there won't be any interest earned from the reserves, which previously had been the primary way the reserve maintained its balance. A vehicle and a mower will have to be replaced next year, and we've typically put in about \$75,000 annually.

In discussion on scheduling further board budget discussion, There was consensus on a special work session meeting December 5 (6-8 pm. at the Avery Park Admin Building), cancelling the Dec. 19 meeting and continuing the work at the January meeting, perhaps without the cost recovery aspect.

X. STAFF UPDATES

Mellein highlighted the upcoming Turkey Trot on Thanksgiving morning; there will be an early bird discount for registering early. Geist said next Wednesday is Forester Merja's last official day of work after a thirty-year career; there will be a search for her replacement.

XI. GOALS REPORTS.

Griffiths related that the Funding Committee met and will present a report in January. The marketing committee should report then, too. The board will review goals at its January meeting.

XII. COMMISSIONER & LIAISON REPORTS. None.

XIII. ADJOURNMENT: The meeting was adjourned at 8:43 p.m.

DRAFT
CITY OF CORVALLIS
MINUTES OF THE PUBLIC ART SELECTION COMMISSION
DECEMBER 18, 2013

Attendance

John Ame
Shelley Curtis
Josh Hackenbruck
Chi Meredith
Shelley Moon (at 4:07 p.m.)
Cynthia Spencer

Staff

Steve DeGhetto, Assistant Director

Absent/Excused

Joel Hirsch, Council City Liaison
Bill Laing
Paul Rickey, Jr.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Assistant Director Steve DeGhetto called the meeting to order at 4:00 p.m.

II. REVIEW OF MINUTES.

Shelley Curtis moved and Chi Meredith seconded to approve the October 16, 2013 minutes as presented; motion passed.

DeGhetto said that prospective member Hester Coucke will be confirmed for PASC membership at the January 6, 2014 City Council meeting. The Commission will be in touch with Paul Rickey, Jr. to discuss options regarding future PASC involvement.

III. VISITOR PROPOSITIONS. None.

IV. PUBLIC ART SELECTION BROCHURE DEVELOPMENT.

DeGhetto introduced John Ame, the department's graphic artist. Ame's draft flyer was distributed for review and discussion. DeGhetto stressed that a major focus is to keep things simple, so as to encourage maximum participation, traffic, and interest. The tips section specifically should be fun and inviting.

Possibilities were discussed regarding differentiating the processes for donated art, commissioned art, and memorial art respectively. As the general timeline and steps for each are similar, the Commission may touch upon that a different process exists for donated artwork and point toward the applicable by-laws and guidelines pertaining to such. While there is the future possibility of a flyer for donated art, it was decided this would be an internal project to handle later on.

Spencer noted that the included timeline is good and will help improve proposals.

The information regarding insurance as pertaining to submission will be fact-checked and revised so as to be exact in terms of law and policy. The Commission decided this information will be placed in the timeline section.

Spencer added that if artists may be entering into a contract with the city, it could be helpful to supply a template contract ahead of time that would be accessible to the artists, and this could be referenced in the timeline as well. DeGhetto then stated that it would be a matter of selecting which template to provide.

DeGhetto added that further information could be helpful pertaining to proof of insurance for the installation (which is only during the period of installation), what the city's and artist's specific responsibilities are (which can vary due to the installation location and how many parties are involved), and that shipping costs to-and-from are covered by the city.

An inventory of sites and schedules will be assembled to aid in finding the most suitable locations in terms of visibility and easier processing, though difficulty in placement is not an exclusionary item and the Commission will review all items case-by-case. Legal will be contacted to make sure that all phrasing is accurate.

Ame suggested Commission members choose their top five previous public art pieces for possible placement in the brochure. Spencer noted that ordinance should be referenced, and linked via pdf file.

DeGhetto stated that an abbreviated mission statement should be included in the brochure, speaking to aesthetics and community heritage, possibly involving "selecting and placing art that enhances the quality of our community." DeGhetto will send this information to those members not present for their thoughts as well.

DeGhetto added that the recycle logo and information related to the brochures being printed on 90% recycled paper should be included also.

V. UPDATES.

DeGhetto noted that the letter of thanks and congratulations to artist Ella Rhoades has been sent. DeGhetto said the Commission is always interested in more and better ways to fund themselves and asked all members to consider ways that public art can generate revenue. DeGhetto will get information to Curtis regarding available grants like those related to McMinnville, some in the \$50,000 range. DeGhetto stated that maintenance, upkeep, and tracking of large art were all areas to consider.

DeGhetto will contact Commission members via email prior to the next quarterly PASC meeting, which is scheduled for Wednesday January 15th.

VI. ADJOURNMENT: Meeting adjourned at 5:04 p.m.

CITY OF CORVALLIS
Public Participation Task Force Minutes
December 19, 2013 - DRAFT

Members Present:	Kent Daniels, Chair; Annette Mills, Vice Chair; Richard Hervey; Lee Eckroth; Penny York; George Brown; Brenda VanDevelder; Rocio Munoz; Emily Bowling (at 11:50am)
Members Absent:	Becky Goslow
Staff:	Mary Beth Altmann-Hughes, HR Manager; Claire Pate, Scribe
Visitors:	Stewart Wershow

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
1. Check in, introductions, review ground rules (Chair)		
2. Review Agenda (Chair)	<ul style="list-style-type: none"> • Same items; different order. 	
3. Review/Approve 12/5/13 Meeting Minutes (All)		<ul style="list-style-type: none"> • Minutes approved, with one revision to item #4.
4. Review Plans for January 13 Public Meeting (Brenda, Emily, Annette)	<ul style="list-style-type: none"> • Brenda presented the outline of plans (Attachment 2 from 12/19/13 PPTF Packet) • Assignments were made for various tasks • Discussion about childcare & need for translation services 	<ul style="list-style-type: none"> • Meeting process/plans approved. • Assignments: Lee – will contact provisioners; coordinate low waste/composting; secure supplies. Richard – will do table tents Rocio/Annette – Welcome table Penny/Kent – transcription of meeting

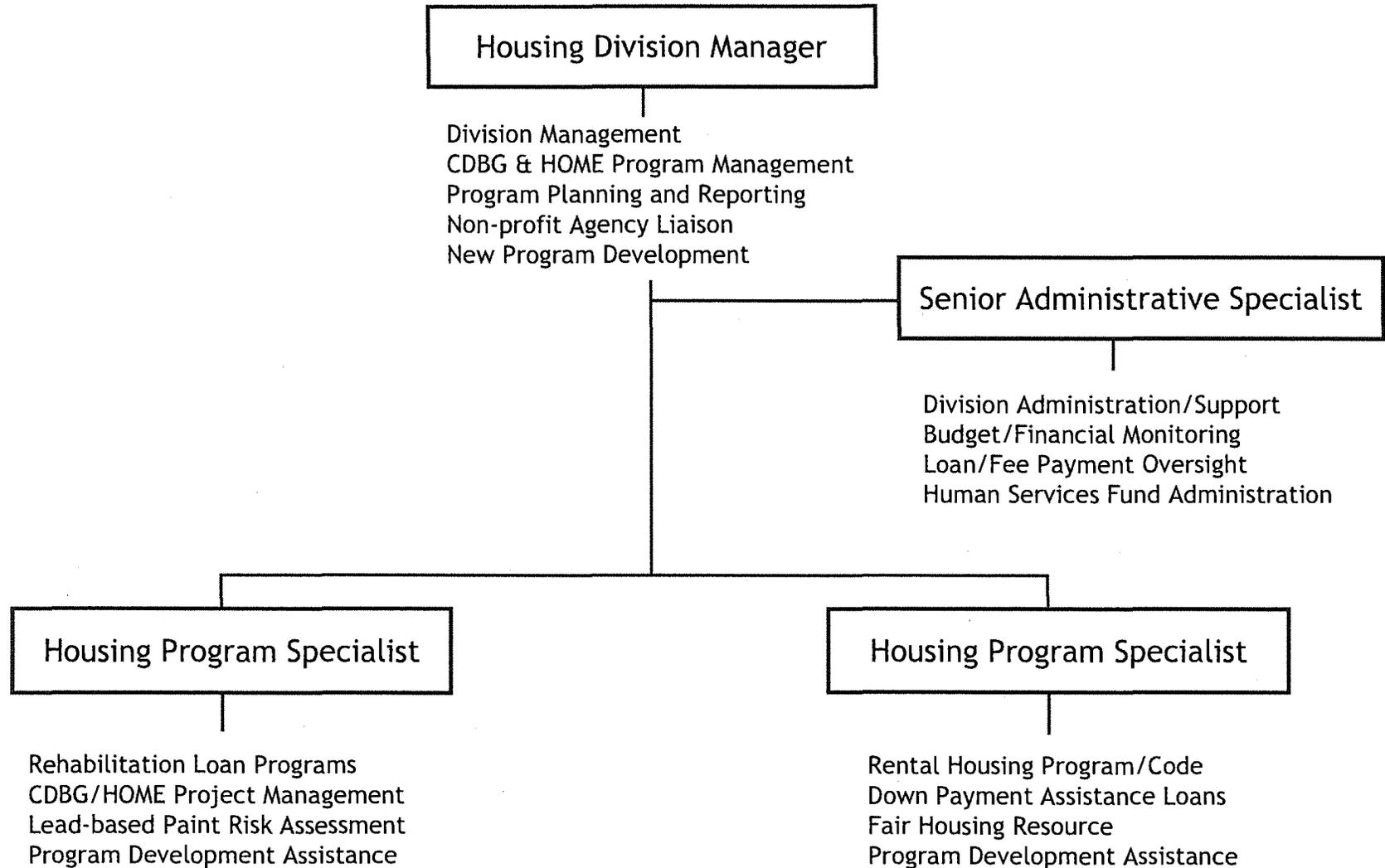
<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
		Rocio – facilitate/translate for Spanish table.
5. Dialog with Dept. Heads Emery, Steckel and Gibb	<ul style="list-style-type: none"> • Questions were addressed by all three (Attachment 3 from 12/19/13 PPTF Packet) • Key discussion points: Training/orientation needed for B&C Chairs/Vice Chairs B&Cs meet very different needs; one size does not fit all. CD has a proposal to provide support for Neighborhood Empowerment programs (Attachment A) 	
6. Visitor’s comments	<ul style="list-style-type: none"> • Stewart Wershow spoke on importance of promoting public safety/emergency preparedness groups; Neighborhood Watch is a good model. 	
7. Updates/Information on Tiny Task Force (TTF) meetings held since 12/5/13 (Emily, Brenda, Annette, Mary Beth)	<ul style="list-style-type: none"> • All three groups gave updates • It was agreed that the B&C TTF would have primary responsibility to draft recommendations for CCI and task forces. 	<ul style="list-style-type: none"> • TTFs set meeting dates prior to the January 9, 2014 meeting.
8. Breakout into TTFs for future planning discussions and decisions		
9. Check-out: Was time used efficiently? Was everyone prepared? Everyone heard? Meeting process okay? Can we	<ul style="list-style-type: none"> • Meeting was structured well 	<ul style="list-style-type: none"> • Items for next agenda (January 9, 2014): Tutorial on public meeting facilitation Feedback/Reports from TTFs (all)

<u><i>Agenda Item</i></u>	<u><i>Key Discussion Points</i></u>	<u><i>Action or Information Only</i></u>
do better? Agenda for next meeting? (Richard/All)		Review/adjust calendar if necessary (Kent) Analyze budget (Mary Beth)
10. Adjourn	The meeting was adjourned at 1 pm	

Respectfully submitted, Kent Daniels, Chair

Next Meeting: January 9, 2014

Housing Division Organization Chart - FY 13-14 (Current) Structure/Functions



In conjunction with the implementation of a Property Maintenance Code (PMC) that was recommended by the Collaboration project, formation of a Housing and Neighborhood Services Division is being proposed. As envisioned, this Division's responsibilities would include:

- Continued delivery of the City's housing programs
- Code compliance in conjunction with the PMC and other city livability related codes
- Continued landlord and tenant support (information and referral)
- Community liaison role (neighborhoods, OSU, etc.)

The Housing and Neighborhood Services Division concept would include a community liaison position that would work with landlords/tenants, OSU, neighborhood associations and community members throughout the City. The following is the current outline of the main focus areas for this position:

Community and Neighborhood Outreach Liaison Concept

As envisioned, the City's Community and Neighborhood Outreach Liaison function would have four primary areas of focus. These would include:

1. Act as a point of contact for neighborhood associations, community groups and residents, providing information, referral, and connections to other City functions as needed.

- Assist with the formation of neighborhood associations.
- Attend association meetings to learn about concerns and facilitate connections to appropriate City departments or functions.

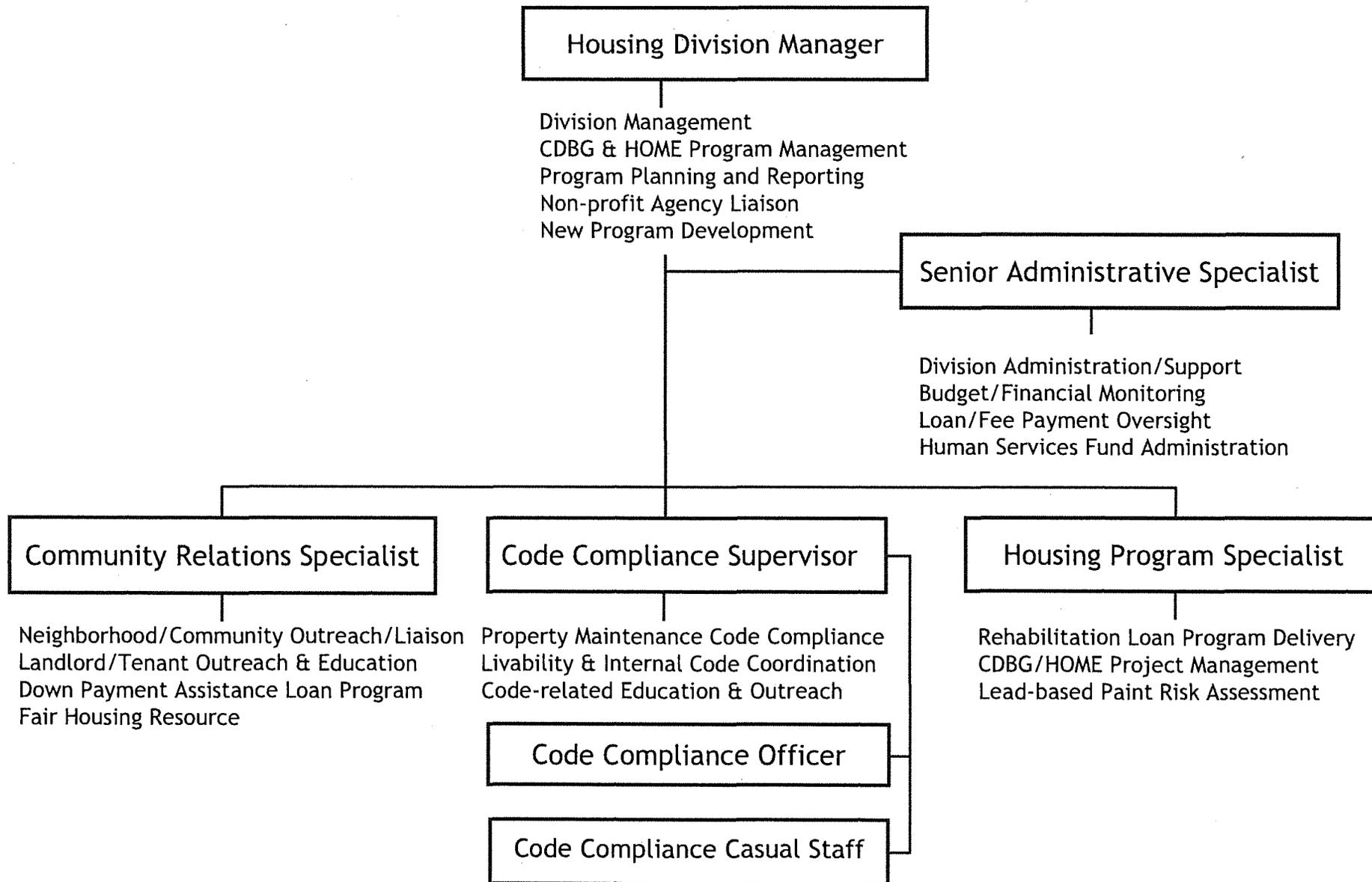
2. Act as a point of contact and collaboration for student- and community-focused functions at Oregon State University.

- Represent the City in OSU-sponsored activities aimed at helping students understand their rights and responsibilities as they transition to off-campus living.
- Prepare and distribute educational/informational materials for community and neighborhood residents and property owners regarding livability issues and related City ordinances.

3. Provide information and referral services to landlords and tenants as currently being carried out through the City's Rental Housing Program.

- Continue to act as a point of contact for both tenants and landlords regarding questions and concerns about non-habitability issues (leases, evictions, rights/responsibilities).
- Prepare and distribute educational/informational materials for landlords, tenants and other residents regarding pertinent City codes and ordinances that relate to rental

Proposed Housing and Neighborhood Services Division Organizational Structure/Functions



MEMORANDUM

To: City Council Members
From: Julie Jones Manning, Mayor 
Date: December 30, 2013
Subject: Vacancy on Board of Appeals

Gerald Voorhees has resigned from the Board of Appeals. His term on the Board expires June 30, 2015.

I would appreciate your nominations of citizens to fill this vacancy.

1083

MEMORANDUM

To: City Council Members
From: Julie Jones Manning, Mayor *cc for JJM*
Date: December 30, 2013
Subject: Appointment to Arts and Culture Commission

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

Wayne Wiegand
Term expires June 30, 2014

Wayne is a member of the Arts Center Board of Directors and volunteers at the Arts Center. He has a passion for arts and would like to further enhance the City through art.

I will ask for confirmation of this appointment at our next Council meeting, January 21, 2014.

1084

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor

CH for JJM

Date: December 30, 2013

Subject: Confirmation of Appointment to Public Art Selection Commission

At our last regular meeting, I appointed the following person to the Public Art Selection Commission for the term of office stated:

Hester Coucke
Term expires June 30, 2015

I ask that you confirm this appointment at our next Council meeting, January 6, 2014.

1085

Information
regarding the
Boards,
Commissions, and
Committees
Directory may be
obtained by calling
the City Manager's
Office
(541-766-6901).

*** MEMORANDUM ***
January 2, 2014

TO: Mayor and City Council
FROM: Carla Holzworth, City Recorder 
SUBJECT: City Council Policies Reviewed in 2013

A total of 16 City Council Policies were reviewed in 2013 according to an annually established schedule. Council Policy 5.04, Hate/Bias Violence Policy was initially reviewed in late 2013, but it is scheduled to come back to Human Services Committee in May 2014 for further discussion. Review of Council Policy 6.03 Economic Development Policy and Council Policy 9.03 Parking Permit Fees is pending.

Following is a summary of policies that were reviewed in 2013:

POLICY AREA 1 - GENERAL	
CP 92-1.05	Miscellaneous Property Ownership
CP 04-1.08	Organizational Sustainability
CP 04-1.09	Public Access Television
CP 07-1.10	Advertising on Corvallis Transit System Buses
POLICY AREA 2 - COUNCIL PROCEDURES	
CP 94-2.09	Council Orientation
POLICY AREA 3 - PERSONNEL AND ADMINISTRATIVE MATTERS	
CP 91-3.02	City Compensation Policy
CP 91-3.04	Separation Policy
POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES	
CP 92-4.05	Library Meeting Rooms Policy
CP 98-4.12	Guidelines for Public Art Selection
CP 07-4.15	Use of Computer Lab Equipment & Public Internet Access at the Senior Center
POLICY AREA 5 - COMMUNITY SAFETY (<i>Hate/Bias Violence Policy moved to 2014</i>)	
POLICY AREA 6 - COMMUNITY DEVELOPMENT	
CP 00-6.05	Social Service Funding Policy
POLICY AREA 7 - COMMUNITY IMPROVEMENTS	
CP 91-7.07	Sanitary Sewers: Responsibility for
CP 97-7.13	Municipal Airport and Industrial Park Leases
POLICY AREA 8 - WATER RELATED MATTERS (<i>none scheduled in 2013</i>)	

POLICY AREA 9 - RIGHT OF WAY MATTERS

CP 91-9.05	Street Naming and Addressing Policies and Procedures
CP 13-9.08	Building Encroachments in the Public Right-of-Way

POLICY AREA 10 - Financial Policies

CP 97-10.01-10.08	Financial Policies
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All City Council Policies are available from the Mayor and City Council Web page on the City's Web site (www.corvallisoregon.gov). Please update your manual or call me if you need hard copies.

MEMORANDUM

TO: Mayor and City Council

FROM: Mary Steckel, Public Works Director 

DATE: December 20, 2013

SUBJECT: NW Cleveland Avenue Traffic Review

At its November 19, 2012 meeting, the City Council directed staff to conduct a review of traffic on NW Cleveland Avenue and surrounding streets one year after the first certificate of occupancy is issued for CCC Plaza. The date for the first certificate of occupancy was January 14, 2013.

Staff had planned to begin the review next month, however, it appears that January 2014 will not be an appropriate time to look at traffic impacts because a new building is under construction at the site. This construction near the Cleveland entrance currently restricts and sometimes prohibits use of this driveway as an entry and exit. Without free egress and ingress at this location, the traffic data gathered at this time would be skewed.

Unless directed otherwise by the City Council, staff will postpone a review of traffic patterns on NW Cleveland Avenue until construction on this latest phase is complete, or at least is not impacting the flow of traffic to and from the street. Staff anticipates that this will occur sometime this spring.

Review and Concur:



James A. Patterson
City Manager



Date

cc: Stewart Wershow, Garfield Park Neighborhood Association

\\ci.corvallis.or.us\departments\FW\Divisions\Engineering\Capital Planning&Projects\Misc. Support Work\Cleveland Ave Review\CC memo extending study period.wpd



Memorandum

To: Mayor and City Council

From: Ken Gibb, Community Development Director *Ken Gibb*

Date: December 18, 2013

Subject: Scheduling a Public Hearing for the OSU Zone – Street Standards Land Development Code Amendment (LDT13-00001)

On June 20, 2012, the Planning Commission voted to initiate the process to consider a Land Development Code (LDC) Text Amendment related to street development standards in the Oregon State University (OSU) Zone. On November 20, 2013, the Planning Commission held a public hearing to consider the proposed LDC Text Amendment. The Planning Commission completed their review and voted to recommend that the City Council adopt the proposed code amendments, with revisions, as presented by the applicant and Staff at the November 20, 2013, Planning Commission public hearing.

The City Council is asked to schedule a public hearing to consider the proposed Land Development Code Text Amendment, as revised by the Planning Commission. Staff suggest scheduling this hearing on January 21, 2014.

MEMORANDUM

From: Ken Gibb, Community Development Director 
To: Mayor and City Council
Date: December 31, 2013
Re: Decisions on Comprehensive Plan Amendment Request, and appeal of Planning Commission Decision to Deny a Zone Change Request - Formal Findings and Draft Notice of Disposition (CPA12-00001/ZDC13-00001)

On October 2, 2013, the City Council deliberated on the above referenced cases and decided to deny the requests, subject to adoption of Formal Findings and Conclusions. City Council consideration of the Formal Findings for this case is scheduled for January 6, 2014.

Enclosed with this memorandum are a draft Notice of Disposition and Formal Findings and Conclusions.

The following motion is recommended to adopt the enclosed Formal Findings and Conclusions for the Maxine Avenue Comprehensive Plan Amendment and Zone Change Requests:

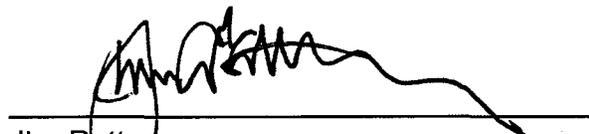
MOTION: I move to adopt the Formal Findings and Conclusions, from the December 31, 2013, memorandum from the Community Development Director to the Mayor and City Council, in support of the City Council's decision to deny the Maxine Avenue Comprehensive Plan Amendment request, and to deny the appeal of the Planning Commission's decision to deny the associated Zone Change request (CPA12-00001/ZDC13-00001).

Review and Concur:



Scott Fewel,
City Attorney

Review and Concur:



Jim Patterson,
City Manager

EXHIBITS:

A	-	Formal Findings & Conclusions
B	-	Draft City Council Notice of Disposition

**BEFORE THE CITY COUNCIL
OF THE CITY CORVALLIS**

**FINDINGS – MAXINE AVENUE
COMPREHENSIVE PLAN MAP AMENDMENT
& ZONE CHANGE REQUEST**

In the matter of a City Council decision to deny a Comprehensive Plan Map Amendment, and to uphold the Planning Commission's decision to deny the associated Zone District Change)	
)	CPA12-00001
)	ZDC13-00001
)	

PREAMBLE

This matter before the Corvallis City Council is a decision regarding a request to change the Comprehensive Plan designation of the subject property from Low Density Residential to Medium Density Residential, and consideration of an appeal of the Planning Commission's decision to deny the associated request to change the Zone on the subject property from RS-3.5 (Low Density Residential) to RS-9 (Medium Density Residential)

The 1.46 acre site is located on the northwest corner of NW 9th Street and NW Maxine Avenue. It is identified on Benton County Assessor's Map 11-5-24 CB as Tax Lots 700, 900, and 3700. Each lot comprising the subject site contains one detached, single family house. The site is adjacent to Low Density Residential properties on the south and west, and Medium Density Residential properties directly abut the northern boundary. To the east and across NW 9th Street and Highway 99W, are properties zoned Medium-high Density Residential.

The Corvallis Planning Commission conducted a public hearing on the above-referenced Comprehensive Plan Amendment and Zone Change requests on August 21, 2013, and the hearing was continued until September 18, 2013. On October 2, 2013, the Planning Commission deliberated on the requests and decided to recommend that the City Council deny the Comprehensive Plan Amendment. The Planning Commission denied the requested Zone Change. A Notice of Disposition was signed on October 3, 2013 (Order #2013-053).

On October 15, 2013, the applicant appealed the Planning Commission's decision to deny the Zone Change. The Land Development Code (LDC) specifies that the City Council hear *de novo* appeals of Planning Commission decisions regarding the land use application.

The City Council held a duly advertised *de novo* public hearing on the application on November 4, 2013. The public hearing was closed and the City Council deliberated and reached a tentative decision on the Comprehensive Plan Amendment and the appeal on November 4, 2013.

After consideration of all the testimony and evidence, the City Council voted to deny the Comprehensive Plan Amendment request, and upheld the Planning Commission's decision to deny the Zone Change.

Applicable Criteria

All applicable legal criteria governing review of this application are identified in the public notices for the August 21, 2013, and November 4, 2013, public hearings; the Staff Report to the Planning Commission, dated August 12, 2013; the minutes of the Planning Commission deliberations, dated October 2, 2013; the Notice Of Disposition for the Planning Commission Decision, dated October 3, 2013 (Order # 2013-053); the staff memorandum to the City Council dated October 28, 2013, and the minutes of the City Council public hearing and deliberations dated November 4, 2013.

A. FINDINGS AND CONCLUSIONS RELATED TO THE COMPREHENSIVE PLAN AMENDMENT REQUEST, AND APPEAL OF THE ASSOCIATED ZONE DISTRICT CHANGE DECISION (CPA12-00001 / ZDC13-00001)

1. The City Council accepts and adopts those findings made by the Planning Commission, as reflected in the October 2, 2013 Planning Commission meeting minutes, and the Notice of Disposition dated October 2, 2013, that support denial of the Comprehensive Plan Amendment and Zone Change requests. The City Council accepts and adopts those findings made in the October 28, 2013, staff memorandum to the City Council, that support denial of the Comprehensive Plan Amendment and Zone Change requests. The City Council also adopts as findings, those portions of the minutes of the City Council meeting dated November 4, 2013, that support denial of the Comprehensive Plan Amendment and Zone Change requests.
2. The City Council notes that the record contains all of the information needed to evaluate the Comprehensive Plan Amendment and Zone Change requests for compliance with the applicable criteria.
3. The City Council specifically accepts and adopts as findings the rationale given during deliberations in the November 4, 2013, meeting by Council Members expressing their support for denial of the Comprehensive Plan Amendment and Zone Change requests. All of the above-referenced documents are attached as Appendices. All of the above-referenced documents shall be referred to in these findings as the "Incorporated Findings". The findings below, (the "Supplemental Findings"), supplement and elaborate the findings contained in the materials noted above, all of which are attached and incorporated herein, by reference.

When there is a conflict between the Supplemental Findings and the Incorporated Findings, the Supplemental Findings shall prevail. Specific applicable Land Development Code criteria used by the Council in making findings and conclusions regarding the land use request are identified below, followed by findings and conclusions.

Findings Specific to the Comprehensive Plan Amendment

LDC 2.1.30.06.

- b. Amendments shall be approved only when the following findings are made:**
 - 1. There is a demonstrated public need for the change;**
 - 2. The advantages to the community resulting from the change outweigh the disadvantages; and**
 - 3. The change proposed is a desirable means of meeting the public need.**

- c. Proposed amendments to the Comprehensive Plan Map shall demonstrate compatibility in the following areas, as applicable:**
 - 1. Basic site design (e.g., the organization of Uses on a site and the Uses' relationships to neighboring properties);**
 - 2. Visual elements (scale, structural design and form, materials, etc.);**
 - 3. Noise attenuation;**
 - 4. Odors and emissions;**
 - 5. Lighting;**
 - 6. Signage;**
 - 7. Landscaping for buffering and screening;**
 - 8. Transportation facilities;**
 - 9. Traffic and off-site parking impacts;**
 - 10. Utility infrastructure;**
 - 11. Effects on air and water quality (note: a DEQ permit is not sufficient to meet this criterion);**
 - 12. Consistency with the applicable development standards, including the applicable Pedestrian Oriented Design Standards;**
 - 13. Preservation and/or protection of significant natural features, consistent with Chapter 2.11 - Floodplain Development Permit, Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting,**

Chapter 4.5 - Floodplain Provisions, Chapter 4.11 - Minimum Assured Development Area (MADA), Chapter 4.12 - Significant Vegetation Protection Provisions, Chapter 4.13 - Riparian Corridor and Wetland Provisions, and Chapter 4.14 - Landslide Hazard and Hillside Development Provisions. Streets shall also be designed along contours, and structures shall be designed to fit the topography of the site to ensure compliance with these Code standards.

1. The City Council notes that there were differing views with regard to whether there is a demonstrated public need for the change from a Low Density Residential to Medium Density Residential Comprehensive Plan map designation, or whether the applicant adequately proved a demonstrated public need. The applicant provided analysis of the City's Buildable Lands Inventory (BLI) and the Land Development Information Report (LDIR) in making a conclusion that, given the City's actual development of low and medium density housing units by comparison to the projected development rate, the City can expect to have a shortage of medium density residential land available for development within the City Limits at the end of the planning period (2020). The Council notes that the BLI projects a surplus of 230 acres of Medium Density Residential land in the City in 2020. The Council also notes that the 2011 LDIR shows that there are 38.01 vacant acres of land zoned for Medium Density Residential development within the City. The Council finds that the applicant's arguments regarding the need for additional Medium Density Residential land were not persuasive, and therefore, the Council finds that the applicant has not demonstrated that there is a public need for the proposed Comprehensive Plan Amendment, as required by LDC Section 2.1.30.06.b.1.
2. The City Council notes that there were concerns expressed regarding traffic impacts on the surrounding neighborhood and public facilities, and compatibility factors with regard to building types, mass, and density, associated with the change. The Council finds that the additional vehicle traffic resulting from the change, along with additional building types and increased allowable mass and density of development on the site will degrade the compatibility of future development on the site, resulting in the conclusion that the disadvantages outweigh the advantages of the requested change, per LDC Section 2.1.30.06.b.2.
3. The Council notes that while there may be need in the City for the various types of housing that the applicant proposed for intended development, the subject site is not appropriate for increased density, due to the negative impact on the surrounding established neighborhood. The

Council finds that the advantages to the community resulting from an increase in density on the subject site do not outweigh the disadvantages.

4. The Council notes that the proposed increase in density could have negative effects on the surrounding established neighborhood, particularly in regards to site design, visual elements (scale and massing of buildings), noise, lighting, and traffic impact, per the compatibility criteria in LDC Section 2.1.30.06.c. Therefore, the Council finds that compatibility criteria, particularly LDC Section 2.1.30.06.c. 1, 2, 3, 5, and 9, have not been met.
5. The Council concludes that, due to the size of the subject site and the impact on the surrounding neighborhood, the proposal was not appropriate for the subject site. Given the limited increase in density (9 units) that would result from the change in relation to potential impacts to the surrounding neighborhood, the Council finds that the change proposed is not a desirable means of meeting the public need per LDC Section 2.1.30.06.b.3.
6. In summary, the City Council finds that there is not a demonstrated public need for the change; that the advantages of making the change do not exceed the disadvantages of making the change, and that the change is not a desirable means of meeting public need. Additionally, the Council finds that the increase in density resulting from the change would not comply with the applicable compatibility criteria, particularly with regard to traffic, site design, visual impacts, noise, and lighting.

Findings Specific to Zone Change Appeal

2.2.40.05 - Review Criteria

- a. **Review Criteria for Zone Changes, Except Those Requesting to Apply or Remove a Historic Preservation Overlay**

Quasi-judicial Zone Changes shall be reviewed to determine how they affect City facilities and services, and to ensure consistency with the purposes of this Chapter, policies of the Comprehensive Plan, and any other applicable policies and standards adopted by the City Council. The application shall demonstrate compatibility in the following areas, as applicable:

1. **Basic site design (e.g., the organization of uses on a site and the uses' relationships to neighboring properties);**
2. **Visual elements (scale, structural design and form, materials, etc.);**
3. **Noise attenuation;**
4. **Odors and emissions;**
5. **Lighting;**

6. **Signage;**
7. **Landscaping for buffering and screening;**
8. **Transportation facilities;**
9. **Traffic and off-site parking impacts;**
10. **Utility infrastructure;**
11. **Effects on air and water quality (note: a DEQ permit is not sufficient to meet this criterion);**
12. **Consistency with the applicable development standards, including the applicable Pedestrian Oriented Design Standards;**
13. **Preservation and/or protection of Significant Natural Features, consistent with Chapter 2.11 - Floodplain Development Permit, Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting, Chapter 4.5 - Floodplain Provisions, Chapter 4.11 - Minimum Assured Development Area (MADA), Chapter 4.12 - Significant Vegetation Protection Provisions, Chapter 4.13 - Riparian Corridor and Wetland Provisions, and Chapter 4.14 - Landslide Hazard and Hillside Development Provisions. Streets shall also be designed along contours, and structures shall be designed to fit the topography of the site to ensure compliance with these Code**

1. Because the City Council denied the proposed Comprehensive Plan Amendment, the application's proposed Zone Change request would result in a zone on the subject site that is inconsistent with and contrary to the underlying Comprehensive Plan Map designation. Accordingly, the request cannot be approved.
2. The Council notes that the proposed increase in density could have negative effects on the surrounding established neighborhood, particularly in regards to site design, visual elements (scale and massing of buildings), noise, lighting, and traffic impact, per the compatibility criteria in LDC Section 2.2.40.05. Therefore, the Council finds that compatibility criteria, particularly LDC Section 2.2.40.05. 1, 2, 3, 5, and 9, have not been met.

B. Findings and Conclusions Related to Issues Raised on Appeal

The Council notes that the appellant submitted a letter of appeal stating that the proposal met the criteria for a Comprehensive Plan Amendment and Zone Change, specifically that there is a demonstrated public need for higher density development; that the advantages of making the change outweigh the disadvantages; and that no negative impacts on stormwater management, traffic, and other compatibility factors were shown in the record. As noted above, the Council finds that the proposal did not

meet several applicable criteria, and upholds the Planning Commission's decision to deny the Zone Change.

The Incorporated Findings list all of the applicable approval criteria, and demonstrate that the proposal does not comply with the applicable criteria. These supplemental findings elaborate upon and clarify the Incorporated Findings.

SUMMARY AND CONCLUSION

As the body charged with deciding whether to approve or deny Comprehensive Plan Amendment requests, and charged with hearing appeals of Zone Change decisions, the City Council, in this consolidated hearing, having reviewed *de novo* the record and all evidence submitted and associated with the Comprehensive Plan Amendment and appeal of the Zone Change decision, considered *de novo* evidence supporting and opposing the application and finds that the proposals do not meet the applicable review criteria. Therefore, the Comprehensive Plan Amendment and appeal of the Zone Change decision (CPA12-00001/ZDC13-00001) are DENIED.

Dated: _____

Julie Manning, MAYOR



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

**CORVALLIS PLANNING COMMISSION
NOTICE OF DISPOSITION**

ORDER 2013-071

CASE: **Maxine Avenue & 9th Street Comprehensive Plan Amendment and Zone Change Request (CPA12-00001, ZDC13-00001)**

REQUEST: The applicant requests approval of a Comprehensive Plan Map amendment to change the Comprehensive Plan Map designation on the subject property from Low Density Residential to Medium Density Residential, and a corresponding Zone District Change from RS-3.5 (Low Density Residential) to RS-9 (Medium Density Residential).

**APPLICANT/
OWNERS:** Pressley Properties LLC Louise Leslie
600 NE Avalon Place 3008 NW 9th Street
Corvallis, OR 97330 Corvallis, OR 97330

LOCATION: The subject site is located at the northwest corner of 9th Street and Maxine Avenue, and is identified on Benton County Assessor's Map 11-5-24 CB as Tax Lots 700, 900, and 3700.

DECISION: The City Council conducted a public hearing on November 4, 2013. The public hearing was closed and the City Council deliberated and reached a tentative agreement to deny the Comprehensive Plan Amendment request, and to deny the appeal of the Planning Commission's decision to deny the Zone Change request. On January 6, 2014, the City Council adopted Formal Findings in support of their decision to deny the requests (Exhibit A).

If you wish to appeal this decision, an appeal must be filed with the State Land Use Board of Appeals within 21 days from the date of the decision.

The proposal, staff report, hearing minutes, memoranda to the City Council, and Findings and Conclusions may be reviewed at the Community Development Department, Planning Division, City Hall, 501 SW Madison Avenue, Corvallis.

Julie Jones Manning
Mayor, City of Corvallis

Signed this 6th day of January, 2014

Appeal Deadline: Monday, January 20, 2014

Exhibit B

MEMORANDUM

To: Mayor and City Council
From: Ken Gibb, Community Development Director 
Date: December 31, 2013
Subject: Campus Crest / The Grove (CPA11-00002, et. al.) – Summary of Information in the Record and City Council Motions for January 6, 2013, Deliberations

In addition to the information the City Council received regarding the Campus Crest / The Grove land use application up to, and including materials and testimony provided at the December 2, 2013, City Council public hearing (attached to December 2, 2013, meeting minutes), this packet includes written testimony received prior to close of record on December 10, 2013, the applicant's final written argument, and staff responses to questions from City Councilors.

The City Council is asked to review the information in the record, as well as testimony received in public hearing, deliberate, and make decisions on the requested Comprehensive Plan Amendment, Zone Change, Planned Development, and Subdivision, based upon the respective applicable decision criteria. To facilitate the City Council's deliberations, the following motions are provided from the December 2, 2013, City Council staff report:

Requested Action – Comprehensive Plan Amendment

Motions for Consideration:

Option A:

I move to deny the proposed Comprehensive Plan Amendment (CPA11-00002) based on the Planning Commission's findings and recommendation, and findings presented by the City Council during their deliberations, subject to the adoption of Formal Findings at a subsequent City Council meeting.

Option B:

I move to approve the proposed Comprehensive Plan Amendment (CPA11-00002) based on the staff recommendation, and findings presented by the City Council during their deliberations, subject to the adoption of Formal Findings at a subsequent City Council meeting.

Requested Action – Zone Change

Motions for Consideration:

Option A:

I move to uphold the Planning Commission's decision to deny the Zone Change request (ZDC11-00005) based on inconsistency with the existing Comprehensive Plan designation on the subject site and/or the City Council's findings in deliberation on the Zone Change request, subject to the adoption of Formal Findings at a subsequent City Council meeting.

Option B:

I move to approve the Zone Change request (ZDC11-00005) brought forth by the applicant on appeal, based on the City Council's decision to approve the Comprehensive Plan Amendment (CPA11-00002), and upon the City Council's findings on this matter. This motion is based on findings in the August 23, 2013, staff report to the Planning Commission, and findings presented by the City Council during their deliberations, subject to the adoption of Formal Findings at a subsequent City Council meeting.

Requested Action – Conceptual and Detailed Development Plan (Planned Development)

Motions for Consideration:

Option A:

I move to uphold the Planning Commission's decision to deny the Planned Development request (PLD13-00003) based on inconsistency with the existing Comprehensive Plan designation on the subject site and/or the City Council's findings in deliberation on the Planned Development request, subject to the adoption of Formal Findings at a subsequent City Council meeting.

Option B:

I move to approve the Planned Development request (PLD13-00003) brought forth by the applicant on appeal, consistent with the City Council's decision to approve the Comprehensive Plan Amendment (CPA11-00002) and Zone Change (ZDC11-00005), and upon the City Council's findings on this matter. This motion is based on findings and proposed conditions of approval in the August 23, 2013, staff report to the Planning Commission, and findings presented by the City Council during their deliberations, subject to the adoption of Formal Findings at a subsequent City Council meeting.

Option C:

I move to approve the Planned Development request (PLD13-00003) brought forth by the applicant on appeal, consistent with the City Council's decision to approve the Comprehensive Plan Amendment (CPA11-00002) and Zone Change (ZDC11-00005), and upon the City Council's findings on this matter. This motion is based on findings and proposed conditions of approval (as modified by the City Council) in the August 23, 2013, staff report to the Planning Commission, and findings presented by the City Council during their deliberations, subject to the adoption of Formal Findings at a subsequent City Council meeting.

Requested Action – Subdivision

Motions for Consideration:

Option A:

I move to uphold the Planning Commission's decision to deny the Subdivision request (SUB13-00001) based on inconsistency with the existing Comprehensive Plan designation on the subject site and/or the City Council's findings in deliberation on the Subdivision request, subject to the adoption of Formal Findings at a subsequent City Council meeting.

Option B:

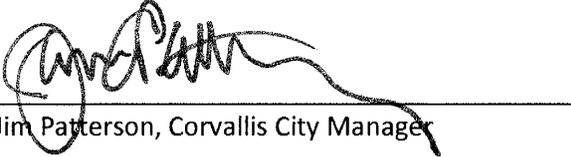
I move to approve the Subdivision request (SUB13-00001) brought forth by the applicant on appeal, consistent with the City Council's decision to approve the Comprehensive Plan Amendment (CPA11-

00002) and Zone Change (ZDC11-00005), and upon the City Council's findings on this matter. This motion is based on findings and proposed conditions of approval in the August 23, 2013, staff report to the Planning Commission, and findings presented by the City Council during their deliberations, subject to the adoption of Formal Findings at a subsequent City Council meeting.

Option C:

I move to approve the Subdivision request (SUB13-00001) brought forth by the applicant on appeal, consistent with the City Council's decision to approve the Comprehensive Plan Amendment (CPA11-00002) and Zone Change (ZDC11-00005), and upon the City Council's findings on this matter. This motion is based on findings and proposed conditions of approval (as modified by the City Council) in the August 23, 2013, staff report to the Planning Commission, and findings presented by the City Council during their deliberations, subject to the adoption of Formal Findings at a subsequent City Council meeting.

Review and Concur:

A handwritten signature in black ink, appearing to read "Jim Patterson", is written over a horizontal line. The signature is stylized and cursive.

Jim Patterson, Corvallis City Manager

CPA11-00002 CAMPUS CREST/THE GROVE

**LINK TO 256 PAGES OF PUBLIC TESTIMONY RECEIVED
FROM DECEMBER 2ND TO CLOSE OF RECORD ON DECEMBER 10TH**

PLEASE CLICK ON THE BOOKMARK TO ACCESS THE LINK

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Continuity Development
Planning Division

December 17, 2013

Mayor Julie Manning
City of Corvallis
501 SW Madison Avenue
PO Box 1083
Corvallis, Oregon 97339

Re: Campus Crest Applications

Dear Mayor Manning and Members of the Corvallis City Council:

This letter is Campus Crest's (the "Applicant") Final Written Argument.

1. Introduction.

The City Council has received thousands of pages of testimony on the Applications. The volume of testimony reflects the Applicant's obligation to address each issue and carry its burden of proof so that the City Council can confidently approve the Applications. For this reason, this final argument letter on behalf of Campus Crest is fairly short. Campus Crest wishes to use its final argument letter to discuss the major issues and to explain why the City Council can confidently approve the Applications. I have attached a summary of all the issues raised in this hearing process (**Exhibit 1**).

2. What vision does the City Council want for the Witham Oaks property?

The Applications have engendered a significant amount of debate about whether they represent "piecemeal" development and whether they represent what the voters had in mind when they approved for the property's annexation. How this property develops is up to the City Council.

The outcome that represents satisfaction of the approval criteria is the one that should govern development of this site. Campus Crest believes that its vision for the site is consistent with how the community wants the property to be developed by preserving a majority of the land as permanent open space, preserving significant trees and developing the site to meet the community's housing needs.

77950-0001/LEGAL28731855.1

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Perkins Coie LLP

APPLICANT FINAL WRITTEN ARGUMENT

1

In the almost 20 years since the property has been annexed, the City's housing needs have changed. If the property could be developed for traditional single family homes on individual lots, then it undoubtedly would be, especially given the fact that the single family housing market has rebounded from the depths of the Great Recession. However, no property owner or developer has purchased the property for this purpose. In fact, the City's acknowledged Buildable Land Inventory ("BLI") flatly states single family dwellings are the least affordable kind of housing in the City.

Instead, Campus Crest's vision for the property is to maintain two-thirds of the site as open space with some, if not a majority of that open space, being dedicated to the City, depending on the City's wishes. The remaining one-third of the site will contain the development footprint to fulfill the identified need found in the City's acknowledged Comprehensive Plan (the "Plan") policies to provide student housing, and the need identified in the BLI for more MHDR and Open Space designated land.

While much of the evidence submitted to the City Council concerns how much Oregon State University's ("OSU") enrollment will grow and how those students will be housed, the evidence is clear that there is a present need for more student housing in the right location. Moreover, the demand should be fulfilled by housing intended for students and not by single family homes converted on an ad hoc basis to student housing. Much of the testimony heard by the Planning Commission and City Council had to do with the adverse impacts of inappropriately located student housing.

The City Council can approve the vision for this site that preserves two-thirds of the property for open space, provides dedication at no cost to the City of the important open space areas, maintains significant trees, provides an unmet need for student housing in Corvallis in an appropriately located and designed development and fulfills the City's Plan and BLI identified needs.

3. Roads will not be overwhelmed by traffic if the City Council approves the Applications.

Much of the argument and evidence to the contrary of Campus Crest's evidence concerning transportation has to do with speculation as to vehicle trip generation. However, as Campus Crest has pointed out, the single objective party to review the transportation documents - City professional staff - concluded that both the vehicle trip generation analysis and the analysis of impacts on affected intersections were correctly performed by Campus Crest. The City Council can find that the affected intersections will continue to function as well or better than if the property were developed with single family homes.

Moreover, Campus Crest has not objected to and has consented to the conditions of approval which maintain and improve the transportation system, including the Circle Boulevard extension, the four-way signalization of the intersection of Circle Boulevard and Witham Hill, and the construction of a turn lane at the intersection of Circle Boulevard and Harrison Boulevard. Campus Crest also proposes to construct all of the trails shown on the City's master plan and to make frontage improvements on both Harrison Boulevard and the Circle Boulevard extension. Campus Crest is an applicant that has not fought the conditions but instead has agreed with them in order to provide a complete development that is based upon an adequate transportation system.

4. Bicyclists and pedestrians can safely reach the Oregon State University campus.

Testimony alleging that the residents of this development will be unable to safely walk or bicycle to the OSU campus is simply sheer speculation not based on evidence. All of the objective evidence is that there are safe, signed and striped bike lanes on both sides of Harrison Boulevard between the Campus Crest site and SE 35th Street. Moreover, because classes and the need for students to reach the campus are spread throughout the day, as Campus Crest consultants have testified, the bicycle and pedestrian trips will be spread out through the bulk of the day unlike a traditional single family subdivision, which has very high spikes in the morning and afternoon peak hours.

5. The site can be developed in the existing RS-6 zoning district for student housing, but with fewer advantages to the community.

Campus Crest's last written submittal and its testimony at the December 2, 2013 public hearing explained why the site can be developed in the RS-6 zoning district and student housing accommodated in duplexes and triplexes in that zone. This is clearly not the development form that Campus Crest would prefer because it utilizes far more development area than does Campus Crest's proposal before the City Council. Moreover, it leaves the City no discretionary control over the design of the project since the project would be for "needed housing", which is subject only to clear and objective approval standards. Finally, Campus Crest will be able to remove the planned development overlay because it is inactive.

Campus Crest wishes to point out what can be done in the existing RS-6 zone and that this development type is not its preference. Thus, the choice facing the City Council, as Campus Crest has said, is not between no development on this site but between the types of development the City Council prefers to see.

6. Internet comments about the company are not evidence the City Council should rely upon.

The record contains comments on and articles about the Applicant and its projects. This is not evidence nor is it relevant to the approval criteria. As the City Council knows, one can find anything on the internet. The City Council should disregard the internet articles because they do not address the applicable approval criteria.

7. Conclusion.

No decision will be supported by everyone in the community and there is always conflicting evidence in any application. In this case, despite the strongly held opinions by opponents, the City Council can find that the Planning Commission recommendation and decisions should be reversed and the Applications approved. The Campus Crest proposal before the City Council fulfills a public need identified in the City's planning documents, satisfies all of the applicable approval criteria and has advantages that far outweigh the disadvantages. Based on the entire record, the City Council can approve the Applications and allow development on this site that represents the best vision for the property's long term use that benefits the community.

Very truly yours,



Michael C. Robinson

MCR:rsp
Enclosure

cc: Kevin Young (via email) (w/ encl.)
Alex Eyssen (via email) (w/ encl.)
Ron Simons (via email) (w/ encl.)
Jerry Offer (via email) (w/ encl.)
Troy Kent (via email) (w/ encl.)
Steve Dixon (via email) (w/ encl.)
Jack Dalton (via email) (w/ encl.)
Brendan Buckley (via email) (w/ encl.)
Chris Clemow (via email) (w/ encl.)
Carl Springer (via email) (w/ encl.)
Daniel Larrison (via email) (w/ encl.)
Chris Russ (via email) (w/ encl.)
Chris Brookshier (via email) (w/ encl.)

CAMPUS CREST - APPLICANT FINAL REBUTTAL OF ISSUES

ISSUE	APPLICANT REBUTTAL
<p>Location of Circle Blvd. will interfere with preferred access point for Beit Am property.</p>	<ul style="list-style-type: none"> ▪ The applicant and Beit Am have worked cooperatively to assure access to the Beit Am property. ▪ Oregon law entitles Beit Am to access from at least one location on a public street. ▪ Beit Am will have access to its property from an appropriate location on Circle Boulevard extension when it is constructed. <i>See</i> applicant letter to Planning Commission dated August 27, 2013.
<p>No demonstrated public need for the change, as required by Comprehensive Plan Policy 1.2.3 and LDC 2.1.30.06.b.1.</p>	<p>Substantial evidence in the whole record rebuts this contention as follows:</p> <p><u>MULTI-FAMILY HOUSING:</u></p> <ul style="list-style-type: none"> ▪ As explained by land use economists Johnson Reid, there is a significant need for additional student housing in the City because the growth in student housing units has not kept pace with the significant growth in OSU enrollment over the last decade. <i>See</i> February 2012 Need Assessment and supplemental memos dated September 11, 2013; September 30, 2013; and December 9, 2013. ▪ The City’s adopted Buildable Lands Inventory (“BLI”) demonstrates a deficit of land designated for Medium-High Density Residential use in the City. <i>See</i> City’s adopted BLI. ▪ The City relied upon the enhancement of market choices in approving the Witham Oaks annexation and map amendments. <i>See Mason v. City of Corvallis</i>, 48 Or LUBA 651 (2005). ▪ The City’s Comprehensive Plan recognizes that the need for higher density residential land is greatest near transit service and employment centers. <p><u>PARKS, OPEN SPACE, AND NATURAL FEATURES:</u></p> <ul style="list-style-type: none"> ▪ The City’s adopted BLI demonstrates a “substantial deficit” exists for public/institutional lands, with more than half of the deficit attributed to the need for parkland. ▪ Preservation of open space on the site will serve need of protecting significant natural features in accordance with the Statewide Planning Goals and Comprehensive Plan Policies 4.2.2, 4.10.9, and 4.13.4.

CAMPUS CREST - APPLICANT FINAL REBUTTAL TO ISSUES

ISSUE	APPLICANT REBUTTAL
<p>Advantages to community resulting from change do not outweigh disadvantages, as required by Comprehensive Plan Policy 1.2.3 and LDC 2.1.30.06.b.2.</p>	<ul style="list-style-type: none"> ▪ On balance, the advantages of providing needed development on a portion of the site and preserving a higher proportion of the natural areas on the site outweigh the disadvantages of allowing the development, which include reducing the amount of Low Density Residential (“LDR”) land available for development in the City and increasing the demand for City services. <i>See</i> chart in applicant’s application. <ul style="list-style-type: none"> ○ Reducing the amount of LDR land is not a significant disadvantage because the BLI demonstrates that there is currently a surplus of LDR land in the City. ○ Increasing demand for City services is not a significant disadvantage because the applicant is paying System Development Charges and completing off-site improvements in order to mitigate the projected impacts of the development. ▪ Development will not adversely impact area traffic and on-street parking, as explained below. ▪ No evidentiary base to conclude that benefits will not flow to local construction companies and workers.

CAMPUS CREST - APPLICANT FINAL REBUTTAL TO ISSUES

ISSUE	APPLICANT REBUTTAL
<p>The proposed change is not a desirable means of meeting the public need, as required by Comprehensive Plan Policy 1.2.3 and LDC 2.1.30.06.b.3.</p>	<ul style="list-style-type: none"> ▪ Proposed change is a desirable means of meeting public need for MHDR land because: <ul style="list-style-type: none"> ○ There is excess of LDR land in the City (so redesignation of the property will not adversely affect supply of LDR land in the City); ○ Impacts to transportation and utility systems from proposed development is expected to be roughly equivalent to impacts from development of site under existing designations; ○ Developable portion of site would be separated from existing residential neighbors, thus reducing impacts; and ○ The site is closer to OSU and retail centers than other candidate MHDR sites. ▪ Another means of meeting public need for MHDR land is annexation, but most areas designated for MHDR land within Urban Fringe are farther away from OSU and some are not even contiguous to the City. ▪ Another means of meeting public need for MHDR land is re-designating other lands within the City as MHDR, but this is problematic due to existing property owner expectations and transportation and infrastructure impacts. ▪ Another means of meeting public need for MHDR land is allowing for redevelopment of existing developed MHDR properties to higher densities than currently exist, but this would not likely be supported by the community in light of recommendations from work groups. ▪ Proposed change is a desirable means of meeting public need for Parks, Open Space, and protected Natural Features in the community because it will allow the applicant to reduce the overall site acreage proposed for development from approximately 58 acres to approximately 25 acres and to increase the area proposed for conservation from approximately 37 acres to approximately 70 acres.

CAMPUS CREST - APPLICANT FINAL REBUTTAL TO ISSUES

ISSUE	APPLICANT REBUTTAL
<p>Voters approved annexation of property in 2004 for single-family, not multi-family, residential development, and the City Council should uphold the will of the voters.</p>	<ul style="list-style-type: none"> ▪ Approval of the annexation did not bind the City Council to a particular development proposal for the site. ▪ Nearly a decade has passed since approval of the annexation, and the City’s housing needs have changed in the interim. ▪ In approving the conceptual and detailed development plans for Witham Oaks (“CDP/DDP”), the City Council found that opinions about the annexation are “irrelevant.” <i>See</i> pages 35-36 of City Council decision approving Witham Oaks CDP/DDP. ▪ To the extent the ballot materials are relevant to the annexation, they reflect that the annexation was also proposed for the purpose of preserving open space, and the proposed development will protect twice as many acres of open space as a conventional single-family development.
<p>The development is not compatible as required by LDC 2.1.30.06.c.</p>	<ul style="list-style-type: none"> ▪ LDC 1.6.30 defines “compatible” as “the ability of different uses to exist in harmony with each other.” ▪ Proposed multi-family development can exist in harmony with surrounding uses for several reasons: <ul style="list-style-type: none"> ○ There is significant open space buffer around the development site. This buffer increases the distance between the project and surrounding development. <i>See</i> applicant’s proposed site plan. ○ Maximum height for the RS-6-zoned properties to the east is only 5 feet less than the maximum height for the proposed RS-12 zone on the property. ○ Existence of trees in the open space areas will serve as an additional buffer, consistent with the City’s findings in previous cases. ○ The project’s compliance with development standards such as minimum parking standards assures that development will not adversely affect surrounding development. ○ All affected intersections are expected to operate as well or better than if the property were developed in the existing RS-6 zone. <i>See</i> DKS memorandum dated December 9, 2013.

CAMPUS CREST - APPLICANT FINAL REBUTTAL TO ISSUES

ISSUE	APPLICANT REBUTTAL
<p>Violates intent of Comprehensive Plan Policy 9.3.2, which encourages innovative site development techniques and a mix of dwelling types, because applicant is proposing only a single type of housing.</p>	<ul style="list-style-type: none"> ▪ This policy is not an approval criterion applicable to individual quasi-judicial applications. ▪ Instead, this policy provides general direction to the City Council to adopt LDC provisions that encourage innovative development techniques and a mix of dwelling types. ▪ The City Council has adopted these LDC provisions as Planned Development approval criteria (LDC 2.5.40.04), and the project complies with them. <i>See</i> Planning Commission staff report, pp. 68-154.
<p>Violates Comprehensive Plan Policy 9.4.6, which requires City to encourage multi-family development designed for long-term family living.</p>	<ul style="list-style-type: none"> ▪ This policy is not an approval criterion applicable to individual quasi-judicial applications. ▪ Instead, this policy provides general direction to the City Council to adopt LDC provisions that encourage development of multi-family units for long-term family living. ▪ Alternatively, if the policy is directly applicable to these applications, the project is consistent with this policy as follows: <ul style="list-style-type: none"> ○ The project will encourage long-term family living because it will include many amenities such as a swimming pool and workout facilities. <i>See</i> September 30, 2013 letter from applicant to Planning Commission. Further, the record does not reflect any limits on the duration of tenancies. ○ The project is not limited to students, and the applicant has stated it will market the project to all classes of persons. <i>Id.</i> ○ Even if an individual student rents a unit, that student constitutes a “family.” <i>See</i> LDC 1.6.30 (“Family” defined as “<u>Individual</u> or two or more persons related by blood, adoption, or marriage, or a group of not more than five adults unrelated by blood or marriage, living together in a dwelling unit.”) (Emphasis supplied.)).

CAMPUS CREST - APPLICANT FINAL REBUTTAL TO ISSUES

ISSUE	APPLICANT REBUTTAL
<p>Violates intent of Comprehensive Plan Policy 9.4.7 to encourage development of specialized housing for elderly, disabled, students, and others with special needs because won't serve elderly or those in need of affordable housing.</p>	<ul style="list-style-type: none"> ▪ Although the developer will market the project to all groups, the developer will primarily market the project to students, which are identified in this policy.
<p>Sets a dangerous precedent for City to approve piecemeal zone changes at the request of single developer. As a result, inconsistent with LDC 2.2.10.</p>	<ul style="list-style-type: none"> ▪ State and local law both permit an applicant to request a zone change on an individual site. ▪ LDC 2.2.10 is not an applicable approval criterion. <ul style="list-style-type: none"> ○ Further, this section notes that it may be necessary to approve zone change requests “to respond to changing conditions or unforeseen circumstances, or to provide an incentive for the protection of Natural Resources and Natural Hazards.” ○ The proposed zone change responds to changing conditions (the increase in student population without a corresponding increase in multi-family housing) and to provide an incentive for resource protection (by allowing more dense development on the remainder of the site).

CAMPUS CREST - APPLICANT FINAL REBUTTAL TO ISSUES

ISSUE	APPLICANT REBUTTAL
<p>The development will generate additional traffic that will adversely impact surrounding transportation facilities.</p>	<ul style="list-style-type: none"> ▪ The project is compatible with the existing and proposed transportation facilities. ▪ Proposed zoning improves level of service at Circle Boulevard/Harrison Boulevard intersection and maintains the level of service at Witham Hill Drive/Circle Boulevard intersection during PM peak hour. <i>See Exhibit 11 to applicant's December 10, 2013 letter.</i> ▪ A worst-case scenario development under the proposed RS-12 zoning (by unit) generates 33 PM peak hour trips less than the worst-case scenario development under the existing RS-6 zoning. <i>See Exhibit 10 to applicant's December 10, 2013 letter.</i> ▪ All study intersections will continue to operate within the City's standard level of service D through 2033, subject to the applicant providing the following mitigation measures: <ul style="list-style-type: none"> ○ Circle Boulevard extension from its existing terminus to Harrison Boulevard ○ Four-way stop sign at Witham Hill Drive and Circle Boulevard, with the applicant making SDC contributions to fund a future traffic signal ○ Eastbound left-turn lane on Harrison Boulevard at Circle Boulevard ○ Southbound left-turn lane on Circle Boulevard at Harrison Boulevard
<p>The applicant's TIA should have utilized Institute of Transportation Engineers ("ITE") Land Use Code 220 ("Apartments") by person, not by dwelling unit, due to the fact that each dwelling unit is comprised of separate bedrooms, each of which will be rented out separately.</p>	<ul style="list-style-type: none"> ▪ A worst-case scenario development under the proposed RS-12 zoning (<u>by person</u>) generates fewer trips than the worst-case scenario under the existing RS-6 zoning. <i>See DKS memorandum dated December 9, 2013.</i>
<p>No need to extend Street A and public utilities to west because that property is actively farmed and is unlikely to develop.</p>	<ul style="list-style-type: none"> ▪ LDC 4.0.70 requires that public utilities installed concurrently with development of a site shall be extended through a site to the edge of adjacent properties.

CAMPUS CREST - APPLICANT FINAL REBUTTAL TO ISSUES

ISSUE	APPLICANT REBUTTAL
Project does not satisfy LDC 4.10.60.04, which provides for buildings having two types of building materials on street-facing facades.	<ul style="list-style-type: none"> ▪ This provision is part of a menu of eight building design features, and the applicant is only required to comply with five of them. ▪ Project satisfies this provision by incorporating siding, brick, and stone into the final design.
Online search showed similar Campus Crest projects in other cities are not well-reviewed by residents or employees.	<ul style="list-style-type: none"> ▪ Testimony is not relevant because it is not directed at an applicable approval criterion. ▪ However, even if it were relevant, it would not constitute substantial evidence because the source and context of these online reviews is not known. ▪ The developer has employed over 1,000 employees over the past eight years and has had multiple thousands of residents. Many have been quite satisfied with their experience.
Project does not comply with LDC 4.0.50 (“Transit Requirements”).	<ul style="list-style-type: none"> ▪ The applicant has coordinated with City Transit and has included a new transit facility located north of Drive C on NW Circle Boulevard. <i>See Sheet P5.0.</i> ▪ Sidewalks will provide connectivity with the proposed facility. ▪ Final location of the improvements will be determined with the public improvements. <i>See Condition 11.</i>
No demonstrated public need. Application relies upon out-of-date statistics from a 15-year old projection from the 1998 Buildable Lands Inventory.	<ul style="list-style-type: none"> ▪ City is required to rely upon its acknowledged BLI. <i>1000 Friends of Dundee v. City of Dundee</i>, 203 Or App 207, 216, 124 P3d 1249 (2005); <i>D.S. Parklane v. Metro</i>, 164 Or App 1, 22, 994 P2d 1205 (2000).
Project compromises the integrity of the Comprehensive Plan in contravention of LDC 2.1.20.b. Piecemeal zone changes are contrary to spirit and letter of Comprehensive Plan.	<ul style="list-style-type: none"> ▪ This is a purpose statement and not a mandatory approval criterion.

CAMPUS CREST - APPLICANT FINAL REBUTTAL TO ISSUES

ISSUE	APPLICANT REBUTTAL
<p>Inconsistent with Comprehensive Plan Policy 3.2.1.F, because student-only housing does not support desired mixed-use land use pattern.</p>	<ul style="list-style-type: none"> ▪ This plan sub-policy provides that the desired land use pattern will emphasize “[n]eighborhoods with a mix of uses, diversity of housing types, pedestrian scale, a defined center, and shared public areas.” ▪ The project is consistent with this sub-policy because it would allow for a greater diversity of housing types, conserve more open space, and develop additional public multi-use paths.
<p>Inconsistent with Comprehensive Plan Policy 9.7.3, which states that City and OSU shall work toward goal of housing 50% of students living on or within 1/2-mile of campus.</p>	<ul style="list-style-type: none"> ▪ Technically, the project satisfies this standard because it is located within 1/2-mile of both the OSU Dairy facility and the poultry research facility. <i>See</i> Planning Commission staff report, pp. 21-22. ▪ Further, the project is closer to campus than many multi-family developments in the City that primarily serve students, including Timberhill Apartments, Grand Oaks Apartments, and Willamette Landing. <i>Id.</i>
<p>Development does not satisfy LDC 2.1.30.06.c.13 because it will lead to loss of, rather than preservation of, wetlands. Loss of wetlands will increase pollutants in waterways, increase drying and heating of land, decrease protection from fire, and decrease protection of aquifers.</p>	<ul style="list-style-type: none"> ▪ The applicant has delineated the site wetlands and has designed the project to preserve these delineated wetlands, except to extend necessary infrastructure, including Circle Boulevard. DSL has submitted testimony concurring with this delineation. Any wetland impacts will be subject to state permitting requirements to ensure “no net loss” of wetlands. ▪ The City’s Transportation System Plan (“TSP”) Table 10-3 requires the completion of the Circle Boulevard extension concurrent with new development. <i>See</i> TSP, p. 10-6.
<p>Stormwater management plan is inadequate because no use of sustainable practices (such as permeable pavement or other BMP’s) and developer underestimates stormwater runoff by using incorrect runoff co-efficient. As a result, inconsistent with LDC 2.1.30.06.c.11.</p>	<ul style="list-style-type: none"> ▪ Applicant satisfies applicable stormwater requirements of LDC. <i>See</i> Planning Commission staff report, pp. 57-60, 105-106, 111-112. ▪ Applicant has negotiated an easement to allow stormwater to cross OSU property south of Harrison Boulevard in order to reach Oak Creek. ▪ Preliminary stormwater findings are not an improper deferral because stormwater planning occurs in two phases under the LDC. The applicant’s submittal includes the information necessary for the first phase of review, and the second phase of review will occur in conjunction with the Final Plat.

CAMPUS CREST - APPLICANT FINAL REBUTTAL TO ISSUES

ISSUE	APPLICANT REBUTTAL
Student-only format likely violates federal guidelines for inclusion of multiple user types in housing developments.	<ul style="list-style-type: none"> ▪ No specific guidelines identified. ▪ Developer is not restricting any protected class of persons from renting.
Changes in configuration of the site will increase runoff and traffic, which is inconsistent with Comprehensive Plan Finding 3.2.i, which requires that OSU agricultural and forest lands be maintained free from division into small parcels.	<ul style="list-style-type: none"> ▪ Proposed development is consistent with this provision because it does not divide the OSU lands into small parcels.
OSU needs to contribute funds to City to pay for roads and other services needed by students which OSU has brought to the City in the first place.	<ul style="list-style-type: none"> ▪ Contention is not relevant to this application. ▪ The applicant will pay for cost of additional facilities and services necessitated by this development.
Proposal does not respond to changing conditions and community attitudes, as required by LDC 2.1.20.a.	<ul style="list-style-type: none"> ▪ This is a purpose statement, not an applicable approval criterion.
Development-generated traffic will generate noise.	<ul style="list-style-type: none"> ▪ Noise from traffic that is off-site of the development is not the developer's responsibility to mitigate.
Developer should conduct comprehensive evaluation of historic, prehistoric, and cultural resources in order to comply with Statewide Planning Goal 5.	<ul style="list-style-type: none"> ▪ The site contains no cultural resources on the City's acknowledged comprehensive plan maps. <i>See</i> OTAK memo dated December 9, 2013. ▪ The applications will not either: (1) amend a resource list or a portion of an acknowledged plan protecting significant Goal 5 resources; or (2) allow uses that could be conflicting uses with a Goal 5 resource site on an acknowledged resource list. <i>Johnson v. Jefferson County</i>, 56 Or LUBA 72 (2008). ▪ Therefore, Goal 5 is not applicable.

CAMPUS CREST - APPLICANT FINAL REBUTTAL TO ISSUES

ISSUE	APPLICANT REBUTTAL
<p>Concerned that development will lead to more on-street parking by students in the neighborhood.</p>	<ul style="list-style-type: none"> ▪ This concern is unfounded. ▪ Project will provide 796 on-site vehicle parking spaces, 40 more than the minimum required by the LDC. <i>See</i> Planning Commission staff report, pp. 101-102. ▪ Project will provide 758 on-site bicycle parking spaces, 120 more than the minimum required by the LDC. <i>Id.</i>
<p>Project does not satisfy LDC 4.0.30 (“Pedestrian Requirements”) or LDC 4.0.40 (“Bicycle Requirements”).</p>	<ul style="list-style-type: none"> ▪ Pedestrian and bicycle transportation to and from the site will be safe, convenient, and satisfy these LDC standards. ▪ Project plans show sidewalk connections throughout the site. ▪ Applicant will construct City standard sidewalks and bicycle lanes on Circle Boulevard and Harrison Boulevard to and through the site providing connectivity with existing sidewalks and bicycle lanes. <i>See</i> Conditions 7 and 18. ▪ Applicant has agreed to provide acceptable alignments and improvements for all planned trails on the site.
<p>Property should remain as undeveloped and serve as part of greenbelt bordering the City. Community needs this area to remain undeveloped to live, breathe, and relax.</p>	<ul style="list-style-type: none"> ▪ Property is already zoned for development. ▪ Applicant’s proposal will result in more than twice the amount of open space than would likely occur in standard development under existing RS-6 zoning.
<p>Existing zoning serves as better transition from single-family neighborhoods to rural/agricultural areas.</p>	<ul style="list-style-type: none"> ▪ Not a relevant inquiry.
<p>Inconsistent with Comprehensive Plan Policy 9.7.2, which requires City to encourage OSU to house resident students on campus.</p>	<ul style="list-style-type: none"> ▪ This policy is not an approval criterion applicable to individual quasi-judicial applications. ▪ Alternatively, the policy is applicable. In such case, the project is not inconsistent with the policy because approval of the applications does not affect whether or not OSU establishes policies to encourage resident students to live on campus.

CAMPUS CREST - APPLICANT FINAL REBUTTAL TO ISSUES

ISSUE	APPLICANT REBUTTAL
Unclear whether additional notice was given to DLCDC in 2013, as required by ORS 197.610.	<ul style="list-style-type: none"> ▪ City provided notice consistent with ORS 197.610 in 2011, when application was filed. ▪ There is no requirement to provide an additional notice at this time.
Developer will violate ORS 90.262(3) if it only allows one person per room.	<ul style="list-style-type: none"> ▪ ORS 90.262 is not an applicable approval criterion. ▪ Statute only limits landlord from adopting rules and regulations. The applicant has stated on the record that it does not have current plans to adopt any rule or regulation that establishes an occupancy guideline.

MEMORANDUM

To: Mayor and City Council
From: Ken Gibb, Community Development Director *Ken Gibb*
Date: December 31, 2013
Subject: Campus Crest / The Grove (CPA11-00002, et. al.) – Written Responses to Questions from the City Council

Below are Questions asked by City Councilors at the December 2nd, 2013, Public Hearing, followed by responses from Staff:

Councilor Sorte'

1. Are Staff able to provide the metrics Councilor Sorte' referred to in his November 27, 2013 email to the Community Development Director?

Staff's response to this information request is included in the December 11, 2013, packet of written testimony received after the December 2, 2013, City Council Hearing, but prior to the close of record, on December 10, 2013.

2. Can Staff provide data regarding the number of OSU students who don't want to live in Corvallis?

No, City Staff do not have that information and OSU officials confirmed that they do not keep data on the number of students who do not want to live in Corvallis.

3. Can staff provide an estimate on the resultant Level of Service at affected intersections based on a per person trip generation assumption?

Please see the attached memorandum from Matt Grassel, Development Review Engineer, to Kevin Young, Planning Division Manager.

Councilor Brown

4. Will the City Attorney please provide guidance regarding Oregon Occupancy Guidelines (an issue raised in testimony by Eckert)?

The City Attorney's Office provided the following response:

ORS 90.262 regulates the contents of a rental agreement between a landlord and tenant. Accordingly, it does not expressly regulate land use decisions. If a landlord adopts an occupancy guideline, it must be reasonable and otherwise comply with the statute or related statutes. Nothing in the express language of ORS 90.262 requires a

landlord to adopt an occupancy guideline. It is difficult to pinpoint the precise manner in which an applicant or successors in interest may use land proposed for development in a manner that later violates a statute or regulations, and much more difficult to rely upon conjecture or speculation of future violations when considering applicable land use application criteria.

The applicant has stated on the record that they do not plan to adopt any rule or regulation that establishes an occupancy guideline.

Councilor Traber

5. What are our current commitments to improvements on Harrison? What will the improvements along Harrison look like east of the Circle extension, including the medians/islands? Does the City Council have the ability to expand or alter these conditions?

Please see the attached memorandum from Matt Grassel, Development Review Engineer, to Kevin Young, Planning Division Manager.

6. Please clarify the review process that might occur if the site were developed consistent with the current RS-6 zoning.

Under the current Comprehensive Plan Designations for the subject property, 57.7 acres of the site are designated for Low Density Residential development and 36.9 acres are designated for Open Space – Conservation. The prior Conceptual and Detailed Development Plan for low density residential development on the site (Witham Oaks) has expired, which means that the property owner has the ability, per LDC Section 2.2.50.b.2, to submit a Zone Change request to remove the Planned Development Overlay from the subject site. Given that the applicable decision criteria for such decisions (LDC 2.2.50.06.b), appear to be met, it is expected that such a request would be approved, meaning there would be no requirement for a future public hearing to review development on the subject property.

A future Residential Subdivision application meeting all applicable clear and objective decision criteria would be approved administratively, thereby allowing for development of 57.7 acres of the site and protecting the remaining 36.9 acres of the site, consistent with the current Comprehensive Plan Designation and Zoning on the property. The decisions to remove a Planned Development Overlay and to approve a Residential Subdivision may be appealed, but a successful appeal would have to demonstrate that the approval decision had not made adequate findings based on applicable decision criteria.

Councilor York

7. Did the staff report address cultural resources on the site, and if not, why not?

The subject site is not a designated historic property and is not within a historic district in Corvallis, and is therefore not subject to historic regulations. There are no application requirements or review criteria in the Land Development Code that relate to the potential for cultural resources on a development site. State owned artifacts are subject to regulations adopted to implement the statutory scheme at ORS 358.635 to ORS 358.653. Excavation or site preparation work that exposes archeological objects on private or public lands is subject to the statutory scheme at ORS 358.905 to ORS 358.961. If archeological objects are discovered on the subject site, the developer is required to comply with state law.

8. Does the Buildable Lands Inventory consider OSU lands?

Yes, the 1998 Buildable Lands Inventory considered OSU land. At the time of that analysis, OSU land was classified as Public Institutional land, along with City-owned land and other lands under public ownership. The BLI notes that OSU land is available for development, but includes the following note: "(But since OSU expects no net employment growth over 20 years, and any residences would be group quarters not part of the City's housing inventory, the analysis does not require specific forecast for OSU.)" The "analysis" referred to is that required by the Oregon Department of Land Conservation and Development (DLCD). Consequently, at the time the BLI was completed, it was not anticipated that OSU would need more land for growth of the University. Given the fact that OSU is a land grant school, with a significant amount of land both inside and outside the City's Urban Growth Boundary, there does not seem to be a need for OSU to acquire additional land for growth at the present time.

The BLI does project a shortfall of land for Public Institutional uses of 667 acres by the year 2020, but much of the need for additional Public Institutional land is attributed to "...the City's policy stating that it should add 35 acres of parkland for every 1,000 people added to the City's population. For these uses the City is probably not required to re-designate land to address the potential deficit. The City can rely on its oversupply of low-density residential land, its subdivision and PUD process, and the land taken out of the buildable land inventory because of its natural features (e.g., steep slopes, wetlands, floodplains) to meet much of this need." (BLI, p. G-11)

9. Is there a wait list for senior assisted living in Corvallis? Is senior assisted living included in our data regarding vacancy rates?

Staff are not able to answer the first question without introducing new information into the record.

The Housing Division's estimate of the local vacancy rate does not include consideration of senior assisted living units. It is staff's understanding that the U.S. Census would consider senior

assisted living as a type of “group quarters” residence. The U.S. Census does not provide separate vacancy data for “group quarters.”

Councilor Hervey

10. Must the Council stick to the numbers in the BLI, or are they able to consider other data sources? What is the current data?

Comprehensive Plan Policy 1.1.5 states as follows:

“The City shall conduct, as part of Periodic Review, a thorough inventory of buildable lands and analysis of all types of land requirements in accordance with, but not limited to, Oregon Revised Statutes.”

This analysis, known as the “Buildable Land Inventory and Land Need Analysis for Corvallis” (BLI), was completed in 1998. As required under state law, the BLI studies existing land supply within the City Limits and Urban Growth Boundary (UGB) along with development trends and the community’s land needs, and projects land demand and supply into the future to determine if a community’s plans are adequate to accommodate 20 years of growth. Generally, the Corvallis BLI finds that the community’s land needs will be met within the 20 year planning period (up to the year 2020), but identifies a few areas where shortfalls are projected for land within the City Limits. The 1998 BLI was adopted by the City Council and is considered a supporting document to the Comprehensive Plan.

Additionally, Comprehensive Plan Policy 14.2.1 states as follows:

“The City shall coordinate the existing elements of the growth management system and publish an annual Land Development Information Report, which includes a brief discussion of growth management.”

The LDIR serves a different purpose than the BLI. While the BLI provides a projection for future growth in the community, and how well the available land supply within City Limits and the UGB will accommodate that growth, the LDIR provides current information on recent development activity and the supply of remaining vacant land within the various zoning districts in the City. The LDIR provides decision-makers and the public the ability to “ground-truth” the projections in the BLI to see whether, fifteen years into the planning period of the BLI, the BLI has made accurate predictions for future growth. Based upon CPP 14.2.1, the LDIR is not formally presented to the Council for adoption, but is published by the Community Development Department as each report is completed. Additionally, staff believe that the City Council is able to rely on data in the LDIR because it serves a different purpose than the projections in the BLI.

Staff’s analysis of the public need for the proposed Comprehensive Plan Amendment may be found in Exhibit IV – 33 through 36 of the City Council staff report. Data from the 2011 LDIR and BLI may be found in Exhibit IV – 220 and Exhibit IV – 222 of the City Council staff report. Additionally, staff note that a great deal of public testimony has been submitted regarding

whether there is a public need for the proposed Comprehensive Plan Amendment. The City Council is asked to review the information in the record and to reach a conclusion on the question of public need for the proposed Comprehensive Plan Amendment. The consideration of public need may be broader than consideration solely of the findings in the BLI.

MEMORANDUM

December 31, 2013

TO: Kevin Young, CD/Planning

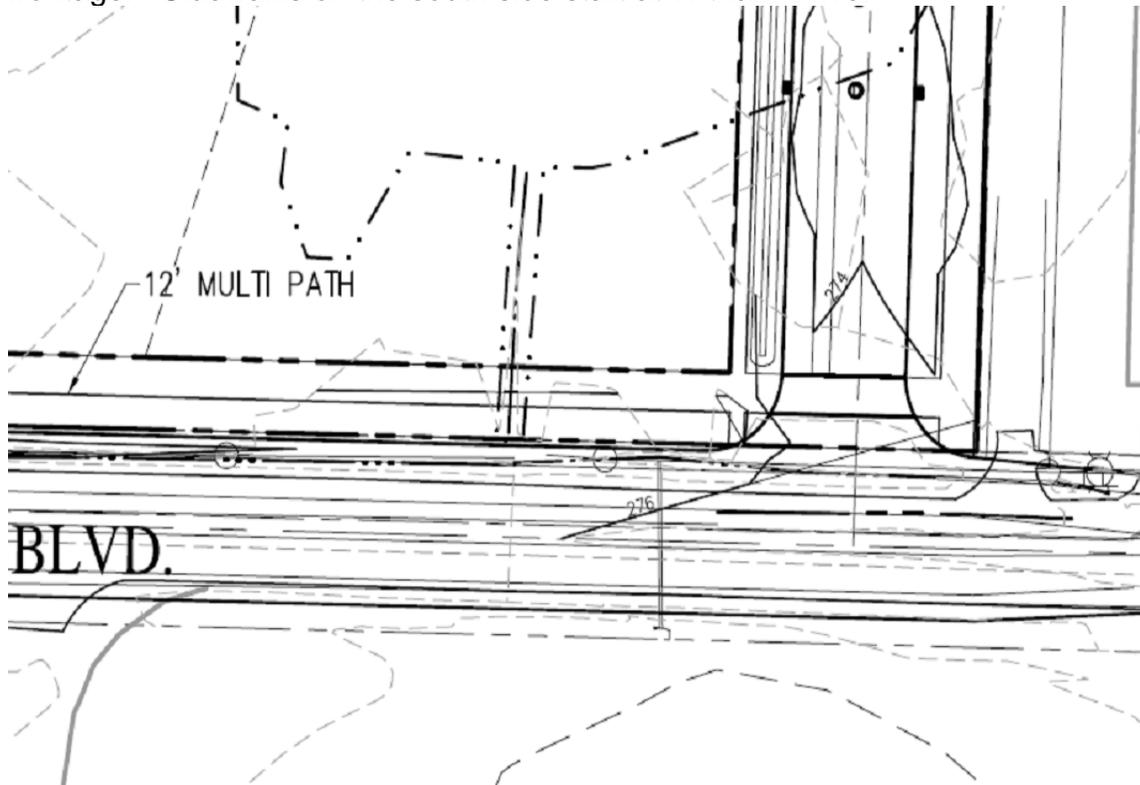
FROM: Matt Grassel, PW/ Engineering/ Development Review

SUBJECT: City Council Questions - The Grove/Campus Crest (CPA11-00002, ZDC11-00005, PLD13-00003, and SUB13-00001)

Based on initial City Council questions of staff, engineering has been requested to clarify several items for consideration of the proposed Campus Crest/The Grove development.

City Councilor Traber - Harrison Blvd. Improvements, east of Circle Blvd. intersection:

Below is a snapshot from sheet P5.0 (Attachment Q.9). Please refer to Condition #7 which recognizes the lack of detail in the transition to the existing sidewalk. There is an existing sidewalk on the north side of Harrison that is continuous to the existing sidewalk network on SW 35th and to Campus. There are existing bike lanes on both sides of NW Harrison Blvd. There is no sidewalk on the south side of Harrison along the OSU frontage. Sidewalks on the south side start at Witham Drive.





Since there is an existing City standard sidewalk on the north side of Harrison and existing City standard bike lanes on both sides of Harrison, City staff did not require or condition additional offsite improvements along NW Harrison Blvd. (LDC 4.0.30.e). There are signalized crossings at both 35th and 36th streets which allow a continuous pedestrian route to Campus with signalized pedestrian crossing points.

It has been suggested that an additional median just east of Circle on Harrison be installed to enhance bicycle crossings from the new multi-use path. Since there is not a pedestrian facility on the south side of Harrison, Staff is reluctant to recommend installation of a crosswalk at this time. A median could be installed without a marked crosswalk which would provide a bicycle refuge. The median was discussed on page 5 of the applicant's letter from OTAK dated September 16, 2013 (8/25/13 - 10/7/13 testimony CD Pg. 390). This additional median could be added to Condition of Approval #14. Based on historic maintenance issues, any medians should be designed for low maintenance and provide visibility.

The City Council may require additional pedestrian and/or bicycle improvements based on LDC 4.0.30.b and 4.0.40.b if they believe there are safety improvements that can be made to existing facilities.

City Councilor Sorte - Level of Service (LOS) for intersections based on ITE trip rates for Persons:

The applicant provided a traffic analysis to specifically address the TPR (exhibit IV-315). That analysis has a level of service (LOS) table for intersections based on estimated trips for the maximum density of the existing zone (350 p.m. trips) and the proposed zone (317 p.m. trips). The ITE trip rate based on persons, assuming 900 bedrooms is equal to 900 persons, is estimated between 353 p.m. trips (fitted curve equation) and 360 p.m. trips (average rate) with no reductions or adjustments for alternative modes or other factors. This number of trips is fairly close to the 350 p.m. trips which were assumed for the worst case scenario of the existing zone using dwelling units. A difference of 7 to 10 total trips being distributed out to intersections is not expected to change the LOS for the 350 trip scenario (Existing Zoning) listed in *Table 4: 2033 Intersection Operations Under Existing and Proposed Zoning Conditions (Includes Circle Blvd. Extension)* (Exhibit IV- 50 and Exhibit IV - 318).

In addition, the applicant submitted a response to Councilor Sorte's question dated December 9, 2013 (Submitted prior to the close of record). In that memorandum they show estimates for trip generation under various scenarios. Some of the scenarios include reductions of vehicle trips for alternate modes of travel by bicycle, walking or transit based on the letter (November 22, 2013, in Mayor and Council Packet dated November 27, 2013) and studies by Group Mackenzie pertaining to OSU. DKS bases their conclusion that all the cases of trip generation presented in the December 9, 2013, memorandum are less than the estimated 350 trips that could be generated under the existing zoning.

Another possible option for City Council if they are uncomfortable with the analysis of the intersection of Circle Blvd. and Harrison Blvd., is to have the applicant study the intersection after buildout of the site, but prior to warranty termination of the public improvements. This would require the developer to secure the costs of the traffic study and any possible mitigation that would be a result of the study such as a traffic signal.

Staff has heard concerns regarding how the number of trips on Harrison Blvd. could decrease with Development and the extension of Circle Blvd. The Corvallis Transportation Master Plan identifies the Circle Blvd. extension as a needed connection.

Circle Blvd. extension is expected to change the traffic patterns in the area regardless of the type of development that occurs on this property. Traffic that would use the new Circle Blvd. was assumed to shift from 53rd Street, Walnut Blvd., Harrison Street, 36th Street, and 29th Street. The applicants consultants have addressed the diversion of trips that would be a result of the extension of Circle Blvd. on Exhibit IV-341 of the council packet. In addition they have also provided two figures that estimate the diversion of trips. One for the near term is shown on Exhibit IV-349 and one for the year

2033 on IV-351. See also DKS Memorandum December 2, 2013, to the Mayor and City Council (attached).

Due to the questions raised over what is the appropriate trip generation rate to use, Staff is offering the following background on trip generation:

The City follows ITE guidelines for trip generation as published in the *Trip Generation Manual (9th Edition, 2012)*. Trip generation numbers are published for independent variables associated with a land use. Each type of land use may have different variables based on the characteristics of the development and what data was collected for the study. Dwelling units for residential property and square footage for commercial property are two of the most common variables.

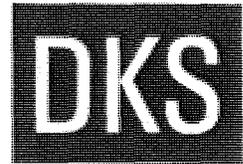
For apartments, the other published variables are persons and vehicles. There is not currently a published ITE rate for bedrooms. The ITE data for dwelling units has the largest sample size at 90 studies vs. 28 studies of persons as the independent variable during the pm peak hour. For a comprehensive plan amendment and zone change, dwelling unit is the most appropriate variable for trip generation because the comprehensive plan designation and zoning districts for residential uses are based on the number of dwelling units per acre, not persons, bedrooms or vehicles. Staff believe this justifies the uses of dwelling units as the independent variable for trip generation associated with the comprehensive plan designation and zone change requirements.

Staff uses various references, including ODOT and ITE, in evaluating if information submitted by the applicant is reasonable. Two ODOT documents staff uses for reference are: ODOT's *Development Review Guidelines 2005 (& 2013)*, and ODOT's *Best Practices for Traffic Impact Studies*. Excerpts from the ITE Handbook were submitted in the testimony dated December 2, 2013. Staff would point to section 2.2 of the ITE Trip Generation Handbook for determination of the appropriate independent variable, including the discussion regarding tenants (attached): "The preferred independent variable should be stable for a particular land use type and not a direct function of actual site tenants."

Staff has also considered the number of studies for each independent variable (dwelling units vs. persons) in the ITE trip generation data for apartments (code 220). The ITE studies include a data plot, which can be used to compare independent variables in relation to the number of samples with similar size independent variables. This information suggests that based on the number of existing studies that utilize dwelling units as the independent variable for a traffic impact analysis, the use of dwelling units as the independent variable is likely to produce the most consistent results.

In summary, staff's evaluation of trip generation for this application is consistent with professional engineering standards and past City practice related to multifamily projects including those that are primarily intended for student housing.

CORV



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MEMORANDUM

DATE: December 2, 2013

TO: Julie Manning, Mayor and Members of the Corvallis City Council

FROM: Julie Sosnovske, P.E.

SUBJECT: Campus Crest Housing Project / Response to Project Delivery Group Memo P#11162-000

This memorandum responds to issues raised by the Project Delivery Group (PDG), on behalf of the Witham Oaks area neighbors, in their November 26, 2013 memo to the City of Corvallis City Council regarding the Campus Crest Project.

PDG reviewed the Campus Crest traffic impact study (TIA) prepared by DKS Associates in 2013, highlighting the following concerns with the study:

- Unexplained Harrison Boulevard traffic volume declines with the Campus Crest Project;
- The amount of traffic is understated, and the distribution of traffic is incorrect;
- The analysis does not demonstrate compliance with the Transportation Planning Rule.

Our responses to these concerns are summarized below:

PDG: "Unexplained Harrison Boulevard traffic volume declines with the campus Crest Project"

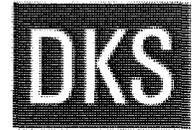
Response: Traffic volume is expected to decline on Harrison Boulevard due to the Circle Boulevard Extension.

Traffic volume is expected to decline on Harrison Boulevard because the Circle Boulevard extension is included in any scenario that includes the proposed Campus Crest project. This circulation change is described on page 18 of the TIA, as follows:

Circle Boulevard Extension

As part of the proposed project, Circle Boulevard will be extended west through the site from its current terminus just west of Witham Hills Boulevard to Harrison Boulevard. This project was included in the City's Transportation Plan¹, and was anticipated that it would be constructed in conjunction with adjacent development.

¹ Corvallis Transportation Plan, Adopted August 5, 1996.



The Corvallis Area MPO model (CAMPO) was used, in conjunction with existing traffic patterns in the study area, to approximate the amount of non-project related traffic that would use the new Circle Extension. In addition, new traffic that would now use Circle Extension was removed from the street network along the path it would have traveled previously. Traffic that would use the Circle Extension was assumed to shift from 53rd Street, Walnut Boulevard, Harrison Street, 36th Street, and 29th Street. Figures A and C, showing the anticipated near term (2013 – 2015) and future (2033) diversion that would occur as a result of the Circle Extension, are included in the appendix.

In order to minimize the number of figures in the report, DKS provided the diversion expected from the Circle Boulevard extension in the appendix as Figures A (near term) and C (2033) and the project trips as Figure B. The following traffic volume scenarios could be derived as follows:

1. 2015 without Project (not shown) = Figure 3 (2015 No Build) + Figure A (Circle Diversion)
2. 2015 with Project (Figure 6) = Figure 3 (2015 No Build) + Figure A (Circle Diversion) + Figure B (Project)

PDG: “The amount of traffic is understated, and the distribution of traffic is incorrect”

Response: The trip generation rate used in the TIA is appropriate given the higher bicycle and pedestrian mode split observed in the vicinity of the Oregon State University Campus.

Trip Generation:

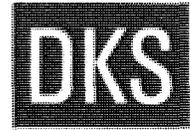
The Mackenzie letter dated December 2, 2013 demonstrates that the pedestrian and bicycle mode split is significant in the OSU campus area. Within a 1 to 1.5 mile buffer of campus, where the proposed project is located, bicycles and pedestrians account for about 41 percent of all person trips during the AM peak period and 43 percent during the PM peak period.

PDG includes an Auburn University Master’s Thesis evaluating Trip and Parking Generation for Student-Oriented Housing Developments, dated May, 2013. While the Auburn study indicates a trip rate similar to that in the FDOT study, the study also includes mode split data (percentage of trips made by various modes of travel, including pedestrian, bicycle, transit and motor vehicle) indicating that 84 percent of all PM peak hour trips were made by automobiles. This is almost twice as high as the 43 percent of trips made by driving/carpooling that has been observed at Oregon State (see Mackenzie letter dated December 2, 2013). Adjusting the trips estimated by the FDOT rate (277 PM peak hour trips) and applying the OSU auto mode split² would result in 141 PM peak hour trips, less than the 183 PM peak hour trips estimated using ITE.

The FDOT study backs this up, stating the following:

Also evident is the significant impact pedestrian and transit facilities can have on trip generation rates. The comparison of rates from both the 2008 Baltimore Avenue and 2007 Auburn studies show that trip generation can be much less than average when there are true multimodal travel options available.

² OSU auto mode split of 43% is 51% of the auto mode split observed in the Auburn study (84%). Applying this factor (51%) to the FDOT estimated trip rate yields approximately 141 PM peak hour trips (51%*277).



It has also been documented in the FDOT study that students make a higher percentage of trips during the day and evening, outside of typical peak periods due to their varying class schedules and active late night social life. Since traffic volumes on the adjacent street network are lower during these times, the impact on mobility (level of service) is less.

Trip Distribution:

While the Corvallis Area Metropolitan Planning Organization (CAMPO) model was used as a basis for trip distribution, adjustments were made to reflect the unique character of the college students that would reside in the proposed Campus Crest housing project, as described on page 16 of the TIA. An example is that the CAMPO model indicated a higher percentage of trips oriented northeast on Circle, likely due to employment opportunities in northeast Corvallis. This percentage was adjusted downward and the percentage of traffic going toward the OSU campus was adjusted upward.

It should be noted that while, overall, most trips made by students are expected to be oriented toward the OSU campus, many motor vehicle trips may be oriented to other destinations. Students may be more likely to walk or ride their bike to campus due to proximity to campus, parking costs, or parking location relative to their classes. However, shopping, work, and service trips are more likely to be made by motor vehicle. The trip distribution shown in the TIA reflects *motor vehicle* trips made during morning and evening peak hours, which are likely to be distributed differently than trips made by all modes, including walking and biking.

PDG: "The analysis does not demonstrate compliance with the Transportation Planning Rule"

Response: The February 5, 2013 Memorandum "Findings on Transportation Planning Rule Significant Effect" addresses Transportation Planning Rule (TPR) compliance.

The February 5, 2013 memorandum demonstrates compliance with the TPR by conducting a "worst case scenario" analysis. The following mitigation was identified, which is consistent with the mitigation recommended with development of the proposed project:

- The applicant will construct the Circle Boulevard extension as part of the proposed project.
- Development on the site contributes toward the City's SDC as a condition of development (Note: the City of Corvallis has identified the future need for a signal at Witham Hill Drive/Circle Boulevard as part of its SDC plan). The applicant is willing to install all-way stop control at this intersection now, as part of the proposed project.
- Development on the site is responsible for providing a southbound left turn lane on Circle Boulevard at Harrison Boulevard



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MEMORANDUM

DATE: December 9, 2013
 TO: Julie Manning, Mayor and Members of the Corvallis City Council
 FROM: Julie Sosnovske, P.E.
 SUBJECT: Campus Crest Housing Project / Trip Generation by Person

P#11162-000

This memorandum responds to issues raised during the December 2, 2013 City council hearing by Councilor Sorte and the November 24, 2013 memorandum from Rolland Baxter to the City Council.

Mr. Baxter asserts a worst-case analysis should be conducted using a trip generation rate based on persons versus dwelling units because "persons" best fit the characteristics of the proposed Campus Crest development. Mr. Baxter further indicates that by assuming three bedrooms per dwelling unit, the maximum allowed 500 units would result in 1,500 individual bedrooms – or 1,500 persons when fully occupied.

To address Mr. Baxter's concerns, DKS has estimated trip generation for this scenario; however, it is important to note students are more likely to use alternate travel modes other than the motor vehicle than are occupants of non-student housing. This is supported by the high OSU student travel mode share for bicyclists and pedestrians shown in Table 2 of the November 22, 2013 Mackenzie letter. For a number of reasons, including lack of parking availability, parking costs, auto ownership and use costs, parking distance to destination, health, and environmental concerns, students are more likely to bicycle, walk or use transit. This is demonstrated by data provided by Mackenzie from their previous work on the Collaboration Corvallis project and with Oregon State University, and is summarized in Table 1.¹

Table 1: Travel Modes Used for Students Living Between One and One-and-a-Half Miles from the Center of Campus (Memorial Union)

<i>Travel Mode</i>	<i>AM Peak</i>	<i>PM Peak</i>
Walk	7%	8%
Bicycle	34%	35%
Bus	10%	12%
Other	3%	2%
Total Non-Motor Vehicle	54%	57%

¹ Mackenzie letter to Julie Manning, Mayor and Members of the Corvallis City Council, dated December 2, 2013.



Data presented in the ITE Trip Generation Manual is for typical suburban sites predominately generating automobile trips. While not well documented, ITE staff has indicated surveyed sites having high alternate mode trip generation are generally removed from the database because it is assumed ITE Trip Generation Manual data (unless specifically identified) is for sites predominantly having auto-based trips.² It is recognized some alternate mode trips are made by these developments; therefore, in order to be conservative in our approach, we have reduced the non-motorized mode share for OSU students (as presented in Table 1) by 15 percent. The resulting trip generation summary is presented in Table 2.

Table 2: Worst Case Trip Generation by Person, Assuming Mode Split Reduction

Land Use	AM In	AM Out	AM Total	PM In	PM Out	PM Total
Apartment (ITE 220 Rate, 1,500 Persons)	84	336	420	390	210	600
Mode Split Reduction*	-33	-131	-164	-164	-88	-252
Motor Vehicle Trips	51	205	256	226	122	348

* AM mode split reduction is 39% = 54% OSU – 15% assumed in ITE rate
 PM mode split reduction is 42% = 57% OSU – 15% assumed in ITE rate

Table 3 compares trip generation by person (summarized in Table 2) to trip generation by dwelling unit assumed in the February 5, 2013 DKS Memo, the FDOT approach previously reported and additionally considers an alternate Campus Crest development consisting of 225 duplex/townhouses with 900 bedrooms/persons.

Table 3: Trip Generation Comparison

Land Use	Quantity	Units	Mode Split Reduction?	AM Trips	PM Trips
Reasonable Worst-Case – Existing R-6 Zoning					
Single-Family DU	347	DU	No	260	350
Reasonable Worst-Case – Proposed R-12 Zoning					
Apartment	500	DU	No	256	317
Apartment	1,500	Persons	Yes	256	348
Proposed Campus Crest Development – Proposed R-12 Zoning					
Apartment	296	DU	No	151	183
Student-Oriented Housing ³	900	Students	Yes	N/A	141
Apartment	900	Persons	Yes	154	209
Alternate Campus Crest Development – Existing R-6 Zoning					
Duplex/Townhouse ⁴	900	Persons	Yes	171	216

As shown in Table 3, the worst-case site development (a 1,500 person apartment complex) is expected to have approximately the same trip generation as a single-family residential development which is allowed under

² Based on DKS coordination with Lisa Fontana Tierney, Institute of Transportation Engineers (ITE), December 2, 2013.

³ Based on FDOT trip generation studies, factored for higher OSU walk / bike mode share (December 2, 2013 DKS Memo).

⁴ Dwelling unit types allowed in the R-6 zone.



existing zoning – 256 v. 260 AM trips and 348 v. 350 PM trips. Also, proposed development generation is approximately 10 percent higher using “person” trip generation versus “dwelling units” during both AM and PM peak hours.

Table 4 summarizes intersection operations at the two study intersections where mitigation is required assuming “person” trip generation and a mode split reduction. Mitigation assumes the following previously identified improvements:

- Construction of Circle Boulevard from its existing terminus to Harrison Boulevard.
- Installation of all-way stop-control at Circle/Witham Hill. This a near-term solution because it is unclear when a traffic signal will be warranted. A traffic signal is on the City’s SDC list and the Campus Crest project will contribute toward its construction through payment of transportation SDCs.
- Eastbound left-turn lane on Harrison Boulevard at Circle Boulevard
- Southbound left-turn lane on Circle Boulevard at Harrison Boulevard

Table 4: 2033 Intersection Operations with Proposed Campus Crest Development (Using “Person” Trip Generation)

Intersection	Control	Agency Standard	2033 With Project		2033 with Project (Mitigated)	
			AM	PM	AM	PM
			LOS	LOS	LOS	LOS
Circle Boulevard/ Harrison Street	Unsignalized	LOS D	A/C	A/D	A/C	A/C
Witham Hill Drive/ Circle Boulevard	Unsignalized	LOS D	A/F	A/F	E (All-Way Stop)	C (All-Way Stop)
Long-Term City SDC Project						
Witham Hill Drive/ Circle Boulevard	Signalized	LOS D			A	A

As presented in Table 4, using person ITE trip generation, the proposed Campus Crest Development impacts are mitigated with the previously identified improvements.

2. The application proposes a change to 24.6 acres medium high density residential and 70.0 acres of open space conservation (**Attachment P - Sheet EX 4.0**).
3. The subject site currently has access to NW Circle Blvd., NW Harrison Blvd. and NW Dale Drive.
4. Any significant development on the site will need to provide public improvements to serve the site, including the extension of Circle Blvd. The extension of NW Circle Blvd. will change traffic distribution patterns in the area.
5. The Corvallis Transportation Plan identifies NW Circle Blvd. as a neighborhood collector street that traverses the site in a north/south alignment from Witham Hill Drive down to NW Harrison Blvd. A portion of NW Circle Blvd. was constructed from Witham Hill Drive south approximately 1,125 feet with a 2002-2003 Capital Improvement Project. The remaining extension of NW Circle Blvd. is expected to be constructed with development of this property.
6. There is an existing 80 feet wide ROW for Circle Blvd through the undeveloped site that contains a 12-foot wide multi-use path, and sewer line. The applicant shows an alternative Circle Blvd. alignment in their development plan which is addressed in the detailed development plan section.
7. NW Harrison Blvd. is designated as an arterial street in the Transportation Plan. The section of NW Harrison Blvd. along the subject site's frontage is under Benton County jurisdiction, and is not improved to City standards. It currently lacks appropriate right-of-way width, travel lane widths, planter strips, sidewalks, curb and gutter, and enclosed drainage on both sides. There are 10-foot travel lanes and 6-foot bike lanes. Harrison was widened in 2002 to provide the bike lanes in a cooperative effort between the City and County.
8. NW Dale Drive is a local street with a 50-foot ROW. Improvements consist of a 34-foot wide paved street with curb and gutter and curbside sidewalks. Currently it does not connect with the existing NW Circle Blvd. improvements just north of NW Dale Street. It does abut the existing unimproved Circle Blvd. ROW. A single lane access to the parcel south of Dale Street is separated from the multi-use path by an extruded curb.
9. With the Comprehensive Plan Amendment and associated allowed zones, estimates for vehicle trips based on ITE standards are provided in the *Transportation Impact Analysis (TIA)* dated April 25, 2013, and the *Findings on Transportation Planning Rule Significant Effect* dated February 5, 2013 by DKS (**Attachment M**).
10. Per Comprehensive Plan Designation (article 40), Low Density Residential allows density of 0.5 to 6 units per acre. For Medium High Density Residential 12 to 20 units per acre is allowed.
11. The applicant provided trip generation estimates based on the worst case scenario (20 units per acre), and are as follows:

TABLE 1: TRIP GENERATION FOR EXISTING ZONING

Land Use	Acres	Units/Acre	Units	Daily		AM Peak		PM Peak	
				Trip Rate	Trips	Trip Rate	Trips In/Out/Total	Trip Rate	Trips In/Out/Total
Single Family Residential (RS-6)	57.75	6/acre	347	9.52	3,303	0.75	65/195/260	1.01	220/130/350
Open Space (AG-OS)	36.87	0/acre	0	0	0	0	0/0/0	0	0/0/0
Total	94.62				3,303		65/195/260		220/130/350

TABLE 2: TRIP GENERATION FOR PROPOSED ZONING

Land Use	Acres	Units/Acre	Units	Daily		AM Peak		PM Peak	
				Trip Rate	Trips	Trip Rate	Trips In/Out/Total	Trip Rate	Trips In/Out/Total
Apartment (RS-12)	25	20/acre	500	6.65	3,325	0.51	51/204/255	0.62	202/109/311
County Park (C-OS)	69.62	1/acre	69.62	2.28	160	0.01	1/0/1	0.06	3/3/6
Total	94.62				3,485		52/204/256		205/112/317

TABLE 3: TRIP GENERATION COMPARISON (EXISTING AND PROPOSED ZONING)

Zoning	Total Daily Trips	Total AM Peak Trips	Total PM Peak Trips
Existing	3,303	260	350
Proposed	3,485	256	317
<i>Difference (Proposed – Existing)</i>	+182	-4	-33

12. Based on ITE Trips rates, an apartment is estimated to have fewer trips per unit than a single family home as shown in the above tables. An apartment unit has a similar, but a slightly different daily distribution pattern.
13. The estimated peak hour trips from the site are slightly less for the proposed Comprehensive Plan change. The daily trip estimate is higher by 182 trips, but 160 trips are attributed to a park being a permitted use in the Comprehensive Plan Designation C-OS vs. a park requiring a Conditional Development in the AG-OS designation.
14. The City requires intersection capacity analysis during the AM and PM peak hour when traffic has the most impact on the operation of an intersection. The proposed Comprehensive Plan change trip estimates are less at those peak times.
15. The following intersection analysis was provided for the existing and proposed zones based on a 20-year planning horizon (2033). Along with the traffic counts conducted by the applicant's traffic engineer, the applicant's traffic modeling used Corvallis Area Metropolitan Planning Organizations (CAMPO) travel demand model for Corvallis to assign future trips to intersections. City Staff provided input on what intersections to analyze based on LDC section 4.0.60.a.

TABLE 4: 2033 INTERSECTION OPERATIONS UNDER EXISTING AND PROPOSED ZONING CONDITIONS (INCLUDES CIRCLE BOULEVARD EXTENSION)

Intersection	Agency Standard	2033 AM Peak**		2033 PM Peak**	
		Existing Zoning	Proposed Zoning	Existing Zoning	Proposed Zoning
<i>Signalized</i>					
		<i>LOS V/C</i>	<i>LOS V/C</i>	<i>LOS V/C</i>	<i>LOS V/C</i>
53 rd St/Walnut Dr/Harrison Blvd	LOS D	B 0.66	B 0.66	C 0.97	C 0.97
36 th St/Harrison Blvd	LOS D	C 0.58	C 0.58	B 0.61	B 0.60
35 th St/Harrison Blvd	LOS D	C 0.74	C 0.74	B 0.52	B 0.51
29 th St/Harrison Blvd	LOS D	D 0.99	D 0.99	D 0.87	D 0.85
<i>All-Way-Stop</i>					
Witham Hill Dr/Grant Ave*	LOS D	B 0.44	B 0.44	B 0.55	B 0.54
<i>Unsignalized</i>					
Circle Blvd/Harrison Blvd	LOS D	A/E	A/E	A/F	A/E
Witham Hill Dr/Circle Blvd	LOS D	A/F	A/F	A/F	A/F
Merrie Dr/Harrison Blvd	LOS D	A/B	A/B	A/C	A/C
Witham Dr/Harrison Blvd	LOS D	A/B	A/B	A/B	A/B

* V/C is for worst movement of intersection.

** Intersections not meeting City standards are in bold.

16. Although development under either Comprehensive Plan Designation will have impacts to the existing transportation system, the applicant's traffic studies did not show any significant impacts to exiting intersections from changes due to the Comprehensive Plan Amendment. The reduction in developed acreage offsets the increase in density.
17. City standards for neighborhood collectors include: 10-foot-wide travel lanes, 6-foot-wide bike lanes, standard curb and gutter, and 5-foot-wide sidewalks separated by 12-foot-wide planter strips, within a minimum 66-foot-wide right-of-way (ROW). The ROW would be greater if there is parking or wider pedestrian/bicycle facilities.
18. City Standards for arterial streets listed in LDC table 4.0-1 include: 12-foot-wide travel lanes, a 12-foot continuous center turn lane, 6-foot-wide bike lanes, standard curb and gutter, and 5-foot-wide sidewalks separated from the street by 12-foot-wide planter strips on each side, all located within an 82-foot-wide right-of-way. The draft NW Harrison Corridor Study suggested that this section of NW Harrison Blvd. adjacent to the site incorporate 10-foot wide travel lanes. Typically the County will default to City Standards within the UGB. Confirmation with the County on improvements will be required.
19. A Sidewalk is located just east of the site in front of the church, north of the site on NW Circle Blvd. and adjacent to the site on Dale. Connections to the existing pedestrian facilities would be expected with development and are discussed in the applicable sections for the DDP and Subdivision. A multi-use path bisects the site.
20. Bicycle facilities are located through the site on the multi-use path. There are existing bike lanes on NW Circle Blvd. and NW Harrison Blvd.
21. A multi-use path is identified in the Corvallis Transportation Plan (CTP) figure A-4 west of the existing multi-use path on the north side of Harrison (**Attachment K**). It is shown eventually connecting the multi-use path along SW 53rd / Walnut Blvd.

though the trip generation is slightly less (by four trips). The number of trips leaving the site during the AM peak hour is higher under proposed zoning and impacts critical movements at these intersections negatively.

Signal warrants were checked for the intersection of Witham Hill Drive/Circle Boulevard and found to be met for both existing zoning and proposed zoning conditions in the PM peak hour, and borderline in the AM peak hour. A traffic signal at Witham Hill Drive/Circle Boulevard is listed as project in Corvallis' System Development Charge (SDC) plan, however no specific timeline for installation has been identified and the project is not included in the City's Capital Improvement Plan (CIP).

The intersection of Circle Boulevard/Harrison Boulevard would operate the same (AM peak) or better (PM peak) under proposed zoning as under existing zoning, however, vehicle delay increases slightly during the AM peak period under the proposed zoning condition.

TABLE 4: 2033 INTERSECTION OPERATIONS UNDER EXISTING AND PROPOSED ZONING CONDITIONS (INCLUDES CIRCLE BOULEVARD EXTENSION)

Intersection	Agency Standard	2033 AM Peak**		2033 PM Peak**	
		Existing Zoning	Proposed Zoning	Existing Zoning	Proposed Zoning
Signalized		LOS V/C	LOS V/C	LOS V/C	LOS V/C
53 rd St/Walnut Dr/Harrison Blvd	LOS D	B 0.66	B 0.66	C 0.97	C 0.97
36 th St/Harrison Blvd	LOS D	C 0.58	C 0.58	B 0.61	B 0.60
35 th St/Harrison Blvd	LOS D	C 0.74	C 0.74	B 0.52	B 0.51
29 th St/Harrison Blvd	LOS D	D 0.99	D 0.99	D 0.87	D 0.85
All-Way-Stop					
Witham Hill Dr/Grant Ave*	LOS D	B 0.44	B 0.44	B 0.55	B 0.54
Unsignalized					
Circle Blvd/Harrison Blvd	LOS D	A/E	A/E	A/F	A/E
Witham Hill Dr/Circle Blvd	LOS D	A/F	A/F	A/F	A/F
Merrie Dr/Harrison Blvd	LOS D	A/B	A/B	A/C	A/C
Witham Dr/Harrison Blvd	LOS D	A/B	A/B	A/B	A/B

* V/C is for worst movement of intersection.

** Intersections not meeting City standards are in **bold**.

↑ 260 SITE TRIPS ↑ 256 SITE TRIPS ↑ 350 SITE TRIPS ↑ 317 SITE TRIPS

Mitigation

Since the intersection of Witham Hill Drive/Circle Boulevard fails under both existing and proposed zoning in 2033 and peak hour signal warrants are met for the intersection, a traffic signal at Witham Hill Drive/Circle Boulevard is proposed as mitigation for future growth. Table 5 summarizes intersection operations for both existing and proposed zoning conditions with the mitigation in place. With a traffic signal in place at Witham Hill Drive/Circle Boulevard, the City's level of service standard would be met. The traffic signal would be warranted with or without the proposed zone change and any development on the site would contribute toward the signal as part of the SDC fees typically charged as a condition of development. Since the proposed zoning generates fewer AM and PM peak hour trips than existing zoning, there is no basis for a contribution above the standard SDC fees.

Selection of Independent Variable and Time Period for Analysis

2.1 Definitions of Independent Variables

For the purposes of estimating trip generation, an independent variable is defined as a physical, measurable and predictable unit describing the study site or trip generator (e.g., gross floor area, employees, seats, dwelling units). *Trip Generation* presents, for each land use, the independent variable or variables that appear to be a "cause" for the variation in the number of trip ends generated by a land use.

It is critical that the analyst understand the definition of each potential independent variable for a particular land use. The analyst should carefully read the *Trip Generation* definitions for all independent variables being considered (note: some definitions are presented in Chapter 3, Volume 1, *User's Guide*, of *Trip Generation*, Seventh Edition; the glossary of this handbook also presents a comprehensive listing of independent variable definitions).

If the analyst has reason to believe that the independent variable (and how it was measured for sites reported in *Trip Generation*) does not match the characteristics of a site under analysis, a local trip generation study should be conducted (see Chapter 4) or appropriate refinements made to achieve consistency.

2.2 Selection of Independent Variable, If a Choice Is Available

For many land uses presented in *Trip Generation*, vehicle trip generation rates and equations have been provided for more than one independent variable. The choice of variable can be one of the most important decisions in calculating trip generation. Sometimes there is no choice because the information available for the site under study relates only to a single independent variable.

Preferred Independent Variable

- ◆ Appears to be a "cause" for the variation in trip ends generated by a land use.
- ◆ Obtained through a primary measurement and not derived from secondary data.
- ◆ Produces a rate/equation with the "best fit" of data.
- ◆ Can be reliably forecast for applications; and
- ◆ Related to the land use type and not solely to the characteristics of the site tenants.

When the analyst has a choice of variables, it is best to use the one that (1) is most directly causal for the variation in trip ends generated by a land use and (2) is accurately projectable for proposed development sites. Correlation coefficients between the vehicle-trips measured (e.g., average week-

day trips) and independent variables are provided with the data plots. The standard deviation and the coefficient of determination (R^2) values indicate which independent variable best fits the data. Standard deviations less than or equal to 110 percent of the weighted average rate, and R^2 values of 0.75 or greater, are both indicative of good fits with the data. (Note: a discussion of statistical terms, such as R^2 , is found in *Trip Generation, User's Guide*, Ninth Edition, Volume 1 and in Appendix D of this handbook.)

It is also important to check the sample size for each independent variable. In the case of two variables with similar measures of "best fit," the analyst should usually favor the most accurately projected variable. If there appears to be little difference, then the variable with the larger sample size should be favored.

The preferred independent variable should be stable for a particular land use type and not a direct function of actual site tenants. In other words, the values and measurements attributable to an independent variable should not change dramatically with changes in building tenants. Physical site characteristics (e.g., square feet of floor area, number of dwelling units) are preferable.

Finally, the best independent variable is obtained through a primary measurement, not derived from secondary data. For example,

3.3.10 Traffic Operations – Year of Opening without the Development

When background traffic volumes for the year of opening have been established, an operational analysis of study area intersections is conducted. This analysis should incorporate any transportation system improvements anticipated to be completed by the represented year. Results should be clearly presented in tables or figures and the performance of each intersection analyzed should be reported using the operational criteria preferred by the jurisdiction having authority over that intersection (see Figure 3.3.3).

Figure 3.3.3
EXAMPLE: 2003 Background Traffic Study Intersection Capacity Analysis

Intersection	Signalized Intersection*		Unsignalized Intersection			Level of Service
	v/c	Average Delay (sec)	Critical Movement	Movement v/c	Movement Delay (sec)	
Hwy 213 @ Hwy 211	0.48	26.7				C
Hwy 213 @ Barnards Rd			EBLT	0.02	18.6	C
Site Access @ Barnards Rd						
Hwy 213 @ Macksburg Rd			EB	1.02	118.5	F
Hwy 213 @ Union Mills Rd			WB	0.85	76.1	F

*In region 3 the critical movement direction and critical movement v/c are also included for signalized intersections

3.3.11 Site Trip Generation, Distribution and Assignment

Site trip generation, distribution and assignment provides information about how many new trips can be expected to be created by the proposed development and where they will occur on the surrounding transportation system. **Generation, distribution and assignment should be agreed upon with ODOT staff before proceeding with the TIS.**



3.3.12 Trip Generation

An estimate of the amount of trips originating from and destined to a proposed development, and a description of the method used to make the estimate are essential in evaluating that development's impacts to the transportation system. A few of the more common methods used to make these estimates are described below.



Institute of Transportation Engineers (ITE) Trip Generation Manual: This published document contains information provided by engineering and planning professionals in the United States and Canada about the trip generation characteristics of a variety of land uses. The Manual is updated periodically, so the most recent edition should be used. The data for a specific land use in this manual can often be applied to a proposed development if the uses are reasonably similar.

Local Data: Sometimes ODOT or a local jurisdiction will have information about the trip generation characteristics for certain land uses. This information may be more appropriate for use than that from the ITE manual, which typically does not account for local conditions. Remember that the details of a specific development often change from the proposal submitted with the zone change application to something else at the time of site plan review. For example, the zone change may specify "Shopping Center" then change to a "Free-Standing Discount Store" at the site development stage, with both allowed under the new commercial zoning designation.



Data from Similar Sites: Data collected from existing sites found to be reasonably similar to that proposed are occasionally approved when no other information source is available or believed to be appropriate for the subject land use.

Estimates for Site Specific Characteristics: Trip generation can be estimated by closely examining the operating characteristics of the proposed development when there is no documented information available, and no similar sites can be found. To do this, information such as the number of employees, visitors, and deliveries must be known, as well as the time of day they are expected to be entering and leaving the site.



Reasonable Worst Case Analysis: Applications for comprehensive plan map and zoning amendments are often submitted without identifying a specific land use development proposal. The parties must agree to a "reasonable worst case" scenario for potential uses of the land where the proposed land use for a property is unknown.

- The "worst case" is the most intense use allowable under the current zoning (future year condition without the project) and/or the proposed zoning (future year condition with the project).
- The worst case is tempered by a determination of what is "reasonable," based upon mitigating factors such as the physical and size constraints of the subject property.
- Rely on the local comprehensive plan Economic Development or analogous element to determine what is reasonable. Factors used in the adopted plan to establish trends include the size and level of activity of the market area, population growth, and economic development.

- ODOT will typically accept local government assumptions related to the reasonable worst case that are based on local research and/or policy and that are adopted into plans and ordinances,

A 2005 Land Use Board of Appeals decision offers some direction on a definition for reasonable worst case. The basis for analysis of the difference in traffic impact between an existing zoning district and a proposed new zone, as required by OAR 660-012-060 is considered in *Mason v. City of Corvallis and Pahlisch Homes, 49 OR LUBA 199 (2005)*. The city rezoned a recently annexed parcel and amended the comprehensive plan. Petitioner objected because the city did not assume in its analysis of the traffic that the entire parcel could be developed into the most intense land uses allowed under the proposed new zoning. That decision says in part (emphasis added):

"Petitioner is correct that the focus of OAR 660-012-0060(1) is on **allowed** land uses rather than **proposed** land uses. Petitioner is also correct that the local government must generally assume the most traffic-intensive uses allowed under the amended and unamended plan and zoning, in conducting a comparison of traffic impacts under 660-012-0060(2)(d). . . (it is) not necessarily error to assume something other than the most traffic-intensive uses, as long as the assumptions are consistent and the uses compared provide a meaningful comparison of the traffic impacts between the existing and proposed plan and zoning. . . (F)or example . . . a local government "would clearly err if it assumed without adequate justification that the most traffic-intensive uses would develop under existing zoning but the least traffic-intensive uses would develop under the proposed zoning."

In *Griffiths v. City of Corvallis and Group Mackenzie, 50 Or LUBA 588 (2005)* LUBA was more specific about saying that the comparison between potential uses in the old zone vs. new zone should be based on the most intensive uses allowed in the zone, not the current uses, or the "likely" uses.

For example, if a 20-acre site were proposed to be re-zoned from industrial use to commercial use, but no specific type of size of commercial development had been identified in the application, assume that the property will develop to the highest trip generating potential under the new zoning. Assign high trip generating uses such as retail, a fueling station, and fast food with drive-through window to the property in quantities appropriate for the size of the site. Consider whether the high trip-generating uses are appropriate to the site, given its location and surrounding land uses when assigning the potential land use mix to the site "Allowed" uses are presumably those uses that are permitted outright by the zoning designation. Conditional uses are not permitted outright and are typically subject to additional analysis and conditions at the time of conditional use review and approval.

Also develop trip generation assumptions based on a reasonable worst case land use scenario when a zone change is being requested when a specific development

is identified in the application unless the proposed use results in full buildout of the property. This provides realistic projections of the long term transportation impacts of the comprehensive plan/zoning change.

A table should be included in the TIS report that shows the daily trips generated, as well as the hourly trips generated for all time periods analyzed. Both entering and exiting volumes need to be displayed for the hourly periods. Include weekend trip generation for some land uses, particularly for those uses that will generate a significant number of trips on the weekend. . Show trip generation for each proposed use included in the development. Figure 3.3.4 provides a typical display of trip generation data for an example development including 124 single-family detached homes.

Figure 3.3.4
EXAMPLE: Site Trip Generation

Land Use	ITE Code	Size	Daily Trips	Peak Hour Trips		
				Total	Inbound	Outbound
Single-Family Detached	210	124 Dwelling Units	1265	130	85	45

Explain any variations or adjustments that are required to account for local conditions. All assumptions for adjustments must be documented and discussed in the report. Further discussion on trip generation adjustments can be found below.

Trip Generation Adjustments: The forecast trip generation from the ITE Trip Generation Manual for the proposed development may be adjusted under certain circumstances. A few types of adjustments are described below.

1. **Pass-by Trips:** Pass-by trips are made as intermediate stops on the way from an origin to a primary destination without a route diversion. They are attracted from traffic passing the site on an adjacent roadway that offers direct access. Reductions in trip generation on the adjacent system accounting for pass-by trips may be allowed based on the following factors:
 - Type of development
 - Existing traffic composition
 - Existing population distribution
 - Location(s) of competing developments

Caution! – While this assumption may reduce the trips distributed to the transportation system, the full site traffic generation is still based on the site approach(es) and land use assumptions. Recognizing the existence of pass-by trips does not reduce the driveway entering and exiting turning volumes.

In this second example, steps will need to be taken to ensure that the proposed improvements will be made by the time of development. For instance, the local government could adopt an additional plan policy when approving the plan amendment requiring that these measures be completed by the time of development, or ODOT and the parties may enter into a binding agreement that ensures that these measures will be implemented by the time of development. These measures would then be included as conditions of approval of the development at the time of development review.

Identify Traffic Generation Assumptions for Significant Effect Analysis

For traffic analysis, ODOT should be a party to the development of the assumptions that will be used to project traffic generation related to a land use amendment proposal. However, the local government is the lead agency in this process unless ODOT initiates the analysis independently.

Typically, the evaluation of traffic impacts is based on a “reasonable worst case” scenario for potential land use and traffic assumptions, rather than the particular land use and effects of what is proposed. The TPR does not specify the use of a reasonable worst case analysis, but DLCDC suggests that this approach will get the most reliable results and that opinion is supported by related case law. This is actually a two-step process that first assesses the reasonable worst case assumptions for land uses that may be developed within the plan period and subsequently assesses the reasonable worst case of the traffic characteristics of those land uses.

It is also important to take into account what is “reasonable” for the particular location that is being assessed. The concept of “worst case” is premised on an assumption that whatever else can be developed on a site will be developed so the transportation system needs to be sufficient to serve that set of possible uses. The “reasonable” part is about the market forces and local objectives that will affect what will actually be built. What is reasonable in Hillsboro will on doubt be entirely different from what is reasonable in Hines.

Oregon case law provides some insight into assumptions about defining a locally based “reasonable worst case” scenario for land uses when projected traffic effects are needed. The Land Use Board of Appeals provided some clarification in Rickreall Community Water Association v. Polk County, 53 Or LUBA 76 (2006). This decision says that the highest potential allowed use of the property must be considered for the purposes of projecting future trips, but that this approach does not require an estimation of the absolute maximum traffic that a use category might generate.



“A common approach in estimating traffic generated by a particular use is to rely on published data, such as the Institute of Transportation Engineers Trip Generation Handbook. Such data are usually based on average or typical intensities for particular categories of uses. Another common

approach is to examine similar developed uses in the vicinity, and to base trip generation estimates on the traffic levels generated by such similar uses. We have never held that either approach requires an estimation of the highest theoretical intensity of a particular use category, and it is difficult to see how the theoretical intensity could be calculated with any accuracy.”



In estimating traffic generated for plan and zoning amendments, ODOT will generally rely on the judgment of local decision makers, provided there is some documentation of the methodology used, the assumptions made and the basis for those assumptions. Some types of information that would support land use assumptions include:

- Historic growth trends; population as well as industry-specific growth trends and projections. In many areas, particularly smaller markets' and rural communities' assessment of what is reasonable, may be based on local knowledge of economic conditions, population projections and past trends.
- As used in "available lands" assessments, only properties below a certain improvement to land value ratio may be assumed to be likely to redevelop.
- Likely infill of vacant properties in otherwise developed areas and/or added development "pads" on developed large lots may be assumed, where the reasoning behind the assumption can be documented.
- In zones allowing a broad range of uses, the basis for assumptions regarding what is "reasonable" should be documented where it is not simply the "worst case" for traffic related to allowed land uses.
- Site constraints in the area, either man-made, such as lot or street configurations, or natural such as floodplains or steep slopes, etc.
- An economist's report might be the basis for an assumption that the area will not fully build out to allowed densities within the planning horizon due to a location-specific market factor.

The methodology and assumptions used to evaluate legislative plan amendments, such as TSP updates and amendments to comprehensive plans, may be different from assumptions used to evaluate quasi-judicial plan amendments, where the subject property has to be shown to comply with specific standards and be consistent with existing plans. Similarly, assumptions for a single parcel or small area may be different than for an entire city or large sub-area. In all instances, communication and coordination between local and ODOT staff about methodology and assumptions is crucial early in the traffic analysis process.

The 2011 OHP Policy 1F revisions support this approach. Consistent with Policy 1F (Action 1F.2), when evaluating how amendments to transportation system

3 Recommended Best Practices Use

This section recommends best practices for TIS development. These recommended best practices should be considered in the scoping process, the development of TISs, and the review of TISs. Recommended best practice guidelines have been developed for the following topics:

- Land Use Code Selection and Application
- Pass-By Trip Reduction Assumptions
- Seasonal Variations
- Evaluation of Other Modes
- Analysis Software
- Regional Demand Model versus Growth Rates
- Future Year Analysis
- Safety

The following sections provide detailed information on these key topics.

3.1 Land Use Code Selection and Application

The estimated amount of traffic associated with a proposed development is a critical factor. This estimate is based on the land uses of the development. Where a travel demand model is available, the use of this model should be considered and discussed during the scoping meeting to predict trip generation.

When a travel demand model is unavailable, the most commonly accepted data source is ITE's *Trip Generation*, an informational report of estimated trip generation by land use codes. Exhibit 5 identifies the elements of a sample *Trip Generation* page. A trip generation prediction should be developed using the following sequential process:



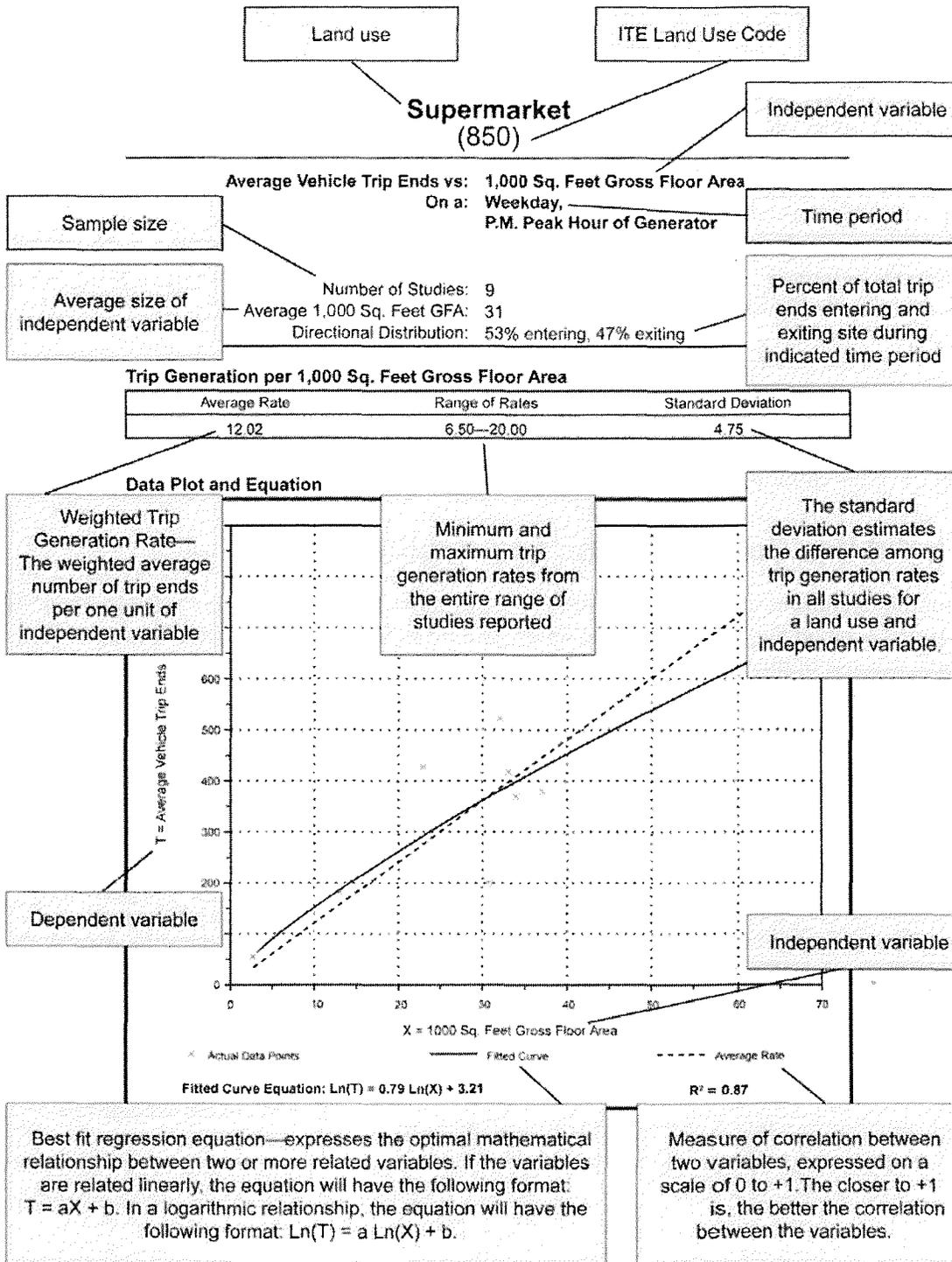
- Land Use Code Selection: Because there are more than 150 land use categories in *Trip Generation*, the appropriate code must be identified. In many cases, there is more than one potential applicable code.
- Independent Variable Selection: There is more than one independent variable for many of the land use codes, so a decision must be made about the appropriate variable.
- Independent Variable Application: For most land use codes, an average rate or fitted curve can be used.

*Land Use Code Selection
and Application*

The following should be discussed and determined during the scoping process:

1. Land use code
2. Independent variable
3. Weighted average rate or fitted curve

EXHIBIT 5. Trip Generation Sample Data Page



Source: *Trip Generation, 7th Edition, User's Guide*, Institute of Transportation Engineers.

The selection of the ITE land use code, independent variable, weighted average rate, or fitted curve should be determined during the scoping process with input from ODOT and other affected parties or agencies. The guidance presented in sections 3.1.1 through 3.1.3 applies to those developing trip generation prediction approaches.

3.1.1 ITE Land Use Code Selection

ITE land use code selection is the first step in predicting trip generation. To determine which land use code is appropriate for the TIS, the proposed development's mix of potential land uses should be determined. When selecting a land use code, consider the following:

- Multiple land use codes may be applicable to the proposed project.
- There may not be any one land use code that is directly applicable to the proposed project. The definitions for several of the land use codes overlap and may not specifically describe the land use for the proposed development.
- The proposed project may match the definition of a land use code. However, the characteristics of the proposed development may not match the independent variable provided in *Trip Generation*.

The method used to develop trip generation predictions can have a significant effect on the predicted number of trips. Based on the items listed above, the preparer should determine if an alternative method to *Trip Generation* is warranted to predict trip generation. Other methods are described in Section 3.1.4.

Example

The TIS for a proposed project of 603,000 square feet documented the planned land uses as "a mix of office and industrial flex-space." *Trip Generation* states, "The distinction between light industrial and manufacturing is sometimes vague. General heavy industrial (land use 120), industrial park (land use 130), and manufacturing (land use 140) are related uses." Depending on the selected land use code, the predicted trip rate varies between 460 and 838 peak hour trips (Exhibit 6). The TIS used the fitted curve equation for the industrial park land use code (130) to predict p.m. peak hour trip generation. The TIS predicted that 499 p.m. peak hour trips would be generated.

EXHIBIT 6. Trip Rate Comparison by ITE Land Use Code

ITE Land Use (Code)	Fitted Curve Equation (X=603)	Predicted p.m. Peak Hour Trip Generation
Industrial Park (130)	Trips = 0.729(X) + 59.621	499
Light Industrial (110)	Trips = 1.422(X) – 125.200	732
Manufacturing (140)	Trips = 0.771(X) – 5.154	460
Office Park (750)	Trips = 1.213(X) + 106.215	838
Business Park (770)	Ln(Trips) = 0.915Ln(X) + 0.782	765

As illustrated in Exhibit 6, with a predicted trip generation range of 384 trips between the potentially applicable land use codes, land use code selection can have a significant effect on the predicted number of trips and is a critical factor in TIS development. Where there is sufficient information to determine roughly how much of the project will fall into more than one ITE land use category, a combination of several predictors may be used.

3.1.2 Independent Variable Selection

For each land use, *Trip Generation* includes at least one independent variable that is expected to be a predictor for the variation in the number of trip ends generated by a land use. According to

the ITE *Trip Generation Handbook* (a companion guide to *Trip Generation*), the preferred independent variable has the following characteristics:

- Appears to be a “cause” for the variation in trip ends generated by a land use—is most directly causal for the variation in trip ends generated by the land use.
- Can be obtained through primary measurement and not derived from secondary data (for example, the use of building square feet over the number of employees, which is derived as a function of the building size).
- Produces a rate or equation with the “best fit” of data: the standard deviation and r^2 values indicate which independent variable best fits the data. Standard deviations less than or equal to 110 percent of the weighted average rate, and r^2 values 0.75 or greater, are both indicative of good fits with the data. When two variables have similar measures of “best fit,” the variable with more data points plotted (larger sample size) should be favored.
- Can be reliably forecast for applications.
- Is related to the land use type and not solely to the characteristics of site tenants.

Considering the above characteristics, the preparer should select the appropriate independent variable. An alternative method to *Trip Generation* may be warranted to predict trip generation if the independent variable(s) in *Trip Generation* are not appropriate. Chapter 4 of *Trip Generation Handbook* should be consulted for guidance. Where methods other than those laid out in *Trip Generation* are used, the method must be agreed to at the scoping stage, if possible. All data, assumptions, and analysis methods must be clearly documented in the TIS.

3.1.3 Independent Variable Application: Weighted Average Rate vs. Fitted Curve

If an independent variable in *Trip Generation* can be used, the preparer should consider the selection of the weighted average rate or the fitted curve. Most of the graphs in *Trip Generation* include two lines: the weighted average rate and the fitted curve (regression equation), a curve that best fits the data points.

Independent Variable Application

If an independent variable in *Trip Generation* can be used, the preparer should consider the selection of the weighted average rate or the fitted curve.

The weighted average rate assumes a linear relationship between trip ends and the independent variable. The weighted average rate expresses the average predicted number of trips to be generated by the proposed land use based on the applicable independent variable.

The regression equation for the fitted curve is provided at the bottom of the page in *Trip Generation*. The better this line fits with the points, the more accurate the equation. An r^2 value also is provided. This value is an estimate of the accuracy of the fit of data points, and is the percent variance in the number of trips explained by the variance in the independent variable.

According to *Trip Generation Handbook*, the regression equation should be used when all of the following conditions are met:

- A regression equation is provided in *Trip Generation*.

**HUMAN SERVICES COMMITTEE
MINUTES
December 17, 2013**

Present

Councilor Sorte, Chair
Councilor Beilstein
Councilor York

Staff

Jim Patterson, City Manager
Steve DeGhetto, Parks and Recreation Assistant Director
Carrie Mullens, City Manager's Office

Visitors

Byron Lee Warrenton

SUMMARY OF DISCUSSION

	<u>Agenda Item</u>	<u>Information Only</u>	<u>Held for Further Review</u>	<u>Recommendations</u>
I.	Council Policy Review and Recommendation: 07-4.16, "Code of Conduct for Patrons at Parks and Recreation Facilities, Events, and Programs"		Feb 4, 2014	
II.	Other Business	Yes		

Chair Sorte called the meeting to order at 2:00 pm.

CONTENT OF DISCUSSION

- I. Council Policy Review and Recommendation: 07-4.16, "Code of Conduct for Patrons at Parks and Recreation Facilities, Events, and Programs"

Mr. DeGhetto said the policy establishes rules and regulations to protect the rights and safety of the community. The policy provides an opportunity to discuss behaviors with patrons and hold patrons accountable for their behavior. Staff agreed that the policy works well and suggested minor housekeeping amendments.

Councilor York referred to Section 4.16.030.4, related to tobacco products, and suggested the language align with Benton County's recommendations for new tobacco legislation. The concern is that e-cigarettes can be used as a delivery system for other substances. The smokeless tobacco ban may include enforcement of e-cigarettes. Councilor York also suggested staff speak with Deputy City Attorney Brewer about how the policy language aligns with the related Corvallis Municipal Code. She reported that Mr. Brewer has been working with Benton County and other jurisdictions on new tobacco legislation.

Councilor Beilstein said Council amended the tobacco ordinance on December 16. The ordinance was brought out of hiatus and updated to include e-cigarettes and other items.

In response to Councilor Beilstein's inquiries, Mr. DeGhetto said the policy has been used to trespass patrons from facilities for appropriate time periods. The policy has not been utilized in parks. Staff educate park patrons about camping ordinances and other park regulations as needed. The policy has also been used in recreation programs when patrons forget the level of civility needed to hold a respectful conversation.

Mr. Patterson noted that he recently used this policy to address an issue at Osborn Aquatic Center. A patron was notified that their behavior was not allowed and they were banned from using the facility for one week. The policy was reviewed with the patron who understood the policy and appeal process. He added that the policy is not frequently used, but when necessary, staff can implement it.

Mr. Warrenton announced that he has been working with others on the Benton County Ten-Year Plan to Address Issues Surrounding Homelessness. He supports an agricultural camp to provide shelter and work for individuals. The work raises food for those working in the camp, their families, and local food banks. A meeting will be held in February to further discuss this idea.

Chair Sorte noted that there will be additional needs in the community if the long-term unemployment benefits are discontinued on January 1.

Mr. DeGhetto suggested returning on February 4, 2014 with follow-up information.

II. Other Business

The next Human Services Committee meeting is scheduled for 2:00 pm on Tuesday, January 7, 2014, in the Madison Avenue Meeting Room.

The meeting adjourned at 2:20 pm.

Respectfully submitted,

Bruce Sorte, Chair

MEMORANDUM



To: Human Services Committee
From: Karen Emery, Director Parks and Recreation 
Stephen DeGhetto, Assistant Director Parks and Recreation 
Date: December 18, 2013
Subject: Review of Council Policy CP 07- 4.16. Code of Conduct for Patrons at Parks and Recreation Facilities, Events and Programs

Issue:

Council Policy CP 07-4.16, Code of Conduct for Patrons at Parks and Recreation Facilities, Events and Programs, is due for review, and this memorandum reflects the suggested revisions.

Background: This policy establishes rules and regulations to protect the rights and safety of the community.

Discussion: Parks and Recreation staff suggest minor grammatical and punctuation revisions to update the policy. No other revisions are deemed necessary at this time.

Recommendation: Staff recommends that the Human Services Committee recommend that Council approve the suggested minor changes to CP 07- 4.16 Code of Conduct for Patrons at Parks and Recreation Facilities, Events and Programs.

Attachment:

Council Policy CP 07- 4.16 Code of Conduct for Patrons at Parks and Recreation Facilities, Events and Programs

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 07- 4.16 **Code of Conduct for Patrons at Parks and Recreation Facilities, Events and Programs**

Adopted July 2, 2007

Revised October 20, 2008

Revised December 20, 2010

Revised January XX, 2014

4.16.010 **Purpose**

This policy establishes rules and regulations to protect the rights and safety of the community and to allow the City staff to perform their jobs at all City-owned or managed Corvallis Parks and Recreation Department facilities and at all events or programs sponsored by Corvallis Parks and Recreation Department.

Corvallis is a community that honors diversity. The City and those in its employ; do not have a policy, practice or procedure which directly or indirectly discriminates. This policy applies to everyone.

Parks are traditional forums for the exercise of free speech. This policy is not intended to interfere with the exercise of free speech in Corvallis Parks. This policy applies regardless of the message a person may wish to convey.

4.16.020 **Definitions**

Parks. For purposes of this policy, Parks are defined as any property or facility owned or controlled by the City, set aside and maintained by the City for the recreation and relaxation of the public, managed by the Parks and Recreation Department.

Facilities. For purposes of this policy, Facilities are defined as offices, buildings, and structures managed by the Parks and Recreation Department, whether or not the City owns the facility. Facilities include the Senior Center, the Osborn Aquatic Center, the Walnut Community Room, the Corl House, picnic shelters, playgrounds, playing fields when being used for organized team sports, park restrooms, the Starker Arts Amphitheater and stage, and temporary structures or temporary enclosures permitted by the City. Facilities do not include open areas,

Council Policy 07-4.16

sidewalks or paths not within some structure or enclosure. Facilities do not include playing fields which are not reserved for use for organized team sports.

4.16.030 Policy

The following are prohibited in any Park or Park Facility:

1. Violation of any City Park Regulation set out in Chapter 5.01 of the Corvallis Municipal Code.
2. Intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk of public inconvenience, annoyance or alarm, by engaging in fighting or behaving in a violent, tumultuous or threatening manner.
3. Possessing a weapon, except as permitted by ORS 166.370.
4. Smoking, chewing, inhaling, or ingesting by any other means tobacco or tobacco like products; i.e., cigarette, cigar, pipe tobacco, smokeless tobacco, chewing tobacco, or any other form of tobacco which may be utilized for smoking, chewing, inhaling or ingesting, inside City facilities or in any City parks (Municipal Code 5.03.080.160.02). This does not include designated parking areas.
5. Consumption of alcohol, except as allowed by a permit issued as part of a facility or park rental (Municipal Code 5.03.040.010.06).
6. Aggressive Panhandling. Begging, demanding funds, or soliciting alms or charity, knowing that a reasonable person would find the manner of the begging, demand or solicitation to be alarming or threatening (Municipal Code 5.03.080.150).
7. The use of any City staff offices, equipment, computers or phones, without the express permission by of on-duty staff.
8. Unlawful or unauthorized removal of City equipment or supplies from facilities or recreation programs.
9. Engaging in any activities prohibited by law.
10. Destroying, damaging, or defacing City property.

Council Policy 07-4.16

11. Failing to leave a designated area or designated facility subject to a priority use permit when asked to do so by the person holding the priority use permit.
12. Failing to leave a Park or Facility when the Park or Facility is closed without having a permit to do so.
13. Interfering or preventing the use of a Park or Facility by another person, without having a priority use permit.
14. The City Manager may develop patron behavior expectations for the following Parks and Recreation Facilities and programs for the safe operation and use of the facility and programs:
 - Senior Center
 - Osborn Aquatic Center
 - Recreation programs

Violation of patron behavior expectations for a specific facility or recreation program is prohibited by this policy.

4.16.040 Enforcement

The Parks and Recreation Department and Corvallis Police Department staff will implement the Code of Conduct rules. Unlawful activities will be reported to the Corvallis Police Department. People who violate the Code of Conduct will be asked to stop the action immediately and may be ordered to immediately leave the Parks and Recreation Department program or facility. If the prohibited behavior continues or the behavior is a crime or infraction, they may also be subject to arrest and/or citation. Refusal to leave when properly directed by staff may result in arrest for trespassing.

- 4.16.041 The Parks and Recreation Department may deny a person who has violated the non-criminal Code of Conduct rules from entering any Department program or City facility until a written agreement is reached to discontinue the behavior or action, for a specific time, from one week up to one year, or permanently. If an individual is removed from a program or facility, a certified letter will be sent from the Parks and Recreation Department Director or her/his designee or hand-delivered by a City of Corvallis employee within 48 hours outlining the occurrence, the length of time of the removal plus the appeal and reinstatement process. If an address is not attainable, the certified letter will be hand delivered at the time of next contact. If, in the judgement of the Department Director, the person constitutes a threat to the safe operation of a program or a City facility, or is involved in repeated incidents of criminal behavior, the person may be permanently excluded from all

Council Policy 07-4.16

City of Corvallis Parks and Recreation Facilities, Events, and Programs. If the violation is criminal, a trespass notice will be issued by Corvallis Police Department staff at the time of the violation or if not present, at the time of next contact.

4.16.050 Trespass Durations

Criminal behavior may result in the following trespass durations:

<u>Criminal Behavior</u> Infraction	<u>Trespass Duration</u> One Week - 7 Days
Crime (Non-Person) - Misdemeanor	One Month - 30 Days
Crime (Trespass) - Misdemeanor	Three Months - 90 Days
Crime (Person) - Misdemeanor	One Year - 365 Days or permanent exclusion
Crime - Felony	One Year - 365 Days or permanent exclusion

Repeated incidents of criminal behavior will subject offender to additional trespass periods consecutive to original trespass duration.

4.16.060 Appeal

Anyone receiving notice of restricted access to Parks and Recreation Department programs and facilities may request a meeting to have the incident reviewed. The request must be in writing and filed at the Corvallis Parks and Recreation Department within 48 hours (exclusive of weekends) of receipt of the notice.

The incident review will be informal and the Parks and Recreation Director will consider information from City employees involved in the incident, the person requesting the hearing and from other witnesses to the incident(s). At the conclusion of the meeting, the Parks and Recreation 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 meeting on the date issued. This decision may be appealed to the City Manager or the City Manager's designee.

4.16.070 Review and Update

This policy shall be reviewed and updated every three years by the Parks and Recreation Department Director, for City Council approval.

**URBAN SERVICES COMMITTEE
MINUTES
December 17, 2013**

Present

Dan Brown, Chair
Richard Hervey
Roan Hogg

Visitors

Gary Angelo
Courtney Cloyd
Brett Deedon, ASOSU President
Tom Jensen
Stan Nudelman

Staff

Jim Patterson, City Manager
Nancy Brewer, Finance Director
Mary Steckel, Public Works Director
Stephen DeGhetto, Assistant Parks and
Recreation Director
Lisa Scherf, Transportation Services
Supervisor
Dan Mason, Airport Program Specialist
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
Visitors' Comments • Residential Parking Districts Program Expansion	Yes		
I. Airport Master Plan			Approve the Airport Master Plan update and direct staff to prepare a Comprehensive Plan amendment to incorporate the new Plan
II. Residential Parking Districts			Agreements: <ul style="list-style-type: none"> • Establish a goal of 75-percent parking-utilization capacity; • Allocate parking permits based upon lot square footage, with two permits for residential properties up to 7,499 square feet; • Sell non-resident parking permits for 115 percent of the annual OSU faculty parking permit fee; • Sell resident parking permits for \$20 per year
III. Other Business	Yes		

CONTENT OF DISCUSSION

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

Visitor Comments

Courtney Cloyd, Central Park Neighborhood Association (CPNA) President, reviewed written testimony regarding a permit-only residential parking district (RPD) system (Attachment A).

In response to Councilor Hogg's inquiry, Mr. Cloyd recalled that the OSU/City Collaboration Project Parking and Traffic Work Group (PTWG) discussed whether free parking should be allowed for 90 minutes or two hours. Group members expressed concern regarding either option providing ready access for OSU students attending classes. He believed the general convenience of the neighborhoods outweighed either of those issues. He did not recall the PTWG's vote on the issue of free parking.

Stan Nudelman, a member of the CPNA and the PTWG, owned two office buildings near the intersection of SW Eighth Street and SW Madison Avenue. He referenced his e-mail to each Committee member. He believed there was a problem in not allowing two hours of free parking, especially in certain areas, such as near Central Park and businesses. In existing RPD C, the two-hour free-parking limit was beneficial for businesses in his buildings. The City-designated two-hour free-parking spaces in existing RPD C were helpful. He concurred with Mr. Cloyd that the PTWG primarily discussed how much free parking should be allowed for non-residents, was concerned that two hours would allow students to attend classes, but was not overly concerned about this and believed two hours would be very reasonable for other people.

Mr. Nudelman opined that allocating parking permits based upon lot size would be very harmful to businesses. With the suggested allocation of two parking permits per 1,000 square feet of space, all of the businesses occupying one of his referenced buildings would be allocated a total of four parking permits. Currently, the businesses were allocated one permit per 400 square feet of rentable space, for a total of 20 permits; this allocation was barely sufficient for building tenants. The PTWG discussed whether permits should be allocated at the rate of one permit per 300 or 500 rentable square feet and settled on 400 square feet, which seemed to be a good compromise and a reasonable solution for businesses in multiple areas. He acknowledged that exceptions may be needed.

Mr. Nudelman referenced previous Committee discussions regarding selling non-resident parking permits at a rate based upon Oregon State University (OSU) parking permit fees. He acknowledged that a permit-only RPD system would ease parking enforcement; however, there were appropriate times for exceptions. He agreed that it might be better to charge \$200 for non-resident parking permits and \$20 for resident parking permits; however, he was concerned that this scenario would defeat the purpose of neighborhood livability, which was the goal for the RPD Program. He suggested, as an equitable compromise, that the City wait to see how many resident parking permits were sold and assess the amount of remaining available on-street parking before establishing a rate for non-resident parking permits.

Mr. Nudelman acknowledged that allocating parking permits by lot size would significantly reduce the number of parking permits available to high-density student-housing facilities. Students renting within the RPDs were residents of the RPD, and their parking options should not be overly limited.

Therefore, the PTWG recommended a number of parking permits based upon kitchens in a residential facility or development. The PTWG considered two permits per kitchen a reasonable allocation that would allow residents to have nearby on-street parking.

Councilor Brown observed that the RPD issue was complex, and every neighborhood was different. It would be difficult to achieve the Committee's objective of developing an overall RPD Program that would fit many circumstances. The interests in one RPD could be opposite those of another RPD. The Committee was considering lot square footage because of a resident's testimony to the Committee. He believed the Program could be developed, and exceptions could be created, as was done for the existing RPDs.

Councilor Hervey clarified that the Committee sought preliminary Council approval of some RPD Program elements. Several Program elements must be determined before the Committee could present a final RPD Program for Council adoption.

Councilor Brown concurred, adding that many RPD Program elements were interconnected; a decision regarding one element could require amending a previous decision regarding another element. He believed it was better to review all RPD Program elements and ensure that they aligned before developing exceptions.

In response to Councilor Hogg's inquiry, Mr. Nudelman said purchasing non-resident parking permits to supplement the allocation of permits for a business would be cost prohibitive for the property owner or tenant. He said it may be reasonable to charge a higher parking permit fee for businesses than for residential tenants. However, a \$300 fee would discourage supplementing an allocation with non-resident permits.

Councilor Brown said the Committee was considering a tiered parking permit fee structure, with residents being charged the lowest fee, non-residents being charged the highest fee, and employees being charged a fee in the middle. The exact fee amounts were not yet determined.

Mr. Nudelman urged that the Committee give priority to RPD residents and homeowners, employees and employers of businesses within the RPDs, and then sell non-resident parking permits for any remaining, available on-street parking. He expressed concern about developing a full RPD Program and not ensuring adequate parking opportunity for RPD residents, employers, and employees.

Councilor Brown said he would advocate for the suggested prioritization.

Gary Angelo, College Hill Neighborhood Association (CHNA) President and PTWG member, said the Work Group voted five to two to allow two-hours of free parking. He cautioned that the Work Group had extensive OSU representation, which may have impacted the vote. He concurred that the RPD neighborhoods were different from each other; existing RPD A did not have businesses, while existing RPDs B and C did. For existing RPD A, a permit-only RPD system was deemed most appropriate, as allowing two hours of free parking would not resolve the "hot spot" issues of areas with greater parking demand than available on-street parking spaces. He noted that existing

RPD A, immediately north of OSU's campus, was very close to OSU classrooms. As a representative of his neighborhood on the PTWG, he voted for a permit-only RPD system, which the CHNA still supported.

Mr. Angelo opined that the concept of livability was intended to include protecting traditional neighborhoods and the "community feel." RPD property owner residents tried to maintain a particular neighborhood atmosphere; tenant residents did not have the same financial and time investment in the neighborhoods. He believed neighborhood livability should be the primary objective of the RPD Program expansion. He urged the Committee against over-selling RPD parking permits. He cautioned that over-selling permits could result in 100 percent utilization of available on-street parking spaces, when the target was 75 percent utilization; it would be fairly easy to increase the target, but it could be very difficult to decrease the target.

Mr. Angelo said he was suspicious of Mackenzie's [*PTWG consultant*] calculations of parking permit allocation based upon square footage and kitchens. He urged that the Committee validate the base level of available parking spaces. He was unsure why the square footage in existing RPD A increased dramatically. He suggested that parking permits could be allocated based upon square footage of administrative or employment offices and churches, versus lot square footage for residential properties.

Mr. Angelo was not supportive of the concept of hanging RPD guest parking permits because of the potential for permits to be transferred among vehicles. The PTWG was concerned that transferability could lead to guest parking permit abuse. He could support a potential means of utilizing strictly controlled guest permits, such as the permit prominently indicating the resident's address and indication of applicability within a reasonable distance of the associated address in a specific RPD. He requested that the RPD Program expansion include strict enforcement and consequences for abuse of guest permits.

Mr. Angelo said the PTWG repeatedly discussed and determined as non-feasible the concept of one RPD. A single RPD would not recognize the different zoning designations of the various neighborhoods.

Mr. Angelo advocated against refunding parking permit fees for unexpired portions of partial permit years, as it would be problematic for staff.

Councilor Hervey acknowledged that it was difficult to know at this stage how the Council's decisions regarding parking permit allocations might impact different groups within RPDs. Different allocation methodologies would impact groups differently. The RPD Program involved protecting livability for resident property owners. He wanted to provide ways for tenants within the RPDs to have access to parking, although that may involve the City providing an off-site parking area for non-residents who would otherwise seek parking along the RPD streets, thereby leaving on-street parking for residents. He did not want the Committee's work to be so focused on resident property owners that the needs of tenants and employees within the RPD were not addressed.

Mr. Angelo said he generally agreed with Councilor Hervey. He noted that developers were constructing high-density housing with insufficient on-site parking, possibly to maximize return on their investment or to encourage tenants to use transportation modes other than private vehicles. OSU did not provide sufficient parking for the students it attracted to the community. The PTWG recommended that OSU consider funding and providing transportation between its campus and remote parking facilities for students and staff. He urged that OSU participate in resolving the problem.

Tom Jensen commented that residents were residents, whether they owned or rented their homes. He considered non-residents parking in the neighborhoods to be the source of conflict. He thanked the Committee for striving to maintain a simple RPD Program and reviewing all RPD Program elements in relation to each other. He referenced from the meeting packet a chart that indicated that on-street parking availability was exceeded in several areas by parking needs. He urged the Committee not to recommend over-selling RPD parking permits. He did not want to enter a lottery or purchase a permit that entitled him to search for a parking spot, especially when he did not want to have to deal with the RPD Program in his neighborhood.

Mr. Jensen said he had been working on financial information previously requested by the Committee. He suggested that the Committee consider on-street parking permit allocation methodology in terms of bedrooms. He questioned allocating parking permits based upon kitchens, noting that a room with a sink and a hotplate could be considered a complete unit, even though it did not have a kitchen. Additionally, five bedrooms could be associated with one kitchen. He was unsure how to base parking permit allocation on square footage because of multi-story housing developments. He reiterated the importance of knowing the number of bedrooms in relation to the number of on-street parking spaces, as he believed bedrooms were the key factor in parking needs, rather than kitchens or square footage. He also urged that the Committee consider the number of available on-site parking spaces. At many residential developments, tenants must pay for on-site parking spaces; if they did not utilize the on-site parking the developer was required to provide, they contributed to the on-street parking problem.

Mr. Jensen summarized that he would like the Committee to consider the number of available off-street parking spaces and bedrooms in the proposed RPDs and a means of prohibiting large residential developments from charging for on-site parking spaces. He suggested that property owners could offer discounts for tenants who did not bring private vehicles to the development.

Councilor Brown said the methodology of allocating on-street parking permits based upon kitchens was included in the 1982 policy, but the policy could be changed. The Committee had not considered the issue of tenants being charged for on-site parking spaces.

In response to Councilor Hervey's inquiry, Mr. Jensen said on-street parking in areas outside the existing RPDs could be compromised by residential tenants parking along the streets, rather than paying to use on-site parking provided with their residential development. He liked the idea of non-resident RPD permits being the same cost as OSU on-campus parking permits. He urged that the fee schedule be simple with few permit fees. He believed drivers commuting to OSU's campus were the largest source of daytime, on-street parking conflicts in neighborhoods near the

campus. His neighborhood, eight blocks from OSU's campus, had no parking problems during the current break between terms, while students were gone. During school terms, the streets were filled with parked vehicles. He expected that tenant residents would purchase less-expensive, on-street parking permits, rather than more-expensive on-site parking permits.

Councilor Hogg concurred that all tenants had the same parking problems in the existing RPDs and nearby neighborhoods.

I. Airport Master Plan

Transportation Services Supervisor Scherf explained that, several years ago, the City selected a consultant to assist staff with the Federal Aviation Administration's (FAA) recommended ten-year update of the Airport Master Plan (AMP). A project advisory committee of 18 stakeholder representatives worked on the AMP update, which represented how the City used the Airport and how the City hoped the Airport would be used in the future. The AMP guided future development on the "air side" of the Airport property. The Airport Industrial Park was guided by a separate master plan. She reviewed some of the significant changes from the previous AMP:

1. Change the primary Airport entrance to a centralized location for tenants and visitors.
2. Create a second taxilane for the t-hangar complex. Staff envisioned a separate complex of corporate and box hangars on the west side of the Airport.
3. Retain the World War II-era main hangar, which had been continuously occupied by a tenant providing services at the Airport.

Ms. Scherf noted that the updated AMP was reviewed at a joint meeting of the City Council and Planning Commission. Staff asked that the Committee recommend that the Council approve the updated AMP, which the FAA had approved. If the Council approved the updated AMP, staff would initiate a related Comprehensive Plan amendment.

Councilor Brown noted that the main hangar could be protected by the Federal government as a historic structure; the building reflected local history. In response to his inquiry, Ms. Scherf said commercial airline service was previously, on occasions, available at the Airport. The FAA now restricted an airport's ability to obtain commercial airline service, based upon a lengthy list of criteria.

Councilor Hervey referenced previous discussions about possibly siting a county jail at the Airport and inquired whether such a use would require Comprehensive Plan amendments and zoning designation changes from the Plan under consideration.

Ms. Scherf said a jail was considered when the AMP was developed and would not be precluded, based upon discussions with Community Development Department staff, the City Attorney's Office, and the consultant. Some portions of the Airport were reserved for aviation uses; other portions may be suitable for a jail.

Based upon a motion moved and seconded by Councilors Brown and Hervey, respectively, the Committee unanimously recommends that Council approve the Airport Master Plan update and direct staff to prepare a Comprehensive Plan amendment to incorporate the new Plan.

II. Residential Parking Districts

Councilor Brown distributed a memorandum of issues he would like the Committee to discuss (Attachment B).

Public Works Director Steckel distributed an updated chart indicating potential on-street parking permits, based upon a square-footage permit-allocation methodology (Attachment C). The staff report chart indicated that lots smaller than 5,000 square feet would be allocated one RPD permit. Councilor Hogg had requested an estimate of the number of permits per RPD, based upon an assumption of two RPD permits per property up to 7,499 square feet in size. The handout showed the impact of this change. The information regarding lot sizes was accurate but was general in nature, due to limited time to compile information for the meeting. Staff did not index the properties by type and simply used tax lot data to determine square footage.

Ms. Steckel said the staff report responded to the Committee's request for information. In considering the spreadsheet Councilor Hervey developed, staff developed permit fee-related questions included in the staff report to stimulate the Committee's discussion. The report attachment depicted the number of on-street parking spaces per block face, which was requested at a previous meeting. For the Committee's next meeting, staff would compile information from other communities regarding their experiences with hanging guest parking permits, such as enforcement and abuse.

Ms. Steckel noted that each Committee discussion seemed to prompt more questions about other aspects of an expanded RPD Program. She suggested that the Committee focus on specific issues at each meeting and leave some Program elements for future discussions.

Ms. Steckel noted that the Program could allow RPD residents to maximize on-site parking and only allow one on-street parking permit per household. This scenario would be based upon the assumption that most households would have up to two vehicles with on-site parking space for at least one vehicle.

Ms. Steckel emphasized the need for the Committee to make decisions, recognize that the RPD Program would not be perfect, implement the expanded RPD Program, and evaluate the Program after one year.

Councilor Brown said he would consider the concept of one on-street RPD permit per household, acknowledging that the concept may help address the issue of insufficient on-street parking spaces to meet RPD residents' parking needs.

Councilor Brown referenced testimony this evening regarding the different parking needs of residents and businesses. He suggested that the RPD Program have recognized, uniform exceptions for businesses.

Ms. Steckel acknowledged that separate resident and business RPD permit allocation processes should be feasible. The primary concern from staff's perspective regarding the resident permit involved transferability, which could be resolved by requiring that permits be affixed to vehicles. Existing RPD C allowed transferable employee parking permits for businesses within the RPD. The PTWG recommended not allowing transferable resident parking permits; however, guest parking permits could be transferable.

In response to Councilor Hogg's inquiries, Ms. Steckel clarified that the key decision dates cited in the staff report referred to City Council decisions. The Committee's first report to the Council included a recommended action; the Council approved the area for the first phase of the expanded RPD Program. Because the overall proposed RPD area was larger, more enforcement staff would be needed. The Police Department would begin recruiting for additional enforcement staff. She said \$300,000 was allocated for the Program, with \$50,000 of that allocation reserved for the process of recruiting one additional enforcement officer.

In response to Councilor Hervey's inquiry, Councilor Brown explained that employers within existing RPD B could get residential parking permits, irrespective of parking meters near their businesses. In existing RPD C, business owners could get parking permits based upon the square footage of their office spaces. Businesses along NW Monroe Avenue were serviced by on-street parking meters and could get three RPD permits.

Ms. Steckel said businesses in existing RPDs B and C obtained parking permits for employees, rather than customers/clients.

Councilor Hervey questioned how the Committee would account for Municipal Court costs, if the RPD Program was intended to be revenue neutral.

Ms. Steckel said electronic parking citation solutions could impact Municipal Court staff activities, including time to process each ticket. The impact to the Court might be minimal, even with more citations. The factors that would inform decisions were unknown at this time.

Finance Director Brewer added that the Committee requested measurement data that was not available because staff had not been asked to track the data previously. Municipal Court staff indicated that the majority of parking citations appealed to the Municipal Judge were issued within existing RPD B. However, that factor was not measurable, and City software did not have a means for identifying how many parking citations were appealed to the Judge. Multiple factors could affect Municipal Court costs and apply to a significant change in structure of the RPDs. Staff could provide revenue estimates but expected driver behavior to change. If the RPD Program required parking permits, vehicles with

permits could park all day within the RPD without incurring parking citations, likely reducing citation revenue and Court staff workload.

Councilor Hervey noted that the Committee's discussions were based upon the assumption that permit fees would cover the administrative costs of issuing the permits, and all other Program costs would be paid from parking citation revenue. This left the Program operation to be based upon estimates.

Ms. Brewer responded that RPD permit fees were established to cover only the cost of issuing the permit. The Council would need to determine whether resident parking permit fees should be set to cover the cost of issuing the permit or to cover all costs of the RPD (permit issuance through final Municipal Court decision and collections). Currently, parking permit fees covered the cost of issuing the permits; enforcement, maintenance, and Municipal Court costs were paid from citation revenue, which, system-wide, tended to be higher than enforcement costs. Staff did not determine whether costs of enforcement within RPDs was covered by RPD citation revenue. She clarified for Councilor Hervey that staff estimated needing another .5 full-time-equivalent Municipal Court staff position. Staff in Finance and Police Departments were working to establish electronic traffic and parking citation software, which should significantly decrease manual workload; however, the impact was unknown. After one year with the expanded RPD Program, staff would have better data regarding costs, revenue, and staff needs. Citation fine amounts could also affect the financial aspect of the Program.

Ms. Steckel cautioned the Committee about seeking specific permit fee and citation fine amounts at this stage; this information could be better assessed after the expanded RPD Program functioned for one year.

Councilor Brown expressed support for continuing with the current RPD resident permit fee and evaluating the financial aspects of the Program after one year. He did not anticipate obtaining the type of financial data needed for making a definitive judgment.

Councilor Hervey referenced revenue estimates provided for the Committee's August 20 meeting and noted that the estimates were very rough.

Ms. Steckel clarified that the Committee was considering a different RPD Program than was currently in effect. The current Program fees did not attempt to capture revenue to cover the costs of maintaining the infrastructure of RPD signage. The PTWG suggested a resident RPD permit fee of \$35, and staff suggested \$20; a fee in that range would be a good starting point. These fees would not generate funds to re-pay the Parking Fund the \$300,000 that would be used to implement the Program.

City Manager Patterson noted that the Committee was considering expanding the RPD Program because citizens told the City that parking in residential neighborhoods near OSU's campus was in a crisis state. He believed the City had citizens' support to proceed with expanding the Program. He appreciated citizens' suggestions for enhancing the

Program. He acknowledged that some Program variables could not be predicted. Current available data was not of a nature to indicate if RPD Program costs were covered. He did disagree when hearing testimony that the Program was driven by a desire for City revenue. He would prefer not needing to hire additional staff, and he noted the Council's desire for a sustainable budget. The City must respond to livability issues. He believed the Committee's discussions created an opportunity to acknowledge the complexity of the situation and the possibility of not having a perfect Program from the beginning. The City would commit to review the Program for improvement, based upon historical information. At each Committee meeting, citizens presented valid issues that added to the complexity of the issue. The RPD Program development was an evolving process. He noted that parking enforcement, especially strict enforcement as Mr. Angelo advocated, would be expensive; citizens criticized the City's difficulty enforcing the two-hour free-parking limitations in the existing RPDs. He would prefer providing the services citizens desired. He noted that any process that lacked consistency or uniformity would add costs. Keeping the RPD Program simple was preferred, but each of the proposed RPDs had unique characteristics that would create additional costs. He acknowledged that not everyone would be happy with the initial expanded RPD Program, but the City could commit to re-evaluating the Program over time.

Councilor Hogg concurred that the RPD Program expansion was initiated in response to citizens' concerns about neighborhood livability and not as a means of generating revenue. He acknowledged the difficulty in predicting human behavior and the need to review and adjust the Program in the future. He urged the Committee to seek ways to mitigate risks from the Program elements that would be implemented, by reviewing the experiences of other communities that implemented RPDs. The PTWG's recommended parking utilization target of 75 percent of capacity seemed reasonable. If the 75-percent parking-utilization target resulted in many empty on-street parking spaces, the target could be increased. He urged the Committee to mitigate risks and remain focused on neighborhood livability. He supported staff's decision schedule and not re-considering previous decisions. He urged the Committee to proceed toward decisions to ensure implementation of an expanded RPD Program during September 2014. He supported the concept of allocating RPD permits based upon lot size, which would be relatively easy, using Benton County's Assessor's records. He was concerned about allocating one permit per lot, as many older homes were constructed before automobiles were invented and, thus, did not have driveways. He urged the Committee to allow two parking permits per lot, focusing on neighborhood livability. The PTWG recommended allocating two permits per household; this could be accommodated by reducing the number of non-resident permits available in the RPDs.

Ms. Steckel suggested establishing a standard and making exceptions, such as one RPD permit per lot, unless the lot did not have a driveway, in which case the lot would be allocated two permits.

Councilor Hogg responded that exceptions would make the RPD Program complicated. He would support allocating two permits for lots up to 7,499 square feet in size.

Councilor Brown liked the square-footage allocation methodology, which may be refined; it should be the simplest to administer and would not involve considering the number of any type of room in each household.

Councilor Hervey concurred with Councilor Hogg regarding a 75-percent parking-utilization target. He was less certain about how to allocate parking permits, other than ensuring that businesses' needs were accommodated. He noted several locations within the proposed RPDs where the number of potential parking permits would exceed the on-street parking capacity. He would like the Committee to be able to create a chart of the number of available parking spaces in each proposed RPD, the methodology for allocating on-street parking permits, and an estimate of the number of permits that would be purchased, which should be lower than the number of available parking space.

Councilor Hervey concurred with those who advocated for low resident parking permit fees. However, the fee should be high enough to discourage residents from purchasing additional permits. Nevertheless, he would not support a resident parking permit fee higher than \$35.

Councilor Brown noted that resident permits must be affixed to vehicles and were non-transferrable. He heard that some residents of existing RPD A did not purchase permits because they did not need them. A slightly higher fee might not change people's behaviors.

Councilor Hervey suggested that the Committee establish a percentage rate upon which to base non-resident parking permit fees. Councilor Hogg concurred, noting the desire to get non-residents to use OSU's on-campus parking facilities.

Councilor Brown reported that OSU's annualized cost for daily parking was \$1,050. The annual faculty parking permit fee was the highest and applied to lots closest to the nearby neighborhoods. Students were not eligible to park on those lots.

Ms. Brewer said an annual faculty parking permit cost \$267; the annualized rate for three term permits was \$312.

Councilor Brown said he envisioned that the City would continue selling annual permits but not permits for shorter time periods.

Ms. Steckel reviewed the Committee's agreements from tonight's discussions:

- Establish a goal of 75-percent parking-utilization capacity;
- Allocate parking permits based upon lot square footage, with two permits for residential properties up to 7,499 square feet;
- Sell non-resident parking permits for 115 percent of the annual OSU faculty parking permit fee; and
- Sell resident parking permits for \$20 per year.

Councilor Hervey acknowledged that the methodology for allocating resident parking permits may change.

Councilor Brown opined that the RPD Program should include a priority system for selling parking permits, with residents having highest priority, followed by employees of businesses within the RPDs, and all others having lowest priority. The RPD Program would have a different permit-allocation methodology for residents and for businesses with employees. If residents purchased all of the available parking permits for a RPD, there would be no permits available for employees of businesses within the RPD or for non-residents. The proposed RPDs encompassed different numbers of businesses.

Ms. Brewer noted that the proposed RPDs would extend eastward to NW/SW Sixth Street, encompassing more businesses than were in existing RPDs.

Ms. Steckel said staff would try to estimate the number of employer permits that could be allocated, based upon one permit per 400 square feet of office space. Councilors Brown and Hervey concurred.

Ms. Steckel suggested that guest permits should be available for guests and not for business patrons. Councilor Brown questioned what would be considered a bonafide guest.

Ms. Steckel noted that all guest parking permits were identical. Under the new RPD Program, guest permits would be the same color and letter as the applicable RPD, limiting a guest to parking in the specific RPD. Currently, guest permits could only be issued for guests of residents. Councilor Brown noted that a resident could obtain a guest parking permit, but a resident should not be allowed to use a guest permit to park their vehicle along the street. Ms. Steckel further noted that it may be necessary to clarify Municipal Code language regarding guest permits.

Councilor Hervey urged that RPD notices be sent to properties within the proposed RPDs earlier than indicated on staff's decisions timeline, as OSU students typically made their housing decisions for the next school year in early-May.

Councilor Hervey noted that the *OSU Barometer* printed an article about the RPD Program expansion to inform students how the Program would affect them. He urged staff to think of ways to meet the needs of tenants of high-density housing facilities without creating more problems between owner residents and tenant residents.

Mr. Patterson noted that Associated Students of OSU President Brett Deedon was present earlier in the meeting, and OSU student government was committed to being involved in the RPD Program expansion process and communicating information to students.

Councilor Hogg opined that the Committee was making good progress and that it was important to regularly review the decision timeline and stay on schedule. Councilor Brown

agreed that good progress was made, and he envisioned a brochure to explain the RPD Program.

III. Other Business

- A. Committee members and staff briefly discussed changing the Committee's regular meeting schedule to allow more time to review meeting information but did not make any changes.
- B. The next regular Urban Services Committee meeting is scheduled for January 7, 2014, at 5:00 pm, in the Madison Avenue Meeting Room.

Councilor Brown adjourned the meeting at 7:07 pm.

Respectfully submitted,

Dan Brown, Chair

To: City of Corvallis Urban Services Committee
From: Courtney Cloyd, President, Central Park Neighborhood Association
Date: 12/17/2013
Subject: Permit-Only Parking in RPDs Undermines Neighborhood Livability

The Fee-Only permit system now being used as the basis for planning expansion of Residential Parking Districts in the neighborhoods north and east of the OSU campus appears to have been chosen to maximize revenue. Fee-only permitting would undermine Neighborhood livability, the stated goal of both the Urban Services Committee and the Collaboration Parking and Traffic Work Group. I ask that you drop this proposal, and implement two-hour parking limits in all the currently identified Residential Parking Districts.

Permit-only parking will inconvenience visitors, especially the handicapped and those with limited mobility, because they will have to obtain a special visitor permit from their host and place it in their vehicle. It's also an inconvenience for residents who will have to fill out the permit, and go to an out-of-the-way office to buy more visitor permits when they run out. These inconveniences will exist when permits are sold for 75% of the available parking spaces. If you choose to sell permits for all available spaces, it will be a de facto prohibition on daytime visitors. The Collaboration Parking and Traffic Work Group devoted considerable deliberation to the subject of permit-only parking as an alternative to 90-minute or two-hour free parking, and chose to recommend free parking for the convenience of both neighborhood residents and the public at large.

A two-hour parking limit allows for free circulation of visitors, as well as customers and clients of small businesses and professional services. Two-hour free parking allows the general public reasonable access to public facilities, such as city parks, schools, the library, the County Health Department and the Senior Center. As you know, City streets are public right-of-way, not a new revenue stream. It's reasonable to regulate parking in high-use areas; claiming full control of parking in those areas undermines livability...your stated goal. It's also essential that you limit permit issuance to 75% of the available parking spaces in each of the seven identified Residential Parking Districts.

I urge you to remember your early, and often-repeated, goal of neighborhood livability and replace the permit-only parking concept with two-hour free parking.

To: USC
From: Dan Brown

December 17, 2013

RESIDENTIAL PARKING DISTRICT ISSUES

In addition to the items identified by staff on the December 12, 2013 memo. I would like to address several other sub-topics.

Guest Permits

The City Council approved Section 6.15 of the Municipal Code 30 years ago. We have seen dramatic changes to the City, to Oregon State University, and to available technology. It is time to consider change in order to address problems and fill voids.

Although expenses are important as well, I am particularly concerned about policies **to control what staff has termed “abuse,”** i.e. the number of illegitimate guest permits on the street at any one time. I am concerned that misuse of guest permits could overwhelm the RPD system. Guest permits on the street should be the exception rather than the rule. For example, in preliminary utilization calculation, we have used 5% as a guide.

The ***Municipal Code*** provides little detail about guest permits:

6.15.040.5 Issuance of Permits

*The City Manager or designee is authorized to issue temporary parking permits to **bona fide** visitors of residents in residential parking districts.*

6.15.60 Parking Permit Violations

There is no mention of guest permits.

Today we have very little detail about important control policy considerations. The umbrella question is “**What constitutes a guest permit violation?**” Here are examples of issues which affect administration and enforcement, today and in the future:

1. Who is and who is not a bona fide visitor?
2. When is a person entitled to have a guest permit?
3. To whom does the City provide guest permits:

To all residents or just residents with permits?
To residents and business and employers?

4. Can a “visitor” from one district use their guest permit in another district?
5. What is the penalty for counterfeiting permits?

I would like to receive clarification of these issues by staff.

In terms of assessing control, I can imagine maintaining control using three guest permit administration options:

1. The current paper guest permit system:

This has been serviceable over last 30 years in small areas, but this system is based on 19th Century technology. Easy to counterfeit or misuse by not filling out form completely. Investigating fraud on the ground is time-consuming.

2. The guest permit dangler system:

Danglers are easy for resident to use. Can and will be used to exceed reasonable guest parking limits. Can be sold or gifted to residents, in excess of stated limits, and to unauthorized drivers. Can be counterfeited.

3. A contemporary, technology-based guest permit system:

Outline of the basic approach:

Resident permit holder has a City computer account with a predetermined (≈ 10) guest permit limit;
Resident prints out each guest permit only after all information is supplied including: date, resident's address, license plate of visitor, visitor name, RPD ID, etc.
Each guest permit has a unique bar code and City enforcement officer has a scanner;
Resident loses guest privileges (and maybe, resident permit) for violation;
In addition to citation for violating car, citation mailed to resident.

Enhancement (Parking Watch):

When residents perceive there is abuse -- they can provide complaints to the City, either on line or in person. Neighborhood association members can do the detective work, on the ground, to figure out the cause of guest permit abuse and report it.

Computer access exceptions:

Filling out forms online is today's norm and provides convenience. Increasingly residents in the affected areas have computer access. For the few who do not, the current system can be used: paper permits through personal visits or mail.

Expenses

The proposed expansion of the RPD will change a small program into a large bureaucracy. It is an appropriate time to consider technological changes in order to streamline administration and probably reduce expenses by eliminating hand work.

Funding of RPDs

A policy of residents paying full costs for RPDs is a change from past policy. The Council may take that action, but I think it requires a conscious and collective decision on their part. Thousands of Corvallis residents and commuters are involved. As in the past, we should continue to consider the RPD to be a solution to a community problem.

Looking at the history, we see that District “A”, District “B” and District “C” were created incrementally, and the City dealt with the issue of cost allocation in small bites.

Administration of permit costs = paid for by residents;
Infrastructure costs (signs, etc.) = paid for by the City;
Enforcement costs = paid for by violators, and perhaps, deficits by the City.

Back in 1982, the Council-approved legislative findings in **MC 6.15.010** recognize **communitywide** problems:

Residential permit parking districts are necessary to promote the health, safety, and welfare of the inhabitants of the city.

“EVILS” recognized by the City Council in **6.15.010** are numerous and include:

polluted air, excess motor vehicle miles traveled, vehicular congestion, impeded movement of traffic, blighted or deteriorated residential areas, lower property values, excessive noise, and litter.

Since 1982, the college student population and OSU employment have increased. Geographically, the proposed expansion of the residential parking districts includes a wide swath of the City. Population-wise, thousands of Corvallis citizens are affected as commuters and as residents of the affected area.

Administrative costs for the RPD could be covered by several options:

1. Parking fund -
2. Operating levy – enforcement officers for the area described in levy description-
3. OSU funding – This comes from the Council-Approved ***OSU Campus Master Plan***.

7.7 Recommended Action Plan for Off-Campus Parking Management

OSU is willing to work with the city and surrounding neighborhoods to address off-campus parking concerns, as follows . . . c) Participate financially in the implementation of the neighborhood parking districts based on a pre-determined and agreed upon level of support. OSU will work with the city to determine the most effective manner in which OSU can support the neighborhood parking districts. This could include financial support to reduce the city cost for administering the residential parking program. Other possible alternatives include OSU subsidizing residential permits up to a certain dollar amount or using OSU's Parking Services division to distribute residential parking permits. (pp. 7-13 to 7-14.)

One way to “pay for” the cost of enforcement is to eliminate unnecessary expenses. Here are two possibilities.

First, many residents of existing parking districts have recognized that the commuter parking problem is seasonal. During the summer months and academic vacations, livability is not affected nearly to the same extent as it is during the OSU academic year -- maybe not at all. Expenses could be cut as much as 25% by matching the timing of enforcement to the timing of the problem.

Second, some or all of the parking enforcement duties could be delegated to part-time employees or unpaid volunteers. Under the supervision of CPD and armed with digital cameras to document violations, lower-paid folks could issue citations and investigate alleged permit abuses.

USC Meeting Dates

The *URBAN SERVICES COMMITTEE SCHEDULED ITEMS 2013 AND 2014* list indicates that we will have no meeting on January 21. I believe we should schedule to meet that day and cancel if we are done with RPD by January 7.

Square Footage Permit Allocation Methodology

Updated—December 16, 2013

District	Estimated On-Street Parking Capacity	Total Permits Available Using Square Footage Methodology	Total Permits Available Using Square Footage Methodology REVISED*	Total Permits Available Using Kitchen Methodology
A	455	528	572	463
C	591	422	446	523
D	304	472	522	721
E	626	508	571	668
F	389	567	602	440
G	140	169	199	478
J	716	828	914	1196

*Numbers revised to reflect 2 permits for all properties up to 7,499 sq ft. Original calculation assigned 1 permit to properties under 5,000 sq ft.

**CLICK BOOKMARK TO ACCESS
AIRPORT MASTER PLAN
MATERIALS FROM THE
DECEMBER 17, 2013
USC MEETING**

(Please note: materials are a 54MB pdf file and may take several minutes to download depending on the speed of your computer)

MEMORANDUM

December 12, 2013

TO: Urban Services Committee

FROM: Mary Steckel, Public Works Director 

SUBJECT: Collaboration Recommendation to Expand Residential Parking Districts—
Parking Permit Fees; Property Square Footage Permit Allocation Methodology;
Milestone Decision Dates; Estimated Available Parking Spaces per Block Face

ISSUE

The Urban Services Committee (USC) requested staff input on suggestions for the Residential Parking District (RPD) program made at the previous meeting and continued progress on program element design.

BACKGROUND

In a memorandum dated March 13, 2013, the Collaboration Corvallis Parking and Traffic Work Group (Work Group) recommended a RPD program design, which included retaining the ability for anyone to park free on the street within a district for up to 2 hours. Staff suggested an alternative program design that would require anyone desiring to park on the street within a district to first obtain a parking permit.

At the August 6, 2013 meeting, USC formulated a recommendation to the full City Council to expand RPDs, to not pursue a pilot district, and to not employ a petition process when making decisions about RPD expansion. At the August 19 meeting, the City Council approved those recommendations.

At the August 20, 2013 meeting, USC reviewed expenditure and revenue assumptions for the 2-hour free and permit-only program designs. They established that USC would take public input on this topic, that the goal of the RPD program should be neighborhood livability, that a phased approach was preferred, and that multiple districts should be created. USC agreed that the RPD program elements would be shared with the full Council via committee report, and that the Council vote would occur after USC developed a fully-formed proposal. On September 3, the Council approved the goal of neighborhood livability and concurred with USC's direction on the other items.

At the September 17, 2013 meeting, USC addressed parking options for various groups in the permit-only scenario and the feasibility of completing the RPD expansion by January 2014. They also deliberated on the desired level of enforcement. They came to a consensus to move forward with a permit-only program design, to target a September 2014 implementation date, and to aim for two parking enforcement trips through each of the RPDs in an eight-hour period. On October 7, the City Council supported these decisions.

At the October 8, 2013 meeting, USC discussed areas in the proposed RPDs that might require special consideration due to past high parking usage (hot spots) or because of parking pressures from civic facilities in the neighborhood.

At the November 5, 2013 meeting, USC agreed to assign “resident only” parking to a two-block area immediately adjacent to the Oregon State University (OSU) campus; to address the parking situation in the proposed District C (Chintimini Park) in a separate effort with a proposed strategy to be implemented concurrent with the main expansion effort; to not offer free permits for residents; and to target a 75% parking utilization as the desired level to achieve neighborhood livability. On November 18, the City Council supported these decisions.

At the December 3, 2013 meeting, USC came to consensus that street frontage is not the preferred permit allocation methodology; that the strategy developed for new District C (Chintimini Park) will be implemented with the rest of the Phase I expansion; and that postcards will be sent out to affected properties in January.

DISCUSSION

The USC agreed to continue the discussion on permit fees, using a tool developed by one of the members. They also directed staff to determine the number of residential permits that would be available in each district if the allocation methodology was based on the square footage of the property and to provide milestone dates for RPD program design decisions in order to achieve the September 2014 implementation target. Each of these items is discussed in more detail below.

Permit Fees

The spreadsheet tool developed by Councilor Hervey and distributed via email earlier in the month may be used during the meeting to help facilitate an order-of-magnitude investigation of permit pricing alternatives. In determining revenue from the program, answers to the following policy questions could aid that discussion:

1. Should we sell permits up to 75% of the available parking spaces or should we “oversell” a district?
2. If oversell, would the oversell rate be the same for each district (i.e., 125% of spaces) or differential rates based on expected demand in each district?
3. Should non-resident permits be priced the same regardless of the district?
4. Past practice has been to set residential permit prices to cover only the cost of issuing permits. Management of the district, enforcement, and Court costs have been covered by fines. Is this still an appropriate formula in setting resident/non-resident permit fees?
5. How will the program start-up costs be re-couped?

Square Footage Permit Allocation Methodology

Square footage information was obtained for each tax lot in the proposed RPDs. Permits were assigned to a tax lot on the assumption of two permits for a 5,000 square foot lot. Lots under this size were assigned one permit and lots over this size were assigned a permit for each additional 2,500 square feet. In other words, a 3,500 square foot lot was allocated one residential permit and a 7,700 square foot lot was allocated 3 residential permits. Using this allocation scheme, staff determined the maximum number of residential permits that would be available in each new

RPD. The table below shows these results compared to the estimated available parking spaces and compared to results for the per-kitchen methodology.

District	Estimated On-Street Parking Capacity	Total Permits Available Using Square Footage Methodology	Total Permits Available Using Kitchen Methodology
A	455	528	463
C	591	422	523
D	304	472	721
E	626	508	668
F	389	567	440
G	140	169	478
J	716	828	1196

As one might expect, the total residential permits available in the square footage methodology are less than those in the kitchen methodology for those RPDs with a mix of single family and multi-family properties.

Milestone Decision Dates for September 2014 Implementation

There are five main areas of activities that have to be completed to implement the expanded RPD program—increase Parking Enforcement staffing, increase Municipal Court staffing, produce and install signage, produce parking permits, and notify residents. In order to begin work on these items, key decisions need to be made by the Council about the RPD program design. USC has already come to consensus on some of those decision points, while others are still under discussion. In general, the decisions needed for the activities with the longest start-up time have already been discussed by USC and a path forward chosen. More information about each activity area is provided below.

Enforcement. Enforcement staffing levels are dependent on the size of the expanded RPD area and the number of enforcement trips desired in a day. Due to the length of time to recruit for and train new enforcement staff, these decisions need to be made nine months before the implementation date, or by January 2014. USC has come to consensus on the size of the expansion and the number of enforcement trips, and no further decisions need to be made for this piece to move forward.

Municipal Court. Municipal Court staffing levels are dependent on the size of the expanded RPD area. To increase Court staff before RPD implementation, this decision needs to be made four months before the target date, or by May 2014. USC has come to consensus on the size of the expansion, and no further decisions need to be made for this piece to move forward.

Signage. Signage is dependent on the number of RPDs, the district boundaries, the type of parking restrictions (i.e., 2-hour free or permit-only), and the limits of the ‘resident only’ parking zones within the RPDs. To design, produce and install the number of new signs required, these decisions need to be made five months before the implementation date, or by April 2014. USC has discussed all these decision points, but input from the public process or the full Council’s deliberations may alter the current direction. There is some flexibility in the timeline for this

work effort should it take longer than April for the full Council to come to a final decision on sign wording for all the RPDs. The work can be broken into two parts, with the post installation, which requires the most time, occurring independent of the process to design, produce and mount the signs. The post locations are already determined with the consensus reached on the district boundaries, therefore that work can begin on or before April 2014. The final decisions on the sign text can be made as late as May 2014 and still meet the RPD implementation goal. More work is required to determine the parking regulations in the proposed RPD C (Chintimini Park), which is likely to affect the sign text. The timeline for developing a strategy in this district, included in the December 3 staff report, has a proposal returning to USC in April 2014, in time to stay on track with the signage process.

Permits. Permit design and production is dependent on the types of permits (resident, non-resident, others), the allocation methodology for each type, and the guest permit design. To create the permits in time for advanced sale starting in August, decisions need to be made three months before the implementation date, or by June 2014.

Decisions on the fees to be charged for the various permit categories would need to be made in time to advertise to the public and OSU student population before the Spring Term ends, or by May 2014.

Key decisions needed on...(‘done’ indicates USC has reached consensus on the item)	
January 2014	size of RPD area (<i>done</i>)
	number of enforcement trips (<i>done</i>)
April 2014	number of RPDs (<i>done</i>)
	district boundaries (<i>done</i>)
	type of parking restriction—2-hour or permit-only (<i>done</i>)
	limit of ‘resident-only’ parking zone (<i>done</i>)
	sign wording, if produced in conjunction with posts
May 2014	permit fee schedule
	sign wording, if produced independent of posts
June 2014	resident permit allocation method
	number of non-resident permits to be available for sale in each RPD
	guest permit design and allocation method
	new permit category(ies) and allocation method (i.e., employee, contractor)

If all the program design decisions are made by the end of the fiscal year, staff would have time to update the current Municipal Code language to reflect the approved changes and take it through the Council approval process prior to the implementation of the expanded RPD program.

Resident notification. Once the program is fully designed, a second notification to affected properties can occur. Notices for renewal for existing parking districts would ordinarily be mailed in August; notices for the expanded RPD can be sent at the same time in 2014.

Estimated Available Parking Spaces

OSU/City Collaboration Project Manager Eric Adams provided updated information (Attachment I) on the estimated parking spaces available in each of the proposed RPDs, with the most significant change being the separation of data for districts D and J. Also included is a map of the RPDs showing the number of estimated parking spaces per block face.

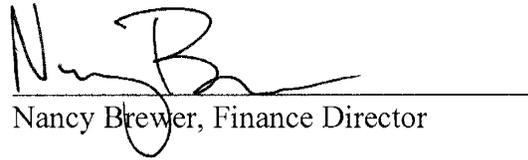
REQUESTED ACTION

That the USC review this information, ask questions, and provide direction on data required to further the RPD program design discussion.

Reviewed and concur:



James A. Patterson, City Manager



Nancy Brewer, Finance Director

Attachment I – Estimated Parking Spaces per Block Face in the Expanded RPDs



 MEMORANDUM

TO: Mary Steckel, Public Works Director, City of Corvallis

CC: Ken Gibb, Community Development Director, City of Corvallis

FROM: Eric Adams, Project Manager

DATE: December 6, 2013

SUBJECT: Collaboration Corvallis – Block Face Totals and On-street Parking Capacity for Proposed Parking Districts

As requested, Table 1, below, provides the total number of block faces within each of the seven parking districts currently under consideration by the Urban Services Committee (Attachment A), as well as the total number of blocks allowing on-street parking, and the corresponding on-street parking capacity.

Table 1: Parking District Block Face Count and Parking Capacity

District	Total Block Faces	Total Block Faces Allowing Parking	District On-Street Parking Capacity
A	73	40	455
C	63	49	591
D	59	25	304*
E	109	83	626**
F	66	50	389***
G	27	18	140
J	139	92	716*
TOTAL	536	357	--

NOTES:

* Does not include metered spaces or spaces dedicated for motorcycles.

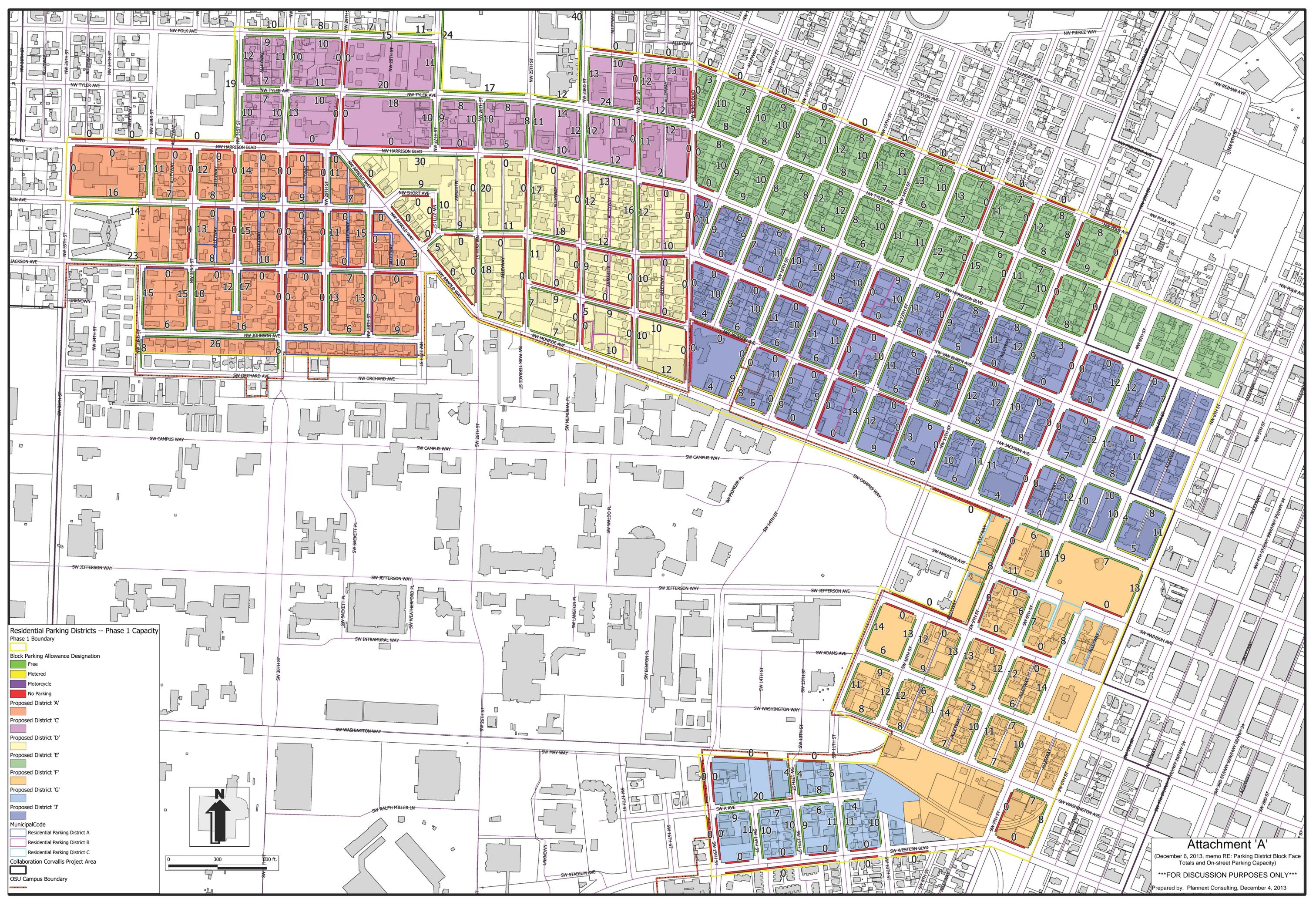
** Capacity of blocks east of NW 9th Street not available.

*** Capacity of some blocks east of SW 7th Street not available.

The block face total for each proposed zone reflects all block faces associated with each district that are within the 'Phase 1 Boundary' shown on Attachment 'A'.

All block faces designated on Attachment 'A' as 'Free', 'Metered', or 'Motorcycle' were included to determine the total number of block faces allowing parking in each proposed district. For some of the proposed districts, this total includes block faces not assigned any parking allowance designation on Attachment 'A', but were verified as allowing parking through use of Google Street View.

The on-street parking capacity of each proposed district was determined by totaling the capacity of each block associated with a given zone, as reflected on Attachment 'A'. The capacity of those blocks was determined by Group Mackenzie during field observations conducted in April 2012 as part of the Neighborhood Parking Utilization Study completed for Collaboration Corvallis. It should be noted that the capacity of some blocks in Districts 'E' and 'F' is not shown on Attachment 'A' because those blocks were not surveyed by Group Mackenzie.



Residential Parking Districts -- Phase 1 Capacity

Phase 1 Boundary

Block Parking Allowance Designation

- Free
- Metered
- Motorcycle
- No Parking

Proposed District 'A'

Proposed District 'C'

Proposed District 'D'

Proposed District 'E'

Proposed District 'F'

Proposed District 'G'

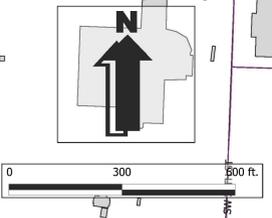
Proposed District 'J'

MunicipalCode

- Residential Parking District A
- Residential Parking District B
- Residential Parking District C

Collaboration Corvallis Project Area

OSU Campus Boundary



**ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
December 18, 2013**

Present

Councilor Hal Brauner, Chair
Councilor Joel Hirsch
Councilor Biff Traber

Visitors

Matthew Graves and Scotti Erickson,
Pauly, Rogers, and Co., P. C.

Staff

Jim Patterson, City Manager
Nancy Brewer, Finance Director
Julian Contreras, Financial Services
Division Manager
Tina Stephens, Senior Accountant
Jeanna Yeager, Accountant
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Comprehensive Annual Financial Report (CAFR)			Accept the June 30, 2013, Comprehensive Annual Financial Report
II. Other Business			

CONTENT OF DISCUSSION

Chair Brauner called the meeting to order at 3:30 pm.

I. Comprehensive Annual Financial Report (CAFR)

Finance Director Brewer reported that Matt Graves and Scotti Erickson of Pauley, Rogers and Co., P.C., carefully reviewed and audited the City's financial records and rendered an unmodified opinion, which meant the presented information was a fair statement of the City's financial position as of June 30, 2013. A few minor issues were noted (and were presented last year) involving governing body monitoring and fidelity insurance coverage.

Ms. Brewer referenced from the Governing Web site a recent posting entitled, "Learning to Love the Numbers of Government," and related its key CAFR measurements to the City's condition:

- Current ratio – comparison of current assets to current liabilities – should be 2 to 1; the City's ratio was 7 to 1.
- Debt service ratio – annual cost of payments of principal and interest on debt service in governmental funds – should be no greater than 15 percent; the City's rate was 6 percent.
- Ratio of unrestricted reserves to total annual expenses in General Fund should be about 16 percent (essentially, enough to cover two months of total operating expenses);

the City's rate was 14.9 percent, up from 6.5 percent at June 30, 2012. Efforts to re-build the fund balance were progressing as expected.

- Net assets should increase from one year to the next; the City's increased slightly.
- Infrastructure investment should be maintained; the City's capital assets, net of depreciation, decreased, as this measure relates to discussion from Public Works Department staff during the utility rate review about implementing the asset management system to give better information regarding needed infrastructure system investments.

She noted the funding challenges for infrastructure investments by Public Works and Parks and Recreation Departments. The measurements noted in the Web site posting provided good indicators of a municipality's financial management status; the City's measurements indicated good progress in re-building the fund balance.

Matt Graves reported that he and Scotti Erickson completed their audit of the City's financial records to determine the fair presentation of the financial statements prepared by City management. The documents were supported by the City's internal controls and systems. The auditors sought to confirm the City's compliance with Oregon Municipal Audit Law and Federal, State, and other agencies' rules and regulations. From the audit, his firm issued a clean opinion without reservations. He and Ms. Erickson did not find any exceptions regarding State minimum standards for audits, any issues of non-compliance with Federal awards, or any questioned costs. They did not find any material weaknesses in internal controls and did not issue a separate management letter.

Mr. Graves and Ms. Erickson reviewed several accounting estimates for reasonableness and alignment with accounting principles. The main estimates involved capital assets, which decreased because of depreciation and reduced assets. Estimated uncollectible accounts receivable were also reviewed for reasonableness.

Mr. Graves reported that no difficulties were encountered in conducting the audit, and the extent of their audit was not limited. They also did not encounter any disagreements with staff regarding accounting principles or policies. City management assumed responsibility for all information provided in the audit via a standard representation letter.

Mr. Graves referenced from the audit letter future accounting and auditing issues, specifically Governmental Accounting Standards Board Statement No. 68 regarding accounting for pensions, effective in 2015. Under the rule, the City must report a portion of the unfunded actuarial liability for Public Employee Retirement System (PERS) on the City's statement of net position. The change would negatively impact the financial reporting of all governmental entities.

Ms. Brewer referenced the Committee's previous discussions regarding efforts to get a bill through the Oregon Legislature's February 2014 session to have PERS conduct the actuarial work and provide audited data for governmental entities to report. Otherwise, governmental entities would incur costs for auditors to obtain the information from PERS. She understood that efforts involved the Ways and Means Committee processing the bill

as a "technical fix." She explained that legislators were allowed only five bills for the session, and staff and PERS were not allowed to submit any bills. The Committee seemed the best method of submitting the bill, as it did not have a bill limitation.

Ms. Brewer commented that staff looked forward to working with the auditors and considered the audit a critical factor in the City's success by testing internal controls. The City achieved high professional accounting standards. She added that staff would file the CAFR before it was presented to the Council January 6, 2014, in order to meet the State's December 31 deadline; staff did not anticipate any Council amendments to the CAFR.

Councilor Traber referenced the audit comments regarding governing body monitoring and wondered whether the Council should conduct more monitoring of financial records.

Mr. Graves responded that he and Ms. Erickson did not observe any deficiencies and only suggested that the Council determine whether it was comfortable with its financial oversight. The Finance Department did a good job presenting information to the Council, so the Council should determine whether it wanted more oversight.

Councilor Traber agreed that the Council received good information with supportive data.

Mr. Graves clarified that the statement was retained in the report because of turnover among elected officials, and a new elected official might want more information. The fact that City staff looked forward to audits indicated clear transparency and staff accessibility.

Chair Brauner observed that the Council received quarterly financial operating reports, and staff provided information upon request without hesitation. The City's budgeting process was more detailed than those of other entities. He noted that the Council was represented in various aspects of the City's financial activity.

From the Statement of Net Position, Councilor Traber inquired about the nature of non-current liabilities due within one year for accrued compensated absences. Ms. Brewer confirmed that the entry represented employees' vacation and sick leave balances, based upon a probability report of total accrued balances that may be used and/or cashed-out during the fiscal year. Staff's projections were fairly accurate.

Councilor Traber observed that the long-term (due in more than one year) unfunded liability for employees' vacations was calculated at \$1.966 million, along with \$6.8 million in net other post-employment benefits (OPEB) obligations. He was surprised that these obligations included life insurance. He noted that the City paid retirees' life insurance premiums for \$1,500 in coverage, with \$2,500 in coverage until age 65 years. He inquired whether the City would save funds by paying retirees the face value of the \$2,500 life insurance policy upon retirement.

Ms. Brewer explained that the premium for each \$2,500 life insurance policy was very low and ended when the employee reached age 65 years. The premium for the \$1,500 life

insurance policy was extremely low. She believed the life insurance policy was a contractual agreement with the labor units. Anecdotally, she commented that the recent PERS actuarial report indicated that at least 70 Oregon PERS retirees were older than 100 years.

Councilor Traber noted that the property tax collection rate for fiscal year 2012-2013 was 96.5 percent, down from previous years' rates.

Ms. Brewer explained that property tax appeals affected the tax collection rate. A certified value was established at the beginning of the fiscal year. The appeal decisions did not change the certified value but affected the collections. Actual collections during the recent fiscal year were lower. The City's collection rates were typically close to 97 percent during tax levy years.

In response to Councilor Traber's inquiry regarding long-term compensated absences liabilities, Ms. Brewer noted that compensated absences additions (accruals) and reductions (uses) almost balanced. The OPEB obligation would continue to increase because the City was not funding an OPEB trust. The City was liable for direct benefits and "subsidies" (higher rates for current, active employees). The City was still in the phase of the liability increasing. More employees were retiring with fully funded City benefits than were reaching age 65 years. Staff estimated that the trend would change in a few years. During 1992, the negotiated labor agreements stopped new hires from receiving City-paid retirement medical insurance coverage. Since then, employees hired prior to 1992 were eligible for full City-paid retirement medical insurance coverage. The City was not required to report this liability until a few years ago. Government financial statements did not show a full image of future liabilities. Measurement focus was changed to provide a broader, overall financial accounting methodology, with all assets valued and OPEB liabilities valued. Increasing medical costs became a significant financial obligation. Pensions would soon be added to the balance sheet, as the City would be required to indicate long-term pension liabilities (funds owed for promises made). The additional reporting would likely affect the City's financial position. These changes in reporting requirements should provide a fair representation of the City's financial condition.

Ms. Erickson commented that City staff was great to work with, was very prepared for the audit, and had all of the necessary information ready for the audit.

Chair Brauner thanked staff and the auditors for their work and the excellent report. He opined that the CAFR was a valuable source of information regarding the City's finances and the community but was often overlooked. The CAFR identified many top community employers who were exempt from property tax assessments.

Based upon a motion moved and seconded by Councilors Traber and Hirsch, respectively, the Committee unanimously recommends that Council accept the June 30, 2013, Comprehensive Annual Financial Report.

II. Other Business

- A. The next regular Administrative Services Committee meeting is scheduled for January 8, 2014, at 3:30 pm, in the Madison Avenue Meeting Room.

Chair Brauner adjourned the meeting at 4:02 pm.

Respectfully submitted,

Hal Brauner, Chair

**CLICK BOOKMARK TO ACCESS THE COMPREHENSIVE
ANNUAL FINANCIAL REPORT (CAFR)**

MEMORANDUM

December 23, 2013

TO: Mayor and City Council

FROM: Nancy Brewer, Finance Director *NB*

SUBJECT: Supplemental Budget to Increase Transfer Appropriations

I. Issue

Council approval to increase transfer appropriations for certain fund closures is required.

II. Discussion

At the February 4, 2013 meeting, the City Council approved resolution 2013-02 to close the Parks and Recreation, Fire and Rescue, and Library Funds effective June 30, 2014 and to transfer the ending FY 12-13 balances in each fund to the General Fund. The operations of the City's Parks and Recreation, Fire, and Library programs have been budgeted for FY 13-14 in the General Fund. The FY 2013-14 Adopted Budget included transfer amounts based on estimated ending fund balances at the time of adoption. As expected, audited balances are different than expected in each of the three funds so that an increase in appropriations is needed to close out these funds. The higher than expected fund balances are largely the result of underexpending budget during the last six weeks of the fiscal year to build balances for the Hewlett-Packard refund.

The attached resolution increases FY 13-14 transfer appropriations based on the difference between adopted ending fund balance and the audited ending fund balance in FY 12-13. Local budget law allows for this change after adoption, via supplemental budget, since there is no impact to operational expenditures.

III. Requested Action

Staff requests the City Council adopt the attached resolution to increase transfer appropriations for the closure of the Parks and Recreation, Fire and Rescue, and Library Funds.

Review & Concur:



City Manager

RESOLUTION 2014 - __

A SUPPLEMENTAL BUDGET RESOLUTION INCREASING TRANSFER APPROPRIATIONS IN THE PARKS AND RECREATION, FIRE, AND LIBRARY FUNDS TO CLOSE ALL THREE FUNDS.

Minutes of the meeting _____, continued

A resolution submitted by Council member _____

WHEREAS, ORS 294.471(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, the City Council of the City of Corvallis adopted resolution 2013-02 at its February 4, 2013 meeting to close the Parks and Recreation, Fire and Rescue, and Library Funds and transfer their balances and account for those operations in the General Fund; and

WHEREAS, the 2013-14 approved budget includes transfer appropriations to close the three funds based on estimated ending balances, as follows:

Parks and Recreation Fund	\$3,529,528
Fire and Rescue Fund	\$1,053,035
Library Fund	\$1,040,884

WHEREAS, the actual audited 2012-13 ending fund balance for the Parks and Recreation fund was \$137,772 higher than expected; and for the Fire and Rescue fund was \$62,935 higher than expected; and for the Library fund was \$141,237 higher than expected; and

WHEREAS, the City Council has determined that an increase in fund balance resources has occurred which allows a change in financial planning and necessitates the supplemental increase in transfer appropriations described below to allow closure of the three funds; and

WHEREAS, the City Council finds that it in the public interest to increase appropriations in the three funds for FY 13-14 to allow all three to be closed during FY 13-14;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the fiscal year 2013-14 supplemental budgets of \$3,667,300 for the Parks & Recreation Fund; and supplemental budget of \$1,115,970 for the Fire Fund; and supplemental budget of \$1,182,121 for the Library Fund, are hereby adopted; and

IT IS FURTHER RESOLVED that the appropriations for the fiscal year beginning July 1, 2013, and for the purpose as described above are hereby increased as follows:

<u>FUND</u>	<u>AMOUNT</u>
Parks and Recreation Fund - Transfers	\$137,772
Fire and Rescue Fund - Transfers	62,935
Library Fund - Transfers	141,237

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

MEMORANDUM

DATE: December 29, 2013
TO: Mayor and City Council
FROM: Ken Gibb, Community Development Director
RE: Follow-up Information

As part of Visitor Proposition testimony at the December 16, 2013 Council meeting related to density rounding and maximum density values in residential zones, Mr. Jeff Hess stated that the issue is not being addressed by Staff or the City Council and that he did not know how to bring his issue forward any further.

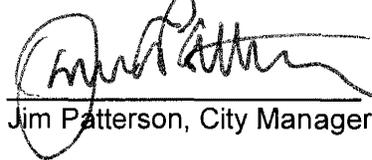
Staff notes the following:

- As described in a September 30, 2013 memorandum to the City Council and as the discussed at the October 7, 2013 Council meeting, Collaboration Corvallis recommendations (from the Neighborhood Planning Workgroup) included a series of proposals that will impact infill project density.
- These include increasing parking requirements for 4/5 bedroom non-single family residential projects (in place for more than a year) and several recommendations that will be considered by the LDC Package # 1.
- Package # 1 includes:
 - revising lot line adjustment criteria to not allow adding "unusable" areas in order to meet minimum lot sizes
 - increasing setback requirements for single attached units
 - changing density calculations for replats and minor land partitions to not count 50% of the abutting rights-of-way
 - increasing public notice areas for certain land use applications
 - changing minimum density standards for infill development

In large part these recommendations were a response to testimony from Mr. Hess and the Avery Addition Neighborhood Association (AANA). In addition, another recommendation related to public noticing of demolition applications has been approved by the Collaboration Steering Committee and will be considered for implementation by the City in the upcoming months. Finally, the Collaboration recommendation related to neighborhood design standards will be developed in 2014 for Planning Commission and City Council consideration as LDC Package #2. It will address several concerns raised by the AANA to the Neighborhood Planning Work Group.

- As described in Attachment 2 of the September 30 memorandum referenced above, the Neighborhood Planning Work Group considered testimony from Mr. Hess that proposed eliminating the LDC's density rounding provision entirely. The Work Group ultimately recommended that project developers be allowed to round down density calculations in order to meet minimum density requirements but didn't propose eliminating the rounding option for maximum density calculations. As directed by the City Council, this recommendation will be incorporated into LDC Package #1 that will be considered by the Planning Commission in early 2014 and forwarded to the City Council for a final decision.
- There will be an opportunity for the public to participate in the eventual outcome of this recommendation. As I noted in response to the Council following Visitor Proposition comments made by Mr. Hess at the October 21, 2013 meeting, citizens could propose a different approach regarding maximum density calculations through the public hearing process for LDC Package #1.

Review and Concur:

 12/31/2013
Jim Patterson, City Manager

COUNCIL REQUESTS

FOLLOW-UP REPORT

JANUARY 2, 2014

1. Prepaid Life Insurance For Retirees (Traber)

The attached memorandum from Finance Director Brewer addresses Councilor Traber's inquiry about whether the City would save funds by paying a retiree their life insurance benefit upon retirement, rather than continuing to pay the policy premiums for the remainder of the retiree's estimated life.



James A. Patterson
City Manager

MEMORANDUM

January 6, 2014

TO: Mayor and City Council
FROM: Nancy Brewer, Finance Director
SUBJECT: Prepaid Life Insurance Benefit for Retirees

Issue

At the Dec.18, 2013 Administrative Services Committee meeting, Councilor Traber requested that staff review possible savings available from an upfront cash payment for life insurance premiums upon retirement, rather than continuing to pay annual premiums for individuals.

Discussion

Human Resources (HR) staff asked the City's healthcare benefits consultant, Wells Fargo, to estimate the cost of the City providing eligible retirees with a cash payment in lieu of annual life insurance coverage. The annual conversion cost is equal to the individual's age at retirement times the current cost. This essentially means that on a net present value (NPV) basis, it would be far more expensive for the City to try and make an employee "whole" at retirement for future insurance premiums. The table shows that assuming most people live to about 80 years old, and that an average return/discount in the current market over that time frame would be about 3.5% (which is what OPEB actuaries use as an assumption), the payout would be in the range of \$124.5K vs. less than \$3,000 over the same period to pay at the City's current premium levels.

Table with 7 columns: Basic Life Retirees, City Paid Current Benefit, Coverage Example, Standard Rate, Current Annual City Cost, Annual Conversion Cost Example age 60, NPV* of conversion amt. Rows include Exempt / City Manager and CPOA/IAFF/AFSCME.

* Assume life expectancy of 80 yrs (so 20 additional years) and a discount rate of 3.5% (used by OPEB actuary).

Recommendation

Since it is expected to be more expensive to prepay the NPV of the insurance premiums due for a given retiree vs. the City's current premium costs, it is not recommended that this idea be pursued at this time.

Review and Concur:

Signature of James Patterson, City Manager

12/31/2013
Date

**CITY OF CORVALLIS – COUNCIL REQUESTS – TRACKING REPORT
PENDING REQUESTS**

Council Request Item	Requested By	Date of Request	CR Report Due Date	Assigned to	Response in CR Rpt No.	Comments
Prepaid life insurance for retirees	Traber	12-18-13	12-31-13	Brewer, N.	ccr 01-02-14	

MEMORANDUM

TO: City Council

FROM: Mary Steckel, Public Works Director 

DATE: December 20, 2013

SUBJECT: Healthy Streets Healthy Streams Status Report

ISSUE

The City of Corvallis Public Works Stormwater and Transportation programs received a \$45,620 grant from the Environmental Protection Agency (EPA) in January of 2012. The Environmental Education grant is being used to research, design, and implement a Healthy Streets Healthy Streams planning initiative within a community-based social marketing framework. The grant requires that a status report be provided to the City Council on the progress of the activities occurring under the grant.

BACKGROUND

The City of Corvallis is in the process of conducting a comprehensive planning effort to treat stormwater, improve alternative transportation routes, expand urban green space, and improve community health. This effort is supported by a \$45,620 Small Urban Waters grant from the EPA to create a plan for advancing the City's ability to meet the goals of the EPA's Strategic Plan, multiple community organizations, state regulations, and City sustainability policies. Activities supported with the grant were initiated in January, 2012 and will conclude in April, 2014.

DISCUSSION

The project has focused on community engagement as the primary driver for the comprehensive planning of future retrofit locations for stormwater and transportation improvements that will beautify streets, mitigate stormwater runoff and improve the streets for non-motorized transportation. These projects work to prevent non-point source pollution through the incorporation of decentralized treatment facilities in the City's infrastructure that filter and detain stormwater runoff before it enters the Willamette River and urban streams. These improvements are intended to meet both stormwater treatment and transportation goals. The project was ultimately named the *Healthy Streets, Healthy Streams* Planning Initiative by a Technical Advisory Group (TAG) composed of community representatives that are guiding the effort. The TAG recommended that the project be implemented in four phases (shown below), the first two of which have been completed.

Phase I: Build a Project Team and Community Support: Develop an outreach strategy, convene stakeholders and partners into a Technical Advisory Group (TAG), conduct a citizen survey and public meetings, and develop an evaluation model based on community feedback.

Phase II: Conduct System Analysis: Perform a GIS analysis to identify opportunities, convene stakeholders and partners (TAG), conduct public meetings, and identify priorities.

Phase III: Draft Plan Development: Draft the planning document and distribute it for City and public comment.

Phase IV Plan Adoption: Present the final plan to the City Council for adoption.

The project is now in the plan development phase and is being drafted by City Stormwater and Transportation staff, with guidance from the TAG. Once completed, staff will solicit and incorporate input from internal City stakeholders and the public. The final draft of the plan will be presented to the City Council for adoption. The draft will include:

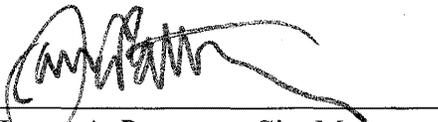
- examples of where and how features such as rain gardens and traffic calming elements might be incorporated into various Corvallis streets;
- data to help guide the prioritization of streets for the incorporation of Healthy Streets Healthy Streams features; and
- suggested stormwater feature standards.

Following these phases, the City and stakeholder partners will continue to research opportunities for projects through Capital Improvement Projects and discussions with private property owners for projects on their land. Additionally, ongoing effort will be focused on continuing to build community understanding.

RECOMMENDATION

No action is necessary; this report is for information only.

Reviewed and Concur:



James A. Patterson, City Manager

**ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS**

January 2, 2014

MEETING DATE	AGENDA ITEM
January 8	No meeting
January 22	<ul style="list-style-type: none"> • da Vinci Days Loan • Enterprise Zone -- Specific Sustainability Criteria for Fourth- and Fifth-Year Property Tax Abatement • Review of updated Quarterly Operating Report
February 5	<ul style="list-style-type: none"> •
February 19	<ul style="list-style-type: none"> •
March 5	<ul style="list-style-type: none"> • Second Quarter Operating Report • Parks and Recreation Department Cost Recovery Update • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 97-10.01 - 10.08, "Financial Policies" • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 98-2.10, "Use of E-Mail by Mayor and City Council"
March 19	<ul style="list-style-type: none"> • Ambulance Rate Review
April 9	<ul style="list-style-type: none"> • Visit Corvallis Second Quarter Report • Downtown Corvallis Association Economic Improvement District Second Quarter Report
April 23	<ul style="list-style-type: none"> •
May 7	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 95-4.10, "Public Library Gifts and Donations Policy"
May 21	<ul style="list-style-type: none"> • Visit Corvallis Third Quarter Report • Downtown Corvallis Association Economic Improvement District Third Quarter Report
June 4	<ul style="list-style-type: none"> • Third Quarter Operating Report • Board and Commission Sunset Review: <ul style="list-style-type: none"> • Economic Development Commission
June 18	<ul style="list-style-type: none"> • Republic Services Annual Report
July 9	<ul style="list-style-type: none"> •
July 23	<ul style="list-style-type: none"> •
August 6	<ul style="list-style-type: none"> •
August 20	<ul style="list-style-type: none"> •
September 3	<ul style="list-style-type: none"> • Visit Corvallis Fourth Quarter Report • Downtown Corvallis Association Economic Improvement District Fourth Quarter Report
September 17	<ul style="list-style-type: none"> •
October 8	<ul style="list-style-type: none"> • Fourth Quarter Operating Report • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 91-2.01, "Meeting Procedures" • CP 94-2.08, "Council Liaison Roles"
October 22	<ul style="list-style-type: none"> • Utility Rate Annual Review
November 5	<ul style="list-style-type: none"> •
November 19	<ul style="list-style-type: none"> •
December 3	<ul style="list-style-type: none"> • Visit Corvallis First Quarter Report • Downtown Corvallis Association Economic Improvement District First Quarter Report • Comprehensive Annual Financial Report • First Quarter Operating Report
December 17	<ul style="list-style-type: none"> •

ASC PENDING ITEMS

- Comcast Franchise Renewal Update Public Works
- Council Policy Review and Recommendation:
 - CP 96-6.03, "Economic Development Policies" CMO
- Economic Development Policy on Tourism CMO
- Municipal Code Review: Chapter 4.01, "Solid Waste Regulations" Community Development
- Tax Incentive Program for Downtown Area Community Development

Regular Meeting Date and Location:

Wednesday of Council week, 3:30 pm – Madison Avenue Meeting Room

**HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS**

January 2, 2014

MEETING DATE	AGENDA ITEM
January 7	No meeting
January 21	•
February 4	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 97-4.09, "Guidelines for Free Use of Park Facilities" • CP 07-4.16, "Code of Conduct for Patrons at Parks and Recreation Facilities, Events, and Programs"
February 18	<ul style="list-style-type: none"> • Social Services Semi-Annual Report
March 4	<ul style="list-style-type: none"> • The Arts Center Annual Report • Public Art Selection Commission Annual Report • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 94-4.07, "City-Owned Art Objects on Private Property"
March 18	•
April 8	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 91-1.02, "Liquor License Approval Procedures"
April 22	<ul style="list-style-type: none"> • da Vinci Days Annual Report
May 6	Liquor License Annual Renewals <ul style="list-style-type: none"> • Majestic Theatre Annual Report • Council Policy Reviews and Recommendation: <ul style="list-style-type: none"> • CP 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library" • CP 92-5.04, "Hate/Bias Violence"
May 20	•
June 3	<ul style="list-style-type: none"> • Social Services Allocations -- Fiscal Year 2014-2015 • Boards and Commissions Sunset Reviews: <ul style="list-style-type: none"> • Arts and Culture Commission • Citizens Advisory Commission on Civic Beautification and Urban Forestry • Committee for Citizen Involvement
June 17	•
July 8	<ul style="list-style-type: none"> • Corvallis Farmers' Market Annual Report
July 22	•
August 5	•
August 19	<ul style="list-style-type: none"> • Social Services Semi-Annual Report
September 2	•
September 16	<ul style="list-style-type: none"> • Rental Housing Program Annual Report
October 7	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <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 21	•
November 4	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 95-4.08, "Code of Conduct on Library Premises"
November 18	•
December 2	<ul style="list-style-type: none"> • 2015-2016 Social Services Priorities and Calendar • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • CP 91-1.03, "Naming of Public Facilities and Lands " • CP 91-4.01, "Guidelines for Selling in Parks"
December 16	•

HSC PENDING ITEMS

- Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks)
- Municipal Code Review: Chapter 9.02, "Rental Housing Code"
- OSU/City Collaboration Project Recommendations (Action Items 4-1, 4-3, 4-4, 5-1)

Parks & Recreation

Community Development

Community Development

Regular Meeting Date and Location:

Tuesday of Council week, 2:00 pm – Madison Avenue Meeting Room

**URBAN SERVICES COMMITTEE
SCHEDULED ITEMS**

January 2, 2014

MEETING DATE	AGENDA ITEM
January 7	<ul style="list-style-type: none"> • Residential Parking Districts
January 21	No meeting
February 4	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • CP 91-7.04, "Building Permits" • CP 91-7.08, "Sidewalk Policy" • Residential Parking Districts
February 18	No meeting
March 4	<ul style="list-style-type: none"> • Systems Development Charge Annual Review • Residential Parking Districts
March 18	<ul style="list-style-type: none"> • Residential Parking Districts
April 8	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 10-1.12, "Community Sustainability"
April 22	•
May 6	•
May 20	•
June 3	<ul style="list-style-type: none"> • Board and Commission Sunset Review <ul style="list-style-type: none"> • Airport Commission • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program"
June 17	•
July 8	•
July 22	•
August 5	•
August 19	•
September 2	No meeting
September 16	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 02-7.15, "Fee-in-Lieu Parking Program"
October 7	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 08-9.07, "Traffic Calming Program"
October 21	•
November 4	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 98-9.06, "Transportation Corridor Plans"
November 18	•
December 2	•
December 16	•

USC PENDING ITEMS

- | | |
|--|---|
| <ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 91-9.03, "Parking Permit Fees" • Municipal Code Review: Chapter 8.13, "Mobile Food Units" • NW Cleveland Avenue Traffic Update (February 2014) | <ul style="list-style-type: none"> Public Works Community Development Public Works |
|--|---|

Regular Meeting Date and Location:

Tuesday of Council week, 5:00 pm – Madison Avenue Meeting Room

UPCOMING MEETINGS OF INTEREST



City of Corvallis

JANUARY - APRIL 2014
(Updated January 2, 2014)

JANUARY 2014

Date	Time	Group	Location	Subject/Note
3	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
4	10:00 am	Government Comment Corner	Library Lobby – Mayor Manning	
6	6:30 pm	City Council	Downtown Fire Station	
7	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
7		No Human Services Committee		
7	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
7	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
7	6:00 pm	Historic Resources Commission	Downtown Fire Station	special meeting
8		No Administrative Services Cmte		
8	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
8	7:30 pm	Library Board	Library Board Room	
9	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
9	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	
9	5:30 pm	Joint Cmsn Mtg: Downtown, Historic Resources and Planning	Madison Avenue Mtg Rm	CD FY 14-15 budget review
11	10:00 am	Government Comment Corner	Library Lobby - TBD	
13	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
13	6:30 pm	Public Participation Task Force	Library Meeting Room	
14	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
14	5:15 pm	Cmsn for Martin Luther King, Jr.	Osborn Aquatic Center Conference Room	
14	7:00 pm	Historic Resources Commission	Downtown Fire Station	
14	7:00 pm	Mayor/City Council/City Manager Quarterly Work Session	Madison Avenue Mtg Rm	re-scheduled from 12/9
15	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
15	4:00 pm	Public Art Selection Commission	Parks and Rec Conf Room	
15	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
15	7:00 pm	Planning Commission	Downtown Fire Station	
16	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
18		No Government Comment Corner		
20		City holiday - all offices closed		
21	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
21		No Urban Services Committee		
21	6:00 pm	City Council Executive Session	Downtown Fire Station	
21	6:30 pm	City Council	Downtown Fire Station	
22	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
22	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm	
23	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	
25	10:00 am	Government Comment Corner	Library Lobby - TBD	

FEBRUARY 2014

Date	Time	Group	Location	Subject/Note
1	10:00 am	Government Comment Corner	Library Lobby - TBD	
3	6:30 pm	City Council	Downtown Fire Station	

Date	Time	Group	Location	Subject/Note
4	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
4	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
4	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
4	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
5	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
5	7:30 pm	Library Board	Library Board Room	
6	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	
7	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
8	10:00 am	Government Comment Corner	Library Lobby - TBD	
10	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
11	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
11	7:00 pm	Historic Resources Commission	Downtown Fire Station	
12	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
13	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
15	10:00 am	Government Comment Corner	Library Lobby - TBD	
17		City holiday - all offices closed		
18	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
18		No Urban Services Committee		
18	6:30 pm	City Council	Downtown Fire Station	
19	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
19	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
19	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
19	7:00 pm	Planning Commission	Downtown Fire Station	
20	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	
20	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
22	10:00 am	Government Comment Corner	Library Lobby - TBD	
25	5:15 pm	Cmsn for Martin Luther King, Jr.	City Hall Meeting Room A	
26	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm	

MARCH 2014

Date	Time	Group	Location	Subject/Note
1	10:00 am	Government Comment Corner	Library Lobby - TBD	
3	6:30 pm	City Council	Downtown Fire Station	
4	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
4	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
4	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
4	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
5	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
5	7:30 pm	Library Board	Library Board Room	
6	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	
7	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
8	10:00 am	Government Comment Corner	Library Lobby - TBD	
10	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
11	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
11	7:00 pm	Historic Resources Commission	Downtown Fire Station	
12	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
13	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
15	10:00 am	Government Comment Corner	Library Lobby - TBD	
17	6:30 pm	City Council	Downtown Fire Station	
18	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
18	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
19	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
19	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	

Date	Time	Group	Location	Subject/Note
19	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
19	7:00 pm	Planning Commission	Downtown Fire Station	
20	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	
20	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
22	10:00 am	Government Comment Corner	Library Lobby - TBD	
26	5:15 pm	<i>Watershed Management Adv Cmsn</i>	<i>Madison Avenue Mtg Rm</i>	
29	10:00 am	Government Comment Corner	Library Lobby - TBD	

APRIL 2014

Date	Time	Group	Location	Subject/Note
1	7:00 am	<i>Airport Commission</i>	<i>Madison Avenue Mtg Rm</i>	
1	4:00 pm	<i>Downtown Parking Committee</i>	<i>Downtown Fire Station</i>	
2	7:30 pm	<i>Library Board</i>	<i>Library Board Room</i>	
4	7:00 am	<i>Bicycle and Pedestrian Adv Cmsn</i>	<i>Madison Avenue Mtg Rm</i>	
5	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - TBD</i>	
7	6:30 pm	City Council	Downtown Fire Station	
8	8:20 am	<i>Citizens Advisory Cmsn on Transit</i>	<i>Madison Avenue Mtg Rm</i>	
8	2:00 pm	<i>Human Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
8	5:00 pm	<i>Urban Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
8	7:00 pm	<i>Historic Resources Commission</i>	<i>Downtown Fire Station</i>	
9	3:30 pm	<i>Administrative Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
9	5:30 pm	<i>Downtown Commission</i>	<i>Madison Avenue Mtg Rm</i>	
10	8:30 am	<i>Citizens Advisory Cmsn on Civic Beautification and Urban Forestry</i>	<i>Parks and Rec Conf Room</i>	
10	11:00 am	<i>Public Participation Task Force</i>	<i>Madison Avenue Mtg Rm</i>	
12	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - Julie Manning</i>	
14	3:00 pm	<i>Economic Development Cmsn</i>	<i>Madison Avenue Mtg Rm</i>	
16	12:00 pm	<i>Housing and Comm Dev Cmsn</i>	<i>Madison Avenue Mtg Rm</i>	
16	4:00 pm	<i>Public Art Selection Commission</i>	<i>Parks and Rec Conf Room</i>	
16	5:30 pm	<i>Arts and Culture Commission</i>	<i>Parks and Rec Conf Room</i>	
16	7:00 pm	<i>Planning Commission</i>	<i>Downtown Fire Station</i>	
17	6:30 pm	<i>Parks, Natural Areas, and Rec Brd</i>	<i>Parks and Rec Conf Room</i>	
19	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - TBD</i>	
21	6:30 pm	City Council	Downtown Fire Station	
22	2:00 pm	<i>Human Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
22	5:00 pm	<i>Urban Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
22	5:15 pm	<i>Cmsn for Martin Luther King, Jr.</i>	<i>City Hall Meeting Room A</i>	
23	3:30 pm	<i>Administrative Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
23	5:15 pm	<i>Watershed Management Adv Cmsn</i>	<i>Madison Avenue Mtg Rm</i>	
24	11:00 am	<i>Public Participation Task Force</i>	<i>Madison Avenue Mtg Rm</i>	
26	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - TBD</i>	

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

CIP – Capital Improvement Program HRC – Historic Resources Commission PC – Planning Commission

TBD – To be Determined

MEMORANDUM

December 30, 2013

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director 

RE: Public Hearing to amend the City's FY 11-12 and FY 13-14 CDBG/HOME Program Action Plans

I. Issue

The City has received a request from Willamette Neighborhood Housing Services (WNHS) to consider reallocating/allocating available prior and current year HOME Investment Partnerships Program (HOME) funding totaling \$595,000 to a project they will undertake to acquire and rehabilitate the Julian Apartments in downtown Corvallis.

II. Background

In its FY 11-12 and FY 13-14 Action Plans the City awarded HOME funds to two projects, one being carried out by Home Life and the other by Willamette Neighborhood Housing Services, for which the awarded funds are not going to be needed. In addition, during FY 13-14 the City will receive repayments on a HOME-funded construction loan related to WNHS's development of the Seavey Meadows Community Land Trust (CLT) home ownership project. The use of that loan repayment revenue has not yet been identified in an Action Plan.

An opportunity for WNHS to purchase the Julian Apartments has recently arisen, and they have applied for and been awarded state funding that will cover the cost of acquisition and some of the needed building rehabilitation work. The Corvallis HOME funds being requested by WNHS would complete the funding package needed to proceed with the project.

Because the City 1) has identified funding for two HOME projects in approved, prior year and current year Action Plans, and 2) has not yet identified how the proceeds from the Seavey CLT loan repayment will be utilized, amendments to the City's FY 11-12 Action Plan (for the Home Life award) and FY 13-14 Action Plan (for the WNHS award and the not-yet-programmed loan repayment revenue) are needed in order for HOME funds to be awarded to WNHS for rehabilitation of the Julian Apartments. A City Council public hearing to consider the Action Plan amendments is required prior to approval so that anyone who wishes to provide testimony for Council consideration has an opportunity to do so.

III. Discussion

On July 31, 2013, the City's Housing and Community Development Commission (HCDC) reviewed WNHS's Julian Apartments funding request, and recommended unanimously that the City Council approve it. Since the HCDC's consideration, WNHS has applied to the Oregon Department of Housing and Community Services for just over \$5.7 million in project funding

that would be allocated through a combination of federal Low Income Housing Tax Credits, Oregon Affordable Housing Tax Credits, and state General Housing Account Program funding. WNHS learned in early November that the Julian Apartments project has been awarded the requested funds.

In its consideration of the WNHS request for HOME funding for the Julian Apartments project, the HCDC based a favorable recommendation on three conclusions: 1) the Julian apartments are one of very few Corvallis properties to provide deeply affordable housing for those in the community with little and sometimes no income, and are clearly in need of extensive rehabilitation; 2) the HOME allocation being requested is not for a future year's federal award, rather it represents both funds already awarded to projects that will not be needed to complete them, and a HOME construction loan repayment that will come back to the City after completion of WNHS's Seavey Meadows Community Land Trust home ownership project; and 3) the City's willingness to invest HOME funds in the project would be very beneficial for WNHS's funding application to the State (note that the HCDC's consideration of this request preceded WNHS's successful state application).

A total of \$595,000 in City HOME funding is being recommended for rehabilitation of the Julian Apartments by the HCDC. The \$595,000 in Corvallis HOME funding would be added to a local FY 13-14 Community Development Block Grant award in the amount of \$100,000; the HOME award would come from three sources:

1. The City awarded a total of \$250,000 in HOME funding to Home Life from our FY 11-12 and FY 12-13 allocation processes to support that agency's construction of a four-plex in northwest Corvallis that will provide rental homes for up to eight adults with severe developmental disabilities. Because Home Life was so successful in their private fund raising efforts, they needed only \$100,000 of the amount they were awarded, which leaves \$150,000 (the FY 11-12 award amount) to be reallocated to other uses. The four-plex project is currently under construction.
2. The City's FY 13-14 Action Plan allocated \$206,000 in HOME funding to complete rehabilitation of WNHS's Lancaster Bridge apartments in northeast Corvallis. The project had received HOME awards totaling \$383,000 from the City's FY 11-12 and FY 12-13 allocation processes. The project is now substantially complete, and because it went much more smoothly and encountered fewer costly hidden conditions than planned for, WNHS does not need the City's FY 13-14 award to complete the project.
3. The City is providing \$800,000 in HOME funding to WNHS for their Seavey Meadows Community Land Trust home ownership project. The City's award is a combination of \$520,000 in permanent development subsidy and a \$280,000 construction loan to be repaid as the six homes in the project are sold. The first units are nearing completion, and sales agreements are in hand for several of them. A portion (\$239,000) of the \$280,000 HOME construction loan repayment is the final piece being requested for the Julian Apartments rehabilitation project.

In order to move forward with a commitment of funding for this project, the City will need to formally amend both its FY 11-12 Action Plan (to shift the funding that had been awarded to Home Life) and its FY 13-14 Action Plan (to shift the funds awarded to Lancaster Bridge and

also to identify the to-this-point unidentified use of the proceeds of the City's loan to the Seavey Meadows CLT project). As noted above, the process to amend the Plans requires that a City Council public hearing be held prior to approval.

Project Description

The Julian Apartments are located on the southeast corner of SW Second Street and Monroe Avenue. The building houses 35 apartments (five studios and 30 one-bedrooms) and two ground-floor commercial spaces. All five of the studio and 29 of the one-bedroom apartments house people with incomes below 50% of the area median, and the other one-bedroom apartment is an on-site manager's unit. Tenant rent subsidies for the Julian are provided by the Linn-Benton Housing Authority, and are project-based meaning all tenants who qualify and live in the building receive rent assistance based on their need. Many of the Julian's apartments are occupied by tenants who are elderly and/or disabled.

The Julian Apartments were purchased about 18 months ago by Northwest Housing Alternatives (NHA), a non-profit affordable housing developer, owner and provider based in the Portland area. NHA's purchase was carried out in order to help retain the Julian as affordable housing; had the building been purchased by a for-profit entity, there is a fair chance it would have been converted to market-rate housing. Because NHA recognizes that WNHS has an established affordable housing presence in Corvallis, the two organizations have developed a plan under which WNHS will acquire the Julian and as the building's owner, carry out the rehabilitation project.

Once in ownership, WNHS intends to commit the Julian to a 60-year period of affordability throughout which units will continue to be occupied by tenants with incomes at or below 50% of the Corvallis median. The HOME-funded rehabilitation project will carry out significant improvements to the building's interior, including both its common spaces and all of its apartments. The building's exterior will also be upgraded, but because the Julian is on the National Register of Historic Places, no significant exterior changes will be made. Approval of the proposed project by the State Historic Preservation Office will be sought and received before proceeding.

IV. Summary and Action Requested

The FY 13-14 through FY 17-18 CDBG/HOME Consolidated Plan for Corvallis identifies the creation and/or retention of affordable housing opportunities, as well as the rehabilitation of units that provide affordable housing, as two of the four primary Plan goals for the five year Plan period. A third ConPlan goal is to support achievement of the goals of the *Benton County Ten Year Plan to Address Homelessness*, among which, specifically, is the preservation and rehabilitation of the Julian Apartments and the building's affordable units. In that this project would address all three of those goals, staff and the Housing and Community Development Commission have concluded that the proposal is consistent with the intent of the Consolidated Plan. In addition, with State funding awards now in place, this project will be in a position to proceed once an award of City HOME funds is finalized. The current project schedule calls for WNHS to acquire and begin rehabilitating the Julian in mid-June 2014, with completion to follow in late 2014/early 2015.

As noted earlier, in order for the City to approve awards of the requested HOME funds it must first hold a public hearing in order to amend its FY 11-12 and FY 13-14 CDBG/HOME Action Plans. Staff therefore requests that the City Council conduct a public hearing on January 6, 2014, to receive testimony regarding the proposed Action Plan amendments. Following the public hearing, if the City Council supports awarding HOME funding to WNHS for rehabilitation of the Julian Apartments as requested, the following motion is proposed:

A motion:

- 1) to approve an amendment to the City's FY 11-12 CDBG/HOME Action Plan to reallocate \$150,000 in HOME funding from the Home Life four-plex project to the Willamette Neighborhood Housing Services Julian Apartments rehabilitation project;
- 2) to approve an amendment to the City's FY 13-14 CDBG/HOME Action Plan to reallocate \$206,000 in HOME funding from WNHS's Lancaster Bridge Apartments rehabilitation project to its Julian Apartments rehab project; and
- 3) to approve an amendment to the City's FY 13-14 CDBG/HOME Action Plan to identify an allocation of \$239,000 in HOME program income, to be earned from the repayment of a construction loan for the WNHS Seavey Meadows Community Land Trust project, to the Julian Apartments rehab project.

Representatives of WNHS and of the City's Housing Division will attend the public hearing to answer questions and provide additional information as needed by the Council.

Review and Concur:



James A. Patterson, City Manager

MEMORANDUM

December 30, 2013

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director



RE: First Annual Public Hearing for the FY 14-15 Corvallis Community Development Block Grant and HOME Investment Partnerships Program Plan Development Process

I Issue

Federal Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) program guidelines, as well as the City's CDBG/HOME program Citizen Participation Plan, call for the City to hold two public hearings each year to receive comments regarding the housing and community development needs of low income residents, and about local CDBG and HOME program planning activities. The hearings also offer an opportunity for citizens to provide feedback about the City's performance in the recent use of its CDBG and HOME funding.

II Background

In July of 2000 the City of Corvallis became an entitlement community for CDBG, a federal program administered by the U.S. Department of Housing and Urban Development (HUD) that allocates funds to states and cities in order to support them in their efforts to meet local housing and community development needs. A year later, in July of 2001, the City became a participating jurisdiction for the HOME program, another HUD-administered program that focuses federal resources specifically on the creation or retention of housing opportunities that will be affordable to low and very low income people.

As an entitlement community/participating jurisdiction, the City must create a Consolidated Plan every five years to guide its expenditures of CDBG and HOME funds. The current Plan was completed in July, 2013 and approved by HUD in August; it covers the years FY 13-14 through FY 17-18.

In preparation for carrying out HUD-funded activities in FY 14-15, a one-year Action Plan must be developed. The intent of the Action Plan will be to lay out the means by which CDBG and HOME funds will be allocated in the community in order to meet the needs and address the goals identified in the five-year Consolidated Plan.

At the time this report is being written, Congress has not yet finalized the federal budget for HUD's programs for the coming year. Given recent experience with funding levels, staff estimate that allocations from both programs will at best remain flat, and perhaps be lower for the coming year. During FY 13-14, the City is receiving \$493,675 in CDBG funding and \$271,256 in HOME funding.

III. Discussion

Plan Development

Under the process outlined in the City's CDBG/HOME Citizen Participation Plan, the Corvallis Housing and Community Development Commission (HCDC) plays an integral role in evaluating public input and developing the City's Consolidated Plans and Action Plans. Consistent with the body's charge, the HCDC will take a leadership role in reviewing requests from agencies for FY 14-15 CDBG and HOME funding support during a series of upcoming February meetings. The Commission's recommendations will come forward for Council consideration in a second public hearing tentatively scheduled for next April.

In their past work on assessing needs and establishing priorities for the City's CDBG and HOME programs, the HCDC has developed and followed these guidelines:

- 1) **CDBG and HOME funds expended in support of housing and community development needs should primarily benefit low and very-low income residents, with an emphasis on assisting those with the very lowest incomes where possible.** In so doing, the City will help people with critical needs, and will be assured of meeting HUD's targeted expenditure requirements for the CDBG and HOME programs.
- 2) **To the greatest and most practical extent possible, funds should be allocated to uses from which they will return to the City to be recycled to meet future demands.** This philosophy has served the City well in the past and is responsible for sustaining a portion of the housing loan programs we continue to offer today. As awards to the City from the CDBG and HOME programs have been cut in recent years, recycling loan fund balances offer something of a hedge against a future in which little or no outside funding assistance may be available.
- 3) **Where the City contemplates using CDBG funds to support social services, funds should be used to expand existing community programs, to continue supporting programs currently receiving CDBG funding, or to underwrite new community projects and programs, rather than using CDBG funds to replace other current sources of City funding for ongoing/unchanging activities.** HUD guidelines strictly prohibit the use of CDBG funds to replace, or "supplant" other City funding for the same activity.
- 4) **Methods should be developed to use funds to serve segments of the population that are typically or historically under-served.** The CDBG/HOME Consolidated Plan process requires that jurisdictions identify gaps in their community's ability to meet the needs of low and moderate income community members, and then take steps to fill them. By funding new projects and programs, or continuing to support programs that have recently received CDBG funding, the City will be able to serve residents who fall within those gaps, and will also avoid supplanting restrictions.
- 5) **The City's CDBG and HOME programs should build upon organizational efficiencies and strengths, and consider these elements in determining overall program goals.** Program efficiency can be attained by focusing efforts on programs and projects that minimize the staff-related costs of oversight and monitoring (e.g., by funding a small number of larger community-based capital projects in a year, rather than six or eight smaller ones). In addition, it is typically more difficult and time consuming to assure compliance with CDBG and HOME program rules when funding external programs or services than when funding eligible uses that are delivered from within the City organization; the City is financially responsible to HUD for assuring that all program requirements are met whether it, or a grant sub-recipient, is delivering programs or

services. Thus a mix of internally- and externally-managed programs and activities should be maintained. Finally, the organization currently operates a set of successful core housing assistance loan programs that should be continued in order to insure future revenue streams and program availability.

- 6) **Program designs and project expenditures should consider both the long term and short term benefits of both the direct program/project beneficiaries, and of the community as a whole.** This principle is intended to assure that expenditures not only meet needs in the short term, but that they also attempt to provide long term solutions that prevent, or at least delay as long as possible, recurrence of the original need. For example, capital housing or facility projects should be expected to provide long term commitments to affordability or the provision of services; rehabilitation program loan limits should not be set so low that they promote only cosmetic or other short-lived cover-ups instead of encouraging necessary but substantial building improvements.

Activities Eligible for Funding Under the Current Consolidated Plan

The Corvallis Consolidated Plan for FY 13-14 through FY 17-18 identifies the following activity types as eligible for funding with CDBG and/or HOME resources:

1. Creation of new affordable housing opportunities, or the long-term commitment of existing housing for occupancy by low income owners or renters;
2. Facilitation of home ownership opportunities for low income households;
3. Rehabilitation of housing occupied by low income owners and/or renters;
4. Development of public improvements or facilities to support affordable housing or the delivery of social services to target populations;
5. Support for the creation of permanent supportive housing opportunities for homeless and special needs populations;
6. Funding for social service activities through the Human Services Fund; and
7. Support for citizen access to economic opportunities through microenterprise development.

Action Plan Development/Request for Proposals Process Outline

A Request for Proposals process seeking applications for projects eligible for CDBG and/or HOME funding was initiated in October 2013. Funding applications for both capital projects and public services activities are due to the City by January 10, 2014. Based on letters of intent to apply for CDBG and HOME funds, staff expects that the HCDC will consider the following levels of requests:

<i>Funding Source</i>	<i>Letter of Intent Totals</i>	<i>Funding Available</i>
CDBG Capital	\$75,000	\$70,000 to \$120,000 ¹
HOME	\$220,000	~\$220,000
CDBG Human Services	\$150,000	~\$60,000

¹ A range is shown here because these funds not only support capital and other projects external to the City organization, but also the City's housing rehabilitation and down payment assistance loan programs. The HCDC will balance requests for external funding with housing rehab and home ownership goals as they develop funding recommendations for the Council.

It is likely that many of the entities that intend to submit proposals through the RFP processes will attend the January 6 public hearing to present descriptions of their projects. Such attendance is not mandatory however, and will not factor into the HCDC's consideration of proposals or its development of a set of allocation recommendations for future Council review and action. Rather, the HCDC's recommendations will be based on their evaluation of the merit of the proposals as they are reviewed by and then presented to the Commission, and by the extent to which proposals address the priorities of the City's Consolidated Plan.

It is also possible, and desirable, that during the Council's public hearing citizens and others with interest will present program feedback, discuss community needs, and suggest ideas for longer-term projects. It is hoped that this citizen input will help guide the HCDC's future Consolidated Plan- and Action Plan-related development efforts by suggesting ideas for inclusion or further investigation.

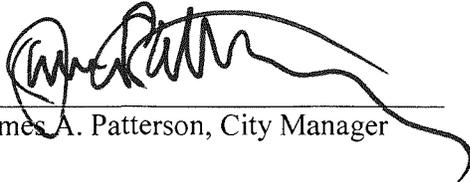
IV. Summary and Action Requested

As noted in Section I of this report, the first public hearing of each year is held simply to provide an opportunity for community input about past, current and/or future CDBG and HOME program efforts, and no decisions or actions on the part of the City Council are needed following this first hearing. Staff therefore requests that the City Council conduct a public hearing on January 6, 2014:

- 1) To receive feedback about the City's past use of CDBG and HOME funds; and
- 2) To receive comments about community needs and ideas for CDBG and HOME project and activity funding during FY 14-15 and in succeeding years through FY 17-18.

Again, no Council action is requested or required to be taken as a result of this hearing.

Review and Concur:



James A. Patterson, City Manager



Reconstruction of the Mary's River Natural Area Boardwalk: A Community Project for 2014 Corvallis, Oregon

The Mary's River Natural Area (MRNA) is situated on the SE side of Brooklane Dr, an area with no other parks. The establishment of MRNA was part of approval of a development, wherein the boardwalk making the wetland park accessible was provided to the city at no cost. The fast-flowing water and debris carried by the three floods of 2012 overwhelmed the structure, and the boardwalk was destroyed. Fortunately, as part of the national flood relief, FEMA will fund 75%, which is \$193,910. They require us to provide a 25% match which is \$64,637, and that most materials be salvaged and reused. A key restriction: the work must be completed by November 1, 2014. Time is short!

Timeline:

Now-June: Fundraising! *The Friends of Corvallis Parks and Recreation* have taken charge of the fundraising (<http://www.lovecorvallisparcs.org/>)

Jan. 6th: present strategic plan to City Council

Jan 23: Public meeting! Thursday 5:30 – 7pm, Parks and Rec. Meeting Room, Avery Park

The public is invited to learn about the project, and share their priorities and ideas for the boardwalk. For example: should it lead to the site of the future bridge? Should it be straight or curved? Should we have exits to the wetland surface? Send your ideas now to jacqueline.rochefort@corvallisoregon.gov.

Jan 30: Public meeting! Synthesize and finalize designs 5:30 – 7pm, Parks and Rec. Meeting Room, Avery Park

February: Build community support via door-to-door discussions through the adjacent neighborhood.

March: Complete design

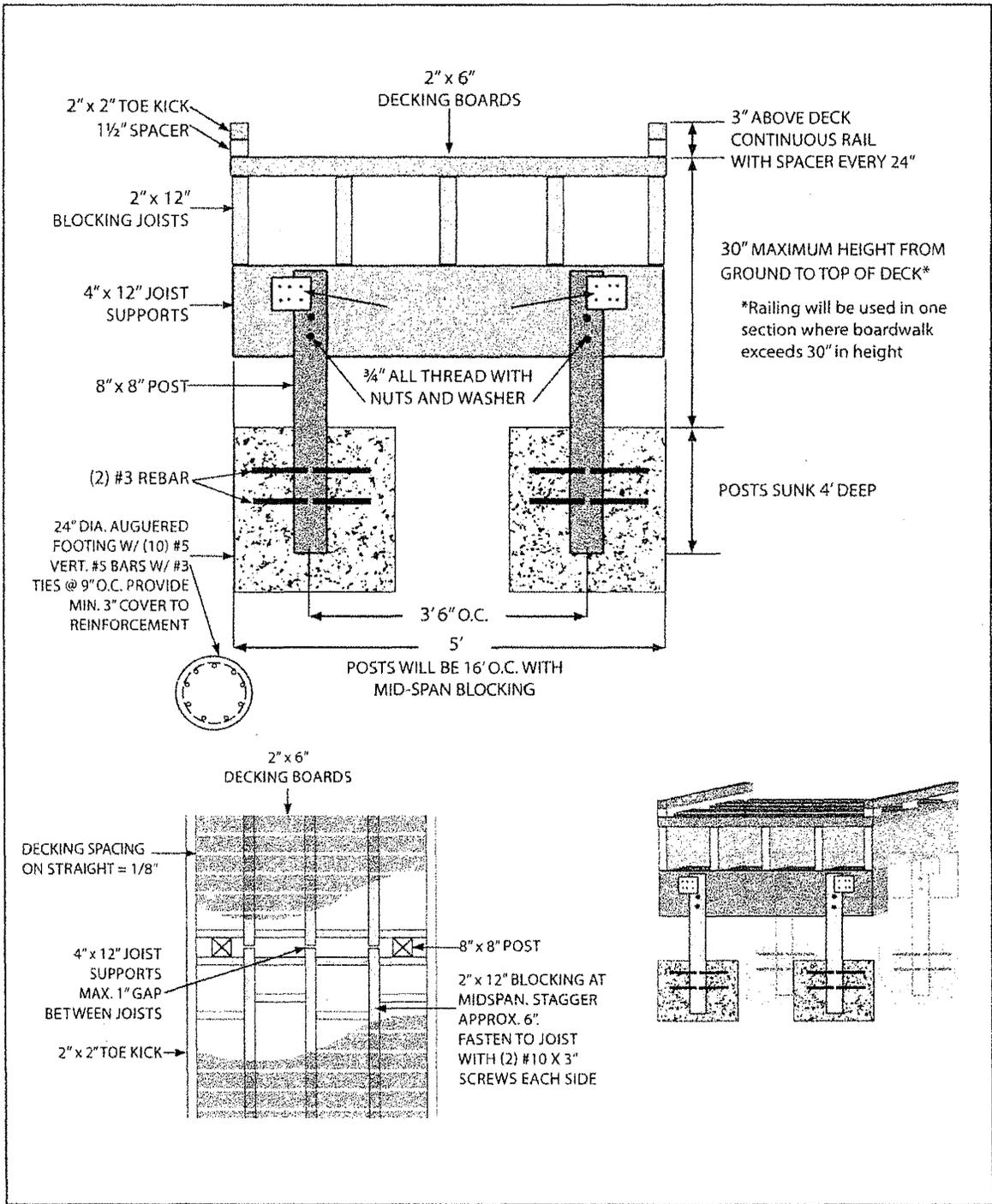
April 1: put project out for bidding, due May 10

June 1: select contractor, complete fundraising

July: Construction begins

Nov 1: completed!





CITY OF CORVALLIS PARKS AND RECREATION DEPARTMENT
MARYS RIVER NATURAL AREA BOARDWALK

PROJECT DETAIL
JANUARY 15, 2013



Healthy Parks, Facilities and Programs Lead to Healthy, Vibrant Lives

Friends of Corvallis Parks and Recreation

Fiends is an independent 501(c)(3) non-profit organization dedicated to protecting and improving Corvallis's parks and recreation programs and facilities for all residents. Corvallis parks are wonderful public assets that offer a unique opportunity to enhance our city and region. Raising funds to maintain the parks and recreation facilities and programs can be achieved best through partnerships between the city, other partners and the users of the facilities and programs. For more information go to our website at www.lovecorvallisprks.org or contact us at information@lovecorvallisprks.org

The Friends will seek grants and other funding opportunities during the fiscal year 2013-2014 and beyond for the following City of Corvallis Parks and Recreation Projects. These are not listed in priority; timing depends upon funding availability.

- **Marys River Boardwalk** – The boardwalk was washed out and destroyed in 2011 flood *This boardwalk is part of an important interconnected trail system that was a requirement of development for the Brooklane Estates sub-division. The trail was constructed in 2003 as an elevated boardwalk designed to protect the natural resource, the wetlands. A FEMA grant will pay for 75% (\$193,910) of the cost to replace the boardwalk. However, these funds require a 25% match (\$64,637). The money for the match must be collected by June 2014 so that the project can be completed by the required date of November 2014. The Friends are actively working with the neighborhoods and have collected more than \$3,000 for this project.*
- **Gaylord House Roof & improvements** - Historic house located in Washington Park *The Gaylord House is the oldest dated house in the city of Corvallis, and is listed in the National Register. At one time, the house was proposed to be used as an interpretive center for early Corvallis history. The house has not been used in several years and has fallen into disrepair. The structure has immediate need for a new roof, as well as other improvements that must be done with sensitivity to the era of the structure and with due regard to State Historic Preservation Office (SHPO) requirements.*
- **Ron Naasko Playground** – New playground to be designed and built to ADA standards *Ron Naasko was a former resident of Corvallis and a Veteran of the Viet Nam war. He spent a great deal of time along the Corvallis Riverfront, and enjoyed the atmosphere so much that he lived on the Riverfront. Ron enjoyed watching children play on the riverfront and was a strong*

advocate for a children's playground somewhere along the riverfront. A children's playground is planned at Shawala Point on south riverfront in close proximity to the skate park. The playground is in the planning stages now, but will hopefully be built in the summer of 2015.

- **Osborn Aquatic Center** - Install in-water-climbing wall.
This project allows for the installation of a climbing wall inside of the indoor pool. This wall attaches to the wall of the pool and can be removed if needed. This new feature will help to attract middle school age kids (an under-served group) while allowing for a new and entertaining feature in the indoor pool during lower use times.
- **Trails** - Re-surface trails at Chip Ross Park and Bald Hill Park
Both the sites are heavily used and need trail improvements. This project allows for the re-surfacing of pedestrian trails that are degraded and eroded. The project will provide for grading and re-surfacing of these trails to facilitate stable slopes and use throughout the year.
- **Franklin Park play structure** - Current play structure deemed unsafe and is scheduled to be removed soon.
Like many of the city's older play structures, Franklin Park is in need of a new structure. A new play structure will be designed after reaching out to the neighborhood to determine what types of play features they would like to have in this neighborhood park. That information will be used to select and design a play area that meets the needs of the neighborhood while promoting active, healthy living.
- **Arnold Park play structure** - Replacement to ADA standards
This project provides a new play structure designed to promote physical fitness. The play structure will be designed as an obstacle course and come with a set of activities that can be done to promote physical activity for the whole body. The cost for this work is approximately \$121,000. The city has been awarded a grant for 50% of this cost. The remainder will come from System Development Charges paid by local developers and from donations. The Friends have received a very generous anonymous donation of \$25,000 for this project so that it can go forward in the spring/summer 2014.
- **Owens Farm**
 - **Owens Barn Assessment**
This barn (Knotts-Owens) has been listed by Restore Oregon as one of the ten most endangered historic places in the State of Oregon. The city has been awarded two small grants for \$5,000 and the Friends have received a donation of \$500 for the assessment of the barn. This assessment will determine the best strategy for the restoration of the barn and how to proceed with the project.
 - **Barn and House - Restoration**
This project will restore and/or rebuild the Knotts-Owens Farm homestead and barn so that it can be used as a museum and working century farm.
 - **Sunnyside School**
This project will relocate and restore the 1911 school house from its current location to Owens Farm to eventually serve as a classroom or visitor center. The Friends have raised more than \$21,000 towards this project.



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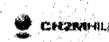


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Gazette-Times

The Proposed acquisition and rehab of the Julian Hotel by Willamette Neighborhood Housing Services

A little additional information beyond what is in the City Council packet:

- The total project cost is a little over \$8.2 million, of which \$3.7 million will be spent on construction costs.
- The Julian was originally constructed in 1893 - 121 years ago - as the Hotel Corvallis. It became the Julian Hotel in 1911 when it was renovated and the 4th floor was added.

Why support the Julian Hotel project?

- The Julian is a key downtown property of historical importance and character. It's also been a long time since it was comprehensively rehabilitated and is in sore need of repair. It's time to add modern levels of weatherization and seismic upgrades.
- It provides a housing type rare in the Corvallis market: all of the units are studio or one-bedroom apartments.
- All of the apartments are rent-assisted, meaning tenants pay rent on a sliding scale with the HUD Section 8 Program picking up the rest. As noted in "Benton County's Ten Year Plan to Address Homelessness," *there is no housing program more critical to the well-being of extremely low-income people than rent assistance programs like the one at the Julian.* If the Julian was acquired by a developer not committed to affordable housing, this rent assistance could have been lost and the apartments converted to market rate rentals or condos.

Who are the residents?

- Almost all are extremely low-income: median income is \$8,796; 22 of 32 residents (69%) have incomes at or below the 2013 federal poverty level.
- Most are disabled: 24 of 32 (75%) residents have a disability.
- Almost a third are seniors: 9 of 32 (28%) residents are seniors.
- There is a waitlist of 95 households.



Office of the Mayor

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FOR IMMEDIATE RELEASE

January 6, 2014

For More Information: 541-766-6985

Corvallis Mayor Julie Manning will not seek re-election when her four-year term expires in December, she announced at the Jan. 6 City Council meeting.

“Serving as Mayor is both very rewarding and very time-consuming,” Manning said. “It is an ongoing challenge to balance this work with my other responsibilities.”

Manning continues to serve as Vice President for Marketing, Public Relations and Development at Samaritan Health Services in addition to her role as Mayor. She anticipates returning to full-time status at Samaritan after completing her term in office.

“I plan to remain fully engaged in my role as Mayor throughout 2014, and I will work to facilitate a smooth transition to the Mayor-Elect after the November election,” she said.

In 2014, Manning will continue to serve on the boards of the League of Oregon Cities (LOC) and the Oregon Cascades West Council of Governments. She will also chair the LOC’s Finance and Taxation Policy Committee this year. In addition, she will be among the founding Board members of the Regional Accelerator and Innovation Network (RAIN) initiative that will be formally organized this year after receiving legislative funding in 2013.

-30-