CORVALLIS
CITY COUNCIL AGENDA

March 3, 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

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 – February 18, 2014
   2. <u>For Information and Filing</u> (Draft minutes may return if changes are made by the Board or Commission)
      a. Arts and Culture Commission – January 15, 2014
      b. Citizens Advisory Commission on Transit – February 11, 2014
      c. Downtown Parking Committee – January 21, 2014
      d. Historic Resources Commission – February 11, 2014
      e. Planning Commission – February 5, 2014
      f. Public Participation Task Force – February 20, 2014

B. Approve a utility easement (Pacific Power/2 Towns Cider electrical hook up)

C. Authorize staff to issue a long-term right-of-way permit to allow a closure to the public and use by Gerding Builders of the two parking spaces in front of 2001 NW Monroe Avenue until April 4, 2014.

D. Schedule an Executive Session for March 17, 2014 following the regular meeting under ORS 192.660(2)(d) (status of labor negotiations)

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. UNFINISHED BUSINESS

A. Deliberations relating to Planned Development and Subdivision requests (PLD13-00003, and SUB13-00001 – Campus Crest/The Grove) [direction]

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

A. Human Services Committee – February 18, 2014
1. Social Services Semi-Annual Report [direction]
2. Meeting Time Management [information]

B. Urban Services Committee - None

C. Administrative Services Committee – February 25, 2014
1. Neighborhood Property Maintenance Code *(minutes will be available in the March 17, 2014 Council Packet)* [information]

D. Other Related Matters

1. *An ordinance amending Corvallis Municipal Code Chapter 5.06, "Prohibited Acts" and "Penalty" (smoking in transit shelters) as amended,* **to be read by the City Attorney** [direction]

2. *A resolution authorizing staff to apply for a Land and Water Conservation Fund grant for improvements to Martin Luther King, Jr. Park and Walnut Barn,* **to be read by the City Attorney** [direction]

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

B. Council Reports

C. Staff Reports

XI. NEW BUSINESS

XII. PUBLIC HEARINGS – None.

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

MARCH 3 - 15, 2014

MONDAY, MARCH 3

- Local Contract Review Board – 6:15 pm – Downtown Fire Station, 400 NW Harrison Boulevard
- City Council – 6:30 pm – Downtown Fire Station, 400 NW Harrison Boulevard

TUESDAY, MARCH 4

- No Human Services Committee
- Urban Services Committee – 5:00 pm – Downtown Fire Station, 400 NW Harrison Boulevard

WEDNESDAY, MARCH 5

- Administrative Services Committee – 3:30 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue
- Planning Commission – 7:00 pm – Downtown Fire Station, 400 NW Harrison Boulevard
- Corvallis-Benton County Public Library Board – 7:30 pm – Library Board Room, 645 NW Monroe Avenue

THURSDAY, MARCH 6

- Public Participation Task Force – 11:00 am – Madison Avenue Meeting Room, 500 SW Madison Avenue

FRIDAY, MARCH 7

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

SATURDAY, MARCH 8

- No Government Comment Corner

MONDAY, MARCH 10

- Economic Development Commission – 3:00 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue

TUESDAY, MARCH 11

- Citizens Advisory Commission on Transit – 8:20 am – Madison Avenue Meeting Room, 500 SW Madison Avenue

- Historic Resources Commission – 6:30 pm – Downtown Fire Station, 400 NW Harrison Boulevard

WEDNESDAY, MARCH 12

- Housing and Community Development Commission – 12:00 pm – Parks and Recreation Conference Room, 1310 SW Avery Park Drive

- Downtown Commission – 5:30 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue

THURSDAY, MARCH 13

- Citizens Advisory Commission on Civic Beautification and Urban Forestry – 8:30 am – Parks and Recreation Conference Room, 1310 SW Avery Park Drive

SATURDAY, MARCH 15

- Government Comment Corner (Commissioner Linda Modrell) – 10:00 am – Library Lobby, 645 NW Monroe Avenue

Access Benton County

Meeting Reminder, Holiday

Luncheon Notes

December 19, 2013

ABC Friends,

We had eight persons attend our luncheon at Delicias Valley Café in Corvallis. Modest access awards were given to all in attendance! The restaurant served wonderful food, was very accommodating, and accessibility was good!

We have our meetings scheduled for 2014. We deeply appreciate the opportunity of meeting at the Benton County Commissioner's Administration Building at 205 NW 5th Street, Corvallis. Our meetings begin at Noon and end at 1 p.m.. We meet on even numbered months on the Third Thursday.
2014 meeting dates: February 20, April 17, June 19, August 21, October 16, December 18.

Everyone is welcomed to attend our meetings! We need your ideas on what to work on to improve accessibility for persons with disabilities.

Access Benton County

2013 Accomplishments

*ABC hosted community forums at our bi-monthly meetings.

*Shared meeting minutes with members and interested readers.

*Invited Special Guests to educate us on ADA topics of interest.

*Co-Sponsored naming of Ronald Naasko Playground to be built on Riverfront.

*Maintained ABC Website and published access brochure listing resources.

*Continued positive relationship with City of Corvallis and Benton County Administration.

*Hosted Holiday Luncheon to celebrate 35 years of service to Benton County citizens.

CITY OF CORVALLIS
COUNCIL ACTION MINUTES
February 18, 2014

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Executive Session 1. Labor Negotiations – AFSCME Page 69	Yes		
Visitors' Propositions 1. Building permits and older homes (Berger) 2. Building permits and housing (Dwyer) 3. Urban sprawl and OSU's growth (Hess) Pages 69-70	Yes Yes Yes		
Consent Agenda Pages 70-71			
Item Removed from Consent Agenda 1. Reiman Avenue Bridge Improvements Page 71			• Added project to FY 13-14 CIP; authorized IGA passed U
Unfinished Business 1. City Legislative Committee – February 10, 2014 2. OSU Street Standards – Findings of Fact Pages 71-72	Yes		• Adopted Findings of Fact passed U
Items of HSC Meeting of February 4, 2014 1. Council Policy Review and Recommendation: 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities" 2. Council Policy Review and Recommendation: 07-4.16, "Code of Conduct for Patrons at Parks and Recreation Facilities, Events, and Programs" Page 72	Yes		• Amended policy passed U
Items of USC Meeting of February 4, 2014 1. Dapp Hangar Land Lease 2. Residential Parking Districts Pages 72-74	Yes		• Approved lease passed U
Items of ASC Meeting of February 5, 2014 1. Neighborhood/PMC Program Page 74	Yes		
Other Related Matters 1. Sunnyside School donation 2. Knotts-Owens Farm Homestead grant and donation 3. Bullet proof vests grant			• RESOLUTION 2014-02 passed U • RESOLUTION 2014-03 passed U • RESOLUTION 2014-04 passed U

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
4. Appropriate criminally forfeited funds 5. Appropriate federally forfeited funds Pages 74-75			• RESOLUTION 2014-05 passed U • RESOLUTION 2014-06 passed U
Council Reports 1. Economic Development successes (Traber) 2. Housing Study Committee update (Brown) Page 75-76	 Yes Yes		
Staff Reports 1. City Manager's Report – January 2014 2. CRFR – February 13, 2014 3. EDO Monthly Business Activity Report Page 76	 Yes Yes Yes		
Public Hearing 1. Campus Crest/The Grove Pages 76-84		Deliberations 3/3/14	

Glossary of Terms

AFSCME	American Federation of State, County, and Municipal Employees
ASC	Administrative Services Committee
CIP	Capital Improvement Program
CM	City Manager
CRFR	Council Request Follow-Up Report
EDO	Economic Development Office
FY	Fiscal Year
HSC	Human Services Committee
LDC	Land Development Code
OSU	Oregon State University
PMC	Property Maintenance Code
U	Unanimous
USC	Urban Services Committee

CITY OF CORVALLIS
COUNCIL ACTION MINUTES

February 18, 2014

Mayor Manning read a statement, based upon Oregon laws regarding executive sessions. Only representatives of the news media, designated staff, and other Council-designated persons were allowed to attend the executive session. News media representatives were directed not to report on any executive session discussions, except to state the general subject of the discussion. Mayor Manning noted that no decisions would be made during the executive session. Council and staff members were reminded that the confidential executive session discussions belonged to the Council as a body and should only be disclosed if the Council, as a body, approved such a disclosure. Council or staff members not able to maintain the Council's confidences were asked to leave the meeting room.

Council entered executive session at 6:00 pm.

Human Resources Director Altmann Hughes updated Council regarding labor negotiations with the American Federation of State, County, and Municipal Employees.

Mayor Manning recessed the meeting from 6:14 pm until 6:30 pm.

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 February 18, 2014 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, Sorte, Hirsch (7:29 pm)

Mayor Manning directed Councilors' attention to items at their places, including a handout from the Willamette Association of Realtors (Attachment A), a corrected ordinance relating to Land Development Code Chapter 3.36 (Attachment B), an updated resolution regarding a corrected donation amount for Sunnyside School (Attachment C), and additional testimony regarding Campus Crest (Attachments D and E).

IV. PROCLAMATION/PRESENTATION/RECOGNITION – None.

V. VISITORS' PROPOSITIONS

Richard Berger, Willamette Association of Realtors, read from a prepared statement concerning building permits and older homes (Attachment A). Councilor Sorte said it would be helpful to see policies from other communities experiencing similar issues. In response to Councilor Traber's inquiry, Mr. Berger said buying an older home was a complex process that required investigation.

Kevin Dwyer thanked the Mayor and City Manager for the State of the City address at a recent Chamber luncheon. He read from a prepared statement concerning building permits and housing (Attachment F). Mayor Manning noted Mr. Dwyer's remarks twice mentioned comments that related to the topic of the public hearing. City Attorney Fewel said the general nature of his statements would not have a bearing on the facts of the hearing. Councilor Brauner said the process to conduct a housing study was underway, with completion expected in July. Councilor Sorte suggested that the Chamber and Realtors consider Corvallis as part of a metropolitan region. He cited lower commute times for this area compared with the statewide average.

Jeff Hess suggested that Council work with staff to calculate the urban sprawl required to house all of Oregon State University's (OSU) planned student enrollment growth as a function of housing types. He expressed concern that affordable housing was being consumed by OSU students. Councilor Brown said he hoped the housing study would provide data to answer such questions.

VI. CONSENT AGENDA

Councilor York requested removing item E from the Consent Agenda.

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

A. Reading of Minutes
   1. City Council Meeting – February 3, 2014
   2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Airport Commission – February 4, 2014
      b. Arts and Culture Commission – January 15, 2014
      c. Bicycle and Pedestrian Advisory Commission – January 3, 2014
      d. Citizens Advisory Commission on Transit – January 14, 2014
      e. Corvallis-Benton County Public Library Board – January 8, 2014
      f. Downtown Commission – January 8, 2014
      g. Economic Development Commission – January 13, 2014
      h. Historic Resources Commission – January 7 and 14, 2014
      i. Investment Council – November 7, 2013 and February 6, 2014
      j. Parks, Natural Areas and Recreation Board – January 16, 2014
      k. Planning Commission – January 29, 2014
      l. Public Art Selection Commission – January 15, 2014
      m. Watershed Management Advisory Commission – January 22, 2014

B. Confirmation of Appointment to Downtown Commission (Signs)

C. Approval of an application for a Limited, On-Premises Sales liquor license for S. David Passman, Chief Executive Officer, and Daniel Ellis, Senior Vice President, of Carmike Cinemas, Inc, 750 NE Circle Boulevard (New Outlet)

D. Approval of an application for a Limited On-Premises Sales liquor license for Guyoung Ahn, owner of Koriander, LLC, dba Koriander Asian Fusion & Italian Gelato (formerly Spice & Ice), 215 SW Third Street (Change of Ownership)

F. Approval of an easement (Pacific Power/Toyota Dealership expansion)

G. Confirmation of an Executive Session for February 18, 2014 at 6:00 pm under ORS 192.660(2)(d) (status of labor negotiations)

The motion passed unanimously.

VII. ITEMS REMOVED FROM CONSENT AGENDA

E. Approval to add Reiman Avenue Bridge improvements as part of the Fiscal Year (FY) 2013-14 Capital Improvement Program and authorization to enter into and for the City Manager to sign an Intergovernmental Agreement with Linn County for replacement of the Reiman Avenue Bridge.

Councilor York inquired how priorities were adjusted when items were added to the Capital Improvement Program (CIP). Finance Director Brewer said the Reiman Avenue Bridge improvements were necessary to address transportation issues. Mid-year additions have been infrequent, but when they did occur, staff reviewed the proposed project, funding sources, and other projects in the queue. In some cases, re-prioritization was necessary, but for the Reiman Avenue Bridge project, unused appropriations in the current year could be utilized, so there would not be an impact to the current fiscal year. Adjustments would be needed in FY 2014-15. Public Works Director Steckel said the Reiman project would be moved up on the street reconstruction priority list. Ms. Steckel noted that while the CIP Commission was aware of projects, they did not choose which ones staff brought forward.

Councilors York and Brauner, respectively, moved and seconded to approve adding the Reiman Avenue Bridge improvements as part of the FY 2013-14 Capital Improvement Program and to authorize the City Manager to enter into and sign an Intergovernmental Agreement with Linn County for replacement of the Reiman Avenue Bridge. The motion passed unanimously.

VIII. UNFINISHED BUSINESS

A. City Legislative Committee – February 10, 2014

Councilor Hervey reported the Committee reviewed a list of bills for the Legislative Short Session to identify which ones might impact the City. Only House Bill (HB) 4119 was determined to be of concern. The bill would require agencies to choose to use either a qualification-based selection process or a direct appointment for engineering and design contracts under $100,000.

Councilors Hervey and Brauner, respectively, moved and seconded that Council oppose HB 4119.

Councilor Sorte noted agencies were required to award engineering services contracts based on qualifications. The agencies provided the scope of work, but they could not require a contractor to specify the number of hours needed to complete the project. Councilor Sorte said he supported opposing HB 4119.

Mayor Manning confirmed Senator Close and Representative Olson indicated they would oppose the bill.

The motion passed unanimously.

B. Adoption of Findings of Fact and Order relating to a Land Development Code Text Amendment concerning street standards on the Oregon State University campus (LDT13-00001)

The City Attorney read the proposed ordinance.

ORDINANCE 2014-01 passed unanimously.

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

A. Human Services Committee – February 4, 2014

1. Council Policy Review and Recommendation: 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"

Councilor Beilstein reported recommendations from the Public Participation Task Force would likely impact the Policy, so review was being delayed.

This item was presented for information only.

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

Councilor Beilstein said the Policy was revised to ensure tobacco usage language was consistent with recently passed Ordinance 2013-17 concerning tobacco use.

Councilors Beilstein and Traber, respectively, moved and seconded to amend Council Policy 07-4.16, "Code of Conduct for Patrons at Parks and Recreation Facilities, Events, and Programs." The motion passed unanimously.

Councilor Sorte thanked Councilor York for noticing the need to address e-cigarettes in the Policy.

B. Urban Services Committee – February 4, 2014

1. Dapp Hangar Land Lease

Councilor Hogg said an airport tenant requested permission to construct a private hangar at the Corvallis Municipal Airport. The Airport Commission recommended approval of the lease and the Committee concurred.

Councilors Hogg and Traber, respectively, moved and seconded to approve the Dapp Hangar Land Lease and authorize the City Manager to sign the lease agreement. The motion passed unanimously.

2. Residential Parking Districts

Councilor Hogg provided background information to date. The OSU/City Collaboration Project Parking and Traffic Work Group was formed to study the issue. Several public meetings were held and a recommendation was forwarded to Urban Services Committee (USC) for review. USC held another series of public meetings; based upon input received, the Committee considered ways to improve the Collaboration's recommendation. USC then drafted a proposal that included changes to the Collaboration's original recommendation. Those changes included permit-only parking, which would eliminate two-hour free parking; allocating permits based on square footage by lot size rather than the number of kitchens, as was the current methodology; and adding non-resident permits. Three thousand postcards were then sent to affected areas inside the proposed districts. A public meeting was held, with about 80 people attending and about 45 people testifying. Nearly all the testimony focused on the change to permit-only parking instead of two-hour, free parking. Elimination of two-hour, free parking would impact small businesses in the districts that depended on frequent parking turnover for their customers. Councilor Hogg said the Committee took those concerns into consideration and next steps for upcoming USC meetings included considering USC's proposal, the OSU/City Collaboration proposal, or a hybrid proposal. The Committee expected to make a recommendation to the full Council in April. The time line was important to ensure parking district changes could be implemented in September. Councilor Hogg noted discussions, analysis, and the large amount of public input received to date showed the process was working.

Councilor Hervey noted the next two USC meetings would be held in the Downtown Fire Station to accommodate the number of citizens expected to attend.

Councilor Sorte asked the Committee to consider suspending additional public testimony until a solid plan was developed. He noted the City had been working on parking districts for the last 20 years, he opined OSU is a special interest group rather than a collaborator, and maintaining the status quo (two-hour parking) would do harm. Councilor Hogg noted a hybrid approach could include two-hour parking in front of businesses and permits for residents.

Councilor York thanked USC for the time spent on the issue. She provided some observations about the matter: the issue had history, adequate parking had not accompanied the recent increase in housing, and OSU considered Corvallis neighborhoods to be their overflow parking lot. She acknowledged the amount of parking required for new housing was within the City's control, but overflow parking related to the University should not be the City's problem to solve. She said the University should be able to accommodate 100 percent of the needs of those who traveled to OSU's campus, including students, faculty, and staff. OSU could accomplish this through proper land use planning and regulations on their own property, including campus parking and traffic management.

Mayor Manning suggested inviting a representative from OSU to a future Council meeting to provide an update on the University's work related to parking.

Councilor Brauner agreed cooperation with OSU on the parking issue is needed and Corvallis neighborhoods cannot serve as overflow parking. He noted, however, OSU has available parking, including the Reser Stadium lot. It is underutilized because it is too far away from classroom locations. Councilor Brauner said a hybrid solution of two-hour parking for businesses and permits for residents may provide an economic incentive to move parking back on campus.

Councilor Sorte said OSU still has to figure out parking for its own faculty and staff, so he suggested ensuring that piece is resolved before asking OSU to provide an update to Council.

This item was presented for information only.

C. Administrative Services Committee – February 5, 2014

1. Neighborhood/Property Maintenance Code Program

Councilor Traber said the Committee heard a report from staff, took visitor comments, and requested additional information from staff. A special Administrative Services Committee meeting is scheduled for Tuesday, February 25 at 5:30 pm in the Library Main Meeting Room to gather more input. The Committee will then determine next steps.

Councilor York said the concept of strengthening neighborhood associations has been part of a parallel process for the Neighborhood/Property Maintenance Code and the Public Participation Task Force. She noted a proposal to reorganize a division within Community Development to help accomplish that goal. Councilor Traber agreed the Committee will consider those items as part of their planning.

This item was presented for information only.

D. Other Related Matters

1. City Attorney Fewel read a resolution accepting and appropriating a $10,100 donation from Friends of Corvallis Parks and Recreation for the Sunnyside School Project.

Councilors Brauner and Traber, respectively, moved and seconded to adopt the resolution. The motion passed unanimously.

City Attorney Fewel realized the $10,100 amount did not reflect the updated donation figure of $25,100 that was provided in a replacement resolution, as noted by Mayor Manning at the beginning of the meeting.

Councilors Brauner and Traber, respectively, moved and seconded to rescind the previously adopted resolution and to adopt a revised resolution accepting and appropriating a $25,100 donation from Friends of Corvallis Parks and Recreation for the Sunnyside School Project.

RESOLUTION 2014-02 passed unanimously.

2. City Attorney Fewel read a resolution accepting and appropriating a historic preservation grant ($5,000) and a donation from Friends of Parks and Recreation ($5,000) for the Knotts-Owens Farm Homestead.

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

RESOLUTION 2014-03 passed unanimously.

3. City Attorney Fewel read a resolution accepting and appropriating a $6,901 Bureau of Justice Assistance grant for bullet proof vests.

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

RESOLUTION 2014-04 passed unanimously.

4. City Attorney Fewel read a resolution appropriating $11,846 in criminally forfeited funds.

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

RESOLUTION 2014-05 passed unanimously.

5. City Attorney Fewel read a resolution appropriating $9,991 in federally forfeited funds.

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

RESOLUTION 2014-06 passed unanimously.

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports – None.

B. Council Reports

Councilor Traber highlighted how Economic Development Officer Amy Jauron's work with businesses was producing positive results. He noted a local manufacturer, Project Porter, was considering relocating, but had decided to remain in Corvallis and was beginning to expand locally. Another success was Project Food Smart, an individual start-up food processing business, which had received networking assistance from Economic Development staff. He also noted the expansion of 2 Towns Ciderhouse.

Councilor Traber thanked Public Works Department staff for their work during the recent snow event, including removal of a tree that was blocking a road in the Skyline West area.

Councilor Brown said the Housing Study Committee interviewed two firms last week and a contractor was unanimously selected to conduct the housing study. The study was expected to be completed by this summer.

C. Staff Reports

1. City Manager's Report – January 2014

2. Council Request Follow-up Report – February 13, 2014

3. Economic Development Monthly Business Activity Report

XI. NEW BUSINESS – None.

Mayor Manning recessed the meeting from 7:29 to 7:34 pm.

XII. PUBLIC HEARINGS

A. A re-opened public hearing to consider Planned Development and Subdivision Requests (PLD13-00003 and SUB13-00001 – Campus Crest/The Grove)

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

Declaration of Potential or Actual Conflicts of Interest, 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.

Declaration of Ex Parte Contacts – None.

Declaration of Site Visits

Councilor Sorte declared making a site visit.

Rebuttal of Declarations – None.

Objections on Jurisdictional Grounds – None.

Staff Overview

Planning Division Manager Young noted additional public testimony received since the Council packet was distributed (Attachments D and E).

Mr. Young reviewed the site plan, explaining the proposed development is concentrated on a 25 acre portion of the 95 acre development site. He said many of the Planning Commission's recommendations relate to concerns about transportation, bicycle, and pedestrian access, including the following Conditions of Approval (COA):

- COA #11 relates to transit facilities. Requires an easement and a pad to accommodate transit access along Circle Boulevard. The precise location would be set as part of the public improvements review.

- COA #12 relates to the intersection of Circle Boulevard and Witham Hill Drive. Requires the applicant to conduct a traffic study after construction and road improvements are complete, and if warranted, the applicant would be required to install a four-way stop at that intersection.

- COA #14 relates to Harrison Boulevard improvements. Requires a 12-foot wide multi-use path proposed on the north side of the street. The new path would connect to existing pedestrian facilities to the east, and would tie to the existing sidewalk on the north side of Harrison in front of the Latter Day Saints Church. In addition, a left turn lane would be required at Harrison and Circle for east-bound traffic returning north on to Circle Boulevard.

- COA #15 relates to Circle Boulevard improvements. Requires a new 12-foot wide multi-use path on the east side of the road and a left turn lane to accommodate eastbound turning movements on to Harrison. Mr. Young noted an easement would be provided for future construction of a trail connection through the wetlands between the existing multi-use path and the new alignment of Circle Boulevard, if deemed necessary. In lieu of that improvement, which would go through some protected wetland areas, the applicant proposed providing enhanced pedestrian connections around the site and a connection to a multi-use path that provides access to Arnold Park.

Mr. Young reviewed COA changes recommended by the Planning Commission.

- COA #4 relates to landscaping. This fairly limited change would require installation of riparian landscaping within one year of the development's first occupancy permit. The prior condition required the installation toward the end of construction instead of the beginning.

- COA #14 relates to Harrison Boulevard improvements. Mr. Young said the Planning Commission's recommended wording, which speaks to a continuous center median and a continuous center turn lane, was crafted at the meeting. It was later determined the proposed language conflicted with itself. In addition, an applicable portion of Harrison is under County jurisdiction. The original COA language approved by Benton County required the County to approve proposed median treatments. Preliminary conversations with Benton County staff did not identify clear parameters regarding what may or may not be acceptable. As such, the type of median treatment that may result from the COA, including design and location, is not clear at this time.

  Mr. Young said Fire Department staff was consulted about proposed changes to the surrounding streets. The Fire Marshal expressed opposition to traffic calming devices, such as speed bumps, because they increase response times. The extension of Circle Boulevard will be a critical route for emergency apparatus and would affect responses from Fire Stations 1, 2, 3 and 5 if it were to re-open. In addition, the Fire Department will require unobstructed access to the southern end of the Circle Boulevard extension while driving east or west on Harrison. As such, any median treatments need to be designed to accommodate fire emergency vehicles.

Mr. Young directed Councilors' attention to Attachment G, which provides language for revision to COA #14 and a proposed new COA #45.

Mr. Young listed the Planning Commission's proposed additions of Development Related Concerns (DRC) L through S as outlined in their January 29, 2014 minutes. Those minutes are included in the February meeting packet.

Mr. Young reviewed Proposed New COA #45 which relates to future intersection analysis and additional mitigation at Circle and Harrison as described in Attachment G. He noted another alternative to address traffic speeds and pedestrian and bicycle safety would be to coordinate with Benton County to request the Oregon Department of Transportation conduct a speed study on the applicable section of Harrison to determine whether changes to posted travel speeds are warranted.

Mr. Young clarified that DRCs are often not required to be fulfilled by applicants. They are instead items to be considered and may serve as a "heads up" to staff and the applicant regarding future permit requirements. DRCs are typically not directly related to applicable Land Development Code (LDC) criteria. COAs must be attached to applicable decision criteria in order to require completion by the applicant.

City Attorney Fewel asked the public wishing to testify to direct their comments to the applicable criteria of the case or other applicable criteria in the Municipal Code, Comprehensive Plan, or LDC, which they believe apply to the decision. He stated that failure to raise an issue accompanied by statements or evidence sufficient to afford the City or other parties the opportunity to respond to that issue precludes appeals to the State Land Use Board of Appeals based on that issue. Failure of the applicant to raise Constitutional or other issues relating to proposed Conditions of Approval with sufficient specificity to allow the local government to respond to that issue precludes an action for damages in the Circuit Court.

Public Testimony – Support

Mike Robinson, Campus Crest, said his organization supports the amended COA recommended by the Planning Commission and they agreed with staff's proposed revisions to COA #14 and proposed new COA #45. Mr. Robinson said the testimony and evidence presented to Council is more than enough to demonstrate that approval criteria have been satisfied, but he believed the additional conditions will make for a better project. It is Campus Crest's desire to cooperate fully with the community in developing the project. Mr. Robinson noted that his organization would do its best to work with the community and staff to implement any DRCs that are directed to his organization. He said he hoped the Council will vote in favor of the two applications and direct preparation of findings for approval.

Louise Marquering read from her written comments which are included in Attachment D. Her concerns included dead-end street and public utility requirements, dead-end bicycle and pedestrian facilities, removal of rubbish, sidewalk maintenance, open space maintenance, and contradictions in the LDC between what the City requires and OSU buffering. She confirmed for Councilor Hervey that her recommended language regarding improvements to the new street is the same as what is in her April 9, 2007 written testimony, also included in Attachment D.

Public Testimony – Opposition

Kevin Marley expressed concerns about transportation, environmental impact, compatibility, and safety issues. He believed the Council should consider its decision in the context of global warming, protection of wildlife habitat, the psychological and economic effects of open space in urban environments, the economics of buying local, and the health related impacts of daily driving versus walking, cycling, or taking the bus. Mr. Marley said the Council has an opportunity to make a difference and he wanted their developmental concerns to include these issues. He urged the Council to protect resources and quality of life for the long term. Mr. Marley further recommended that if the development it built, it should include a place for seniors, families with children, young professionals, the physically challenged, and students. He also asked that Council ensure the zoning cannot be changed again in the future to protect the open space portion of the property.

Laura Lahm Evenson stated concerns about traffic calming and pedestrian and bicycle safety. She opined that COA #14 is inadequate. Ample lighting is needed at the intersection at Harrison and Circle. The traffic on Harrison must slow down, and a pedestrian crosswalk with lights similar to the crosswalk on Circle is needed to safely cross Harrison. Regarding COA #15, bike and pedestrian safety is needed coming into the development. Regarding COA #12, she asked why it is appropriate to wait for a study at Witham Hill and Circle, as there is already a problem crossing that intersection. In Development Related Concerns, item M needs a defined plan. Regarding item N, she said the Cedarhurst neighborhood adamantly opposes a multi-use path extending along their property lines. She encouraged a new COA about buffering, which was referred to by Ms. Marquering in her earlier testimony. She noted the North Corvallis/West Philomath Plan Section 4.3.5 and the Comprehensive Plan Section 13.4.5 both address urban density buffers. She expressed concern about the dead-end areas in COAs #18 and #22 in that students may bypass the fence to access the OSU research property. In response to Councilor Beilstein's inquiry, Ms. Evenson said a two-way stop sign is located at Witham Hill and she does not believe there is a need to wait to provide better traffic control and safety solutions. Councilor Beilstein said he would prefer to wait for a study before making any changes.

Frances Stillwell said an open space management plan should be required as a COA. She expressed concerns about the management of the privately owned conservation open space and asked about the vision for the 45 acres of open space being created. She stated neither Corvallis Parks and Recreation nor Greenbelt Land Trust is interested in owning the open space unless there is an endowment or management plan to pay for maintenance of the property in perpetuity.

Sherri Johnson read from a prepared statement (Attachment H). Her concerns included safety, roads, storm water quality, pervious surfaces, and downstream effects. She requested that the record be held open. In response to Councilor Traber's inquiry, Ms. Johnson confirmed that the COAs she referred to were specified in her written testimony.

Giavanna Rosenlicht said she has been opposed to the project from the beginning. She commended the Planning Commission for their work on the matter. She opined the Planning Commission's suggestions have been diminished by City staff's follow up report. She said OSU indicated they will not authorize a path through their property, so it

should not be included. She noted the proposed multi-use path has to cross Circle, but there is no traffic calming there, so it will be dangerous. She emphasized it must be kept as a slow traffic area.

Edward Epley said he worked on development of the Comprehensive Plan many years ago. The community's intent was to integrate neighborhoods with people of all ages. They did not want areas concentrated for older people and separate areas focused on students. He said a large group of students would create a concentrated disruption for traffic to the Harding District and North Campus areas. He said Corvallis needs to decrease its footprint in the future.

Be Davison Herrea expressed concerns as a resident in the Witham Hill and Circle areas. She noted the amount of trash from homeless camps left in the area and asked about the policy for removal of rubbish on privately owned open space land. She suggested the Council require a three to five year financial guarantee from the applicant to ensure the rubbish is cleared from the property. When that period of time has expired, the funds could be released as described in COA #4 and LDC 4.2.20. She also inquired what plans were in place to prevent more homeless camps from developing on the property and the time line for removal of such camps. She asked about sidewalk maintenance, noting it is already a problem, and inquired what provisions were in place to ensure new sidewalks would be maintained.

Barbara Gladstone said she voted for the annexation because it was billed for low density, affordable housing. She expressed concern about 900 students living in an area without supervision and wondered how the Police Department viewed the situation. She asked what controls will be written into the good neighbor agreements and who would pay for monitoring those agreements and addressing any problems that arise.

Martha Fraundorf read from a prepared statement (Attachment I). Her concerns related to storm water drainage in the area, especially the applicant's proposed series of vegetative swales. Due to the compacted nature of the soil in the area, proper drainage may be an issue. She supported Ms. Johnson's earlier testimony on the matter, questioned whether the remaining land would be protected from future development, and asked that the record be held open.

Barbara Bull read from a prepared statement (Attachment J). She expressed concerns about the recent decision to amend the Comprehensive Plan and said she perceives that staff does not seek out or welcome public or Council input. Her written testimony included suggestions to disprove her perception, including informing Councilors about any option for a moratorium on development that may be available through ORS 197.505 while an updated Transportation Plan is developed.

Larry Weymath said the open space included wetland with a lot of scrub land. He asked where student recreation space would be provided for the development's 900 tenants. He noted COA #14 includes a proposed multi-use path that would connect to Arnold Park. He opined if no recreation space is provided within the development area, students will congregate in Arnold Park, which would effectively destroy it as a family park. He asked that the easement connecting the path to the park not be included as part of the development plan. Regarding COA #45, Mr. Weymath said conducting a transportation impact study within one year of certification of occupancy would be too soon. He

proposed amending it to require the study when a 50% occupancy rate is achieved to ensure the study is valid.

Bill Lunch read from a prepared statement (Attachment K). He asked who will manage the 45 acres of open space that will eventually become the City's responsibility, noting a management plan is lacking. He agreed with Ms. Marquering's earlier comments. He asked those who preliminarily voted to approve the zoning and Comprehensive Plan changes to reconsider their approval and he opined that if those proposed changes were submitted to voters, they would be rejected.

Traci Garretts said she is a real estate broker in Corvallis and she thanked the Council for their work. She added to Mr. Epley's earlier testimony concerning the Comprehensive Plan's intent to integrate citizens of all ages with regard to housing. She cited the housing type variation requirement per LDC Section 4.9.80. She said labeling the development as student housing could run afoul of Federal law. If someone feels they are being treated unfairly, legal challenges may arise. She expressed concern about complaints and problems in other communities where the applicant has completed similar developments.

James Reismiller said COAs do not address quality of workmanship and efficiencies. He questioned whether the buildings will be efficient and sustainable into the future and whether utility bills would run high. He asked Council to address his concerns about building construction quality and to somehow incorporate them into the LDC.

Alyson Wade said she is an OSU student and a member of the community. She is studying green building and agreed with Mr. Reismiller's comments. She said Council has an opportunity to create a sustainable development.

Public Testimony – Neutral –

Steve Weiler lives to the east of the development site. He originally voted in favor of the annexation and believes Corvallis needs affordable housing for families. Citing COA #14, specifically Harrison Boulevard improvements, he expressed concerns about safety. He agreed with Councilor Sorte's earlier comments during the Residential Parking District discussion, noting the Councilor's pedestrian and bicycle safety concerns are the same for him. He said consideration needs to be given to the huge bottleneck between 30th and 35th Streets where bike paths do not exist. People already cut through those streets and the number would likely increase with the development. He asked Council to keep an open mind and reconsider their decision. Councilor Sorte agreed about the likely increase in the number of people cutting through streets to avoid traffic. Mr. Weiler suggested decreasing the speed limit before Arnold Park to 35 mph. He asked for the record to be held open.

Rebuttal

Mr. Robinson requested that Council ask questions while the record is still open. He asked that Council not approve holding the record open an additional seven days, as there have already been thousands of pages of testimony and materials, four hearings were held, the Planning Commission reviewed and recommended COAs 20 days ago, and the Notice of Disposition was issued 15 days ago. He said the public has had ample opportunity to submit written testimony and the process has gone on long enough.

Mr. Robinson said if Council chooses to keep the record open for another seven days, the applicant did not waive its right to final written argument after the record is closed to all other parties. He said he had not heard anything that would cause his organization to change its mind about the evidence placed before the Council that demonstrates the approval criteria were satisfied. The applicant believes the 45 COAs are adequate and the wording is acceptable. He asked Council to tentatively approve both applications before them and direct preparation of findings.

Sur Rebuttal

Mr. Marley asked to hold the record open for another seven days.

Request to Hold Record Open

Councilors Beilstein and Brown, respectively, moved and seconded to hold the record open an additional seven days. The motion passed eight to one, with Councilor York dissenting.

Mayor Manning said additional written testimony will be received by staff until 5:00 pm on Tuesday, February 25, 2014.

Right to Submit Additional Written Argument

Mr. Robinson agreed to provide the applicant's final written argument by 5:00 pm on Monday, March 3, 2014.

Deliberations

Mayor Manning said deliberations will be scheduled for the Monday, March 3, 2014 City Council meeting which begins at 6:30 pm in the Downtown Fire Station at 400 NW Harrison Boulevard.

Mayor Manning closed the public hearing at 9:03 pm.

Questions of Staff

Councilor Sorte said many questions were raised about the reliably of completing all COAs over time. He asked if letters of credit have been required to ensure compliance. Community Development Director Gibb said the LDC contained some related provisions for public improvements and specific landscaping improvements. He added that in this case, there are a few COAs, such as #45, that require some security. He confirmed those could be drawn upon if needed.

Councilor Sorte asked if City staff could conduct the traffic study or contract with a third party and obtain reimbursement from the applicant. Engineering Supervisor Gescher said the City had not used this approach in the past, but he does not know why it could not be done that way. Staff would need to negotiate an agreement with the applicant and Mr. Gescher said he could not foresee the outcome of that at this point. Mr. Gibb said when traffic studies are conducted, Public Works staff scope out the work in advance and require that certain standards are met. A critical analysis is also completed at the staff

level. Mr. Gibb said he would bring back a response to Councilor Sorte's question at the next meeting.

Councilor Sorte agreed concerns about the lack of recreation space and likely overflow to Arnold Park were legitimate. He asked Parks and Recreation if they could give a sense of whether eliminating the path connection may help prevent students from using Arnold Park for recreation. He said it may be wise to look at the related COA more carefully.

Councilor Sorte asked about design standards with regard to how well the structures would be built. Mr. Gibb said the City cannot require construction standards beyond what is required by the State Building Code and the applicant cannot be held to a higher standard than others. Mr. Young added that to require a higher standard, applicable decision criterion would need to be identified. City Attorney Fewel said it was important to be mindful of equal protection under the law.

Councilor Sorte asked about lighting on Harrison Boulevard. Civil Engineer Grassel said lighting spacing is typically 300 feet and City standards included a requirement for lighting components at areas such as intersections, pedestrian crossings, and signals.

Councilor Sorte requested a copy of the traffic calming criteria, post development. Mr. Grassel agreed to provide the related Council Policy.

Councilor Traber asked, for deliberations, what options and opportunities existed to make Harrison Boulevard safer, particularly in the area between 36th and 29th Streets. Councilor Sorte noted the Harrison corridor study was very specific about accommodating traffic for future developments. There was strong opposition to widening Harrison, but room was left to add bicycle lanes. He would not like to re-open the Harrison debate just to accommodate this development. Councilor Traber said that is the type of information he was hoping to receive.

Councilor Beilstein responded to Ms. Marquering's earlier concern about extension of roadways to dead-ends that have no likelihood of continuing. He would like to see if there is an applicable policy or if the language from her written testimony could be used. He also asked if COAs can be placed on maintenance of open space to be sure trash is cleaned up and no associated problems with rubbish occurred in the future.

Councilor Hirsch asked about the discrepancy concerning the multi-use path going through OSU's property. Mr. Young said he does not believe any formal decisions had been made by OSU. He knows OSU staff is aware of the issue, as there have been recent conversations about this trail alignment as part of the update to the Parks and Recreation Facilities Plan. Discussion included desired trail alignments and the connection was identified in that Plan. Mr. Young said the Plan has not yet been adopted, but access might still be possible. He said staff cannot speculate whether OSU would be amenable if the applicant offered some financial incentive to grant access for the path. Mr. Gibb said the path is not a COA; rather, it is a DRC that is a prospect for the future. Councilor Hirsch asked about next steps if he wished to emphasize the importance of the OSU property issue. Mr. Gibb said concurrence with the Planning Commission on that DRC would be the first step.

Councilor York noted that comments have been received from a constituent about several issues, particularly related to bicycle safety. The constituent also sent her a list of

questions, which she forwarded to staff. Councilor York asked for very specific answers to all of the questions.

Councilor York said as a Council Liaison to the Planning Commission, sitting in on the Campus Crest discussions has been helpful to her. One area that received a great deal of discussion at the Planning Commission meeting concerned the desire of many to place conditions on the land donation the developer proposed just before the project came to Council. Councilor York said at least one member of the Planning Commission said he voted to recommend its inclusion because he assumed conditions could be placed on the donation. However, at that Planning Commission meeting, Deputy City Attorney Brewer advised it could not be conditioned because the donation would have to relate to specific criteria. Councilor York asked Mr. Fewel if the criteria required for a Comprehensive Plan amendment can be used to condition the donation. In other words, can the City have a negotiated and signed agreement placing conditions on the open space donation prior to approving the project? Mr. Fewel said the City cannot condition a Comprehensive Plan change.

Councilor Hervey asked what can be done after the project is complete to ensure the storm water drainage issues cited earlier by Ms. Fraundorf were addressed.

Councilor Hogg asked about options for obtaining right-of-way access to Arnold Park versus building a multi-use path to the park. He agreed the concerns Mr. Weyman raised in his testimony were valid.

Councilor Traber said he would like to know about options affecting Circle Boulevard near Jefferson School to deal with increased traffic. He asked what the Council can do as part of deliberations and decisions to direct modifications to the CIP or other street plans going forward.

XIII. ADJOURNMENT

The meeting adjourned at 9:25 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

WILLAMETTE
Association of REALTORS®

February 18, 2014

TO: Corvallis City Council

FR: Sue Long, 2014 President
Willamette Association of REALTORS®

Richard Berger, Government Affairs
RFBConsulting@yahoo.com
503-569-1346

RE: Building Permit Enforcement

On behalf of the Willamette Association of REALTORS® thank you for the opportunity to bring an important issue to the your attention

Our Association requests that the City Council investigate the recent enforcement actions taken by the City building department regarding older homes that have been remodeled or changed since the original construction. We further request that after a complete review of these cases the Council consider policies or other regulatory changes to improve the current process and to prevent the excessive use of staff resources on such enforcement actions.

Two specific cases to which we refer are cases where building improvements were completed but City staff is not satisfied that the proper building permits were obtained. In these cases, the improvements in question were completed by previous property owners, the improvements were proven to be completed sometimes forty or more years ago, and the improvements do not directly relate to an immediate public safety concern.

With that much time lapsing, it is unreasonable to ask a property owner to prove that previous improvements were completed by permit. The City only has electronic records back to 1990 and records previous to that are poorly maintained. Additionally, it is not always clear what was acceptable forty years ago to know how it should be enforced today. Unless a health, safety, or

Willamette Association of REALTORS®
541-924-9267 Phone 541-924-9268 Fax . Email: realtors@waor.org

(Representing Members in Benton and Linn Counties)

fire issue is present it seems prudent that the City adopt some level of grandfathering, possibly to changes made prior to electronic records.

These cases are costing individual owners tens of thousands of dollars, causing tenant evictions, and hurting the reputation of the City. Furthermore, since these cases have been ongoing for a year or more the cost to the City in the form of staff time must be substantial.

With one of these cases under appeal, we understand it would not be prudent for City Council to comment on the appeal itself; however, we believe that the Council should look at the overall effect and policy implications of these two cases and make appropriate changes. If this process continues, we have considerable concern with how many more property owners will find themselves in such a position when they are simply trying to make repairs to their property. This is a time sensitive matter that we hope the Council will address before new enforcement cases occur.

As background information we are providing the following documents:

1) The February 4, 2014 Gazette Times article regarding the Ostby case.
2) The August 26, 2013 e-mail from Joyce DeShon sent to the Mayor and City Council.

##########

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(Representing Members in Benton and Linn Counties)

CORVALLIS Gazette-Times

City, property owner battling over permits on converted triplex

FEBRUARY 04, 2014 1:00 PM • BY JAMES DAY, CORVALLIS GAZETTE-TIMES

In 1987 Pam and Kevin Ostby purchased a triplex on Southwest 11th Street in Corvallis.

After managing the property as a rental for 25 years they accepted an offer to sell the building in December of 2012.

During plumbing and foundation repairs that were undertaken to facilitate the sale the Ostbys were advised that the building was an illegally converted triplex.

City officials mandated that the Ostbys either reconvert the building to its original function as a single-family home or bring it up to current code as a triplex.

Both options would have cost in the tens of thousands of dollars, and the Ostbys have appealed.

That appeal is scheduled to be heard March 21 by the Corvallis Board of Appeals, a group that rarely meets because appeals to it are so infrequent.

The Ostbys say that the house, which was built in 1911, was converted to a triplex decades before they purchased it.

"It is unreasonable to hold a new owner responsible for something that was done long before the building was purchased," Pat Ostby said.

The Ostbys also contend that the city "has no proof that the conversion was done illegally."

City permit records have been compiled in electronic form since 1990, with previous records existing in paper copies.

Of concern to the Ostbys is that although the city has no record of the conversion permits multiple factors point to the building's use as a triplex for perhaps more than 50 years.

Bill Clemens of WRTC Consultants, who has been representing the Ostbys in discussions with the city, said he has seen Corvallis Fire Department records showing the building as a triplex dating to 1972, as well as power bills that refer to three meters on the property and telephone books that show three residents listed at the address.

Also, the Ostbys have been paying taxes on it as a triplex as well as the $12 per unit annual fee that funds the city's rental housing program.

The city, meanwhile, is standing firm.

"There is no pre-determined grandfathering clause or statute of limitations for building permits," said Ken Gibb, Corvallis Community Development Department director.

And Dan Carlson, development services manager for the city, advised Clemens in a Nov. 27, 2013 letter that "while the structure may have been used as a triplex, there is no documentation you found to conclude a process for legal conversion from a single-family residence to a triplex."

City officials met Friday with Clemens in a session Gibb described as "productive."

Clemens, however, noted that "we didn't pull our appeal yet."

"Here is the way these things should be handled," Clemens said. "If you catch somebody doing something without a permit you start a compliance case. Or if it's a safety issue ask them to bring it up to code.

"But to have your case rely on permits from the 1960s and 1970s is bizarre to me. This is a big problem for a city like Corvallis with a lot of older homes being turned into student housing."

"The other reason we had to appeal," said Pam Ostby, "is because we know this could set a precedent for other property owners as well. If they can get away with forcing us to bring a 100-year-old building to current code, how many other people will they do this to?

"Realtors are watching this case."

They are indeed

"Our concern is the way the city is handling these things," said Debbie Weaver, a member of the governmental affairs committee of the Willamette Association of Realtors, which serves Benton and Linn counties.

"Everybody knows that property that old doesn't have building permits. They weren't required. For a long time we didn't have a building code.

"All these property owners want to do is the right thing."

APPEAL DATE

The appeal case involving 804 S.W. 11th St. is tentatively scheduled to be heard at noon March 21 by the Corvallis Board of Appeals at the Madison Avenue Meeting Room, 500 S.W. Madison Ave.

ABOUT THE BOARD

The Board of Appeals hears appeals relating to building and fire codes. It has six members and a City Council liaison.

Board members: Phil Ermer, John Evans, Shawn Stoneberg, Charles Fletcher, David Sillars and Gerald Voorhees

Council liaison: Penny York (Ward 1)

MAYOR & COUNCIL EMAIL

[Date Prev][Date Next][Thread Prev][Thread Next][Date Index][Thread Index]

Denied Use of Nonconforming Triplex

- *To*: "mayorandcitycouncil@xxxxxxxxxxxxxxxxxxx" <mayorandcitycouncil@xxxxxxxxxxxxxxxxxxx>, "ward3@xxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward3@xxxxxxxxxxxxxxxxxxxxxxxxxxx>, "ward8@xxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward8@xxxxxxxxxxxxxxxxxxxxxxxxxxx>, "ward1@xxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward1@xxxxxxxxxxxxxxxxxxxxxxxxxxx>, "ward2@xxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward2@xxxxxxxxxxxxxxxxxxxxxxxxxxx>, "ward4@xxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward4@xxxxxxxxxxxxxxxxxxxxxxxxxxx>, "ward5@xxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward5@xxxxxxxxxxxxxxxxxxxxxxxxxxx>, "ward6@xxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward6@xxxxxxxxxxxxxxxxxxxxxxxxxxx>, "ward7@xxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward7@xxxxxxxxxxxxxxxxxxxxxxxxxxx>, "ward9@xxxxxxxxxxxxxxxxxxxxxxxxxxx" <ward9@xxxxxxxxxxxxxxxxxxxxxxxxxxx>
- *Subject*: Denied Use of Nonconforming Triplex
- *From*: Joyce DeShon <jdshon@xxxxxxxxxxx>
- *Date*: Mon, 26 Aug 2013 07:30:00 -0700

Mayor Manning and Council Members,

As another school year approaches, my rental property sits empty. The letter attached describes my experience with the Development Services Division since the Stop Work Order & Notice of Violation detailed below denied the continued use of my triplex.

I know; it's a long letter. It has been a very long ordeal.

Because of the mounting debt I've incurred as a direct result of the city's actions, I will likely be forced to sell my house at a diminished value. Changing requirements and arbitrary code interpretations imposed by the division have now cost me more than the flood damage that initiated this process.

Mine is not an isolated case. The division's practices directly contribute to the rental housing shortage in Corvallis. More importantly, they endanger tenants, as landlords hide potentially unsafe building practices and repairs in an effort to avoid the very system that should ensure safe housing in this community. If you wonder why responsible homeowners would deliberately bypass the permit process, my story could serve as a case study.

Since the flood loss of my basement over a year ago, I have tried my best to do what is right. I am now asking the City of Corvallis to do the same.

Sincerely,

Joyce DeShon

Notice of Violation

According to the Notice of Violation I received on 1/2/13, a site inspection of my property conducted on December 21 confirmed both an unapproved change of occupancy in the basement, and the creation of an additional dwelling unit in "the attic area of the structure." The lack of permit to change the occupancy constituted an "unlawful act" on my part, and I was "Ordered to discontinue the unapproved occupancy" by obtaining all necessary permits to support the change of use and alteration to the structure, or ceasing the occupancy of the separate, created dwelling units and obtaining all necessary permits to revert the use to "its single family occupancy" by January 28.

The Notice is baffling for many reasons:

1. I had not changed the occupancy of my triplex.
2. The inspection was done not because a complaint was received alleging a change of use to create a separated dwelling unit in the basement (as the notice "informed" me), but specifically because my contractors had applied for—and been granted—permits from the city to restore and upgrade the plumbing and electrical work, as required.
3. The city was aware of these "separate, created dwelling units" in 1978, and has allowed their occupancy for 35 years.
4. The reason (RE:) given is BUILDING PERMIT REQUIRED. My general contractor asked Development Services staff which permits were needed, and was told a structural building permit was not required unless weight-bearing walls would be moved.
5. I didn't receive the notice in time to give my tenants their lawful 30-day notice to vacate.
6. According to the notice, records from the Benton County Assessor's office identified me as the owner of a "one and half story, single family dwelling with +/- 840 square feet of unfinished basement," yet the county's own website shows I own a Residential 2-4 Plex (property class: 108) with six bedrooms, three baths, and a finished basement and upper level.
7. The City of Corvallis has billed me for three rental units since the inception of its Rental Housing Code program in 2002.

8. Thousands of dollars and seven months of continued effort on my part have not led the City of Corvallis to grant the permits I was required to obtain by January 28 to "promptly correct this violation."

Attachment: `Triplex.doc`
Description: MS-Word document

- Prev by Date: **Check out the Local Business of the Week: August 25 - 31**
- Next by Date: **FW: USDA Grant - Assistance for Rural Micro entrepreneurs**
- Previous by thread: **Check out the Local Business of the Week: August 25 - 31**
- Next by thread: **FW: USDA Grant - Assistance for Rural Micro entrepreneurs**
- Index(es):
  - **Date**
  - **Thread**

Mayor and Councilors,

In June of 2012, I lost the basement unit of my triplex to flooding from a broken pipe. My tenants were on break, leaving up to two feet of standing water undiscovered for several days. It was a great loss—for my tenants and for me.

My house was built in 1922, and divided into three stacked apartments in 1978. Contractors who bid the repairs told me the electrical and plumbing work had not been done to code. One plumber asked if I really wanted to "open this can of worms." At the time, I didn't know what he meant. Now, I do.

Two "as is" offers were made on the house, both contingent on the City of Corvallis not knowing about the damage. A contractor offered to do the electrical and plumbing work on a weekend while the city was closed, then rebuild the apartment without permits. Contractors, friends, even a local firefighter advised me to avoid the city at all costs.

I absolutely want my house to be safe, and wouldn't want a future owner to be put in the situation I'm now facing. I wanted to do what was right, so despite the warnings (and growing sense of dread) I hired a general contractor to restore the basement apartment with all necessary permits and full compliance with the City of Corvallis.

My contractor asked about permits at the Development Services counter, and was told a structural building permit wasn't required unless load-bearing walls would be moved. He contracted out the electrical and plumbing work, and I asked the same electrician to replace some heaters and a fan in the middle apartment.

The electrician asked for separate permits for the work, making it clear he'd be doing two different jobs at two apartments within a triplex. He gave the staff woman at Development Services both addresses—243 NW 10th St for the basement unit, and 962 NW Van Buren Ave for the middle unit—but she could only find the Van Buren address (which is how it's identified by the county). He told her each apartment had its own meter, and had been addressed this way for decades. Instead of questioning the disparity, she told him this was common with older houses around the college and granted him one permit encompassing both jobs, attached to the only address her computer system could access. He was led to believe this was "no big deal," and didn't mention it to me. It was only after the permitted electrical and plumbing work was paid for and nearly completed that a Stop Work Order and Notice of Violation was issued for an "unapproved change of occupancy."

My triplex meets the criteria for a legal nonconforming structure and use as defined in Chapter 1.4 of the Corvallis Land Development Code, as it was lawfully established as a triplex in the 1970s, prior to becoming nonconforming. Correspondence from the fire department and City of Corvallis to previous owners in 1978 and 1979 (concerning stairways and egress exits) identifies the property as an Apartment House or 3-Plex. The City of Corvallis never questioned—nor requested permits to establish—this occupancy. Records from Pacific Power show a meter specifically assigned to 243 NW 10th St (the flood-damaged basement apartment) was installed on March 1, 1978. The Benton

County Assessor's Office identifies the property as a 2-4 Plex under the single (Van Buren) address used for the permits.

Plan A

During my first meeting with Code Enforcement Supervisor Chris Westfall and Project Coordinator Johnathan Balkema on January 7, I was told the house I bought in good faith as a triplex in 1989 could no longer be used in that way. It was not (they claimed) a legal triplex, as no change of occupancy permits existed; it was not a legal single-family residence because it had been divided and used as a triplex. Chris laid out minimum permit application requirements for my only two options: converting the house to a single-family residence (SFR) or a duplex.

Given the flood loss in the basement, the house had essentially become a duplex, but between the permitted plumbing and electrical work and flood mitigation, $31,000 had already been spent on what was now a 900 SF utility room. We felt the best use of the property was to finish restoring the lower apartment, and then combine the middle and upper units to create the second apartment.

I brought a printed copy of Community Development POL 1073 to the meeting, which states: "...legally established dwelling units that do not meet present day ceiling height...may continue to serve as dwelling units provided...the ceiling height provides an unobstructed headroom clearance of at least 6'6" when measured from the finished floor to the lowest overhead projection..."

I told Mr Westfall then that the ceiling height in my basement was less than seven feet, but would meet the 6'6" requirement. I made it clear I didn't want to waste any more money rebuilding the apartment if I couldn't use it, and specifically asked if the ceiling height would be an issue. I was told it would not be (others in attendance can verify this). The letter summarizing that meeting and requirements to approve the apartment restoration makes no mention of ceiling height. A structural assessment (but not current code compliance) is a listed requirement for the exterior spiral staircase.

My contractors and I spent the next six months trying to comply with the city's application requirements for a duplex conversion. It was a costly and frustrating process, as the city was vague about some requirements, and changed their decisions on others (see list of damages, below).

To ease their transition, my property manager offered the remaining tenants full deposit refunds and alternate housing options, consulting with Housing Program Specialist Bob Loewen throughout the process. Despite these efforts, my main floor tenants were very angry about the move, saying we should have foreseen this situation and any zoning issues that might arise. I was worried they would file a claim against me, but couldn't meet the city's requirements for discontinuing the "unapproved occupancy" and altering the structure if the tenants stayed. It was a no-win situation for everyone. They were willing to move out at Spring Break, but I will now have to clean, repair, and paint both apartments at my own expense.

We were finally able to submit the required documents, site plan, scaled drawings, permit application and fees for the duplex conversion on April 2, 2013. My general contractor expected approval of the plans by mid-April.

Plan B

Despite out best efforts, approval of our application was never granted. Instead, on May 7, Johnathan Balkema responded to our request with a revised plan review letter for the duplex conversion, imposing a new set of requirements based on Land Development Code revisions enacted in December, but never mentioned before. These new codes were intended for use when adding a new dwelling unit to an existing structure, not for the continued use or repair of a pre-existing one.

According to Corvallis LDC Section 1.4.30.01, reconstruction of structures in existence prior to December 31, 2006 may occur consistent with how the structures previously existed in their legal nonconforming state.
Section 1.4.40.01-Alterations of a Legal Nonconforming Use states: "Nothing in this Chapter shall be construed as prohibiting normal repair, maintenance, and nonstructural alterations to such development, nor the alteration, strengthening, or restoration to safe condition as may be required by law."

Many of the revised plan requirements were impractical, if not impossible; others directly contradicted what we had been told in the past. The spiral staircase was now required to meet current code—which it doesn't. The handrails are 2" too short and 1/8" too narrow, among other things. Certified welders start at $100/hour, making on-site modification cost-prohibitive. By this time, I had already spent $150 to demo the concrete treads so they could be restored. The exposed metal continues to deteriorate, and the staircase will now need to be removed.

During my first meeting with Development Services in January, I was told the gravel portion of the parking area off 10th Street could remain unpaved if I could prove it existed prior to 1980. I was able to do this, using an aerial photo taken in 1970. The revised plan required expanding and hard-surfacing this area without cutting, filling, or compacting the soil within a perimeter located 5 feet outside the drip line of an existing tree. A large tree overhanging the parking area made this requirement impossible to comply with, leaving us no option to move forward.

My tenants could have stayed through the summer as they wanted to, and their rent would have offset over $10,000 of expenses.

Plan C

I then set up a phone appointment with Chris Westfall and Johnathan Balkema to clarify what could be done to use my house again. It was during this conference call on June 27—nearly six months after our initial meeting—that Chris first told me the ceiling height in the basement apartment would need to be seven feet. Johnathan's letter summarizing that call includes a link to a Portland webpage on attic and basement conversions, allowing for a 6'8" ceiling height. My basement ceiling would

5. The main and upper floors will need to be cleaned, repaired, and painted at my expense, and the $1,950 monthly loss of rent for these units is ongoing.

6. The gutted basement will need to be cleaned; the old refrigerator, range, bathtub, and other plumbing fixtures removed; and old electrical and plumbing lines hauled away. Something will need to be done with the new tub and shower surround, left outside since the Stop Work Order was issued in December.

More than a year after the flood, I'm faced with mounting debt; a gutted basement; no rental income; a 3,000 SF house I still can't use, repair, or sell for a reasonable price; and the prospect of starting this whole process again—just to ultimately create a single-family house with fewer bedrooms, less income potential, and a lower resale value than the triplex I invested in 24 years ago. This has already taken a huge emotional and financial toll, and I see no end in sight.

The work begun in December was not to convert a basement or create a new dwelling. With permits granted by the City of Corvallis, I am simply trying to restore an apartment that has existed for 35 years, in the triplex I've owned and cared for since 1989. I have invested considerable time and resources trying to comply with the city's ever-changing code requirements. Besides the damages listed on the pages below, the decreased income potential of my property (if I'm able to keep it) is an ongoing loss that will impact my retirement income.

I ask each of you to imagine yourself or a family member in this situation, and lend some reason and oversight to this process. Specifically, I am asking for compensation for my losses, and the recognition of my property for what it is—a pre-existing, nonconforming triplex—so I can repair and/or sell it as such.

Each day I wait for permission to use my property, I loose $100 to taxes, utilities, maintenance, and unrealized rental income. Your prompt reply would be very appreciated.

Sincerely,

Joyce DeShon

Damages

$1,120 Corvallis CAD's charge to create scaled "as is" and "proposed" floor plan drawings, per Chris Westfall's instructions, for the duplex conversion he later disallowed.

$969 Udel Engineering nearly conducted an unnecessary $1,875 boundary survey, based on 4.5 hours of consultation with various city employees and departments in a fruitless

Division—have already cost me over $40,000.

Plan D

After City Manager Jim Patterson was made aware of my situation, I had a long phone conversation with Chris Westfall. Though he still says a single-family residence is my only option, he did retract the 2012 Land Development Code requirements as an error, saying, "we consider the SFR to be the existing legal use of the structure." In another reversal, he now says Development Services Policy 1073—the one I brought to our first meeting in January—could be utilized to accommodate a lower ceiling height in the basement.

The problem is, I didn't buy a SFR—I specifically invested in a triplex as a means to help finance my retirement, and have lost far too much money in this long process to rebuild a basement I can no longer rent as an apartment. My Actual Cash Value insurance policy doesn't cover most code upgrades, and has paid only $20,452 toward the original $51,988 rebuild bid. I would be responsible for the $31,536 balance if I rebuilt, and have already lost well over that amount as a direct result of the city's actions. My total losses for the basement would exceed the price I originally paid for the house, and the extra rebuilding costs could not be recovered in the sale of a single-family home.

If the basement remains unfinished, the (now 4 BR) house will have a greatly diminished resale value, and thousands more will be required to "pursue" this occupancy I never wanted:

1. The electrical wiring would need to be permitted for a SFR. Combining all the wiring to a single panel (if required) would be very expensive.

2. The upstairs kitchen will need to be removed and remodeled for some other purpose.

3. If not considered allowable as part of the nonconforming structure, the spiral staircase and upper deck railing installed with the city's knowledge (if not consent) in 1978 would need to be replaced, as they don't meet current code requirements. This would require the removal and rebuilding of a 120 SF manufactured deck I replaced less than two years ago for around $2,600. The upper egress door would need to be taller, requiring a change to the roofline of the structure.

4. Alternatively, the proposed creation of an internal staircase between the main and upper floor would replace most of the kitchen pantry and/or master bedroom closet. Constructing a new closet would compromise the master bedroom space.

   The exterior stairs would still need to be replaced or removed, the upper deck removed and rebuilt, and the deck guardrail replaced or made 2" higher, to meet code. A certified welder and special inspector would be required to extend the height of the railing on-site and inspect each weld as it is done. (All the railing posts were examined during the new deck installation in October of 2011. All front posts were cleaned, repainted, and caulked.)

5. The main and upper floors will need to be cleaned, repaired, and painted at my expense, and the $1,950 monthly loss of rent for these units is ongoing.

6. The gutted basement will need to be cleaned; the old refrigerator, range, bathtub, and other plumbing fixtures removed; and old electrical and plumbing lines hauled away. Something will need to be done with the new tub and shower surround, left outside since the Stop Work Order was issued in December.

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$969 Udel Engineering nearly conducted an unnecessary $1,875 boundary survey, based on 4.5 hours of consultation with various city employees and departments in a fruitless

effort to determine what they required. The city reversed their decision on this three times. Udel charged me $365 for "dealing with the City of Corvallis," $304 for the duplex site plan, and $300 for an unsuccessful corner pin locate required by the city for the duplex conversion "option."

$1,755 Demolition not covered by insurance, required to upgrade plumbing to the damaged basement apartment I've now been told cannot be restored.

$2,800 Permitted plumbing for that damaged apartment (insurance payment subtracted). It would cost over $3,000 more to attach plumbing fixtures. The new tub/shower unit has been lying outside since the Stop Work Order was issued last year.

$4,797 Permitted electrical work done to rebuild the basement apartment before the Stop Work Notice was issued (insurance payment subtracted). The city may now require me to have the wiring changed and permitted *again*—at my own expense—to meet new requirements for a single-family dwelling.

$997 Plan Review & Permits required by the City of Corvallis to apply for a change of occupancy to duplex, before they decided this was not an option.

$5,023 Overhead & Profit to my contractor for this project, to date

$700 Fuel costs to contractor

$2,700 SDB Time on project (Communications and meetings) charged by my contractor

$150 Demo of concrete on exterior spiral staircase to repair damage to tread. This required my tenants to move out, and was done before the city told me the staircase would have to meet current code.

$88 Travel to meet with Development Services (155 miles round trip)

Total
$21,099

Losses since the use of rental property was denied (through July, 2013)

$12,964 Lost rent 2/15/12 to 7/31/13 only. My remaining tenants moved out prematurely, as required (to cease occupancy of the "separate, created dwelling units" and allow for

stairway construction to combine their apartments for the duplex conversion later rescinded by the city). My tenants suffered a hardship, and each day the project is delayed, I loose $86 in potential rent income (management fees subtracted).

$1,152 Benton County property taxes (at last year's annual rate of $3,269) prorated for March 25-July 31 only. While Corvallis suffers a rental housing shortage, I pay the county $272 a month for a vacant rental I can't use.

$380 City of Corvallis water & sewer bills since house was vacated (through July)

$216 Management fees since tenants moved out (through July)

$322 Electric Bills since tenants moved out (through July)

$1,000 Conservative estimate of future cost to clean, repair, and paint the two upper apartments. Tenants were offered full deposit refunds as incentive to move out early so their apartments could be combined.

Total
$16,034

Ongoing Monthly Losses after July 31, 2013

$2,845 Gross rental income loss (at last year's rate) for each month of delay after July.

$272 Property taxes per month (at last year's rate) for unusable rental property.

$31 Pacific Power basic electric bill (3 meters)

Total
$3,148/month

Total Damages through August 31 = $40,281

ORDINANCE 2014-____

AN ORDINANCE AMENDING ORDINANCE 2006-24, AS AMENDED, TO REVISE THE CORVALLIS LAND DEVELOPMENT CODE CHAPTER 3.36 – OREGON STATE UNIVERSITY (OSU) ZONE (LDT13-00001), AND STATING AN EFFECTIVE DATE.

Whereas, the Planning Commission, after holding a duly advertised public hearing on November 20, 2013, has forwarded its recommendation to the City Council concerning a request for a Text Amendment to the Land Development Code;

Whereas, on November 20, 2013, the Planning Commission recommended that the City Council approve the request to amend Land Development Code Chapter 3.36, affecting development on the Oregon State University campus;

Whereas, the City Council held a duly-advertised public hearing concerning the proposed Text Amendment to the Land Development Code on January 21, 2014, and interested persons and the general public were given an opportunity to be heard;

Whereas, the City Council allowed the record to be held open an additional seven days until January 28, 2014, to receive additional public testimony;

Whereas, the City Council granted the applicant additional time to provide final written argument, which was received by the City on January 31, 2014;

Whereas, the Council has reviewed the public testimony and the recommendations of the Planning Commission and City Staff, and on February 3, 2014, met to deliberate on the matter, and made a preliminary decision to approve the proposed Land Development Code text amendment, subject to adoption of formal findings of fact;

Whereas, findings of fact have been prepared and consist of the formal findings, entered into the record at the February 18, 2014, City Council meeting, and adopted by the City Council through a separate motion;

Whereas, the final version of this Land Development Code Text Amendment is attached hereto as Exhibit A;

Whereas, the City Council finds that the burden of proof has been met;

Whereas, the City Council finds that the public necessity, convenience, and general welfare require such Amendment; and

Whereas, the City Council finds that the proposal conforms with the Corvallis Comprehensive Plan and other applicable policies;

NOW THEREFORE, THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Chapter 3.36 (Oregon State University (OSU) Zone) of the Land Development Code is amended as shown by the provisions contained in Exhibit A.

Section 2. This ordinance will take effect 10 days after its passage.

PASSED by the Council this _____ Day of February, 2014.

APPROVED by the Mayor this _____ Day of February, 2014.

Effective the _____ Day of March, 2014.

_____
Mayor

ATTEST:

_____
City Recorder

RESOLUTION 2014-

Minutes of the February 18, 2014, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, ORS 294.326 (2) allows the City Council to establish appropriations to authorize the expenditure of grants, gift or bequests after the budget has been approved, provided that the funds are for a specific purpose and that they are not anticipated at the time the budget was approved; and

WHEREAS, at the November 18, 2013 City Council meeting, the City Council agreed to accept the donation of the Sunnyside School as a way to save a historic structure and to enhance the Knotts-Owens Farm site as part of its master plan; and

WHEREAS, at the December 2, 2013 City Council meeting, the City Council accepted and appropriated a donation of $100,000 to move the building, build a foundation for the school, and complete various improvements to secure the building; and

WHEREAS, unanticipated additional costs have been identified as the project progressed; and

WHEREAS, the Friends of Corvallis Parks and Recreation have received donations totaling $25,100 to help fund the cost of the above-mentioned unanticipated and unfunded costs; and

WHEREAS, the City Council finds that it is in the City's best interest for the Parks and Recreation accept this donation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to accept the donation offered by the Friends of Corvallis Parks and Recreation; and

BE IT FURTHER RESOLVED that the Finance Director be authorized to make the proper adjustments inthe budget appropriations.

	INCREASE
CAPITAL CONSTRUCTION FUND	
Capital Projects	$25,100

_____
Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted, and the Mayor thereupon declared said resolution to be adopted.

Campus Crest / The Grove

Written Testimony Received since release of the February 12, 2014, Memorandum from the Community Development Director to the Mayor and City Council.

Young, Kevin

From: Ward 7
Sent: Thursday, February 13, 2014 7:36 PM
To: Young, Kevin
Cc: Ward 7; Gibb, Ken
Subject: RE: Questions for Campus Crest Deliberations

Mr. Young,

As I understand it we will have a public hearing related to the conditions therefore the record is still open related to those conditions. I have the opportunity to ask questions related to those conditions and gather evidence until the record is closed. The Planning Commission is only advisory to us. The decision to this point is tentative and contingent on us developing conditions that allow the development to be compatible with the neighborhoods and community. From what I have read here and in the record to this point, I am concerned that it may be very unsafe to only install a median barrier without a traffic control signal. I will assume the information to this point distills to a "don't know." If the record is held open there would be plenty of time to gather speed and traffic data.
This was not a typical land use decision and Harrison is not a typical component of our transportation system. I am surprised a decision of this magnitude would be made without having that specific information. Thank you for the information you provided, yet I do not think it is sufficient to make the decisions we will be expected to make.

Bruce Sorte

> Hello Councilor Sorte,
>
> We have discussed your request for information internally (CD and PW)
> and also with the City Attorney's Office relative to procedural issues.
>
> Typically, we don't require speed data to be submitted in conjunction
> with land use applications, as traffic speeds can typically be
> addressed through enforcement and other means. The applicant's Traffic
> Information Analysis and supplemental materials do not include
> information on average speeds on this section of Harrison Blvd.
> Additionally, we have determined that the City does not have other
> sources for the speed data you have requested, i.e. from different
> times of the year and at various points on Harrison. As was discussed
> in response to a question from Planning Commissioner Daniels (see
> Exhibit VII-13 from the November 22, 2013, Staff Report/Memorandum to
> the Mayor and City Council), speed limits on arterial streets require
> a speed study by the state. This is different than a local street in a
> residential area, which can be signed for a speed limit of 25 mph by
> local statute. However, it would be possible to coordinate with Benton County to request a
speed study on this portion of Harrison Blvd.

> after the improvements have been completed, to determine if a
> different posted speed limit is needed.
>
> We would note that if there were additional information and it was
> introduced into the record, we would need to allow the public an
> opportunity to comment on it, which would require further process and
> delay for the Council decision.
>
> We do have information on existing and projected traffic counts, which
> is in the record. Below is a summary of that information and a
> reference to where in the record you can find it (cited Exhibits are
> in the November 22, 2013, Staff Report/Memorandum to the Mayor and City Council):
>
> 2013 Existing Peak Hour Traffic Volumes AM (PM) - See Box 7 for Witham
> Hill and Circle Blvd on Exhibit IV-331
> 2015 No Build Peak Hour Traffic Volumes - See Box 7 for Witham Hill
> and Circle Blvd on Exhibit IV-336
> 2015 With Project Peak Hour Traffic Volumes - See Box 7 for Witham
> Hill and Circle Blvd on Exhibit IV-342
>
> Total Volume AM (PM) (both directions) on the Existing portion of
> Circle Blvd. North of Witham Hill derived from those exhibits:
> 2015 No Build - 30+30+70+30 = 160 AM Peak Hour
> 95+5+30+55+20 = 205 (PM) Peak Hour
>
> 2015 with Project - 30+125+30+30+70+165 = 450 AM Peak Hour
> 95+180+30+20+55+125 = 505 PM Peak Hour
>
> The additional trips to Circle are a sum of the diverted trips plus
> site trips (Exhibit IV -349, Exhibit IV-350)
>
> Total Volume AM (PM) (both directions) Estimated on Circle Blvd.
> Extension north of Harrison - Box 9 on Exhibit IV-336 and Exhibit
> IV-342
>
> 2015 with Project - 145+65+20+175 = 405 AM Peak Hour
> - 185+35+65+150 = 435 (PM) Peak Hour
>
> In response to your concerns regarding the safety of the
> Circle/Harrison intersection, the intersection will be designed to
> City and County requirements based on standard engineering practice.
> The applicant is proposing a separated bicycle and pedestrian facility
> on Harrison that provides a missing connection between existing City
> sidewalks and the existing multi-use path, allowing people to walk on
> a separated facility rather than the shoulder of the road for
> approximately 1300' feet along Harrison, as they do now. You may note
> that the Planning Commission discussed the issue of bicycle and
> pedestrian safety in and around the site and has proposed an amended
> condition and additional development related concerns to address these
> concerns. Specifically, Condition # 14 was amended to require a continuous center median on
Harrison Blvd.
> allowing for site accesses and street intersections, as approved by
> Benton County (Harrison Blvd. is a Benton County facility in this location).
> Additionally, Development Related Concern (DRC) L was added to require
> consideration of transit-friendly traffic calming measures on Circle
> Blvd.; DRC M was added to encourage coordination with OSU and Benton
> County to develop a multi-use path from Harrison Blvd. to Campus Way

> or 35th Street and the addition of sidewalks along the south side of
> Harrison Blvd.; DRC N was added to encourage elimination of hazardous
> ditches on the north side of Harrison Blvd.; and DRC O was added to
> widen portions of the bike lane on Harrison Blvd.
>
> I hope this information is helpful to you. Per your request, we will
> include your questions and staff responses in the record. Please let
> me know if you have further questions,
>
> - Kevin Young
>
> -----Original Message-----
> From: Ward 7
> Sent: Monday, February 10, 2014 5:48 PM
> To: Young, Kevin
> Subject: Questions for Campus Crest Deliberations
>
> Good afternoon Kevin,
>
> For the record, I want to confirm in writing my prior verbal request
> to you and later Director Gibb to receive speed data for Harrison Blvd.
> between 53rd and 36th streets. I need it for different times of the
> year and incrementally along Harrison Blvd. It is my observation that
> speed limits are regularly exceeded and Campus Crest without a light
> at Circle and Harrison will decrease the safety of Harrison in that
> area. If you have evidence to the contrary please include it with the speed data.
> Also, if projected traffic counts are available for the extension of
> Circle to Harrison as it compares to Circle proceeding east from
> Witham Hill Drive, I would like that information as well. Please
> include this request in the record provided the Council for the
> February 18, 2014 deliberations.
>
> Thank you,
> Bruce Sorte
>
>
>

Laurent, Marcia

From: Susan Brown [susan.j.brown@[redacted]
Sent: Saturday, February 15, 2014 1:33 PM
To: Planning
Subject: Campus Crest Development

To Corvallis City Council Members:

My husband and I have lived in the same home in the College Hill North neighborhood for 38 1/2 years, and have raised our family here. I am once again writing to express my continued concern regarding the Campus Crest Development.

Although we have multiple concerns, I will just address three of them here.

First, I hope there will be a safe, direct access created by the city and OSU, so that pedestrians and bicycles can easily cross Harrison, and have a direct route to campus, hopefully via the OSU Cow Barn area to Campus Way. If this does not occur, the foot and bike traffic cutting through our neighborhood in a variety of directions would decrease the livability of our neighborhood.

Second, I am very concerned about the increased number of automobiles traveling to and from the development, with thoughts that they too will use various routes through our neighborhood side streets to reach the campus. I also see both the Harrison and Witham Hill Intersections with Circle as areas of key concern, needing the best traffic control systems available.

My third area of concern involves Open Space Management. I have been hiking in the area of Campus Crest for many years, and care personally, both about the land and wildlife that occupy it. I don't believe there is a wetland mitigation plan yet, so that should be developed soon. How will the 45 acres of privately owned open space be paid for, and who will manage it now, and into the future?

I do not believe the zoning on this property should have been changed by the counsel over the voter's prior decision,, but since that is in the past, please consider the current issues I raise, as you move forward.

Sincerely yours,

Susan J. Brown
[redacted]
Corvallis, Oregon, 07330

RECEIVED

FEB 18 2014

Community Development
Planning Division

February 17, 2014

Corvallis City Council

RE: CAMPUS CREST PUBLIC HEARING

I believe there is one additional condition that Council should consider before finally approving this development.

Traffic safety for bicycles is still inadequate. The current plan is to allow bicyclists coming from this development with destinations on campus to use a median lane or "safety" lane in the middle of Harrison to transition from Circle to east bound Harrison. This is not only inadequate, it is dangerous. Further, I doubt that it meets any traffic engineering standard, leaving the City open to claims when bicyclists get injured. You should not approve this arrangement.

Bicycle safety is important given that this is a student housing project and you have relied on claims that a substantial number of tenants will use the bicycle as their primary means of transportation. I should not have to detail for you why the proposed approach is dangerous. Cars on Harrison will not be required to stop. There will be significant volumes of cars in each direction since peak bike commuter time will be the same as the peak auto time. The current proposal requires that the bicyclist, from a complete stop at Harrison, enter Harrison between small gaps and transition across two moving lanes. Further, there will be a conflict with vehicles making the same turn when they overtake the bike while turning. This is not a well thought out plan.

The City should require the installation of a traffic circle. A traffic circle will slow traffic and make for a smother and safer intersection, not only for bicyclists but also motorists. And the County has demonstrated that a traffic circle is a superior (and cheaper) solution to intersection control.

If you don't like the traffic circle, you should at least require a three way stop. However, I believe this to be an approach that the motoring public will not accept well.

Do it properly. Put in a traffic circle and require it to be completed prior to occupancy.

Rolland Baxter
[redacted]
Corvallis

Young, Kevin

From: Ward 7
Sent: Monday, February 17, 2014 3:25 PM
To: Klinkhammer
Cc: Young, Kevin
Subject: Re: Campus Crest concerns

Thank you very much Susan, I will copy Kevin Young so your comments get in the public record. I will be able to discuss annexation policies in more detail once the current land use decision is complete. Also, my primary purpose for canvassing yesterday was to get feedback on the parking issue, if you have any thoughts on that topic?

Take care,
Bruce Sorte

> Hello, Bruce
> Thanks for stopping by yesterday. I'm sorry that I missed you but Gary
> said that we should send any feedback to you today regarding Campus
> Crest. Of course, the traffic will be a huge impact regardless of what
> claims are being made. The traffic coming in that way in the morning
> is amazing even now without an additional 900 bedrooms.
> My bigger concern is how it is possible for the city to have us vote
> on low to medium density annexation and then allow a high density
> project to be built there. It would be less worrisome if citizens were
> never asked to vote, and these decisions were always made by the city.
> BUT, if we are asked to vote (and it only passes narrowly after being
> voted down numerous times), then the vote should be honored. It would
> seem to me that this would legally have to be back on the ballot to
> the voters with new wording indicating that it could be zoned for high
> density. That has not been the case and that seems wrong.
>
> Gary also wanted you to know that they have a ZAPS water monitoring
> device on Dixon Creek. They would easily be able to tell the impact on
> the water from the subdivision (24 hours a day/7 days a week). He can
> address this more articulately and thoroughly if anyone is interested
> in that information.
>
> Thanks for representing us. We appreciate your willingness to be
> involved and informed.
> Susan Klinkhammer,
> [redacted]
>

RECEIVED

FEB 18 2014

Community Development
Planning Division

Louise Marquering
[redacted]
Corvallis, Oregon 97330
541-[redacted]
withamoaks@[redacted]

February 17. 2014
To the Corvallis Planning Commission

Re: Campus Crest / The Grove - City Council Agenda – February 18, 2014
Development and Subdivision Requests (PLD13-00003, and SUB13-00001 – Campus Crest/The Grove

Concerns about the Detailed Development Plan PLD13-00003, and SUB13-00001)

Please see the last page of this testimony referencing my testimony at the Legend Homes Witham Oaks development from April 2007. In the Legend Homes plan it was called Street "J", in the Campus Crest Plan it is called Street "A". IN 2007 the you added Condition No. 63 to the plan. I ask that you make a similar condition this time.

Page No.	Condition No.	Condition Language
N/A	63 (Added by the City Council)	Street 'J' Improvements – Local Street improvements for Street 'J' shall stop 25 feet from the western property boundary, coincident with the width of Tracts 'E' and 'O.'

Dead End Street and Public Utility Requirements are a waste of money and materials
LDC Chapter 4 – 4.0.60 Public and Private Street requirements
Location of streets in a development shall not preclude development of adjacent properties. Streets shall conform to planned street extensions identified in the Corvallis Transportation Plan and/or provide for continuation of the existing street network in he surrounding area.
Section 3.38.20 d. Construction of streets, roads, and vehicular and pedestrian and bicycle facilities necessary in order to maintain an acceptable functional classification of roadways adjacent to the property.

The proposed land division /planned development provides for dedication and improvement of an east-west local street from Circle Boulevard through the development site to the OSU parcel (tax lot 300 of Benton County Tax Map T11S R5W, Section 33) so as to allow for possible redevelopment of the properties to the west. The property to the west is actively farmed OSU agricultural research land. How likely is redevelopment to the west?

In 2007 OSU submitted testimony stating there are no plans to develop their property west of the site in the next several decades. Completing a "road to nowhere" would cost the developer, waste materials, and create maintenance costs for taxpayers over the decades. There is also the taxpayer cost of policing a dead end road, which will be easily accessed by 900 students. In 2007 the City Council wrote an exemption to the required completion of the road to the west edge of the property. The city would retain the right of way, but would not have to spend money on upkeep until the road is possibly needed.

I suggest that you make the same recommendation for this development. The City should not require that street "A" be constructed to the western edge of the property. The City would retain the right of way, but the street would only be constructed as needed for the development.

LDC Chapter 4 Section 4.0.70 Public Utility Requirements
d. To provide for orderly development of adjacent properties, public utilities installed concurrently with development of a site shall be extended through the site to the edge of adjacent property (ies).

Public water and sewer mains are to be extended to the westerly end of Street "A" as part of the development to facilitate future development of parcels to the west. What is the likelihood the OSU parcel to the west will be developed in the next several decades? It is not fiscally responsible to build the water and sewer mains as required, then spend city money to maintain them for several decades. They could be snubbed at the edge of the Campus Crest development until such a time as they might be needed for possible development to the west, with the City retaining the right of way.

Dead End Bicycle and Pedestrian Facilities are a waste of money and materials
LDC Chapter 4 Section 4.0.30 – Pedestrian Standards
c. Where a development site is traversed by or adjacent to a future trail linkage identified within either the Corvallis Transportation Plan or the Trails Master Plan, improvement of the trail linkage shall occur concurrently with development.

City Parks Department staff have identified that an east-west pedestrian path extending across the site has been planned for by the Trials Master Plan. The proposed development plan for the site requires the developer to construct a 10 to 12- foot paved pathway to extend from the existing north-south trail across the southern portion of the development to connect with the western end of proposed street

LDC Chapter 4 Section 4.0.40 Bicycle Requirements
d. To provide orderly development of an efficient bicycle network, bicycle facilities installed concurrently with development of a site shall be extended through the site to the edge of the adjacent property (ies).

The proposed hard-surfaced multi-use path along the southern portion of the site will extend to the western edge of the site adjacent to the new local street.

OSU administrators have repeatedly said that paths cannot go directly across research agricultural lands. They are living laboratories. OSU has said, and the developer affirmed this, OSU could grant an easement along the perimeter of the research lands.

Bicycle and pedestrian paths could go along the perimeter of the OSU property, but, look at a map. Study the perimeter of the OSU property. The perimeter to the north would take the path along the Witham Hill Natural Area and the Witham Hill Oaks Apartment complex to Witham Hill Drive. What is the purpose of that path? There is already a north-south path connecting Witham Hill Drive to Harrison. To construct and maintain another path is a waste of taxpayer money.

Again, if the city wants to have the right-of-way for a multi-use path in case there is a need in future decades, that is fine. But realistically, the cost of constructing a duplicate path is not fiscally responsible.

Contradictions in the LDC between what the city is requiring and OSU buffering
While no portions of the proposed apartment development are within 100 feet of the actively farmed OSU Ag-research lands, the proposed street is. This contradicts LDC 3.6.30 g, k, and l - Minimum Setbacks and Buffering from Actively Farmed Open Space-Agricultural (OS-AG) The minimum setback for lands adjacent to Actively Farmed OS-AG Land, is 100 feet. Why is the city proposing contradicting this part of the LDC to construct a road and public utility to nowhere?

The City Council will have to decide which section of the LDC takes precedence., remembering that you are placing 900 students in that location.

Has there been a discussion with OSU on extension of facilities
If the city does choose to continue with the required street "A", multi-use path and public utilities to the west, will there be protections for the OSU property line? How will they construct to the edge of the property without going on to the OSU land? Has that been discussed with OSU? If completed, what will prevent students from walking on the OSU agricultural lands?

Development Related Concerns

R (S) Open Space Maintenance
The applicant is "encouraged to provide the City with plans" for the management of the open space. Those plans should be **required** as a condition of approval.
I am extremely concerned about management of the privately owned Conservation Open Space (COS) you are creating, Three city councilors supported the zone change because it provides a smaller footprint.
What is the vision for the approximately 45 acres of COS being created? Neither Corvallis Park and Recreation nor Greenbelt Land Trust are interested in "owning" the COS unless there is an endowment or management plan that would pay for maintenance of the property in perpetuity. Perhaps you foresee a privately owned international arboretum displaying such plants as Scotch broom, Armenian (mistakenly called Himalayan) blackberry, and English hawthorn?

Removal of rubbish.
There is rubbish from five or six former homeless camps. Nothing has been done about the rubbish during the five years that US Bank has owned the property. What is the policy for removal of rubbish on privately owned open space land? I suggest you require a financial guarantee for a period of three to five years to insure that the rubbish is cleared from the property. When the warranty period expires the funds can be released, as described in COA 4 and LDC 4.2.20. What plans are in place to prevent more homeless camps from developing on the property? What is the timeline for removal of such camps? Is removal of rubbish complaint driven?

Sidewalk maintenance
There are already lapses by OSU, property owners on Souza, and the city in maintenance of sidewalks in the Witham Hill area. What provisions are in place to guarantee that the new sidewalks being required on Harrison and Circle Blvds., will be maintained? They are all adjacent to the property, although somewhat distant from the construction site. Will concerns only be complaint driven, or will there be some other process to guarantee maintenance of the sidewalks?

Louise Marquering
[redacted]
Corvallis OR 97330
541[redacted] CorvallisMatters@[redacted]

April 9, 2007

RECEIVED
APR - 9 2007
Community Development
Planning Division

Re: Witham Oaks Development Concerns

Inconsistencies in "to and through" requirments

Street J which leads to the OSU property is designated as a to and through. That piece of OSU property is clearly designated as no admittance and there are no development plans for at least fifty years.

The owner of the Chaves property to the northeast requested a cul de sac at the end of Street A rather than a to and through to her property. Sometime in 2002 both Laura Evenson and I heard Gloria Chaves state that she wanted Circle Blvd. to go through because she wanted to access Circle if she decided to develop her property. Unfortunately I cannot locate evidence of her statement.

To me it seems inconsistent to require a" to and through" to a property that is not likely to be developed and allow a cul de sac where the current owner at one time mentioned the potential for development.

Circle Boulevard extension

I agree with the city that Circle Boulevard should be completed before Phase 1. If it is not completed until the end of Phase 2, in order to get to Harrison the 77 residents of Phase I will have to up Circle to Witham, go right onto Witham to 36th, then go south on 36th to Harrison. To demand that much extra driving seems excessive.

29th and Grant

Right now you are also considering an application for the Wilson Woods zone change. One of the issues for that development is increase in traffic at the intersection at 29th and Grant. That traffic issue is based on the current Wilson Woods zoning. If you approve the Wilson Woods zone change that will change the data upon which the Witham Oaks traffic impact studies were based.

Which applicant gets the approval and which applicant causes the intersection to fail?

The same question can be asked for the intersection at 29th and Harrison. Which applicant will you approve and which one gets to pay for necessary alterations to the intersection?

Page No.	Condition No.	Condition Language
N/A	63 (Added by the City Council)	<u>Street 'J' Improvements</u> – Local Street improvements for Street 'J' shall stop 25 feet from the western property boundary, coincident with the width of Tracts 'E' and 'O.'

Holzworth, Carla

From: Ward 3
Sent: Monday, February 17, 2014 4:42 PM
To: Holzworth, Carla
Cc: Patterson, Jim
Subject: FW: Witham Oaks concerns

Carla,

For distribution at tomorrow's meeting?

Richard

From: Cassandra Robertson [mailto:cassandra@[redacted]
Sent: Monday, February 17, 2014 1:43 PM
To: ward3@council.corvallisoregon.gov
Subject: Witham Oaks concerns

Hi Richard,

I am not sure who to write to at this time, out of my concern, I wrote the Planning Commission in October, and now I just feel defeated and concerned for this community. I have appreciated working and talking with you about other projects, so I am writing you today.

I am very concerned with the Witham Oaks project on many levels and am very surprised this project has been voted through, even with such a public outcry. I don't really know that this email is effective or appropriate at this time, but the sick to my stomach feeling I get every time I think about Campus Crest building on Witham Oaks tells me I must at least write to someone one more time.

I do not understand why we are willing to put up new housing that is only for one sector of our community, students. These apartments are not affordable for a family to move in and rent by the room.

I do not understand why after I have read and learned about Campus Crest and the terrible track record they have in various other communities, that we are willing to have them come into our community and build on one of our most beautiful annexed lands.

I do not understand why we are allowing yet another apartment complex to be built that forces tenants (students) to live with high energy bills and poorly built apartments. We already have these throughout our community and they are buildings we will be having to fix and pump unnecessary energy into for years to come.

This rush for more housing breaks my heart and it is ruining our community!

Even Ed Ray said at the last State of the Economy meeting at the Country Club " the goal of OSU is to increase student numbers, but don't worry, so many of them are E-students that will never step foot in Corvallis, so it's not a huge problem for housing"

Even though votes have been cast, we still have an opportunity to change our minds and commit to the quality and sustainability of this community.

Thank you Richard for reading this message from a very concerned citizen of our beautiful Corvallis,

Laurent, Marcia

From: Goodmonson Jr,Paul N [Paul.Goodmonson@[redacted]
Sent: Monday, February 17, 2014 11:48 AM
To: undisclosed.for.privacy
Subject: Campus Crest/The Grove

I am writing to urge the City Council to modify and strengthen conditions of approval for the student housing project.

I continue to object to the prior actions that changed the zoning that allows this project when the citizens clearly didn't vote to do so.

The proposal as it now exists doesn't protect our ability to safely drive or ride bicycles on Harrison Boulevard - too many cars and bikes on narrow streets many of which are headed to or from campus access. The critical pinch points are from 35th to Arnold Way - nothing in the proposal addresses this area.

Please work to produce something that will work for all of us.

Thank you

Paul Goodmonson
A neighbor to the development who voted yes for the annexation
[redacted]
Corvallis, OR 97330

Paul Goodmonson
Financial Advisor
Edward Jones
761 Northwest Harrison Blvd
Corvallis, OR 97330
(541) 757-0806
www.edwardjones.com

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RECEIVED

FEB 18 2014

Community Development
Planning Division

Feb. 17, 2014

Corvallis City Council

RE: Public Hearing on Campus Crest
Tuesday, February 18
Downtown Fire Station
Public Hearing at 7:30 p.m.

ITEM: M - Traffic Calming measures

When construction begins @ Circle Blvd. and Witham Hill Rd., the traffic on Circle Blvd. will begin. I live across from Jefferson Elementary, and we need:
(1) visible school zone signs. Because there are 4 lanes, you need a blinking light so all lanes can see that it is a school zone. The school zone sign facing east is impossible to see.
(2) reduce the speed limit beginning at Kings Blvd on Circle up to 29th.
(3) leave a digital radar speed reading device for autos to check themselves.
(4) Fire Station - what fire station will they use?

OPEN SPACE (remaining 45 acres)

I would like to see the remaining 45 acres used as a Wetland Sanctuary, with a single paved, non-motorized trail that meanders with a bench and a view. No competing autos, a place to observe nature, the wetlands. It would be nice to have a bird blind and a covered look out. This would be great for someone handicapped accessible, like me. Is it possible to make this a County Park, a City Park?

Thank you for hearing me out. Concerned citizen.

Robin Bouvette-Bakhshai
[redacted]
Corvallis, Oregon 97330

RECEIVED

FEB 18 2014

Community Development
Planning Division

Feb 18, 2014
City Council
Campus Crest/The Grove PLD13-00003, SUB13-00001

Dear Corvallis City Council,

Condition -1 Attachment N- Matrix Development Corp. Nation Wide Fill Permit NWP-2006-898 expires March 14, 2014 for 1.61 acres palustrine wetland, 0.32 acre loss, 6.02 acre conservation and enhancement palustrine wetland. Additionally public will not be allowed to comment or get involved when they renew this permit and begin to bulldoz 26.5 acres, Circle Blvd, wetland mitigation area, all the buried utility right of way, historic sewer line's fill removal, Harrison Blvd major modification/changes/ditch line closure, ditch line depth increase, width increase at Harrison and Circle.

Existing fill in lower delineated wetland area here will be removed, 15 depressions created and grading of the entire site may occur. Removal of City Sewer Line Fill may be part of the area removal and account for more wetland damage by removal and compaction of these native and manmade wetlands. There should be predicted wetland soil compaction as part of the wetland loss from heavy machinery sent into wetland mitigation area and additionally, taking away fill from city sewer line row/bike path asphalt that will be decommissioned. So, wetland area function, may enjoy more damage due to soil compaction from rapid removal of topsoil and all the are vegetation, digging of depressions and placement of buried utilities in these wetlands.

Site mitigation plan for wetland area, does not provide a complete botanic species list for what is here, or what will be installed. Carex staff elude to a few species.

Non native highly aggressive and 100 percent invasive seed mix- grass/sedge species may be used and or the mitigation area may have to be dedicated to city public works if the owner will never maintain it after buildout.

If there are at this point zero plans to maintain the openspace, the wetland open space Campus Crest retains significant volumes of monthly application of Herbicide, Pesticide(mosquitoes/insecticide) applications to the wetter saturated soils that are found across this hillslope, resulting potentially, in water contamination downstream from the site into OSU Dairy, Oak Creek, ditch line of Harrison Blvd to damage to area wells and to longstanding already present, OSU-Ag Zone.

Herbicide application to all of the openspace reserved by Campus Crest may be extensive over time without plans to manage these acres they may become fire hazard, weedier areas needing to be mowed, sprayed, weed wave hazard to OSU Ag and City of Corvallis Open space, Oak Creek, Marys River, Willamette River drainage.

Condition 1 - Property Tax /Millage Rate for openspace zone will contribute lower rates when zoned openspace from RS-6. How important are these acres to maintain at RS-6 and not convert them to Openspace zone and generate less tax rate, per acre openspace zone? If this parcel is sold can it be rezoned to RS-6 from RS-12/openspace zone?

900 unit lease payment revenue from this development to offshore/out of state owner is significant, and a long term loss to the local economy. Additional loss of taxation revenue from the remaining RS-6 zone change to Openspace conservation can be presented to the record.

Tax lot 2300, 1000,1100, 1101 total 89 acres, so five acres are missing.

Who pays taxes on tax lot right of way for Circle Blvd, and Harrison Blvd major modification/site expansion at confluence/intersection?

Condition 1- No botany report is available for the site, or what we see as reported for their staff report was all done in the non

growing season winter, fall. Carex Working Group did a preliminary natural resource overview and noted the visited the "entire site" in January. No map was provided in the staff report showing the area the Carex staff person actually walked. So, we assume they walked the 26.5 acre removal and fill site and walked over the length and width of the new right of way the developer planned for Circle Blvd. and Carex staff walked all the buried utility corridor, pathway locations barrier fence line's and they walked, the to be sprayed locations, linking development of Campus Crest tax lots to Circle Blvd tax lot and outside these tax lots, connecting over natural ground to local neighboring streets and to Arnold Park.

No record review was noted for evaluation of historic botanic records from this parcel in the past, herbarium review-OSU for site records, State Inventory for T and E Species.

Offsite impacts from this parcel will focus most hydrology moving downslope to Oak Creek on population of Federally listed Sed. Nelsonii as closure of culvert and ditch line on south east side of Harrison Blvd, will direct more flow to the north ditch line. Total development fill (26.5 acres, fill for the entire reach of Circle Blvd, bike path, walking path, all buried utilities, Harrison Blvd Major Modification width increase, ditch line deepening and widening at Circle and Harrison Blvd intersection) are in total, and quickly become a significantly large removal, cubic acre figure.

Rare plant and animal species on site where not surveyed for in development site, Circle Blvd extension, pathway/buried utilities areas for the entire development to and through to surrounding neighborhoods which may directly impact rare threatened or endangered species.

Wetland delineation work was done during in November which misses out on any forb, bulb or grass which are dormant.

Site contains large amounts of native grass, bulb and shrub species as will as native Oregon White Oak, possibly native hawthorn to be eliminated. One for one tree species count may

need to occur to restore these lost trees to the site. Site was mapped for trees by David Dodson.

Attachment N Condition 1 details planting of 696 trees onsite. Tree species may be highly invasive and impact unmanaged/off limits/private/fenced/fire hazard openspace zone, City openspace's and OSU-Ag Zone as well as downstream and upstream within the Oak Creek Watershed, Marys River Watershed and Willamette River Watershed with invasive tree species and ground cover installed here moving down and upstream via air, water, land animals, bikers, hikers.

Plant tree species native to the Willamette Valley for landscaping and with the loss of x number of native Oregon White Oak, Ash, alder, cascara buckthorn, red osier dogwood, rose and other native woody species important to area's ecology then installation of probable invasive, non native landscaping street trees at 696 each.

Condition 41 - Locally significant vegetation groups may be damaged due to changes in area hydrology from fill placed across this hillside. Impacts to these tree groups may occur from onsite drainage from timed irrigation systems and bulldozing/trenching of these tree groups root systems. Oregon white oak prefer dry conditions to survive, adding water/bark,plastic sheeting ground cover to these tree root area/drip line, can possibly case these tree species to die off and damage other trees in these locally significant tree groups. Management of open space for invasive trees such as douglas fir overtopping Oregon white oak may have be written into a site plan for this open space acres which are going to be dedicated from RS-6 as the owner may never remove invasive trees and the existing Oregon White Oak here will decline from open grown to overtopped by invasive douglas fir.

Ground cover here may be none native, so site planting plan for development and for Circle Blvd, bike path, pathways, and the care and management for this site's landscaping waste disposal/ land scraping equipment storage areas, should install ground

cover which is not invasive to local wetlands, watersheds. (ivy, vinca,pacisandrea or other invasive ground stabilization plant species)

Salvage and relocation of some of the native plant materials from disturbance areas may be useful in protecting local genetic resource and enriching top soil scarification/removal, depression elevation change to keep water stored at this lowest elevation before it dumps into Harrison Blvd ditch drainage way into Benton County and OSU ownership and maintenance costs.

Hopefully the volume from this site at high flow does not add significant run off into Oak Creek at flood stage, as downstream development takes away percolation surface area/ floodplain and add to headward/and channel erosion to Oak Creek's bed and bank. Salvage plant materials can be relocated in openspace zone owned by the City possibly if the owner is ok with this and there is time to dig camas, native forb, grass, sedge and replant where possible.

Development site,(plus any more of the site they will use for storage of vest mountains of fill, prefab shipped across the US building materials, vehicle storage and, Circle, Harrison, bike paths, sewer line, wetland mitigation, buried utilities are to be disturbed/removed/filled/compacted and compressed, sprayed)

With grading set to occur over 26.5 acres at once, will grading occur at the same time for Wetland mitigation, Harrison Blvd, Circle Blvd and Witham Hill Drive, all the pathways, removal of fill from sewer line, bringing the removal here to significant amount of removal? This amount of site disturbance all at once is highly significant disturbance to this hill slope and the public is not being given information.

No anthropological overview may have been done on the Circle Blvd and multi use pathway construction row, if the developer is responsible for this information to State Historic Preservation

Office.

No fish study appears to be done on salmonid or trout species found in these areas drainage, creeks since the removal of the fish passage barrier on Oak Creek.

Site may be supporting state listed salmonid/trout species at this time and with area wide riparian efforts from: OSU, NRCS, BSWCD, GBLT, ASC and many local landowners for the Oak Creek Watershed, negative impacts to these fish species from this development site need to be evaluated publicly.

Condition 24 offsite drainage mitigation

Site will remain wet for longer periods possibly due to vast volume of fill material water will have to percolate through here, and out falling of Nitrogen, Phosphorous, Potassium, Weed and Feed, automobile fluids, can be expected to drain downhill and all end up in area wetlands, Harrison Blvd ditch, OSU Dairy, OSU Ag land to west and finally into Oak Creek. How is the offsite drainage plan designed to keep chemicals from impacting local area waterway and water table/well water supply from this site? Are tax lots surrounding this hill slope, using active wells and if so how are long term applications of chemicals to the entire site set to destroy these historic water supply?

With the removal of culvert on south side of Harrison Blvd more water will focus on remaining culvert in the system, so hopefully flooding to the east from this site will be limited because of redirection of this volume to the south and west and develop stating they are legally not responsible for damages caused by flooding from this site.

Condition 30- Benton County will have to deal with erosion on Harrison Blvd from this site down slope to Oak Creek if hydrological predictions for containment fall short.

Mitigation area plan is missing from the condition 30, how is the mitigation area managed if it has problems erosion from hillslope, silt/sandstone/basalt mineral sedimentation, flooding, invasive

species, fire mg issues, debris removal, mowing,weeding, drainage repairs, renegotiation costs?

Condition 4 Landscaping

Grading will be extensive and the public is not being clearly informed about the acres of removal, possibly to occur all at once here for mitigation site, Circle Blvd, sewer line fill removal, Harrison Blvd Ditch line width, deepening, 26.5 acres development site, extensive buried utility to and through wetlands, native open space areas, travel routes for foot and bike traffic into and out of the site, to Arnold Park and surrounding neighborhoods.

Planting of riparian trees back to riparian areas should use native species which are less invasive then Oregon White Ash.

Tree plantings may fail due to incorrect species planted in wet soils, so bond should be created to charge for restoration of dead riparian trees in future. Ground cover is noted to have a management plan for three years, so the riparian trees may need some time to establish and survive before they are ignored. (willow, alder, cascara buckthorn, rose, snowberry, red osier dog wood)

Condition 7- Sidewalk will be filled and possibly house buried utilities in these row structures. Surface/ground level native hillside and spring drainage should not be blocked by these elevated surfaces.

Good neighbor policy, homeowner/absentee homeowner association. Can the developer form a homeowner association to deal with issues that will occur as 900+ people live in this wetland hillslope, OSU-Ag research, residential and civic neighborhood? How is the City Police Department able to deal with this site if it does not have a homeowners association? Openspace zone will be a significant management issue possibly pending absentee landlord and lack of managerial staff able to deal with issues that occur because of extensive openspace zone and need to fence, spray, mow, police, clean up, care for, protect these acres from

neglect, yard waste, fencing bisecting view and passage of hydrology, animals and increase in fire potential in these open space zone areas the public will be excluded from, and not receive taxes from in support of the local economy.

I support protecting these tax lots for conservation, hydrologic storage, wetland enhancement, rare and threatened botany, migratory and local avian ecology, monarch butterfly support by installation of showy milkweed and Mexican milkweed found in this drainage, protection of area quiet, view shed rarity found possibly only at this site, wetland/upland disappearing prairie species enhancement by removing non native invasive species from this once open, hydrologic ally significant to Oak Creek, hillslope.

Is LOS degraded for Kings and Harrison at this time and with this development will all outlying intersects decline further? How is the city charging the developer for the damage that will take place to roadway from removal and fill of this magnitude and the shipment of site materials in prefab form, to site, adding more impact/damage to local streets and or forcing damage to streets which are able to handle these loads and massive volume of truck traffic? Will the county have to pay for damage from this development to county roadway? Will the County round about/rail road track trestle on 53rd become issue's for movement of prefabricated materials/fill and removal materials to this development site? Thanks for your work, Rana Foster.

Conditions of Approval and Development Related Concerns re: Witham Oaks

My Comments:

I do not know what modifications the City plans for Harrison Blvd, but I have several current concerns that could be accentuated once the traffic along Harrison has been increased by Witham Oaks traffic.

Traffic inbound on Harrison has a component that turns onto Merrie and Witham in order to avoid the lights at 35th and 36th and Harrison. Most of this flow will not be added to by Witham Oaks traffic, but the traffic flow rate on Harrison could be, influencing the numbers and attitudes of other drivers using these short cuts.

1) A considerable proportion of these run the stop signs, routinely several a day at, or above, the speed limit. More monitoring of this situation would be wise.
2) Visibility for drivers of vehicles entering Harrison at both Merrie and Witham is limited. That on Merrie is blocked by a bush in the parking strip at Arnold Park (remove it) and both Merrie and Witham are obscured by fences and shrubbery in the yards and parking strip at residences along Harrison. Part of this problem is due to the ditch and parking strip widths coupled with the necessary stop sign placement inside of the sidewalk's crosswalk. After making a perfect stop at Harrison, the driver must then pull forward to check the oncoming traffic before making a turn. This blocks the pedestrian and (often) bicycle access to the crosswalk. If there is considerable on-coming traffic such as from the light at 36th the wait can be long in the crosswalk. Also, the traffic component mentioned in (1) making a left turn onto Merrie or Witham must then contend with vehicles that are pulled out partially into the path of their turns.
3) In dealing with the traffic aspects of Witham Oaksm, improve rather than exacerbate the above conditions.

Gary Chapman
[redacted]
Corvallis, OR 97330

Young, Kevin

From: Ken Bronstein [ken.bronstein@[redacted]
Sent: Tuesday, February 18, 2014 4:47 PM
To: Young, Kevin; Mayor and City Council
Cc: Paul Ringold; Barbara Grant
Subject: Beit Am property related to Campus Crest proposed conditions

To: the Corvallis City Council
Re: CORVALLIS CITY COUNCIL meeting, February 18, 2014 , PUBLIC HEARINGS
A. Re-opened public hearing relating to Planned Development and Subdivision Requests (PLD13-00003, and SUB13-00001 – Campus Crest/The Grove)

Condition 20, in the Notice of Disposition from the Corvallis Planning Commission raises a coordination issue for Beit Am. As we understand it, the terminus and at least some of the other infrastructure referenced in the second paragraph of this condition is on Beit Am property. In addition, extended construction on the easement could, depending it;s character and timing interact with Beit Am's use of our property. Thus, we would ask that plans for use of the easement and for access to the terminus be coordinated with Beit Am to yield a mutually satisfactory design.

We appreciate this opportunity to provide public input,

Ken Bronstein
Representing Beit Am Jewish Community

Corvallis Chamber of Commerce

We're all for business.

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CH2M HILL
Citizens Bank
Horsepower Productions
Oregon State University
Samaritan Health Services
Starker Forests, Inc.
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Thank you to our Gold Leading Investors supporting advocacy

Blackledge Furniture
The Corvallis Clinic
DEVCO Engineering
Jeanne Smith & Associates, PC
Pacific Power
PEAK Internet
Trimble

Feb. 18, 2014

To Corvallis Mayor and City Council:

Generally speaking, people want to do the right thing. Sometimes, though, incongruous codes, incomplete records, and/or the passage of time, make it difficult for property owners to comply with city statues and regulations.

This seems to be the situation with the recent enforcement actions taken by the City building department regarding older homes that have been remodeled, or changed since their original construction.

Later tonight, you are going to hold a public hearing on the Campus Crest student housing proposal. There is a tie-back to that development with the building permit enforcement issue we are addressing now.

It's called affordable, or as we prefer to call it, "Workforce Housing". Right now, according to city economic development figures, there are an estimated 8,000 people a day commuting into Corvallis from North Albany, Jefferson, Lebanon, Philomath and elsewhere for work.

Anecdotally, many of these folks – dare I say – a vast majority of them would prefer not to have to commute on a daily basis, and live closer to their place of employment. Unfortunately, they cannot afford to live here because there is not enough housing stock available in their price range.

We live in a supply and demand world. Right now in Corvallis, there is more demand for Workforce Housing than there is a supply of such housing. Arguably, students are living in housing that could be converted to homes for employees of OSU and area businesses.

420 NW Second Street, Corvallis, Oregon 97330 | 541.757.1505 | corvallischamber.com

Corvallis Chamber of Commerce

We're all for business.

It's proven that those who live in the community where they work usually contribute more to that community, support local businesses and non-profits, and take more of an ownership approach, than those who commute.

The Mayor and City Council have made Workforce Housing a priority in 2014. Campus Crest and what it is proposing is one solution to providing alternative housing for students and some workers.

The City staff - at the urging of the City Council - can do its part by taking a more reasoned and common sense approach to dealing with, in some cases, century old properties whose past records of compliance are not always clear.

Conversely, they should be looking for ways to help make these homes readily available for potential purchasers, so that we can add to our Workforce Housing stock, not detract from it.

Community building is not always sunshine and roses, but this appears to be an area where the City can make a difference. We're urging you the City Council to take this matter seriously and we're willing to assist where we can.

Kevin Dwyer
Executive Director
Corvallis Chamber of Commerce

420 NW Second Street, Corvallis, Oregon 97330 | 541.757.1505 | corvallischamber.com

Revisions to Condition 14)

NW Harrison Boulevard Street Improvements - A permit for public improvements will be required from the County for improvements to NW Harrison Blvd. Typically the County will default to City Standards within the UGB. City and County staff have discussed the improvements along NW Harrison Blvd. and improvements proposed by the applicant are consistent with City and County standards. Improvements to NW Harrison should include: 12-foot travel lanes, a 12-foot continuous center turn lane, 6-foot bike lanes, standard curb and gutter on the north side, a 12-foot planter strip on the north side (except where curbside due to natural features), and a 12-foot wide multiuse path. A turn lane shall be provided for east bound traffic at NW Circle Blvd. The Applicant shall install a continuous center median allowing for site accesses and street intersections on Harrison Blvd. in lieu of a continuous center turn lane, as approved by Benton County. Any median shall be designed to accommodate a future signal at the intersection of Circle Blvd. and Harrison Blvd.

Proposed New Condition 45)

Future Intersection Analysis and Additional Mitigation at NW Circle Blvd. and Harrison Blvd. - Within 1 year after completion and acceptance of Circle Blvd. improvements and certificate of occupancy for all phases of the apartments, the applicant shall provide a revised intersection analysis based on actual traffic counts (including bicycles and pedestrians) while OSU is in session in consultation with the City and Benton County to evaluate if additional traffic control devices are warranted at the intersection of Circle Blvd. and Harrison Blvd. If additional traffic control devices are warranted, the applicant shall dedicate any additional ROW and pay for the cost of the improvements within 1 year of acceptance of the revised Harrison Circle Blvd analysis. The developer shall secure the full cost of a traffic analysis and potential improvements prior to issuance of a Public Improvement by Private Contract (PIPC) permit. The basis of security for potential improvements shall be the cost to fully signalize the intersection.

From Sherri Johnson February 18, 2014

I am concerned that the City is making an irreversible and expensive decision in approving high density development at Witham Oaks. I don't see adequate protections for the city when the city will have to absorb the cascading off site expenses from this new development - *including safety, road upgrades to Harrison, Circle, 35th, Witham Hill-* and when maintaining all the public infrastructure on this wet and unstable site.

Conditions should explicitly state that all plans and reports including but not limited to geotechnical report, stormwater quality and detention facility plans, wetland mitigation etc, need to be submitted and approved by City Engineer before any excavation and grading permits are issued (#42, 32, 29, 30). These reports and plans should be reviewed for conformance with the Preliminary Site Assessment Report

There have been lots of promises – I agree that having the applicant put in writing Good Neighbor agreements, with conditions of what will happen if they do not live up to the promises.
For example:
"Consistent with LDC and numerous promises made by the applicant during the public hearing process on their applications, the applicant shall negotiate and adopt Good Neighbor Agreements with the Friends of Witham Oaks, the Cedarhurst and Harding Neighborhood Associations, Oregon State University, the LDS Church and Beit-Am Synagogue. The Good Neighborhood Agreements shall memorialize the applicant's promises and commitments to neighbors and the community, and clearly define promised actions regarding traffic mitigation, noise, aesthetics, student behavior and crime, preservation of trees, habitat protection, public access, construction impacts and sustainable practices. The Good Neighbor agreements shall be approved by the Planning Commission prior to issuance of any grading or building permits for the foundations or structures."

Once these structures are built, we have limited options. What would happen if the city 'Condemned the public drainage easements'? #24. The road and public right of ways would be in place. This kind of language has no leverage towards making sure the developer builds these structures the correct way.

Storm Water - <u>continued costs to the community</u>:
Because of the provision for the city to take on the detention ponds, we need to make sure these will be adequately sized. City engineer and I spoke and he acknowledged that the soils here in Oregon are very different from those in King County. This site has abundance of clay lenses. To achieve the desired goal of no change in runoff from the site, I think we need to strengthen the language in #29. It says – applicant will provide engineered calculations - I see no mention of the use of findings from the geotechnical report, and adjusting the Kings County plan for these types of soils. How long will pre-development be monitored? By whom? Will the public be able to see the data generated? This is an unusually wet site and I think these storm water plans need to be built using data that is collected over a period of time on site.

#32 – use of pervious pavement should not be allowed to reduce the size of detention ponds or the size of 2, 5 and 10 yr storms. Pervious pavement is not designed to mitigate high intensity or high volume events, but can help with average Oregon drizzle.

#24 — I think we need stronger language than 'solutions should be considered' to minimize downstream impacts
For example:
"The project shall be designed to protect aquatic species in Oak Creek and prevent downstream impacts including erosion, bank destabilization, stream sedimentation, contamination and loss of habitat. Any onsite wetlands not impacted by the project shall be enhanced to properly functioning condition, with protection of significant vegetation in riparian corridors and wetland areas consistent with LDC 4.13. Water quality and biological monitoring studies that evaluate runoff, flows, and habitat impacts from the project site to Oak Creek (baseline study), shall be conducted prior to commencement of any onsite work, repeated annually during construction and for two years following project completion. The baseline study shall evaluate year-round conditions considering seasonal variations in stream flow and other parameters. Design of all detention and water quality facilities, water quality and biological monitoring studies shall be performed by a qualified licensed professional engineer and shall be subject to the review and approval of the City Engineer."

Dear City Council,

Below is my attempt to compare multiple factors for existing RS-6 and proposed RS-12. Please note that these do not support the need for Campus Crest's proposed piecemeal change to Comp Plan.

Thank you for all your efforts on this issue,

Sherri Johnson

Metric/Standard/Activity	**Existing RS-6**	**Proposed RS-12**
Diversity of housing types and residences	Planning for diversity of buildings	Apartments, suites, for students only
Provides housing opportunities for students	yes	yes
Provides housing opportunities for any citizen	yes	no
Need for this designation of zoning (from 2013 LDIR)	Total acres zoned RS 3-6 =3,359. Vacant=9.3%	Total acres zoned RS-12 = 367. Vacant =22.5%
Traffic – estimated number of cars	2/household = ~450 total	1/student = 900 total
Buildings ownership and maintenance	Private residences for sale, likely local ownership of individual homes	One corporation, out of state
Wetland potential impacts	Dispersed infiltration and runoff	Concentrated impervious surfaces result in flashy runoff and pulsed high volume inputs that overloads detention ponds
Open Space	36.9 acres	70 acres
Public access to and management of open space	unknown	unknown
Affordability of housing	unknown	unknown
Community support	Voters agreed to RS-6 at annexation of this property	Hundreds of pages of testimony submitted by Corvallis citizens against the rezoning to RS-12

To: Mayor Julie Manning and Corvallis City Council
From: Martha Fraundorf, [redacted] Corvallis, OR 97330
Re: Conditions of Approval for Campus Crest's The Grove

Like many others who have testified in this matter, I am concerned about the effect of this development on storm water drainage in the area. The existing mulit-use path is often covered with water and at least once in the last few years, Harrison blvd. was closed due to high water flowing across it from this property. The applicant has proposed a series of vegetative swales to manage this flow. I have several concerns about their proposal. As indicated in the EPA's "Storm Water Technology Fact Sheet on Vegetative Swales" which submitted with my earlier testimony, swales do not work well with soils with low infiltration rates, such as the clay soils found in much of Corvallis or with soils compacted during construction. As the applicant has requested a variance to allow grading of 100 percent of the site, compaction will likely occur. Although the proposed conditions of development require city staff approval of storm water management plans prior to development, there is no guarantee the system will work as planned to limit the overflow of water onto a busy street. I would encourage the Council to add a provision for some post-development monitoring to ensure that the system works as designed.

In addition, the applicant and several councilors who supported the proposed comprehensive plan amendment have viewed this as building the same number of dwelling units on a smaller footprint, with the remaining land to be zoned as open space. Condition of approval #5 puts a limit on the number of dwelling units as part of the DDP. I question whether this adequately protects the remaining land from future development. The applicant might at some later time request a rezoning of the OS land that circles around the development to the north and west to allow for further development. I do understand how condition 5 prevents this. I would suggest that the conservation easement of condition 41 include all the OS-C lands to the west of the Circle Blvd. extension.

Barbara Bull
City Council Meeting
February 18, 2014

I believe your recent decision to approve an amendment to the comprehensive plan was in error but I do not blame the city councilors for the error. City councilors were told that the criteria were met, that advantages outweigh disadvantages, and that they should approve the amendment. I believe these statements are in error.

Decisions about where to grow and how to grow and how dense are supposed to be part of a comprehensive planning process. A community vision is supposed to guide an extensive data collection and development process in which inventories are conducted, sophisticated forecasts of population, employment, and demand for land (commercial, industrial, and residential) are made to support a community decision about how much and where and which kind of development will occur. Based partially on where the infrastructure (streets, water, sewer) is and can be extended.

Anyone who wishes to amend the comprehensive plan wishes to develop land in a way that is not consistent with the community decision about how that land should appropriately be developed. It is therefore appropriate that that applicant should demonstrate to the community in which it proposes to build, that the development is a superior way to meet the community vision than what was previously decided.

The problem is that, when the city was confronted with a shrinking high-tech employer and increasing university growth, it was the position of staff that the current comprehensive plan was adequate to serve the growth, and advised that community work groups could be used to tweak things as needed. In fact, as staff now seems to understand, the current comprehensive plan is and was inadequate and out-of-date (an often-sited reason for needing to amend it). It is based on a buildable lands inventory that staff itself has been recommending be updated for over five years, and a transportation plan whose update has finally been approved for funding.

As a result, you have received an abundance of speculation about how much growth has occurred, will occur, and what that means about current development questions. You have untrained volunteer members of workgroups spending their free time conducting inventories, surveys, and parking studies. You have a large number of well-intentioned people doing their best to assemble data to inform community decisions. None of it is adequate to demonstrate that anyone has a better idea about how to develop this community than what was decided when a comprehensive planning effort was undertaken by the community. That is not the fault of any particular developer. I don't blame the city councilors. Nor do I blame OSU, I believe OSU is doing it's job for it's students and is participating in good faith in a process provided by the City. I think it was clearly a failure on the part of the City to plan.

In Planning Commission and City Council meetings that I attended and viewed I did not hear a convincing argument that the proposed development was a superior plan for the particular site than that which was already in place. I did hear staff suggest on more than one occasion that there are much worse places for the type of development proposed (meaning that better places were not planned for, and that worse places were provided for by an outdated comprehensive plan). Staff commentary therein suggesting that rather than reaching a decision based on what was appropriate for the site in question, decision makers should fear what other things might be proposed in case of denial. (Though, presumably, any other proposal could go forward regardless of the outcome of the decision before them.) I did hear Commissioners and Councilors concerned that they develop an appropriate argument for their decision to protect them from the legal system.

In this case, Council was asked to make a decision based on their judgment about whether their community's plan should be improved in a way that is consistent with the existing plan, and demonstrably advantageous to the community. In the absence of adequate current data, it appears the council instead decided to approve something that they hoped would reduce the many consequences our community is experiencing due to a failure to plan.

City Council is elected to oversee the implementation of the vision; they appoint Planning Commissioners to do make technical decisions/recommendations. City Council hires a city manager to manage the implementation of council direction in the form of policies and initiaves/goals. Staff provides technical expertise and informs decision makers about options, empowering them to lead in the direction they were elected to lead, informing them about the ways the vision can be achieved. Staff is authorized to make administrative decisions on applications (in the case of land use) using clear and objective criteria in the code. City council votes on legislative and quasi-judicial decisions that are either more generally applied or require judgment about the wishes of the community. This is how the world is supposed to work.

Contrary to the role described above, it is my experience that Corvallis staff does not seek out or welcome public or even Council input. The staff we have treats both citizens and Councilors as an obstacle to performing their job rather than a guide as to how it should be done. Maybe this is just my perception. Perhaps I can be proved wrong on this point.

I have observed staff uninterested in engaging in appropriate long-range planning as described above. Active participation in a public budgeting process has been consistently discouraged in ways I would be happy to describe. The Committee for Citizen Involvement has always been restricted to the narrowest interpretation of its charge. Many current staff actions appear intended to thwart goals about housing, public participation, and vision, and protect actions recommended by other activities from Council scrutiny rather than empowering citizens and councilors to work toward the community they desire.

I would love to have my perception of staff proved wrong. I would be genuinely pleased to learn that we have a staff that would consider actions such as the following.

- Host an open house in advance of the scheduled budget meetings at which staff explains the budget itself, the process for developing the proposed budget, and opportunities to participate in the process. Consider collecting feedback from citizens who take the time to show up.

- Provide budget commissioners with a charge other than the single vote required by state law. Involve them in policy decisions or use them as a technical resource. Empower them by providing hard copies of meeting materials if desired, access to the internet during meetings by default, and a clear guide describing how requests for information should be made, and how motions should be brought to the group and when.

- Inform councilors about any option for some sort of a moratorium on development that might be available to the city via ORS 197.505 to protect it from harm while an updated transportation plan is developed

William M. Lunch
[redacted]
Corvallis, Oregon 97330

February 18, 2014

The Corvallis City Council
City Hall, 501SW Madison Avenue
Corvallis, Oregon

Ladies and Gentlemen:

I am speaking briefly tonight to encourage you to think carefully and critically about conditions that have been proposed for development of the Witham Oaks property. You have already heard from others about a number of weaknesses and problems that have not been adequately addressed by those conditions. In particular, a central question concerns who will manage the forty-five acres of open space the developer has said will be given to the city or some other public entity; management plans are simply lacking and without them, the city would be essentially buying a pig in a poke, to use an old phrase. Louise Marquering has addressed those problems in considerable detail in her testimony, which I recommend to you.

Beyond the specific weaknesses, problems, and simple omissions in the conditions that have been presented to you, I would ask those of you who preliminarily voted to approve the zoning change and comprehensive plan change to reconsider your approval. It is a sign of strength, not weakness, to keep an open mind under such circumstances and to be open to changing your mind. I would ask you to consider whether, if the proposed rezoning and comprehensive plan change were submitted to the voters in the city, it would pass. The weight of the evidence from public testimony is, I submit, very clear that citizens and voters in Corvallis would reject those proposed changes. I ask you to respond to those expressions of concern and vote now to reject the proposal.

Respectfully,

[redacted]

William M. Lunch
Citizen of Corvallis
Professor Emeritus,
Oregon State University (institutional affiliation for identification purposes only)

DRAFT

CITY OF CORVALLIS
MINUTES OF THE CORVALLIS ARTS AND CULTURE COMMISSION
JANUARY 15, 2014

Attendance
Brenda VanDevelder, Chair
Rebecca Badger, Vice Chair
Karyle Butcher
Charles Creighton
Patricia Daniels
Joel Hirsch, City Council Liaison (in at 6:12)
Shelley Moon
Elizabeth Westland

Staff
Stephen DeGhetto, Assistant Director

Visitors
Wayne Wiegand

Absent/Excused
Karen Emery, Parks and Recreation Director
Larry Rodgers

I. CALL TO ORDER. Chair Brenda VanDevelder called the meeting to order at 5:32 p.m.

II. INTRODUCTIONS. VanDevelder informed members that Rodgers had resigned from ACC. The Mayor is searching for Rodgers' replacement. Daniels will inform the Arts Center of the vacancy.

The ACC welcomed Wayne Wiegand, who has been nominated as a future member and is awaiting confirmation.

III. REVIEW OF DECEMBER 18, 2013 MINUTES. The minutes from the December 18, 2013 meeting require two corrections: the spelling of Laura Dellinger's surname, and clarification as to the party issuing payment for use of the image from iStockphoto. With these changes, the minutes were approved following motion proposed by Daniels and seconded by Creighton.

IV. VISITOR PROPOSITIONS. None.

V. STRATEGIC PLAN UPDATE. VanDevelder stated that an initial meeting with Dellinger would run roughly $3,000, and that this was not ideal for the Commission's needs. The ACC will be reaching out to other prospective candidates who may better suit the Commission.

A draft document for such was circulated as page 10 of the Agenda materials. The phrasing present was discussed, and the following changes were recommended. Point 1 should end with text reading, "... services produced by them as well as the goods and serviced produced in support of them." Points 2 and 4 should have "City's" changed to "cities'." In the lower section, point 3 (regarding a survey) has been omitted and will be replaced by "a list of all documents, websites, etc." The ACC voted unanimously to approve the draft text with these changes, and to forward the amended text to Emery for review.

VI. BENTON COUNTY CULTURAL COALITION CELEBRATION AND NETWORKING EVENT UPDATE. Badger explained that the list of invitations is very comprehensive, and that invitees are beginning to RSVP. At present, the majority of work remaining pertains to the networking portion, which will include a slide show, along with information about present and former grant recipients. Networking activities will be involved, and displays on CAFA and the ACC will be present at the event.

VanDevelder called for ACC members to work at the Welcome/Check-In table. Westland and Moon volunteered. VanDevelder conveyed that she will mention ACC's current vacancy at the event.

VII. SUBCOMMITTEE REPORTS.

MARKETING AND OUTREACH SUBCOMMITTEE UPDATE.

Daniels informed that she will be attending a meeting at The Majestic in the upcoming week, bringing CAFA brochures and posters with her, and seeking information regarding what ongoing unmet needs local performing artists had that the community could fulfill. This meeting will include 15 individual organizations, all of which are part of the local performing arts scene.

VanDevelder asked if Tinamarie Ivey could be queried in terms of previously discussed website ideas. Daniels conveyed she would be glad to follow up with Ivey on this.

Westland added that the Parks and Recreation forms have been translated into Spanish, and are being distributed with English on one side and Spanish on the other. Westland added that United Way has already sent out the English language forms.

Badger, Creighton, and Butcher discussed options pertaining to social media profiles to help increase public knowledge in general, and also specifically in areas such as Southtown and with the local Hispanic community.

VanDevelder explained she is on a Task Force evaluating boards and commissions.

VanDevelder asked ACC Subcommittee Chairs to discuss updated goals with their members via email and to submit such by February 1st, to discuss at the February meeting.

VII. CITY COUNCIL LIAISON UPDATE ON GOAL SETTING. None.

VIII. STAFF LIAISON REPORT. None.

IX. ADJOURNMENT: The meeting was adjourned at 6:25 p.m.

Draft
Subject to review &
CACOT approval

CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
February 11, 2014

Present
Stephan Friedt, Chair
Steve Harder, Vice Chair
Steven Black
Cassie Huber
John Oliver
Brandon Trelstad

Absent
Eric Cornelius
Kriste York
Bruce Sorte, Council Liaison

Staff
Tim Bates, Public Works
Brie Caffey, Public Works

Visitors

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of Jan 14, 2013 Minutes			Approved, with one correction
III. CACOT/Visitor Comments			N/A
IV. Old Business			N/A
V. New Business			N/A
VI. Information Sharing			Staff to research Connexionz ETA issues.
VII. Commission Requests and Reports	X		
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 8:58 am

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:20 am by Chair Freidt. Introductions were made of Commission members and staff.

II. Approval of Minutes

Commissioner Black noted that his first name is spelled with the letter "v", not "ph."
Commissioners Harder and Black, respectively, moved and seconded to approve the January 14, 2013 minutes, with the correction. The motion passed unanimously.

III. CACOT/Visitor Comments

None.

IV. Old Business

None.

V. New Business

None.

VI. Information Sharing

Mr. Bates reviewed the written Information Sharing Report. Comments provided in addition to the report included:

Mr. Bates reported that the remaining VIS hardware will be installed on CTS buses beginning the week of February 24th. Chair Freidt and Commissioner Trelstad reported issues with some of the ETA's provided by VIS during the past week snow event. Chair Freidt said the website's map showed the bus location correctly however, the pop-up box with the ETA was up to 9 minutes off. Mr. Bates said he would contact Connexionz and research the issue.

Vice-Chair Harder noted that ADA rides were down in December, most likely due to inclement weather. He also reported that after calling each client, DAB closed on Thursday, February 6, 2014 due to the snow and remained closed through Sunday. He said the 99 Express continued service.

Mr. Bates said the annual OSU Student Incidental Fees Committee will be reviewing the fees for the Philomath Connection (PC) group pass and Beaver Bus funding. He said a $0.04 per student per term increase was requested for the Beaver Bus and a $0.01 per student per term increase was requested for the PC. These increases were due mainly to the increase for contracted service with First Student. Commissioner Trelstad reported the fees have been tentatively approved at the requested amounts and final approval is expected by the OSU Student Senate at a meeting this Thursday.

Mr. Bates reported that CAMPO and AAMPO are attempting to stabilize the Linn-Benton Loop funding for next year and future years. To this end, the city contributions for both Albany and Corvallis are increasing by $3,500 each, for a total of $128,500 each. The OSU and LBCC contributions will also increase.

Commissioner Black asked if staff had met with First Student to discuss an inclement weather plan. Mr. Bates reported that he and other City staff met with Del Loucks, the Location Manager for First Student. However, the meeting came too late to implement

changes for last week's snow event. He said some ideas that were discussed include maintaining the current level of service but on a schedule which includes longer run times or maintaining extra buses at DTC on standby to start the next scheduled run on time. Each idea may have drawbacks such as unnecessary dwells, overcapacity and too few standby buses.

Commissioner Trelstad was in favor of standby buses to avoid overcrowding. Mr. Bates noted canceling the commuter routes would allow for additional standby buses. Chair Freidt suggested unpairing the flow through routes, and/or consider asking Public Works to prioritize clearing bus routes before other streets. Mr. Bates reported that canceling the Beaver Bus routes, as was done last week, allowed First Student the additional manpower needed to focus on day routes. Commissioner Black said snow routes, such as the school district uses, might be an option and Commissioner Oliver mentioned that snow route detours come with issues as well, such as narrowed streets due to parked cars. Chair Freidt noted that drivers performed very well during this last snow event.

Further inclement weather plan discussions between City staff and First Student are scheduled.

Mr. Bates reported that staff met with an OSU student group to discuss creating an app for CTS's "Where's My Bus." Commissioner Trelstad reported the "service alerts" box on the mobile version remained empty throughout the recent snow event. Staff said that box is supplied by Connexionz and isn't really designed for customer alerts, and a CTS app would alleviate that and other issues.

VII. Commission Requests and Reports

Commissioner Oliver reported that bus operations during the snow event last week were challenging and buses ran significantly behind schedule.

Commissioner Huber reported that plans for the March 6th OSU Off-Campus Housing Expo are underway. Mrs. Caffey reported that CTS staff will attend.

Mr. Bates said he will be meeting soon with the new Transportation Coordinator of OSU's Student Sustainability Initiative to discuss how the agencies could increase student transit use.

Commissioner Black asked what staff found in the First Student contract regarding the Field Supervisor position and Mr. Bates said the contract does not specify the number of hours that the position must spend out in the field. Mr. Bates noted that the employee currently in that role, Rolando Smith-Gloria, recently addressed City concerns about false onboard stop requests on the CVA. His address to the passengers has reduced the number of incidents.

VIII. Pending Items

None.

IX. Adjournment

Commissioners Black and Oliver, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.

The meeting was adjourned at 8:58 am.

NEXT MEETING: March 11, 2014, 8:20 am, Madison Avenue Meeting Room

DOWNTOWN PARKING COMMITTEE
MINUTES
January 21, 2014

DRAFT

Present
Brad Upton, Chair
Liz White
Steve Uerlings
Chris Heuchert
Bruce Sorte, Council Liaison

Staff
Lisa Scherf, Public Works

Visitors
Brant Pollard
Larry Desauliers

Absent

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/ Introductions	X		
II. Review of November 5, 2013 Minutes			Approved
III. Visitor Comments			N/A
IV. Old Business • Big River Valet Parking Proposal			Committee likes the concept, but left it to the business owners to work out the details
V. New Business • Block 15 Loading Zone Request • Residential Parking District Expansion		X	Committee recommended excluding 6th Street and Central Park from the parking district; installing 10-hr meters on 6th Street
VI. Information Sharing	X		
VII. Committee Requests and Reports			N/A
VIII. Pending Items			N/A

CONTENT OF DISCUSSION

I. Call Meeting to Order/ Introductions
Chair Upton called the meeting to order and those present introduced themselves.

II. Review of Minutes

Committee Member Uerlings moved to approve the November 5, 2013 minutes; Committee Member Heuchert seconded the motion and the minutes were approved unanimously.

III. Visitor Comments

None.

IV. Old Business

Big River Valet Parking Proposal

Ms. Scherf provided a brief overview of the proposal, which involves using the driveway access to Peak Sports' roll-up garage access west of the alley on the north side of Jackson Avenue between 1st and 2nd Streets as a valet stand. Visitor Brant Pollard, owner of Big River Restaurant, stated he is working with Peak Sports on this concept. Larry Desauliers, Peak Sports manager, said this may be positive from their perspective, as sometimes evening visitors to the downtown park in the curb cut area and block in employees working late and using the garage area. The valet stand would be staffed and vehicles wouldn't remain parked there. Since this doesn't affect a public parking space, the Committee decided that this is out of their purview and left it to the business owners to negotiate.

V. New Business

Block 15 Loading Zone Request

Mr. Heuchert recused himself as a Committee Member to present a request to convert a parking space to a loading zone. The restriction would be from 7 am to 4 pm and involves the parallel parking space on the north side of Jefferson Avenue between 3rd and 4th Streets. The reason for this request comes from the number of delivery trucks that block Jefferson Avenue during the day. The daytime-only restriction is similar to the loading zone near Flat Tail Brewery/Blackledge Furniture. In response to a comment that a delivery truck would block one or both of the driveway accesses immediately abutting the proposed loading zone, Mr. Heuchert stated that there are five points of access to this parking lot. There was discussion about whether it was legal to block a driveway and whether it would be possible to close one of the driveways. The Committee is in favor of this request in concept, but requested a utilization study for the parking in this block and a survey of the other businesses on the block.

Residential Parking District Expansion

Ms. Scherf provided an overview of the proposed residential parking district expansion and asked the Committee for their feedback with regard to the area adjacent to downtown. Chair Upton stated that he doesn't support having permit parking adjacent to Central Park, as it would restrict access by the general public. Committee Member Heuchert recommended installing meters around Central Park, rather than including that area in the parking district. Chair Upton opined that he would rather have time-limited parking with no meters. Committee Member White recommended leaving 6th Street out of the district and installing ten-hour meters on both sides of this street. The Committee agreed with this and recommended excluding anything east of 6th Street in future district expansions. They also recommended that the perimeter of Central Park not be included in the residential district, but that the current parking restrictions be maintained. **Committee Member Heuchert moved to put forward the above recommendations. Committee Member Uerlings second the motion, which passed unanimously.**

VI. Information Sharing

In response to a question from the Committee, Ms. Scherf stated that Public Works Director Mary Steckel has set the bike corral pilot project aside as she focuses on the parking district expansion. The Committee asked to have this project moved up on the agenda. Chair Upton offered to have a meeting with Ms. Steckel to discuss the project.

VII. Committee Requests and Reports

None.

VIII. Pending Items

None.

The meeting was adjourned at 5:00 p.m.

NEXT MEETING: March 4, 2014, 4:00 p.m., Madison Avenue Meeting Room

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

DRAFT
CITY OF CORVALLIS
HISTORIC RESOURCES COMMISSION MINUTES
February 11, 2014

Present
Geoffrey Wathen, Chair
Rosalind Keeney
Kristin Bertilson
Tyler Jacobsen

Staff
David Coulombe, Deputy City Attorney
Bob Richardson, Associate Planner
Carl Metz, Associate Planner
Claire Pate, Recorder

Absent/Excused
Eric Hand
Lori Stephens, Vice Chair
Charles Robinson
Cathy Kerr
Roen Hogg, Council Liaison
Jim Ridlington, Planning Comm. Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Held for Further Review	Recommendations
I.	Visitor Propositions		None
II.	Public Hearings OSU Goss Stadium Addition (HPP13-00035) OSU Goss Stadium Batting Cage (HPP13-00037)		Lack of a quorum. Postponed consideration until the tentative date of February 25, 2014.
III.	Historic Preservation Grant Applications		Postponed
IV.	Other Business/Info Sharing		
V.	Minutes Review a) January 7, 2014 b) January 14, 2014		Postponed
VI.	Adjournment – 6:40pm		

CONTENT OF DISCUSSION

Chair Geoffrey Wathen called the Corvallis Historic Resources Commission to order at 6:40 p.m. in the Corvallis Downtown Fire Station Meeting Room, 400 NW Harrison Blvd. Noting the lack of a quorum, Deputy City Attorney Coulombe said that they could not hold a public meeting, and that the public hearings should be continued to the next regularly scheduled meeting or to a special meeting date set by the Commission.

Associate Planner Richardson suggested that the hearings be rescheduled for February 25, 2014, at 6:30pm. Chair Wathen gave official notification to the applicant and to any other interested persons that the intention was to have the public hearings on that date, though staff would still need to ensure that they would have a quorum for the meeting and availability of the meeting room at that time. The Historic Preservation Grant Application reviews would also be conducted at that meeting.

The Commission adjourned at 6:40pm.

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

DRAFT
CITY OF CORVALLIS
PLANNING COMMISSION MINUTES
February 5, 2014

Present
Frank Hann, Vice Chair
Kent Daniels
James Feldmann
Roger Lizut
Jim Ridlington
Ronald Sessions
Penny York, City Council Liaison

Excused
Jennifer Gervais, Chair
G. Tucker Selko
Jasmin Woodside

Staff
David Coulombe, Deputy City Attorney
Ken Gibb, Community Development Director
Kevin Young, Planning Division Manager
Jason Yaich, Associate Planner
Sarah Johnson, Associate Planner
Bob Richardson, Associate Planner
Ted Reese, Public Works Engineering
Terry Nix, Recorder

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	Visitors' Propositions			
II.	Public Hearing – Yates House Office Conversion (CDP13-00003, LDO13-00002)			Motion to approve the Conditional Development Permit passed unanimously. Motion to approve the proposed Minor Lot Development Option passed unanimously.
III.	Briefing – Package #1 Land Development Code Amendments	X		
IV.	Approval of Minutes December 18, 2013			The minutes were approved as drafted.
V.	Old Business	X		
VI.	New Business	X		
VII.	Adjournment			Adjourned at 9:10 p.m.

CONTENT OF DISCUSSION

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

I. VISITORS' PROPOSITIONS:

Rebecca Houghtaling, Oregon State University (OSU) Senior Planner, said that OSU is supportive of the proposed changes to Chapter 2.9 of the Land Development Code. OSU has proposed two additional Director-level items to staff, and she anticipates they will be presented to the Planning Commission in March.

II. PUBLIC HEARING – Yates House Office Conversion (CDP13-00003, LDO13-00002)

A. Opening and Procedures:

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

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

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

The Chair opened the public hearing.

B. Declarations by the Commission:

1. Conflicts of Interest: Commissioner Feldmann said a friend of his knows the applicant; however, this will not prevent him from making a fair and impartial decision.
2. Ex Parte Contacts: None.
3. Site Visits: Commissioners Daniels, Feldmann, Hann and Sessions declared site visits.
4. Objections on Jurisdictional Grounds: None.

C. Staff Overview:

Planner Johnson reviewed the request for a Conditional Development Permit to convert an existing residential use to a professional office use, which is allowed in the RS-9 (Medium-Density Residential) zone with approval of a Conditional Development Permit. The applicant is also requesting approval of a Minor Lot Development Option to reduce the required number of off-street parking spaces from eight to seven. The property is a Designated Historic Resource listed on the local register. Proposed exterior changes to the property have been reviewed and approved by the Historic Resources Commission. The subject property is located at 340 NW 7th Street. The zone designation is RS-9; the Comprehensive Plan designation is Residential – Medium Density (MD).

D. Legal Declaration:

Deputy City Attorney David Coulombe said the Commission will consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they believe are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the decision-makers an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue.

The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

E. Applicant's Presentation:

Kirstin Everard said that she is President and Founder of Turn Key Marketing & Promotions, Inc., a boutique event marketing agency that she started in 2000. She and her husband purchased the Yates House as a place to house her corporate office. She gave an overview of her business and the scope of work that would be conducted from the house. She said this would be a quiet office with very little traffic, that her employees embrace alternative transportation, and that the business tries to use local printers and vendors. The business is growing and has run out of space at its current location. She showed photos of the Yates House, built in 1906. She said she appreciates and respects the historic significance of the house. She showed a map of the site and surrounding uses. She said she feels a professional office use is appropriate for the area and a great fit for the neighborhood. She briefly reviewed the changes approved by the Historic Resources Commission -- demolish the existing garage, construct the alley, and construct seven parking spaces along the alley. She expressed appreciation to Planner Johnson for her assistance during the application process.

In response to inquiries from the Commission, Ms. Everard provided additional information about the proposed parking and affirmed that no interior renovations are needed or planned.

F. Staff Report:

Planner Johnson reviewed the applicable review criteria for the Conditional Development Permit, and the findings of fact and staff conclusions for each, as detailed in the written staff report. Staff finds the application is consistent with the applicable criteria and recommends approval of the Conditional Development Permit application as conditioned.

Planner Johnson then reviewed the applicable review criteria for the requested Minor Lot Development Option, and the findings of fact and staff conclusions as detailed in the written staff report. Based on the applicable criteria, discussion and staff findings, staff concludes that the proposed reduction in on-site required parking spaces complies with the review criteria for a Minor Lot Development Option and recommends approval of the request as conditioned.

Planner Johnson distributed and reviewed Proposed Development Related Concern C. related to building permit requirements and Systems Development Charges associated with the change of use.

In response to an inquiry from Commissioner Sessions, Planner Johnson said that accessibility and ADA requirements will be considered in the building permit process.

G. Public Testimony in favor of the application: None.

H. Public Testimony in opposition to the applicant's request: None.

I. Neutral testimony: None.

Questions of Staff:

Commissioner Feldmann asked if tandem parking is allowed with the commercial use; Planner Johnson said it is not. Commissioner Feldmann asked if the bicycle parking will be covered; Planner Johnson said that 50% is required to be covered and the applicant has said there is covered bicycle parking in the basement. In response to further inquiries from Commissioner Feldmann, Planner Johnson said that staff has not received a request for signage associated with the office use and any proposed signage would go through the normal review process, and that residing in a commercial space would not be permitted.

Commissioner Ridlington said the applicant made the point that this is a quiet business but there is nothing to prevent this from being sold to a business that had more activity. Planner Johnson said that, if the applicant were to sell the property, the use would be required to fall within the definition of Professional Office Uses in the Land Development Code. Public Works Engineer Reese added that the trip evaluation is based on the proposed use and not on this specific business. Planning Division Manager Young clarified that the decision before the Commission is whether professional and administrative uses in general are an appropriate use for this property.

Commissioner Hann asked whether consideration was given to part of the gross floor area being unusable because it is a basement and a covered porch. Planner Johnson said the total gross floor area of the structure was used to determine whether the size criterion was met. However, staff actually used the locational criteria in evaluating the request. Development Services staff found the basement uninhabitable and exempted that area from the parking requirements.

J. Rebuttal by Applicant: None.

K. Sur-rebuttal: None.

L. Hold the Record Open or Continuance: None.

The applicant waived the opportunity to submit final written argument.

M. Close the Public Hearing:

MOTION: Commissioner Feldmann moved to close the public hearing. Commissioner Ridlington seconded the motion and it passed unanimously.

N. Deliberations and Decision:

MOTION: Commissioner Feldmann moved to approve the proposed Conditional Development Permit application for the Yates House Office Conversion, as described in Attachment B, and including Development Related Concern C., distributed by staff. This motion is based upon the staff recommendation to the Planning Commission. Commissioner Daniels seconded the motion and it passed unanimously.

MOTION: Commissioner Feldmann moved to approve the proposed Minor Lot Development Option for a reduction of the number of required parking spaces for the Yates House Office Conversion, as described in Attachment B. This motion is based upon the staff recommendation to the Planning Commission. Commission Lizut seconded the motion and it passed unanimously.

This decision may be appealed to the City Council within 12 days.

III. BRIEFING – Package #1 Land Development Code Amendments

Planning Manager Young drew attention to the briefing on Package #1 – Land Development Code Amendments, in meeting packets. The purpose of the briefing was to share staff work to date in order to facilitate the Planning Commission's formal review which is anticipated to begin in March. Package #1 includes a number of recommended amendments from the Neighborhood Planning Work Group of the City-OSU Collaboration Project, along with text amendments to facilitate code-compliant changes within approved Planned Developments and to streamline certain types of historic reviews in the OSU Historic District.

Commissioner Daniels said that he appreciated the document and the way the information was presented. Planning Manager Young said this was a group effort by staff.

Commissioner Ridlington said that the word "streamline" seems to indicate that things are being done in a hurry; he suggested that staff use an alternate word.

Planner Yaich reviewed the following items, background discussion, and proposed text amendments, as detailed in the staff memorandum:

Item 2-5 Revise Property Line Adjustment criteria to not allow "unusable areas"

Item 2-6 Increase setback standards for zero lot line, single attached units

Item 2-7 Change density calculations for replats and minor land partitions to disallow the "half-street bonus"

Item 2-8 Increase the public notice area for Major Lot Development Option applications

Item 2-9 Change minimum density rounding for infill development.

Councilor York said she appreciates that the staff report mentions the Neighborhood Planning Work Group discussion regarding a request made through public testimony to eliminate rounding up when the density calculation for a property results in a fraction of 0.5 or greater. She understands the concern was due to the cumulative impact of rounding up. She asked that the Planning Commission address this issue, or put into the record why they chose not to address it, during the review. Staff said they will be prepared to discuss this further at the March meeting.

Commissioner Hann asked that staff provide information regarding noticing requirements and costs.

Planner Johnson reviewed the following items, background discussion, and proposed text amendments, as detailed in the staff memorandum.

Item 2-1 Exemption of affordable housing projects from four and five bedroom parking requirements

Commissioner Sessions asked how this would apply to housing projects that have affordable components. Planner Young said the intent is that it would apply to development that is 100% designed to meet affordable housing needs. He reviewed the proposed definition from the staff memo.

Commissioner Feldmann asked how this would apply to student housing. Community Development Director Gibb said that he understands that housing for students would not come under the state and federal guidelines for affordable housing. Planner Johnson noted that the draft definition is more development oriented. Director Gibb suggested that there is a need to clarify the intent of the work group's recommendation.

Item 2-2 Change the definition of family to include domestic partnership

Item 2-3 Add a definition of "residential home" to the Land Development Code

Commissioner Daniels said the Planning Commission might want to talk about the rationale for limiting the maximum number of unrelated adults living in a single home to three. Director Gibb said there was good discussion on this issue at the Neighborhood Planning Work Group which decided not to pursue that recommendation. He said that would be a major community discussion that could be done outside of this process. Brief discussion followed.

Facilitate Code-compliant changes within approved Planned Developments or within Planned Development Overlay areas with no Planned Development approvals

Staff proposed that allowing for development within a PD without a land use process would be possible only if the proposed development were 100% compliant with the Land Development Code, would not conflict with any approved compensating benefits and would not allow for a reduction in enhancements to offset allowed flexibility from code standards, and would not be in conflict with any conditions of approval or exceed authorized density or maximum building area specified in the PD approval. The staff report includes a discussion of streamlining proposals for different types of properties with PDs.

Commissioner Hann asked if there is concern that passing the recommended changes for residential designations before consideration of the pedestrian oriented design standards that will come forward in Package #2 might result in a rush to make modifications under the current standards. Planning Manager Young said that is possible but he thinks it would be on a limited scale. Commissioner Daniels said he is comfortable with the recommendation based on how limited it is and where it could occur. Director Gibb said the Commission will be considering proposed ways that the City can spend less time on things that are less important. After public comment, the Planning Commission will determine what is appropriate.

Planner Richardson reviewed proposed amendments to Land Development Code Chapter 2.9 to streamline some types of historic reviews in the OSU Historic District. The proposed changes are an attempt to efficiently use City resources while sufficiently protecting Designated Historic Resources. There is a focus on OSU because it is a unique District that was formed without regulations tailored to it, and because over the past two years nearly half of HPP applications have come from OSU.
The Historic Resources Commission worked through three iterations of proposed Text Amendments and unanimously recommended that the Planning Commission forward their recommendation to City Council. It's possible that staff may suggest some slight revisions and definitions.

Planner Richardson said the proposed Amendments affect Exemptions and Director-level criteria, not HRC-level criteria. The content of the Text Amendments is presented in the staff report. The four categories are: *Alterations to Nonhistoric and Nonhistoric/Noncontributing Structures; Alterations to Facilitate Compliance with ADA, Building Code or Safety Requirements; Minor Alterations to Facilitate Contemporary Use;* and *Simplification or Clarification of Code*.

Planning Manager Young suggested that Commissioners e-mail questions to staff to facilitate the process in March.

IV. PLANNING COMMISSION MINUTES:

December 18, 2013

MOTION: Commissioner Sessions moved to approve the minutes as presented. Commissioner Lizut seconded the motion and it passed unanimously.

V. OLD BUSINESS: None.

VI. NEW BUSINESS:

Planning Division Manager Young said the Infill Task Force is reporting good progress. They have developed a brochure regarding fencing in residential neighborhoods to help people keep deer out of yards, and they have started to develop design guidelines that they would like to present to the Planning Commission at some point in the future.

Commissioner Feldmann advised of new Planning Commission training resources on the American Planning Association's website.

VII. ADJOURNMENT: The meeting was adjourned at 9:10 p.m.

CITY OF CORVALLIS
Public Participation Task Force Minutes
February 20, 2014 - DRAFT

Members Present:	Annette Mills, Vice Chair; Richard Hervey; Penny York; Rocio Munoz; Brenda VanDevelder; Emily Bowling; George Brown; Lee Eckroth
Members Absent:	Kent Daniels, Becki Goslow, Mary Beth Altmann-Hughes
Staff:	Claire Pate, Scribe
Visitors:	Amanda Cowan (G-T); Jennifer Ward (City Watershed Specialist); Charlie Bruce (Chair, Watershed Advisory Commission); Laura Lahm Evenson (League of Women Voters/Cedarhurst Neighborhood Association); Barbara Bull

Agenda Item	***Key Discussion Points***	***Action or Information Only***
1. Check in, introductions, review ground rules (Chair)	• A photographer from the Gazette-Times was present to take pictures for a feature story on Rocio.	
2. Review Agenda (Chair)	• Item 5 was changed to integrate Committee for Citizen Involvement (CCI) discussion within the Tiny Task Force (TTF) reports	
3. Review/Approve 1/23/14 Meeting Minutes (All)		Motion by Penny /seconded by Brenda to approve minutes as drafted; motion passed unanimously.
4. Debrief on results/next steps resulting from 1/13/14 public meeting. Plans for 4/3/14 meeting	• Brenda reserved Linus Pauling Commons for 4/3/14 public meeting • Goals must be clearly defined: to impart info; model good public participation; and to fine-tune the recommendations if participants point out any unintended consequences. • A new TTF will meet to refine plans for the meeting (Brenda, leader; Emily; Rocio; Lee), and will present ideas at March 6 PPTF meeting.	

Agenda Item	***Key Discussion Points***	***Action or Information Only***
	• Penny and Richard might not want to be facilitators because they will ultimately be the decision-makers.	
5. TTF updates/reports	• **Outreach and Engagement (Attachment A) –** Rocio distributed a 1/31/14 draft document outlining potential tasks to accomplish each guiding principle (yet to be completed). • Penny suggested all references to the various types of committees share whatever nomenclature is finally decided on. • Penny noted the need for balancing demands on Councilors with "manageability" of the job so as not to narrow the field of people who would be willing to run for the office. • Suggestion to edit 1.b to remove reference to electronic devices. • Citizen Participation 101 training needs to be included somewhere in the document. • Discussion about the many issues with alternating locations for City Council meetings (accessibility, consistency, etc.) • The lettered action items should not be a mandate, but considered suggested examples of what could be done to accomplish each guiding principle. Specific, stronger recommendations could be listed at the end of the document. • **Board and Commissions (Attachment B) –** Brenda presented the latest draft of the B&C TTF recommendations. Richard noted that additional work was needed to determine which committees serve to advise departments/staff as opposed to City Council. Emily/Annette noted the importance of continuing to work on potential mergers of committees, while clearly communicating justifications for any merger and the importance of each committee's work going forward under any proposed new structure. • **Neighborhood Association (Attachment C) –** Emily handed out the latest copy of the draft recommendations and survey questions. Survey was sent out on 2/13/14 and 103 responses have been received. Penny suggested that verbiage be provided to ensure that Homeowners	

Agenda Item	***Key Discussion Points***	***Action or Information Only***
	Associations and Neighborhood Watch groups are not excluded. Annette suggested that there be a differentiation between suggested examples of actions versus strongly recommended actions. Make some recommendations less specific, and speak to more broad "achievables." • Penny and Richard will work on the budget projected costs &/or savings verbiage. • Comments on any of the TTF drafts should be sent to the leader of each group, who can disseminate to the rest.	
6. Visitor's comments, ideas, suggestions	• **Charlie Bruce (Watershed Management Advisory Commission**): This commission has a unique focus related to forest management of Corvallis' watershed located outside the City. It is staffed by Public Works, and has no relationship to other boards, though Parks, Natural Areas, and Recreation Board works with natural areas in the City. Most recommendations go to Public Works staff. • **Jennifer Ward (Public Works):** Training and guidelines for committees will be very helpful. She wanted more information about what was intended by a "Water Advisory Board," and questioned the fit of WMAC under that umbrella. • **Laura Lahm Evenson:** first spoke on behalf of League of Women Voters (LWV) and shared five of their public participation concerns (**Attachment D).** Secondly, she spoke on behalf of Cedarhurst Neighborhood Association, and asked that the City consider reinstatement of the Neighborhood Empowerment grants which could be used for emergency preparedness items. Additionally, she spoke to the difficulty for neighborhoods to effectively take part in the land use process. Neighborhood Associations should be encouraged and supported to be more proactive. • **Barbara Bull:** As a member of the Budget Commission she sees the need for more direction/ training on roles, expectations, and process. Also, instructions should accompany meeting packets that are sent out/posted	

Agenda Item	***Key Discussion Points***	***Action or Information Only***
	which explain how to download and print. Logging into the network is also an issue, since hard copy documents are not available.	
8. Check-out: Was time used efficiently? Was everyone prepared? Everyone heard? Meeting process okay? Can we do better? Agenda for next meeting? (Richard/All)	• Need to start on time; and manage visitors' comment time more effectively when multiple visitors are present. • Agenda for March 6, 2014 meeting: April 3, 2014 public meeting; TTF updates.	
9. Adjournment	• The meeting was adjourned at 1:05 pm	

Respectfully submitted, Annette Mills, Vice-Chair

Next Meeting: March 6, 2014

Public Participation Task Force – TTF 1: Outreach and Engagement

(DRAFT 01/31/14)

Collaborative Democracy

1. Create a community-friendly atmosphere at all public meetings (i.e. City Council, Boards & Commissions, Task Force, etc.)
    a. Replace 3-minute clock with signals by staff (city clerk).
    b. During public testimony, councilors and commissioners should refrain from using electronic devices; make eye contact with each speaker.
    c. Provide a brief customer service training for 1) City Council, Planning Commission, Historic Resources Commission, and Budget Commission; 2) boards and commissions.
    d. Have agendas and other relevant documents available for the public.
    e. Mayor, Planning Commission Chair, and HRC Chair should provide brief explanation of legal time requirements to audience prior to testimony by staff, applicant, and public.
    f. Allow groups (e.g., neighborhood associations) to make presentations as a group, with limits on time and number of people in the group.

Diversity

2. Identify and reach out to diverse sectors of the community.
    a. Set up mechanisms within city government to connect to translation/interpretation services.
    b. Set up a resource service for child care (e.g., partner with a non-profit or social service agency that provides such services).
    c. Provide translation and interpretation services at public meetings when there is a topic of interest to a group that traditionally has not been involved.
    d. Provide child care services at major meetings.
    e. Take steps to make meetings linguistically and culturally appropriate (e.g., have public meetings at schools).

Openness and Accessibility

3. Increase access to elected officials.
    a. Continue and expand Government Corner, so there's an elected official at the entrance to the library lobby every Saturday; coordinate with School Board and County Commissioners. Place signage at Government Corner table.
    b. Create reasonable ways for community members to communicate with elected officials, board/commission chairs, and city staff. Provide phone numbers and email addresses that will ensure a response.
    c. Consider real-time on-line access to city meetings.
    d. Consider alternate locations for City Council meetings.

4. Increase access to city government information.
    a. Make the City website more user-friendly – more accessible and searchable.
    b. Post to available media sources.
    c. Use social media (Facebook, Twitter, etc.).

Inclusiveness

5. Involve community members in the decision-making process.
    a. Engage community members earlier in the planning and budgeting process [look at Lake Oswego requirements - pre-application conferences with neighbors; look at Pasadena - appoint special committees at beginning of process to help gather public opinion].
    b. Explain where in the process there are opportunities for community input (i.e., boards and commissions, Council committees, etc.).
    c. Include tips on how to testify effectively.
    d. Inform community members about board/commission processes for considering public testimony, including where public testimony fits in the decision-making process.
    e. Publicize board and commission openings.
    f. Provide support to neighborhood associations.*

*Additional thoughts on providing support to neighborhood associations:

- Reinstate Neighborhood Empowerment grants.
- Support NAs [see Bend - mailings, monthly meetings of NA chairs, City Councilors assigned to NAs, annual reports of NAs to Council; see Eugene Neighborhood Services Program; see Pasadena Office of Neighborhood Connections]
- Create NA Resource Guide [see Lake Oswego model]
- Create email listserv for each NA [see West Linn model]

ADVISORY BOARDS AND COMMISSIONS OPERATIONS AND STRUCTURE TTF 3 DRAFT RECOMMENDATION

Three primary goals: reinstate the Committee for Citizen Involvement with greater scope to include diversity and support for Neighborhood Associations; add citizen input to areas that currently have no formal system, and attach Advisory Board and Commissions work to master plans and City Council standing committees.

1. **Recommendation of changes in the number and scope of Advisory Boards and Commissions**

   An overarching goal is align the working plans and activities of Advisory Boards to foster early engagement in City process. The objective of this recommendation is to **make decision making in the City more effective**; and to build a web of **strong interrelationships of Advisory Boards** with a **broad scope** which can address City planning such as master plans supported by staff with **efficient use of city resources**. The intent of these recommendations is also to increase adequate and early input by affected stakeholders in all major planning areas.

   For consistency and clarity, we recommend **four distinct types** of committees: Advisory Boards, Commissions, Task Forces, and Department Advisory. Any of these committees may from time to time form sub-committees.

   Commission
   A standing committee to which the City Council has delegated decision making authority. Commissions annually propose goals and desired outcomes to a standing committee of the City Council for review, revision, and approval.

   Advisory Board
   This type of standing committee is established by City Council resolution and serves in an advisory capacity to the Mayor and City Council. Advisory Boards annually propose work plans including goals and desired outcomes to a standing committee of the City Council for review, revision, and approval.

   Task Force
   Task Forces are formed to achieve a particular goal and outcome and generally active for a limited time and scope. The City Council resolution identifies the term of the committee, the task to be completed, the timeline for completion of the project and other direction as the City Council deems appropriate. The City Council should consider forming a Task Force to address a major initiative or significant policy change if an existing Commission or Advisory Board does not exist to address that area.

   Department Advisory Committee

Department Advisory Committees are administrative or technical in nature and report to department staff and not to City Council.

Other city groups may be formed by the Mayor or city staff for particular reason

Each Advisory Board and Commission will have a direct relationship with a City Council standing committee as shown below. Combined Advisory Boards are in *italics* and address broadening the scope of existing Boards. (Charge 1. A and 1. B.) Newly formed Advisory Boards are in **bold** and address gaps in the City's board and commission system that would benefit from a change in the scope of a current group or the formation of a new group. (Charge 1. C. and 1. D.)

- City Council- Human Services Committee
    - *Arts and Culture Advisory Board* (broaden scope to include Public Art Selection)
    - **Community Involvement and Diversity Advisory Board** (broaden scope of CCI, MLK, include relationship with Neighborhood Associations)
    - Corvallis-Benton County Public Library Advisory Board
    - **Public Safety Advisory Board** (broaden scope of Police Review to include Fire) This committee acts in an advisory capacity to the City Council, Chief of Police, and Fire Chief on public safety policy and resource issues in an effort to increase communications between the police and the community, and to facilitate a greater understanding of public safety policy.
    - *Parks, Natural Areas, and Recreation Advisory Board* (broaden scope to include Civic Beautification and Urban Forestry)

- City Council- Urban Services Committee
    - Historic Resources Commission
    - *Planning Commission* (includes the Land Development Hearings Board)
    - **Transportation Advisory Board** (broaden scope of Bicycle Pedestrian, Transit, and Downtown Parking Commissions)
    - **Water Advisory Board** (broaden scope of Watershed Advisory Board)

- City Council- Administrative Services Committee
    - Airport Advisory Board
    - *Budget Commission*(broaden scope to include Capital Improvement Program)
    - *Economic Development Advisory Board* (broaden scope to include Downtown Commission)
    - Housing and Community Development Advisory Board

2. **Recommendations for the formation, evaluation, revision, and sunset of Advisory Boards and Commissions.**

   The criteria to establish or make significant changes to an Advisory Board or Commission includes identifying significant areas of City Council responsibility where Council does not receive systemic citizen advice. Task Force and other work group committees are recommended for projects of a temporary nature. (3 yrs or less) (Charge 2. A.)

   Each Advisory Board and Commission will have an annual process to evaluate the prior year's work, propose work plans including goals and desired outcomes to a standing committee of the City Council for review, revision, and approval. This replaces the current five year sunset process. (Charge 2. B. & 2. D.)

   Advisory Board and Commission members will have an annual process for training and orientation. (Charge 2. C.)

   a. Mayor to host an annual gathering of all chair, vice-chair, and committee members to reduce silos, encourage dialogue, and foster awareness among Advisory Boards and Commissions.

   b. Orientation provided to all new appointees prior to attending first meeting.

   c. Training provided for chair and vice chair (Lake Oswego or Eugene example): i.e. review public meeting laws, agenda development, developing goals, objectives and annual work plan. *(The new Community Involvement and Diversity Advisory Board will be charged to develop this process.)*

   It is expected that committees will adopt positions of advocacy within their specific spheres of interest. However the Council's role is to take into consideration the many varied and sometimes conflicting public needs and render its judgment of what will best serve the public good. The Council must weigh the effect of any given recommendation, not only on the particular area of interest, but on all other City goals, programs, and resources. (Charge 2. D.)

3. **Relationship with City operating departments** (Charge 3. A.)
   A staff liaison and recorder will be assigned to each Advisory Board, Commission, and Task Force. City staff performs administrative and housekeeping functions and does not vote. City employees have a responsibility to ensure the committee is aware of laws and administrative processes affecting proposed policies and operational recommendations. City staff should take the initiative to inform committee members about activities, projects, and work that is taking place elsewhere in the organization and among other committees.

4. **Council Liaison role**(Charge 4. A.)

The Council liaison role will shift to City Council standing committees.

5. **Opportunities to advise the City Council. Statement of the purpose of citizen engagement through Advisory Boards, Commissions, and Task Forces (Charge 5. A.)**

Members of Advisory Boards, Commissions, and Task Forces provide an invaluable service to our city. These groups advise the City Council on a wide variety of subjects. The expertise and work of citizen groups often serve as a catalyst for innovative city programs and improved services.

Serving on an Advisory Board, Commission or Task Force can be a rewarding experience for community service-minded residents. Advisory group members give elected officials and City staff greater understanding of community concerns, values, and perspectives. The role of these committees is to provide input to city staff and advice and recommendations City Council.

The makeup of these committees should over time represent the richness of our community's perspectives, neighborhoods, and population demographics- race and ethnicity, gender, age, socioeconomic class, disability and other factors.

Advisory group members will have the training and support to be successful contributors, both before becoming candidates for vacancies and following their appointments.

Communications and procedures associated with outreach, recruitment, interviews, selection and appointments will be fair, accessible, transparent and civil.

Guidelines will be provided for consistent communication and outreach from Advisory Boards and Commissions to community members.

How individuals are appointed

Many Advisory Boards and Commissions include community members with expertise or experience thus providing additional resources in the review and planning of city activities. The Mayor is responsible for appointing individuals to fill vacancies on Advisory Boards and Task Forces. The City Council is responsible for appointing individuals to fill vacancies on Commissions. Staff is responsible for applying the outreach plan developed by the Community Involvement and Diversity Advisory Board.

Anyone living or working within the city is eligible to apply for a vacancy, the Mayor conducts a brief interview, staff provides input and often talks with the nominee to review roles and responsibilities of serving on the committee and the nomination is approved by a vote of the City Council. (See Eugene/Springfield appointment process.)

For Advisory Boards or Task Forces, an exception to city residency may be considered for the following reasons; technical expertise or to complete a term. This would be a non-voting appointment.

Recommendations to increase awareness of vacancies and transparency of the appointment process:

a. Establish a Mayoral advisory group to meet quarterly for review of vacancies and interested volunteers for Advisory Boards and Commissions.
b. Every effort should be made to assure representation on the Advisory Boards and Commissions in proportion to the representation of women, ethnic minority group members, the disabled, and younger and older citizens, in the population of the Corvallis city limits.
c. Seek input from current Commission and Advisory Board chair for potential nominees to fill vacancy.
d. Review and improve how vacancies are publicized.

6. Recommendation for consistent staffing and minutes for all Advisory Boards, Commissions, and Task Forces (Charge 6. A.)

With fewer committees working with broadened scopes, consistent operational practices, and annual goal setting aligned with Council standing committees, Advisory Boards and Commissions will operate more cost effectively.

1) A record must be kept of all committee meetings. Minutes shall be taken in a consistent format
   a) key discussion point minutes for Advisory Boards and Task Forces,
   b) detailed minutes for Commissions as required by statute,
   c) all minutes must contain the following minimum information:
      - members present,
      - motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition,
      - results of all votes
      - the substance of any discussion on any matter, and
      - subject to the Public Records Law, a reference to any document discussed at the meeting.

Neighborhood Association TTF Draft Recommendations and Survey Questions – February 20, 2014

Charge #8: Neighborhood associations: Neighborhood associations provide opportunities to build community and address issues that affect residents of particular geographical areas of the city. Does the City's public participation system adequately encourage neighborhood engagement and neighborliness? If not, identify methods for improvement.

Ripe Fruit – need somewhat immediate action

1) Decision sponsoring several NA members and a staff person to go to the NUSA (Neighborhoods USA) conference in Eugene May 21-24, 2014 (decision needed before recommendations to City Council). See: http://www.nusa.org/.
2) Inclusion of these NA recommendations in the PPTF April 3rd public meeting

Feedback related to NAs from the January 13th public meeting and the NA survey will be incorporated into these recommendations in late February. Responses from the NA survey are due by February 20th. The NA survey will go out on February 6th and we will leave it open for 2 weeks.

Short Term Recommendations/Low Hanging Fruit (6 months to 1 year)

1) Re-establish and fund the Neighborhood Empowerment Program ($20,000 to $50,000) for neighborhood improvement grants for NAs to be administered by the new Community Involvement and Diversity Advisory Board.
2) Provide information and contacts for folks using a product like NextDoor to facilitate communication and connections between neighbors.
   a) City website hosts sign up for listservs for all NAs (Salem) (We're not sure that the City should provide listserv capabilities, when there are free resources that can do the same thing. Rather, information about how to create online groups and email distribution lists should be provided.)
3) Provide NAs with free meeting space.
4) Create a small budget to provide other small support such as providing dumpsters for neighborhood clean-ups, printing meeting flyers, other NA communication, etc. ($6,000-$8,000)
5) Assign a city councilor liaison to each NA for contact and communication.
6) Require city staff to contact listed neighborhoods at least once a year to ensure updated contact information is correct and obtain updated information on NA activity annually.
7) Create a resource or statement that lists the benefits of being a city recognized NA, something that shows the city supports and values NAs. This resource will need to be updated annually to reflect the current resources available to NAs particularly those from the short-term and long-term recommendations. (Lake Oswego has a great example, Appendix I).
8) Work with Police department and Neighborhood Watch program to have willing Neighborhood Watch leaders convey their contact information to their NAs. Neighborhood Watch can be one way to be involved in a NA.
9) Mayor and council will hold meeting(s) as needed with NAs to discuss general recommendations and reach consensus on the role of city in the NA program.
10) Constitute a new Advisory Committee to replace the CCI with updated charge and new name which also has responsibility for supporting NAs as part of its primary goals (Community Involvement and Diversity Advisory Board).
11) Start inviting individual NAs to report at City Council meetings through the year.
12) Circulate all board and commission vacancies or other volunteer possibilities to all NAs.

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Estimated FTE for Short Term Recommendations = 0.10 FTE (plus support from the Community Involvement and Diversity Advisory Board)
Estimated budget for Short Term Recommendations: $26,000 to $58,000

<u>Long Term Recommendations (1 year+)</u>

1. Offer yearly orientations and trainings on topics like facilitation and effective communication, civics 101, etc. for NA leaders
    a. This could be in the format of a NA leaders' conference and orientation every year with interactive format.
2. Offer early trainings for NA leaders in Land Use process, with focus on qualifying for participating in pre-application process.
3. Allow trained NA leaders to participate in pre-application meetings between staff and developers - Require developers to hold pre-development meeting with NAs prior to any applications for minor or major development proposals and have meetings facilitated by city staff (done in Lake Oswego). Only if we build full-fledged NAs with requirements to maintain recognition, and this would include people in NA trained in land development code.
4. Change the land-use development process to allow NA review of new or infill development proposals before plans are submitted to the city, as is done in Eugene and Lake Oswego.
5. Hold quarterly NA leaders collaboration meetings, attended by city elected and staff. (clarify later what we hope these meetings accomplish)
6. Establish minimum requirements to maintain NA status, and in future years use that to assign active and inactive while updating neighborhood list. (Eugene's NORP)
7. Modify City web page to have access to NAs, boards and commissions on the front page and to allow NAs too communicate with each other. Clarify what "to allow NAs to communicate with each other" means.
8. Provide city website support for a RSS feed/blog/webpage for all NAs (West Linn)
    a. To include information about the neighborhood
    b. Executive board members and contact information
    c. When and where meetings happen, etc.
    d. Agendas for past and future meetings and previous meeting minutes.
9. Develop a web page on the City Web site that does the following:
    a. An interactive map to take you to your NA's web page
    b. A brochure on how to, with the City's assistance, make their neighborhoods more beautiful (In English and Spanish)
    c. A flyer much like my How to Build Community T-shirt on 75 ways to a better neighborhood
    d. A guide to departments and services
    e. A land use guide
    f. Templates for meeting agendas and minutes, bylaws, etc.
    g. A three page, who do you call list
    h. A two page safety brochure, with phone numbers (in English and Spanish)
10. Encourage the development of a draft City Council goal to develop and implement a robust city-wide (include Urban Growth Boundary) NA program, using those existing in other NW communities as examples, to create an NA program that works collaboratively and proactively to enhance quality of life in City neighborhoods.
11. Develop and actively use an NA policy manual/resource guide such as exists in Lake Oswego and Eugene
12. Review City staffing and organization regarding the location of staff support for NAs, Boards/Commissions, Community Relations and the Community Involvement and Diversity Advisory

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Board: City Manager/Human Resources? Reporting structure or organizational alignment for positions support boards, communications, and neighborhood associations

13. Start building an online library of relevant support information or sources for support or improvement of NAs, B/Cs and public or community Involvement and participation.
14. Create a structure that allows city staff and city councilors to attend NA meetings as needed/requested.

Estimated FTE for both Short Term and Long Term Recommendations = 0.50 FTE (plus support from the Community Involvement and Diversity Advisory Board)

Survey for NA Leadership: Corvallis Neighborhood Association Feedback

Q1 One of the City Council's current goals is to revise its processes and structures into a more effective and efficient citizen engagement program. They have appointed a Public Participation Task Force to assist them in meeting this goal. We are seeking your input on Corvallis Neighborhood Associations to inform our recommendations in the areas of Neighborhood Association activities and process, communication, and resources. Our subcommittee is working on the charge below. Learn more about the Public Participation Task Force here: http://www.corvallisoregon.gov/index.aspx?page=1520.

Charge #8: Neighborhood associations: Neighborhood associations provide opportunities to build community and address issues that affect residents of particular geographical areas of the city. Does the City's public participation system adequately encourage neighborhood engagement and neighborliness? If not, identify methods for improvement.

Your participation in this survey is critically important to this undertaking. Please take a few minutes to complete this survey by February 20, 2014. Please provide honest, candid feedback knowing that your feedback is completely anonymous.

Q3 What Neighborhood Association are you a part of?

Q4 How long have you been a part of your Neighborhood Association?

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Q2 What activities and issue areas are you interested in having you Neighborhood Association work on? Check all that apply.

- ❑ Land use/development (1)
- ❑ Transportation and traffic issues (2)
- ❑ Road infrastructure (3)
- ❑ Neighborhood watch/public safety/crime prevention (4)
- ❑ Disaster preparedness and response (5)
- ❑ Neighborhood beautification (landscaping, clean ups, tree plantings, etc.) (6)
- ❑ Block parties and social gatherings (7)
- ❑ Coordinating raking, shoveling, and other assistance to elderly or otherwise vulnerable neighbors (8)
- ❑ Neighbor exchanges for neighbors to borrow items like ladders, canopies, tools, etc. (9)
- ❑ Code enforcement issues (10)
- ❑ Advertising your group at a Farmers' Market or other community event (11)
- ❑ Annual goal setting process (12)
- ❑ Other, please list. (13) _____

Q8 Please provide additional feedback about the activity and issue areas your Neighborhood Association has worked on or would like to work on. Please include the top few activities and issue areas your Neighborhood Association is interested in.

Q5 Please rank the resources you would find most useful.

_____ Free meeting space. (1)
_____ Listserv or online community system sanctioned by the city. (2)
_____ Website for your Neighborhood Association. (3)
_____ Annual training/orientation for neighborhood leaders on how to engage in city government, participate in land development issues, utilize city website, facilitate meetings, and establish goals and vision. (4)
_____ Resource manual with information about land development code, meeting agenda templates, meeting minutes templates, goal setting, outreach and marketing strategies, facilitation techniques, etc. (5)
_____ Support for copying, printing, or mailings for meetings or events. (6)
_____ Ability to apply for Neighborhood Empowerment grants for neighborhood improvement projects. (7)
_____ Yearly dumpster service available for neighborhood clean-ups. (8)
_____ A listerv sign-up for your Neighborhood Association on the city website. (9)

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Q9 Please provide additional feedback about resources that would allow your Neighborhood Association to be more effective and successful. Would any resources be helpful that are not included above?

Q6 What type of communication would you like to have with other neighborhood groups and the city? Check all that apply.

- ❑ City Council liaison assigned to each Neighborhood Association. (1)
- ❑ Monthly or quarterly gathering of Neighborhood Association leaders. (2)
- ❑ City staff member to attend a meeting of your Neighborhood Association. (3)
- ❑ Ability to provide a 10-15 minute annual update to City Council. (4)
- ❑ Annual work session with City Council, Mayor, and Neighborhood Associations leadership. (5)
- ❑ Other. Please list. (6) _____

Q10 Please provide additional feedback about communication between Neighborhood Associations and to/from City staff and City Council. Please include the top 1-2 formats of communication you're interested in.

Q11 Please provide any other feedback you would like to share with the Public Participation Task Force about improving and strengthening Neighborhood Associations.

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Appendix I: Lake Oswego Document - Benefits of becoming a city-recognized Neighborhood Association

What are the benefits of becoming a City-recognized neighborhood association?

Neighborhood associations are one of the officially recognized channels for citizen participation in Lake Oswego. These volunteer organizations bring neighbors together to improve the livability of Lake Oswego's neighborhoods. Neighborhood members elect boards to represent their views before the Planning Commission, City Council and other public bodies and to maintain ongoing communications with City government.

Why organize a Neighborhood Association?

City-recognized Neighborhood Associations receive these support services and benefits from the City:

- Receives information from the City on all issues (transportation, development, etc.) that may occur in the neighborhood.
- Land use appeal fees may be waived upon request to the City Manager.
- Can be selected to develop a neighborhood plan with assistance from the City Planning Department.
- Eligible to apply for Neighborhood Enhancement Grants, to accomplish activities or projects not funded under other City programs.
- Neighborhood becomes part of the City network of 22 recognized neighborhood associations that work together to create the type of community it wants.
- Recognized associations may testify at public hearings with additional time limits not given to individuals.
- The City can help with mailings to inform your members about upcoming meetings. The City will provide printing and mailing services for two mailings (postcards or newsletters) each year for recognized associations.
- Up to two members of neighborhood association boards are invited to attend pre-application conferences to review potential development projects in your neighborhood (a brief training session is required in order to attend).
- Eligible to have meetings and events covered under the Neighborhood Coalition of Oswego, Inc. liability insurance at no cost to the association. A simple application must be completed and approved for meetings and events to be covered by the insurance policy.
- Neighborhood associations can receive a free drop box for neighborhood cleanup efforts, through the City's franchise agreement with Allied Waste.
- Opportunity to participate in monthly meetings at City Hall with all neighborhood association chairs (held on Saturday mornings; the City manager leads the meetings and the Mayor attends every other month).

LWV Corvallis
PO Box 1679, Corvallis, OR 97339-1679
541-754-1172 • http://www.lwv.corvallis.or.us

February 6, 2014

To: Public Participation Task Force (PPTF)

From: League of Women Voters of Corvallis, Ann Brodie, President

Re: Public Participation Concerns

One of the basic principles of the League of Women Voters is the belief that democratic government depends upon the informed and active participation of its citizens and requires that governmental bodies protect the citizen's right to know by giving adequate notice of proposed actions, holding open meetings, and making public records accessible.

League congratulates the PPTF for the Citizen Engagement evening that brought out a large number of people to discuss its main charge - the interaction between boards and commissions and council, and the functionality of neighborhood groups. Since there was no time that evening to discuss public participation concerns that didn't fall into those two categories, we are raising them now.

We believe that in order to strengthen the public participation system, build engagement and diversity, and enhance communication, the following issues need to be addressed, and we have several suggestions for your consideration.

1. **Open Records** – Online access to archival public records that contain reference to a ballot measure topic is unavailable to the public. This has been true ever since 2006 when there was a referendum to repeal a City telecommunication tax and the City was fined for an infraction of a State Statute regulating political campaigning by public employees (ORS 260.432). In 2009 the city removed all references to Urban Renewal from its website prior to the Urban Renewal District vote. Removal of all references to the ballot measure topic (annexations, levies) continues. All meeting minutes and other documents that mention the ballot topic are not accessible from the time the ballot measure is filed. League took this issue to the Oregon Secretary of State, and we received a response indicating that archival material could remain (letter attached). We would like the PPTF to follow up on the status of the legality of what the City is doing. League thinks the City is going overboard in its policy of removal of information.

2. **Time Clock** – The three-minute Council time clock is intimidating and unnerving, especially for those who are not used to addressing the Council. A gentle warning from the mayor used to work just fine. If a mayor prefers to concentrate on the testimony rather than on keeping time, a city staff member such as the city clerk could be appointed to do the timekeeping.

3. **Committee for Citizen Involvement (CCI)** - The Committee for Citizen Involvement should be revived and its charter broadened to provide support for Neighborhood Associations.

4. **Adequate Notice** -– It is especially difficult for a resident or organization to prepare sound testimony on land use cases with less than a week to review application packets and staff reports that are hundreds of pages long. We are aware that because of time limits imposed by state law, even the planning staff often struggles to meet deadlines. Very few citizens are aware, however, that they can - and should - talk to the planning staff before the staff report becomes available. Staff members are obliged to provide information to all citizens, pro and con, and they are not subject to the ex parte constraints that the decision makers must obey. This is a very good way to get the actual information about a case, so that one can begin drafting testimony based on fact rather than rumor, assumptions, and guessing. The expanded CCI would be a good vehicle to provide citizens with this advice. Another alternative would be to provide briefings for interested public before the staff report is finished.

In addition, recommendations from the City's Economic Development Commission to do away with *de novo* hearings, and to hire a hearings officer to take the place of the planning commission in development reviews would be detrimental to effective citizen participation. We oppose these recommendations. *De novo* Council hearings make it possible for those who have little expertise preparing testimony to become better informed after listening to the proceedings at the planning commission. They are then able to provide improved testimony to Council.

5. **Cost of Citizens' Appeals** – In 2011, the fees for land use appeals were raised significantly. We believe that high appeals fees are a barrier to citizen participation. We suggest that there be new methodology developed that will result in an affordable maximum fee for individual appeals.

The League appreciates the important work the Task Force is doing and looks forward to reviewing its recommendations in April.

OFFICE OF THE SECRETARY OF STATE

KATE BROWN
SECRETARY OF STATE

ELECTIONS DIVISION

JOHN LINDBACK
DIRECTOR

255 CAPITOL STREET NE, SUITE 501
SALEM, OREGON 97310

ELECTIONS — (503) 986-1518
FAX— (503) 373-7414

March 16, 2009

League of Women Voters of Corvallis
Annette Mills, President
PO Box 1679
Corvallis OR 97339-1679

Dear Ms. Mills:

Thank you for your letter received in our office on March 2, 2009. In your letter, you reference a conversation between me and Ms. Liz Frenkel, a League member from Corvallis, on Monday, February 23rd, when she came by our office. Ms. Frenkel discussed the League's concern about the potential removal from the Archive section of the City of Corvallis's website of all documents related to discussions regarding a local Ballot Measure. The subject of the Ballot Measure, which you note was just certified on February 23, relates to the formation of an Urban Renewal District within the City. You further note that Corvallis voters are required to vote on such measures.

You are correct in noting that I suggested the League should submit their concerns by email so that we could review them in consultation with our legal counsel from the Department of Justice. You explain that as of Tuesday (February 24, 2009) all materials relating to the proposed Urban Renewal District have been removed from the City's website, including City Council Minutes; City Council Packets; City Planning Commission Minutes; and Administrative Services Committee minutes, etc.

You note that the following statement appears on the city's website (we have listed what appears several places on the website as of March 3, 2009):

> Consistent with advice from the Secretary of State's Elections Division and the Secretary of State's Elections Division's March 2008 Publication: 2008 Restrictions on Political Campaigning by Public Employees, the City is concerned that using the City's website to distribute materials that are related to the Urban Renewal District ballot measure and that are not impartial would violate ORS 260.432. The City's archives contain numerous records related to the Urban Renewal District ballot measure. To avoid advocacy by public employees, and based on the advice of the Elections Division, the full public record related to the Urban Renewal District in the archives is available at the reference desk of the Corvallis-Benton County Public Library. For all other public record inquiries, please visit the City Manager's Office at City Hall, email city.manager@ci.corvallis.or.us, or call 766-6901.

You believe the effect of the city's removal of certain materials from its website postings, both entire documents and portions of documents, is problematic from a public records standpoint. You note that had the city, instead of removing entire documents, separated exempt from nonexempt public records, the non-relevant material would be available to the public. Your main concern however, is that the material produced before the filing of the ballot measure is a matter of public record. You believe material that lets the public know what the City Council members questioned, their opinions and concerns and how they voted is not political advocacy, but is rather the core of democratic government. You also cite language from the LWVUS Principles.

Further, you state that the State Legislature requires Internet communication for most records, reports etc. in that this concept saves paper, time and increases accessibility for the public. You discuss the advantages of the City website archive section, noting the Internet has become a major informative

tool for the public. You describe the Public Library access mentioned in the City's note repeated above, which is the alternative the city is offering for viewing these removed records, is not as accessible as the Internet, including it is not open 24/7. You urge our office to review what you characterize as the current "freeze" on the pre-filed material related to the Urban Renewal District and the consequent "freeze" on other materials in those documents.

We note that the Secretary of State, Elections Division enforces Oregon's election laws contained in chapters ORS 246 to 260. Please find attached a memo on these laws, the *2008 Election Law Summary for Candidates, PACs and Others*. On page 46 of this memo, it discusses several issues that our office sometimes gets questions about but that are not within our jurisdiction to investigate or enforce. One of these issues is public records law. The memo provides references to a resource, "A Quick Reference Guide to Oregon's Public Records Law," and to the applicable laws ORS 192.410 and 192.505. It explains that a petition for a public records order may be submitted to the Attorney General for state agencies or the District Attorney for local public bodies and contact information is provided.

We have reviewed your concerns with our legal counsel from the Department of Justice. We note that we have not reviewed all of the specific content currently posted on the city of Corvallis website. We do see that there are distinct areas on the website's home page – with **Archives** being one and **Urban Renewal District** another amongst several selections. Under the **Urban Renewal District** selection, if the user chooses that link, it takes them to a page that explains, "The Corvallis City Council has approved an Urban Renewal Plan and Report that would create a Downtown Urban Renewal District. Voter approval is required to enact the urban renewal district and the matter is scheduled for voter consideration on May 19, 2009." Links to related documents are then provided: to the plan, ordinances, resolution, ballot title and explanatory statement. Back on the main page, under the separate **Archives** heading, to find a certain council meeting, a reader would need to navigate down several folders to get to a certain year's records.

The election law aspect in question is whether documents previously posted in the Archives area before the issue was certified as a measure and that contain support for the issue, can remain posted in this area without indicating a violation by public employees involved in the city's website content. We understand the League is interested in preserving the public's internet access to all of these preliminary documents that were produced during the planning stages of the measure.

We do wish to ask for your recognition that we must be cautious not to offer advice that could place any public agency employees in a risky position of violating an election law, especially if it is perceived as authorization to compare this advice to other circumstances they feel are similar. We must be sensitive to the purposes of ORS 260.432, and the concerns by the public that public employees and elected officials may have the full resources of the government agency's distribution system to distribute a political message (this is not to question that an elected official, who is not restricted by ORS 260.432 from political advocacy on their work time, may certainly express these political opinions through the private media, etc.).

Therefore, we first want to qualify that this is an advisory letter only. If a written complaint were to be filed with this office alleging violations of election law about a specific document posted on the website of a government agency, we must examine all of the specific circumstances. The complaint may bring forth surrounding facts and circumstances that are not within the purview of this office to know prior to a complaint. Therefore, this advice letter does not preclude this office's further review of a situation in the event such a complaint is filed. As always, the interest of this office is to interpret and enforce the election laws in a consistent and fair manner.

It appears that the documents in question, if they were already posted on the city's Archive section, would be made available as a "public records request" that occurs when the internet user chooses to go to this **Archives** section. This can be understood as different than the postings under the **Urban Renewal District** section or for example, a city newsletter or measure information flyer. However, if such a publication was not confined to this type of **Archives** section and it includes a political opinion on an upcoming ballot measure, it could be considered unallowable advocacy to be posted on the city's website or distributed by public employees.

Our advice in this situation:

In attached pages we include background information and additional analysis of election law as to how our advice was reached. In consultation with our legal counsel from the Department of Justice, we advise that there are circumstances under which, on a city's official website, and during the time a ballot measure is on the ballot for an upcoming election, documents and records produced and posted prior to the issue being filed with the county as a measure that contain expressions that can be considered in favor of the issue, **may remain** posted in a public records section that regularly contains other similar public records (identified as such by a title such as "Archives") – and this would **not** indicate a possible violation of ORS 260.432. The other qualifying conditions are that there should not be any additional pointers added in the home page or in the Archive section on the website to "guide" a reader to an advocacy document; likewise there should not be any such pointers added to a measure information section that would steer a reader to an advocacy document; and that this Archives section remains amongst a standard list of other subjects to select. In this way, the reader has to make a choice to go to view that document (separate from any ballot measure information section).

Should the circumstances go beyond these, there is likelihood that if a complaint were to be filed, a violation of ORS 260.432 could be found. With all this said, our advice does not dispute the city of Corvallis's prior choice in this matter to handle the situation with caution. We note, however, that the city's action was not directed by our office. Up to this point we would not find a violation of election law by the city due to our previous lack of definitive guidance in this area. Additionally, we advise that in this specific situation, city public employees may use their work time to re-post the documents in question that were removed from the city's website Archives section that fit the above description.

Thank you and let us know if you have any questions or if we may be of any further assistance.

Sincerely,

Norma J. Buckno
Compliance Specialist

Enclosure

c: Liz Frenkel @ email: lizbobfrenkel@proaxis.com
City of Corvallis, attn: City Attorney Jim Brewer

Background information:

The following is our discussion of how this advice has been reached. In February, my phone records show I spoke to Mr. Jim Brewer, an attorney for the City of Corvallis. We discussed the election law ORS 260.432 and how he wished to advise the city on ways to avoid any possible violations of election law by ensuring no public employee work time was used in a way that could be construed to promote the ballot measure. At that time I recall the measure had not yet been referred to the ballot, in that the Notice of City Measure Election form (SEL 802) had not yet been filed with the County Elections office. (I now see that this form was filed on February 24, 2009 and therefore it is considered a ballot measure for which ORS 260.432 applies.)

In this telephone conversation, referral was made to this office's publication about the state election law ORS 260.432, the *2008 Restrictions on Political Campaigning by Public Employees* (*2008 Restrictions memo*). Relevant sections discussed are copied on an attached page. We discussed how ORS 260.432 does not apply to a city referral of a ballot measure until it is filed with the county (see page 8 of the *2008 Restrictions memo*); however the memo advises that "Research, public meetings, surveys and other actions by a governing body to aid in the decision making process of whether to put an issue on the ballot are not within the purview of the statute. Once the issue is certified to the ballot, however, no public employee work time may be used to redistribute any material previously prepared that advocates a political position on the measure." Also referenced was the advice about website postings on pages 29 and 30 of the *2008 Restrictions memo.* The general advice on website information is that the content relating to a ballot measure must be impartial and not advocacy.

Therefore, Mr. Brewer's concern was to decide how to ensure that the city of Corvallis's website postings related to the ballot measure were not advocacy, recognizing that there were multiple past documents that related to the subject of the measure – urban renewal districts - and as most were produced prior to the issue becoming a ballot measure, there was potentially a lot of material that could be viewed as advocacy. The information in question that is favorable to the issue was not in and of itself in violation at the time it was produced (either because it was an allowable expression by an elected official who can personally advocate for or against a measure at any time and is exempt from the restrictions of ORS 260.432(2), or because the information was produced prior to the issue being filed as a measure). However, now (from February 24, 2008, until the end of the election day on May 19, 2009) the concern is that if the same information remains posted on the website, it could be the subject of a complaint of an election law violation of ORS 260.432 – alleging that a public employee used work time to post the material on the city's website.

My notes of the phone conversation indicate how Mr. Brewer described the difficulties in locating all such information that relates to the subject of the ballot measure that could be considered advocacy. He believed this could involve thousands of hits on a search and then scrutinizing each document to determine whether it was sufficiently impartial towards the measure. We discussed that our office could not specifically advise him of how he must proceed on this public records issue; but offer general advice as contained in the *2008 Restrictions memo.* I recall expressing the main concern would be for any material that was posted in an area that was directly identified as information about the upcoming ballot measure – that it would not be advisable to post for instance, any council meeting resolutions in favor of the issue, and so forth. I recall discussing archival material that was located separately from the information specific to the measure and that if, for instance, all council meeting minutes were posted by date, for which a person would need to choose to research, but the minutes did include reporting that a councilor spoke favorably on the subject of the issue, then that would not likely result in a violation found. However, that may not mean a complaint would not be filed and should such a complaint be filed, we would have to review it on an individual basis. I believe at the end of the conversation it was left that we did not disagree that the city could take a cautious approach in this matter.

Additional Analysis of election law in this matter:

In addition to the discussions contained in the main advice letter in previous pages, we mention some additional analysis of election law that entered into our advice in this situation. From page 28 of the *2008 Restrictions memo*, we note some relevant advice:

> It is recognized that such documents are historical documents and can be retained in government agency files. However, the fact that these earlier documents that are not neutral are "part of the public record," does not mean that the government agency may use current public employee work time to proactively distribute them for a different purpose. If someone asks for a copy of the record from public record files, the public employee may provide it under the same procedures as any other public record. Caution must also be exercised in excerpting any portions of such a document to include in any material distributed newly distributed material, – to ensure any such excerpts are worded and used in a neutral manner. (Emphasis added.)

This discussion is applicable to the types of documents in question here – where before the measure was filed with the County - and so before ORS 260.432 became effective in this case, it was allowable for expressions of support for the idea of the measure. Whereas, now that ORS 260.432 is in effect, these expressions of support would in most circumstances not be allowable if public employee work time was involved in some way.

We find that our advice in this matter could be viewed as intersecting with two different guidelines in the *2008 Restrictions* memo – that public employee work time **may not** be used to produce or distribute political documents that in some way advocates passage of a measure (page 2); but yet a public employee **may** fulfill public records request of any such documents that are a part of the public record (page 3). It also could seem to be between the advice that a public employee **may not** include the vote or positive position on a measure in a jurisdiction's publication unless all such votes or, for example, all action items of a board meeting, are included in a regularly published format (page 14) and the advice that a public employee **may** place the vote or opinion and related documents into the official public record and fill public record requests as usual (also page 14).

From page 8 of the 2008 Restrictions memo:

5. Governing Body Actions before Issue Certified as Measure

> ORS 260.432 does **not** apply to measures referred to the ballot by a governing body until the governing body has certified the proposed issue to the ballot as a measure. "Measure" is defined in ORS 260.005(12), as something that has been "*submitted to the people for their approval or rejection at an election*." The actions taken by a governing body and its public employees in the planning stages of a proposed measure, before it is certified to the ballot (for local measures, this means filed with the County Elections Office on a Notice of Measure Election form SEL 801, 802 or 803; for state measures, this means the statement of measures has been filed ("certified") by the Secretary of State with the County Elections officials), are not subject to ORS 260.432.
>
> Research, public meetings, surveys and other actions by a governing body to aid in the decision making process of whether to put an issue on the ballot are not within the purview of the statute. Once the issue is certified to the ballot, however, no public employee work time may be used to redistribute any material previously prepared that advocates a political position on the measure. We note that this office provides a *2008 County, City and District Referral Manual* that outlines the process these jurisdictions must follow in referring a ballot measure to the ballot.
>
> For initiative, referendum or recall petitions, ORS 260.432 does apply during the signature gathering phase even before the proposed measure or recall is certified to the ballot. ORS 260.432 applies to these petition efforts as soon as the prospective petition is filed with the elections filing officer, even before it is approved for circulation of signatures. This is because any communications made by public employees at this time could also affect the petition circulation once it is approved.

While ORS 260.432 does not prohibit public employees from any discussion of thediscussing the subject of an initiative or referendum petition or ballot measure, a distinction must be made between an act that supports or opposes a petition or measure and the performance of duties normally expected or required of a public employee as part of his or her job. For instance, a spokesperson for an agency, if interviewed by the news media as part of the employee's normal duties, may respond with factual information on possible effects of a petition or measure. In this case, the public employee must be cautious not to imply to listeners that the employee or public employer support or oppose the petition or measure.

Public agencies and employees may provide information on an issue that is also the subject of an election petition or measure as long as the information is factual, unbiased and appropriate to the conduct of the agency's usual business. The fact that information is an analysis of a petition or ballot measure is not, in and of itself, unlawful advocacy. However, any analysis must be fairly presented to include only factual information, not speculation. Further, the analysis cannot be one-sided, but must provide a balance of information.

Additionally, ORS 260.432 does not prohibit the expression of personal political views. However, such expression may not be a part of an official public agency communication, done while the employee is on the job or in an official capacity. If the employee chooses to express personal political views, the employer employee needs to make it clear that he is not speaking on behalf of the public employer.

From page 28 of the 2008 Restrictions memo:

PREVIOUSLY PUBLISHED MATERIALS

If material (whether complete articles or excerpts) has been **previously published** (such as in a private newspaper, for legislative analysis or other legislative purposes, a survey before an issue is referred by a governing body, etc.) it may not be included in a government agency publication about a petition or ballot measure or re-distributed by a government agency unless it is impartial on election matters. The public employee work time spent distributing any previously published documents that are not impartial at the time when ORS 260.432 is in effect would still be in violation of ORS 260.432.

Note: ORS 260.432 is in effect whenever the actions taken by a public employee apply to any of the following: for initiative, referendum and recall petition efforts as soon as a prospective petition is filed with the appropriate elections filing officer; for a ballot measure referred to the ballot by a governing body (district, city, county, state) as soon as the measure is certified to the ballot; for candidate issues, as soon as the person becomes a candidate under the definition in ORS 260.005(1)(a); and for actions related to a political committee, whenever the political committee is active.

It is recognized that such documents are historical documents and can be retained in government agency files. However, the fact that these earlier documents that are not neutral are "part of the public record," does not mean that the government agency may use current public employee work time to proactively distribute them for a different purpose. If someone asks for a copy of the record from public record files, the public employee may provide it under the same procedures as any other public record. Caution must also be exercised in excerpting any portions of such a document to include in any material distributed newly distributed material, – to ensure any such excerpts are worded and used in a neutral manner.

From page 29 of the 2008 Restrictions memo:

WEBSITES AND E-MAIL

Websites and e-mail are now another common method for communication by governing bodies. Each agency must make it a priority to ensure that all personnel are apprised of the restrictions on political campaigning by public employees. Public agencies should advise their employees of the proper and improper use of websites and e-mail in regards to political activity.

From page 30 of the 2008 Restrictions memo:

Websites

A public agency must have proper safeguards and oversight necessary to maintain the integrity of an **official website** to ensure the contents do not reflect political advocacy. Any public employee who uses work time to produce a website that is political advocacy would be in violation of election law. Whoever is ultimately responsible for the website would also be responsible for its content. .

The agency must also be cautious about the links that are included in the public agency's website. On page 4 6 it is noted that if a public agency allows one political group to use public facilities, all groups should have the same opportunity. Along the same lines, if a link is provided to any political group on one side of the issue, links should also be provided to any other known political group of the opposite view.

MEMORANDUM

DATE: February 11, 2014

TO: Mayor and City Council

FROM: Mary Steckel, Public Works Director

SUBJECT: Utility Easement for improvements at Airport Industrial Park

Issue

PacifiCorp requests a utility easement (attached) from the City of Corvallis for both an existing conduit and the installation of underground electrical facilities.

Discussion

WKL Investments (WKL) is undertaking a substantial expansion to their facility on Hout Street to accommodate the addition of 2 Towns Cider in the building at the Airport Industrial Park. In order to meet the increased electrical demand of this expansion, Pacificorp needs to install additional electrical capacity.

The additional power facilities will run adjacent to existing Pacificorp conduit. For reasons unknown to staff, this conduit wasn't granted an easement when the building was constructed and the power infrastructure installed.

Recommendation

Staff recommends City Council approve PacifiCorp's request for a utility easement.

Review and Concur:

James A. Patterson, City Manager

James Brewer, City Attorney

Return to: Pacific Power
P.O. Box 248
Albany, OR 97321

JAN 08 2014

CC#: 11261 WO#: 5810421

UNDERGROUND RIGHT OF WAY EASEMENT

For value received, **City of Corvallis, an Oregon municipal corporation** ("Grantor"), hereby grants to PacifiCorp, an Oregon corporation, its successors and assigns ("Grantee"), a perpetual easement for a right of way 7 feet in width and **240** feet in length, more or less, for the construction, reconstruction, operation, maintenance, repair, replacement, enlargement, and removal of Grantee's underground electric distribution and communication lines and all necessary or desirable accessories and appurtenances thereto, including without limitation: wires, fibers, cables and other conductors and conduits therefore; and pads, transformers, switches, cabinets, vaults on, across, or under the surface of the real property of Grantor in **Benton** County, State of **Oregon**, as more particularly described as follows and/or shown on Exhibit(s) **A & B** attached hereto and by this reference made a part hereof:

A portion of:
PARCEL I:

Beginning at the intersection of the West right of way line of SW Lowe Street, a 34 foot right of way, and the North right of way line of SW Airport Avenue, a 60 foot right of way, said intersection being North 64° 11' 10" East, 2,768.43 feet from the Southeast corner of the Alfred Rhinehart Donation Land Claim No. 73, in Township 12 South, Range 5 West, Willamette Meridian, Benton County, Oregon; thence along said North right of way of Southwest Airport Avenue, West 242.00 feet to the East right of way of SW Hout Street, a 60 foot right of way; thence along said East right of way North 5° 19' 30" East, 945.53 feet; thence South 84° 40' 31" East, 90.00 feet; thence South 5° 19' 30" West, 37.99 feet; thence South 84° 40' 31" East, 63.48 feet; thence South 5° 19' 30" East, 142.00 feet; thence South 84° 40' 31" East, 7.50 feet; thence South 5° 19' 30' West, 95.79 feet; thence South 84° 40' 31" East, 80.00 feet to the West right of way of said Lowe Street; thence South 5° 19' 30" West, 647.40 feet to the point of beginning.

PARCEL II:

Beginning at the Southeast corner of the Alfred Rhinehart Donation Land Claim No. 73, in Township 12 South, Range 5 West, Willamette Meridian, Benton County, Oregon; thence North 0° 05' East, 1,205.49 feet along the East line of said Claim to a point on the North right-of-way line (a 60 foot right-of-way) of SW Airport Avenue; thence North 90° East along said North right-of-way line 2,554.1 feet to a point on the intersection of said North right-of-way line and the East right-of-way line (a 34 foot right-of-way) of SW Lowe Street, to the true point of beginning; thence North 5° 19' 30" East along said East right-of-way line 642.9 feet; thence South 84° 40' 00" East 28 feet to a point of the West right-of-way line (a 60 foot right-of-way) of Southern Pacific Railroad; thence South 5° 19' 30" West along said West right-of-way line 641.6 feet to said North right-of-way line; thence due West along said North right-of-way 28.12 feet to the true point of beginning.

Assessor's Map No.: **12522D-00100** Parcel No.: **00100**

Together with the right of ingress and egress for Grantee, its contractors, or agents, to the right of way from adjacent lands of Grantor for all activities in connection with the purposes for which this easement has been granted; and together with the present and (without payment therefore) the future right to keep the right of way clear of all brush, trees, timber, structures, buildings and other hazards which might endanger Grantee's facilities or impede Grantee's activities.

At no time shall Grantor place or store any flammable materials or light any fires, on or within the boundaries of the right of way. Subject to the foregoing limitations, the surface of the right of way may be used for other purposes not inconsistent, as determined by the Grantee, with the purposes for which this easement has been granted.

To the fullest extent permitted by law, each of the parties hereto waives any right it may have to a trial by jury in respect of litigation directly or indirectly arising out of, under or in connection with this Agreement. Each party further waives any right to consolidate, or to request the consolidation of, any action in which a jury trial has been waived with any other action in which a jury trial cannot be or has not been waived.

The rights and obligations of the parties hereto shall be binding upon and shall benefit their respective heirs, successors and assigns and shall run with the land.

Dated this _____ day of _____, 20____.

_____

James A. Patterson
City Manager
City of Corvallis GRANTOR

REPRESENTATIVE ACKNOWLEDGEMENT

State of _____)
) SS.
County of _____)

This instrument was acknowledged before me on this _____ day of _____, 20_____,

by James A. Patterson, as City Manager,
Name of representative Title of representative

of City of Corvallis.
Name of entity being represented

_____
Notary Public
My commission expires: _____

PROPERTY DESCRIPTION

SECTION: 22 TOWNSHIP: 12.S., RANGE: 05.W. WILLAMETTE MERIDIAN
BENTON COUNTY, OREGON PARCEL NUMBER: 12522D00100

N
W E
S

AN UNDERGROUND EASEMENT FOR PACIFICORP 7' IN WIDTH & 240' IN LENGTH MORE OR LESS ON LOT 100 BEGINNING APPROXIMATELY 350' NORTHEAST OF SW AIRPORT ROAD RUNNING NORTH THEN WEST TO POINT OF ENDING.

COST CENTER 11261 WO# 5810421

LANDOWNER NAME: CITY OF CORVALLIS

DRAWN BY: K. WHEELER

THIS DRAWING SHOULD BE USED ONLY AS A REPRESENTATION OF THE LOCATION OF THE EASEMENT AREA. THE EXACT LOCATION OF ALL STRUCTURES, LINES AND APPURTENANCES IS SUBJECT TO CHANGE WITHIN THE BOUNDRIES OF THE DESCRIBED EASEMENT AREA.

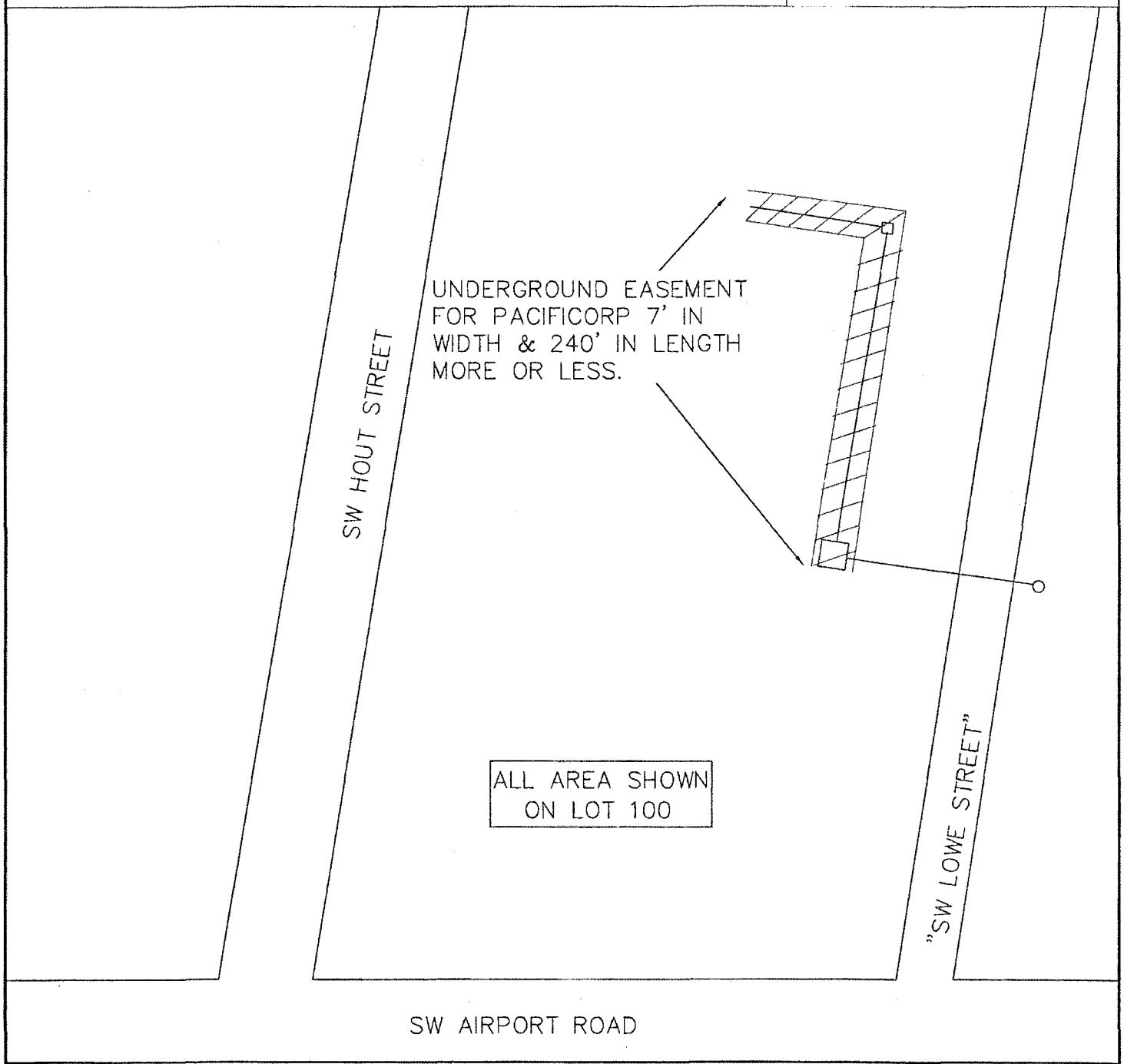
EXHIBIT A

PACIFICORP
A MIDAMERICAN ENERGY HOLDINGS COMPANY
PACIFIC POWER UTAH POWER ROCKY MOUNTAIN POWER

SCALE = NONE

PROPERTY DESCRIPTION

SECTION: 22 TOWNSHIP: 12.S., RANGE: 05.W. WILLAMETTE MERIDIAN
BENTON COUNTY, OREGON PARCEL NUMBER: 12522D00100



COST CENTER 11261 WO# 5810421

LANDOWNER NAME: CITY OF CORVALLIS

DRAWN BY: K. WHEELER

THIS DRAWING SHOULD BE USED ONLY AS A REPRESENTATION OF THE LOCATION OF THE EASEMENT AREA. THE EXACT LOCATION OF ALL STRUCTURES, LINES AND APPURTENANCES IS SUBJECT TO CHANGE WITHIN THE BOUNDRIES OF THE DESCRIBED EASEMENT AREA.

EXHIBIT B

PACIFICORP
A MIDAMERICAN ENERGY HOLDINGS COMPANY
PACIFIC POWER UTAH POWER ROCKY MOUNTAIN POWER

SCALE = NONE

MEMORANDUM

To: Mayor and City Council

From: Mary Steckel, Public Works Director

Date: February 18, 2014

Subject: Long Term Right-of-Way Permit Request at 2001 NW Monroe Avenue

Issue:
Gerding Builders has requested the use of two parking spaces in the public right-of-way (ROW) for a time period in excess of the authority granted to the City Manager in Corvallis Municipal Code (CMC).

Background:
Gerding Builders currently has a 30-day permit from Community Development, Development Services to use the area as described below. They are requesting to extend their use of the public ROW until April 4, 2014. The request involves occupying two parking spaces along the north side of NW Monroe Avenue in front of 2001 NW Monroe Avenue from 7am to 7pm daily.

CMC Section 6.02.010 authorizes the City Manager to close a street or any portion thereof for up to 30 days for street repairs and CMC Section 6.09.070 authorizes the City Manager to close a street or any portion of a street for public or semi-public purposes for up to five days. Both referenced sections of the CMC allow the City Council to authorize longer closures.

Discussion:
The request may be considered a semi-public purpose use for CMC 6.09.070. The $100 fee for the permit is established in Community Development Department Procedure 3005, Permits to Occupy/Obstruct the Public Right-of-Way, last reviewed in November of 2011.

The contractor intends to use the two parking spaces during the day for loading and unloading heavy equipment and supplies related to construction activity at the site. There is an existing business on the back of the building and the sole access from the parking lot to the rear of the construction site is a narrow hallway which accesses a secured lobby for private apartments as well as the restrooms for the Dutch Bros business next door. This hallway is too narrow and not appropriate for construction use.

The ROW closure will result in a loss of two parking spaces on NW Monroe Avenue during the 12 hour period from 7am to 7pm daily until April 4, 2014. These are currently one-hour metered spaces.

Recommendation:
That the City Council authorize staff to issue a long term right-of-way permit to allow a closure to the public and use by Gerding Builders of the two parking spaces in front of 2001 NW Monroe Avenue until April 4, 2014.

Review and concur:

Ken Gibb, Community Development Director

BAILY AIC CHIEF

Roy Emery, Fire Chief

James A. Patterson, City Manager

Attachments: A - ROW Permit Application
B - Gerding Builders' letter and aerial diagram

Attachment A

Community Development
Development Services Division
501 SW Madison Avenue
P.O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6929
www.CorvallisPermits.com

PUBLIC RIGHT-OF-WAY PERMIT APPLICATION

Date: 1-20-14 Associated permit: BLD13-01383 ROW ___-___

Name: RYAN DELLIT Phone #: 541-250-1114

Address: 2001 NW MONROE AVE, CORVALLIS, OR 97330

A Right-of-Way (ROW) Permit is required any time the public ROW, including sidewalks and parking, will be occupied or blocked in any manner for any length of time. Please use this application for short term occupancy of the ROW for work associated with an activity permitted through Development Services.

Submit the following items to Development Services at least **one week** prior to your planned Right-of-Way use.

- Brief written **narrative** explaining the work that is proposed, including:
  - Y / N Is there any way to do this without occupying the public right-of-way?
  - Y / N Have the adjacent neighbors and businesses been notified and accommodated?
  - Y / N Has accessible parking and access been accounted for and accommodated?
  - Y / N Has garbage, mail, and delivery service schedules been accounted for?
  - Y / N Have bus schedules (City and school) been considered and accommodated?
  - Y / N Has pedestrian, bicycle, and vehicular safety been accounted for?
- **Site plan** showing the extent of the work.
- **Traffic Control Plan** and/or **Pedestrian Access Plan** showing the entire area that will be impacted by your procedure. This shall show placement of all signs in compliance with the current Oregon Department of Transportation "Oregon Temporary Traffic Control Handbook" and account for closure of sidewalks and bike lanes.
- Anticipated **schedule** of when the work will occur and anticipated time frame. If you do not know the exact date, provide a range of dates with the anticipated times of operation and state that the actual date will be provided at least 48 hours in advance. This information is needed to notify emergency services.
- The associated **fee**: $25 for 2 weeks (not to exceed 4 weeks)
- This completed **form**.

Signature

Attachment B

GERDING BUILDERS, LLC

Benefiting Communities Throughout the Northwest Since 1967

City of Corvallis,

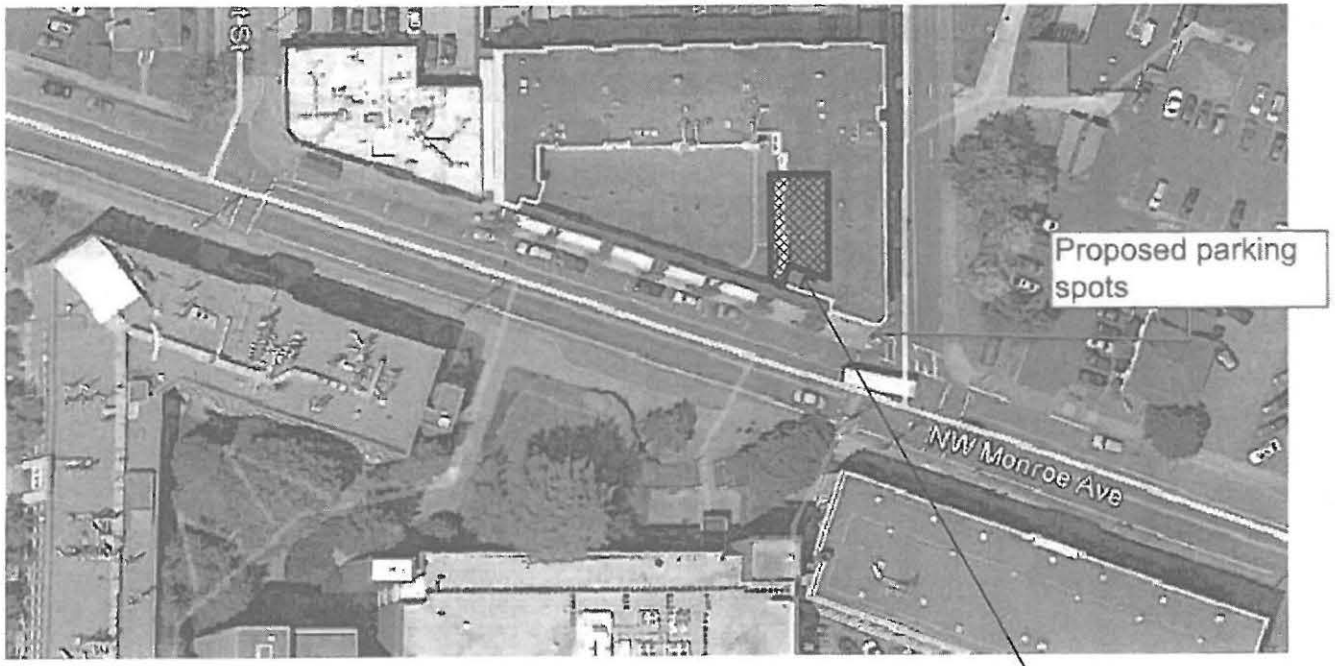
Gerding Builders would like your consideration on approving a temporary R.O.W. permit for the Corvallis Care Now project, located at 2001 NW Monroe Ave, Corvallis Oregon.

As indicated on the plans attached, the area proposed, is directly in front of the jobsite on Monroe Ave. Building design with limited access requires us to use the R.O.W. for material and equipment loading that is too large to fit down the building central corridor and man doors due to size (man lifts, framing material, etc...).

Impacts to the R.O.W will be as follows: Two parking spots in the area will be closed to public use. The sidewalk between the parking spaces and the job site would remain open. Spots would be used for material & equipment loading and unloading and contractor parking.

Our requested dates for this permit will be January 27th through April 4th. Your careful consideration, for this approval is greatly appreciated.

Ryan Dellit
Project Manager
Work: (541) 753-2012 *x (203)*
Mobile: (541) 250-1114



PROJECT LOCATION

MEMORANDUM

To:	**Mayor and City Council**
From:	**Ken Gibb, Community Development Director**
	Kevin Young, Planning Division Manager
Date:	**February 26, 2014**
Subject:	**Response to City Council Questions of Staff regarding the Campus Crest Planned Development and Subdivision Applications and Suggested Motions (PLD13-00003 and SUB13-00001)**

At the February 18, 2014, City Council re-opened Campus Crest hearing, City Councilors had a number of questions for staff regarding the application. Following are Planning Division staff responses to several questions. Please also see the attached memoranda for responses to Public Works-related and City Attorney-related questions.

Councilor Sorte:

1. Financial Security

Staff responded to this question at the Council meeting and following is some additional information. Financial security is required for a number of required improvements in the Land Development Code, including required landscaping and public improvements, such as street, water, stormwater, and sanitary sewer improvements. Applicable Land Development Code Sections include 4.0.20 and 2.4.40.08 and .09 for public improvements and Section 4.2.20 regarding required landscaping. Additionally, the applicant must demonstrate that applicable conditions of approval have been satisfied prior to issuance of erosion control permits, excavation and grading permits, public improvement under private contract (PIPC) permits, and building permits. Lastly, compliance with conditions of approval may be enforced through the code enforcement process.

2. Access to Arnold Park/On-Site Recreational Facilities

The proposed multi-dwelling development will contain a number of on-site amenities, including a swimming pool, barbecue area/pavilion, volleyball court, basketball court, exercise room, billiards room, other community meeting rooms and social areas, as well as community garden space, a bicycle repair area, and multi-use paths and open space areas on the development site. Additionally, the developer of the subject property will be required to pay Parks Systems Development Charges (SDCs) to support the cost of providing park facilities to serve future residents.

As discussed in Exhibit IV-84 through Exhibit IV-87 of the November 22, 2013, staff report to the City Council, LDC Section 4.0.30.b requires that, "safe and convenient pedestrian facilities... shall be provided in conjunction with new development within and

between new Subdivisions, Planned Developments, commercial developments, industrial areas, residential areas, transit stops, and neighborhood activity centers such as schools and parks..." Additionally, LDC Section 4.0.30.c requires development of future trail linkages identified within the Corvallis Transportation Plan or the Trails Master Plan. The Trails Master Plan identifies a trail connecting Arnold Park to the subject site and continuing to the west through this development site, which is consistent with the east – west multi-use path proposed by the applicant.

LDC Section 4.0.30.e allows for circumstances in which off-site pedestrian facility improvements may be required. A fifteen-foot-wide strip of land has been dedicated to the City along the southern boundary of the Beit Am property to provide this trail connection. Given the scale of the proposed development, and the need for enhanced pedestrian connectivity to serve the site, staff recommend that this trail connection be improved in conjunction with the subject development and find that this requirement is roughly proportional to the anticipated impact of the development. However, the City Council may find that it is not warranted to invoke LDC 4.0.30.e at this time, and that development of the subject path may be completed at some point in the future, presumably by the Beit Am synagogue, if that site is annexed into the City and developed, or through a future City-initiated improvement project.

Councilor Beilstein:

3. Condition to Require Trash Abatement

In order to place a condition of approval on the Planned Development or Subdivision, decision-makers would need to identify an applicable decision criterion on which to base the requirement. In the case of trash abatement, the Municipal Code includes regulations that prohibit the storage of refuse on private property. These regulations are typically enforced on a complaint basis. It may be appropriate to note for the applicant's benefit, in a Development Related Concern, that there are Municipal Code regulations that govern trash abatement on private property, which the applicant will be expected to abide by. However, staff are not able to identify an applicable criterion in the Land Development Code that would require a higher standard for enforcement of these provisions than would apply to other property owners in the City. Additionally, any condition governing trash abatement in the open space area would need to be linked to applicable Subdivision decision criteria, since the Planned Development applies to the 24.6 acre portion of the site that would be zoned PD(RS-12) (Medium-High Density Residential with a Planned Development Overlay).

Councilor York:

4. Require Open Space Donation

Please refer to the attached memorandum from City Attorney, Scott Fewel.

Councilor Hogg:

5. Reserve ROW for Arnold Park Path

As noted in response to Question 2 above, the City Council may find that it is not warranted to invoke LDC 4.0.30.e at this time, and that development of the subject path may be completed at some point in the future, presumably with development of the Beit Am site, or through a future City-initiated improvement project.

To facilitate City Council deliberations, below are the suggested motions for the Planned Development and Subdivision requests, as presented in the February 12, 2014, Memorandum from the Community Development Director to the Mayor and City Council.

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 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, as modified by the Planning Commission's recommended Conditions of Approval and Development Related Concerns (Order # 2014-004), 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 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, as modified by the Planning Commission's recommended Conditions of Approval and Development Related Concerns (Order # 2014-004), 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:

Jim Patterson, Corvallis City Manager

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

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

CITY ATTORNEY'S OFFICE MEMORANDUM

February 25, 2014

To: Mayor and City Council

From: Scott Fewel

RE: Campus Crest

At the end of the February 17, 2014 Council meeting, Councilor York raised the following question:

Could the Council amend the decision in the application before the City Council by adding a condition of approval requiring the applicant to provide a land donation of open space property that the applicant has offered to the City?

Answer:

Yes. However, the Council should recall that conditions of approval may be imposed only as required for the application to meet the specific land use criteria in the Land Development Code. Conditions must be supported by findings of facts based on evidence in the record. In addition, exactions of real property raise constitutional issues related to the just compensation for the taking of property and the related due process rights, these require the local government to find both a nexus between the exaction and the proposed development, and to determine that the value of the exaction is roughly proportionate to either the burdens the application places on existing systems, or is outweighed by the benefits the existing systems provide to the proposal.

For the City Council to justify a condition that requires an exaction of real property from an applicant, the Council would need to identify an unmet criterion that such a condition would satisfy. The Council would need to find that there is a sufficient nexus with the proposed development, and make findings involving the rough proportionality of the values of the property and the relative burdens and benefits. I am not aware of any criterion at issue and I don't believe staff or any testimony has identified the nexus and rough proportionality analysis needed for this to be added as a condition.

In general, if a dedication of real property to the public is required for a proposed application to meet a land use criterion, the decision to impose that condition should simply be kept separate and distinct from any proposed donation. In terms of legal risks, converting a proposed donation of any kind into a mandatory condition of approval, changes the voluntary nature of the donation. Even if the applicant voluntarily agrees to such a condition of approval, there have been cases (*see David Hill Development v. City of Forest Grove 688 F. Supp. 2d 1193; U.S. D. Oregon 2010)*, where applicants filed suit after development, and Courts have found that "voluntary" contractual obligations were really exactions, and required the local government to pay just compensation for the property taken (even though the developer offered the property or did not object to the condition). Consequently, the Council's burden of adopting findings demonstrating the relevant criterion, the nexus, and the rough proportionality of the donation would not change, even if the applicant agrees to such a condition. The City's risk of exposure to such a "snake in the grass" claim would be significantly reduced if the Council makes the land use decision without consideration of whether the applicant has offered the donation at all.

SAF/nkm

MEMORANDUM

February 26, 2014

TO: Kevin Young, CD/Planning

FROM: Matt Grassel, PW/ Engineering/ Development Review

SUBJECT: City Council Questions for March 3, 2014 Meeting - The Grove/Campus Crest (CPA11-00002, ZDC11-00005, PLD13-00003, and SUB13-00001)

Below are Engineering's responses to questions of Staff provided at the February 18, 2014, City Council meeting on The Grove/Campus Crest Development.

City Councilor Sorte

1. Traffic study by the City - Standard procedure for a traffic study is outlined in LDC 4.0.60.a. This requires the traffic study to be conducted by a registered professional engineer. The Scope of the traffic study must be approved by the City Engineer and the City completes a review of the traffic study. The City's review process often includes multiple iterations until a study is acceptable to staff.

   The City is not currently staffed to manage traffic studies on behalf of development. In addition, a traffic study undertook by the City:
   - Will be more expensive due to public contracting requirements and City administrative costs.
   - Would require a cooperative agreement for funding, the terms of which may be difficult to negotiate.
   - Reduces the developer's obligation to perform and reduces the developer's liability for defects in the traffic study and any subsequent design or construction addressing the study findings, and shifts those responsibilities to the City.

2. Lighting on Harrison Blvd. - The applicant provided a lighting plan on Sheet P9.6, Attachment Q.39. The light spacing is based on Page S-81 of the City of Corvallis Standard Construction Specifications **(See attached exhibit)**.

3. Neighborhood traffic calming - As requested, City staff has attached Council Policy on Traffic Calming CP08-9.07 which is administered through the City's Transportation Division **(See attached exhibit)**.

City Councilor Traber

1. Harrison Blvd. between 29th and 36th - Attached is a memo from the Harrison Corridor Study process **(See attached exhibit)**. Copies of the entire study are

available upon request. Also attached is Council Policy on Corridor Plans (CP 98-9.06) **(exhibit)**.

2. Circle Blvd. at Jefferson School. - Jefferson School is over a mile from the site. It is not clear to staff there is a nexus for the development providing improvements in the area of Jefferson School. If there are safety concerns, there are other City processes that are more appropriate such as the CIP process. As with other development, the developer will pay System Development Charges (SDC) fees to be used for extra capacity improvements that benefit the community as a whole.

City Councilor Beilstein

1. Extension of local street A to OSU boundary. - Besides the LDC requirements which require the extension to adjacent properties (Below), City Staff has discussed this previously with OSU Planning Staff. OSU did not want to be responsible for extending the street to their property in the future. This street provides access to the public storm drainage facilities on the west edge of the property and a possible secondary access to the OSU property.

LDC 4.0.60.f. To provide for orderly development of adjacent properties, public streets and private streets that meet all the criteria in "d", above, shall be installed concurrently with development of a site and shall be extended through the site to the edge of the adjacent property(ies) in accordance with the following:

1. **Temporary dead-ends created by this requirement may be installed without turn-arounds, subject to the approval of the Fire Marshal.**

2. **Drainage facilities shall be provided to properly manage storm water run-off from temporary dead-ends.**

LDC 4.0.70.d. To provide for orderly development of adjacent properties, public utilities installed concurrently with development of a site shall be extended through the site to the edge of adjacent property(ies).

City Councilor York

1. Councilor York asked City Staff to respond to issues outlined in an email from Rollie Baxter to Councilor York dated Monday, February 17, 2014 **(See attached exhibit)** - Design of the intersection of NW Circle Blvd. and NW Harrison is not finalized. The condition for a median in this area was a result of a request from the public process, and not addressed in the application. DKS, a traffic consultant for the applicant, provided a response to the concerns raised at planning commission in a letter of record dated September 16, 2013 **(See attached exhibit)**. Design details will need to be evaluated with construction plans in consultation with Benton County.

   The bicycle left turning movement from Circle Blvd. extension to Harrison is the same type of movement that is typical at all tee intersections with bike lanes. The bike lane on Circle Blvd. can be placed between the right and left turn lanes to

avoid conflict with vehicles turning left from Circle to Harrison as shown in the applicant's plans (P5.0 or P9.6). They could travel in an arc parallel and outside of the vehicles turning left. While it is technically feasible to provide a bicycle crossing at the intersection, it is difficult to discriminate between bicycles and pedestrians. With the lack of a pedestrian facility on the south side of Harrison, it is likely the crosswalks across Harrison would be closed to both bicycles and pedestrians until such time both could be accommodated.

Finding intersections that are an exact match to the proposed Circle and Harrison intersection is difficult, but Staff have attached some photos of similar intersections **(See attached 53rd and Reservoir Road/Fair Grounds before and after signalization, and 30th and Western, exhibit)**.

As for standards, the MUTCD provides guidance for bicycle warning signs (W11-1) and where they may be used. The example in the MUTCD is where a bike route dead ends at a two-way street **(See attached exhibit)**. No median is shown in that example.

Staff provided a possible condition number 45 at the City Council meeting February 18, 2014. This condition of approval calls for additional study of the intersection after development to determine if the actual traffic volumes warrant additional traffic control devices.

The median was also discussed in a prior memo responding to a question from Councilor Traber dated December 31, 2013, provided in the Council packet for the January 6, 2014, meeting.

City Councilor Hervey

1. Stormwater facilities, soils, swales, and monitoring. - The proposed storm system consists of pipes, biofiltration swales (water quality) and detention ponds. A Preliminary Stormwater Management Report that proposes a feasible drainage system design based on City Standards is included in the staff report beginning with **exhibit IV-769**. The swales are not infiltration swales. They are biofiltration swales to be designed as described in chapter 6 of the King County surface Water Design Manual referenced by City Standards **(see attached exhibit)**. The Preliminary Stormwater Management Report in the application used the Natural Resources Conservation Service (NRCS) soil maps for Benton County Oregon specific to the site for the analysis (see staff report exhibit IV-782).

   There are both public and private stormwater facilities proposed with the development. The public facilities (reviewed under City Engineer) treat run-off downstream of public infrastructure and are located in tracts E, H, and J. There are also swales located adjacent to Circle Blvd. and Harrison Blvd. in the ROW. As part of the Public Improvement by Private Contract (PIPC) permitting process, the public facilities are subject to a two-year warranty period after acceptance by the

City **(See attached Storm Facilities Agreement, exhibit)**. During that time, the City conducts annual inspections as referenced in the agreement. Maintenance plans are reviewed consistent with requirements for facilities as listed in King County Surface Water Design Manual **(See attachment for Maintenance Requirements for detention ponds and basic biofiltration swales, exhibit)**. Private facilities are reviewed to City Standards (by Development Services) and are required to provide and record a storm water facility maintenance agreement through the building permit process. Staff is not set up or funded to scientifically monitor and measure the functionality of each water quality or detention facility.

X:\Divisions\Engineering\Development Review\Projects - Development\The Grove_Campus Crest\Planning Documents\Engineering Response to CC 3_3_14.wpd

including but not limited to the developer, designer, licensed professional engineer, licensed supervising electrician, construction contractor, and sub-contractors.

II.10.C.00 MATERIALS

II.10.C.01 REGULATIONS, STANDARDS, AND CODE

All materials and workmanship shall conform to the requirements of ODOT *Standard Specifications* sections 00950, 00960, 00970, and 00990, and any sub-sections specified within these sections, unless otherwise modified herein or as directed by the Engineer.

II.10.C.02 EQUIPMENT LIST, PLANS, AND DRAWINGS

II.10.C.02.1 CONTRACTOR RESPONSIBILITIES

The Contractor shall be responsible for meeting all requirements of these Standards.

II.10.C.02.1.a DESIGN RESPONSIBILITIES

If the Contractor is responsible for the design of a project, the Contractor shall meet with the Development Review Engineer for private development projects, and the Capital Projects Engineer for public works projects, prior to beginning design, to establish location of poles and Public Utility Easements where applicable.

For private development, the Contractor shall be responsible for obtaining an electrical permit from the City Development Services.

The Contractor shall be responsible for field review of basements when light poles are to be installed in vaulted sidewalks and shall include complete foundation details on the plans.

Street lighting designs provided by the Contractor shall include average maintained street lighting levels, average-to-minimum uniformity ratio, and maximum-to-minimum uniformity ratio, unless otherwise approved.

Where possible, street lighting poles shall be located on lot lines, provided that required street lighting levels and uniformity ratios can also be achieved

Typical residential subdivision street lighting designs include 200-feet to 300-feet spacing of 30-foot wood poles, 100 watt High Pressure Sodium (HPS) fixtures with a with a minimum mounting height of 25-feet and a maximum mounting height of 27-feet, and a single or double guy mast arm or other approved support, with an overhang of approximately 10% of the curb-to-curb street width. It should be noted that the above items are typical design criteria only, and do not represent a set standard. A lighting study may be required depending on the special lighting needs of the project.

To avoid illumination obstruction by trees, a minimum of 10-feet spacing shall be maintained between street lights and new or existing trees unless otherwise approved by the Engineer.

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Street lighting shall be installed at all intersections with lights mounted at a 45° angle into the intersection (typically one streetlight at local street intersections, two streetlights at collector and arterial street intersections). Street lighting shall also be installed at each "T" intersection, at the end of a cul-de-sac, and at or near a dead-end or temporary turnaround.

In street lighting systems with lights on both sides of a street, the circuitry shall be designed such that the lights on one side of the street can be de-energized without affecting the operation of the lights on the opposite side of the street.

The Contractor shall be responsible for furnishing final design and construction plans to the City for review, and partial plans as directed by the Engineer. Plans shall be prepared in a non-executable AutoCAD or dxf file digital format compatible with the current City version. Plans shall include references to at least 2 Oregon North NAD 27 State Plane Coordinates, and shall include City title blocks, quarter section numbers, project numbers, and north arrows. A City base map shall be provided upon request. Preferred scales of plans are 1-inch = 20-feet, 30-feet, 40-feet or 50-feet. Architectural scales or metric standards will not be accepted.

The Contractor shall be responsible for using ODOT *Standard Specifications* symbols for all street lighting and traffic signal plans.

The Contractor shall be responsible for contacting utility companies and determining service locations. The service locations and the name and phone numbers of the utility company contacts shall be shown on the plans.

The Contractor shall be responsible for providing a Streetscape Plan for review that provides a complete overview of all existing and proposed structures on one sheet. The Streetscape plan shall include on one drawing the following items: composite utility layers, right-of-way (ROW) lines, existing street center and edge lines, existing pavement markings, lot lines, trees, sidewalks, driveways, curbs, mailboxes, dimensions showing location of curb from ROW lines, intersection sight distance, existing signing, existing traffic signal and street lighting structures, proposed traffic signal and street lighting structure locations, dimensions showing proposed conduit location from curb line, proposed panel locations, and proposed service points.

Plans shall include proposed wiring diagrams, panel schematics, legends, and any other details necessary to provide a complete design.

Plans shall include foundation details where applicable even if City foundations are specified. Foundations must meet AASHTO 100 mph wind load with 1.3 gust factor requirements.

All street lighting and traffic signal specifications shall be separate from all other sections of project specifications and shall be complete with no need to refer to other sections for electrical work.

All street lighting related sheets, details, and calculations shall be signed and stamped with the seal of either a Supervising Electrician registered to practice in the State of Oregon or a Professional Engineer registered in the State of Oregon.

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 9 - RIGHT-OF-WAY MATTERS

CP 08-9.07 **Traffic Calming Program**

Adopted January 22, 2008
Revised October 17, 2011

9.07.010 Purpose

The purpose of the Corvallis traffic calming program is twofold; reduce speeds on neighborhood streets, and reduce cut-through traffic on adjacent local neighborhood streets.

9.07.020 Program Objectives

The following objectives have been developed for the Corvallis Neighborhood Traffic Calming Program to help ensure that City resources are used appropriately, that there is true neighborhood support for the program, and that neighborhood traffic issues are effectively addressed.

a. Improve neighborhood livability by mitigating the negative impacts of vehicular traffic and excessive speeds in residential neighborhoods.
b. Encourage broad citizen involvement in all phases of traffic management activities.
c. Forge partnerships and empower neighborhoods to work together and solve issues within the context of a City-wide transportation system.
d. Make efficient use of City resources by assessing and prioritizing traffic calming proposals.
e. Handle through-traffic on arterial and collector streets as designated in the Corvallis Transportation Plan.
f. Minimize the potential to re-reroute traffic from one local street to another as a result of a traffic-calming proposal.
g. Do not compromise reasonable emergency vehicle access.
h. Encourage and enhance pedestrian, bicycle, and public transit opportunities and access to neighborhood destinations.
i. Allow traffic calming on residential streets with local street or neighborhood collector street designations as identified in the Corvallis Transportation Plan.
j. Continue to employ and emphasize public education and traffic enforcement programs.
k. Periodically assess the effectiveness of traffic calming initiatives.
l. Establish program guidelines and procedures for consistent application and project evaluation.
m. Design traffic calming solutions to maintain consistency with Transportation Plan objectives.

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9.07.030 Program Costs

City staff will facilitate neighborhood traffic calming discussions and provide information and design expertise at no cost to the neighborhood. Traffic calming devices will be funded by neighborhoods and/or by a developer as the result of development-related decisions.

9.07.040 Program Guidelines and Procedures

The following guidelines and procedures apply to the Corvallis Neighborhood Traffic Calming Program (NTCP) and are intended to ensure consistent evaluation and decision-making regarding neighborhood proposals and project implementation.

NTCP proposals can be requested by individual citizens or by neighborhood associations at any time. Arterial and collector streets, as designated in the Transportation System Plan, and streets that are transit routes are not eligible for traffic calming.

Step 1 - Preliminary Actions

The first step in attempting to mitigate the negative effects of traffic is to contact the Corvallis Police Department (CPD) regarding the use of a speed reader board, neighborhood speed watch and directed traffic enforcement on the affected street(s). If these measures do not resolve the neighborhood's concerns, the process may continue to Step 2.

Step 2 - Petition-To-Study

A petition-to-study is circulated within a defined neighborhood project area, established by City staff, generally defined as those households fronting the project street. Staff will prepare a petition that describes the neighborhood traffic issue, the need for neighborhood agreement, the neighborhood funding requirement, and subsequent NTCP steps. The project requestor is responsible for circulating the petition for neighborhood consideration.

Signatures representing a majority of the households or business operators within the petition-to-study area are required to move the project to Step 3. Each single- or multi-family unit, vacant lot, and business is entitled to one signature. Signature by the property owner or tenant is acceptable.

Step 3 - Neighborhood Meeting

A neighborhood meeting will be scheduled by the neighborhood to inform residents to describe the NTCP process, and to gather additional information about the traffic issues. City staff will attend this meeting to provide program information and technical assistance.
Step 4 - Evaluation and Documentation of Existing Conditions

City staff will assist the neighborhood to assess traffic conditions including measurement of the 85th percentile speed and average daily traffic volume on the project street(s). To move to Step 5, 85th percentile speeds must exceed the posted speed limit by at least 5 MPH and traffic volume must exceed 300 vehicles per day for local streets or 1,200 vehicles per day for a neighborhood collector street. Exceptions to this requirement may be granted by the Public Works Director in special cases, including school zone speed/volume issues; sight distance issues; significant impacts from new development and unreasonably high traffic speeds.

Step 5 - Project Development

A Neighborhood Traffic Committee (NTC) is formed to work with City staff in developing a traffic calming mitigation plan, cost estimate, and project funding plan. City staff will assist the NTC with development of traffic calming proposals. Input from emergency service providers will be sought at this time. The NTC will develop baseline 85th percentile traffic speeds and volumes in the project area. The project area will typically be larger than the petition-to-study area and include all properties located on the project street and adjacent streets within approximately one block of the project street. The NTC may use equipment provided by City Public Works or Police Departments to gather this data. The speed and volume data gathered by the NTC must be developed in accordance with City traffic engineering standards. Staff and the NTC will then develop a traffic calming plan. The plan shall not use structures that reduce connectivity such as traffic diverters.

Step 6 - Test Installation and Evaluation

Following the traffic calming plan development, after notice to the City Council, a test installation will occur for the particular traffic calming device(s) for one month or longer as needed. Measurable traffic calming goals will be established by City staff and the NTC for the proposed devices. Goals will include 85th percentile speed reduction on the subject streets, volume reduction on local streets and minimal secondary traffic impacts. Progress toward these goals will be reviewed during the post-construction evaluation period.

Speed humps included in the traffic calming plan will not be tested since the cost to install and later remove them can not be minimized and data supports speed humps as effective speed control at 25 MPH. The proposed speed hump locations will be marked.

During the test period, the NTC will compile further traffic speed and volume surveys. The test period must provide an adequate time period to evaluate the effectiveness and safety of the traffic calming choices. The test-project evaluation will be completed by City staff and the NTC and will address impacts to the project and area streets, before-and-after speeds, before-and-after traffic volumes, impacts on emergency vehicles and

other large vehicles, and overall safety. The City of Portland Impact Threshold Curve will be used to evaluate any secondary or unintentional impacts of the traffic calming proposal.

If the NTC and/or City staff is not satisfied with the test results, the plan may be modified and additional testing conducted. Staff would then forward a project proposal to Step 7 if the test results show the proposal is safe and effective and does not violate City codes or policies.

Step 7 - Project Area Ballot

City staff will test support for the project proposal within the project area via a confidential mail ballot. The ballot will include an estimate of the cost to be allocated to the address for each single- or multi-family unit, business or vacant lot. Each single- or multi-family unit, business or vacant lot (property owner or tenant) is entitled to one ballot. To proceed to Step 8, City Council Action at least 60% of the ballots must be returned and at least 70% of the ballots returned must be in favor of the project.

Step 8 - City Council Action

City staff will prepare a report with recommendations for the Urban Services Committee and City Council consideration. The report will outline the process that was followed, the project findings, and the reasons for the traffic calming recommendations. City Council may accept the project, modify the project, reject the project, or request additional information or study.

Step 9 - Design and Construction

Once the City Council approves the project and neighborhood funding is secured, City staff will undertake the design and construction phase of the project. The design standards and typical drawings of the Portland Bureau of Traffic Management will be the guideline followed by staff. The project will typically be installed in one work effort including landscaping, pavement marking and signs as necessary, and the schedule may therefore be weather and workload dependant.

Step 10 - Six-month Evaluation

The project will be monitored for at least six months following construction. Monitoring conducted during that time will include periodic site evaluations by City staff and analysis of the "after" traffic impact data to be gathered by the NTC. The "after" traffic impact data will include traffic speed and volume, re-routed traffic creating secondary impacts on nearby streets, and emergency services vehicle or other large vehicle access. Consideration will also be given to pedestrian and bicycle user-friendliness.

Staff will prepare a report to the Urban Services Committee on the effectiveness of the project. The staff report will include the results of a second survey of the project area, with results for the residents fronting the project street tabulated separately from the other residents in the project area. The survey will be conducted by confidential City balloting as previously described to assess the neighborhood's satisfaction with the effectiveness of the traffic calming devices to mitigate the negative impacts of traffic. General citizen comments received by the City during the six-month evaluation period will also be included.

The Urban Services Committee will make a recommendation to the City Council to either formally approve permanent installation of the devices, extend of the post-construction evaluation period, modify or remove the devices.

9.07.050 Traffic Calming Device Removal

Traffic calming devices may be removed under the following procedures:

Step 1. Removal Process Initiation

a. By City Council - By motion, the City Council may initiate the traffic calming removal process.
b. By neighborhood petition - Signed by > 70% of the current owners of the original requesting neighborhood on the project street(s) with the concurrence of the City Council.

Step 2. Report to Urban Service Committee

The report will include current and historic traffic data (speeds, volume, accidents), a summary of a current survey of the original neighborhood requesting the traffic calming project, and an estimate of the cost to remove the traffic calming devices. The report will be furnished to the Urban Services Committee for consideration.

The survey will be conducted to assess the neighborhood's satisfaction with the effectiveness of the traffic calming devices to improve neighborhood livability, pedestrian and bicycle safety, and the problems that the neighborhood expects to occur, if any, if the traffic calming devices were to be removed. The survey will specifically ask if any modification to the devices, not just removal, would improve performance of the street.

Step 3. City Council Action

The City Council will approve, modify or deny removal of the traffic calming devices.

Step 4. Removal

If removal is approved, the devices will be removed. All costs will be borne by the City.

9.07.060 Review and Update

This Community Improvement Policy shall be reviewed by the Public Works Director every three years in October and updated as appropriate.

DEVELOPMENT REVIEW ENGINEERING

From Fred

MEMORANDUM

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director
Neil Mann, Public Works Director

DATE: October 1, 1997

RE: Harrison Corridor Strategy Overview

I. BACKGROUND

At its May 19, 1997, meeting, the City Council adopted a strategy for traffic, bicycle, and other improvements in the Harrison Corridor. This memo consolidates those decisions and updates the Council on staff and Harrison Corridor Task Force efforts since that meeting.

II. HARRISON CORRIDOR STRATEGY

On May 19, 1997, the Council separated the decision on the Harrison Corridor into two motions. The first addressed the areas of the plan on which there was consensus between the Harrison Corridor Task Force (HCTF) and staff regarding needed actions. In fact, this included all of the recommendations of the Draft Harrison Corridor Plan (DHCP) with the exception of the installation of bikelanes on Harrison Boulevard between 29th and 35th Streets. This consensus was acheived through the process of Urban Services Committee review of the DHCP. During this effort, staff was able to acertain that warrants were not met for a left-turn lane from 35th Street to Orchard Avenue. It is recommended that as improvements are made to the unimproved section of 35th Street south of Orchard Avenue warrants be rechecked. Sufficient width exists on 35th Street to accommodate the lane when or if it is needed in the future. In addition, staff was able to produce a strategy for parking bay and bikelane installation west of 36th Street consistant with the plan, and show how the islands at 27th Street and Jackson Avenue and 28th Street and Van Buren Avenue could be modified to accomplish the DHCP's intent.

The second action by Council regarding the DHCP addressed the staff/Urban Services Committee recomendation, which was counter to the HCTF's recommendation, that bicycle lanes be installed on Harrison Boulevard between 29th and 35th Streets. Council's decisions regarding the various segments of Harrison Boulevard are detailed in **Attachment A: Harrison Corridor Overview**, and are discussed below.

COUNCILLOR TRABER

Section A - Harrison Boulevard: 29th to 30th Streets

This section of Harrison Boulevard is to be widened to provide a shared left-turn lane for 29th and 30th Streets (three 10-ft traffic lanes) and two 5-ft bicycle lanes. Since bicycle lanes presently will not continue through the corridor, they will not be striped in this section at this time. In addition, trees are to be planted along the southern edge of the south side planting strip. To the extent practicable, widening will be accomplished on the north side of Harrison Boulevard.

Section B - Harrison Boulevard: 30th to 34th Streets

This section of Harrison Boulevard will not be widened at this time. Minor maintenance to the roadway surface will be performed in this section. This section is also to have trees planted along the south edge of the south side planting strip so that future widening for 5-ft bikelanes, if needed, will be less likely to effect tree health, and trees will be well established for future tree canopy. Need, safety, and liveability issues associated with widening for construction of two 10-ft traffic lanes and two 5-ft bicycle lanes are to be reviewed every five years.

Section C - Harrison Boulevard34th Street to 35th Street

This section of Harrison Boulevard will be widened to accommodate a left-turn lane from west-bound Harrison Boulevard to south-bound 35th Street. Again, trees will be planted along the south edge of the south side planting strip in anticipation of the possible future widening to accommodate bicycle lanes. The 35th Street intersection north of Harrison Boulevard will be reconstructed and signed to allow north-bound right-in-only movement. This action is necessary to allow proper cycling of the 35th/36th Streets traffic signals.

Section D - Harrison Boulevard:35th Street to Witham Drive

Harrison Boulevard between 35th and 36th Streets will be widened to accomodate two 10-ft traffic lanes and two 5-ft bicycle lanes. Trees are to be planted in the south side planting strip. No left-turn refuge was anticipated to be necessary for proper roadway function.

From 36th Street west to Witham Drive, Harrison Boulevard will be realigned to the north and improved on the south side to accommodate two 10-ft traffic lanes and two 5-ft bicycle lanes, a left-turn pocket (east-bound Harrison Boulevard to north-bound 36th Street) and parking bays on the south side of Harrison Boulevard. Trees will be planted in the south side planting strip where possible.

Signalization of the Harrison/35th/36th Intersection

Traffic signals are to be placed at both 35th and 36th Streets on Harrison Boulevard and coordinated so that the 35th to 36th Street movement can be accommodated effectively. Access to Harrison Boulevard from 35th on the north will be eliminated to allow proper operation of the unaligned

35th/36th Streets intersection.

West of Witham Drive, Harrison Boulevard will be widened to accommodate two 10-ft traffic lanes and two 6-ft bike lanes. This project will be completed with the assistance of ISTEA Enhancement funds as a part of the Circle Boulevard Multi-Use Path project identified for Fiscal Year (1998-99)

III. CAPITAL IMPROVEMENT PROGRAMMING

Harrison Corridor improvements have been identified in the City's Capital Improvement Program, and funds have been earmarked for this corridor. Pre-design is occurring in this Fiscal Year (1997-98), and the adequacy of earmarked funding will be evaluated, including the desired street trees and landscaping. In FY 1998-99, design and right-of-way acquisition is scheduled to occur, and construction is scheduled for FY 1999-2000.

IV. ACTION

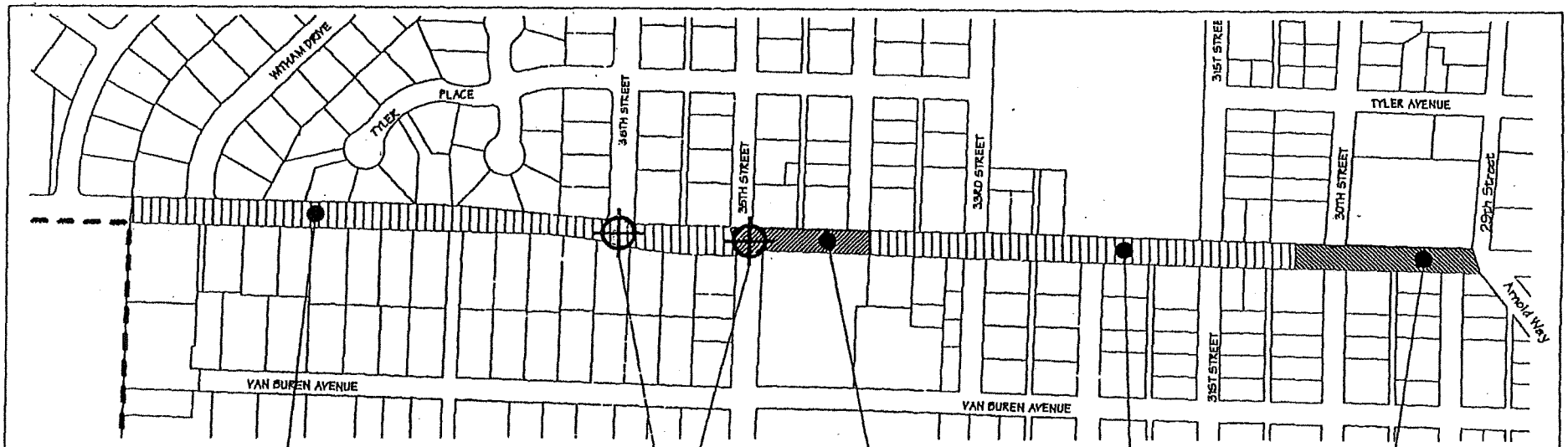
This memo is information only, and no action is required at this time. The memo allows the community to have a clearly detailed description of the adopted Harrison Corridor Plan and prepares Council for future funding allocations needed to accomplish the landscaping elements of the Harrison Corridor Plan.

Review and Concur:

Jon S. Nelson

Jon S. Nelson, City Manager

Harrison Corridor Overview



Harrison Blvd - Section D
West side of 36th Street to the west side of Witham Drive. Widen at 36th Street to accommodate left-turn lane. Reconstruct to the south to allow bicycle lane and parking bays. Realign travel lanes to north with room for west-bound bicycle lane. Plant trees in south side planting strip.

Traffic Signals
Harrison Blvd/35th Street
Harrison Blvd/36th Street

Left turn lane 35th Street north-bound to west-bound Harrison Blvd
Left turn lane west-bound Harrison Blvd to 35th Street south-bound
Harrison to 35th north - right in only
Left turn east-bound Harrison Blvd to 36th Street north-bound

Harrison Blvd - Section C
34th Street to the east side of 35th Street. Widen to accommodate left-turn lane. Plant trees in south side planting strip at edge of sidewalk.

Harrison Blvd - Section B
30th to 34th Streets
No widening. Repave as is. Plant trees in south side planting strip at edge of sidewalk.

Harrison Blvd - Section A
29th to 30th Streets
Widen for construction of left-turn lanes and bicycle lanes, but do not stripe bicycle lanes at this time. Plant trees on south side at edge of sidewalk

200 0 200 Feet

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Attachment A

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 9 - RIGHT-OF-WAY MATTERS

CP 98-9.06 **Transportation Corridor Plans**

Adopted November 16, 1998
Revised November 18, 2002
Affirmed November 6, 2006
Affirmed November 15, 2010

9.06.010 Purpose

The purpose of this policy is to set forth the process for performing, adopting and amending transportation corridor plans to ensure that multi-modal transportation infrastructure is provided in accordance with the Corvallis Transportation Plan (CTP), the Comprehensive Plan (CP), and other applicable policies.

9.06.020 Performing The Study

9.06.021 A corridor study may involve three types of planning efforts:

a. Planning for New Routes in undeveloped areas;
b. Planning for major changes or additions to Existing Routes in developed areas; and
c. Planning where Traffic Management techniques will adequately address traffic concerns.

9.06.022 Corridor studies should incorporate the following set of goals:

a. Ensure adequate levels of safety, emergency response, and multi-modal corridor functioning in accordance with the Corvallis Transportation Plan.
b. Produce a site and location specific set of corridor parameters and proposed improvement alternatives that will be utilized to design and implement the identified transportation facilities.
c. Fully involve adjacent neighborhoods, land owners and City staff in planning the multi-modal facilities.
d. Develop any necessary phasing plans and an equitable funding strategy to implement the transportation corridor plan.

Councilor Traber

9.06.023 A corridor study for a new or existing route will typically specify the concepts, parameters, special concerns, any areas needing more detailed study and proposed types of improvements to be considered in the design phase of project implementation. At times, a pre-design study may be recommended in a corridor plan where more detailed engineering data is required to resolve an issue prior to implementation. Pre-design studies differ from corridor studies in that they are more detailed and specific to design issues. For instance, a corridor study may prescribe a particular alternative that will require new Right-Of-Way (ROW) with a recommendation that efforts be made to minimize the amount of new ROW needed. A pre-design study would evaluate how to minimize needed ROW within the parameters of the corridor plan.

9.06.024 Whenever the corridor study involves technical issues of safety, functionality, capacity or other technical issues of transportation engineering, the corridor study will be reviewed and bear the approval of a Registered Traffic or Civil Engineer, as required by State Law, prior to the adoption process.

9.06.025 Products of the study will include:

a. A written plan with alternatives discussed, neighborhood preferences, CTP criteria and staff recommendations with illustrative drawings.
b. Documentation of the public involvement process.

<u>9.06.030</u> <u>Adoption Process</u>

9.06.031 The adoption process for corridor plans will include:

a. Funds sufficient to perform the first phase of the construction are available within the current five year Capital Improvement Program.
b. Neighborhood meetings to help develop the plan.
c. Planning Commission hearing and recommendation.
d. City Council hearing and adoption.

9.06.032 Upon adoption by City Council, the adopted corridor plan, and any subsequent amendments, will be considered a detailed plan for the corridor that will take precedence over the Corvallis Transportation Plan.

9.06.033 Acknowledged but unadopted corridor plan efforts (West Hills Road and Crystal Lake Drive) will be brought forward consistent with 9.06.030.

Council Policy 98-9.06

9.06.040 Amendment Process

9.06.041 Minor changes developed through the design process that meet the intent of the corridor study would generally not require additional review or processing by the City Council. When unresolved design issues are left for a pre-design or design effort, City Council may stipulate, through the adoption process, that pre-design or design work products be presented for Citizen and City Council review prior to finalizing design and bidding for construction.

9.06.042 Whenever major conceptual changes, of significant impact, to a previously adopted corridor plan are required or desired, an amendment process will be required which includes:

a. Neighborhood meetings to address changes.
b. Review and approval, as necessary, by a registered Traffic or Civil Engineer.
c. City Council hearing and adoption of amendments

9.06.043 In the event that it is unclear if certain changes warrant an amendment process, a determination will be made by City Council.

9.06.050 Previously Adopted Corridor Plans

Previously adopted corridor plans, including Brooklane Drive Corridor Plan, Harrison Boulevard Corridor Plan, and Kings Boulevard Corridor Plan shall comply with all provisions of this Council Policy.

9.06.060 Review and Update

This ROW matters policy shall be reviewed every four years in October by the Public Works and Community Development Directors and updated as appropriate.

MAYOR & COUNCIL EMAIL

[Date Prev][Date Next][Thread Prev][Thread Next][Date Index][Thread Index]

testimony

- *To*: ward1 <ward1@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
- *Subject*: testimony
- *From*: Rollie & Paulette Baxter <pr_baxter@xxxxxxxxxxx>
- *Date*: Mon, 17 Feb 2014 23:37:35 +0000 (UTC)

Ms. York,

Attached is testimony I have submitted for the Tuesday Public Hearing on Campus Crest.

I would appreciate it if, as my council representative, you would inquire of the City's Traffic Engineer if the proposed approach (transition through a median lane) for bicycles to enter Harrison from Circle is a standard or common practice. You might also ask if, in his/her professional judgment, this would be a safe maneuver given the conditions...ie, day and night, rain and shine, high volumes of motor vehicles, speed, conflicting maneuvers, from a stop, etc.

I would like to know that the traffic engineer is on the record saying that, in his/her professional judgment, bicyclists using this new intersection will be safe.

You might also ask for examples where this approach is safely used in Corvallis for high volumes of bikes.

You might also ask for a citation of a standard for this approach to demonstrate that Traffic Engineers have adopted this as an acceptable approach.

If you do not get answers that satisfy you I would ask that you offer an added condition to the approval requiring a roundabout or traffic circle (preferred) or 3 way stop.

Thank you for serving as our council person and dealing the many issues of our community.

Rollie Baxter

Attachment: `campus crest bicycles.docx`
Description: MS-Word 2007 document

- Prev by Date:**BrooklaneNA Re: Neighborhood comment feb 25**
- Next by Date:**Oregonians deserve to know**
- Previous by thread:**BrooklaneNA Re: Neighborhood comment feb 25**
- Next by thread:**Oregonians deserve to know**
- Index(es):
  - **Date**
  - **Thread**

NW 35th Street which also has on-street bicycle lanes that lead directly onto campus. Another route along streets that connect campus to the proposed site is Circle Boulevard extension north to Witham Hill Drive to NW Grant Boulevard to NW 29th Street and south to NW Arnold Avenue (and onto campus). Based on existing bicycle count data at the intersection of NW 29th Avenue/NW Harrison Boulevard, this is a popular round in the AM (71 users) and PM (69 users) peak hours for bicycles (crossing NW Harrison Boulevard north and southbound). Please refer to the bicycle map for the City of Corvallis provided in the appendix of this response for these connections.[4]

The proposed site is also providing on-street bicycle lanes along Circle Boulevard extension, as well as a multi-use (off-street) path that connects Harrison Boulevard to the site further to the west of the Circle Boulevard extension. It is important to note that there was concern raised from the public related to bicycles crossing from north to south across NW Harrison Boulevard to safely access the bicycle lanes on the south side of NW Harrison when traveling from the proposed site to campus. This concern is addressed in the next section of this response.

Crossing of Harrison Boulevard

The crossing of NW Harrison Boulevard was brought up as a concern to allow for users to safely travel from the north side of NW Harrison Boulevard to the south side to connect Circle Drive extension to the bicycle lanes on the south side of NW Harrison Boulevard.

To help address this concern, it is recommended that an in-roadway median be installed on the east leg of the intersection (which would shadow the new eastbound left turn pocket on the west leg of the intersection). The median would allow for a two-stage crossing for bicyclists across NW Harrison Boulevard providing for a safe refuge as they crossed. In addition to the median, appropriate striping on the east leg crossing should be implemented with signage at the crossing location as well as advanced warning signage along NW Harrison Boulevard giving drivers advanced warning that a crossing is coming up along their travel path.

Wayfinding signage should also be placed along Circle Boulevard extension to direct pedestrians to use the multi-use path connection to the east, and for bicycles headed to campus to use the crossing to get across NW Harrison Boulevard. There are no sidewalk facilities on the south side of NW Harrison Boulevard and therefore it is not advised to direct pedestrians to cross to the south side of NW Harrison Boulevard at this location.

In addition to the media treatment at Circle Boulevard extension/NW Harrison Boulevard, it is recommended to implement an in-roadway median at the western edge of the property on NW Harrison Boulevard. This would help facilitate a two stage crossing of NW Harrison Boulevard, but also allow for a safe refuge for eastbound

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[4] http://www.corvallisoregon.gov/modules/showdocument.aspx?documentid=4332

YORK

bicyclists waiting to crossing westbound motor vehicle travel lanes to access the muti-use path that connects directly to the site.

Vehicle Trip Generation

During testimony it was argued that the trip generation methodology used to calculate the number of PM peak hour trips was too low because the Institute of Transportation Engineers (ITE) Trip Generation Manual uses surveys of apartment facilities that have less than 3 or 4 bedroom accommodations. In fact a study was introduced that was conducted in Florida looking at apartment complexes with 3 and 4 room accommodations that has a much higher trip generation rate.

The first thing to address is that the Florida study (conducted by Florida Department of Transportation) for student house was done so with the purpose "to determine the best Florida-specific trip generation ... " The study was focused on Florida drivers, Florida students, and Florida trip characteristics. That is one reason why the ITE Trip Generation Manual is created to be homogenous across the United States with an industry approved methodology for trip generation that is not specific to one region or state.

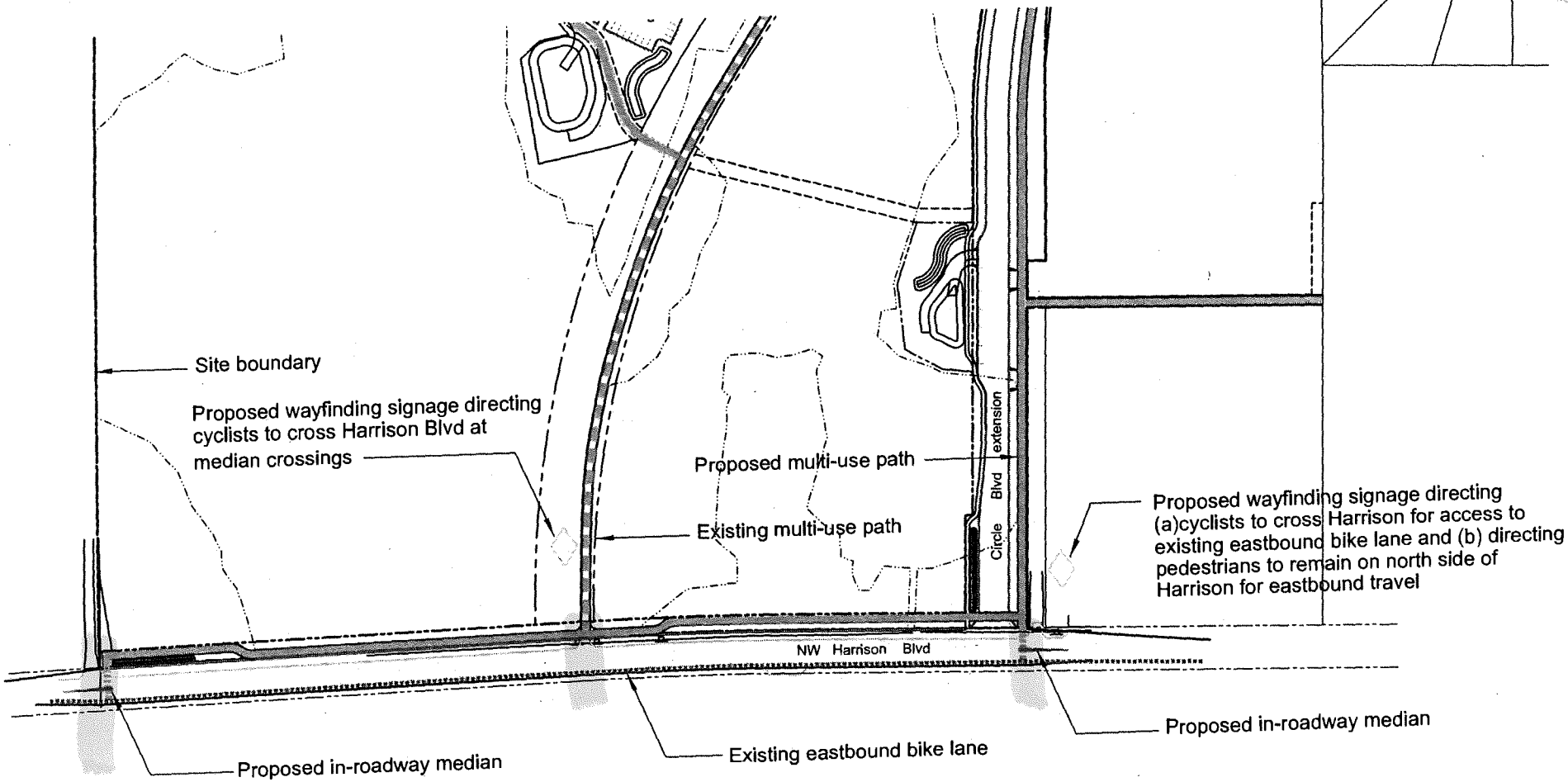
As cited in the FDOT study:

> "The variation in the rates for the number of bedrooms suggest the variable may require more data points before any assumptions can be drawn. 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."

As the study indicates, the provision of multimodal facilities (like the site is providing with connections to other facilities) can help to lower the potential for trip making potential. In addition, the study also states:

> "Daily rates by vehicle for the 2012 FDOT study were similar to ITE LU 220 Apartment, but PM peak rates were lower. This may be because student travel patterns are more spread out throughout the day due to differing class schedules and other activities or to the relative uncertainty associated with these values."

Because the question hinges on the fact that the ITE rate is based on number of rooms and not bedrooms or vehicles (measured by number of parking spaces), a sensitivity test was done for the PM peak hour for the other input variables (persons, and vehicles). The number of persons generated approximately 270 PM peak hour trips (after a 10% reduction for transit, a 10% reduction for bicycle/pedestrian use, and a 5% reduction for carpools). We felt these were appropriate reductions based on the most recent Oregon State University mode share results which would indicate up to 43% of mode share to those four categories (bicycle 10%, pedestrian



grove

CAMPUS CREST

Bicycle Crossing Location Diagram

otak

HanmiGlobal Partner

09/16/2013

0 50 100 200

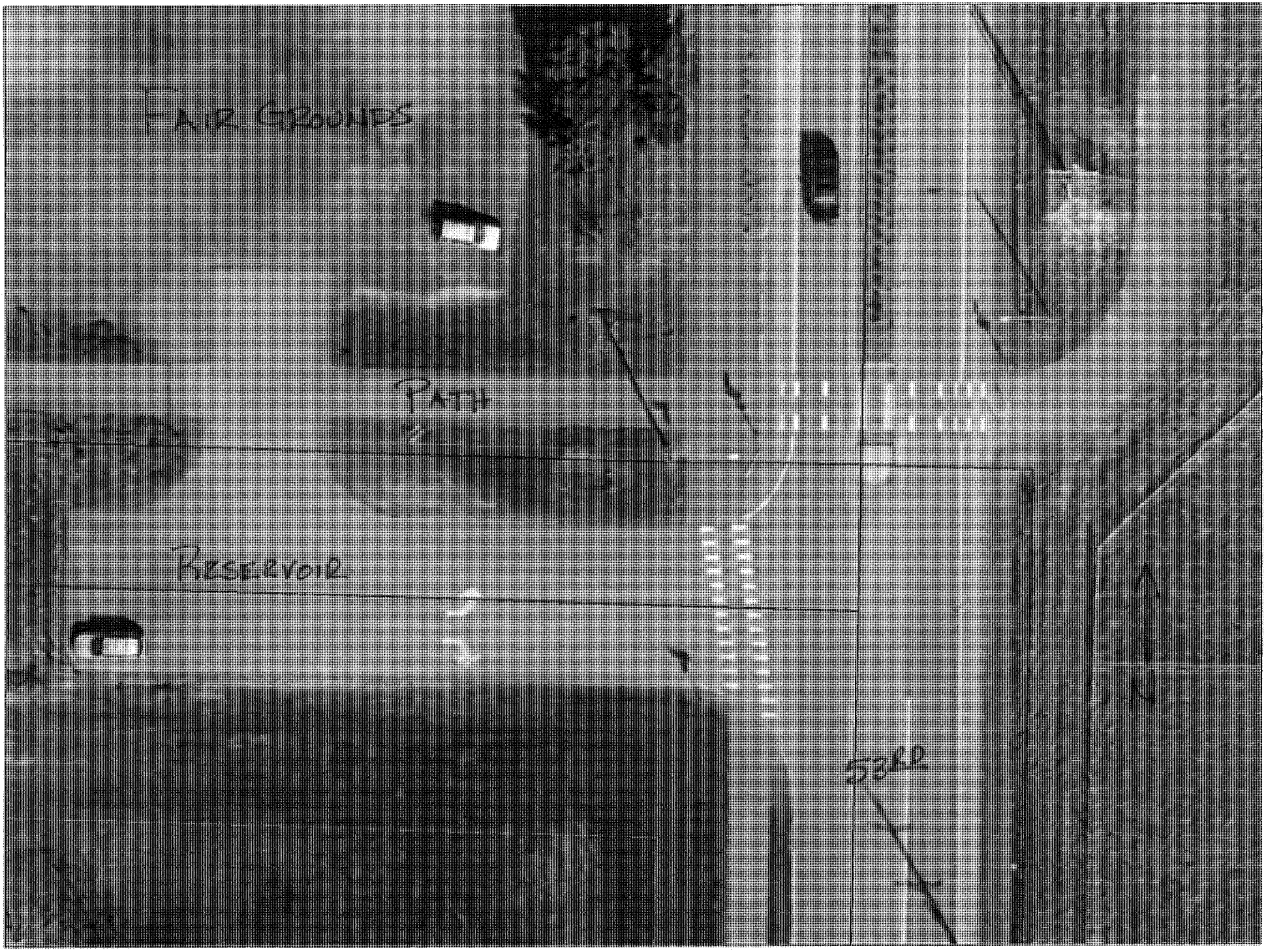
Google earth feet 300 meters 100

30TH & WESTERN - NO SIGNAL

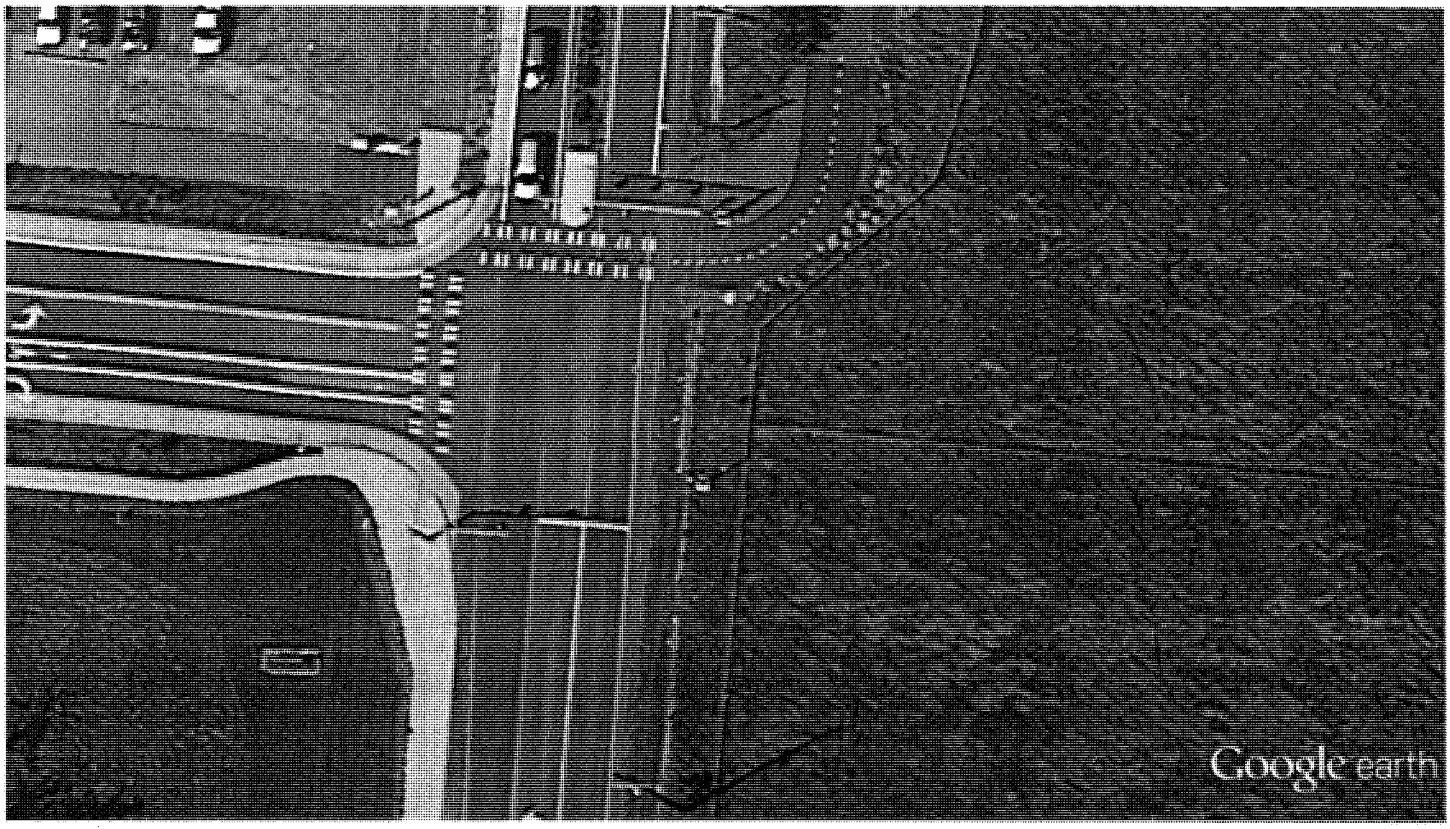
BIKE LANES ON BOTH STREETS THAT MUST CROSS TRAFFIC.

YORK

53RD & RESERVOIR - PRESIGNAL



YORK



Google earth feet 300 meters 100

53RD & RESERVOIR - SIGNALIZED

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Section 9B.13 Bicycle Signal Actuation Sign (R10-22)

Option:

01 The Bicycle Signal Actuation (R10-22) sign (see Figure 9B-2) may be installed at signalized intersections where markings are used to indicate the location where a bicyclist is to be positioned to actuate the signal (see Section 9C.05).

Guidance:

02 *If the Bicycle Signal Actuation sign is installed, it should be placed at the roadside adjacent to the marking to emphasize the connection between the marking and the sign.*

Section 9B.14 Other Regulatory Signs

Option:

01 Other regulatory signs described in Chapter 2B may be installed on bicycle facilities as appropriate.

Section 9B.15 Turn or Curve Warning Signs (W1 Series)

Guidance:

01 *To warn bicyclists of unexpected changes in shared-use path direction, appropriate turn or curve (W1-1 through W1-7) signs (see Figure 9B-3) should be used.*

02 *The W1-1 through W1-5 signs should be installed at least 50 feet in advance of the beginning of the change of alignment.*

Section 9B.16 Intersection Warning Signs (W2 Series)

Option:

01 Intersection Warning (W2-1 through W2-5) signs (see Figure 9B-3) may be used on a roadway, street, or shared-use path in advance of an intersection to indicate the presence of an intersection and the possibility of turning or entering traffic.

Guidance:

02 *When engineering judgment determines that the visibility of the intersection is limited on the shared-use path approach, Intersection Warning signs should be used.*

03 *Intersection Warning signs should not be used where the shared-use path approach to the intersection is controlled by a STOP sign, a YIELD sign, or a traffic control signal.*

Section 9B.17 Bicycle Surface Condition Warning Sign (W8-10)

Option:

01 The Bicycle Surface Condition Warning (W8-10) sign (see Figure 9B-3) may be installed where roadway or shared-use path conditions could cause a bicyclist to lose control of the bicycle.

02 Signs warning of other conditions that might be of concern to bicyclists, including BUMP (W8-1), DIP (W8-2), PAVEMENT ENDS (W8-3), and any other word message that describes conditions that are of concern to bicyclists, may also be used.

03 A supplemental plaque may be used to clarify the specific type of surface condition.

Section 9B.18 Bicycle Warning and Combined Bicycle/Pedestrian Signs (W11-1 and W11-15)

Support:

01 The Bicycle Warning (W11-1) sign (see Figure 9B-3) alerts the road user to unexpected entries into the roadway by bicyclists, and other crossing activities that might cause conflicts. These conflicts might be relatively confined, or might occur randomly over a segment of roadway.

Option:

02 The combined Bicycle/Pedestrian (W11-15) sign (see Figure 9B-3) may be used where both bicyclists and pedestrians might be crossing the roadway, such as at an intersection with a shared-use path. A TRAIL X-ING (W11-15P) supplemental plaque (see Figure 9B-3) may be mounted below the W11-15 sign.

03 A supplemental plaque with the legend AHEAD or XX FEET may be used with the Bicycle Warning or combined Bicycle/Pedestrian sign.

Guidance:

04 *If used in advance of a specific crossing point, the Bicycle Warning or combined Bicycle/Pedestrian sign should be placed at a distance in advance of the crossing location that conforms with the guidance given in Table 2C-4.*

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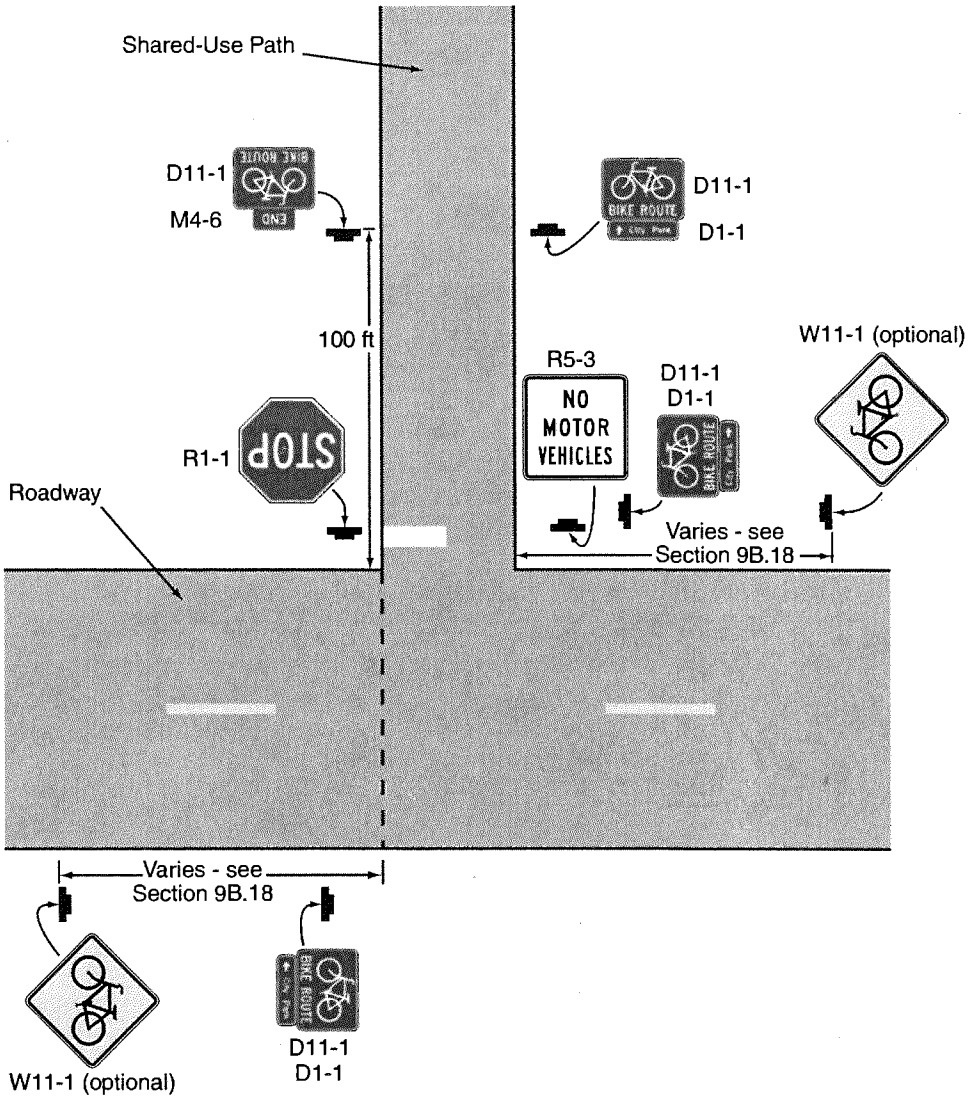
Figure 9B-5. Example of Signing for the Beginning and End of a Designated Bicycle Route on a Shared-Use Path



04 *Where a designated bicycle route extends through two or more States, a coordinated submittal by the affected States for an assignment of a U.S. Bicycle Route number designation should be sent to the American Association of State Highway and Transportation Officials (see Page i for the address).*

Standard:

05 **The U.S. Bicycle Route (M1-9) sign (see Figure 9B-4) shall contain the route designation as assigned by AASHTO and shall have a black legend and border with a retroreflectorized white background.**

Guidance:

06 *If used, the Bicycle Route or U.S. Bicycle Route signs should be placed at intervals frequent enough to keep bicyclists informed of changes in route direction and to remind motorists of the presence of bicyclists.*

Option:

07 Bicycle Route or U.S. Bicycle Route signs may be installed on shared roadways or on shared-use paths to provide guidance for bicyclists.

08 The Bicycle Route Guide (D11-1) sign (see Figure 9B-4) may be installed where no unique designation of routes is desired.

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6.1.1 BASIC WATER QUALITY MENU

Where applied: The Basic Water Quality menu is generally applied to areas outside the drainage basin of sensitive lakes or sphagnum bog wetlands. Such areas are designated and mapped as Basic Water Quality Treatment areas in this manual. For precise details on the application of this and other water quality menus, refer to Section 1.2.8, "Core Requirement #8: Water Quality."

Treatment goal: The Basic Water Quality menu facility choices are designed to remove 80 percent of total suspended solids[1] (TSS) for flows or volumes up to and including the WQ design flow or volume (defined in Section 6.2.1, p. 6-17). Flows and volumes in excess of the WQ design flow or volume may be routed around the WQ facility or may be passed through untreated.

Basis: The goal of 80 percent TSS removal was chosen since it provides good pollutant removal. For higher removals, there are diminishing returns, and relatively less treatment is gained for incremental increases in facility size.

There are **seven facility options** that comprise the Basic WQ menu; **any one option** may be chosen to satisfy the basic WQ protection requirement.

❑ BASIC WQ OPTION 1 — BIOFILTRATION SWALE

A *biofiltration swale* is a long, gently sloped, vegetated ditch designed to filter pollutants from stormwater. Grass is the most common vegetation used. Design details are given in Section 6.3.1 (p. 6-39). The wet biofiltration swale (see Section 6.3.2, p. 6-55) is a variation of the basic biofiltration swale for use where the longitudinal slope is slight (1 to 2 percent or less), water tables are high, or continuous low base flow is likely to result in saturated soil conditions. Under such conditions, healthy grass growth is not possible and wetland plants are used to provide the biofiltration mechanism. The continuous inflow biofiltration swale (see Section 6.3.3, p. 6-58) may be used in situations such as roadways where water enters the swale continuously rather than at one discrete inflow point. Table 6.1.1.A (p. 6-6) summarizes when the biofiltration swale and its variations are to be applied.

❑ BASIC WQ OPTION 2 — FILTER STRIP

A *filter strip* is a grassy area with gentle slopes which treats stormwater runoff from adjacent paved areas before it concentrates into discrete channels; see Section 6.3.4 (p. 6-59) for design details. The narrow area filter strip may be used along a roadway or parking lot in limited space situations as specified in Section 6.3.5 (p. 6-66).

❑ BASIC WQ OPTION 3 — WETPOND

Wetponds are stormwater ponds that maintain a pool of water for most of the year. Stormwater entering the pond is treated during the relatively long residence time within the pond. The sizing method used in this manual is based on a method developed by the Nationwide Urban Runoff Program (NURP). The basic wetpond has a volume three times larger than the volume of runoff from NURP's mean annual storm.[2] See Section 6.4.1 (p. 6-69) for design details.

❑ BASIC WQ OPTION 4 — WETVAULT

An underground vault may be used to comply with the Basic Water Quality menu. The treatment volume is the same as for the basic wetpond; see Section 6.4.2 (p. 6-83) for design details.

[1] This goal assumes the project generates a typical level of TSS (between 30 and 100 milligrams per liter (mg/L). For projects expected to generate a higher level of TSS, such as a sand and gravel operation, a higher treatment goal may be appropriate.

[2] The mean annual storm is derived from dividing the annual rainfall (in inches) by the number of storms per year.

HEQUEY

Stormwater Facilities Agreement

_____, Developer, hereby states that they shall maintain all stormwater detention and/or water quality facilities for _____ (PIP_____) for a period of **two years after acceptance of the facilities by the City**. The stormwater facilities shall be maintained in accordance with the **attached** Maintenance Plan(s). Their maintenance and warranty shall be secured with a Maintenance and Warranty Security (bond/account #_____) to be submitted at the time of facility acceptance by the City. These Plan(s) and Security are, by reference, hereby incorporated into and made a part of this Agreement.

During the lifetime of this agreement, an annual inspection of the subject facilities shall be provided by the City's Public Works Department. A punch-list detailing any required repairs shall be provided in writing to Developer, and Developer shall complete all punch-list repairs in a timely manner, as determined by the City Engineer. If at any time during the lifetime of this agreement, the City's Public Works Department determines that sediment removal, or any other maintenance activity, is necessary to prevent system failure and/or negative impacts to the public drainage system, then the City shall notify Developer in writing and Developer shall immediately complete the required maintenance or sediment removal.

At least 60 days prior to the end of the two year maintenance and warranty period, Developer shall provide written notification to the City's Public Works Department, which shall conduct a final inspection of the subject facilities prior to the end of the maintenance and warranty period. A final punch-list detailing any required repairs and/or sediment removal shall be provided in writing to Developer, and Developer shall complete all final punch-list repairs in a timely manner, as determined by the City Engineer. Upon completion of the final punch-list repairs, and acceptance of the repairs by the City's Public Works Department, this Agreement shall be terminated. Written notice of the termination shall be provided to Developer.

If punchlist or other repairs are not performed as specified herein, the City may cause the repairs to be made at Developer's expense under the terms of the Maintenance and Warranty Security.

In Witness Whereof, the undersigned has caused this Stormwater Facilities Agreement to be executed. If Developer is an entity (Inc., LLC, LLP, Co., etc) or principal, their representative, by signing below, certifies that such representative is authorized by Developer to execute this Agreement.

_____

Developer Date

STATE OF OREGON)
: ss.
County of Benton)

This instrument was acknowledged before me this _____ day of _____, 20_____,

by _____ .

_____

Approved As To Form

NOTARY PUBLIC FOR OREGON
My Commission Expires _____

_____

City Attorney

PIPC Form IV

Hervey

STORMWATER FACILITY MAINTENANCE & WARRANTY BOND

BOND NO. _____

KNOW ALL PERSONS BY THESE PRESENTS that we _____, as Principal, and _____, a corporation organized and existing under the Laws of the State of Oregon, Surety are held and firmly bound unto the City of Corvallis as Obligee, in the total sum of _____ Dollars $_____ for the payment of which, well and truly to be made, the executors, administrators, successors and assigns, jointly and severally, firmly by these presents:

for Stormwater Facility Maintenance and Warranty Security constructed under PIPC Permit No. PIP_____.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that if the Principal shall maintain and remedy said work free from defects in materials and workmanship for a period of _____ year(s) following completion and acceptance by the City, then this obligation shall be void; otherwise it shall remain in full force and effect.

WITNESS our hands and seals this _____day of _____, 20_____.

_____	_____
Principal	Surety
By:_____	By:_____
	Attorney-In-Fact

Approved As to Form:

_____

City Attorney

PIPC Form XIII-SW

Heavy

NO. 1 – DETENTION PONDS

Maintenance Component	Defect or Problem	Conditions When Maintenance Is Needed	Results Expected When Maintenance Is Performed
Site	Trash and debris	Any trash and debris which exceed 1 cubic foot per 1,000 square feet (this is about equal to the amount of trash it would take to fill up one standard size office garbage can). In general, there should be no visual evidence of dumping.	Trash and debris cleared from site.
	Noxious weeds	Any noxious or nuisance vegetation which may constitute a hazard to County personnel or the public.	Noxious and nuisance vegetation removed according to applicable regulations. No danger of noxious vegetation where County personnel or the public might normally be.
	Contaminants and pollution	Any evidence of contaminants or pollution such as oil, gasoline, concrete slurries or paint.	Materials removed and disposed of according to applicable regulations. Source control BMPs implemented if appropriate. No contaminants present other than a surface oil film.
	Grass/groundcover	Grass or groundcover exceeds 18 inches in height.	Grass or groundcover mowed to a height no greater than 6 inches.
Top or Side Slopes of Dam, Berm or Embankment	Rodent holes	Any evidence of rodent holes if facility is acting as a dam or berm, or any evidence of water piping through dam or berm via rodent holes.	Rodents removed or destroyed and dam or berm repaired.
	Tree growth	Tree growth threatens integrity of slopes, does not allow maintenance access, or interferes with maintenance activity. If trees are not a threat or not interfering with access or maintenance, they do not need to be removed.	Trees do not hinder facility performance or maintenance activities.
	Erosion	Eroded damage over 2 inches deep where cause of damage is still present or where there is potential for continued erosion. Any erosion observed on a compacted slope.	Slopes stabilized using appropriate erosion control measures. If erosion is occurring on compacted slope, a licensed civil engineer should be consulted to resolve source of erosion.
	Settlement	Any part of a dam, berm or embankment that has settled 4 inches lower than the design elevation.	Top or side slope restored to design dimensions. If settlement is significant, a licensed civil engineer should be consulted to determine the cause of the settlement.
Storage Area	Sediment accumulation	Accumulated sediment that exceeds 10% of the designed pond depth.	Sediment cleaned out to designed pond shape and depth; pond reseeded if necessary to control erosion.
	Liner damaged (If Applicable)	Liner is visible or pond does not hold water as designed.	Liner repaired or replaced.
Inlet/Outlet Pipe.	Sediment accumulation	Sediment filling 20% or more of the pipe.	Inlet/outlet pipes clear of sediment.
	Trash and debris	Trash and debris accumulated in inlet/outlet pipes (includes floatables and non-floatables).	No trash or debris in pipes.
	Damaged	Cracks wider than ½-inch at the joint of the inlet/outlet pipes or any evidence of soil entering at the joints of the inlet/outlet pipes.	No cracks more than ¼-inch wide at the joint of the inlet/outlet pipe.
Emergency Overflow/Spillway	Tree growth	Tree growth impedes flow or threatens stability of spillway.	Trees removed.
	Rock missing	Only one layer of rock exists above native soil in area five square feet or larger or any exposure of native soil on the spillway.	Spillway restored to design standards.

Hervey

NO. 13 – BASIC BIOFILTRATION SWALE (GRASS)

Maintenance Component	Defect or Problem	Condition When Maintenance is Needed	Results Expected When Maintenance is Performed
Site	Trash and debris	Any trash and/or debris accumulated on the bioswale site.	No trash or debris on the bioswale site.
	Contaminants and pollution	Any evidence of contaminants or pollution such as oil, gasoline, concrete slurries or paint.	Materials removed and disposed of according to applicable regulations. Source control BMPs implemented if appropriate. No contaminants present other than a surface oil film.
Swale Section	Sediment accumulation	Sediment depth exceeds 2 inches in 10% of the swale treatment area.	No sediment deposits in grass treatment area of the bioswale.
		Sediment inhibits grass growth over 10% of swale length.	Grass growth not inhibited by sediment.
		Sediment inhibits even spreading of flow.	Flow spreads evenly through swale
	Erosion/scouring	Eroded or scoured swale bottom due to channelization or high flows.	No eroded or scoured areas in bioswale. Cause of erosion or scour addressed.
	Poor vegetation coverage	Grass is sparse or bare or eroded patches occur in more than 10% of the swale bottom.	Swale has no bare spots and grass is thick and healthy.
	Grass too tall	Grass excessively tall (greater than 10 inches), grass is thin or nuisance weeds and other vegetation has taken over.	Grass is between 3 and 4 inches tall, thick and healthy. No clippings left in swale. No nuisance vegetation present.
	Excessive shade	Grass growth is poor because sunlight does not reach swale.	Health grass growth or swale converted to a wet bioswale.
	Constant baseflow	Continuous flow through the swale, even when it has been dry for weeks or an eroded, muddy channel has formed in the swale bottom.	Baseflow removed from swale by a low-flow pea-gravel drain or bypassed around the swale.
	Standing water	Water pools in the swale between storms or does not drain freely.	Swale freely drains and there is no standing water in swale between storms.
	Channelization	Flow concentrates and erodes channel through swale.	No flow channels in swale.
Flow Spreader	Concentrated flow	Flow from spreader not uniformly distributed across entire swale width.	Flows are spread evenly over entire swale width.
Inlet/Outlet Pipe	Sediment accumulation	Sediment filling 20% or more of the pipe.	Inlet/outlet pipes clear of sediment.
	Trash and debris	Trash and debris accumulated in inlet/outlet pipes (includes floatables and non-floatables).	No trash or debris in pipes.
	Damaged	Cracks wider than ½-inch at the joint of the inlet/outlet pipes or any evidence of soil entering at the joints of the inlet/outlet pipes.	No cracks more than ¼-inch wide at the joint of the inlet/outlet pipe.

HERVEY

MEMORANDUM

To: Mayor and City Council

From: Kevin Young, Planning Division Manager

Date: February 26, 2014

Subject: Additional Written Testimony Received During the Period the Record was Held Open after the City Council's February 18, 2014, Public Hearing regarding Conditions of Approval for the Campus Crest Planned Development and Subdivision Applications (PLD13-00003 and SUB13-00001) and prior to 5 pm on February 25, 2014.

(Please note that additional written testimony received at the February 18, 2014, Public Hearing is included as an attachment to the City Council meeting minutes.)

Laurent, Marcia

From: Therese Waterhous [tswaterhous@gmail.com]
Sent: Saturday, February 22, 2014 9:10 AM
To: Planning
Subject: Witham Oaks testimony

Dear Council Members,

I urge you to reconsider your approval for the development of the Witham Oaks property as a student housing development. One reason I do not support development at this time is that this land is a wet land and as a city we need wetland protections and we need wetlands services. Wetlands protect our water supply which you know could be threatened due to climate change and pollution. The runoff from the property if developed poses a pollution concern that has not been thought out. With both California and Oregon looking at increasing drought conditions, all plants, trees and wetlands need to be conserved, more so than once thought, in order to protect water supplies. While Oregon does state that it protects wetlands this in fact has not been achieved, as statistics show we have lost over 60%of our wetlands and with more development being desired we are scheduled to lose more.

Another reason I do not support the conditions of approval for this property is that it appears the city will be exonerated of any wrong doing because of its action to approve the development. If the city council's actions cause the loss of wetlands and water protections then in my opinion that is a wrong doing caused by the city and the city ought to be held accountable. If the city is not held accountable then the "cost" of this error will eventually be passed on to the city residents.

--
Therese S. Waterhous PhD/LD
Willamette Nutrition Source, LLC
541-207-7205

Laurent, Marcia

From: SM Coakley [coakley.sm@hotmail.com]
Sent: Monday, February 24, 2014 9:45 PM
To: Planning
Subject: Change of zoning to accommodate Campus Crest

Dear city council,

City Council,

I remain deeply concerned that you overrode the City Planning Commission in voting for a zoning change to accommodate the Campus Crest request. You also chose to override an annexation vote of the public for a specific zoning and planned development; to change that should have required a public vote. Objections registered during the hearings are a reflection of how the impacted public feels and I believe you should reconsider that action because of the negative impact it has had on the public trust of city government. It seems to be no surprise that the councilors whose wards will be significantly and negatively impacted by the development chose to uphold the original voter intent. Not surprisingly, I am aware that the annexation would never have happened had those wards distant from the site not supported it. This is not about "not in my backyard". It is about preserving the last piece of contiguous undeveloped property at the city edge. It is also about honoring the intent of the citizens when they narrowly approved the annexation, which was to create family housing, both single dwelling and a modest number of multi-units.

Please, it is apparently possible for you to request of your councilor colleagues a new vote on the zoning change. I urge you to finally hear the voices of the citizens and reverse your course on this project.

Thank you for you consideration.

Stella Coakley
3839 NW Jackson
Corvallis, OR 97330
541-753-6215
coakley.sm@hotmail.com

RECEIVED

FEB 25 2014

Community Development
Planning Division

4:45 pm

City of Corvallis
City Council
email: planning@corvallisoregon.gov
RE: Campus Crest Application
February 21, 2014

Dear City Council,

First, thank you for your service and for granting our request to keep the record open for additional testimony.

As a matter of record, I testified at the February 18th public hearing as a neutral citizen. I did so because I voted in favor of the annexation of Witham Oaks when the plans were amended by the developer to be of low density single family housing. As you are aware prior to that several annexation votes were rejected by the citizens of Corvallis. Now that you, the City Council, have overturned the zoning criteria allowing for high density development, I do not support the annexation, as I believe the sentiment to be for an overwhelming number of Corvallis citizens. Why you would do this makes no sense. We had what in most peoples minds was a good plan that allowed the City to get Circle Boulevard through to Harrison, create access to City park land, provide badly needed affordable single family housing and maintain much of the open areas. In short, you really screwed this up, it's not fair to the public and the fact that you ignored the sentiment of the citizens you represent and your own Planning Commission ruling is particularly disturbing, this is in affect a complete system breakdown. As it relates to further deliberation on the Campus Crest application I request for the record that the following issues be addressed where ever and how ever possible.

1) Is it legal that the City Council can overturn the low density family housing criteria that the annexation vote was based on without involving another vote by the public, a referendum of sorts? This is a jurisdiction mater, skirting public process for something that involved public process should not be allowed. Can the City prove, in court if necessary, that the City Council has this power? If they do, this should be changed to protect the citizens from injustice in future annexations.
2) Can the City Council prove that they have the best interest of the citizens of Corvallis at heart in this decision to overturn the zoning criteria on the development? There have been several citizens express grave concerns about the affect on livability and safety resulting from this proposed high density project. How is it that the City Council could make any decision on this development is also incomprehensible. Mayor Manning has been quoted in the Gazette Times that housing is a top priority of the Council but that there is not enough information to know what to do. This has also been stated on several occasions by City Council members, in the latest hearing for example. Therefore a study has been commission by the City with an outside consultant to determine what the City should do as it relates to this very important housing subject. Also stated by the Mayor as a matter of fact is the net 8,000 people that commute to Corvallis to work and the open question of how many of these people would live here if they could? The question is, knowing that you don't have enough information regarding housing, how could the City

Council make any decision? At a minimum the City Council should have deferred a ruling until the study was completed. How does the Mayor and City Council know, or not, if the study will come back and recommend that greater emphasis be put into providing affordable single family housing and that the Witham Oaks site is an excellent location for this? The point is the Major and the City Council do not know, that's why the study! So if you don't know, how can you make any decision, or further, ignore the findings of City appointed Planning Commission that has more knowledge in this area than the City Council. This is highly illogical and at best represents a state of incompetence, at worse it falls into negligence. I would like to know which of the City Councilors that voted for this zoning change will take accountability for the highly probably tragedies that will result from cars whipping through residential neighborhoods to circumvent the pending chaos that will result on Harrison Boulevard. Children in the dark walking or biking to school, college kids with not enough reflective gear trying to get back to their apartment at night. It's sad to say, it's going to happen, I see it already and can't imagine what it will be like after Campus Crest. Please think very carefully about the lives you are putting at undue risk. You cannot eliminate risk you can only manage it, but at all cost you should not ADD to it, and that is what this Campus Crest development would do.
3) There is a lack of detail as it relates to the conditions of the property in the future, e.g., how is the open space land going to be managed, who is going to do it, who is going to pay for it, what guarantees (or protections), will be in place to assure the citizens of Corvallis that these open spaces will remain open spaces?
4) The traffic study performed by the developer is biased and does not accurately assess the impact of the Campus Crest development on neighborhoods in area and more specifically Harrison Boulevard. In affect what we have here is the same thing that got us in trouble with the sub-prime crisis, e.g., a conflict of interest. Like Goldman Sachs paying for security ratings while making huge profits selling those securities. Or Arthur Anderson auditing the financial statements of the same firms that they receive consulting fees from. In short it's not ethical. As proposed at the February 18th hearing, a 3rd party performed traffic study, selected by the City perhaps (possibly the Planning Commission?), and paid for by the developer should be performed to mitigate this conflict of interest bias that results from relying on the developer's interpretation of the data. To do otherwise is again an indication of incompetence or negligence on the part of the City Council in fully understanding the possible consequences to the general public as it relates to livability and safety.

Lastly, I again would like to thank the Major and the City Council for their service. I do not believe there is any intent to do harm to our fellow citizens and the generous donation of their time and effort is much appreciated. However, I would like to ask that this ruling on Campus Crest be reconsidered. As it stands it would do much damage to the welfare of the very citizens and community they are working so hard to improve.

Sincerely,

Steven S. Weiler
3921 NW Clarence Circle
Corvallis, OR 97330

Young, Kevin

From: Holzworth, Carla
Sent: Sunday, February 23, 2014 7:59 AM
To: Young, Kevin
Subject: FW: Witham Oaks

Please add to the record

From: Ward 3
Sent: Friday, February 21, 2014 5:11 PM
To: Holzworth, Carla
Subject: FW: Witham Oaks

From: Kunert, Steven [mailto:skunert@oregonstate.edu]
Sent: Thursday, February 20, 2014 10:45 AM
To: ward3@council.corvallisoregon.gov
Subject: Witham Oaks

Dear Council Member:

I am joining the majority of my fellow citizenry who are speaking out against the proposed Campus Crest development in Witham Oaks for all the many reasons that have been well delineated, including the original zoning that your citizenry voted for and how your votes on this matter ignored the sage advice of your own City Planning Commission. Added to this, I learned this morning that City Housing Program Specialist Bob Loewen has acknowledged that Corvallis' rental market has the highest vacancy rate in five years. I have lived near Harding School for over 16 years, and I have never seen so many "For Rent" signs in yards and windows. To go forward at this time with this already ill-advised development would be nothing short of civically negligent.

I ask that you request a new vote and that you change your vote in deference to the citizens of Corvallis, the Planning Commission and the good of our fine city.

Sincerely,

Steven J. Kunert
3256 NW Lincoln Ave.
Corvallis, OR 97330
541-757-1522

Young, Kevin

From: Holzworth, Carla
Sent: Tuesday, February 25, 2014 9:45 AM
To: Young, Kevin
Subject: FW: Vote again on zoning change

For the record…

From: Ward 3
Sent: Tuesday, February 25, 2014 9:45 AM
To: Holzworth, Carla
Subject: FW: Vote again on zoning change

From: SM Coakley [mailto:coakley.sm@hotmail.com]
Sent: Monday, February 24, 2014 9:26 PM
To: ward3@council.corvallisoregon.gov
Subject: Vote again on zoning change

Richard,
You chose to override an annexation vote of the public for a specific zoning and I ask you to reconsider that action because of the negative impact it has had on the public trust of city government. It seems to be no surprise that the councilors whose wards will be significantly and negatively impacted by the development chose to uphold the original voter intent. Not surprisingly, I am aware that the annexation would never have happened had those wards distant from the site not supported it. This is not about "not in my backyard". It is about preserving the last piece of contiguous undeveloped property at the city edge. It is also about honoring the intent of the citizens when they narrowly approved the annexation.

Please, it is apparently possible for you to request of your councilor colleagues a new vote on the zoning change. I urge you to demonstrate the character and commitment that you promised when elected to your position.

Thank you for you consideration.

Stella Coakley
3839 NW Jackson
Corvallis, OR 97330
541-753-6215
coakley.sm@hotmail.com

Crowell, Sharon

From: Ward 8
Sent: Wednesday, February 26, 2014 10:11 AM
To: Planning
Subject: Fwd: Asking for a new vote

----- Forwarded Message -----
From: "SM Coakley" <coakley.sm@hotmail.com>
To: ward8@council.corvallisoregon.gov
Sent: Friday, February 21, 2014 10:30:27 PM
Subject: Asking for a new vote

Biff,

In seeing that you plan to run for Mayor, I would hope that you are willing to reconsider your vote on the change in zoning for the proposed Campus Crest. You chose to override an annexation vote of the public for a specific zoning and I ask you to reconsider that action because of the negative impact it has had on the public trust of city government. It seems to be no surprise that the councilors whose wards will be significantly and negatively impacted by the development chose to uphold the original voter intent. Not surprisingly, I am aware that the annexation would never have happened had those wards distant from the site not supported it. This is not about "not in my backyard". It is about preserving the last piece of contiguous undeveloped property at the city edge. It is also about honoring the intent of the citizens when they narrowly approved the annexation.

Please, it is apparently possible for you to request of your councilor colleagues a new vote on the zoning change. I urge you to demonstrate the character and commitment that you would show as a future mayor.

Thank you for you consideration.

Stella Coakley
3839 NW Jackson
Corvallis, OR 97330
541-753-6215
coakley.sm@hotmail.com

Young, Kevin

From: Holzworth, Carla
Sent: Sunday, February 23, 2014 7:59 AM
To: Young, Kevin
Subject: FW: Zone change

Please add to the record

From: Ward 3
Sent: Friday, February 21, 2014 5:11 PM
To: Holzworth, Carla
Subject: FW: Zone change

From: Clinton, Richard [mailto:richard.clinton@oregonstate.edu]
Sent: Thursday, February 20, 2014 10:00 AM
To: 'ward3@council.corvallisoregon.gov'
Subject: Zone change

Dear Richard,

I understand your reasoning concerning low-cost housing needs in Corvallis, and I certainly agree about that need. I am impressed, however, by Richard Johnson's proposal yesterday in the GT, asking OSU to lease some of its land to the companies wishing to build student housing. It seems to me that the Witham Oaks zone change lets OSU off the hook and a reversal of that zone change would put pressure on them to consider leasing some of their land, an altogether better alternative.

I don't envy your having to make these difficult choices.

All the best,

Dick

Richard L. Clinton, Ph.D.
Professor Emeritus
Department of Political Science
Oregon State University
Corvallis, OR 97331
541-737-6246

Young, Kevin

From: Reed Behrens [synergy2100@hotmail.com]
Sent: Thursday, February 20, 2014 9:35 AM
To: Young, Kevin
Subject: Witham Hill-OSU dairy bike path

To accomodate the safety and traffic concerns resulting from Witham Hill development OSU, whose students are causing increasing noise, partying, parking, trash problems etc. in residential neighborhoods, could compensate local homewowners, just a little, by building a bike path from Circle at Harrison to the Covered Bridge over Oak Creek. The bike path could parallell Oak Creek, be a scenic and aesthetic addition to Corvallis's stellar bike system, and would reduce bike, car and foot traffic on Harrison.

With all of the developments in our small town-new townhomes, congestion around Fred Meyer, 29th, on Western and soon on Harrison and 35th, not to mention the huge development at the end of Kings at Walnut-another thousand people or so, clogging 29th, Kings etc. OSU is becoming an unruly neighbor, seemingly unconcerned or worst patronizing towards the people who live here. Small concessions like a bike path from Circle and Harrison to the Covered Bridge on Campus Way would be a welcome give back in a time of somewhat excessive taking.

As the Sierra Club's motto once was, "Not blind opposition to progress, but opposition to blind progress."

To the City Council, the Planning Commission and our Mayor:

I have attended three hearings on the Zone Change proposal for the Witham Oaks parcel.
I was impressed with the citizens who spoke in opposition to allowing Campus Crest to develop the area. They presented excellent testimony against the proposal.

I did not hear the Campus Crest individuals state at any time that they would pay any of the millions of dollars it will cost to widen the roads to make room for the 900 bikes they claim will be on the roads with only a two percent increase in automobile traffic.

I drove to the site yesterday. It seems certain that the small park in that area will be ruined by this proposed building complex. People bought houses in a neighborhood with a park for their children and with streets that would allow safe traffic. What is to happen to them?

Harrison Street from the proposed site to 29th Street would need to be widened to accommodate vehicular and bike traffic. This would necessitate cutting down old trees and leaving Harrison Street naked of beauty. Is the development going to pay for that or will the citizens of Corvallis (who voted for low density family homes) pay so that the corporation can build, make it's millions and leave our City in disarray? Corvallis was just listed in Sunset Magazine for it's livability--when streets are devoid of beauty and full of traffic congestion, will the corporation step up and ease our financial burden?

I do know that we (the Citizens of Corvallis) did not vote for a mega-complex that will not benefit the City of Corvallis but will line the pockets of the Campus Crest Corporation. We should have the right to vote against this proposal.
It should not be your burden to make a decision against the voters of the community.

I urge all of you to hear your constituents and vote against the Zone Change. You can change your minds and vote for the citizens and the livability of our City.

Thank you for your service to our City and for your consideration in doing the right thing.

Patricia Wickman
2240 NW 27 Street
Corvallis, Oregon 97330
541-752-4602
kateypat@comcast.net

Patricia Wickman
2/25/14

RECEIVED
FEB 25 2014
Community Development
Planning Division
1:00 pm

Young, Kevin

From: Holzworth, Carla
Sent: Sunday, February 23, 2014 8:02 AM
To: Young, Kevin
Subject: FW: The Grove
Attachments: AR-M455N_20140221_105716.pdf

Please add to the record

-----Original Message-----
From: Ward 3
Sent: Saturday, February 22, 2014 1:28 PM
To: Holzworth, Carla
Subject: FW: The Grove

-----Original Message-----
From: pgoodmonson@comcast.net [mailto:pgoodmonson@comcast.net]
Sent: Friday, February 21, 2014 1:41 PM
To: mayorandcitycouncil@corvallisoregon.gov
Subject: The Grove

To: Mayor and City Council
City of Corvallis

From: Paul N. Goodmonson, Jr.

Re: Campus Crest / The Grove

I have written to the City several times to express my deep concern about traffic and other impacts that will inevitably be caused by the new 900-unit student housing development at the Witham Oaks site.

The Friends of Witham Oaks group has presented well reasoned suggestions to improve the proposed Conditions of Approval for this project (attached). Adopting these suggestions will help ensure this project can work for all of us in Corvallis.

encl.

Comparison to Staff Findings of Conditions of Approval

The following conditions of approval have page references on the left side which indicate where in the staff report discussion and analysis is made relative to that specific condition.

Pg# Ref	Cond	CONDITION
~~All~~	1	**Consistency with Plans** — Development shall comply with the narrative and plans identified in **Attachment N,** except as modified by the conditions below, or unless a requested modification otherwise meets the criteria for a Minor Planned Development Modification. Such changes may be processed
~~80, 141~~	2	**Lighting** —~~Prior to issuance of building permits for on-site lighting, and issuance of~~ Public ~~Improvement~~Improvements Under Private Contract (PIPC) Permits for development, the applicant shall submit lighting plans which demonstrate that site or public street lighting shall comply with the site and street lighting
~~80~~	3	**Signage** — All future signage on the site shall comply with the requirements of LDC Chapter 4.7 — Sign Regulations. Sign permits shall be obtained, where required.
~~76,~~ ~~81,119,~~ ~~121, 127,~~ ~~146~~	4	**Landscaping and Trees** — The following landscaping provisions shall apply to overall development of the site: Landscape and Irrigation Plans — Prior to issuance of building permits, and concurrent with site improvements (excavation, grading, utilities, and PIPC plans, as applicable), the applicant shall submit landscape construction documents for this site to the Development Services Division, which contain a specific planting plan (including correct Latin and common plant names), construction plans, irrigation plans, details, and specifications for all required landscaped areas on the site.
		Required landscaping shall be consistent with the Conceptual Landscape Plan submitted with this application (applicant's **Attachment N).**
		Submitted Landscape Plans shall include the following elements: a. The applicant's requested variation to the LDC's street tree spacing requirements to accommodate fire access needs, resolve conflicts with necessary utility locations, and

			landscape requirements adjacent to streets through protected resource areas is approved, as generally depicted on Sheets P9.1 — P9.3 from **Attachment N.** As a compensating benefit for the requested variation, the applicant shall provide at least 696 trees to be planted on the site, to be generally consistent with locations shown on the Conceptual Landscaping Plans in **Attachment N.** Trees shall be a minimum 2-inch caliper size and submitted landscape plans shall number trees to demonstrate compliance with this requirement. b. Landscape plans shall show that portions of streets that will pass through protected vegetation, wetland, and riparian areas will be constructed with curbside sidewalks with no planted area to the outside of the sidewalk (unless approved through a future restoration plan reviewed by Community Development Staff). c. Landscape plans shall demonstrate that outdoor components associated with heat pumps and similar equipment are screened in accordance with the requirements of LDC 3.6.30.k, where applicable. d. Landscape plans shall demonstrate compliance with the Green Area requirements of LDC Section 3.6.50. e. Prior to issuance of ~~an occupancy~~ permit for the final residential building on the site, the applicant shall re-vegetate the 420 lineal feet along the riparian corridor within the site that is currently without adequate vegetation. Prior to installation, the applicant shall submit a re-vegetation plan to Development Services Staff to ensure consistency with LDC Section 4.13.50.d. Prior to final acceptance of the installation, the developer shall provide a financial guarantee to the City, for a period of five years, and consistent with the procedures identified in LDC Section 4.2.20. f. Landscape plans shall be coordinated with PIPC plans and other improvements through the development of a "streetscape plan" as a component of applicable PIPC permits. ~~Landscape plans shall be consistent with LDC Section 4.2.30.b —Areas Where Trees May Not be Planted.~~ <u>Installation</u> — All required landscaping and related improvements on the 24.6 acre apartment development site shall be installed as illustrated on the approved Landscape

and Irrigation Permit, and shall be completed prior to issuance of a final Certificate of Occupancy. The applicant's submitted landscape plans shall include a phasing plan for landscape improvements associated with each building, to be reviewed and approved by City Staff, to ensure that all required landscaping is in place with each phase and throughout the development site. The installation will be inspected and approved by the Development Services Division, and shall occur prior to or concurrent with final inspections for site construction permits.

Three-Year Maintenance Guarantee — Prior to final acceptance of the installation, the developer shall provide a financial guarantee to the City, as specified in LDC 4.2.20.

Coverage within Three Years - All required landscaping shall provide a minimum 90 percent ground coverage within three years.

Three-Year Maintenance Guarantee Release - The developer shall provide a report to the Development Services Division just prior to the end of the three year maintenance period, as prescribed in
Section 4.2.20.a.3 of the LDC. The report shall be prepared by a licensed arborist or licensed landscape contractor and shall verify that 90 percent ground coverage has been achieved, either by successful plantings or by the installation of replacement plantings. The Director shall approve the report prior to release of the guarantee.

The following tree preservation provisions shall apply to the site:

Corvallis embraces urban forests as an integral part of the community's infrastructure, and relies on private property owners who are responsible for a vast majority of the trees. Prior to commencement of any onsite work, the applicant shall submit to the Planning Director, City Arborist and the Commission on Civic Beautification and Urban Forestry a current comprehensive inventory of trees on the site. The inventory must calculate the total tree canopy coverage, distinguish between native and non-native species, and note any trees that may qualify for a heritage tree status. The applicant must also submit a plan that describes their protocols for tree protection, retention and replacement.

		This plan must be approved by the City Arborist and Commission on Civic Beautification and Urban Forestry prior to the issuance of building permits. In compliance with the Urban Forestry Management Plan and LDC 4.12 (Significant Vegetation Protection), the applicant must take necessary steps to avoid loss or damage to native Oregon White Oak trees. Prior to occupancy, the applicant must demonstrate that total tree canopy coverage has been maintained, through preservation of existing trees and replanting.
~~81, 97~~	5	**Development Size** — As requested by the developer, the approval of the DDP is limited to a maximum of 296 dwelling units as stated on Page 2 of the application for the CPA and ZDC. This requested condition serves to limit potential off-site traffic impacts consistent with OAR 660-012-0060 (2) (e) and (3).
~~83~~	6	**Issuance of Building Permits** — Consistent with LDC section 4.0.20 and council policy CP91-7.04, no building permits for foundations or structures shall be issued until all public improvements required for the approved development ~~are complete and accepted by the City Engineer.~~have been reviewed, completed and accepted by the City Engineer, and all maintenance guarantees are provided. Furthermore, no building permits for foundations or structures shall be issued until all offsite private improvement, easements, studies, reports, required for the approved development have been reviewed, completed and accepted by the City Engineer.
~~86~~	7	**Sidewalk Improvements** — Sidewalks shall be installed consistent with the applicant's plan and LDC section 4.0.30 including timing of installation. In order to ensure safe and convenient pedestrian passage, and to satisfy the City's "to and through" policies, necessary connections to existing sidewalks, including the sidewalk along the north side of NW Harrison Boulevard, shall be extended and connect with the proposed pedestrian facilities within and along the site frontages.
	8	**Marked Crosswalks in the Public ROW** - The City has a Council Policy (CP91-9.01) on when crosswalks should be marked. Any crosswalks shown not meeting that policy in the public ROW will need to be removed from the PIPC construction plans.

	9	**Multi-use Paths** — All multi-use paths identified on the plans shall be paved and 12-feet wide. Paving materials for public multi-use paths shall be concrete Per LDC section 4.10.70.03.
	10	**Sidewalk maintenance** — Maintenance of all private sidewalks and sidewalks within public access easements shall be the responsibility of the property owner.
	11	**Transit Facilities** — Prior to issuance of an occupancy permit for the first residential building on the site, transit shelter easements and standard concrete shelter pads shall be provided along NW Circle Boulevard. The exact locations and dimensions of transit shelter pads shall be determined as part of the public improvement plan review. All right-of-way dedications or easements for transit facilities shall be shown on the final plat.
	12	**Witham Hill Dr. and Circle Blvd. 4-way Stop** - The intersection of Witham Hill Dr. and Circle Blvd. shall be reviewed after construction of NW Circle Blvd. and prior to the end of the warranty period for public improvements including Circle Blvd. The developer's traffic engineer shall provide an update to the Mitigation Alternative Study for Circle Blvd. and Witham Hill Dr. intersection based on MUTCD standards for multi-way stop applications. If upon review of the study, the City Engineer determines stop signs should be installed, City Crews will install the stop signs and associated striping and the developer will be billed for the cost of installation.
	13	**Private Streets** - A private maintenance agreement with enforcement provisions to ensure maintenance for this facility shall be established in accordance with LDC section 4.0.60.d. prior to issuance of an occupancy permit for the first residential building on the site.

	23	**Sewer Extension in NW Harrison Blvd.** —To comply with LDC 4.0.70.c and 4.0.70.d, it shall be demonstrated that the extension of sewer through the property provides adequate depth to provide service to the adjacent property to the west (OSU). If the sewer shown in public street 'A' is not adequate to serve the entire property (especially the existing structures) a minimum 8-inches diameter sewer shall be extended from the current sewer in NW Harrison Blvd. If the adjacent property is served by an extended sewer in Harrison, sewer in public street 'A' would not need to provide service to the adjacent property. The sewer extension in NW Harrison Blvd. shall be constructed and accepted by the City Engineer prior to the issuance of any grading or building permits for foundations or structures.

	24	**Maintenance Access to Public Facilities**— Access structures and appropriate access easements shall be provided for all public sewer and stormwater manholes, detention, and water quality facilities not located in public right-of-way. Access structures shall be all-weather, minimum 15' wide, and capable of supporting 60,000 pound maintenance vehicles. The access structures shall extend to within 10' of all manholes, with no more than a 15' back-up length, unless otherwise approved by the City Engineer. Access structures and appropriate access easements shall be constructed and accepted by the City Engineer prior to the issuance of any grading or building permits for foundations or structures.

25	**Off-site Stormwater Drainage and Easements**—
	Development generated stormwater runoff from the site shall not be allowed to cross private property without appropriate easements from impacted property owners. OSU owns property downstream of the proposed development site which is located in Benton County outside the City limits. Prior to the issuance of any grading or building permits, the following procedure shall be followed for off-site drainage easements:
	Applicants Shall Describe the Existing Drainage Situation. A physical description of drainage features from the development site downstream to the first existing public facility shall be provided. Information on the presence or absence of a defined channel, the extent of the presence of water in the system, the type of vegetation and its tolerance for hydrological changes, the type of land uses being employed, groundwater characteristics, and any other relevant physical characteristic shall be provided. (A known hydrological change caused by development is an increase in dry season flows due to irrigation and/or intercepted groundwater.)
	A discussion of the existing drainage legal situation shall also be provided. A list of downstream property owners and any known storm drainage easements or other access rights shall be provided. Any previous disputes shall be documented
	extension and new local street 'A'. The 16-inch line in public street 'A' shall extend to the western property line. A 12-inch second level waterline shall loop from the 16-inch waterline in NW Circle Blvd. to the existing 2nd level waterline in NW Elizabeth. The final location of the waterlines will also need to account for tree plantings to avoid conflicts.
	If appropriate easements are not available to loop the 2nd level NW Circle Boulevard waterline to the NW Elizabeth Place waterline, the applicant shall extend the NW Circle Boulevard waterline south to the intersection with the existing City easement adjacent to the Beit Am property, and a flushing station shall be installed at this terminus that contains a meter service, a backflow prevention system, and connection to the public sewer system on NW Harrison Boulevard.

~~104, 105~~	~~21~~	~~**Private Storm Drainage and Sanitary Sewer** - Installation of the~~ private storm drainage system and sanitary sewer will be subject to permitting through the City's Development Services Division. It will also need to be shown on the PIPC plans to evaluate how the public and private systems work together. ~~A private maintenance~~

		Applicants Shall Make a Good Faith Effort to Obtain Easements. Written and personal contact ~~should~~shall be made with affected downstream property owners and documentation furnished to the City. If objections are raised, resolution alternatives ~~should~~shall be considered. Compensation offers ~~should~~shall be made based upon easement fair market value established by professional appraisals. Physical improvements to the drainage system could be considered. Benefits associated with an established public drainage system in the area could also be discussed. Existing drainage problems ~~could~~shall be resolved. If it is demonstrated that easements cannot be obtained as described above, the following conditions shall be met: Applicants Shall Engineer Solutions to Minimize Downstream Impacts. Features such as detention, infiltration, water conserving landscaping (no automatic irrigation systems), minimal impervious area, commitments to low impact weed and pest control, water quality treatment, or other applicable solutions ~~should~~shall be considered. These solutions shall be prepared by a registered professional engineer and conform as closely as possible to criteria contained in the City of Corvallis Stormwater Master Plan and King County Surface Water Design Manual. Drainage Facilities Shall Remain Private. Any drainage facility installed under this process without public easements shall remain private in perpetuity. Applicants Shall Indemnify the City of Corvallis. The applicant shall provide an indemnification and hold harmless agreement acceptable to the City Attorney's Office protecting the City of Corvallis, its officers, employees, volunteers and agents against any drainage related action, claim for injury or damage and all loss, liability, cost or expense, including court costs and attorney fees, growing out of or resulting directly or indirectly from construction, installation, operation and maintenance of the land division and subsequent development. This indemnification shall be a covenant running with the land, and shall be binding upon the Owner and Owner's heirs, executors, administrators, successors, assigns, lessees, sub-lessees, tenants and sub-tenants forever.

		lane, 6-foot bike lanes, standard curb and gutter on the north side, a 12-foot planter strip on the north side (except where curbside due to natural features), and a 12-foot wide multiuse path. A turn lane shall be provided for east bound traffic at NW Circle Blvd. The County may require a median in the area where the existing Circle Blvd path connects to Harrison Blvd.
~~98~~	~~152~~ 2	**Private Storm Drainage and Sanitary Sewer** - Installation of the private storm drainage system and sanitary sewer will be subject to permitting through the City's Development Services Division. It will also need to be shown on the PIPC plans to evaluate how the public and private systems work together. A private maintenance agreement with enforcement provisions to ensure maintenance of private storm drainage and sanitary sewer facilities shall be established in accordance with LDC sections 4.0.70.f and 4.0.60.d prior to submitting the final plat. The private storm drain sanitary sewer lines shall have a private "joint and several" maintenance easement that will allow lot owners access for maintenance purposes over the entire line. The private storm drain system and sanitary sewer locations shall be shown on the final plat. The NW Circle Boulevard waterline south to the intersection with the existing City easement adjacent to the Beit Am property, and a flushing station shall be installed at this terminus that contains a meter service, a backflow prevention system, and connection to the public sewer system on NW Harrison Boulevard. The looping of the waterline and/or installation of the flushing station shall be constructed and accepted by the City Engineer prior to the issuance of any grading or building permits for foundations or structures.

	14	**NW Harrison Boulevard Street Improvements** - A permit for public improvements will be required from the County for improvements to NW Harrison Blvd. Typically the County will default to City Standards within the UGB. City and County staff have discussed the improvements along NW Harrison Blvd. and improvements proposed by the applicant are consistent with City and County standards. Improvements to NW Harrison should include:12-foot travel lanes, a 12-foot continuous center turn lane, 6-foot bike lanes, standard curb and gutter on the north side, a 12-foot planter strip on the north side (except where curbside due to natural features), and a 12-foot wide multiuse path. A turn lane shall be provided for east bound traffic at NW Circle Blvd. The County may require a median in the area where the existing Circle Blvd path connects to Harrison Blvd. The public improvements required here in this condition shall be completed, and accepted by the County, prior to the issuance of any grading or building permits for foundations or structures.
~~86~~	~~8~~15	**Bicycle and Pedestrian Safety** –Consistent with LDC 2.5.40.09A, and LDC 4.0.40b, prior to the issuance of any grading or building permits, the applicant shall make a good faith effort to obtain an easement from OSU for a mixed use bicycle and pedestrian path from the applicant's site, through the adjacent OSU property to the OSU Campus Core. The applicant shall meet with OSU and Collaboration Corvallis representatives to consider an applicant financed bicycle pedestrian path. The applicant shall provide documentation to the Planning Commission as to any objections raised, and potential alternatives considered. In the event OSU agrees to allow an easement across their property for the use of a mixed use path, the path shall be designed and approved prior to the occupancy of the first phase of the applicant's project.

~~86~~	~~9~~16	**NW Circle Boulevard Street Improvements** - NW Circle Boulevard shall be constructed to full City standards from its terminus at the site's northern property boundary, south through the site, to the intersection with NW Harrison Boulevard. Proposed cross-sections are shown on sheet P5.5 and generally include: a 5-foot sidewalk and a 12-foot planter strip on the west side (except where there are curbside sidewalks due to natural features), 6-foot bike lanes, 10-foot travel lanes, and a 12-foot planter strip and a 12-foot multi-use path on the east side. A 10-foot wide turn lane shall be provided on Circle Blvd at Street 'A', and at Harrison Blvd. Where access is needed adjacent to the storm drainage tract H, parking for maintenance vehicles is provided. Any proposed re-alignments of NW Circle Boulevard shall be considered a **Major Modification** due to potential infringement on existing wetlands.
~~86~~	~~10~~17	**Local Street Improvements** - All local streets shall be constructed to City standards, unless otherwise approved with this application. The East-West local street has been approved to be constructed to a local connector street standard.
~~90~~	~~11~~18	**Street Lights** — Consistent with LDC section 4.0.60.r, the applicant shall provide an engineered design for street light installation and, obtain appropriate electrical permits from Development Services Division prior to issuance of building permits for any apartment building on the subject site and to commencement of any onsite work, and shall install the street light system concurrent with public improvements prior to issuance of any building permits for the first residential building on the site. See also Condition #2.

~~97~~	~~12~~19	**Public Improvements** — All Public improvements shall be constructed in a single phase. In accordance with LDC 4.0.60.e and LDC 4.0.70, all development sites shall be provided with access to a street, public water, sanitary sewer, storm drainage, and street lights. Any plans for public improvements referenced within the application or this staff report shall not be considered final engineered public improvement plans. Prior to issuance of any structural or site utility construction permits, the applicant shall obtain approval of, and permits for, engineered plans for public improvements by private contract (PIPC) from the City's Engineering Division per LDC section 4.0.80. The applicant shall submit necessary engineered plans and studies for public utility and transportation systems to ensure that adequate street, water, sewer, storm drainage and street lighting improvements are provided. Street signs and curb markings will be reviewed and approved with the PIPC plans. Final utility alignments that maximize separation from adjacent utilities and street trees shall be engineered with the plans for public improvements in accordance with all applicable LDC criteria and City, DEQ and Oregon Health Division requirements for utility separations. As part of the public improvement plans, the applicant shall include a "streetscape" plan that incorporates the following features: composite utility plan; street lights; proposed driveway locations; vision clearance triangles for each intersection; street striping and signing (in conformance with the MUTCD); and proposed street tree locations. Public improvement plan submittals will be reviewed and approved by the City Engineer under the procedures outlined in Land Development Code Section 4.0.80.
~~98~~	~~13~~20	**Slopes Adjacent to the ROW** — Slopes adjacent to the ROW shall not exceed the slopes shown in the City's Standard Detail 101, Typical Street Sections, from the City of Corvallis Standard Construction Specifications. Retaining walls in or adjacent to the ROW will not be allowed unless approved by the City Engineer.

~~98~~	~~14~~21	**2nd Level Waterline -** The applicant shall install a minimum 16-inch waterline within the NW Circle Blvd. extension and new local street 'A'. The 16-inch line in public street 'A' shall extend to the western property line. A 12-inch second level waterline shall loop from the 16-inch waterline in NW Circle Blvd. to the existing 2nd level waterline in NW Elizabeth. The final location of the waterlines will also need to account for tree plantings to avoid conflicts. Applicant with concurrence from City Engineer, shall determine if appropriate easements are available to loop the 2nd level NW Circle Boulevard waterline to the NW Elizabeth Place waterline. If appropriate easements are not available to loop the 2nd level NW Circle Boulevard waterline to the NW Elizabeth Place waterline, the applicant shall extend the NW Circle Boulevard waterline south to the intersection with the existing City easement adjacent to the Beit Am property, and a flushing station shall be installed at this terminus that contains a meter service, a backflow prevention system, and connection to the public sewer system on NW Harrison Boulevard. The looping of the waterline and/or installation of the flushing station shall be constructed and accepted by the City Engineer prior to the issuance of any grading or building permits for foundations or structures.

		Applicant's Attorney Shall Provide Legal Opinion. The applicant's attorney shall provide a written legal opinion that the proposed approach complies with Oregon Water Law.
~~108~~	~~25~~26	**Franchise Utilities**~~—~~ Prior to issuance of public improvement permits, the applicant shall submit, as part of the public improvement plan set, an overall site utility plan that shows existing and proposed franchise utility locations, including vaults, poles and pedestals. The proposed franchise utilities shall conform to requirements outlined in the LDC section 4.0.90 including provision of appropriate utility easements. The applicant shall provide confirmation the franchise utilities have reviewed these plans prior to review by the City.
~~108~~	~~26~~27	**Franchise Utility Easements**~~—~~ According to LDC Section 4.0.100.b, a minimum 7-foot Utility Easement (UE) is required adjacent to all street ROWs and shall be shown on the plat.
~~109~~	~~27~~28	**Right-of-Way Dedication**~~—~~ The applicant shall dedicate additional right-of-way as needed along the south and east edges of the property to construct Circle Boulevard and NW Harrison Boulevard as proposed in the plans. Approval for the right-of-way dedications for NW Circle Boulevard and NW Harrison Boulevard shall be obtained prior to authorization of plans for public improvements. The applicant shall also dedicate a minimum of 50 feet of right-of-way along all public local streets. The final plat shall include all right-of-way dedications. As part of the **Public Improvements** process, the applicant shall demonstrate that the proposed right-of-way widths will be feasible to construct all streets as proposed in the plans without impinging on adjacent properties or impacting wetlands beyond what is necessary to provide a functional transportation system.
~~109~~	~~28~~29	**ROW Dedication/Easements**~~—~~ Per LDC Section 4.0.100.f, any easements or ROW dedications shall be shown on the plat. Easements for water, sewer, and storm drainage shall be provided for facilities located outside the ROW. Minimum easement width shall be per LDC section 4.0.100.a. An environmental assessment for all land to be dedicated must be completed in accordance with LDC Section 4.0.100.g.
~~111, 112~~	~~29~~30	~~**Storm Water Quality and Detention Design** - All — In addition~~ to the provisions contained in condition 25 for the offsite stormwater drainage and easements, all storm water quality and detention facilities shall be designed consistent with criteria outlined in Appendix F of the City's Storm Water Master Plan, and criteria outlined in the King County Surface Water Design Manual. As per King County criteria, if side slopes

		steeper than the standard 3H:1V are proposed, or if embankment heights exceed 6 feet, they shall be designed by a licensed geotechnical engineer. As part of the plans for public improvements, the applicant shall provide engineered calculations for pre-development and post-development peak storm water run-off flows, and demonstrate that all storm drainage facilities are designed to match pre and post development flows up to the 2, 5, and 10-year storm events. The project shall be designed to protect aquatic species in Oak Creek and prevent downstream impacts including erosion, bank destabilization, stream sedimentation, contamination and loss of habitat. Any onsite wetlands not impacted by the project shall be enhanced to properly functioning condition, with protection of significant vegetation in riparian corridors and wetland areas consistent with LDC 4.13. Water quality and biological monitoring studies that evaluate runoff, flows, and habitat impacts from the project site to Oak Creek (baseline study), shall be conducted prior to commencement of any onsite work, repeated annually during construction and for two years following project completion. The baseline study shall evaluate year-round conditions considering seasonal variations in stream flow and other parameters. Design of all detention and water quality facilities, water quality and biological monitoring studies shall be performed by a qualified licensed professional engineer and shall be subject to the review and approval of the City Engineer.

~~111, 112, 128~~	~~30~~31	**Storm Water Quality and Detention Facility Landscaping**~~—~~ The design for the storm water quality and detention facilities shall include a landscape plan that details all landscaping essential to ensure the proper function of the detention and water quality facilities. This functional landscape plan shall be submitted as part of the plans for public improvements. The applicant shall see that all associated functional landscaping associated with the storm water quality and detention facilities be installed, or that appropriate erosion and sediment control measures are in place, prior to any paving activity on the development site. All detention and water quality facilities landscaping shall be consistent with City and King County criteria, and shall be designed prior to acceptance of the public improvement plans. All water quality and detention landscaping shall be designed and approved by a qualified landscape architect.
~~111, 112~~	~~31~~32	**Maintenance of Storm Water Quality and Detention Facilities** ~~—~~ The applicant shall provide a stormwater maintenance plan (in accordance with City and King County criteria), and a stormwater facilities agreement (in accordance with City criteria) for the realigned portion of the NW Circle Boulevard drainageway. Because the water quality facilities are an integral component of the wetland preservation plan and the detention facilities are in close proximity and/or located within wetland mitigation areas, the warranty period shall be coincident with the wetland mitigation monitoring plan time frame, or two years from acceptance, whichever is longer.

~~112~~	~~32~~33	**Private Stormwater Detention**— Concurrent with development, private onsite stormwater detention shall be implemented. The storm water detention facilities shall be designed consistent with both criteria outlined in Appendix **F** of the Storm Water Master Plan, and criteria outlined in the King County, Washington, Surface Water_Design Manual, and should be designed to capture and release run-off so the run-off rates from the site after development do not exceed the pre-developed conditions, based on the 2-year, 5-year, and 10-year, 24-hour design storms. Installation of the private storm drainage system will be subject to permitting through the City's Development Services Division. The use of pervious pavements may reduce the contributing area used in the detention volume calculations. A private maintenance agreement with enforcement provisions to ensure maintenance for this facility shall be established in accordance with LDC sections 4.0.70.f and 4.0.60.d. A copy of this agreement shall be submitted prior to issuance of an occupancy permit for the first residential building on the site.
	34	**Standards for Off-street Parking and Access**— Per LDC section 4.1.40, a permit from the Development Services Division will be required to construct parking, loading, and access facilities and installation of the parking lot will need to be consistent with the City's Off-Street Parking and Access Standards.
	35	**NW Circle Boulevard Drainageway**— As part of the plans for public improvements, the applicant shall include a detailed plan for realignment of the NW Circle Boulevard drainageway where it conflicts with the NW Circle Blvd. extension consistent with the Stormwater Maintenance Plan and the King County criteria. At a minimum, this plan shall address re-establishment of vegetation, shading, facilitation of drainageway migration, and water quality protection for the wetlands consistent with DSL requirements and approval. The sidewalk in this area may be located curbside to avoid creek crossings and to minimize impacts to the drainageway and grading.

	36	**Drainageway Easements and Maintenance**— As part of the plans for public improvements, the applicant shall provide a drainageway easement along the entire length of the NW Circle Boulevard drainageway, except where it is public ROW. The drainageway easement shall be consistent with Land Development Code criteria in table 4.13-2 and the City's Drainage Master Plan. The applicant shall provide a stormwater maintenance plan (in accordance with King County criteria), and a stormwater facilities agreement (in accordance with City criteria) for the realigned portion of the NW Circle Boulevard drainageway. Because preservation of this drainageway is an integral component of the wetland preservation plan, the warranty period shall coincident with the wetland mitigation monitoring plan time frame, or two years from acceptance, whichever is longer. The drainageway easement shall be recorded with the final plat for the first phase of development.
	37	**Drainageway Signs**— Public improvement plans shall delineate the drainageway easement and shall denote locations for installation of the City's standard "Riparian Area" protection/informational signs. The signs shall be purchased and installed by the developer concurrent with the installation of the public improvements.

	38	**Other Agency Permits** — All other agency permits necessary to determine final design of the PIPC Plans such as Department of State Lands, Corps of Engineers, and Department of Environmental Quality shall be obtained and a copy provided to the City prior to authorization of the PIPC plans. Substantial revisions to the plans due to State requirements may require a Planned Development Modification as determined by the Community Development Department. Design Manual, and should be designed to capture and release run-off so the run-off rates from the site after development do not exceed the pre-developed conditions, based on the 2-year, 5-year, and 10-year, 24-hour design storms. Installation of the private storm drainage system will be subject to permitting through the City's Development Services Division. The use of pervious pavements may reduce the contributing area used in the detention volume calculations. A private maintenance agreement with enforcement provisions to ensure maintenance for this facility shall be established in accordance with LDC sections 4.0.70.f and 4.0.60.d.
~~102~~	~~33~~39	**Unassigned Parking** — In accordance with LDC Section 4.1.20.k, the applicant shall maintain at all times at least 113 unassigned automobile parking spaces (15% of required) and 96 unassigned bicycle parking spaces (15% of required), located such that they are available for shared use by all occupants within the development. If necessary, signage, striping, or other means shall be used to differentiate unassigned parking from assigned parking areas.
	40	**Windows and Doors**— The applicant shall demonstrate, at the time of building permit submittal, that all facades of all proposed buildings facing streets, sidewalks, and multi-use paths on the site shall contain a minimum area of 15 percent windows and/or doors, consistent with the requirements of LDC Section 4.10.60.01.c. Adjustments to submitted building designs are allowed to the extent necessary to comply with this requirement.

	41	**Recesses and Extensions**— The applicant shall demonstrate, at the time of building permit submittal, that all buildings comply with the standards in LDC Section 4.10.60.04.b.2. Adjustments to submitted building designs are allowed to the extent necessary to comply with this requirement.
~~148~~	~~34~~ 42	**Conservation Easement** — In conjunction with final plat approval, the applicant shall record a conservation easement, consistent with the requirements of LDC Section 4.12.60.a.2, to protect the trees within all Highly Protected Significant Vegetation Areas on the site that will not be impacted by the extension of Circle Blvd. Within the Conservation Easement there shall be provisions that restrict the removal of any trees during any period that migrating birds are in Corvallis. The Conservation Easement shall be reviewed and approved by the City Engineer prior to recording.
~~148~~	~~35~~ 43	**Open Space**—Consistent with LDC _____, the applicant shall submit to the Planning Commission and City Council for review and approval, a detailed plan (**Open Space Plan**) for the dedication and maintenance of open space. The plan shall include, but is not limited to, what specific land the applicant proposes to dedicate, what steps the applicant intends to undertake for the restoration of this land, what maintenance and replacement of dead or dying vegetation that the applicant intends to implement, the funding being proposed by the applicant – both short term (< 5 years) and long term (> 5 years) by the applicant. In addition, the applicant shall enter a memorandum of understanding with the City for the eventual dedication and acceptance of the City of the open space. The Open Space Plan must be approved by the Planning Commission and City Council before approval of the final plat.

	44	**Wildlife Inventory**— Prior to commencement of any onsite work, the applicant shall perform a comprehensive inventory of bird and wildlife species on the site, submitting the inventory to the Planning Director and City Arborist. Annual monitoring of birds and wildlife will continue during construction and for a period of two years following project completion, with annual reports submitted by the applicant to the Planning Director and City Arborist. In the event there is a decline in the species present on the site, the applicant shall submit a plan for remedial steps to be taken subject to City approval.
	45	**Good Neighbor Agreements**—Consistent with LDC _____, and numerous promises made by the applicant during the public hearing process on their applications, the applicant shall negotiate and adopt Good Neighbor Agreements with the Friends of Witham Oaks, the Cedarhurst and Harding Neighborhood Associations, Oregon State University, the LDS Church and Beit-Am Synagogue. The Good Neighborhood Agreements shall memorialize the applicant's promises and commitments to neighbors and the community, and clearly define promised actions regarding traffic mitigation, noise, aesthetics, student behavior and crime, preservation of trees, habitat protection, public access, construction impacts and sustainable practices. The Good Neighbor agreements shall be approved by the Planning Commission prior to issuance of any grading or building permits for the foundations or structures. — The applicant shall demonstrate, at the time of building permit submittal, that all facades of all proposed buildings facing streets, sidewalks, and multi-use paths on the site shall contain a minimum area of 15 percent windows and/or doors, consistent with the requirements of LDC Section 4.10.60.01.c. Adjustments to submitted building designs are allowed to the extent necessary to comply with this requirement.
	46	**Geotechnical Report** — Prior to issuance of Excavation and Grading Permits on the site, for either public or private improvements; the applicant shall submit a geotechnical report addressing all issues raised in the applicant's Preliminary Site Assessment Report. The geotechnical report shall be reviewed and approved by the City Engineer prior to the issuance of any grading or building permits for foundations or structures. The Geotechnical Report shall be reviewed for conformance with the Preliminary Site Assessment Report and approved by the City Engineer.

~~87,~~ ~~159~~	~~43~~ 47	**Final Plat** — To finalize ROW Dedication and ensure the establishment of necessary easements, tracts, and lots within the development, the applicant shall record the Final Plat for the requested subdivision prior to issuance of building permits for any apartment building on the subject site. The plat shall include all proposed trail easements, conservation easements, and other elements, as proposed by the applicant.
	48	**Fire Sprinkler Systems** — Per developer's proposal and agreement, all of the structures on this project will have a NFPA 13D or 13R fire sprinkler system as an AM&M in lieu of OFC compliant Fire Dept. access.

49. Development Related Concerns

A. NW Circle Blvd. & NW Harrison Blvd intersection and adjacent Driveway Conflicts - City access standards require that driveway accesses be located a minimum of 150' from any other access or collector and/or arterial street intersection. The two adjacent properties to the east of the site have side-by-side driveways within 100 feet of the proposed intersection of NW Circle Boulevard and NW Harrison Boulevard. The driveway closest to the intersection (approximately 50 feet to the east) belongs to a site (Beit Am) that has not yet been developed, and is currently under County jurisdiction. An alternate access off of NW Circle Boulevard is shown in the applicant's plans and is the City's preferred solution. There has been some initial dialogue with Beit Am about this possibility and submitted testimony **(Attachment 0)** from Beit Am indicates support for this southerly point of access. The second adjacent driveway to the east belongs to the LDS church, and is one of two site accesses to Harrison. The applicant shows a new driveway cut on the future NW Circle Blvd which would provide a second access for the LDS site if an appropriate easement could be obtained across the strip of land owned by Beit Am. Benton County and the City have an interest in working with the developer, LDS Church, and Beit Am to relocate the westerly LDS driveway on NW Harrison Blvd to NW Circle Blvd. with the construction of NW Circle Blvd.

B. Mailbox Locations - As part of the plans for public improvements, the applicant shall show proposed mailbox locations, with approval from the Post Office, as well as any sidewalk transitions required by City Standards.

Excavation and Grading Plans - Prior to issuance of any construction permits, the applicant shall submit an excavation and grading plan, including erosion control methods, to the City's Development Services Department for review and approval.

D. Other Permits - Prior to issuance of any construction permits, the applicant shall be required to obtain a National Pollutant Discharge Elimination System (NPDES) permit if construction activity will disturb, through clearing, grading, and/or excavation, one or more acres of the site. Additionally, any permits required by other agencies such as the Division of State Lands; Army Corps of Engineers; Railroads; County; or Oregon Department of Transportation, shall be approved and submitted to the City prior to issuance of any City permits.

E. SDC Reimbursement - Where it is anticipated that there will be System Development Charge (SDC) reimbursements from City funds to the developer for qualifying extra-capacity facilities built by the developer, the developer shall obtain a written agreement with the City regarding the monetary amount of the requested reimbursement as well as the anticipated construction time line for the qualifying improvements, prior to initiating construction of these facilities. A written request for SDC reimbursement may be directed to the City Engineer, who will review and forward the request to City Council.

F. ZOB Applications - Zone of Benefit (ZOB) cost recovery may apply for the NW Harrison Boulevard and NW Circle Boulevard street improvements . The applicant may apply for ZOB cost recovery for improvements that benefit other property owners adjacent to the improvements as outlined in chapter 2.16 of the Corvallis Municipal Code. The applicant must submit a written request within one year from the acceptance of the public improvements in order to be considered for reimbursement.

~~G.~~ Infrastructure Cost Recovery - Infrastructure cost recovery charges may apply to the NW Harrison Boulevard sewer and water lines, and the Dale Drive sewer lines serving or adjacent to the site. The determination of applicable charges will be evaluated during the public improvement review process. Where it is determined that there will be Infrastructure Cost Recovery charges, the

G. developer shall pay their required share of the costs prior to making any connection to any infrastructure system, in accordance with Corvallis Municipal Code 2.18.040.

H. Irrigation Plans - Prior to issuance of public improvement permits, the applicant shall submit, and obtain approval of, irrigation plans for associated landscaping.

I. Tree Plantings - Tree planting locations shall not block street signs, or traffic signals. In addition, trees should not be planted in areas outlined in LDC section 4.2.30.b.

J. Signing & Striping Plans - As part of the public improvement plans, the applicant shall include a plan for street striping and signing. All striping and signing shall conform to the MUTCD and City standards and policies. All costs associated with striping and signing shall be borne by the developer.

K. Street Names & Assigning Street Addresses - All street names need final approval from the Development Services Division prior to filing of the final plat. Street addresses are assigned by the Development Services Division. Requests for street addresses are to be submitted in writing to the Development Services Division accompanied by a copy of the approved tentative or final subdivision plat with the approved street names. The scale of the drawing shall be 1" to 100'. Street addresses will be assigned within 15 working days of receipt of a

complete request.

Young, Kevin

From: Nancy Rohn [nancy.rohn.violins@gmail.com]
Sent: Thursday, February 20, 2014 7:22 AM
To: Young, Kevin; Nancy Rohn
Subject: Witham Oaks development...

Dear Kevin, the City of Corvallis City Council Members, Planning and Infra-structure Depts.,

I am writing in opposition of the Witham Oaks development that is still in the approval process. My reasons have been voiced by others in that you shouldn't plan a development near an animal facility that produces a quantity of manure and then have residents of the development complain about the odor. Good grief - that is just common sense at work.

The other reason may get your attention, as it should, more so than just the usual arguments as to placement of the development, need in the community, green space, etc..

Back when Grand Oaks development was built the city and the developer did not practice due diligence and the drainage issues plagued neighbors. Because the City of Corvallis did not do their job the improper drainage plan/implementation from the Grand Oaks sub-division resulted in the killing of oak trees on a near by property along with drainage issues that property never had prior to the sub-division being built. The result was a law suit against the city and the developer that cost in excess of one million dollars. I have little to no faith in the City of Corvallis to properly manage a new sub-division being built after the Grand Oaks fiasco. Inadequate planning, education, and lack of expertise could result in another expensive judgement against the city.

My minor experience with a city planning/development dept. employee left me questioning the experience and judgement that I encountered with him. I would not and could not trust that person to be involved with a huge subdivision project based on my interaction of a simple project.

With new dorms being built on the OSU campus and plentiful off-campus housing that has been built in the past few years I do not see the need for Witham Oaks development to occur. The voters originally passed the annex for medium density housing and that has been amended. We voters and tax payers were given a bait-and-switch. Please do not allow Witham Oaks development to proceed for a multitude of reasons.

Nancy Rohn 541-231-1724 810 S.E. Park Ave.; Corvallis 97333

Young, Kevin

From: Mark VanSteeter [vanstem@mail.wou.edu]
Sent: Wednesday, February 19, 2014 12:17 PM
To: Young, Kevin
Subject: Witham Oaks Comment

Please tally one more comment against the development of Witham Oaks.

Thank you

--
Mark M. Van Steeter, Ph.D.
Associate Professor
Dept. of Geography
Western Oregon University

Crowell, Sharon

From: Ward 8
Sent: Wednesday, February 26, 2014 10:10 AM
To: Planning
Subject: Fwd: Witham Oaks

----- Forwarded Message -----
From: "Marolyn Tarrant" <martarrant@comcast.net>
To: "Richard Hervey" <wward3@council.corvallisoregon.gov>, "Mike Beilstein" <ward4@council.corvallisoregon.gov>, "Joel Hirsch" <ward6@council.corvallisoregon.gov>, "Hal Brauner" <ward9@council.corvallisoregon.gov>, "Biff` Traber" <ward8@council.corvallisoregon.gov>
Sent: Thursday, February 20, 2014 1:45:19 PM
Subject: Witham Oaks

I am sending you a copy of a letter I sent to the GT just in case you never saw it.

"I agree with the headline on the editorial page January 15 '"SOMETHING BROKEN IN LAND-USE PROCESS." Following the rather underhanded annexation of Hewlett Packard in l974, a referendum proposition was passed to allow future annexations to be voted on by the citizens of Corvallis. this proposition has worked well with annexations passed and denied. After seven denials, Witham Oaks was annexed into the city in 2004 for single family housing. Campus Crest has requested a zoning change in order to build housing for 900 students The city council has now voted to allow this change negating the wishes of the people voting for this annexation. This is the part of the land-use process which is broken."

I was born in Corvallis and have been pleased to see how land use laws have been used to develop a nice place to live—with a vital downtown area (which so many cities do not have these days) Many people choose to live here because of the way the city has developed. The River Front is a great attraction (although it took 40 years to get it) the Green belt around Corvallis, the University and many other local attractions.

Some people keep saying we really need this development at Witham Oaks. However, there are still for rent signs in many of the apartments already built, the GT area has now been rezoned for student housing, an apartment on I'm not sure what street it's on but it is going to be remodeled for students, there are two rather large 3 story apartment houses on Grant Street which are under construction now so the argument that we need this development is specious.
If this were a local developer, it might play out differently. However, these out-of-state builders looking for a profit and if things do not work out well, Campus Crest will be out of the picture and Corvallis will be stuck with the remaining problem.

Please reconsider your vote on this important issue.

Marolyn Tarrant
3310 NW Norwood Drive
Corvallis, OR 97330

541-753-8145

Young, Kevin

From: Marcia Shapiro [tarnwillow@comcast.net]
Sent: Friday, February 21, 2014 1:32 PM
To: Young, Kevin
Subject: Witham Oaks

I am opposed to giving zoning and other planning exemptions to the developer so that they can build student housing on the Witham Oaks property. The voters of Corvallis approved the annexation with the understanding that the development there would be limited to low density/single family residences. It was this limitation that caused me to vote for the annexation. I would definitely not have voted for it if I had known that it would be developed in the fashion now proposed.

Marcia Shapiro
5755 NW Fair Oaks Drive
Corvallis, OR 97330

Young, Kevin

From: Paciera, Reagan (Perkins Coie) [RPaciera@perkinscoie.com] on behalf of Robinson, Michael C. (Perkins Coie) [MRobinson@perkinscoie.com]
Sent: Tuesday, February 25, 2014 4:22 PM
To: Young, Kevin
Cc: City Attorney Brewer; Emery, Karen; Alex B. Eyssen (alex.eyssen@campuscrest.com); 'ronaldsimons@me.com'; 'jerry.offer@otak.com'; Robinson, Michael C. (Perkins Coie); King, Seth J. (Perkins Coie)
Subject: Campus Crest/The Grove; Applicant's Evidentiary Open Record Submittal
Attachments: 2014.02.24 Lt Mayor Manning re Public Hearing.PDF

Dear Mr. Young:

The enclosed letter and 13 exhibits constitute the Applicant's submittal for City of Corvallis File Nos. PLD 13-0003 and SUB 13-0001 during the open record period that ends today at 5 p.m.

Please place this letter and exhibits in the official Planning Department file for this application and before the City Council prior to the public meeting on March 3, 2014.

Thanks,

Mike

Michael C. Robinson | **Perkins Coie** LLP
1120 N.W. Couch Street, Tenth Floor
Portland, OR 97209-4128
PHONE: 503.727.2264
MOBILE: 503.407.2578
FAX: 503.346.2264
E-MAIL: mrobinson@perkinscoie.com

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* * * * * * * * * *

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Memorandum

808 SW 3rd Avenue
Suite 300
Portland, OR 97204
Phone (503) 287-6825
Fax (503) 415-2304

To: Mayor Julie Manning

From: Jerry Offer

Copies: Ron Simons and Alex Eyssen of Campus Crest

Date: February 25, 2014

Subject: Review of Testimony Regarding Recommended Conditions of Approval

Project No.: 16185

We have reviewed the additional testimony which was submitted to the City of Corvallis regarding the Planning Commission's recommended conditions of approval. We would like to respond to a few of the comments which pertain to the scope of Otak's work on this project. I will respond to comments by Louise Marquering's comments regarding the City of Corvallis' policy of requiring development actions to provide "to and through" construction of streets, sidewalks, paths and utilities on a site which is being developed. An accompanying memorandum from Robert Schottman, PhD, will address a number of storm water drainage and utility related concerns.

Louise Marquering has suggested that the City Council revise the Planning Commission's recommended conditions of approval to basically stop the street improvements for Street A and the utilities within that street 100 feet short of the western edge of the property where it abuts the OSU avian research facility. Ms. Marquering raises concerns with the need for the street improvements and utilities because of an OSU representative's prior statement regarding the unlikelihood of the redevelopment of the OSU avian research property in the near future; because of the unnecessary expense to the City to maintaining these unused facilities; and with regard to the conflict between the Corvallis Land Development Code Section 4.070.d's requirement for utilities to extend to the edge of a development site, Code Section 4.060.f's requirement that streets extend to the edge of the adjacent property, and Code Section 3.6.30.g which requires setbacks and buffering from Actively Farmed Open Space-Agricultural (OS-AG) lands. In addition, Ms. Marquering notes that the 2007 City Council decision for the Witham Oaks subdivision for this property included condition of approval No. 63 requiring that streets and utilities end 25-feet short of the site's western property line. Ms. Marquering also raises similar concerns with the installation of the east-west pedestrian/bicycle trail to the western edge of the site. While we were aware of the 2007 condition of approval for the Witham Oaks subdivision requiring that that street and utilities stop 25-feet short of the western site boundary, our current plans do not propose ending the street and utilities short of the western edge of the site primarily because we did not want Campus Crest to be seen as attempting to shirk any of its development responsibilities for the project, which surely would have

not been well received by the neighbors. In addition, we do not see clear authority in the Code for the City to allow for the utilities and road to end short of the edge of the site. Code Section 4.070.d clearly states that *"…public utilities… shall be extended through the site to the edge of the property (ies)."* That language is very specific as to what is expected of a developer, as is Section 4.060.f's *"…shall be installed concurrently with development of a site and shall be extended through the site to the edge of the adjacent property(ies)."* These Code sections do not provide for any flexibility with regard to stopping utilities or streets short of a development site's property line. While we can understand Ms. Marquering's desire for the street and utilities to end short of the western property boundary adjacent to the OSU facility, we cannot find any flexibility in the Code upon which the City Council could issue a condition similar to condition No. 63 of the 2007 decision. If the City's Community Development staff and the City Attorney can point to clear authority in the Code to provide something short of providing these facilities to the western edge of the site such as providing a fee-in-lieu of providing improvements or a set aside account for the future development of these facilities, Otak would urge Campus Crest to agree to such a condition. However, without such clear authority, we do not believe that such a condition would be warranted.

MACKENZIE.

DESIGN DRIVEN | CLIENT FOCUSED

February 25, 2014

Perkins Coie LLP
Attention: Michael Robinson
1120 NW Couch Street, 10th Floor
Portland, OR 97209-4128

Re: **Campus Crest**
Response to Written Testimony
Project Number 2130504.00

Dear Mr. Robinson:

At your request, I am providing a response to the February 17, 2014 letter submitted by Rolland Baxter. Mr. Baxter raises safety concerns for bicycles at the intersection of Circle Boulevard with Harrison Boulevard.

With the planned extension of Circle Boulevard to Harrison Boulevard, the City has requested both a shared 12-ft multi-use path on the east side of the roadway and a bicycle lane in the roadway. The exact treatment of the bicycle lane at the intersection with Harrison Boulevard has yet to be determined, with several options available, and it is not yet decided if the median will be used for transitions to eastbound Harrison. These issues will be resolved during design with both City and County staff. Regardless of the exact intersection design, bicycles are not expected to use the median to transition into a travel lane as Mr. Baxter states. This median transition lane, if provided, is intended for motor vehicle use.

Bicycles will have the ability to use the existing multi-use path to the west of the new Circle Boulevard alignment, with a separate crossing of Harrison Boulevard; the new multi-use path on the east side of the new Circle Boulevard alignment; and a new striped crosswalk at the intersection with Harrison; or the bicycle lane in Circle Boulevard.

Mr. Baxter suggests a traffic circle be installed at the intersection. This option has not been discussed with the City and County staff in any detail, as it would require additional right-of-way from adjacent parcels, and requires bicycles to either travel in the vehicle lanes or use the sidewalks and pedestrian crosswalks.

Condition 45, as proposed, would require additional analysis of the intersection after the Circle Boulevard extension is open and the apartments are occupied. This would be the appropriate time to assess the best traffic control options – a traffic signal, traffic circle, or all-way stop control.

Sincerely,

Brent Ahrend, PE
Senior Associate | Traffic Engineer

c: Chris Clemow - Mackenzie

Environmental Science & Assessment, LLC

TECHNICAL MEMORANDUM

DATE: February 25, 2014

TO: Ron Simons Campus Crest
Michael Robinson Perkins Coie

FROM: Jack Dalton

RE: The Grove – PLD13-00003, SUB 13-00001 Comments to City Council

The applicant for the Grove project requested Environmental Science & Assessment, LLC (ES&A) respond to comments made to the City Council for case files as referenced. ES&A has been involved with the Grove project since 2011 and has completed documentation related to the wetland delineation, mitigation plan and specific Corvallis City Development Code requirements for the applicant. This response is related to comments submitted by Ms. Rana Foster on February 18, 2014 related to these areas of natural resource assessment and regulation.

Comment: The public will not be allowed to comment on wetland permitting related to proposed wetland impacts from the project.

Response: The applicant will prepare a Joint Permit Application (JPA) to Oregon Department of State Lands (DSL) and U.S. Army Corps of Engineers (USACE) to meet both state and federal requirements for wetland impacts and mitigation. The JPA process allows for a 30-day public comment period. All proposed wetland impacts will be documented and mitigated on site, which has been discussed in a conceptual mitigation plan (ES&A 2013) and submitted to the City as part of land use application materials.

Comment: The applicant did not provide specifics about the mitigation planting plan, site preparation for mitigation site and mitigation maintenance.

Response: The applicant will provide this detailed information in the JPA, which will be reviewed by DSL and USACE as well as the City of Corvallis, Oregon Department of Fish and Wildlife (ODFW) and other state and local agencies to insure the appropriate plan is in place to mitigate the proposed wetland impacts. Maintenance and monitoring of restoration mitigation site and adjacent upland buffers will be conditioned in the state/federal wetland permit.

Comment: There were multiple references in Ms. Foster's comments to the "26.5 acre removal-fill" for the site development.

Response: It is important to clarify that the proposed project will only impact approximately 1.35 acres of wetland, which results from the construction the Circle Boulevard as required in the City of Corvallis transportation plan, and site access roadways off of Circle Boulevard. The remaining approximately 21 acres of wetland on site will be preserved as open space. Site grading for the main portion of the proposed 26.5 acre site development occurs in the lower quality upland scrub-shrub habitat between the wetland habitat on the south end and the Oak Woodland habitat on the north end of the site.

Comment: The applicant does not submit reports into the record regarding botanical surveys, fish habitat, archaeological surveys or Endangered Species Act (ESA)-listed species on site.

Response: The need for these surveys will be reviewed during the JPA process and all surveys required by local, state and federal regulatory agencies will be completed as necessary.

Comment: The wetland delineation was done at a time of year that did not document all site conditions.

Response: The wetland delineation was reviewed and concurred by the Department of State Lands on June 8, 2012, which documents the limits of the wetland on site as per Oregon requirements.

Comment: The locally significant vegetation groups will be impacted by the change in hydrology from the site development.

Response: The applicant has identified Open Space Habitat Maintenance practices to preserve the existing significant habitats as part of site development. A *Conceptual Habitat Maintenance Plan* has been prepared for the site based on recommendations of natural resource professionals and City staff. A stormwater management plan will also be implemented to meet City standards. The Oak habitat is located above the proposed site development and would not be impacted hydrologically by the site development. Stormwater discharged downslope will enter the approximately 21 acres of wetland, which is comprised of vegetative community adapted to a wide range of hydrologic regimes, which includes seasonal high water, so no detrimental impacts to the wetland habitat is anticipated.

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February 25, 2014

VIA E-MAIL

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

Re: Campus Crest/The Grove—Conceptual and Detailed Development Plan and Subdivision (City of Corvallis File Nos. PLD 13-0003 and SUB 13-0001); Applicant's Evidentiary Open Record Submittal

Dear Mayor Manning and Members of the Corvallis City Council:

This office represents Campus Crest (the "Applicant"). I am writing on behalf of the Applicant to respond to the relevant argument and evidence submitted to the City Council regarding the subdivision and conceptual and detailed development plan applications at the February 18, 2014 limited evidentiary public hearing. I have asked your staff to place this letter before you prior to the March 3, 2014 public meeting and to place the letter in the official Planning Department file for these applications.

1. Introduction.

This letter is the Applicant's submittal during the evidentiary open record period ending on Tuesday, February 25, 2014 at 5:00 p.m. This letter is timely submitted prior to the close of the evidentiary open record period.

The City Council tentatively approved the comprehensive plan map and zoning map amendments at its meeting on January 6, 2014. Prior to making a tentative decision on the subdivision and conceptual and detailed development applications, the City Council directed the Planning Commission to consider and recommend conditions of approval on those applications to the City Council. The Planning Commission did so in a non-public hearing on January 29, 2014. The City Council received the Planning Commission's Notice of Disposition and convened a limited evidentiary hearing on February 18, 2014. The scope of the public hearing

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Perkins Coie LLP

was limited to argument and evidence related to the recommended conditions of approval. The Planning Department introduced a new Condition of Approval 45 and an amended Condition of Approval 14 at the beginning of that hearing.

The City Council closed the public hearing but at the request of one of the parties, left the written record open for all parties to submit argument and evidence until February 25, 2014 at 5:00 p.m. and for the Applicant to submit final written argument only by March 3 at 5:00 p.m.

2. Limitation on Relevant Argument and Evidence.

The City Council should accept and consider only argument and evidence related to the conditions of approval for the conceptual and detailed development plan and the subdivision applications. Argument and evidence related to the comprehensive plan map and zoning map amendments are outside of the scope of the hearing.

The Applicant respectfully requests that the City Council strike and not further consider argument and evidence related to the map amendments and other evidence unrelated to conditions of approval. The Applicant understands and appreciates the desire of the City Council to be transparent but the City Council's determination on January 6, 2014 that further argument and evidence would be limited to conditions of approval requires that argument and evidence related to issues outside of this limited evidentiary scope not be considered. To accept argument and evidence beyond this scope would be inconsistent with the City Council's express direction and the parties' expectations about what they may or may not discuss before the City Council.

3. Response to Issues Raised in the February 18, 2014 Limited Evidentiary Public Hearing.

This section of the Applicant's letter addresses issues relevant to the scope of the limited evidentiary public hearing. To the extent parties submitted argument and evidence outside of the scope of the limited evidentiary public hearing, this letter does not address those issues.

A. The Applicant has had on-going discussions about the open space disposition.

Several City Councilors and witnesses asked questions about the Applicant's offer to dedicate without cost to the City all of the upland private open space on the west side of the Circle Boulevard extension. The Applicant will retain wetland areas and will negotiate with a neighborhood group for acceptance of the upland area on the east side of the Circle Boulevard extension.

The Applicant appeared before the City of Corvallis Parks, Natural Areas and Recreation Board ("PNARB") on November 21, 2013. The Applicant's November 12, 2013 letter to the chair of the PNARB and its exhibits include a memorandum from Jack Dalton describing the 15.1-acre

upland area adjacent to the Witham Hills Natural Area offered to the City (**Exhibit 1**). The staff memorandum to PNARB for that meeting is attached as **Exhibit 2**. The PNARB adopted a motion to accept the property as proposed by the Applicant and agreed upon by City staff (**Exhibit 3**).

The PNARB has recommended to the City Council that the City accept the 15.1-acre area from the Applicant. The PNARB has asked that the Applicant provide a more defined southern boundary of the 15.1-acre dedication. The Applicant will do so.

The dedication offer is not a new issue raised at the last minute. The Applicant has had many discussions with City staff regarding dedication of upland areas to the City. The Applicant originally requested that the exchange of property be *in lieu* of parks SDC's. However, the City explained to the Applicant that this was not in the City's interest to do so. The Applicant then proposed to dedicate the land without any cost whatsoever to the City and to remove understory growth on the property and to provide to the City funds for five (5) years of maintenance of that property. **Exhibit 4** is a portion of the Corvallis Planning Commission minutes from its October 16, 2013 meeting. Page 6 of those minutes is a discussion between Planning Commissioner Daniels and City Parks Planner Jackie Rochefort in which Ms. Rochefort discussed the prior conversations between City parks staff and the Applicant.

The minutes demonstrate that the Applicant has had an ongoing discussion with City staff about the City's interest in the upland areas. The November 21, 2013 PNARB motion was the culmination of these discussions.

The City Council can find that while this issue is not related to an approval standard, the evidence shows that the Applicant will convey the property to the City if its offer is accepted.

B. Proposed Stormwater Facilities Meet City Standards.

Several witnesses testified that the Applicant should be held to an additional performance standard for stormwater plans. First, the City Council can find that all of the substantial evidence before them demonstrates that the Applicant has satisfied applicable standards regarding stormwater quality and detention facilities.

Second, three (3) conditions of approval govern stormwater quality and detention facilities. First, Condition of Approval 29 requires that stormwater quality and detention facilities be constructed consistent with the City's Stormwater Plan and other criteria and that the construction plans be reviewed and approved by the City Engineer. Second, Condition of Approval 30 requires that stormwater quality and detention landscaping plans be reviewed and approved by the City Engineer. Finally, Condition of Approval 31 requires that the Applicant provide a stormwater facility maintenance plan.

The City Council can find that these conditions are the same as imposed on other applicants. To the extent the Corvallis Land Development Code (the "LDC") requires security for performance of these conditions, the Applicant agrees with such a condition. It is normal for public improvements to have a maintenance bond after their approval and acceptance by the City to ensure that the public improvements function as anticipated.

The City Council can find that the recommended conditions of approval are sufficient to assure performance of the obligations and compliance with relevant LDC standards.

C. The Corvallis Municipal Code and the Conditions of Approval Require The Applicant to Maintain the Public Sidewalks and Multi-Use Paths.

Several witnesses testified about maintenance of public sidewalks. The Corvallis Municipal Code ("CMC") contains at least two (2) provisions relevant to sidewalk maintenance. First, CMC 3.07.010 (**Exhibit 5**) is entitled "Sidewalk maintenance utility – Purpose." This chapter establishes a sidewalk maintenance utility for "the purpose of funding the maintenance of sidewalks in the public right-of-way within the corporate limits of the City of Corvallis in accordance with the sidewalk maintenance program as described in City Council Policy 91-7.08."

Second, CMC 2.15.170 (**Exhibit 6**) is entitled "Liability of property owner." This provision imposes a duty on all owners of land within the City to keep in good repair all sidewalks and driveway approaches abutting their property and imposes a liability for all damages arising from negligence in failing to meet this duty.

Additionally, Condition of Approval 10 requires that public sidewalks and multi-use paths be maintained by the Applicant.

The City Council can find that the Applicant is required to maintain sidewalks and multi-use paths not only as a result of Condition of Approval 10 but also as an obligation of the CMC.

D. The Conditions of Approval Can Be Enforced.

Several witnesses asked about the ability of the City to ensure performance of the conditions of approval. From the Applicant's perspective, it would make no sense to have gone through all of the effort to obtain the approvals and then ignore or run afoul of the conditions of approval. However, even if there is a reasonable expectation that the City should be concerned about the Applicant's performance of the conditions of approval, both the LDC and certain conditions of approval assure that the Applicant will perform the conditions as required by the City.

First, Condition of Approval 1 requires that the Applicant's development be consistent with its plans and narrative. Second, Condition of Approval 6 provides that no building permit shall be issued until all public improvements are complete and/or accepted by the City Engineer. Third,

Condition of Approval 18 requires that all public improvements be reviewed and approved by the City Engineer.

Additionally, LDC Chapter 1.3 is entitled "Enforcement." **(Exhibit 7)** LDC 1.3.20.a provides that no building permit shall be issued for any development unless the proposed development "complies with the provisions of this Code, including any Conditions of Approval established by the authority of the City Council . . . or otherwise authorized by this Code, City Ordinances, or state law." LDC Section 1.3.20.b requires that the proposed development comply with "all applicable City ordinances and requirements, including all City-adopted plans such as the Transportation Plan, the public facilities master plans, the Park and Recreational Facilities Plan, etc." Third, LDC Section 1.3.20.c requires that the proposed development comply with the City's Building and Fire Codes. Finally, LDC Section 1.3.20.d requires that all development comply with Special or General Development permits.

Additionally, LDC Section 1.3.30 prohibits issuance of a certificate of occupancy unless the conditions of approval are satisfied.

Further, LDC Section 1.3.40 provides that if the Director determines that the development is substantially different from approved plans or provisions of the LDC, including any conditions of approval, the Building Official may issue orders to the developer to remedy the non-construction. LDC Section 1.3.50 provides for stop-work orders. LDC Section 1.3.60 provides for a violations process.

The City Council can find that the relevant conditions of approval assure that the Applicant is obligated to comply with its representations and to construct the development as conditioned. The City Council can also find that the LDC provides that the City has the authority to assure development in compliance with the approved plans and conditions of approval and, if an applicant fails to do so, the City has a variety of remedies to assure compliance.

The City Council can find that notwithstanding these assurances, this issue is not relevant to approval criteria, it can be assured that the Applicant must abide by conditions of approval and relevant LDC provisions.

E. The Applicant Has and Can Satisfy Relevant Standards Related to Traffic.

Several witnesses discussed traffic impacts. First, the City Council can find that substantial evidence demonstrates that the Applicant has adequately addressed criteria regarding improvements and adequacy of transportation facilities. For ease of reference, I have included as **Exhibit 8** the Applicant's September 30, 2013 letter regarding bike lanes on Harrison Boulevard and as **Exhibit 9** the Applicant's October 7, 2013 letter regarding adequacy of transportation facilities. **Exhibit 10** is staff report page 97 showing that the development will satisfy relevant intersection performance standards.

Exhibit 11 is staff recommended new Condition of Approval 45 and revised Condition of Approval 14. The Applicant will accept both of these conditions. Taken together, the conditions assure that the intersection of the NW Circle Boulevard extension and NW Harrison Boulevard will function safely and efficiently.

F. The Applicant Will Maintain its Property.

Several witnesses argued that the Applicant should be obligated to submit a management plan for its private open space and asked how the Applicant would address rubbish in the private open space area.

First, the best way to assure that the private open space area is maintained is to allow development to occur. Once development occurs, the upland open space area will either be maintained by the Applicant as part of its ownership or some or all of the property will have been dedicated to either the City or a third party who will maintain the area. However, it is clear that development will assure maintenance of this area because the property owner will not want an unsightly area next to residents.

Second, no party cited a relevant approval criteria that requires a management plan for open space area. Every property owner has an obligation to maintain private property. CMC Section 5.04.020 is entitled "Prohibition Against Nuisances." This section provides that property owners may not allow a nuisance affecting public health or safety to exist **(Exhibit 12)**. Should the Applicant maintain ownership of this area and fail to prevent a nuisance, the City has the remedies available to it in its municipal code to assure that the nuisance is abated.

The City Council can find that while this is a relevant issue for the Applicant and City staff to discuss, it is not a basis for a decision on the conceptual and detailed development plan or subdivision because it is not related to a relevant approval standard. ORS 227.173(1) (approval of a discretionary permit application shall be based on standards and criteria set forth in the development ordinance); 227.178(3)(a) (approval of the application shall be based upon the standards and criteria applicable at the time the application was first submitted).

The City Council can find that it has adequate remedies to assure maintenance of private property. The Applicant has testified that it both will maintain the property when it assumes ownership (the Applicant does not now hold title to the property) and that its desire is to transfer the upland areas to the City or a third party.

G. A Public Trail Across Oregon State University ("OSU") Property is Not Reasonably Related to These Applications and OSU Has Not Agreed to Allow a Trail.

The Applicant has had several discussions with OSU representatives regarding a trail. Page 3 of the PNARB November 21, 2013 minutes reflect Mr. Simon's testimony to PNARB on this

subject. Mr. Simon 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."*

The Applicant is willing to continue the discussion with OSU but there is no legal obligation for it to acquire a trail easement or right-of-way across OSU property. The trail is not reasonably related to the impacts of the Applicant's development, and more importantly, without OSU's consent, the Applicant has no power to obtain an easement or right-of-way for a trail.

H. The Applicant Will Coordinate With Beit Am.

Beit Am submitted a February 18, 2014 email in which it requested that the Applicant coordinate the Circle Boulevard extension and other improvements with Beit Am. The Applicant agrees to do so.

I. The Applicant has Satisfied the Standards for Private and Common Open Space Arnold Park and Trail to Arnold Park.

One person discussed the existing City trail easement to Arnold Park and potential impacts on Arnold Park. The easement over which any trail would be improved exists in favor of the City. To the extent the witness believed that the residents of the Applicant development will use Arnold Park, this issue is irrelevant to the approval criteria and the witness did not cite a relevant approval standard. It seems highly unlikely that Arnold Park would be a desired destination by residents of the Applicant development for a number of reasons.

LDC 3.6.50.01, "Green Area", 3.6.50.02, "Private Outdoor Space Per Dwelling Unit", and 3.6.50.03, "Common Outdoor Space Per Dwelling Unit", require open space areas. The Applicant submitted evidence demonstrating that these criteria are satisfied. The Staff Report at pages 121-125 found that the Applicant satisfied these standards. No other standard requires analysis of impacts on public parks and, because the application satisfies these approval standards, the Applicant has satisfied its obligation to provide common and private areas for residents' use. **(Exhibit 13)**

J. The LDC Requires Roads and Utilities to be Extended to the Edge of the Property.

Ms. Marquering testified that utilities and roads should stop short of the property boundary. LDC 4.060.f and 4.070.d require the extension of public utilities and roads to the edge of the property. To require otherwise would be inconsistent with the LDC.

The Applicant does not disagree with Ms. Marquering but it must comply with the LDC. The extension of utilities and roads to the edge of the property has no legal or practical effect on the development of the property to the west.

4. Conclusion.

The Applicant respectfully requests that the City Council tentatively approve the conceptual and detailed development plan and subdivision applications with the 45 conditions of approval recommended by the Corvallis Planning Commission and Planning Department. These conditions of approval are reasonably related to relevant approval standards and are feasible to be implemented. The Applicant is committed to implementing the conditions of approval and to working with City staff and its neighbors to see that the implementation of the conditions of approval are timely and property implemented.

Very truly yours,

for

Michael C. Robinson

MCR:rsp
Enclosures

cc: Mr. Kevin Young (via email) (w/ encls.)
Mr. Jim Brewer (via email) (w/ encls.)
Ms. Karen Emery (via email) (w/ encls.)
Mr. Alex Eyssen (via email) (w/ encls.)
Mr. Ron Simons (via email) (w/ encls.)
Mr. Jerry Offer (via email) (w/ encls.)

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November 12, 2013

Ms. Betty Griffiths, Chair
City of Corvallis Parks, Natural Areas & Recreation Board
1310 SW Avery Park Drive
Corvallis, OR 97333

Re: Proposal by Campus Crest Communities

Dear Chair Griffiths and Members of the Board:

This office represents Campus Crest Communities ("Campus Crest"). I am writing on behalf of Campus Crest to explain how Campus Crest plans to manage its open space areas on its property in Corvallis. I have enclosed as **Exhibits 1 and 2** to this letter two (2) site plans showing the Campus Crest property, the four (4) open space areas on the property and how Campus Crest plans to manage the four (4) open space areas.

1. Description of Open Space Areas on Campus Crest Property.

The four (4) areas comprising the open space areas are:

- A 15.1 acre area adjacent to the Witham Hills Natural Area that Campus Crest will dedicate to the City of Corvallis for park and open space use.
- A 5.94 acre area on the east side of the Circle Boulevard extension that Campus Crest will donate to a neighborhood group;
- A 21.06 acre area consisting of wetlands that Campus Crest will maintain in private ownership; and
- A 19.2 acre area consisting of uplands that Campus Crest will maintain in private ownership.

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Perkins Coie LLP

EXHIBIT 1

2. Proposed dedication of 15.1 acre area to the City of Corvallis.

Campus Crest and Ms. Emery have discussed the disposition of the 15.1 acre area that is characterized by the presence of an upland Oak Woodland habitat. Campus Crest understands from Ms. Emery that this is the only open space area that the City would like to receive.

Campus Crest proposes to dedicate this area to the City without compulsion so that it can be incorporated into the Witham Hill Natural Area. Campus Crest will at no cost to the City remove invasive species and clean-up the area prior to transfer to City ownership. **Exhibit 3** is a letter from biologist Jack Dalton describing the proposed plan to remove invasive species and clean-up the area prior to its dedication to the City of Corvallis.

Campus Crest's offer to dedicate the 15.1 acre to the City is contingent upon approval of its applications currently before the Corvallis City Council.

Campus Crest would appreciate the Board's endorsement of its proposal to dedicate the 15.1 acre area to the City.

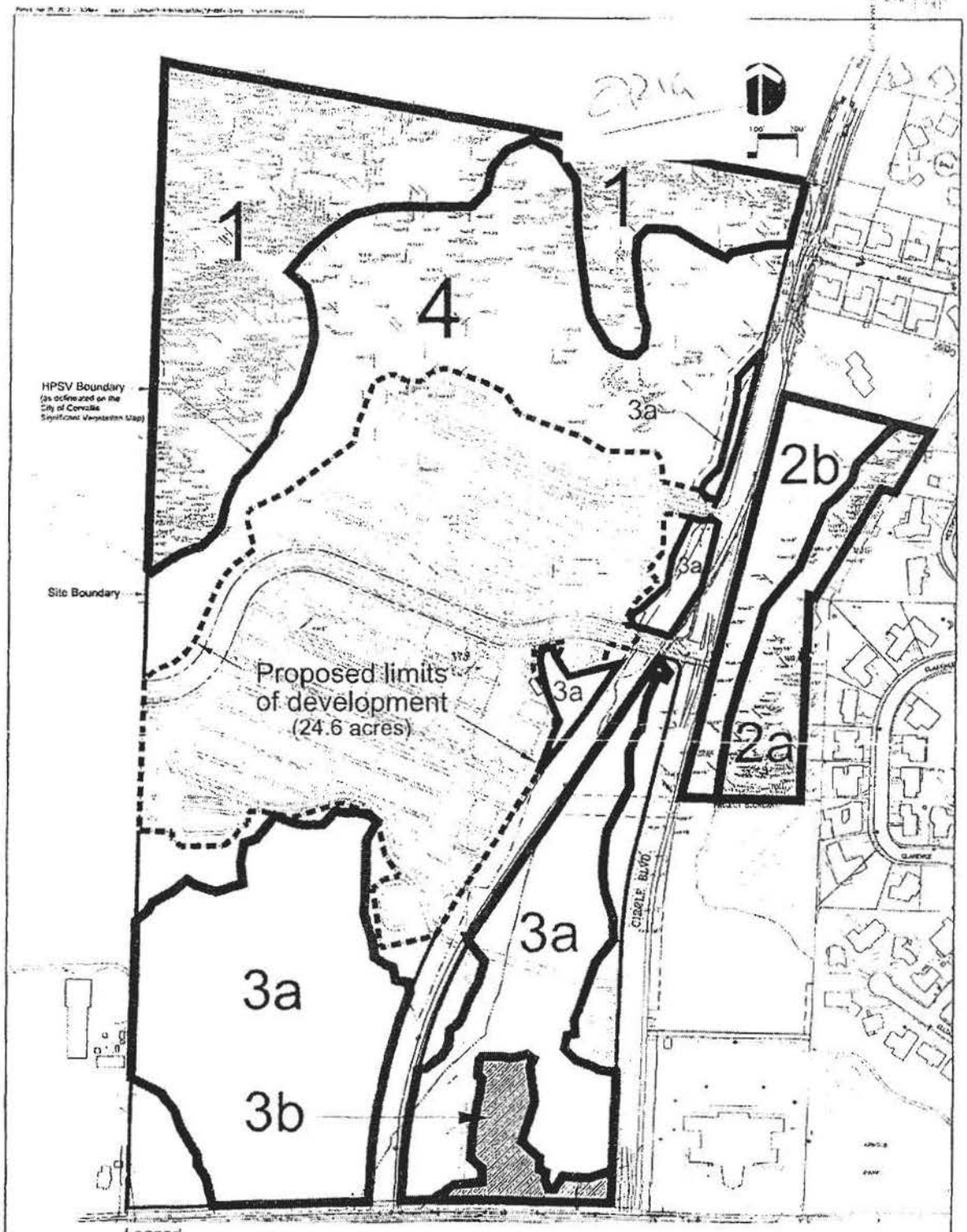
Very truly yours,

Michael C Robinson

Michael C. Robinson

MCR:rsp
Enclosures

cc: Ms. Karen Emery (via email) (w/ encls.)
Ms. Jackie Rochefort (via email) (w/ encls.)
Mr. James K. Brewer (via email) (w/ encls.)
Mr. Ronald Simons (via email) (w/ encls.)
Mr. Jerry Offer (via email) (w/ encls.)
Mr. Troy Kent (via email) (w/ encls.)
Mr. Jack Dalton (via email) (w/ encls.)
Mr. Alex B. Eyssen (via email) (w/ encls.)



Legend

1	Oak Woodland Highly Protected Significant Natural Area - to be dedicated to the City - 15.1 acres	3a	Wetland / Riparian Forest Conservation area - to remain private - 19.59 acres
2a	Oak Woodland Highly Protected Significant Natural Area - to be donated to Neighborhood group - 2.93 acres	3b	Wetland Restoration / Mitigation area - to remain private - 1.47 acres
2b	Upland Scrub-Shrub area - to be donated to Neighborhood group - 3.01 acres	4	Upland Open Space area - to remain private - 19.2 acres

EXHIBIT A

THE GROVE

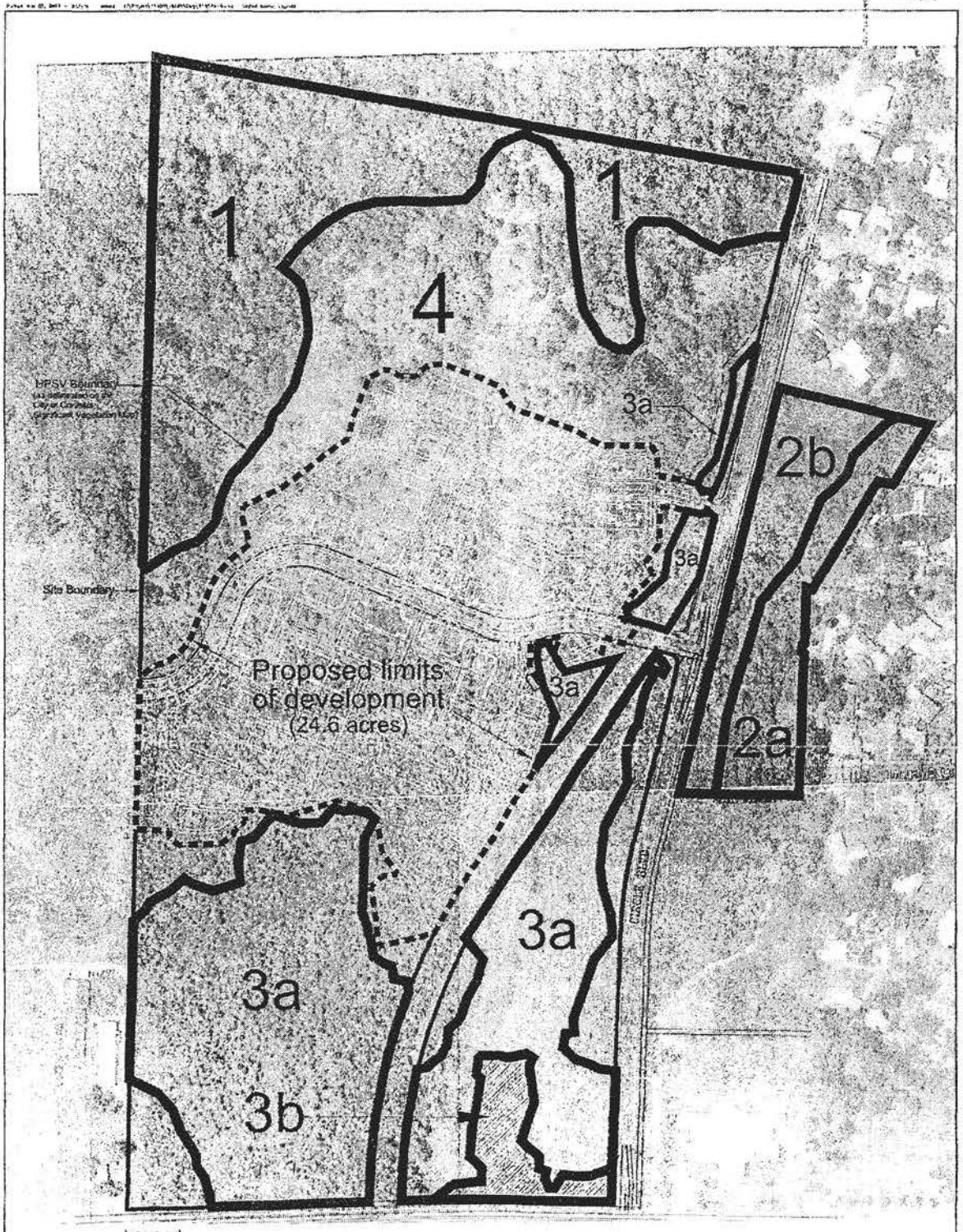
PRELIMINARY OPEN SPACE DISPOSITION PLAN

CAMPUS CREST

DRAFT

P4.5

EXHIBIT I



Legend

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2a	Oak Woodland Highly Protected Significant Natural Area - to be donated to Neighborhood group - 2.93 acres	3b	Wetland Restoration / Mitigation area - to remain private - 1.47 acres
2b	Upland Scrub-Shrub area - to be donated to Neighborhood group - 3.01 acres	4	Upland Open Space area - to remain private - 19.2 acres

EXHIBIT B

THE GROVE

PRELIMINARY OPEN SPACE DISPOSITION PLAN

CAMPUS CREST

DRAFT

P4.5

EXHIBIT 2

Environmental Science & Assessment, LLC

TECHNICAL MEMORANDUM

DATE: November 12, 2013

TO: Ron Simons — Campus Crest
Jerry Offer — Otak

FROM: Jack Dalton

RE: The Grove - Open Space Management and Maintenance Proposal

Campus Crest has prepared an Open Space Management and Maintenance proposal to more fully clarify the timing and responsible party for the management and maintenance tasks to be implemented as part of The Grove project in Corvallis. The proposed development footprint of the proposed project is to be located in the middle of the site. The open space areas are located around the perimeter of the site, allowing for preservation of the Highly Protected Significant Vegetation to the north and east and the Highly Protected Riparian Corridor and Locally Protected Wetlands to the south (Exhibit A).

Campus Crest proposes that the approximately 61.3 acres of open space within the project site will be managed as four main areas. The four areas are: (1) Oak Woodland habitat in the north end of the site; (2) Mixed Oak Woodland/Upland; Scrub-Shrub east of Circle Boulevard; (3) Wetland/Riparian Forest area to the south; and (4) the remaining Upland Open Space immediately surrounding the proposed Grove development (Exhibit B).

Based on a preliminary natural resource assessment of the site and a review of the Corvallis Natural Resource Inventory, approximately 15.1 acres of the existing oak woodland habitat in the north end of the site adjacent to the Witham Oaks Natural Area has high existing habitat function and long-term conservation value. The City of Corvallis has shown interest in pulling this area into City management through the Parks Department, so Campus Crest proposes to dedicate this area to the City at a time to be agreed upon by both parties. Additionally, Campus Crest proposes to donate the 5.94 acres of mixed oak woodland and upland scrub habitat east of Circle Boulevard to a local neighborhood group, provided that this group is identified as a suitable stewardship entity. The neighborhood group would be responsible for long-term management and maintenance of this area.

The other two areas, the Wetland/Riparian forest and the Upland Open Space, will remain in private ownership. These areas would be managed as open space, incorporating the conditions of local, state and federal permits to be obtained.

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EXHIBIT 3

The management and maintenance plan will be implemented in two main stages: (1) short-term site preparation concurrent with apartment project development, and (2) long-term stewardship and habitat restoration. Specific management and maintenance tasks for each area of Open Space are presented in the following section.

OPEN SPACE MANAGEMENT AREAS

Oak Woodland

The management and maintenance tasks for the 15.1 acres of Oak woodland on the north end of the site will be completed in two phases: (1) Site preparation and invasive species removal; and (2) stewardship and restoration. The site preparation phase will be implemented concurrently with the apartment project construction. The stewardship-restoration will be completed under a long-term site maintenance plan extending out 5 -10 years after project construction.

Phase 1: Site Preparation/Invasive Species Removal

Goal: Enhance baseline understory vegetation condition and increase native understory diversity

Tasks:

- Removal of understory cover of Himalayan blackberry, English Ivy, false brome
- Removal of non-native shrubs, including English hawthorn and English holly
- Consolidate and dispose of slash piles by chipping or removal from site

Responsible Party: Campus Crest

Phase 2: Stewardship/ Oregon White Oak Woodland Restoration

Goal: Develop and implement a long-term stewardship and Oak Forest habitat restoration plan

Tasks:

- City to develop a long-term stewardship plan and schedule

Responsible Party: City of Corvallis

Mixed Oak Woodland/Upland Scrub-Shrub

The management and maintenance tasks for the 5.94 acres of Mixed Oak Woodland/Upland Scrub-Shrub east of Circle Boulevard will be completed in two phases: (1) Site preparation and invasive species removal; and (2) long-term maintenance/management. The site preparation phase will be implemented concurrently with the site project construction. The maintenance/management will be completed under a long-term site maintenance plan following project construction.

Phase 1: Site Preparation/Invasive Species Removal

Goal: Enhance baseline understory vegetation condition and increase native understory diversity

Tasks:

- Removal of understory cover of Himalayan blackberry, English Ivy, false brome
- Removal of non-native shrubs, including English hawthorn and English holly
- Consolidate and dispose of slash piles by chipping or removal from site

Responsible Party: Campus Crest

Phase 2: Long-term Maintenance/Management

Goal: Develop and implement a long-term maintenance plan for mixed Oak woodland and upland scrub/shrub habitat

Tasks:

- Inventory baseline habitat conditions and prepare a long-term habitat restoration plan
- Implement restoration plan and establish a monitoring plan

Responsible Party: Neighborhood Group - TBD

Wetland/Riparian Forest

The management and maintenance tasks for the 21.06 acres of Wetland/ Riparian Forest habitat will be completed in two phases: (1) Permitting and installation of 1.47 acres of wetland restoration; and (2) Monitoring and maintenance of restoration mitigation area. Wetland restoration is required to off-set the proposed impacts to wetland and waterway within the proposed Circle Boulevard alignment and local street access to the development. This restoration will be conducted and regulated under the provisions of a Joint Permit Application to the US Army Corps of Engineers and Department of State Lands.

The main portion of wetland requiring management is located in the southeastern corner of the site. The existing mature Oregon ash forest wetland west of the existing multi-use path is already in good condition and will not require active management (Exhibit A). Wetland restoration mitigation measures will be implemented concurrently with the site project construction and the monitoring and maintenance will be completed for a minimum 5-year mitigation monitoring period following project construction.

Phase 1: Permitting/Installation of Wetland Restoration Plan

Goal: Restore 1.47 acres of wetland and preserve existing functions of Oregon ash wetland and Riparian forest habitat

Tasks:

- Prepare mitigation site with removal of fill material and off-site disposal
- Complete mitigation site fine grading and install native wetland plantings/seed mix
- Complete as-built report following installation

Responsible Party: Campus Crest

Phase 2: Monitoring/Maintenance Restoration Mitigation

Goal: Meet performance standards for wetland restoration mitigation and maintain and preserve existing forested wetland functions

Tasks:

- Conduct annual monitoring of wetland mitigation area
- Perform maintenance measures as determined necessary to meet performance standards
- Report to state, federal and local regulatory agencies annually

Responsible Party: Campus Crest

Open Upland Scrub-Shrub

The management and maintenance tasks for the 19.2 acres of remaining Upland Open Space will be implemented under conditions of The Grove site development plan. This portion of the site will be preserved as open space and will remain in private ownership. This open space is to be managed for resident and non-resident recreational uses. These uses may include passive wildlife viewing, nature trails and day-use areas.

Tasks:

- Removal of understory cover of Himalayan blackberry, English hawthorn, pear, false brome

- Installation and maintenance of trails and picnic tables for passive recreational use
- Installation of native plantings to enhance existing mix of woodland and meadow habitats

Responsible Party: Campus Crest

MEMORANDUM

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

To: Parks, Natural Areas, and Recreation Board
From: Karen Emery, Director
Jackie Rochefort, Park Planner
Date: November 21, 2013
Subject: Natural Area Land Offer

Issue:
Representatives from Campus Crest are interested in donating and/or selling approximately 13.4 acres of natural area in the Witham Oaks area.

Background:
The property adjacent to the City's Witham Oaks natural area is characterized by significant white oaks interspersed with co-dominant Douglas Fir, young oak trees, Cherry, and Hawthorn trees. The understory is characterized by Himalayan blackberry, English Holly, and Poison Oak. In 2004, the property was annexed into the City by a developer who offered to donate this natural area to the City. The proposal included a five year restoration/management plan. Since that time, the property was sold to another party, before the donation ever occurred. The property is currently zoned AG-OS (Agriculture/Open Space) but may be re-zoned to C-OS (Conservation-Open Space).

Discussion:
Representatives from Campus Crest are interested in transferring the 13.4 acres of oak woodland to the City. In 2012, a site assessment was completed by Carex Working Group to assess the condition of the oak woodland. The report revealed that sections of the property contain significant specimens of old growth white oak trees. These open growth oak trees are reminiscent of the Willamette Valley prior to Euro-American settlement, and are reported to be some of the highest value trees in the Willamette Valley. Unfortunately, in the absence of proper management, they are threatened by the surrounding over-topping Douglas Fir trees. With its location immediately adjacent to the southern portion of the Witham Oaks Natural Area, this addition creates a significant contribution to the City's natural area inventory, while providing a substantial area of oak forest/woodland.

If the City were to accept this property, the annual operating and maintenance cost is estimated in the table below. The Department does not have capacity in its current budget to incur this additional expense. Alternative funding, such as a friends group, would need to be secured or the Board could recommend reprioritizing current services to maintain the property. This cost does not include the addition of new trails.

EXHIBIT 2

Campus Crest representatives have mentioned several options recently:

- Donate the land in its current condition
- Clear invasive species and donate the land
- Restore the land and sell it to the city at appraised value

A representative from Campus Crest will attend the November 21, 2013 meeting to present these and possibly alternative options to the Board for their consideration.

Staff recognizes that careful consideration must be given towards adding facilities into the system as they impact operations and maintenance. Consideration should be given to finding a balance between the impacts this may have on staff resources, and the benefit this will provide to both the ecological and recreational value of this offer.

The following provides an estimate of operations and maintenance costs for the site:

Annual Maintenance Costs:

Minimal maintenance	Hazard trees, rough mowing, pest management (IVPM)	$2,500.00
Develop earthen trail	Assumes volunteer component	$7,500.00
Trail maintenance	Assumes volunteer component	$1,300.00

Recommendation:
Staff recommends the Board provides advice to the City Council on this offer.

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

Absent/Excused
Joel Hirsch, City Council 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

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.

EXHIBIT 3

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.

Rochefort 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; Rochefort 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; Rochefort 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. Rochefort 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.

Rochefort 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 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.

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

Approved as corrected, November 20, 2013

CITY OF CORVALLIS
PLANNING COMMISSION MINUTES
October 16, 2013

Present
Jennifer Gervais, *Chair*
Frank Hann, *Vice Chair*
Kent Daniels (arrive 7pm)
James Feldmann
Roger Lizut (5:30-7pm)
Ronald Sessions
Jasmin Woodside
G. Tucker Selko (arrive 7pm)
Bruce Sorte, Council Liaison

Staff
David Coulombe, Deputy City Attorney
Ken Gibb, Community Development Director
Kevin Young, Planning Division Manager
Sarah Johnson, Associate Planner
Jeff McConnell, Public Works Engineering
Jackie Rochefort, Parks Planner
Matt Grassel, Public Works Engineering (arrive 7pm)
Claire Pate, Recorder

Excused Absence
Jim Ridlington

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	Visitors' Propositions			
II.	Deliberations: Gazette-Times Building Planned Development Nullification (PLD13-00006)			Application denied.
III.	Deliberations: Campus Crest/The Grove (CPA11-00002, ZDC11-00005, pld13-00003, SUB13-00001)			Recommendation to City Council that the Comprehensive Plan Amendment request be denied.
IV.	Approval of Minutes: September 18, 2013			Approved as drafted.
V.	Old Business			
VI.	New Business: Update on Planning Division Work Program/Collaboration Recommendations			
VII	Adjournment			Adjourned at 10:40pm

EXHIBIT 4

and the applicant's final written argument has been received and distributed. He also pointed out a purple sheet that had been handed out, which contained revised motions. There are four different land use applications under consideration. The first is for the Comprehensive Plan Amendment which will be a recommendation to the City Council. Following that is the Zone Change decision which will be contingent upon City Council action on the CPA. Additionally, there are applications for a Planned Development and Subdivision which also will be contingent on approval of the CPA. Staff has outlined the recommended motions, along with alternative motions for the Commission to consider.

Mr. Young also brought attention to the printed copies of responses to questions raised by Commissioner Daniels. They are accompanied by a letter from OSU and an attached memorandum from Public Works Engineering staff. Parks Planner Jackie Rochefort is present at the meeting to address questions relating to open space.

Ms. Rochefort said that she was there to respond to the questions asked by Commissioner Daniels relating to the natural area with an Open Space designation. Commissioner Daniels said that what he wanted to know was what conversations staff had had with the applicant about the open space natural area they are proposing to set aside, and what the content of those conversations might have been about procedure, timing, and any restoration work they intended to do. Before Legend Homes bowed out of their project, they had proposed to do a significant amount of restoration on the open space land that they were going to donate, and he wanted to know what the new developer's intentions were along this line. Ms. Rochefort said that they had met with the applicant on at least two occasions, and discussed with them the City's interest in the upland open space areas. They were not necessarily interested in the wetland or the steep-sloped areas. The upland area is directly adjacent to the Witham Oaks Natural Area so it makes sense from a connectivity point of view, whereas the steep slope section and the wetlands are somewhat isolated from the City's other parks and natural areas. Without a clear trail connection, it did not make sense for the City to take them on. The applicant did have a study done on all of the areas. The wetlands area is degraded and would require a great deal of work to upgrade; additionally, it also comes under other protective jurisdiction and does not necessarily depend on the City for preservation.

In discussions about process, staff told them that they would need to get on the agenda of the Parks, Natural Areas and Recreation Board (PNARB) if they were interested in pursuing some type of arrangement with the City over the open space. This advisory board would then make a recommendation to City Council about acquiring any of those lands. There was also a conversation with the applicant about how the lands would be acquired. Legends Home had proposed to donate the land, but the City does not have the operations funds to do restoration and maintenance work. What was then offered was a donation of land with five years' worth of restoration/maintenance coming from the previous developer. With that five-year plan, the developer met with staff to talk about what type of restoration work would be appropriate. Similar talks were held with the current developer, but they have asked the City to consider an exchange of property in lieu of Parks SDC's. The City is not interested in doing that at this point.

Commissioner Daniels agreed that the environmental assessments indicated that the wetlands were degraded. It was his understanding that the applicant would be required to upgrade and restore the wetlands. Manager Young said that the applicant has proposed to

Section 3.07.010 Sidewalk maintenance utility—Purpose.

1) The City Council finds and determines the necessity of providing maintenance and upkeep of the sidewalk system within the City limits, with such maintenance to include activities as are necessary in order that the health, safety and welfare of the City and its inhabitants may be safeguarded.

2) A sidewalk maintenance utility has been created for the purpose of funding the maintenance of sidewalks in the public right of way within the corporate limits of the City of Corvallis in accordance with a sidewalk maintenance program as described in City Council Policy 91-7.08. The Director will develop and manage programs for the maintenance of City sidewalk facilities.

(Ord. 2010-30 § 1, 12/20/2010)

EXHIBIT 5

Section 2.15.170 Liability of property owner.

1) General liability. It is not only the duty of all owners of land within the City to keep in repair all sidewalks and driveway approaches existing in front of, along, or abutting upon their respective lots or parcels of land or parts thereof, but the owners are hereby declared to be liable for all damages to whomsoever resulting or arising from their fault or negligence in failing to keep any sidewalk or driveway approach in repair.

(Ord. 2011-05 § 1, 03/21/2011; Ord. 94-20 § 3, 1994)

2) If the property owner participates in the sidewalk utility fee program, the property owner shall give prompt written notice for any defective sidewalks that fail to meet the standards referenced in Section 2.15.040(2). The City Manager or the City Manager's designee shall have discretionary authority to establish priority repairs of sidewalks under the sidewalk utility fee program, based on available resources, degree of defect, budget, staff, and other factors as deemed appropriate by the City Manager. This program shall not include repair of driveway approaches, clearing sidewalks of obstructions, ice or snow, or removing leaves or other vegetation from the sidewalk.

(Ord. 2011-02, § 3, 02/07/2011)

EXHIBIT 6

CHAPTER 1.3
ENFORCEMENT

Section 1.3.10 - RESPONSIBLE OFFICER

This Code shall be administered and enforced by the Director, except that matters relating to Chapters 2.11 - Floodplain Development Permit and 4.5 - Floodplain Provisions may also be administered and enforced by the Floodplain Administrator or designee.

Section 1.3.20 - BUILDING PERMIT

No Building Permit shall be issued by the Building Official for any development unless the Director or Floodplain Administrator or designee, as applicable, has determined that the:

a. Proposed development complies with the provisions of this Code, including any Conditions of Approval established by the authority of the City Council, the Planning Commission, the Land Development Hearings Board, the Historic Resources Commission, or otherwise authorized by this Code, City Ordinances, or state law;

b. Proposed development complies with all applicable City ordinances and requirements, including all City-adopted plans such as the Transportation Plan, the public facilities master plans, the Park and Recreation Facilities Plan, etc.;

c. Proposed development complies with the Building and Fire Codes; and

d. Required Special or General Development permit(s) have been issued.

It is the applicant's responsibility to ensure that Building Permit applications are consistent with applicable state and federal standards and regulations, such as those of the State Department of Environmental Quality (DEQ), the State Department of State Lands (DSL), etc., that are not regulated by the City through this Code, City ordinances and requirements, and/or Conditions of Approval.

Section 1.3.30 - CERTIFICATE OF OCCUPANCY

No certificate of occupancy shall be issued by the Building Official for any development unless all requirements of this Code have been met, including any Conditions of Approval established by the authority of the City Council, the Planning Commission, the Land Development Hearings Board, the Historic Resources Commission, or otherwise authorized by this Code, City Ordinances, or state law, or until the applicant has provided some written form of assurance acceptable to the Director or Floodplain Administrator or designee, as applicable, and guaranteeing the completion of all requirements.

EXHIBIT 7

Section 1.3.40 - NONCOMPLIANCE WITH THE APPROVED DEVELOPMENT PLANS

If the Director or Floodplain Administrator or designee, as applicable, determines that a development substantially differs from the approved plans or the provisions of this Code, including any Conditions of Approval established by the authority of the City Council, the Planning Commission, the Land Development Hearings Board, the Historic Resources Commission, or otherwise authorized by this Code, City Ordinances, or state law, the Director or Floodplain Administrator or designee, as applicable, shall notify the developer and Building Official in writing. Thereafter, the Building Official may issue orders to the developer as are within the range of authority available to the Building Official, and upon continued non-compliance may withhold site development permits and/or Building Permits for further construction or revoke those permits previously issued until compliance is achieved.

Section 1.3.50 - STOP WORK ORDER

Whenever any work is done contrary to the provisions of this Code, including any Conditions of Approval established by the authority of the City Council, the Planning Commission, the Land Development Hearings Board, the Historic Resources Commission, or otherwise authorized by this Code, City Ordinances, or state law, the Director or Floodplain Administrator or designee, as applicable, may order the work stopped by notice in writing served on any persons engaged in the work, and any such persons shall immediately stop such work until authorized by the Director or Floodplain Administrator or designee, as applicable, to proceed.

Section 1.3.60 - VIOLATIONS

Use of land in the City of Corvallis not in accordance with the provisions of this Code, including any Conditions of Approval established by the authority of the City Council, the Planning Commission, the Land Development Hearings Board, the Historic Resources Commission, or otherwise authorized by this Code, City Ordinances, or state law, constitutes a violation. Upon receiving information concerning a violation of this Code, the Director or Floodplain Administrator or designee, as applicable, may conduct an investigation to determine whether a violation exists. The Director or Floodplain Administrator or designee, as applicable, may request the assistance of other City agencies and officers in conducting such investigations.

The Director or Floodplain Administrator or designee, as applicable, may prepare and deliver to the City Attorney a request for prosecution indicating the location and nature of the suspected violation, applicable Code sections, and other information provided by the staff.

1.3.60.01 - Classification of Violation

Violations shall be identified by the Director or Floodplain Administrator or designee, as applicable, under one of the following classifications:

a. **Type I** - Violations which represent a serious threat to public health, safety, and welfare, or those unapproved actions deemed potentially to create serious adverse environmental or land use consequences as the result of continued development activity; or

b. **Type II** - Violations which do not pose a serious threat to public health, safety, and welfare, but do violate provisions of this Code, including any Conditions of Approval, as described in Section 1.3.60 above.

1.3.60.02 - Notice of Violation

a. **Type I** - After receiving a report of an alleged Type I violation, the Director or Floodplain Administrator or designee, as applicable, will determine whether the violation requires that a citation be issued immediately or whether to provide notice of the violation prior to the issuance of a citation. Notice shall be in writing and shall be provided to the owner of record for tax purposes or to the person in charge of the property. Such a notice shall indicate the following:

   1. Location and nature of the violation; and

   2. Provision or provisions of this Code or Conditions of Approval which allegedly have been violated; and

   3. Whether immediate enforcement will be sought or if a specified time period will be allowed to correct or remove the violation.

b. **Type II** - After receiving a report of an alleged Type II violation from the Director or Floodplain Administrator or designee, as applicable, the City Attorney shall, if he/she determines that probable cause exists, promptly give notice of the alleged violation by certified first-class mail, return receipt requested, or by personal service to the owner of record for tax purposes and to the person in charge of the property. Such a notice shall indicate the following:

   1. Location and nature of the violation; and

2. Provision or provisions of this Code or Conditions of Approval which allegedly have been violated; and

3. Whether immediate enforcement shall be sought or if 15 days will be allowed to correct or remove the violation; and

4. The date when the notice was personally served or, if the notice was sent by first-class mail, the date three days after mailing if the address to which it was mailed is within this state and seven days after mailing if the address to which it was mailed is outside this State. However, a defect in the notice of violation with respect to this notice delivery provision shall not prevent enforcement of this Code.

1.3.60.03 - City Attorney to Pursue Enforcement

When the compliance deadline expires, the City Attorney shall proceed with any legal or equitable action deemed appropriate unless:

a. It has been demonstrated to the City Attorney that the violation has been corrected, removed, or will not be committed; or

b. A court of competent jurisdiction has halted enforcement pending the outcome of a proceeding concerning the violation.

1.3.60.04 - Penalties

Code violations may be subject to criminal, civil, or other sanctions authorized under ordinance of the City.

a. **Criminal Penalties** - Unless specified otherwise , every violation of the terms of this Code is a Class A infraction, punishable by a fine of up to $500.00. Each day such violation continues shall be considered a separate offense. Sign Code violations are addressed in Chapter 4.7- Sign Regulations.

b. **Civil Penalties and Remedies** - In addition to, or in lieu of, criminal actions, a violation of this Code or a permit issued hereunder may be the subject of a civil action in the nature of a debt or of any appropriate remedy issuing from a court of competent jurisdiction, including mandatory and prohibitory injunctions and orders of abatement. Sign Code violations are addressed in Chapter 4.7- Sign Regulations.

1. The Director or Floodplain Administrator or designee, as applicable, is authorized to impose a civil penalty of up to $1,000.00 for any violation of this Code.

2. In imposing a penalty amount pursuant to the schedule authorized by this section, the Director or Floodplain Administrator or designee, as applicable, shall consider the following factors:

   a) The history of the person incurring a penalty in taking all feasible steps or procedures necessary or appropriate to correct any violation;

   b) Any prior violations of statutes, rules, orders, and permits pertaining to development regulations;

   c) The economic and financial conditions of the person incurring a penalty;

   d) The gravity and magnitude of the violation,

   e) Whether the violation was repeated or continuous; and

   f) Whether the cause of the violation was an unavoidable accident, negligence, or an intentional act.

3. Imposition and enforcement of civil penalties is not an exclusive remedy, but shall be in addition to any other procedures or remedies provided by law. Imposition or payment of a civil penalty under this section shall not bar any criminal proceeding authorized under this ordinance.

4. A civil penalty shall be imposed under this section by issuance of a notice of penalty. A civil penalty may be imposed for each 30 days the condition continues. The notice of penalty shall be provided in the manner as described under "5," below.

5. Any civil penalty imposed under this section shall become due and payable when the notice of penalty is served upon the person incurring the penalty. Service shall be by personal service or by certified mail, return receipt requested, to the last known address of the person incurring the penalty. The notice of penalty shall include a:

a) Reference to the particular provision or law violated;

b) Statement of the matters asserted or charged;

c) Statement of the amount of the penalty or penalties imposed;

d) Statement of the owner's right to appeal the penalty; and

e) Statement that if the penalty is not paid within the time required under "10," below, the penalty and any costs of service and recording fees shall be recorded by the City Recorder in the City Lien Docket and shall become a lien on the property of the person incurring the penalty.

6. If the notice of penalty is returned to the City without service upon the named person, the Director or Floodplain Administrator or designee, as applicable, shall post a notice of penalty on the premises where the violation has occurred. The notice shall be posted so as to be visible from the public right-of-way and shall be delivered to a person, if any, occupying the premises. The posted notice shall be affixed to the premises and shall also indicate that tampering or removal of the notice shall constitute a misdemeanor.

7. The person to whom the notice of penalty is issued shall have 20 days from the date of service of the notice in which to appeal the penalty before the municipal judge, after which time the notice of penalty becomes a final order. The appeal shall be as provided in "8," and "9," below.

8. Any appeal shall be in writing and signed by the person against whom the penalty has been assessed or the attorney for that person. The appeal shall state the grounds of the appeal. The appeal shall be accompanied by a deposit in the amount of the civil penalty assessed and an appeal fee of $50.00. The appeal shall be filed with the municipal court and served upon the City Attorney. Failure to comply with these provisions shall result in the appeal's dismissal.

9. The only issues to be decided by the municipal judge are determinations of whether the condition of the property was as alleged in the notice of penalty and if so, whether that condition violated this Code. If the judge finds that the alleged condition existed at the time and date specified on the notice of penalty, and that the condition

violated this Code, the municipal judge shall issue an order affirming the penalty. The order shall contain a provision for court costs to be paid by the violator in the amount of $100.00. If the judge finds that the condition alleged in the notice of penalty did not exist at the time and date specified on the notice, the municipal judge shall void the notice of penalty. The order voiding the notice of penalty shall provide for return of the deposit, including the appeal fee. The judge's order is final.

10. Unless the amount of penalty imposed under this Section is paid within 10 days after the notice of penalty or the order becomes final by operation of law or after appeal, the order shall constitute a lien on the owner's subject property and shall be recorded in the City Lien Docket. Where the service has been made by certified mail or other means providing a receipt, the returned receipt shall be attached to and made a part of the recorded order. The penalty and any added costs imposed by the order become a lien upon the real property. That lien shall have priority over all other liens and encumbrances of any form. The lien shall accrue interest at the rate applicable for municipal assessment liens from the date of docketing until clearance. The lien may be foreclosed on and the property sold as may be necessary to discharge the lien in the manner specified in ORS 223.505 through 223.650, as amended.

11. Any lien for a civil penalty shall be released when the full amount determined to be due has been paid to the City, the owner or person making such payment shall receive a receipt stating that the full amount of penalties, interest, recording fees, and service costs have been paid, and that the lien is thereby released and the record of the lien satisfied.

1.3.60.05 - Tampering with Official Notices.

a. No person shall remove or tamper with a notice posted on property pursuant to the provisions of this chapter unless authorized by the Director or Floodplain Administrator or designee, as applicable.

b. A violation of this provision shall be a Class "C" misdemeanor.

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September 30, 2013

VIA E-MAIL

Ms. Jennifer Gervais, Chair
Corvallis Planning Commission
Corvallis City Hall
501 SW Madison Avenue
Corvallis, OR 97333

Re: City of Corvallis File Nos. CPA11-00002; ZDC11-00005; PLD13-00003; SUB13-0001; Application by Campus Crest

Dear Chair Gervais and Members of the Commission:

This office represents the applicant. This letter constitutes one of the applicant's evidentiary submittals prior to the close of the evidentiary open record on Monday, September 30, 2013 at 5 p.m.

Enclosed with my letter are the following documents:

1. **Google Map Images.**

Attached as **Exhibit 1** are twelve (12) images from Google Map. The images show the intersection of Harrison and 35th, an intersection west of Harrison and 35th and Harrison Boulevard generally between 35th and the Campus Crest property. The images show bike lanes on Harrison in both directions between 35th and the Campus Crest property. In fact, one of the images shows a bicyclist approaching the intersection of Harrison and 35th.

The evidentiary value of the images is that they show unobstructed bike lanes between the property and 35th Street. Indeed, the Applicant's testimony to the Planning Commission has been that the constrained section of bike lanes on Harrison Boulevard are ***east*** of 35th. However, residents of the Campus Crest multi-family housing will turn south at 35th Street to reach the Oregon State University Campus, not continue east, and will thus avoid the constrained section.

ANCHORAGE · BEIJING · BELLEVUE · BOISE · CHICAGO · DALLAS · DENVER · LOS ANGELES · MADISON · NEW YORK
PALO ALTO · PHOENIX · PORTLAND · SAN DIEGO · SAN FRANCISCO · SEATTLE · SHANGHAI · WASHINGTON, D.C.
Perkins Coie LLP

EXHIBIT 8

The Planning Commission can use this evidence to find that there are adequate and safe bike lanes on Harrison Boulevard between the Campus Crest property and 35th Street. Evidence already submitted to the Planning Commission by the Applicant demonstrates there have been very few bicyclist accidents over the last several years, thus effectively rebutting allegations that bicyclists and pedestrians are unsafe on Harrison Boulevard.

2. **Corvallis & Benton County Bicycle Guide, 2012. (Exhibit 2)**

The Bicycle Guide shows that the only constrained section on Harrison Boulevard is east of 35th Street.

3. **The Harrison Boulevard 2012 Traffic Impact Analysis ("TIA"). (Exhibit 3)**

The evidentiary value of the TIA is that it followed the same analysis as that followed by the Campus Crest traffic consultant.

4. **Witham Oaks 2007 Memorandum on an Appeal of the Planning Commission's Approval of the Conceptual and Detail Development Plan in Tentative Subdivision Plat. (Exhibit 4)**

The 2007 Staff Memorandum to the City Council, which affirmed the Planning Commission's decision and approved the Witham Oaks Development Plan, addresses many of the same issues found in this case.

Very truly yours,

Michael C. Robinson

MCR:rsp
Enclosures

cc: Ronald Simons (via email) (w/ encls.)
Alex B. Eyssen (via email) (w/ encls.)
Daniel Larrison (via email) (w/ encls.)
Alan Snook (via email) (w/ encls.)
Jerry Offer (via email) (w/ encls.)

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October 7, 2013

VIA E-MAIL

Jennifer Gervais, Chair
City of Corvallis Planning Commission
Corvallis City Hall
501 SW Madison Avenue
Corvallis, OR 97333

Re: Campus Crest Application

Dear Chair Gervais and members of the Planning Commission:

This office represents the applicant. This letter constitutes the applicant's final written argument submitted before 5 p.m. on Monday, October 7, 2013. This final written argument contains only argument as that term is defined in ORS 197.763(9)a. I have included City of Corvallis Transportation System Plan Table 10-3 but the table is not evidence because the Corvallis Planning Commission may take official notice of a document in its acknowledged Comprehensive Plan.

1. Introduction.

The Planning Commission should approve these applications based on substantial evidence submitted by the applicant and the staff recommendation for approval.

As explained below, all of the substantive issues raised before the Planning Commission have been satisfactorily addressed by the applicant. This site is appropriate for the proposed Comprehensive Plan map and zoning map designations and for the type of multi-family housing proposed. The site is well served by adequate transportation facilities that will not be overburdened by the vehicle trips created by this development (which are about the same as the number of trips created by the maximum number of single-family homes that can be placed on this property). There are also adequate transportation facilities for bicyclists to reach the Oregon State University ("OSU") campus. Transit is likely to be extended down the Circle Boulevard extension from its current terminus at Witham Hill Drive to Harrison Boulevard. As explained

EXHIBIT 9

below, the acknowledged Corvallis Transportation System Plan ("TSP") ***does*** require the extension of Circle Boulevard concurrent with development of property in the corridor.

This application is the best means to fulfill the need identified in the acknowledged Corvallis Buildable Land Inventory ("BLI") for additional open space land and for land in the Comprehensive Plan map and zoning map designations proposed by the applicant.

There is substantial evidence in the record demonstrating a continued need for student housing. Much of the testimony before the Planning Commission described the tremendous amount of infill housing occurring for students in the city. If there were not a demand for student housing, then the student infill housing projects identified to by the witnesses would not be occurring. Thus, both substantial evidence in the whole record and anecdotal testimony about student housing projects supports the conclusion that there is a need for both the proposed comprehensive plan and zoning map designations, which this application fulfills, as well as a more specific need for student housing.

The location for this proposal is exactly the right location for this type of proposal. The proposal increases the amount of open space land from about one-third of the site to about two-thirds of the site. The applicant has stated that it will record a covenant that will run with the land providing that this area will remain in open space. The development site is well buffered from surrounding development. There is not a single dwelling adjacent to this property. To the extent this type of multi-family housing should be buffered from surrounding properties, this is the best site to accomplish that goal.

The remainder of this letter summarizes the most significant issues raised before the Planning Commission.

2. Summary of Resolution of Most Significant Issues Raised before the Planning Commission.

A. The Circle Boulevard extension is required to be provided concurrent with development along the corridor.

Emily Parker argued in her September 29, 2013, submittal at page 2 that the extension of Circle Boulevard is not required. Ms. Parker misreads TSP Table 10-3, entitled "Improvements Needed to 62,500 Population," which includes a double asterisk ("**") with the following language: "the project will most likely be initiated with new development along the corridor." **(Exhibit 1.)** TSP Table 10-3 lists "Circle Boulevard extension–Witham Hill Drive–to Harrison Boulevard" with the "**". Therefore, the extension is to be initiated concurrent with development along the corridor and Ms. Parker's analysis of the TSP ignores the plain language of Table 10-3.

B. **Storm water issues are satisfactorily addressed.**

Substantial evidence in the whole record, supported by the staff report, demonstrates that pre-development runoff will be maintained as required by relevant provisions of the Corvallis Land Development Code (the "LDC"). Additionally, the applicant has negotiated an easement for storm water to cross the OSU property south of Harrison Boulevard in order to reach Oak Creek.

To the extent Ms. Parker believes preliminary storm water findings are an improper deferral, she is incorrect. Storm water planning is accomplished in two (2) phases under the LDC. Preliminary Report with the Preliminary Plat and the Final Storm Water Report with a Final Plat. This application does not propose a Final Plat. The applicant's preliminary drainage plans show the type and size of all of its proposed facilities. The applicant's site plan and drainage areas are appropriate for evaluating the storm water design. It is unlikely that the final drainage features will change dramatically from those contained in the preliminary drainage report.

This issue can be resolved in favor of the applicant.

C. **Pedestrian and bicyclists transportation will be safe and convenient.**

Substantial evidence in the whole record shows that there is a safe and adequate path for bicyclists and pedestrians to travel from this site to the OSU Campus. Harrison Boulevard has bicycle lanes on both sides between the Circle Boulevard extension intersection with Harrison Boulevard and 35th Avenue, which is signalized. The City of Corvallis—Benton County Bicycle Map placed into the record by the applicant notes a constrained area, which is located ***east*** of 35th Street. The applicant submitted evidence demonstrating there have only been a few bicyclist accidents over the last several years on Harrison Boulevard.

The Planning Commission can find that to the extent this is an issue, there will be an adequate and safe pedestrian bicyclist's connection between this property and OSU Campus.

D. **No affected intersections performance standard will fail because of traffic from this project.**

The only professionally prepared Traffic Impact Analysis ("TIA") in the record was prepared by the applicant. Staff concurs with the TIA. The TIA demonstrates that all affected intersections will continue to meet required performance standards. The only intersection that will fail, regardless of how this property is developed, is the Witham Hill Drive and Circle Boulevard intersection but the applicant will accept the condition of approval requiring installation of a four-way stop sign to mitigate the failure.

Mr. Snook, the applicant's traffic engineer, testified to the Planning Commission that the TIA satisfied all industry standards for data collection and analysis. Mr. Snook utilized the Highway Capacity Manual ("HCM") in his TIA and concluded that level of service "D" or better is met for all affected intersections, except Witham Hill Drive and Circle Boulevard. Mr. Snook used the apartment trip generation rate, which substantial evidence in the whole record shows has been utilized in the past for similar projects in Corvallis. The study by the Florida Department of Transportation ("FDOT") is both a Florida-specific study using a rate not recognized here and the City is relying on the same ITE trip rate for this type of land use in the past. Relying on the FDOT study would be inappropriate because there is no basis for disregarding the ITE trip manual that is both appropriate and has been used for similar projects in the past.

Commissioner Feldman asked Mr. Snook about the project bicycle mode split. Mr. Snook said that the ITE mode split is about 2-3 percent for bicycle use and that he used 2-3 percent as the "worse case" scenario for bicycle use. Mr. Snook noted that the ten (10) percent figure came from the OSU mode study for bike trips.

Commissioner Feldman asked about how the roads function during the morning and afternoon peak hours. The TIA demonstrates that the roads function at or better than performance standard requirements. The level of service standard is required to be used as the measure of performance standards.

Commissioner Feldman asked whether the applicant had inquired of OSU as to its willingness to allow a bicycle path across its property. Mr. Eyssen's letter dated September 30, 2013 (**Exhibit 2**) said that Campus Crest had asked OSU about this, but has not received a response. However, while Campus Crest is willing to approach OSU about the issue, it is not required to provide a bike path across its property and that cannot be a basis for this decision.

The Planning Commission can find that the traffic issues can resolved in favor of the applicant.

E. **Wetlands are preserved**.

Substantial evidence in the whole record shows that wetlands are maintained except where Circle Boulevard must be extended. There simply is no credible issue about how the applicant proposes to maintain and enhance existing delineated wetlands.

F. **The Site is likely to have transit service.**

Substantial evidence in the whole record shows that it is likely that the Corvallis transit system will extend one or more routes down the Circle Boulevard extension that is providing the site with transit.

G. **The application is consistent with local and state planning process.**

The state and local planning process anticipates exactly this kind of amendment. There is nothing inconsistent with our statewide planning process about making an application for property inside the City and approving the application if it applies with applicable approval criteria. There is no such thing as "contract zoning" in Oregon and even though the voters annex this property pursuant to a particular proposal, once the property is in the City, the City may decide the appropriate comprehensive plan and zoning map designations for the property subject to the requirement that applicable approval criteria be met. Were it otherwise, the City would have a mapping system that would fail to keep pace with ongoing community needs. The applicant proposes to construct all required trails on the property.

H. **All required trails will be constructed.**

There is no credible argument that the applicant is not fulfilling the City's Master Plan for trails. The applicant proposes to construct all of the trails shown on the City's Master Plan. If someone is lawfully using a trail on a public right away now, they will be able to continue using the trail after the development. Moreover, the Campus Crest application will develop new trails and new street connections.

I. **Campus Crest has worked cooperatively with Beit Am to provide access to its property but noise walls are inappropriate.**

Campus Crest 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 and substantial evidence in the whole record demonstrates that Beit Am will have access at an appropriate location from the Circle Boulevard extension when it is constructed.

The applicant responded to Beit Am's request in a letter dated August 27, 2013, and the letter is physically before the Planning Commission. I have attached a copy of that letter as **Exhibit 3**.

J. **ORS 90.262 does not prevent this application from being approved.**

I have attached a copy of ORS 90.262 "use and occupancy Rules and Regulations; adoption; enforceability" as **Exhibit 4**. An opponent to the application submitted only ORS 90.262(3).

The Planning Commission can find that the statute is irrelevant at this application for several reasons. First, ORS 90.262(1) provides that "a landlord, from time to time, may adopt rule or regulation, however described, concerning the tenant's use and occupancy of the premises." This statute is applicable only to such rule or regulation; it does not prohibit a landlord from adopting a lease provision. Thus, if Campus Crest adopts no rule or regulation outside of its lease, ORS 90.262 by its terms is inapplicable. Second, ORS 90.262 is not an approval criteria pursuant to ORS 227.178(3)(a) which provides that "approval or denial of the application shall be based upon the standards and criteria that were applicable at the time the application was first submitted." The standards and criteria do not include a provision of the residential landlord and tenant law.

For these reasons, the Planning Commission can find that the statutory provision is inapplicable to this application.

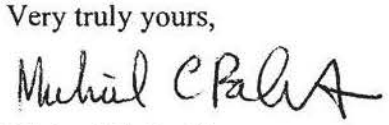
K. **The Corvallis Comprehensive Plan requires specialized housing, including student housing.**

To the extent, opponents argue that this is a "monocultural" development, they are incorrect. In fact, Corvallis Comprehensive Plan Policy 9.4.6 expressly provides that the City "shall" encourage specialized housing such as student housing. Corvallis Comprehensive Plan Policy 9.3.2 does not require diversity of housing on every housing type.

3. Conclusion.

For the reasons contained in the applicant's written and oral testimony, the Planning Commission can find that the applicable approval criteria are satisfied. The applicant respectfully requests that the Planning Commission follow the staff report recommendation and approve the zoning map, planned development and subdivision applications and recommend approval to the City Council of the comprehensive plan map amendment.

Very truly yours,



Michael C. Robinson

MCR:rsp
Enclosures

cc: Kevin Young (via email) (w/ encls.)
Ronald Simons (via email) (w/ encls.)
Alex B. Eyssen (via email) (w/ encls.)
Daniel Larrison (via email) (w/ encls.)
Jerry Offer (via email) (w/ encls.)
Troy Kent (via email) (w/ encls.)
Alan Snook (via email) (w/ encls.)
Brendan W. Buckley (via email) (w/ encls.)
Jack Dalton (via email) (w/ encls.)

intersections analyzed. All build scenario w/project assume the extension of Circle Blvd.

Table 9: Future Intersection Level of Service (AM Peak Period)*

Intersection	Agency Standard	Existing 2013	2015		2033		
		No Build	No Build	w/Project	No Build	Circle Ext	w/Project
Signalized		***LOS V/C***	***LOS V/C***	***LOS V/C***	***LOS V/C***	***LOS V/C***	***LOS V/C***
53rd St/Walnut Dr/Harrison Blvd	LOS D	B 0.52	C 0.55	B 0.59	C 0.59	B 0.64	B 0.65
36th St/Harrison Blvd	LOS D	B 0.46	B 0.47	B 0.48	C 0.55	C 0.50	C 0.55
35th St/Harrison Blvd	LOS D	B 0.52	B 0.53	B 0.55	C 0.69	B 0.63	C 0.69
29th St/Harrison Blvd	LOS D	D 0.89	D 0.92	C 0.92	D 0.97	D 0.93	D 0.96
All-Way-Stop							
Witham Hill Dr/Grant Ave**	LOS D	A 0.38	A 0.39	A 0.36	B 0.48	A 0.43	A 0.44
Unsignalized		LOS (Major Street Left Turn/Minor Street Left Turn)					
Circle Blvd/Harrison Blvd	LOS D			A/C		A/A	A/C
Witham Hill Dr/Circle Blvd	LOS D	A/C	A/C	**A/F**	A/C	**A/F**	**A/F**
Merrie Dr/Harrison Blvd	LOS D	A/B	A/B	A/B	A/B	A/B	A/B
Witham Dr/Harrison Blvd	LOS D	A/B	A/B	A/B	A/B	A/B	A/B

Table 10: Future Intersection Level of Service (PM Peak Period)*

Intersection	Agency Standard	Existing 2013	2015		2033		
		No Build	No Build	w/Project	No Build	Circle Ext	w/Project
Signalized		***LOS V/C***	***LOS V/C***	***LOS V/C***	***LOS V/C***	***LOS V/C***	***LOS V/C***
53rd St/Walnut Dr/Harrison Blvd	LOS D	C 0.74	C 0.77	C 0.79	D 0.91	C 0.96	C 0.96
36th St/Harrison Blvd	LOS D	B 0.44	B 0.46	B 0.46	B 0.58	B 0.52	B 0.57
35th St/Harrison Blvd	LOS D	B 0.39	B 0.39	B 0.41	B 0.49	B 0.44	B 0.49
29th St/Harrison Blvd	LOS D	C 0.75	C 0.77	C 0.75	D 0.88	C 0.82	D 0.84
All-Way-Stop							
Witham Hill Dr/Grant Ave**	LOS D	B 0.40	B 0.41	B 0.39	B 0.55	B 0.52	B 0.53
Unsignalized		LOS (Major Street Left Turn/Minor Street Left Turn)					
Circle Blvd/Harrison Blvd	LOS D			A/C		A/B	A/C
Witham Hill Dr/Circle Blvd	LOS D	A/B	A/C	**A/E**	A/C	**A/F**	**A/F**
Merrie Dr/Harrison Blvd	LOS D	A/B	A/B	A/B	A/C	A/B	A/B
Witham Dr/Harrison Blvd	LOS D	A/B	A/B	A/B	A/B	A/B	A/B

* Intersections not meeting City Standards are indicated in **Bold**. ** Intersection conservatively analyzed as an all-way-stop controlled intersection.

4. If Circle Blvd. is extended, a signal will likely be warranted at some time in the future for Witham Hill Dr. and Circle Blvd. Signal warrants are not met in 2015, but are met in 2033. The need for signal was identified in the development of the SDC program and is listed as SDC project number 121.
5. The applicant also provided an interim mitigation analysis for Witham Hill Drive and Circle Blvd. prior to signal warrants being met. The intersection currently is a two-way stop with stop signs on Circle Blvd. The interim mitigation would be a 4-way stop controlled intersection. This mitigation would allow minor street movements (Circle Blvd.) by stopping Witham Hill. While this would help Circle Blvd. movements, it would delay Witham Hill movements. It is recommended that the intersection be looked at after the extension of Circle Blvd. prior to installing this mitigation. Installation of stop signs would be accomplished by City Crews through the traffic order process and the developer billed for the cost of installation **(Condition 12).**
6. Per LDC section 4.0.60.b, location of new Neighborhood Collector Streets shall conform to the City of Corvallis Transportation Plan. The extension of Circle

EXHIBIT IV -97

EXHIBIT 10

Revisions to Condition 14)

NW Harrison Boulevard Street Improvements - A permit for public improvements will be required from the County for improvements to NW Harrison Blvd. Typically the County will default to City Standards within the UGB. City and County staff have discussed the improvements along NW Harrison Blvd. and improvements proposed by the applicant are consistent with City and County standards. Improvements to NW Harrison should include: 12-foot travel lanes, a 12-foot continuous center turn lane, 6-foot bike lanes, standard curb and gutter on the north side, a 12-foot planter strip on the north side (except where curbside due to natural features), and a 12-foot wide multiuse path. A turn lane shall be provided for east bound traffic at NW Circle Blvd. The Applicant shall install a continuous center median allowing for site accesses and street intersections on Harrison Blvd. in lieu of a continuous center turn lane, as approved by Benton County. Any median shall be designed to accommodate a future signal at the intersection of Circle Blvd. and Harrison Blvd.

Proposed New Condition 45)

Future Intersection Analysis and Additional Mitigation at NW Circle Blvd. and Harrison Blvd. - Within 1 year after completion and acceptance of Circle Blvd. improvements and certificate of occupancy for all phases of the apartments, the applicant shall provide a revised intersection analysis based on actual traffic counts (including bicycles and pedestrians) while OSU is in session in consultation with the City and Benton County to evaluate if additional traffic control devices are warranted at the intersection of Circle Blvd. and Harrison Blvd. If additional traffic control devices are warranted, the applicant shall dedicate any additional ROW and pay for the cost of the improvements within 1 year of acceptance of the revised Harrison Circle Blvd analysis. The developer shall secure the full cost of a traffic analysis and potential improvements prior to issuance of a Public Improvement by Private Contract (PIPC) permit. The basis of security for potential improvements shall be the cost to fully signalize the intersection.

Section 5.04.020 Prohibition against nuisances.

No owner or person in charge of property may permit or cause a nuisance affecting public health or safety to exist as enumerated in Sections 5.04.040 and 5.04.050.

EXHIBIT 12

	ac.)	
Building coverage	168,375 sf	(18.9%)
Drive aisles and parking including bike and bbq shelters/trash & recycling enclosure	266,621 sf	30%
Total Site Coverage	434,996 sf	48.9%

k. Outdoor Components Associated with Heat Pumps and Similar Equipment for Residential Structures shall not be placed within required front yard setback area.

When located within 10 ft. of a property line, or within a front yard and outside of the setback area, such equipment shall be screened on all sides with a solid fence or wall at least one ft. higher than the equipment. When located greater than 10 ft. from a property line, such equipment requires no screening.

l. Outdoor Components Associated with Heat Pumps and Similar Equipment for Nonresidential Structures Shall be in accordance with Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting.

FINDINGS OF FACT

1. Heat pumps will be located in interior yard areas between buildings and within front yards of building types C and D, but behind the minimum setback line or required minimum front yard area. This equipment in front yards, but outside of the required setback area, will be screened by landscaping as shown on the landscaping plan to assure compliance with this section, as applicable **(Condition 4).**

Section 3.6.40 – Multiple Buildings on One Lot or Site

To provide privacy, light, air, and access to the dwellings within the development, the following minimum standards shall apply to multiple residential buildings on a single lot or site in the RS-12 Zone:

a. Buildings with opposing windowed walls shall be separated by 20 ft.

b. Buildings with windowed walls facing buildings with blank walls shall be separated by 15 ft. However, no blank walls are allowed to face streets, sidewalks, or multi-use paths. See Chapter 4.10 - Pedestrian Oriented Design Standards.

c. Buildings with opposing blank walls shall be separated by 10 ft. As stated in "b," above, no blank walls are allowed to face streets, sidewalks, or multi-use paths. See Chapter 4.10 - Pedestrian Oriented Design Standards.

d. Building separation shall also apply to building projections such as balconies, bay windows, and room projections.

FINDINGS OF FACT

1. **Attachment Q** - Sheet P8.0, Minimum Separation Plan, illustrates minimum separations between multi-family buildings on the development site. A graphic on this sheet demonstrates the required minimum building separations which are required based upon the heights and presence of windows for all proposed residential building types. One can look at the types of adjacent buildings on the

EXHIBIT IV -119

site plan; check that against the graphic for that sort of paired building types; and conclude that all proposed buildings separations satisfy the applicable minimum building separation standard. All of the larger proposed buildings will be separated from neighboring larger residential buildings by a minimum of 30-feet, regardless of whether the walls of the proposed buildings will have windows. All townhome buildings will be separated by a minimum of 26 feet. Uninhabitable fire closets on the townhome buildings were not considered to be part of the building walls for purposes of calculating building separations. No blank walls are proposed for any of the buildings facing streets, sidewalks or paths.

e. Buildings with courtyards shall maintain separation of opposing walls as listed in "a," through "c," above.

f. Where buildings exceed a length of 60 ft. or exceed a height of 30 ft., the minimum wall separation shall be increased. The rate of increased wall separation shall be one ft. for each 15 ft. of building length over 60 ft., and two ft. for each 10 ft. of building height over 30 ft.

FINDINGS OF FACT

1. No buildings with courtyards are proposed. The plan has been designed with building separation standards in mind. All of the apartment buildings exceed 60-feet of length along their long axis and also exceed 30-feet of height noted in this section (although the buildings are consistent with the 35-foot maximum height standard of the RS-12 district). The townhomes also exceed the 30-foot of height mentioned in this standard (although the townhomes also are consistent with the 35-foot maximum height standard of the RS-12 district). Required minimum building separations shown on **Attachment Q** - Sheet P8.0 have been increased as needed to comply with this standard. All proposed building separations shown on the plan satisfy the applicable minimum building separation illustrated in the graphic on this plan sheet.

g. Driveways, parking lots, and common or public sidewalks or multi-use paths shall maintain the following separation from dwelling units built within eight ft. of ground level.

1. Driveways and parking lots shall be separated from windowed walls by at least eight ft.; sidewalks and multi-use paths shall be separated by at least five ft.

2. Driveways and parking lots shall be separated from living room windows by at least 10 ft.; sidewalks and multi-use paths shall be separated by at least seven ft.

3. Driveways and uncovered parking spaces shall be separated from doorways by at least five ft.

FINDINGS OF FACT

1. As illustrated on the site plan, all proposed driveways and parking areas will be separated from neighboring buildings and doorways by a minimum of 10 feet, regardless of whether the walls of the proposed buildings will have windows or whether there are living room windows on that building face. Similarly, all sidewalks and multi-use paths will be separated from all proposed building walls by a minimum of seven feet. Driveways and uncovered parking spaces will all be separated from doorways by at least 10-feet, as well.

Section 3.6.50 – Green Area, Outdoor Space, Landscaping, and Screening

3.6.50.01 – Green Area

a. **A minimum of 30 percent of the gross lot area and a minimum of 20 percent for center-unit townhouses on interior lots, shall be retained and improved or maintained as permanent Green Area to ensure that the 70 percent maximum lot/site coverage standard of Section 3.6.30 is met. A minimum of 10 percent of the gross lot area shall consist of vegetation consisting of landscaping or naturally preserved vegetation.**

FINDINGS OF FACT

1. Approximately 45.4 percent of the gross site area (apartment development site only) will be permanent Green Area (includes pool, pool deck, walkways and paths). Approximately 34 percent of the gross site will consist of landscape vegetation (does not include pool, pool deck, walkways and paths). Approximately 54.6 percent of the gross site will be covered by buildings, pavement, or other non-pedestrian or non-recreational impervious surfaces (also does not include pool, pool deck, walkways and paths).

b. **Landscaping within the required Green Area shall be permanently maintained in accordance with Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting. Landscaping shall primarily consist of ground cover, ferns, trees, shrubs, or other living plants and with sufficient irrigation to properly maintain all vegetation. Drought-tolerant plant materials are encouraged. Design elements such as internal sidewalks, pedestrian seating areas, fountains, pools, sculptures, planters, and similar amenities may also be placed within the permanent Green Areas.**

FINDINGS OF FACT

1. All of the disturbed area on the site which will not be covered by buildings, pavement, sidewalks, or other impervious features will be covered with lawn, trees, shrubs, or other landscape materials. The landscaped area on the site is an important amenity for the residents of the apartments. Therefore, the owners of the apartments will provide regular maintenance of all of the site landscaping. **Condition of approval #4** will ensure that required landscaping is maintained in compliance with the standards of LDC Chapter 4.2.

c. **The required Green Area shall be designed and arranged to offer the maximum benefits to the occupants of the development and provide visual appeal and building separation. These provisions shall apply to all new development sites and to an addition or remodeling of existing structures that creates new dwelling units.**

FINDINGS OF FACT

1. The landscaped green area on the site has been designed to provide both active and passive recreation areas. Relatively large open areas are included for activities such as volleyball games, frisbee playing, etc. These larger areas are distributed throughout the site, but are most significantly represented by the lawn areas on either side of the swimming pool. In addition, the community garden will be a portion of the Green Area on the site. Other areas are improved for more passive recreational activities with trails with benches for wildlife observation, studying, sunbathing, and relaxing.

3.6.50.02 – Private Outdoor Space per Dwelling Unit

a. **Private Outdoor Space shall be required at a ratio of 48 sq. ft. per dwelling unit. This Private Outdoor Space requirement may be met by providing patios and balconies for some or all dwelling units, or by combining Private Outdoor Space and Common Outdoor Space as allowed by Section 3.6.50.04.**

b. **Private Outdoor Space, such as a patio or balcony, shall have minimum dimensions of six-by-eight ft.**

c. **Private Outdoor Space shall be directly accessible by door from the interior of the individual dwelling unit served by the space.**

d. **Private Outdoor Space shall be screened or designed to provide privacy for the users of the space.**

e. **Private Outdoor Space may be considered as part of the 30 percent Green Area required under Section 3.6.50.01, if it is located on the ground. Upper story balconies cannot be counted.**

FINDINGS OF FACT

1. Each of the sixty townhomes will be provided with a ground level patio with dimensions of approximately 6-feet deep by 17-feet wide, or approximately 102 square feet. Patios will be accessible from inside each unit. Therefore, the minimum 48 square feet per unit private outdoor space standard will be satisfied for the 60 townhome units.
2. No individual private open space areas like decks or patios will be provided for the remaining 236 dwelling units within the apartment buildings. Instead the remaining required 11,328 square feet of required "private" outdoor space (236 units X 48 sq. ft.) will be combined with the required common outdoor space (82,800 sq. ft.) for a total requirement for 94,128 sq. ft. of combined private and common open space.

3.6.50.03 – Common Outdoor Space per Dwelling Unit

a. **In addition to the Private Outdoor Space requirements of Section 3.6.50.02, Common Outdoor Space shall be provided in developments of 20 or more dwelling units, for use by all residents of the development, in the following amounts:**

   1. **Studio, one- and two-bedroom units: 200 sq. ft. per unit**

   2. **Three or more bedroom units: 300 sq. ft. per unit**

FINDINGS OF FACT

1. The proposed 296 apartments (including townhomes) will include 60 2-bedroom units (20% of total units), 164 3-bedroom units (55% of total units) and 72 4-bedroom units (24% of total units). Using these numbers of units with the required common outdoor space per unit requirements above, results in a minimum requirement for 82,800 sq. ft. of common outdoor area, as shown below:

   200 sq. ft. x 60 2-bdrm units = 12,000
   300 sq. ft. x 236 3± bdrm units = 70,800

   12,000 + 70,800 = 82,800 sq. ft.

EXHIBIT IV -122

b. **The minimum size of any Common Outdoor Space shall be 400 sq. ft., with minimum dimensions of 20-by-20 ft.**

c. **A Common Outdoor Space may include any of the following, provided that they are outdoor areas: recreational facilities such as tennis, racquetball, and basketball courts, swimming pool and spas; gathering spaces such as gazebos, picnic, and barbecue areas; gardens; preserved natural areas where public access is allowed; and children's tot lots.**

d. **The Common Outdoor Space may be considered as part of the 30 percent Green Area required under Section 3.6.50.01. The Common Outdoor Space shall not be located within any buffer or perimeter yard setback area.**

FINDINGS OF FACT

1. The proposed development plan provides for 101,444 sq. ft. of common open space on the apartments' site, exceeding the required common outdoor space requirements for all of the 296 units on the site. Common open spaces included within this total include community garden (6,025 sq. ft.); multi-use path and adjacent landscape (22,620 sq. ft.); central recreation area – i.e., pool, volleyball and basketball courts, patios and pool decks (42,689 sq. ft.); and additional outdoor spaces (26,360 sq. ft.). See **Attachment Q** - Sheet P8.1, Outdoor Space Plan.
2. The common open space areas described above are included in the area described as part of the minimum 30 percent green area, as previously described. None of these common outdoor areas is included within a required buffer or perimeter yard area.

e. **A children's tot lot or community garden shall be provided for each 20 units. The minimum dimensions for any tot lot or community garden shall be 20-by-20 ft., with a minimum size of 400 sq. ft. The tot lot shall include a minimum of three items of play equipment such as slides, swings, towers, and jungle gyms. Any one or a combination of the following shall enclose the tot lot: a 2.5 to 3 ft.-high wall, fence, or planter; or benches or seats. Any required community garden shall include irrigation and prepared planting beds**

f. **Where more than one tot lot or community garden is required, the developer may provide individual tot lots and/or community gardens may combine them into larger playground areas or gardening areas.**

g. **Housing complexes that include 20 or more dwelling units reserved for older persons (as defined in ORS 659A) do not require tot lots. However, Common Outdoor Space shall be provided as specified in "a," through "d" above.**

FINDINGS OF FACT

1. The proposed development plan provides for 101,444 sq. ft. of common open space on the apartments' site, exceeding the required common outdoor space requirements for all of the 296 units on the site. Common open spaces included within this total include community garden (6,025 sq. ft.); multi-use path and adjacent landscape (22,620 sq. ft.); central recreation area – i.e., pool, volleyball and basketball courts, patios and pool decks (42,689 sq. ft.); and additional outdoor spaces (26,360 sq. ft.). See Sheet P8.1, Outdoor Space Plan.
2. The proposed development plan provides for a 6,025 square foot community garden in the southern portion of the site. The proposed community garden will satisfy the 6,000 square foot minimum size standard for a community garden for the 296 proposed units (400 square feet minimum X 15). The community garden

will be fenced with 8-foot tall fences to keep out wildlife. The community garden will include preliminarily prepared planting beds. Water faucets will be available at the community gardens.

3. The Grove Apartments are not intended for older persons as defined by ORS 659A. Therefore, the "tot lot" exception does not apply to this project.

3.6.50.04 – Option to Combine Private and Common Outdoor Space

a. The private and Common Outdoor Space requirements may be met by combining them into areas for active or passive recreational use. Examples include courtyards and roof-top gardens with pedestrian amenities. However, where larger Common Outdoor Spaces are proposed to satisfy Private Outdoor Space requirements, they shall include pedestrian amenities such as benches or other types of seating areas.

b. The combined outdoor space may be covered, but it shall not be fully enclosed.

FINDINGS OF FACT

1. The 82,800 sq. ft. of required common outdoor space combined with the 14,208 sq. ft. of required private outdoor space totals 97,008 sq. ft. of total required private and common outdoor space. 102,037 sq. ft. of common and private outdoor space is provided, exceeding the combined outdoor space requirements for the project.
2. None of the combined outdoor space is fully enclosed.

3.6.50.06 – Location of Green Area

In determining where Green Areas should be placed on a development site, consideration shall be given to the following:

a. Preserving otherwise unprotected natural resources and wildlife habitat on the site, especially as large areas rather than as isolated smaller areas, where there is an opportunity to provide a recreational or relaxation use in conjunction with the natural resource site;

b. Protecting lands where development more intensive than a Green Area use may have a downstream impact on the ecosystem of the vicinity. The ecosystem in the vicinity could include stands of mixed species and conifer trees, natural hydrological features, wildlife feeding areas, etc.;

c. Enhancing park sites adjacent to the convergence of sidewalks and/or multiuse paths;

d. Enhancing recreational opportunities near neighborhood commercial activity centers; and

e. Enhancing opportunities for passive relaxation and recreation for residents, employees, and/or visitors within a development site.

FINDINGS OF FACT

1. In addition to the Green Area proposed for the 24.6 acre developable portion of the property, the applicant also proposed to set aside the remaining 70 acres of the site for Conservation – Open Space uses.
2. The proposed multi-use path and community garden area along the southern edge of the development will provide enhanced open space at the convergence

of walkways and the multi-use path. This area will also provide enhanced opportunities for passive relaxation and recreation for residents and visitors to the site. The multi-use path will be a public path with a public access easement, and available to all for use.

Section 3.6.80 – Mix of Housing Types

A mix of permitted Housing Types is encouraged in the RS-12 Zone and shall be required for larger development projects in the zone. To promote such a mix, developments greater than five acres in size shall comply with the variety of Housing Types requirements outlined in Chapter 4.9 - Additional Provisions.

Section 3.6.90 – Compliance with Chapter 4.10 – Pedestrian-Oriented Design Standards

The requirements in Chapter 4.10 - Pedestrian Oriented Design Standards shall apply to the following types of development in the RS-12 Zone:

a. All new buildings or structures for which a valid permit application has been submitted after December 31, 2006;

b. Developments subject to Conditional Development and/or Planned Development approval, as required by a Condition(s) of Approval(s); and

c. Independent or cumulative expansion of a nonresidential structure in existence and in compliance with the Code on December 31, 2006, or constructed after December 31, 2006 pursuant to a valid Conceptual or Detailed Development Plan approved on or before December 31, 2006, shall comply with the pedestrian requirements of Chapter 4.10 - Pedestrian Oriented Design Standards as outlined in Section 4.10.70.01.

FINDINGS OF FACT

1. Compliance with the Housing Mix Requirements in LDC Chapter 4.9 and the Pedestrian Oriented Design Standards in LDC Chapter 4.10 is evaluated later in this staff report. Findings from those discussions are incorporated by reference as findings under the above criteria.

CONCLUSIONS

Based on the above findings of fact, and as conditioned, the proposed development will comply with all applicable development standards and requirements of the RS-12 Zone.

CONSISTENCY WITH LDC 4.0.140 – ROUGH PROPORTIONALITY

Section 4.0.140 - ROUGH PROPORTIONALITY

If an applicant intends to assert that it cannot legally be required, as a condition of Building Permit or development approval, to provide easements, dedications, or improvements at the level otherwise required by this Code, the Building Permit or site plan review application shall include a rough proportionality report in accordance with the provisions of Section 1.2.120 of Chapter 1.2 - Legal Framework.

FINDINGS OF FACT

1. The applicant did not submit a rough proportionality report in accordance with the provisions of Section 1.2.120 of Chapter 1.2 - Legal Framework.
2. The requirements of streets, paths, setback sidewalks, and planter strips which trigger the ROW dedication/easements are City standards and components of a safe transportation system that are taken into consideration when determining serviceability. The applicant benefits from additional ROW and setback sidewalks in the form of:
   - An enhanced aesthetic experience for pedestrians as the separation from motor vehicle traffic decreases road noise, prevents water from the roadway being splashed on pedestrians and provides an enhanced sense of security.
   - An enhanced environment for wheelchair users as the sidewalk can be kept at a constant slope with the steeper slopes for driveway approaches built into the planting strip.
   - An area for street trees, sign posts, utility and signal poles, mailboxes, fire hydrants, etc.
   - Mature street trees may reduce vehicle speed.
   - When wide enough, a place for a motor vehicle to wait out of the stream of traffic while yielding to a pedestrian crossing a driveway.
   - A break in hard surfacing with added pervious area.
   - Facilitating construction of commercial approaches by allowing adequate ROW to install the minimum radius on the approach of 8 feet or larger to accommodate smooth vehicular and truck turning movements.
   - A transit facility, if needed, can be installed in wider planter strips which benefits the adjacent property's tenants, employees and customers.
   - With the proximity to OSU and the expectations of student housing, pedestrian and bicycle connections (paths, sidewalks and bike lanes) to OSU and other parts of the community will benefit the development.
   - Streets to and through the site are needed to provide access to proposed buildings for construction, residents, visitors, and emergency services.

With multi-family residential development, in addition to the potential of being on bus routes, the site is expected to derive particular benefit from enhanced pedestrian and bicycle access facilities. This demand and above benefits support nexus and rough proportionality findings for incremental ROW increases associated with providing park strips and setback sidewalks. Development potential of the site as proposed is maintained. The proposed ROW increase is incremental because provision of standard street ROW and improvements are the minimum necessary to provide safe, functional multi-modal transportation and utility access to a RS-12 site located within biking and walking distance of OSU.

Given the above-cited benefits, Staff find the burden of right-of-way dedication/easements has nexus and is roughly proportional to the benefits received by the development.

<u>Conclusions on rough proportionality</u>: The construction of public improvements, as cited in the report, implements legislatively prescribed standards and improvements necessary to serve the site. Nexus and rough proportionality findings may not be

Technical Memorandum

otak
HanmiGlobal Partner
808 SW 3rd Avenue
Suite 300
Portland, OR 97204
Phone (503) 287-6825
Fax (503) 415-2304

To:	Mayor Julie Manning
From:	Bob Schottman, Ph.D.
Copies:	Campus Crest Team
Date:	February 25, 2014
Subject:	Response to Comments Submitted to Corvallis City Council
Project No.:	16185

I have read the recent comments submitted to the City of Corvallis City Council regarding the proposed Campus Crest project and conclude that none of the comments identify any stormwater deficiencies for the project. Many of the comments address important stormwater management design issues for a development project of this type. In designing the stormwater facilities for this project, Otak has drawn on many years of experience in working with regulatory agencies such as the City of Corvallis and the Oregon Department of Transportation to design water quality treatment, conveyance and detention facilities. These facilities are designed to reduce sediment loading and to reduce peak storm water flow rates to downstream channels.

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As stated in our previously submitted stormwater management plan for this project (Otak, June 2013), the applicable City of Corvallis stormwater regulations are described in "Technical Memorandum No. 4", dated November 10, 1999, which includes changes to the existing "Design Criteria Manual for Public Improvements, Section IV, STORM DRAINAGE". As indicated in the recommended conditions of approval #21 and 24, the City approves permits for private and public drainage facilities based on reports and plans submitted by the project developer.

The items below summarize the design criteria which will be utilized for this project:

- Stormwater Detention Facilities: Detention facilities will be designed based on the 10-year return event with 24-hour duration based on the standard SCS type 1A rainfall distribution. The SCS TR-20 hydrograph method will be utilized. The detention facilities will capture runoff so the runoff rates from the site after development do not exceed the pre-developed conditions, based on the 2-year through 10-year, 24-hour design storms. Facility designs will be based on the King County, Washington Surface Water Design Manual, 2009 edition.

- Water Quality Facilities: The design storm for water quality facilities will be based on a NRCS Type 1A event of 0.9 inches in 24 hours. The analysis and design will be based on the SCS TR-20 hydrograph method. The storm water quality facilities will be designed based on the King County Design Manual. The types of facilities used will be selected from Section 6.1.1 of the King County Manual.

The King County Manual is the City of Corvallis Engineering Department's required manual for storm water drainage and treatment design. This manual has long been recognized as a primary resource for engineering design principles for stormwater facilities in many jurisdictions in the Pacific Northwest.

The Stormwater Management Plan provides an overview of the stormwater facilities planned for the Campus Crest site. Stormwater will be collected and conveyed to water quality and detention facilities, and will be dispersed at multiple locations to the wetland area. A flow spreader will be provided at each pond outlet in order to avoid point discharge into the wetland. Storm water will be treated in water quality swales or StormFilter devices prior to entering the detention facilities. Storm water management facilities for the development will be designed to release runoff at flow rates less than or equal to pre-development rates for the 2-year, 5-year, and 10-year design storm events, and follow existing drainage patterns downstream of the site.

Stormwater discharge from the proposed development's stormwater facilities is planned to occur at six locations, which, in combination with the flow spreaders and detention, will mimic the pre-development natural hydrologic conditions of the site as much as possible. Quantity control is provided by six stormwater detention ponds. Quality control is provided by biofiltration swales, wet biofiltration swales, and StormFilter structures. Surface and groundwater discharge to the wetland is not expected to be altered significantly from pre-development natural conditions.

Infiltration of stormwater to subsurface water is not proposed.

Reference:
Otak, 2013. Preliminary Stormwater Management Report Campus Crest – Corvallis, Oregon. June, 2013.

Specific responses to the recently submitted comments to the City Council follow:

Martha Fraundorf
Ms. Fraundorf expresses concern with stormwater drainage planning and cites previous flooding of the existing multi-purpose trail and Harrison Boulevard. She questions whether vegetative swales will manage the anticipated flow. Furthermore, she believes that soils on-site will be completely compacted and thus swale performance will be harmed by soils having low infiltration rates. Our response to these concerns is that the proposed swales are not intended to control flood flows and

therefore their performance does not depend upon the underlying soil permeability. Performance is optimal when flow velocities are kept low and when there is a permeable soil media in the swale. Our design provides both.

Sherri Johnson
Ms. Sherri Johnson's February 18, 2014 letter notes that she believes that recommended conditions of approval No. 42, 32, 29, and 30 should explicitly state that all plans and reports under these conditions (including the geotechnical report, stormwater quality and detention facility plans, and wetland mitigation plans) should be submitted to and approved by the City Engineer before any excavation and grading permits are issued. We would have no problem with the recommended conditions of approval be amended to require that review as she suggests. However, Ms. Johnson also says that all of those reports should be reviewed for conformance with the preliminary Site Assessment Report. We would concur with this comment with regard to the geotechnical report, however, we believe that the other topics listed in conditions 29, 30, and 32 regarding wetlands and storm drainage are not directly related to the recommendations of the Preliminary Site Assessment Report and therefore this further request that these other reports be subject to conformance with the Site Assessment Report not be required.

Ms. Johnson raises a concern that condition of approval No. 32 should not allow for the use of pervious pavement to reduce the size of detention ponds or the size of 2, 5, and 10-year storm events. She notes that pervious pavement is not designed to mitigate high-intensity or high-volume rain events, but can help with Oregon drizzle. We concur with her argument with regard to the ability of pervious pavement to deal with high intensity storms. For that reason, we do not plan to use pervious pavement on the Campus Crest site. We do not believe that the underlying soils on this site are permeable enough to provide significant stormwater infiltration – especially with regard to larger storm events. The proposed sizes of the stormwater detention ponds for the project do not assume the use of pervious pavement to reduce stormwater flows. We would be fine with the City Council striking the language related to pervious pavement from this recommended condition of approval.

Further, Ms. Johnson raises concerns about the sizing of the stormwater ponds and the use of the King County Stormwater Drainage Manual's design standards to design the stormwater facilities. In particular, she raises the possibility that the abundance of clay lenses on the site could affect the sizing of the stormwater detention ponds. We agree that the presence of lenses can cause more runoff than would be the case for soils not having clay lenses The pond design incorporates the runoff characteristics of specific soil types identified on the site by the NRCS in their soils surveys. The ponds will be designed to outfall as surface water flow to the existing downstream wetlands and stream. Any infiltration of water from the bottom of the pond is assumed to be relatively small and thus has been ignored in the pond sizing.

Rana Foster
Rana Foster has raised a number of her concerns with the project in letter of February 18, 2014 – as she has at all of the hearings which have previously been held. Although she mentions the

recommended conditions of approval which are currently under review, her comments are not very well directed at conditions of approval that the Planning Commission has provided to the City Council but instead deal with her larger concerns with the proposal. As such, we will not attempt to rebut these comments.

Ken Bronstein
Ken Bronstein of the Beit Am Jewish Community has raised concerns that some of the water line and other infrastructure will be located within an existing easement adjacent to the Beit Am property southeast of the Campus Crest site. Mr. Bronstein has requested that recommended condition of approval No. 20 be amended to require the applicant to coordinate with Beit Am with regard to the plans for work within this easement and for access to the water line terminus so as to yield a mutually satisfactory design. That seems reasonable to us. We would be happy to accept an amendment to recommended condition of approval No. 20 which would require the applicant/site developer and the City to coordinate with the Beit Am community on the plans for the water line easement and access within the easement adjacent to the Beit Am property.

Crowell, Sharon

From: Ward 8
Sent: Wednesday, February 26, 2014 10:10 AM
To: Planning
Subject: Fwd: Campus Crest

----- Forwarded Message -----
From: "Martin Mulford" <dr.obnubilator@gmail.com>
To: ward8@council.corvallisoregon.gov
Sent: Thursday, February 20, 2014 9:25:16 AM
Subject: Campus Crest

Dear Mr. Traber

I am a ward 8 resident and voter. I believe that you have made a serious error in voting for the zone change for Campus Crest. I would urge you to request a new vote and vote against this obviously inappropriate zone change.

Thank you
Martin R. Mulford

--
M. R. Mulford, PhD
dr.obnubilator@gmail.com
"Those whom the gods love grow young." - Oscar Wilde.

February 24, 2014
To: Mayor Manning and City Council
From: Martha Fraundorf 1750 NW Arbol Pl. Corvallis, Or 97330
Re: Campus Crest Conditions for Approval

I would like to see some modifications to the conditions for approval.

1. The applicant presented this project as putting the same number of housing units on a smaller amount of land. Several councilors voted for to allow the zone change because of the smaller footprint. Because condition 5 is part of the development plan and could be overturned at the request of a future owner, I do not see how this guarantees that the city will get this smaller footprint. Does the DDP apply only to the area zoned RS-12 or to the entire parcel of land, including the open space sections? Even though the remaining land is zoned as open space-conservation, that too can be changed, as the present case clearly illustrates. I believe that requiring a conservation easement on all of parcel A, not just the portions with significant vegetation (condition 41) would be the most effective way of ensuring there would be no development at a later date and reassure a skeptical public.
2. The applicant has proposed that most of the storm water would be treated by a series of swales and retention ponds to both slow the release of run-off so that Harrison will not flood and to remove pollutants that the storm water picks up as it washes through the parking lots and streets of this development. The parking lot is quite close to the wetlands and any inadequacies in the design of functioning of this system will result in the release of chemicals into the wetlands. I am concerned that the system may not work as planned for several reasons. First, the developer has asked for a variance to grade 100% of the site. Leveling areas that were previously sloped (with some small sections in excess of 15%) may well change the amount and pattern of run-off. There should be a requirement for a geotechnical study of the storm water patterns both before and after grading and before issuance of permits to construct the storm water facilities. Current conditions do not seem to consider changes in the water flows after grading. This is particularly important because according to the information in the proposal there is little room for error—the preliminary design flows are close to the target rates. Clay soils in the area allow for little infiltration. So overflow could result in flooding of an important transportation corridor, which even before development has shut down due to high water. Overflow would also cause water to enter the wet lands before pollutants could be removed
3. The swales act to slow down the water and the plants in them help remove pollutants from the water. The EPA fact sheet (included with my testimony on the CPA) shows that swales at best only remove some of the pollutants. They do not work as well when soils are compacted during construction, when the flows through them are too rapid (as they may be if water flows change after grading) or when they silt up or are clogged with debris. Having walked in the area, I can attest that the run-off is often brown with silt.. So this possibility is quite likely, especially for the southern swales adjacent to the community garden. During the rainy winter season, there will not be much vegetation to hold down the soil. Prompt removal of silt is key so a requirement for a stringent maintenance plan is key. To make sure these work as expected, the city should monitor the water quality both before and after construction of the storm water system. Current requirements of two years seems too short a monitoring period, as the parking lots will not have accumulated as much car-related grease and oil until more extensive use as students come and go over a period of time.
4. The detention ponds will not be fenced, which seems inadvisable for a development intended for students for whom the ponds will be an attractive location for horseplay or littering and r a hazard on dark nights. Fencing might be safer.

Young, Kevin

From: Mary Betts Sinclair [maryb@peak.org]
Sent: Wednesday, February 19, 2014 9:48 PM
To: Young, Kevin
Subject: comments on development related concerns re:Witham Oaks Project

hello Kevin Young,
I am writing to express my opposition to the Witham Oaks Project as currently designed, primarily because the traffic situation on 36th street-both north towards Witham Hill and east towards 35th street-is already a congested and difficult-to-navigate area to drive now, and the traffic infrastructure proposed does not solve the concerns of the additional traffic of 900 students and their cars, on top of an already messy situation. Furthermore, the contination of Circle Boulevard straight through to Harrison opens up even more potential for dangerous traffic.
yours truly,
marybetts Sinclair
456 SE Villa Drive
Corvallis 97333

Young, Kevin

From: Lida DurantStevenson [lida.durant@gmail.com]
Sent: Tuesday, February 25, 2014 3:19 PM
To: Young, Kevin
Cc: Lida DurantStevenson
Subject: Witham Oaks / Campus Crest Development

My comments are as follows:

1) Paved surfaces create excess run off and exacerbate flooding potential. Parking and multi-use paths should be constructed of porous materials that allow for rain to soak through these surfaces to provide replenishment of ground water slowly. Porous surfaces help prevent excess runoff which fouls streams and increases potential flood hazards.

2) Energy sources that are only fossil fuel based increase the carbon footprint of Corvallis significantly. This new development should be required to provision the use of renewable energy sources. Units should be equipped with the latest technologies that allow for renewable energy capture and use to reduce the carbon output of this development.

3) Lighting should not flood surrounding natural areas with wildlife damaging pollution.

4) All developed areas should be landscaped with appropriate native vegetation.

While the conditions attached to this proposal may dampen the adverse effects of this proposed development, the extremely poor building and maintenance record of the developer make it extremely likely that both the immediate adjacent neighborhoods and the Corvallis community overall will be poorly served by its approval by the council.

I implore the council to deny this development plan, out of hand, or, if not, to put it to the approval of Corvallis citizens by vote.

Lida Stevenson
1610 SW Martin St
Corvallis OR 97333
Ward 1

Crowell, Sharon

From: withamoaks@comcast.net
Sent: Tuesday, February 25, 2014 2:39 PM
To: Planning
Subject: last testimony

February 25. 2014
To the Corvallis City Council

Re: Campus Crest / The Grove - City Council Agenda
Development and Subdivision Requests (PLD13-00003, and SUB13-00001 – Campus Crest/The Grove

Concerns about the Detailed Development Plan PLD13-00003, and SUB13-00001

Re. To and through road: One staff person said the road to and through could be needed for fire access. There is already a second road planned farther up on Circle for fire access. The OSU land to the west does not have a road to connect with street "A." The OSU side of that potential street is fields. It would not be usable for fire access.

Vision for the Conservation Open Space: I appreciate Councilor Beilstein's integrity when he said he doesn't care what kind of housing goes out there, as long as it gets built. I also appreciate that Councilor Traber said he wants to see Circle Blvd go through. That was honest. I am not sure what Councilors Brauner, Hirsch and Hervey mean by a smaller footprint being the best plan yet. What is the vision for that Open Space Conservation land that is being created?

Need for Work Force Housing: At the March 18 meeting, both Richard Berger and Kevin Dwyer of the Chamber of Commerce said there is a need for "work force" housing in Corvallis. I agree with that completely. Campus Crest does not meet that need at all. It is for students only and will not build community.

Personally I don't care about the amount of open space nor the extension of Circle Blvd. They have always been in the plan. However, more **STUDENT ONLY HOUSING IS WRONG** for Corvallis. Each week in the paper we read about more apartments evicting work force residents and rebuilding for students only. You are caving to OSU, by turning RS-6 that benefits all Corvallis into student only housing. It is time to stand up for the Corvallis community that you represent.

I ask you to reconsider your vote on the true value of Campus Crest to the community.

Louise Marquering
1640 NW Woodland Drive
Corvallis, Oregon 97330
541-753-0012
withamoaks@comcast.net

Young, Kevin

From: Holzworth, Carla
Sent: Sunday, February 23, 2014 7:58 AM
To: Young, Kevin
Subject: FW: Asking you to do the right thing - Fwd: New Tactic for "Campus" Crest?

Please add to the record

From: Ward 3
Sent: Friday, February 21, 2014 5:10 PM
To: Holzworth, Carla
Subject: FW: Asking you to do the right thing - Fwd: New Tactic for "Campus" Crest?

From: Leonard Higgins [mailto:Leonard.Higgins@leobel.net]
Sent: Thursday, February 20, 2014 7:02 PM
To: 'Richard Hervey'; 'Biff Traber'; 'Biff Traber'; 'Mike Beilstein'; 'Mike Beilstein'
Subject: Asking you to do the right thing - Fwd: New Tactic for "Campus" Crest?

Richard, Mike and Biff,

Kathy Moore's suggestion to Richard in her email below opens the door for you to do the right thing for our community, as she says "to show Corvallis what it means to make good decisions about how to shape a community for a sustainable future".

Please reverse your votes calling for another vote, a new vote that can set an example of what we need to do for the kind of future we want for our community and for our children. I think each of you know what needs to be done but perhaps have not seen strong support from your constituents. I think that tide is turning. Give us a chance to show you what real support looks like.

Let me know how I can help with this.

Thank you,
-Leonard Higgins
503-505-4100

From: Kathleen Dean Moore

Hi Richard,

The City Council's approval of the "Campus" Crest development is exactly the sort of thing we DO NOT WANT TO DO, if we have any hope of reducing Corvallis' carbon footprint and contributing to the absolutely essential work of slowing climate change. It stunned me, that the clear-thinking people on the City Council could have made such a decision.

If you were to reverse your vote, you could call for another vote, and you could show Corvallis what it means to make good decisions about how to shape a community for a sustainable future. That would be wonderful. That would be heroic. That would set an example of the kinds of thinking we really have to do. You could link the new vote to an all-out effort to re-imagine Corvallis and to re-design building and zoning codes to support (rather than undercut) the future.

Why is “Campus” Crest such a shocking decision for those who care about climate change?

1. It forces students into cars, to get to work, to shopping, to restaurants, to bars, and to the university. It does this in the worst possible way – idling cars in a terrible traffic jam on Harrison, with nowhere to go for parking and everybody trying to get to the same nowhere at the same time. Some students might bike to campus, but they won’t bike to Fred Meyer, and they won’t bike to the Breweries.

2. It creates more of the infrastructure that supports and subsidizes fossil fuels (another highway for Circle Drive, housing far from the university, and probably the construction of another parking garage on campus – where they could have built the housing in the first place). This, just at the time when we have to start building the infrastructure of the new, compact town.

3. It creates a huge unsustainable development which has given no thought, as far as I can see, to being off the grid or to avoiding a huge waste stream. Corvallis has got to stop allowing thoughtless, wasteful construction projects.

4. It degrades the stable, near-in neighborhoods and sends people into the hillside developments – just when we need to be imagining high-quality living in denser configurations.

5. It paves over wetland, for crying out loud, cuts forests, and fills in marshes – just when we need every possible healthy ecosystem to sequester carbon and provide habitat for struggling plants and animals. Imagine how people feel, who work hard to protect Corvallis’ little pockets of wetland, only to see this one given away.

6. It damages democracy, which is already reeling at every level, by overturning the vote of the people for less intensive development. Even as we have just about given up on the federal government, which is a feckless enabler of the reckless growth economy, we have trusted city government. And now this – a huge disappointment that brings home the crisis of confidence in government.

If you decide to reverse your vote as a strongly symbolic and concrete way to launch Corvallis toward a truly sustainable, comprehensively planned community, I will support that effort every way I know how.

Warm regards, Kathy Moore

--

Young, Kevin

From: Holzworth, Carla
Sent: Sunday, February 23, 2014 7:57 AM
To: Young, Kevin
Subject: FW: Asking you to do the right thing - Fwd: New Tactic for "Campus" Crest?

Please add to the record

From: Ward 3
Sent: Friday, February 21, 2014 5:09 PM
To: Holzworth, Carla
Subject: FW: Asking you to do the right thing - Fwd: New Tactic for "Campus" Crest?

From: Linda Geiser [mailto:lgeiser2003@yahoo.com]
Sent: Thursday, February 20, 2014 10:12 PM
To: 'Richard Hervey'; 'Biff Traber'; 'Biff Traber'; 'Mike Beilstein'; 'Mike Beilstein'
Cc: Leonard Higgins
Subject: Re: Asking you to do the right thing - Fwd: New Tactic for "Campus" Crest?

Dear Richard, Biff, and Mike,

I would like to add my voice to that of Kathleen and Leonard. There is nothing more important that we can do for the future of our children and grandchildren then work to reduce our dependence on fossil fuels and emissions of greenhouse gases as quickly as possible. Anything we do that increases fossil fuel use helps assure that future generations will be locked into a climate that has been irreversibly changed. I know you understand this issue. Please reverse your votes.

Linda Geiser

On Friday, February 21, 2014 12:48 AM, Leonard Higgins <Leonard.Higgins@leobel.net> wrote:
Richard, Mike and Biff,

Kathy Moore's suggestion to Richard in her email below opens the door for you to do the right thing for our community, as she says "to show Corvallis what it means to make good decisions about how to shape a community for a sustainable future".

Please reverse your votes calling for another vote, a new vote that can set an example of what we need to do for the kind of future we want for our community and for our children. I think each of you know what needs to be done but perhaps have not seen strong support from your constituents. I think that tide is turning. Give us a chance to show you what real support looks like.

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Thank you,
-Leonard Higgins
503-505-4100

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Warm regards, Kathy Moore

--

Laurent, Marcia

From: Lucia [luciadurand@peak.org]
Sent: Thursday, February 20, 2014 4:50 PM
To: Planning
Cc: Mike Beilstein ward 4@council.corvallisoregon.gov
Subject: Witham Oaks

My comment -- never again, if this goes through, will I EVER trust an annexation vote that so easily gets changed in intention from what was voted upon....Lucia Durand, 1035 NW 31st St., Corvallis

Young, Kevin

From: Ward 7
Sent: Tuesday, February 25, 2014 2:12 PM
To: Larry & Laurie Becker
Cc: Young, Kevin
Subject: Re: Witham Oaks: Let the Voters Decide

Thank you Beckers,

I cannot discuss this issue right now, yet after we complete our deliberations I will do so. I am copying Kevin Young so he can include your email in the record.

Bruce Sorte

> Dear Councilman Bruce Sorte,
>
> Thank you for serving on the Corvallis City Council. In this role, we
> would like to urge you to continue your opposition to the Witham Oaks
> project proposed by Campus Crest. We are opposed to the zoning change
> and the planned project.
>
> Put before Corvallis voters, this lovely area was rejected for
> annexation
> 6
> times. When it was approved, it was when the owner threatened to cut
> the trees.
>
> The voters approved annexation for *low* density housing. After many
> public hearings the Planning Commission narrowly recommended not
> approving higher density zoning. Nevertheless, the council narrowly approved it.
>
> In the interest of participatory community decision-making, we urge
> you to ask for the zoning change to be put on the ballot to let the
> Corvallis voters decide. We think that one council member's vote
> should not be able to change the zoning approved by voters in a citywide election.
>
> Please make a motion to put this issue of concern to our city before
> the people.
>
> Sincerely,
>
> Larry Becker, Laurie Becker, and Malia Becker
> 3904 NW Clarence Circle
> Corvallis
>

Young, Kevin

From: Holzworth, Carla
Sent: Tuesday, February 25, 2014 9:46 AM
To: Young, Kevin
Subject: FW: Witham Oaks: Let the Voters Decide

For the record…

From: Ward 3
Sent: Tuesday, February 25, 2014 9:45 AM
To: Holzworth, Carla
Subject: FW: Witham Oaks: Let the Voters Decide

From: Larry & Laurie Becker [mailto:beckerllcm@gmail.com]
Sent: Monday, February 24, 2014 9:50 PM
To: ward3@council.corvallisoregon.gov
Subject: Witham Oaks: Let the Voters Decide

Dear Councilman Richard Hervey,

Thank you for serving on the Corvallis City Council. In this role, we would like to urge you to reconsider the Witham Oaks project proposed by Campus Crest. We are opposed to the zoning change and the planned project.

Put before Corvallis voters, this lovely area was rejected for annexation 6 times. When it was approved, it was when the owner threatened to cut the trees.

The voters approved annexation for low density housing. After many public hearings the Planning Commission narrowly recommended not approving higher density zoning. Nevertheless, the council narrowly approved it.

In the interest of participatory community decision-making, we urge you to ask for the zoning change to be put on the ballot to let the Corvallis voters decide. We think that one council member's vote should not be able to change the zoning approved by voters in a citywide election.

Please make a motion to put this issue of concern to our city before the people.

Sincerely,

Larry Becker, Laurie Becker, and Malia Becker
3904 NW Clarence Circle
Corvallis

Young, Kevin

From: Holzworth, Carla
Sent: Sunday, February 23, 2014 7:57 AM
To: Young, Kevin
Subject: FW: FW:

Please add to the record

From: Ward 3
Sent: Friday, February 21, 2014 5:10 PM
To: Holzworth, Carla
Subject: FW:

From: Winograd, Kenneth [mailto:winograk@oregonstate.edu]
Sent: Thursday, February 20, 2014 9:13 PM
To: ward6@council.corvallisoregon.gov; ward3@council.corvallisoregon.gov
Subject:

Hello Richard and Joel,
I support Kathleen Dean Moore's letter.
I must appeal to your sense of the public good. As you know, we are well on the path to climate catastrophe. I feel strongly that not one more square foot of greenspace, wetland, or marshland be destroyed anywhere. Here, now in our community, we have the power to make a difference. Campus Crest is a local climate catastrophe.
If there is any way you could call for another vote or use some existing bureaucratic rule or loophole to derail this project, Melinda and I support whatever you do.

Ken and Melinda

****
Hi Richard,

The City Council's approval of the "Campus" Crest development is exactly the sort of thing we DO NOT WANT TO DO, if we have any hope of reducing Corvallis' carbon footprint and contributing to the absolutely essential work of slowing climate change. It stunned me, that the clear-thinking people on the City Council could have made such a decision.

If you were to reverse your vote, you could call for another vote, and you could show Corvallis what it means to make good decisions about how to shape a community for a sustainable future. That would be wonderful. That would be heroic. That would set an example of the kinds of thinking we really have to do. You could link the new vote to an all-out effort to re-imagine Corvallis and to re-design building and zoning codes to support (rather than undercut) the future.

Why is "Campus" Crest such a shocking decision for those who care about climate change?
1. It forces students into cars, to get to work, to shopping, to restaurants, to bars, and to the university. It does this in the worst possible way – idling cars in a terrible traffic jam on Harrison, with nowhere to go for parking and everybody trying to get to the same nowhere at the same time. Some students might bike to campus, but they won't bike to Fred Meyer, and they won't bike to the Breweries.
2. It creates more of the infrastructure that supports and subsidizes fossil fuels (another highway for Circle Drive, housing far from the university, and probably the construction of another parking garage on campus – where they could have built the housing in the first place). This, just at the time when we have to start building the infrastructure of the new, compact town.

3. It creates a huge unsustainable development which has given no thought, as far as I can see, to being off the grid or to avoiding a huge waste stream. Corvallis has got to stop allowing thoughtless, wasteful construction projects.
4. It degrades the stable, near-in neighborhoods and sends people into the hillside developments – just when we need to be imagining high-quality living in denser configurations.
5. It paves over wetland, for crying out loud, cuts forests, and fills in marshes – just when we need every possible healthy ecosystem to sequester carbon and provide habitat for struggling plants and animals. Imagine how people feel, who work hard to protect Corvallis' little pockets of wetland, only to see this one given away.
6. It damages democracy, which is already reeling at every level, by overturning the vote of the people for less intensive development. Even as we have just about given up on the federal government, which is a feckless enabler of the reckless growth economy, we have trusted city government. And now this – a huge disappointment that brings home the crisis of confidence in government.

If you decide to reverse your vote as a strongly symbolic and concrete way to launch Corvallis toward a truly sustainable, comprehensively planned community, I will support that effort every way I know how.

Warm regards, Kathy Moore

Young, Kevin

From: Holzworth, Carla
Sent: Sunday, February 23, 2014 7:59 AM
To: Young, Kevin
Subject: FW: "Campus" Crest and climate sanity in Corvallis

Please add to the record

From: Ward 3
Sent: Friday, February 21, 2014 5:11 PM
To: Holzworth, Carla
Subject: FW: "Campus" Crest and climate sanity in Corvallis

From: Moore, Kathleen Dean [mailto:kmoore@oregonstate.edu]
Sent: Thursday, February 20, 2014 10:13 AM
To: ward3@council.corvallisoregon.gov
Cc: Lettero, Carly; Moore, Kathleen Dean
Subject: "Campus" Crest and climate sanity in Corvallis

Hi Richard,

I've enjoyed getting to know you in relation to the Environmental Humanities at OSU (we've just made an offer to Jeff Lockwood, who is mulling it over). But today, I'm writing on a different issue.

The City Council's approval of the "Campus" Crest development is exactly the sort of thing we DO NOT WANT TO DO, if we have any hope of reducing Corvallis' carbon footprint and contributing to the absolutely essential work of slowing climate change. It stunned me, that the clear-thinking people on the City Council could have made such a decision.

If you were to reverse your vote, you could call for another vote, and you could show Corvallis what it means to make good decisions about how to shape a community for a sustainable future. That would be wonderful. That would be heroic. That would set an example of the kinds of thinking we really have to do. You could link the new vote to an all-out effort to re-imagine Corvallis and to re-design building and zoning codes to support (rather than undercut) the future.

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6. It damages democracy, which is already reeling at every level, by overturning the vote of the people for less intensive development. Even as we have just about given up on the federal government, which is a feckless enabler of the reckless growth economy, we have trusted city government. And now this – a huge disappointment that brings home the crisis of confidence in government.

If you decide to reverse your vote as a strongly symbolic and concrete way to launch Corvallis toward a truly sustainable, comprehensively planned community, I will support that effort every way I know how.

Warm regards, Kathy Moore

Laurent, Marcia

From: Moore, Kathleen Dean [kmoore@oregonstate.edu]
Sent: Thursday, February 20, 2014 10:18 AM
To: Planning
Cc: withamoaks@comcast.net
Subject: Campus" Crest and climate sanity in Corvallis

Testimony to be submitted to the city council:

The City Council's approval of the "Campus" Crest development is exactly the sort of thing we DO NOT WANT TO DO, if we have any hope of reducing Corvallis' carbon footprint and contributing to the absolutely essential work of slowing climate change. It stunned me, that the clear-thinking people on the City Council could have made such a decision.

If a member of the council were to reverse his vote, he could call for another vote, and he could show Corvallis what it means to make good decisions about how to shape a community for a sustainable future. That would be wonderful. That would be heroic. That would set an example of the kinds of thinking we really have to do. You could link the new vote to an all-out effort to re-imagine Corvallis and to re-design building and zoning codes to support (rather than undercut) the future.

Why is "Campus" Crest such a shocking decision for those who care about climate change?

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Warm regards, Kathy Moore

February 18. 2014
To the Corvallis Planning Commission

Re: Campus Crest / The Grove - Comprehensive Plan Amendment, Zone Change, Conceptual and Detailed Development Plan, and Subdivision (CPA11-00002, ZDC11-00005, PLD13-00003, and SUB13-00001)

Concerns about the Detailed Development Plan PLD13-00003, and SUB13-00001)

The questions before you are important to the quality of life for current and future residents of this community. Life in Corvallis is special because urban sprawl has yet to intrude upon the daily experience of most people. This is vitally important but there are other issues to consider. In this case, there are significant transportation, environmental-impact, compatibility and safety issues that should receive exhaustive and objective review but have not.

As representatives of this community you have the responsibility to make decisions based on fact in the context of current knowledge. These should include the well-established concepts of global warming, protection of wildlife habitat, the psychological and economic effects of open space in urban environments, the economics of buying local, the health-related impacts of daily driving versus walking, cycling or taking the bus. Look at road rage, rampant obesity, schoolyard shootings, toxic air and water, the loss of our salmon, otters, amphibian and avian species. Look at toxic heavy metals in the Willamette river, and an epidemic of disengagement within the context of urban sprawl and civic planning driven by corporate interests, supported by Chambers of Commerce and rubber stamped by city staff in towns across this country and I ask you how well is this working? You have the opportunity now to make a difference. We want your developmental concerns to include these issues. We want you to protect our resources, and quality of life for the long term.

Now, if you insist on building apartments in the open space and wetlands on the edge of town, you should require suitable housing for senior citizens, families with children, young professionals, the physically challenged and students. Not just students. You should be sure of the downstream effects on salmon habitat. You should be sure of how cyclists and pedestrians will travel safely on snow days and at night when it's raining. You should investigate and insist on alternatives to 900 resident cars and marginal or non-existent public transportation. You should demand energy efficiency, native plant and no water landscaping, solar power and night-sky sanctioned exterior lighting. If the proposed open space is important, and you know it is, you should make sure the developers can never change the zoning as they have just finished doing. You should be sure of the impacts on Arnold Park and the people that use it. You should provide plans for stewardship and funding for maintenance and the police services that will be required to mitigate the impact of 900 students on the park land on Witham Hill. You should be aware of the impact on the quality of life and property values of the surrounding areas and the travel corridor to OSU. These are the minimum things that you should do. Anything less is insufficient.

Laurent, Marcia

From: Kathleen Fowler [kfmomo58@gmail.com]
Sent: Thursday, February 20, 2014 9:54 AM
To: Planning
Subject: Campus Crest is a mistake

Hello,
I would like to voice my opposition to your potential decision to allow Campus Crest to build on land previously designated as low density housing. The most obvious issue, as far as I'm concerned, is the traffic nightmare that will ensue on Harrison. How are 900+ students supposed to get to campus safely without creating a REAL traffic nightmare? Other important items to consider would be noise, habitat destruction and the poor track record of Campus Crest developments in other parts of the country.
PLEASE don't allow this project to continue. Vote NO on The Grove!
Sincerely,

--
Kathleen
Fowler

Crowell, Sharon

From: Ward 8
Sent: Wednesday, February 26, 2014 10:12 AM
To: Planning
Subject: Fwd: Campus Crest

----- Forwarded Message -----
From: "James Cash" <PennineWalker@comcast.net>
To: ward8@council.corvallisoregon.gov
Sent: Monday, February 24, 2014 4:23:10 PM
Subject: Campus Crest

Dear Councilman Traber,

I am writing to express my concern over the approval of the Campus Crest project. My wife and I reside in Ward 8. I have done fairly extensive research on the need for student housing in Corvallis. While the problem has become the city's, the underlying problem is clearly Oregon State's, which has placed this burden on the City. From my research, the anticipated growth in student population at the university will substantially be made up of on line course work and at the Cascade Campus. Simply by driving around town and looking at the student housing projects shows that almost all have current advertised vacancies.

It appears the need in this very nice place to live is for single family housing which was the original zoning for the area proposed for the Campus Crest development. This is the zoning voted in by the citizens of Corvallis. The Planning Commission voted down the development, acknowledging the need for single family housing in so doing.

In the upcoming meeting my wife and many people I have spoken to about the Campus Crest development would appreciate a reconsideration of your vote to change the zoning and ask for a new vote which would, with one vote change, stop the development which has no place in Corvallis.

Thank you for your time and consideration.

James B. Cash
3585 NW Roosevelt Dr.
Corvallis, 97330

Crowell, Sharon

From: Jeff Behan [alsek44@gmail.com]
Sent: Tuesday, February 25, 2014 4:47 PM
To: Planning
Subject: Campus Crest conditions of approval

To Whom It May Concern:

We are very concerned about impacts to quality of life and sustainability that may result from development of the open space, partially wetland Witham Oaks area under the Campus Crest proposal. We support sustainable and balanced integration of students into adjacent neighborhoods, provided that OSU also steps up to accommodate the growth it is actively soliciting. But we believe the Council was in error and acted in bad faith in changing the zoning away from single family housing on the Witham Oaks property.

Regarding the conditions of approval, we believe that traffic studies used to support decision making on this project are fatally flawed by illogical assumptions regarding potential use of Circle Blvd, Harrison Ave, Witham Hill Drive and 36th Ave. Extension of Circle Blvd should NOT be a condition of approval of this project. We believe that the Corvallis City Council and planning dept have been disingenuous regarding the use of Circle. Disruptions to traffic flow that will occur at the intersection of Circle and Witham Hill Drive have not been adequately considered. The assumption that students living at Campus Crest will drive north on Circle, down Witham Hill and then down 36th rather than out to Harrison to travel to OSU makes no sense. In short, extension of Circle Blvd to Harrison will create much more serious problems than the Council and planning dept acknowledge, and therefore should NOT be a condition of approval.

If Circle is extended, how will pedestrians safely cross Circle from the intersection at Dale to access the Witham Hill Natural Area? What safety features will there be? How can we be assured that the city will keep the existing speed bumps on Circle? What measures will be taken to reduce speeding and traffic noise on Circle south of Witham Hill Drive? What measures will be put in place to reduce trash and care for undeveloped portions of the Witham Oaks property?

We commute regularly to OSU via bicycle and are very concerned about bicycle safety at the intersection of Circle and Harrison. The proposed development will add hundreds of incoming and outgoing student drivers west of 36th to the already crowded Harrison Ave. Neither the original decision to conditionally approve, nor the conditions of approval adequately address the congestion and safety issues that will inevitably result on Harrison Avenue, at both the Circle and 36th intersections.

We urge the City Council to specifically and seriously address the issues raised above. Hopefully the ill-conceived scheme to approve construction of densely packed housing for 900 students on Harrison and to build out Circle to accommodate this wrong-headed growth will be reconsidered. Other communities have approved

similar units by this same developer and have been sorry in retrospect that they did so. The special quality of life in Corvallis is something that local citizens and government have worked very hard to preserve. The Campus Crest development is inconsistent with that goal.

We appreciate the opportunity to provide input.

Sincerely,

Jeff Behan

Becky Kerns

Corvallis

Crowell, Sharon

From: Ward 8
Sent: Wednesday, February 26, 2014 10:11 AM
To: Planning
Subject: Fwd: On the Proposed Campus Crest Development

----- Forwarded Message -----
From: "James Rankin" <jim.rankin@oregonstate.edu>
To: mayorandcitycouncil@corvallisoregon.gov
Sent: Thursday, February 20, 2014 10:26:27 PM
Subject: On the Proposed Campus Crest Development

Dear Mayor & City Council:

I just heard about this and I am deeply concerned.

Since I agree 100% with what Dr. Kathleen Dean Moore says below, and I couldn't say it better, I'd just like to repeat here the compelling points she makes:

The City Council's approval of the "Campus" Crest development is exactly the sort of thing we DO NOT WANT TO DO, if we have any hope of reducing Corvallis' carbon footprint and contributing to the absolutely essential work of slowing climate change. It stunned me, that the clear-thinking people on the City Council could have made such a decision.

If you were to reverse your vote, you could call for another vote, and you could show Corvallis what it means to make good decisions about how to shape a community for a sustainable future. That would be wonderful. That would be heroic. That would set an example of the kinds of thinking we really have to do. You could link the new vote to an all-out effort to re-imagine Corvallis and to re-design building and zoning codes to support (rather than undercut) the future.

Why is "Campus" Crest such a shocking decision for those who care about climate change?

1. It forces students into cars, to get to work, to shopping, to restaurants, to bars, and to the university. It does this in the worst possible way – idling cars in a terrible traffic jam on Harrison, with nowhere to go for parking and everybody trying to get to the same nowhere at the same time. Some students might bike to campus, but they won't bike to Fred Meyer, and they won't bike to the Breweries.

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6. It damages democracy, which is already reeling at every level, by overturning the vote of the people for less intensive development. Even as we have just about given up on the federal government, which is a feckless enabler of the reckless growth economy, we have trusted city government. And now this – a huge disappointment that brings home the crisis of confidence in government.

If you decide to reverse your vote as a strongly symbolic and concrete way to launch Corvallis toward a truly sustainable, comprehensively planned community, I will support that effort every way I know how.

Warm regards, Kathy Moore

Thank-you for your consideration of this matter

Jim Rankin

February 25th, 2014

Dear Mayor Manning and Corvallis City Council:

I am concerned about the scale of the proposed Campus Crest/The Grove development and the related traffic and pedestrian/bicycle safety issues as well as impacts to wetlands and natural areas. I also feel that a high density development in this area is incompatible with the surrounding open space and rural landscape. The proposed land use actions do not support the Comprehensive Plan policies in terms of conserving natural resources and features and achieving the desired land use pattern within the Urban Growth Boundary. Per the Comprehensive Plan Article 40, a medium-high density residential land use designation should act as a transition between low density and more intensive land use, while low density may be more appropriate near the edge of the Urban Growth Boundary or to assist with natural feature protections. Clearly, this property should have remained low density as originally intended when it was annexed.

With regard to the Planning Commission's specific conditions of approval:

Condition 5: The development size (296 units/900 bedrooms) will result in unacceptable off-site traffic impacts, especially on Harrison between 30th and 36th where there is already a transportation bottleneck. Furthermore, the Applicant's plans show a parking area that will create a large impervious area at the south end of the development. The development size should be scaled back further to reduce the size of the parking lot and the amount of traffic generated from this high-density housing development.

Condition 12: Please include language about the pedestrian/bike crosswalk on Witham Hill Dr. from the multi-use path. The multi-use path crosses Witham Hill Dr. on the south side of Circle Blvd. and cars frequently fail to yield to pedestrians and cyclists on the path. Please make this part of the traffic study.

Condition 14: While I agree that improvements to Harrison such as a turn lane, wider bike lanes, and a sidewalk are needed to facilitate the increased traffic and provide a safer route for bicycles and pedestrians, I am concerned about the impacts to the wetlands and open space north of Harrison from implementing these measures. How will this be addressed? Also, the speed limit where the multi-use path meets Harrison is 45 mph. Measures that increase the safety of those wishing to cross Harrison to get to the eastbound bike lane on the south side of Harrison from the multi-use path should be considered.

Development-related concerns:

M. Traffic Calming: Please require transit-friendly traffic calming measures on Circle Blvd. between Dale Drive and Harrison Blvd. This is consistent with the presence of traffic calming

measures on Circle Blvd. between Dale Drive and Circle Blvd. In particular, traffic calming measures should be placed where the multi-use path crosses Circle Blvd.

S. Open space maintenance: Please require that the Applicant submit plans for the land to be classified as natural areas/wetland which will not be transferred to the City. This plan should address the invasive species, garbage, and illegal camping activities that are present on the site.

Sincerely,

Jennifer Bohannon
4075 NW Dale Pl
Corvallis, OR 97330

Young, Kevin

From: Holzworth, Carla
Sent: Sunday, February 23, 2014 8:01 AM
To: Young, Kevin
Subject: FW: Campus Crest

Please add to the record

From: Ward 3
Sent: Saturday, February 22, 2014 12:14 PM
To: Holzworth, Carla
Subject: FW: Campus Crest

From: giovanna rosenlicht [mailto:grosenlicht@yahoo.com]
Sent: Friday, February 21, 2014 9:23 PM
To: ward3@council.corvallisoregon.gov
Subject: Campus Crest

Dear Mr. Hervey,

I attended every Planning Committee meeting except one (death of a sibling-pretty good reason), I listened to the Campus Crest Sales talk to the Chamber of Commerce (paying to go!), I met with the developer at the "meet and greet's" Campus Crest arranged. I was not able to attend was the required meeting (for developers) with citizens to address questions directly related to the project as Campus Crest had conveniently reserved a room at the library which only held a fraction of the people who came hence the meeting was a farce. I would have been relieved if I could have found a way to support this project but the facts do not allow it.

Beyond my lack of support for the project, I am deeply saddened and disappointed in the councils lack of respect for voters. This project has far reaching implications for the city, and for the relationship between OSU and inhabitants. Voters wishes were brazenly ignored. While the City will (initially) make money it is at the cost of the trust of voters, and likely the ability of the city to attract families. I ask you to reconsider your vote.

Sincerely,

Giovanna Rosenlicht

Young, Kevin

From: Gerald Rooney [jeroon@peak.org]
Sent: Wednesday, February 19, 2014 4:06 PM
To: Young, Kevin
Subject: Witham Hill Oaks

Kevin,

Just want to register my objections to developing this property. As you know the city council voted, on the same evening as they voted 5-4 to approve the development, to change the land use regulations regarding this property.

It was we voters who voted on the land use laws. It was nine people who changed them in order for the development to continue.

We are astounded that this can legally happen and we question it's legitimacy.

We are fully opposed to the development of Witham Hill Oaks on these grounds.

Gerald and Carol Rooney
885 NW Conifer Blvd.
Corvallis

Dear City Council people..my name is Dr George L NorekMD….I have lived and paid taxes at 750 NW Witham Dr for 39 yrs…..I walk twice daily down WithamDr to Harrison…..up Harrison to Arnold Park……around the park and returndown Merrie……home….people already are using Witham Dr and Merrie to avoid the 'mess' at 35/36/Harrison..ad(900 more to the messbetween7 -10 am and 4 – 630 pm….On still days the air on the sidewalk is choking with exhaust…..As a person who attends the recent series of public meetings…..the residents are universally against Campus Crest for a myriad of reasons already elucidated in an articulate and accurate manner……..verbally and written……so…. On March 3….there will be 3 winners or 2 losers……..Winnners 1-The City of Corvallis with a huge new tax/budget source of money……2 –OSU who will have 900 more beds to satisfy their unlimited growth attitude ….OSU and the effects on our community would appropriately label as a "cancer in our commu nity 3-Campus Crest…..from N. Carolina…..not local…..shoddy building……profit oriented….too late to come to Corvallis as multi people dwellings are being built everywhere(drive down Grant or Western…or Walnut)……..The Losers……1—the taxpaying residents who voted yes in 2004 ….only to have their vote prostituted by financial gain of 'TheBig Three"……they believed in an honest City Council to represent them……..all are unamiousmly against Campus Crest……the greatest loser will be the Corvallis City council…whose charge is to represent the voters/residents…….the residents have spoken in articulate detail…they hope that you are listening with ears….mind….and heart……If Campus Crest is passed……we ,the people…and voters will feel that we have been sold out……that the integrity and respect and responsible nature of the Council no longer exists……."I pledge allegiance to the flag of the United States of America …….and to the Republic for which it stands….one nation…one City ….under God indivisible….for the people…by the people…of the people….indivisible. with liberty and justice for all

Respectfully submitted…George L Norek MD…..2/21 2014

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Young, Kevin

From: Greg Mulcahy [mulcahy_greg@yahoo.com]
Sent: Tuesday, February 25, 2014 10:40 AM
To: Young, Kevin
Cc: mulcahy_greg@yahoo.com
Subject: Campus Crest - Disposition

Mr. Young,

This email is intended to be my testimony in opposition to the proposed Campus Crest development. This is specifically addressing the Corvallis Planning Commission Notice of Disposition
http://archive.corvallisoregon.gov/ElectronicFile.aspx?docid=401518

Below are the conditions that I don't believe have been addressed satisfactorily.

Condition 5: "Development Size – As requested by the developer, the approval of the DDP is limited to a maximum of 296 dwelling units as stated on Page 2…This requested condition serves to limit potential off-site traffic impacts consistent with OAR-660-012-0060 (2) (e) and (3)"
The limitation on dwelling units does not directly affect off-site traffic impacts. Traffic impact should be measured by the amount of additional vehicles that this development will add. The disposition notes that 113 parking spaces will be unassigned (condition 38), allowing the facility to support up to 753 total spaces [footnote 1]. The impact of ~700 additional vehicles will be widely felt, especially given the limited demographic that the facility is being proposed for (college student housing). This limited demographic will increase traffic to and from the same areas and around the same times given similar needs and interests.

OAR 660-012-0060 (2) (e) requires [footnote 2] "the provider of the significantly affected facility provides a written statement that the system-wide benefits are sufficient to balance the significant effect…". In this case the Public Works Transportation Division manages existing off-site traffic and should be required to provide a written statement that the system-wide benefits of this development are sufficient to balance the affect of the added traffic.

Condition 15: "NW Circle Boulevard Street Improvements"
This traffic change has the potential to cause a widespread impact upon existing traffic patterns by providing the most direct route from the Benton County Fairgrounds area (including SW Reservoir Ave) to Highway 99W circumventing the existing route of NW 53rd St to NW Walnut Blvd. This would redirect traffic away from the existing medium residential & commercially zoned Walnut Blvd and directly through the heart of the low-density zoned area of Circle Blvd. This change and the potential traffic pattern shifts that may result should be examined on their own merits and not packaged into this housing development proposal.

There have been numerous other meritorious concerns expressed by my fellow citizens. My primary concerns are related to the impact of additional vehicular traffic in the area. After this project is finally denied we can look toward low-density home development as the land was originally annexed to provide.

Please reply to confirm that this email has been included in the public record, and that it has been distributed to the appropriate parties.

Thank you for your time,
Greg Mulcahy

Footnote 1: 15% of parking is required to be unassigned to adhere to LDC Section 4.1.20.k. The specificity of 113 implies that the unassigned spaces will be very close to 15%. 113(unassigned spaces) /.15 (15%) = 753 (total spaces).

Footnote 2: http://arcweb.sos.state.or.us/pages/rules/oars_600/oar_660/660_012.html Oregon Department of Land Conservation and Development Division 12 Transportation Planning

Young, Kevin

From: Gibb, Ken
Sent: Friday, February 21, 2014 3:47 PM
To: Young, Kevin
Subject: FW: Our community, our world

From: Biff Traber [mailto:biff.traber@gmail.com]
Sent: Friday, February 21, 2014 3:10 PM
To: City Attorney Fewel
Cc: Patterson, Jim; Gibb, Ken
Subject: Fwd: Our community, our world

Scott
I have received several copies of the email. Below from different people. I have not replied to any yet. I expect to reply to Elizabeth Waldron as she is a constituent. I will reply that I cannot discuss the topic given it is still an open case.

Some questions for you. Can this be entered into the record? It is not on the point for the conditions of approval. If so, Ken please consider it submitted. Second, do I need to identify this ex parte communication at the next council,session on the subject?

Thanks
Biff

Sent from my iPad

Begin forwarded message:

> **From:** "Elizabeth Waldron" <ralphwaldron@comcast.net>
> **Date:** February 21, 2014 at 8:08:41 AM PST
> **To:** "Biff traber" <ward8@council.corvallisoregon.gov>
> **Cc:** "Biff Traber" <biff.traber@gmail.com>
> **Subject: Our community, our world**
>
> Biff, you've been an exceptional councilor for Corvallis. All in Skyline West Neighborhood appreciate your thoughtfulness & hard work. I want to share some thoughts with you to see if you might find a way to change your vote regarding the development of Witham Oaks. While I'm not sure a vote change is even possible, I would like you to consider the following:
>
> Why is "Campus" Crest such a shocking decision for those who care about climate change?
>
> 1. It forces students into cars, to get to work, to shopping, to restaurants, to bars, and to the university. It does this in the worst possible way – idling cars in a terrible traffic jam on Harrison, with nowhere to go for parking and everybody trying to get to the same nowhere at the same time. Some students might bike to campus, but they won't bike to Fred Meyer, and they won't bike to the Breweries.

2. It creates more of the infrastructure that supports and subsidizes fossil fuels (another highway for Circle Drive, housing far from the university, and probably the construction of another parking garage on campus – where they could have built the housing in the first place). This, just at the time when we have to start building the infrastructure of the new, compact town.

3. It creates a huge unsustainable development which has given no thought, as far as I can see, to being off the grid or to avoiding a huge waste stream. Corvallis has got to stop allowing thoughtless, wasteful construction projects.

4. It degrades the stable, near-in neighborhoods and sends people into the hillside developments – just when we need to be imagining high-quality living in denser configurations.

5. It paves over wetland, for crying out loud, cuts forests, and fills in marshes – just when we need every possible healthy ecosystem to sequester carbon and provide habitat for struggling plants and animals. Imagine how people feel, who work hard to protect Corvallis' little pockets of wetland, only to see this one given away.

6. It damages democracy, which is already reeling at every level, by overturning the vote of the people for less intensive development. Even as we have just about given up on the federal government, which is a feckless enabler of the reckless growth economy, we have trusted city government. And now this – a huge disappointment that brings home the crisis of confidence in government.

If you decide to reverse your vote as a strongly symbolic and concrete way to launch Corvallis toward a truly sustainable, comprehensively planned community, I will support that effort every way I know how.

Warm regards,

Elizabeth Waldron

Young, Kevin

From: Holzworth, Carla
Sent: Sunday, February 23, 2014 7:58 AM
To: Young, Kevin
Subject: FW: Change of vote

Please add to the record

From: Ward 3
Sent: Friday, February 21, 2014 5:10 PM
To: Holzworth, Carla
Subject: FW: Change of vote

From: dewaldorf@comcast.net [mailto:dewaldorf@comcast.net]
Sent: Thursday, February 20, 2014 6:26 PM
To: ward3@council.corvallisoregon.gov
Subject: Change of vote

Dear Richard,

I am writing to appeal to you to change your vote on the proposed Campus Crest housing project.

Professor Kathleen Dean Moore has made this request eloquently. I heartily endorse her appeal for your changing your vote.

As progressives, both your original vote and that of Mike Beilstein surprised and disappointed me. In the past you voted for environmentally sensitive issues.

The changes required to adapt to and prepare for climate change conflict with the proposed Campus Crest Housing proposal.

As a progressive town, we want Corvallis to lead in this transition. As a progressive leader, we want you to espouse the best strategy, halting unsustainable unnecessary growth.

Sincerely,
Elizabeth Waldorf

Young, Kevin

From: Eric and Chris French [ericchris9@comcast.net]
Sent: Friday, February 21, 2014 10:26 AM
To: Young, Kevin
Subject: Campus Crest Input

Eric French

4140 NW Dale Dr.

Corvallis

541-752-2322

Response for the Campus Crest Project.

2/21/04

To: Kevin Young, Corvallis Planning Department

Please forward to the City Council and remaining staff involved

Adding to the letter submitted in the Gazette Times Editorial on Feb. 20th by David Mildrexier, I feel compelled to relay my findings of traffic counts and projections that I see for the currently proposed 900 bed development.

Firstly, although I live near the area, I am not opposed to a low to medium density development with some residences, but I am deeply concerned for the future ramifications (safety, accidents, incessant complaints) for the city and the people attempting to enter Harrison east or west to get to OSU, work destinations downtown, Philomath and the coast.

I have not seen any traffic data other then not very closely related canned statistics. I have physically taken Monday thru Friday counts during peak times for your consideration. These counts are actual and the counts per minute of extrapolated usage are not exaggerated. From 7:30 to 8:30 am and same during the noon hour and end of work day hour, approx. 107 eastbound vehicles reach the traffic light at 36th and Harrison every 15 minutes. These are bunched from the light at 53rd. During that time, about 14 cars are stopped at the light. When the light is green, it just barely gets the cars through both lights (36th and 35th).

Now, we need to add not only the estimated traffic from the 900 bed apartments, but also we must add THREE other factors: some traffic from the other 1000 plus apartments in the Witham Hill area; some from the upper surrounding residences (easily 500 beds) that find it shorter to use than going down Grant and 36th; some from the lower northwest area (500 beds) that find it easier to use end of Circle at Harrison to get to both east and especially west destinations; the now a throughway of Circle to Harrison that will bring people from HP and south on Circle to the Harrision intersection to go east and west.

The very realistic fact is (and one that is simply put aside is seems) is that with these FOUR new sources of traffic, I estimate that during the peak hours, during a 15 minute time, we will have existing 107 vehicles; 62 from Campus Crest (using 200 vehicles peak hour exiting the area); 36 from the Witham Hill apartment complexes; another 18 from upper Witham Hill area residences; 26 from the lower surrounding Circle Blvd.

apartments and residences, and easily another 20 or more from folks wanting to use Circle from as far east as 9th St. and south up to Harrison, to get to east and west “across town” destinations. This totals 269 vehicles per 15 minutes during the commute times am and pm. This factors to 18 cars per minute. Being that the traffic light cycle is 3 minutes, 15 cars per cycle, we will have a huge backup, going beyond the intersection of Circle and Harrison. Now, we must add to the mix, scores of cyclists trying to find a way to campus with the greatly increased automobile traffic. Add pedestrians to the mix of finding a way to get across Harrison. What a mess!

This is why I say that the bed count simply is too many. Cut is down to 400 or less and it may work.

Bottom line, we need to realize that it was just one elected councilor’s vote that changed the entire city’s vote which did not include a high density development for the Witham Hill area. I find this deplorable and very self serving for the city government and OSU and certainly NOT IN THE BEST INTERESTS FOR THE CITIZENS IN THE NORTHWEST AREA.

Thanks for your attention.

Laurent, Marcia

From: Elsie Eltzroth [eltzroth@peak.org]
Sent: Saturday, February 22, 2014 4:47 PM
To: Planning
Subject: Council Crest/attn. Kevin Young
Attachments: 2014 Council Crest.docx

My latest comments about the project called Council Crest. Please add it to your other letters. Thank you.

Elsie Eltzroth
4720 SW Hollyhock Circle
Corvallis, OR 97333
February 21, 2014

Mr. Kevin Young February 21, 2014

Dear Sir:

I wish to comment again regarding the Council Crest proposal:

The Corvallis City Planning Commission opposed the zoning changes by the owners. {See ORDER 2013-057). After some deliberation the Corvallis City Council decided against the recommendation of the Commission with a vote of five to four. **That changed a City annexation law which was explicit for low density housing. It passed in 2004. The long-time resident voters expected it to remain in force for the future.** Voters could consider this vote to be a breach of faith and trust by the 'City Fathers'. If this approval was merely "tentative" as stated in the newspaper article Wednesday, January 22, 2014, the City Council can still change the final vote at its next meeting.

How the City Council members could so quickly forget that another election on the November 2012 ballot for an annexation of property, called the Sather project, passed 51.7 percent to 48.3 percent? The hotly contested issue was related to the RS-12 zone plan, 12 to 20 units per acre on approximately 30 acres. Between 360 and 600 dwelling units would be allowed to be built by an, Athens, GA, based Development Company. This project is now on hold.

Campus Crest asked for, and was allowed, a replat of the Witham Hill property into three units. Why three? Circle Boulevard has always been planned to go through the property; the company needed only two to separate the section east of the proposed road from the main piece of property. Pray tell, what will the planning commission be asked to change next?

Then there is the 15 acres that Council Crest would donate to the City with their *gracious gift of maintenance for five year*s. Why only five years? That is a very small piece of property for a park which might be used by many of the 1000 students living in the apartments nearby! Would it really be a park for the community? I suggest that it be the responsibility of the project and maintained in perpetuity. The CITY PARK AND REC DEPARTMENT might *graciously work with the managers.* I understand that there would be other open spaces within the project.

I am concerned about the destruction of whatever wetlands are on the property, the process to eliminate invasive plant species, and then landscaping with non-native trees and bushes for the aesthetic greenery around/along the paths and walkways. Who would be overseeing this?

Did the City Council considered the cost of purchasing property and realigning 35th and 36th Streets should the need become apparent? The cost would have to be paid by the tax-payers. I'm sure a road from the project through OSU property south to Campus Way has been suggested.

Sincerely,

Elsie Eltzroth

Young, Kevin

From: Deb [sikichd@peak.org]
Sent: Friday, February 21, 2014 12:29 PM
To: Young, Kevin
Subject: Witham Oaks/ Campus Crest

Thank you for the opportunity to express my deep concerns about the wisdom of allowing the Campus Crest Development at Witham Hill.

I live about 3 miles outside of town, off of Oak Creek Drive. My daily commute includes driving on Harrison in the evening. The street has become quite congested between Kings and 35th. Since the opening of "The Union" the danger and congestion has really increased. Each night there are students walking, and on bikes, who cross in front of cars, often not even looking up. It's amazing! Bicycles often cross, as well. Some follow traffic rules, but many do not. Last night it took me almost 10 minutes to travel west on Harrison from Kings, past The Union. Surely there will be accidents here, soon.

The addition of 900 more residents, even if only 1/2 of them have vehicles, will just increase the danger and congestion in this area. To claim that students will not use Harrison is disingenuous and foolish. Alternate transportation by foot or bike is becoming less safe with the current traffic situation & the lack of bike lanes along a short portion of Harrison. I have not heard of any plans to accommodate the increased traffic. It seems like there is not much ability to widen Harrison, as the sidewalks are already close to the roads. Will the bike lanes and the large sycamore trees have to be removed? I am very concerned about emergency response time. Since the closing of the fire station on Walnut, how long will it take responders to reach my area?

I would like to see some information on how the city plans to accommodate the inevitable increase in traffic, how safety can be improved, and what will be done to maintain adequate emergency response.

Of course, I was also quite surprised and disappointed to see that the city council completely disregarded the public input in approving the dense development now planned for this site. Placing dense housing developments on the outskirts of town, and directing large amounts of traffic through already overburdened residential streets seems pretty unwise! Once it is built, how can these mistakes be addressed?

My other concern is the potential for decreased demand for housing only tailored for students. As we see more students taking classes online, a changing population and economy, what is the projection for dormitory housing needs in 10- 20 years? There is already an unmet need for affordable housing for Corvallis employees and families, and that should also be considered in future developments in town. We are not just a city of students!

Thank you to the City Council for continuing to allow public input. I hope they will listen!

Debora Sikich

Young, Kevin

From: Denise Nervik [nervikd@peak.org]
Sent: Wednesday, February 19, 2014 10:08 AM
To: Young, Kevin
Subject: Witham Oaks housing

To the City Council, particularly my Ward 1 Councilor, Penny York (from whom I would like an answer),

I simply cannot believe that you are approving the Witham Oaks development by Campus Crest.

This is my question. How many of you councilors, particularly my councilor Penny York, have actually walked the property carefully, or tried to bike from the property to OSU at class time. In the rain? In the dark? In cold winter weather? For a social event at the MU? With a large stack of books? My suggestion, TRY IT, several times. Then see how you would vote.

I am absolutely serious.

I have hiked in the area, and biked my way down to OSU numerous times. I have also worked on trails in the area.

I can tell you this, Biking down to OSU is downright dangerous. I would NOT want to do it on a regular basis. I would not want any child of mine to bike to OSU from there on a regular basis. Thinking about others doing it has kept me awake at night . Period.

I do not want any of you to vote for the Witham Oaks development without trying the bike commute yourselves. It's just NOT FAIR to the students who could end up living there and having to make that trip day after day.

Seriously,
Denise Nervik

2859 SW DeArmond Drive
Corvallis, OR 97333\

(5431-752-8241)

nervikd@peak.oreg

Young, Kevin

From: Holzworth, Carla
Sent: Monday, February 24, 2014 5:48 AM
To: Young, Kevin
Subject: FW: To the City Council the Planning Commission and our Mayor;
Attachments: Campus Crest letter.odt; Campus Crest.pdf

For the record

From: Ward 3
Sent: Sunday, February 23, 2014 7:01 PM
To: Holzworth, Carla
Subject: FW: To the City Council the Planning Commission and our Mayor;

From: Carol Scharfer [mailto:scharferca@hotmail.com]
Sent: Sunday, February 23, 2014 10:36 AM
To: Patricia Wickman; withamoaks@comcast.net; ward3@council.corvallisoregon.gov; ward4@council.corvallisoregon.gov; ward6@council.corvallisoregon.gov; ward8@council.corvallisoregon.gov; ward9@council.corvallisoregon.gov; carol.scharfer6@gmail.com
Subject: To the City Council the Planning Commission and our Mayor;

I have sent the same letter in two different formats if you can not read this please let me know. Thanks, Carol

To the City Council the Planning Commission and our Mayor;

Think about the area North of Kings Blvd. and Walnut Street. That used to be a forested area, complete with mature trees and wild life. The forest was gouged out to make way for development several years ago. Streets and traffic controls took the place of the beautiful trees. The wild animals and birds have been killed. Only some rodents, deer and wild turkeys have acclimated to living in the neighborhoods near the area. For several years this large area of barren clay soil has been an eyesore. One small business building has recently been erected, but most of the area is still unused. Twenty miles from here, in the center of Independence a very large ugly skeleton of a building embarrasses the town's citizens. Both of these eyesores were good ideas whose timing has been off or the needs were not there.

We already know that the Witham Oaks “student housing” is a bad idea. The developer, Campus Crest of Charlotte, N.C. will be the only one to greatly benefit from this project. They will not bear the burden of ruining the land with cheaply built, expensive to maintain structures. They will not be here to help resolve the traffic safety issues and the multitude of other community infrastructure problems it will create. The developers will be paid well and they will go back to North Carolina as soon as possible.

You are working to help fix a student housing problem; but do you truly think there will be enough individuals who can afford to rent these single bed units? Or will the Campus Crest development become the latest vacant eyesore? I believe the Campus Crest spokesmen have very cleverly worn down your resistance and your best judgment. I believe you want to do your jobs well and help fix Corvallis's housing problems. Do not be embarrassed that you have gone so far off track from what the voters want and the community needs. These spokesmen are very well paid to mislead and confuse you.

Corvallis has the highest number of PhD's per capita. We have an excellent school of engineering at OSU. The voters voted for this Witham Oaks area to be used for single “family” or multi-person homes. Are you really comfortable with thinking you know better than the voters? Do you really want to send a message to the voters that their votes are not to be respected? If you go ahead with changing the land use zoning for this case you will be expected to ignore the voters again in the future. Do you think those who elected you for your various positions, can believe you are representing the wills of your constituents? Poorly constructed, energy wasting, expensive single person housing is not what this community wants. Won't it be so remarkably embarrassing if you do not stop this before the ground is broken. Stop now, so that our community; with all its great engineers and well educated populous; will not be viewed as the biggest fools!

Respectfully submitted by, Carol Scharfer

To the City Council the Planning Commission and our Mayor;

Think about the area North of Kings Blvd. and Walnut Street. That used to be a forested area, complete with mature trees and wild life. The forest was gouged out to make way for development several years ago. Streets and traffic controls took the place of the beautiful trees. The wild animals and birds have been killed. Only some rodents, deer and wild turkeys have acclimated to living in the neighborhoods near the area. For several years this large area of barren clay soil has been an eyesore. One small business building has recently been erected, but most of the area is still unused. Twenty miles from here, in the center of Independence a very large ugly skeleton of a building embarrasses the town's citizens. Both of these eyesores were good ideas whose timing has been off or the needs were not there.

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Respectfully submitted by, Carol Scharfer

Carol Scharfer
2020 NW 23rd Street
Corvallis, Oregon 07330

RECEIVED

FEB 25 2014

Community Development
Planning Division

1:00 pm

Young, Kevin

From: Holzworth, Carla
Sent: Monday, February 24, 2014 5:02 PM
To: Young, Kevin
Subject: FW: Campus Crest and bold climate action

For the record

From: Ward 3
Sent: Monday, February 24, 2014 4:49 PM
To: Holzworth, Carla
Subject: FW: Campus Crest and bold climate action

From: Cassandra Robertson [mailto:cassandra@cassandrarobertson.com]
Sent: Monday, February 24, 2014 2:23 PM
To: 'Richard Hervey'; ward3@council.corvallisoregon.gov
Subject: Campus Crest and bold climate action

Hi Richard,

First and foremost, thank you for your service to Corvallis, I am so impressed that you volunteer your time as a City Councilor. Leaving the meeting last week, I could imagine the stacks of documents you were asked to read and the pressures of this process.

As one last cry out today, I want to echo what my colleague and friend Carly Lettero wrote to you on Friday. She wrote of the passion and vision of hundreds of Corvallis residents who have gathered over the last few months. I have been a part of these events, and I am inspired that we have this unique opportunity to be a leader in sustainability and creating a truly thriving and amazing community. I encourage you to read her request once more (I have included it below) and that we may inspire and support you to make a bold step of reversing your vote.

Thank you Richard,

Cassandra Robertson

From Carly Lettero, sent Friday Feb 21, 2014:

"I'm writing to ask you to reverse your vote on Campus Crest. In Kathy Moore's email to you yesterday, she pledged to support you in every way she knows how if you decide to reverse your vote as a way to launch Corvallis toward a truly sustainable, comprehensively planned community. I would also support you and do everything I can to rally the support of the people in the quickly growing Corvallis climate movement.

We had our first planning meeting Wednesday night for the Georgetown University Energy Prize, and it demonstrated that there are dozens of citizens who are ready to devote their time, energy, creativity, and expertise to doing everything possible to make Corvallis one of the most climate-friendly cities in the US. To be competitive for this $5 million prize, Corvallis is going to have to start saying no to things that do not support our vision of a carbon neutral community. This means saying no to Campus Crest, saying no to more traffic,

saying no to inefficient housing, saying no to the destruction of wetlands, and saying no to developers who value short-term financial gain over the long-term wellbeing of the planet and everything that lives on it.

The Georgetown meeting was just the latest demonstration of how many people in Corvallis support bold, immediate climate action. As you know, nearly 250 people from over 30 organizations attended the Corvallis Climate Summit in January. And last weekend over 1,000 people attended the “Transformation without Apocalypse” symposium, which had a strong focus on climate action. I think the climate community is ready to throw its weight behind a pressing local issue, and if you were to reverse your vote, I’d do everything I can to rally support for climate-conscious planning.

I’d be happy to talk with you in more detail.

Sincerely,

Carly Lettero”

Laurent, Marcia

From:	chrisringo@comcast.net
Sent:	Tuesday, February 25, 2014 9:11 AM
To:	Planning
Subject:	Testimony on the Campus Crest Conditions for Approval And Development Related Concerns
Attachments:	Testimony_On_Campus_Crest_Conditions_Of_Approval_And_Development_Related_Concerns.docx

To the Corvallis City Council,

Please find attached my testimony regarding the Campus Crest Conditions of Approval and Development Related Concerns. Thank you for keeping the record open for an additional week. I appreciate the opportunity to respond to the proposed conditions.

Sincerely,

Chris Ringo
4075 NW Dale Place
Corvallis, OR 97330
(206) 784-5736

February 18. 2014
To the Corvallis Planning Commission

Re: Campus Crest / The Grove - Comprehensive Plan Amendment, Zone Change, Conceptual and Detailed Development Plan, and Subdivision (CPA11-00002, ZDC11-00005, PLD13-00003, and SUB13-00001)

Concerns about the Detailed Development Plan PLD13-00003, and SUB13-00001)

The questions before you are important to the quality of life for current and future residents of this community. Life in Corvallis is special because urban sprawl has yet to intrude upon the daily experience of most people. This is vitally important but there are other issues to consider. In this case, there are significant transportation, environmental-impact, compatibility and safety issues that should receive exhaustive and objective review but have not.

As representatives of this community you have the responsibility to make decisions based on fact in the context of current knowledge. These should include the well-established concepts of global warming, protection of wildlife habitat, the psychological and economic effects of open space in urban environments, the economics of buying local, the health-related impacts of daily driving versus walking, cycling or taking the bus. Look at road rage, rampant obesity, schoolyard shootings, toxic air and water, the loss of our salmon, otters, amphibian and avian species. Look at toxic heavy metals in the Willamette river, and an epidemic of disengagement within the context of urban sprawl and civic planning driven by corporate interests, supported by Chambers of Commerce and rubber stamped by city staff in towns across this country and I ask you how well is this working? You have the opportunity now to make a difference. We want your developmental concerns to include these issues. We want you to protect our resources, and quality of life for the long term.

Now, if you insist on building apartments in the open space and wetlands on the edge of town, you should require suitable housing for senior citizens, families with children, young professionals, the physically challenged and students. Not just students. You should be sure of the downstream effects on salmon habitat. You should be sure of how cyclists and pedestrians will travel safely on snow days and at night when it's raining. You should investigate and insist on alternatives to 900 resident cars and marginal or non-existent public transportation. You should demand energy efficiency, native plant and no water landscaping, solar power and night-sky sanctioned exterior lighting. If the proposed open space is important, and you know it is, you should make sure the developers can never change the zoning as they have just finished doing. You should be sure of the impacts on Arnold Park and the people that use it. You should provide plans for stewardship and funding for maintenance and the police services that will be required to mitigate the impact of 900 students on the park land on Witham Hill. You should be aware of the impact on the quality of life and property values of the surrounding areas and the travel corridor to OSU. These are the minimum things that you should do. Anything less is insufficient.

Laurent, Marcia

From: Carolyn Moore [crcarolyn@aol.com]
Sent: Monday, February 24, 2014 9:24 AM
To: Planning
Subject: Fwd: Why aren't they listening?

Attention City Council Members;

REMEMBERT US??
WE ARE THE CITIZENS WHO ELECTED YOU INTO OFFICE.
WE ELECTED YOU TO REPRESENT US, CONCERNING IMPORTANT CITY MATTERS AND ISSUES.
SOME OF YOU HAVE SUPPORTED US CITIZENS WHO SUPPORTED YOU. WHY AREN'T THE REST OF YOU LISTENING ?
AND PAYING ATTENTION? ATTENTION TO WHAT MATTERS MOST--QUALITY OF LIFE AND HOUSING OPPORTUNITIES FOR **EVERYONE--**
NOT JUST SINGLE STUDENTS. ATTENTION TO HIRING LOCAL BUILDERS--NOT OUT-OF-STATE ONES, WHO ARE ONLY HERE TO MAKE
THEN TAKE THE MONEY THEY REALIZE OFF THEIR PROJECT. THIS IS A PROJECT THAT WILL PUT PEDESTRIANS AND CYCLISTS
IN DANGER FOR THEIR LIVES EVERY DAY; THAT WILL BURDEN ROADS WITH TOO MUCH TRAFFIC.
I URGE YOU TO READ THE LETTER I RECENTLY HAD PUBLISHED IN THE GAZETTE TIMES. IIT FOLLOWS, BELOW
PLEASE RECONSIDER YOUR DECISION.
IT IS BAD FOR CORVALLIS. IT IS WRONG.
ARE YOU LISTENING NOW???
I CERTAINLY HOPE SO! TIME IS RUNNING OUT!!

Carolyn Simmons
1302 NW Souza Place
Corvallis, OR 97330
crcarolyn@aol.com
541.758.0271

Carolyn Moore
crcarolyn@aol.com

-----Original Message-----
From: Carolyn Moore <crcarolyn@aol.com>
To: crcarolyn <crcarolyn@aol.com>
Sent: Sat, Feb 15, 2014 12:06 pm
Subject: Fwd: Why aren't they listening?

Carolyn Moore
crcarolyn@aol.com

-----Original Message-----
From: Carolyn Moore <crcarolyn@aol.com>
To: crcarolyn <crcarolyn@aol.com>
Sent: Thu, Feb 13, 2014 7:17 am
Subject: Fwd: Why aren't they listening?

Carolyn Moore
crcarolyn@aol.com

-----Original Message-----
From: Carolyn Moore <crcarolyn@aol.com>
To: opinion <opinion@gtconnect.com>
Sent: Sat, Jan 25, 2014 12:45 pm
Subject: Why aren't they listening?

Dear Editor:
While some City Council Members have studied all the testimony against the Zone Change and Campus Crest proposal for Witham Oaks, I find it disturbing that the majority of members chose to approve it!

Here are seven reasons why the City Councilors must decide against Campus Crest:

1. They owe it to their electorate to uphold the voters' wishes against both the Zone Change and Campus Crest. It was these same voters who put the current council members in office! Have they forgotten this fact? The voters haven't forgotten!!!
2. This project would be in violation of Oregon's Fair Housing Law!
3. Both Pedestrians and Cyclists would be putting their lives in jeopardy along Harrison Blvd. Must someone die before these dangers are acknowledged?
4. Harrison, Circle, and Witham Hill Blvds. would struggle to manage increased traffic, especially at times of peak usage. Harrison is already over-congested and dangerous!
5. Corvallis needs both family and student **affordable** housing--not just upscale student housing.
6. There appears to be **NO** long-term plan for management and usage for the open space retained by the proposed private ownership.
7. This Witham Oaks property is ecologically fragile and diverse. Wetlands, Oak Savannah, and Watershed features must be carefully managed. This property is one of Corvallis area's last existing, unspoiled gems, and must be preserved.

Our community's future is at stake now.
Please, City Council, do what is right--not what economic pressure is trying to force you to do!
Listen now!
Carolyn Simmons

1302 NW Souza Place
Corvallis, OR 97330
541.758.0271
crcarolyn@aol.com

Carolyn Moore
crcarolyn@aol.com

Young, Kevin

From: Holzworth, Carla
Sent: Friday, February 21, 2014 10:16 AM
To: Young, Kevin
Cc: Gibb, Ken
Subject: FW: Campus Crest and bold climate action

From: Richard Hervey
Sent: Friday, February 21, 2014 9:26 AM
To: Holzworth, Carla
Subject: Fwd: Campus Crest and bold climate action

please enter this email into the record for Campus Crest

---------- Forwarded message ----------
From: **Carly Lettero** <carlylettero@gmail.com>
Date: Fri, Feb 21, 2014 at 8:27 AM
Subject: Campus Crest and bold climate action
To: Richard Hervey <r.e.hervey@gmail.com>

Hi Richard,

I'm writing to ask you to reverse your vote on Campus Crest. In Kathy Moore's email to you yesterday, she pledged to support you in every way she knows how if you decide to reverse your vote as a way to launch Corvallis toward a truly sustainable, comprehensively planned community. I would also support you and do everything I can to rally the support of the people in the quickly growing Corvallis climate movement.

We had our first planning meeting Wednesday night for the Georgetown University Energy Prize, and it demonstrated that there are dozens of citizens who are ready to devote their time, energy, creativity, and expertise to doing everything possible to make Corvallis one of the most climate-friendly cities in the US. To be competitive for this $5 million prize, Corvallis is going to have to start saying no to things that do not support our vision of a carbon neutral community. This means saying no to Campus Crest, saying no to more traffic, saying no to inefficient housing, saying no to the destruction of wetlands, and saying no to developers who value short-term financial gain over the long-term wellbeing of the planet and everything that lives on it.

The Georgetown meeting was just the latest demonstration of how many people in Corvallis support bold, immediate climate action. As you know, nearly 250 people from over 30 organizations attended the Corvallis Climate Summit in January. And last weekend over 1,000 people attended the "Transformation without Apocalypse" symposium, which had a strong focus on climate action. I think the climate community is ready to throw its weight behind a pressing local issue, and if you were to reverse your vote, I'd do everything I can to rally support for climate-conscious planning.

I'd be happy to talk with you in more detail.

Sincerely,

Carly Lettero

--

Carly Lettero
Director, Energize Corvallis
Corvallis Environmental Center

EnergizeCorvallis.org
541-758-6198

--
Here's the deal: Forget that this task of planet-saving is not possible in the time required. Don't be put off by people who know what is not possible. Do what needs to be done, and check to see if it was impossible only after you are done. – Paul Hawken

Young, Kevin

From: Ben Tankus [tankusb@gmail.com]
Sent: Friday, February 21, 2014 3:27 PM
To: Young, Kevin; Mayor
Subject: Witham Oaks: Conditions of Approval
Attachments: Comparison to Staff Conditions of Approval.pdf

February 20, 2014

Corvallis City Council. c/o Kevin Young kevin.young@corvallisoregon.gov

I am a sophomore at Oregon State University and wrote to the Planning Commission last September to raise my concerns about the proposed Campus Crest student housing development in the Witham Oaks area.

I live near the Witham Oaks site, and the area around this site also has more cyclists than I have seen anywhere in Corvallis. I travel to campus several times a day by bicycle, I have no other option as I am without a car. That route is already unsafe, and the situation will be made much worse by the Campus Crest project.

The Friends of Witham Oaks organization has been active in suggesting measures to help make this new student project work for Corvallis. The revised approval conditions they recommend (see attached) go a long way toward protecting bicycle riders on Harrison and other streets.

Corvallis has a reputation as being one of the most bicycle-friendly cities of its size in the U.S. But more attention needs to be given here to make sure our community deserves that reputation. I urge the City Council to take the necessary steps to protect bicyclists, as recommended by the Friends of Witham Oaks.

Ben Tankus
Oregon State University
Undergraduate – Manufacturing Engineering
3558 NW Fillmore
Corvallis, OR 97330

Encl.

Comparison to Staff Findings of **Conditions of Approval**

The following conditions of approval have page references on the left side which indicate where in the staff report discussion and analysis is made relative to that specific condition.

Pg# Ref	Cond	CONDITION
~~All~~	1	**Consistency with Plans** — Development shall comply with the narrative and plans identified in **Attachment N,** except as modified by the conditions below, or unless a requested modification otherwise meets the criteria for a Minor Planned Development Modification. Such changes may be processed
~~80, 141~~	2	**Lighting** — Prior to issuance of ~~building permits for on-site lighting, and issuance of~~ Public ~~Improvement~~Improvements Under Private Contract (PIPC) Permits for development, the applicant shall submit lighting plans which demonstrate that site or public street lighting shall comply with the site and street lighting
~~80~~	3	**Signage** — All future signage on the site shall comply with the requirements of LDC Chapter 4.7 — Sign Regulations. Sign permits shall be obtained, where required.
~~76,~~ ~~81,119,~~ ~~121, 127,~~ ~~146~~	4	**Landscaping and Trees** — The following landscaping provisions shall apply to overall development of the site: Landscape and Irrigation Plans — Prior to issuance of building permits, and concurrent with site improvements (excavation, grading, utilities, and PIPC plans, as applicable), the applicant shall submit landscape construction documents for this site to the Development Services Division, which contain a specific planting plan (including correct Latin and common plant names), construction plans, irrigation plans, details, and specifications for all required landscaped areas on the site.
		Required landscaping shall be consistent with the Conceptual Landscape Plan submitted with this application (applicant's **Attachment N).** Submitted Landscape Plans shall include the following elements: a. The applicant's requested variation to the LDC's street tree spacing requirements to accommodate fire access needs, resolve conflicts with necessary utility locations, and

			landscape requirements adjacent to streets through protected resource areas is approved, as generally depicted on Sheets P9.1 — P9.3 from **Attachment N.** As a compensating benefit for the requested variation, the applicant shall provide at least 696 trees to be planted on the site, to be generally consistent with locations shown on the Conceptual Landscaping Plans in **Attachment N.** Trees shall be a minimum 2-inch caliper size and submitted landscape plans shall number trees to demonstrate compliance with this requirement. b. Landscape plans shall show that portions of streets that will pass through protected vegetation, wetland, and riparian areas will be constructed with curbside sidewalks with no planted area to the outside of the sidewalk (unless approved through a future restoration plan reviewed by Community Development Staff). c. Landscape plans shall demonstrate that outdoor components associated with heat pumps and similar equipment are screened in accordance with the requirements of LDC 3.6.30.k, where applicable. d. Landscape plans shall demonstrate compliance with the Green Area requirements of LDC Section 3.6.50. e. Prior to issuance of ~~an occupancy~~ permit for the final residential building on the site, the applicant shall re-vegetate the 420 lineal feet along the riparian corridor within the site that is currently without adequate vegetation. Prior to installation, the applicant shall submit a re-vegetation plan to Development Services Staff to ensure consistency with LDC Section 4.13.50.d. Prior to final acceptance of the installation, the developer shall provide a financial guarantee to the City, for a period of five years, and consistent with the procedures identified in LDC Section 4.2.20. f. Landscape plans shall be coordinated with PIPC plans and other improvements through the development of a "streetscape plan" as a component of applicable PIPC permits. Landscape plans shall be consistent with LDC Section 4.2.30.b —Areas Where Trees May Not be Planted. <u>Installation</u> — All required landscaping and related improvements on the 24.6 acre apartment development site shall be installed as illustrated on the approved Landscape

and Irrigation Permit, and shall be completed prior to issuance of a final Certificate of Occupancy. The applicant's submitted landscape plans shall include a phasing plan for landscape improvements associated with each building, to be reviewed and approved by City Staff, to ensure that all required landscaping is in place with each phase and throughout the development site. The installation will be inspected and approved by the Development Services Division, and shall occur prior to or concurrent with final inspections for site construction permits.

Three-Year Maintenance Guarantee — Prior to final acceptance of the installation, the developer shall provide a financial guarantee to the City, as specified in LDC 4.2.20.

Coverage within Three Years - All required landscaping shall provide a minimum 90 percent ground coverage within three years.

Three-Year Maintenance Guarantee Release - The developer shall provide a report to the Development Services Division just prior to the end of the three year maintenance period, as prescribed in
Section 4.2.20.a.3 of the LDC. The report shall be prepared by a licensed arborist or licensed landscape contractor and shall verify that 90 percent ground coverage has been achieved, either by successful plantings or by the installation of replacement plantings. The Director shall approve the report prior to release of the guarantee.

The following tree preservation provisions shall apply to the site:

Corvallis embraces urban forests as an integral part of the community's infrastructure, and relies on private property owners who are responsible for a vast majority of the trees. Prior to commencement of any onsite work, the applicant shall submit to the Planning Director, City Arborist and the Commission on Civic Beautification and Urban Forestry a current comprehensive inventory of trees on the site. The inventory must calculate the total tree canopy coverage, distinguish between native and non-native species, and note any trees that may qualify for a heritage tree status. The applicant must also submit a plan that describes their protocols for tree protection, retention and replacement.

		This plan must be approved by the City Arborist and Commission on Civic Beautification and Urban Forestry prior to the issuance of building permits. In compliance with the Urban Forestry Management Plan and LDC 4.12 (Significant Vegetation Protection), the applicant must take necessary steps to avoid loss or damage to native Oregon White Oak trees. Prior to occupancy, the applicant must demonstrate that total tree canopy coverage has been maintained, through preservation of existing trees and replanting.
~~81, 97~~	5	**Development Size** — As requested by the developer, the approval of the DDP is limited to a maximum of 296 dwelling units as stated on Page 2 of the application for the CPA and ZDC. This requested condition serves to limit potential off-site traffic impacts consistent with OAR 660-012-0060 (2) (e) and (3).
~~83~~	6	**Issuance of Building Permits** — Consistent with LDC section 4.0.20 and council policy CP91-7.04, no building permits for foundations or structures shall be issued until all public improvements required for the approved development ~~are complete and accepted by the City Engineer.~~have been reviewed, completed and accepted by the City Engineer, and all maintenance guarantees are provided. Furthermore, no building permits for foundations or structures shall be issued until all offsite private improvement, easements, studies, reports, required for the approved development have been reviewed, completed and accepted by the City Engineer.
~~86~~	7	**Sidewalk Improvements** — Sidewalks shall be installed consistent with the applicant's plan and LDC section 4.0.30 including timing of installation. In order to ensure safe and convenient pedestrian passage, and to satisfy the City's "to and through" policies, necessary connections to existing sidewalks, including the sidewalk along the north side of NW Harrison Boulevard, shall be extended and connect with the proposed pedestrian facilities within and along the site frontages.
	8	**Marked Crosswalks in the Public ROW** - The City has a Council Policy (CP91-9.01) on when crosswalks should be marked. Any crosswalks shown not meeting that policy in the public ROW will need to be removed from the PIPC construction plans.

	9	**Multi-use Paths** — All multi-use paths identified on the plans shall be paved and 12-feet wide. Paving materials for public multi-use paths shall be concrete Per LDC section 4.10.70.03.
	10	**Sidewalk maintenance** — Maintenance of all private sidewalks and sidewalks within public access easements shall be the responsibility of the property owner.
	11	**Transit Facilities** — Prior to issuance of an occupancy permit for the first residential building on the site, transit shelter easements and standard concrete shelter pads shall be provided along NW Circle Boulevard. The exact locations and dimensions of transit shelter pads shall be determined as part of the public improvement plan review. All right-of-way dedications or easements for transit facilities shall be shown on the final plat.
	12	**Witham Hill Dr. and Circle Blvd. 4-way Stop** - The intersection of Witham Hill Dr. and Circle Blvd. shall be reviewed after construction of NW Circle Blvd. and prior to the end of the warranty period for public improvements including Circle Blvd. The developer's traffic engineer shall provide an update to the Mitigation Alternative Study for Circle Blvd. and Witham Hill Dr. intersection based on MUTCD standards for multi-way stop applications. If upon review of the study, the City Engineer determines stop signs should be installed, City Crews will install the stop signs and associated striping and the developer will be billed for the cost of installation.
	13	**Private Streets** - A private maintenance agreement with enforcement provisions to ensure maintenance for this facility shall be established in accordance with LDC section 4.0.60.d. prior to issuance of an occupancy permit for the first residential building on the site.

	23	**Sewer Extension in NW Harrison Blvd.** —To comply with LDC 4.0.70.c and 4.0.70.d, it shall be demonstrated that the extension of sewer through the property provides adequate depth to provide service to the adjacent property to the west (OSU). If the sewer shown in public street 'A' is not adequate to serve the entire property (especially the existing structures) a minimum 8-inches diameter sewer shall be extended from the current sewer in NW Harrison Blvd. If the adjacent property is served by an extended sewer in Harrison, sewer in public street 'A' would not need to provide service to the adjacent property. The sewer extension in NW Harrison Blvd. shall be constructed and accepted by the City Engineer prior to the issuance of any grading or building permits for foundations or structures.

	24	**Maintenance Access to Public Facilities**— Access structures and appropriate access easements shall be provided for all public sewer and stormwater manholes, detention, and water quality facilities not located in public right-of-way. Access structures shall be all-weather, minimum 15' wide, and capable of supporting 60,000 pound maintenance vehicles. The access structures shall extend to within 10' of all manholes, with no more than a 15' back-up length, unless otherwise approved by the City Engineer. Access structures and appropriate access easements shall be constructed and accepted by the City Engineer prior to the issuance of any grading or building permits for foundations or structures.

25	**Off-site Stormwater Drainage and Easements—** Development generated stormwater runoff from the site shall not be allowed to cross private property without appropriate easements from impacted property owners. OSU owns property downstream of the proposed development site which is located in Benton County outside the City limits. Prior to the issuance of any grading or building permits, the following procedure shall be followed for off-site drainage easements: Applicants Shall Describe the Existing Drainage Situation. A physical description of drainage features from the development site downstream to the first existing public facility shall be provided. Information on the presence or absence of a defined channel, the extent of the presence of water in the system, the type of vegetation and its tolerance for hydrological changes, the type of land uses being employed, groundwater characteristics, and any other relevant physical characteristic shall be provided. (A known hydrological change caused by development is an increase in dry season flows due to irrigation and/or intercepted groundwater.) A discussion of the existing drainage legal situation shall also be provided. A list of downstream property owners and any known storm drainage easements or other access rights shall be provided. Any previous disputes shall be documented extension and new local street 'A'. The 16-inch line in public street 'A' shall extend to the western property line. A 12-inch second level waterline shall loop from the 16-inch waterline in NW Circle Blvd. to the existing 2nd level waterline in NW Elizabeth. The final location of the waterlines will also need to account for tree plantings to avoid conflicts. If appropriate easements are not available to loop the 2nd level NW Circle Boulevard waterline to the NW Elizabeth Place waterline, the applicant shall extend the NW Circle Boulevard waterline south to the intersection with the existing City easement adjacent to the Beit Am property, and a flushing station shall be installed at this terminus that contains a meter service, a backflow prevention system, and connection to the public sewer system on NW Harrison Boulevard.

~~104, 105~~	~~21~~	~~**Private Storm Drainage and Sanitary Sewer** - Installation of the~~ private storm drainage system and sanitary sewer will be subject to permitting through the City's Development Services Division. It will also need to be shown on the PIPC plans to evaluate how the public and private systems work together. ~~A private maintenance~~

		Applicants Shall Make a Good Faith Effort to Obtain Easements. Written and personal contact ~~should~~shall be made with affected downstream property owners and documentation furnished to the City. If objections are raised, resolution alternatives ~~should~~shall be considered. Compensation offers ~~should~~shall be made based upon easement fair market value established by professional appraisals. Physical improvements to the drainage system could be considered. Benefits associated with an established public drainage system in the area could also be discussed. Existing drainage problems ~~could~~shall be resolved. If it is demonstrated that easements cannot be obtained as described above, the following conditions shall be met: Applicants Shall Engineer Solutions to Minimize Downstream Impacts. Features such as detention, infiltration, water conserving landscaping (no automatic irrigation systems), minimal impervious area, commitments to low impact weed and pest control, water quality treatment, or other applicable solutions ~~should~~shall be considered. These solutions shall be prepared by a registered professional engineer and conform as closely as possible to criteria contained in the City of Corvallis Stormwater Master Plan and King County Surface Water Design Manual. Drainage Facilities Shall Remain Private. Any drainage facility installed under this process without public easements shall remain private in perpetuity. Applicants Shall Indemnify the City of Corvallis. The applicant shall provide an indemnification and hold harmless agreement acceptable to the City Attorney's Office protecting the City of Corvallis, its officers, employees, volunteers and agents against any drainage related action, claim for injury or damage and all loss, liability, cost or expense, including court costs and attorney fees, growing out of or resulting directly or indirectly from construction, installation, operation and maintenance of the land division and subsequent development. This indemnification shall be a covenant running with the land, and shall be binding upon the Owner and Owner's heirs, executors, administrators, successors, assigns, lessees, sub-lessees, tenants and sub-tenants forever.

		lane, 6-foot bike lanes, standard curb and gutter on the north side, a 12-foot planter strip on the north side (except where curbside due to natural features), and a 12-foot wide multiuse path. A turn lane shall be provided for east bound traffic at NW Circle Blvd. The County may require a median in the area where the existing Circle Blvd path connects to Harrison Blvd.
~~98~~	~~152~~ 2	**Private Storm Drainage and Sanitary Sewer** - Installation of the private storm drainage system and sanitary sewer will be subject to permitting through the City's Development Services Division. It will also need to be shown on the PIPC plans to evaluate how the public and private systems work together. A private maintenance agreement with enforcement provisions to ensure maintenance of private storm drainage and sanitary sewer facilities shall be established in accordance with LDC sections 4.0.70.f and 4.0.60.d prior to submitting the final plat. The private storm drain sanitary sewer lines shall have a private "joint and several" maintenance easement that will allow lot owners access for maintenance purposes over the entire line. The private storm drain system and sanitary sewer locations shall be shown on the final plat. The NW Circle Boulevard waterline south to the intersection with the existing City easement adjacent to the Beit Am property, and a flushing station shall be installed at this terminus that contains a meter service, a backflow prevention system, and connection to the public sewer system on NW Harrison Boulevard. The looping of the waterline and/or installation of the flushing station shall be constructed and accepted by the City Engineer prior to the issuance of any grading or building permits for foundations or structures.

	14	**NW Harrison Boulevard Street Improvements** - A permit for public improvements will be required from the County for improvements to NW Harrison Blvd. Typically the County will default to City Standards within the UGB. City and County staff have discussed the improvements along NW Harrison Blvd. and improvements proposed by the applicant are consistent with City and County standards. Improvements to NW Harrison should include:12-foot travel lanes, a 12-foot continuous center turn lane, 6-foot bike lanes, standard curb and gutter on the north side, a 12-foot planter strip on the north side (except where curbside due to natural features), and a 12-foot wide multiuse path. A turn lane shall be provided for east bound traffic at NW Circle Blvd. The County may require a median in the area where the existing Circle Blvd path connects to Harrison Blvd. The public improvements required here in this condition shall be completed, and accepted by the County, prior to the issuance of any grading or building permits for foundations or structures.
~~86~~	~~8~~15	**Bicycle and Pedestrian Safety** –Consistent with LDC 2.5.40.09A, and LDC 4.0.40b, prior to the issuance of any grading or building permits, the applicant shall make a good faith effort to obtain an easement from OSU for a mixed use bicycle and pedestrian path from the applicant's site, through the adjacent OSU property to the OSU Campus Core. The applicant shall meet with OSU and Collaboration Corvallis representatives to consider an applicant financed bicycle pedestrian path. The applicant shall provide documentation to the Planning Commission as to any objections raised, and potential alternatives considered. In the event OSU agrees to allow an easement across their property for the use of a mixed use path, the path shall be designed and approved prior to the occupancy of the first phase of the applicant's project.

~~86~~	~~9~~16	**NW Circle Boulevard Street Improvements** - NW Circle Boulevard shall be constructed to full City standards from its terminus at the site's northern property boundary, south through the site, to the intersection with NW Harrison Boulevard. Proposed cross-sections are shown on sheet P5.5 and generally include: a 5-foot sidewalk and a 12-foot planter strip on the west side (except where there are curbside sidewalks due to natural features), 6-foot bike lanes, 10-foot travel lanes, and a 12-foot planter strip and a 12-foot multi-use path on the east side. A 10-foot wide turn lane shall be provided on Circle Blvd at Street 'A', and at Harrison Blvd. Where access is needed adjacent to the storm drainage tract H, parking for maintenance vehicles is provided. Any proposed re-alignments of NW Circle Boulevard shall be considered a **Major Modification** due to potential infringement on existing wetlands.
~~86~~	~~10~~17	**Local Street Improvements** - All local streets shall be constructed to City standards, unless otherwise approved with this application. The East-West local street has been approved to be constructed to a local connector street standard.
~~90~~	~~11~~18	**Street Lights** — Consistent with LDC section 4.0.60.r, the applicant shall provide an engineered design for street light installation and, obtain appropriate electrical permits from Development Services Division prior to issuance of building permits for any apartment building on the subject site and to commencement of any onsite work, and shall install the street light system concurrent with public improvements prior to issuance of any building permits for the first residential building on the site. See also Condition #2.

~~97~~	~~12~~19	**Public Improvements** — All Public improvements shall be constructed in a single phase. In accordance with LDC 4.0.60.e and LDC 4.0.70, all development sites shall be provided with access to a street, public water, sanitary sewer, storm drainage, and street lights. Any plans for public improvements referenced within the application or this staff report shall not be considered final engineered public improvement plans. Prior to issuance of any structural or site utility construction permits, the applicant shall obtain approval of, and permits for, engineered plans for public improvements by private contract (PIPC) from the City's Engineering Division per LDC section 4.0.80. The applicant shall submit necessary engineered plans and studies for public utility and transportation systems to ensure that adequate street, water, sewer, storm drainage and street lighting improvements are provided. Street signs and curb markings will be reviewed and approved with the PIPC plans. Final utility alignments that maximize separation from adjacent utilities and street trees shall be engineered with the plans for public improvements in accordance with all applicable LDC criteria and City, DEQ and Oregon Health Division requirements for utility separations. As part of the public improvement plans, the applicant shall include a "streetscape" plan that incorporates the following features: composite utility plan; street lights; proposed driveway locations; vision clearance triangles for each intersection; street striping and signing (in conformance with the MUTCD); and proposed street tree locations. Public improvement plan submittals will be reviewed and approved by the City Engineer under the procedures outlined in Land Development Code Section 4.0.80.
~~98~~	~~13~~20	**Slopes Adjacent to the ROW** — Slopes adjacent to the ROW shall not exceed the slopes shown in the City's Standard Detail 101, Typical Street Sections, from the City of Corvallis Standard Construction Specifications. Retaining walls in or adjacent to the ROW will not be allowed unless approved by the City Engineer.

~~98~~	~~14~~21	**2nd Level Waterline** - The applicant shall install a minimum 16-inch waterline within the NW Circle Blvd. extension and new local street 'A'. The 16-inch line in public street 'A' shall extend to the western property line. A 12-inch second level waterline shall loop from the 16-inch waterline in NW Circle Blvd. to the existing 2nd level waterline in NW Elizabeth. The final location of the waterlines will also need to account for tree plantings to avoid conflicts. Applicant with concurrence from City Engineer, shall determine if appropriate easements are available to loop the 2nd level NW Circle Boulevard waterline to the NW Elizabeth Place waterline. If appropriate easements are not available to loop the 2nd level NW Circle Boulevard waterline to the NW Elizabeth Place waterline, the applicant shall extend the NW Circle Boulevard waterline south to the intersection with the existing City easement adjacent to the Beit Am property, and a flushing station shall be installed at this terminus that contains a meter service, a backflow prevention system, and connection to the public sewer system on NW Harrison Boulevard. The looping of the waterline and/or installation of the flushing station shall be constructed and accepted by the City Engineer prior to the issuance of any grading or building permits for foundations or structures.

		Applicant's Attorney Shall Provide Legal Opinion. The applicant's attorney shall provide a written legal opinion that the proposed approach complies with Oregon Water Law.
~~108~~	~~25~~26	**Franchise Utilities**~~—~~ Prior to issuance of public improvement permits, the applicant shall submit, as part of the public improvement plan set, an overall site utility plan that shows existing and proposed franchise utility locations, including vaults, poles and pedestals. The proposed franchise utilities shall conform to requirements outlined in the LDC section 4.0.90 including provision of appropriate utility easements. The applicant shall provide confirmation the franchise utilities have reviewed these plans prior to review by the City.
~~108~~	~~26~~27	**Franchise Utility Easements**~~—~~ According to LDC Section 4.0.100.b, a minimum 7-foot Utility Easement (UE) is required adjacent to all street ROWs and shall be shown on the plat.
~~109~~	~~27~~28	**Right-of-Way Dedication**~~—~~ The applicant shall dedicate additional right-of-way as needed along the south and east edges of the property to construct Circle Boulevard and NW Harrison Boulevard as proposed in the plans. Approval for the right-of-way dedications for NW Circle Boulevard and NW Harrison Boulevard shall be obtained prior to authorization of plans for public improvements. The applicant shall also dedicate a minimum of 50 feet of right-of-way along all public local streets. The final plat shall include all right-of-way dedications. As part of the **Public Improvements** process, the applicant shall demonstrate that the proposed right-of-way widths will be feasible to construct all streets as proposed in the plans without impinging on adjacent properties or impacting wetlands beyond what is necessary to provide a functional transportation system.
~~109~~	~~28~~29	**ROW Dedication/Easements**~~—~~ Per LDC Section 4.0.100.f, any easements or ROW dedications shall be shown on the plat. Easements for water, sewer, and storm drainage shall be provided for facilities located outside the ROW. Minimum easement width shall be per LDC section 4.0.100.a. An environmental assessment for all land to be dedicated must be completed in accordance with LDC Section 4.0.100.g.
~~111, 112~~	~~29~~30	**Storm Water Quality and Detention Design**~~—All~~— In addition to the provisions contained in condition 25 for the offsite stormwater drainage and easements, all storm water quality and detention facilities shall be designed consistent with criteria outlined in Appendix F of the City's Storm Water Master Plan, and criteria outlined in the King County Surface Water Design Manual. As per King County criteria, if side slopes

		steeper than the standard 3H:1V are proposed, or if embankment heights exceed 6 feet, they shall be designed by a licensed geotechnical engineer. As part of the plans for public improvements, the applicant shall provide engineered calculations for pre-development and post-development peak storm water run-off flows, and demonstrate that all storm drainage facilities are designed to match pre and post development flows up to the 2, 5, and 10-year storm events. The project shall be designed to protect aquatic species in Oak Creek and prevent downstream impacts including erosion, bank destabilization, stream sedimentation, contamination and loss of habitat. Any onsite wetlands not impacted by the project shall be enhanced to properly functioning condition, with protection of significant vegetation in riparian corridors and wetland areas consistent with LDC 4.13. Water quality and biological monitoring studies that evaluate runoff, flows, and habitat impacts from the project site to Oak Creek (baseline study), shall be conducted prior to commencement of any onsite work, repeated annually during construction and for two years following project completion. The baseline study shall evaluate year-round conditions considering seasonal variations in stream flow and other parameters. Design of all detention and water quality facilities, water quality and biological monitoring studies shall be performed by a qualified licensed professional engineer and shall be subject to the review and approval of the City Engineer.

~~111, 112, 128~~	~~30~~31	**Storm Water Quality and Detention Facility Landscaping** The design for the storm water quality and detention facilities shall include a landscape plan that details all landscaping essential to ensure the proper function of the detention and water quality facilities. This functional landscape plan shall be submitted as part of the plans for public improvements. The applicant shall see that all associated functional landscaping associated with the storm water quality and detention facilities be installed, or that appropriate erosion and sediment control measures are in place, prior to any paving activity on the development site. All detention and water quality facilities landscaping shall be consistent with City and King County criteria, and shall be designed prior to acceptance of the public improvement plans. All water quality and detention landscaping shall be designed and approved by a qualified landscape architect.
~~111, 112~~	~~31~~32	**Maintenance of Storm Water Quality and Detention Facilities** The applicant shall provide a stormwater maintenance plan (in accordance with City and King County criteria), and a stormwater facilities agreement (in accordance with City criteria) for the realigned portion of the NW Circle Boulevard drainageway. Because the water quality facilities are an integral component of the wetland preservation plan and the detention facilities are in close proximity and/or located within wetland mitigation areas, the warranty period shall be coincident with the wetland mitigation monitoring plan time frame, or two years from acceptance, whichever is longer.

~~112~~	~~32~~33	**Private Stormwater Detention**~~—~~ Concurrent with development, private onsite stormwater detention shall be implemented. The storm water detention facilities shall be designed consistent with both criteria outlined in Appendix **F** of the Storm Water Master Plan, and criteria outlined in the King County, Washington, Surface Water_Design Manual, and should be designed to capture and release run-off so the run-off rates from the site after development do not exceed the pre-developed conditions, based on the 2-year, 5-year, and 10-year, 24-hour design storms. Installation of the private storm drainage system will be subject to permitting through the City's Development Services Division. The use of pervious pavements may reduce the contributing area used in the detention volume calculations. A private maintenance agreement with enforcement provisions to ensure maintenance for this facility shall be established in accordance with LDC sections 4.0.70.f and 4.0.60.d. A copy of this agreement shall be submitted prior to issuance of an occupancy permit for the first residential building on the site.
	34	**Standards for Off-street Parking and Access**— Per LDC section 4.1.40, a permit from the Development Services Division will be required to construct parking, loading, and access facilities and installation of the parking lot will need to be consistent with the City's Off-Street Parking and Access Standards.
	35	**NW Circle Boulevard Drainageway**— As part of the plans for public improvements, the applicant shall include a detailed plan for realignment of the NW Circle Boulevard drainageway where it conflicts with the NW Circle Blvd. extension consistent with the Stormwater Maintenance Plan and the King County criteria. At a minimum, this plan shall address re-establishment of vegetation, shading, facilitation of drainageway migration, and water quality protection for the wetlands consistent with DSL requirements and approval. The sidewalk in this area may be located curbside to avoid creek crossings and to minimize impacts to the drainageway and grading.

	36	**Drainageway Easements and Maintenance**— As part of the plans for public improvements, the applicant shall provide a drainageway easement along the entire length of the NW Circle Boulevard drainageway, except where it is public ROW. The drainageway easement shall be consistent with Land Development Code criteria in table 4.13-2 and the City's Drainage Master Plan. The applicant shall provide a stormwater maintenance plan (in accordance with King County criteria), and a stormwater facilities agreement (in accordance with City criteria) for the realigned portion of the NW Circle Boulevard drainageway. Because preservation of this drainageway is an integral component of the wetland preservation plan, the warranty period shall coincident with the wetland mitigation monitoring plan time frame, or two years from acceptance, whichever is longer. The drainageway easement shall be recorded with the final plat for the first phase of development.
	37	**Drainageway Signs**— Public improvement plans shall delineate the drainageway easement and shall denote locations for installation of the City's standard "Riparian Area" protection/informational signs. The signs shall be purchased and installed by the developer concurrent with the installation of the public improvements.

	38	**Other Agency Permits** — All other agency permits necessary to determine final design of the PIPC Plans such as Department of State Lands, Corps of Engineers, and Department of Environmental Quality shall be obtained and a copy provided to the City prior to authorization of the PIPC plans. Substantial revisions to the plans due to State requirements may require a Planned Development Modification as determined by the Community Development Department. Design Manual, and should be designed to capture and release run-off so the run-off rates from the site after development do not exceed the pre-developed conditions, based on the 2-year, 5-year, and 10-year, 24-hour design storms. Installation of the private storm drainage system will be subject to permitting through the City's Development Services Division. The use of pervious pavements may reduce the contributing area used in the detention volume calculations. A private maintenance agreement with enforcement provisions to ensure maintenance for this facility shall be established in accordance with LDC sections 4.0.70.f and 4.0.60.d.
~~102~~	~~33~~39	**Unassigned Parking** — In accordance with LDC Section 4.1.20.k, the applicant shall maintain at all times at least 113 unassigned automobile parking spaces (15% of required) and 96 unassigned bicycle parking spaces (15% of required), located such that they are available for shared use by all occupants within the development. If necessary, signage, striping, or other means shall be used to differentiate unassigned parking from assigned parking areas.
	40	**Windows and Doors**— The applicant shall demonstrate, at the time of building permit submittal, that all facades of all proposed buildings facing streets, sidewalks, and multi-use paths on the site shall contain a minimum area of 15 percent windows and/or doors, consistent with the requirements of LDC Section 4.10.60.01.c. Adjustments to submitted building designs are allowed to the extent necessary to comply with this requirement.

	41	**Recesses and Extensions**— The applicant shall demonstrate, at the time of building permit submittal, that all buildings comply with the standards in LDC Section 4.10.60.04.b.2. Adjustments to submitted building designs are allowed to the extent necessary to comply with this requirement.
~~148~~	~~34~~ 42	**Conservation Easement** — In conjunction with final plat approval, the applicant shall record a conservation easement, consistent with the requirements of LDC Section 4.12.60.a.2, to protect the trees within all Highly Protected Significant Vegetation Areas on the site that will not be impacted by the extension of Circle Blvd. Within the Conservation Easement there shall be provisions that restrict the removal of any trees during any period that migrating birds are in Corvallis. The Conservation Easement shall be reviewed and approved by the City Engineer prior to recording.
~~148~~	~~35~~ 43	**Open Space**—Consistent with LDC _____, the applicant shall submit to the Planning Commission and City Council for review and approval, a detailed plan (**Open Space Plan**) for the dedication and maintenance of open space. The plan shall include, but is not limited to, what specific land the applicant proposes to dedicate, what steps the applicant intends to undertake for the restoration of this land, what maintenance and replacement of dead or dying vegetation that the applicant intends to implement, the funding being proposed by the applicant – both short term (< 5 years) and long term (> 5 years) by the applicant. In addition, the applicant shall enter a memorandum of understanding with the City for the eventual dedication and acceptance of the City of the open space. The Open Space Plan must be approved by the Planning Commission and City Council before approval of the final plat.

	44	**Wildlife Inventory**— Prior to commencement of any onsite work, the applicant shall perform a comprehensive inventory of bird and wildlife species on the site, submitting the inventory to the Planning Director and City Arborist. Annual monitoring of birds and wildlife will continue during construction and for a period of two years following project completion, with annual reports submitted by the applicant to the Planning Director and City Arborist. In the event there is a decline in the species present on the site, the applicant shall submit a plan for remedial steps to be taken subject to City approval.
	45	**Good Neighbor Agreements**—Consistent with LDC , and numerous promises made by the applicant during the public hearing process on their applications, the applicant shall negotiate and adopt Good Neighbor Agreements with the Friends of Witham Oaks, the Cedarhurst and Harding Neighborhood Associations, Oregon State University, the LDS Church and Beit-Am Synagogue. The Good Neighborhood Agreements shall memorialize the applicant's promises and commitments to neighbors and the community, and clearly define promised actions regarding traffic mitigation, noise, aesthetics, student behavior and crime, preservation of trees, habitat protection, public access, construction impacts and sustainable practices. The Good Neighbor agreements shall be approved by the Planning Commission prior to issuance of any grading or building permits for the foundations or structures. — The applicant shall demonstrate, at the time of building permit submittal, that all facades of all proposed buildings facing streets, sidewalks, and multi-use paths on the site shall contain a minimum area of 15 percent windows and/or doors, consistent with the requirements of LDC Section 4.10.60.01.c. Adjustments to submitted building designs are allowed to the extent necessary to comply with this requirement.
	46	**Geotechnical Report** — Prior to issuance of Excavation and Grading Permits on the site, for either public or private improvements; the applicant shall submit a geotechnical report addressing all issues raised in the applicant's Preliminary Site Assessment Report. The geotechnical report shall be reviewed and approved by the City Engineer prior to the issuance of any grading or building permits for foundations or structures. The Geotechnical Report shall be reviewed for conformance with the Preliminary Site Assessment Report and approved by the City Engineer.

~~87,~~ ~~159~~	~~43~~ 47	**Final Plat** — To finalize ROW Dedication and ensure the establishment of necessary easements, tracts, and lots within the development, the applicant shall record the Final Plat for the requested subdivision prior to issuance of building permits for any apartment building on the subject site. The plat shall include all proposed trail easements, conservation easements, and other elements, as proposed by the applicant.
	48	**Fire Sprinkler Systems** — Per developer's proposal and agreement, all of the structures on this project will have a NFPA 13D or 13R fire sprinkler system as an AM&M in lieu of OFC compliant Fire Dept. access.

49. Development Related Concerns

A. NW Circle Blvd. & NW Harrison Blvd intersection and adjacent Driveway Conflicts - City access standards require that driveway accesses be located a minimum of 150' from any other access or collector and/or arterial street intersection. The two adjacent properties to the east of the site have side-by-side driveways within 100 feet of the proposed intersection of NW Circle Boulevard and NW Harrison Boulevard. The driveway closest to the intersection (approximately 50 feet to the east) belongs to a site (Beit Am) that has not yet been developed, and is currently under County jurisdiction. An alternate access off of NW Circle Boulevard is shown in the applicant's plans and is the City's preferred solution. There has been some initial dialogue with Beit Am about this possibility and submitted testimony **(Attachment 0)** from Beit Am indicates support for this southerly point of access. The second adjacent driveway to the east belongs to the LDS church, and is one of two site accesses to Harrison. The applicant shows a new driveway cut on the future NW Circle Blvd which would provide a second access for the LDS site if an appropriate easement could be obtained across the strip of land owned by Beit Am. Benton County and the City have an interest in working with the developer, LDS Church, and Beit Am to relocate the westerly LDS driveway on NW Harrison Blvd to NW Circle Blvd. with the construction of NW Circle Blvd.

B. Mailbox Locations - As part of the plans for public improvements, the applicant shall show proposed mailbox locations, with approval from the Post Office, as well as any sidewalk transitions required by City Standards.

Excavation and Grading Plans - Prior to issuance of any construction permits, the applicant shall submit an excavation and grading plan, including erosion control methods, to the City's Development Services Department for review and approval.

D. Other Permits - Prior to issuance of any construction permits, the applicant shall be required to obtain a National Pollutant Discharge Elimination System (NPDES) permit if construction activity will disturb, through clearing, grading, and/or excavation, one or more acres of the site. Additionally, any permits required by other agencies such as the Division of State Lands; Army Corps of Engineers; Railroads; County; or Oregon Department of Transportation, shall be approved and submitted to the City prior to issuance of any City permits.

E. SDC Reimbursement - Where it is anticipated that there will be System Development Charge (SDC) reimbursements from City funds to the developer for qualifying extra-capacity facilities built by the developer, the developer shall obtain a written agreement with the City regarding the monetary amount of the requested reimbursement as well as the anticipated construction time line for the qualifying improvements, prior to initiating construction of these facilities. A written request for SDC reimbursement may be directed to the City Engineer, who will review and forward the request to City Council.

F. ZOB Applications - Zone of Benefit (ZOB) cost recovery may apply for the NW Harrison Boulevard and NW Circle Boulevard street improvements . The applicant may apply for ZOB cost recovery for improvements that benefit other property owners adjacent to the improvements as outlined in chapter 2.16 of the Corvallis Municipal Code. The applicant must submit a written request within one year from the acceptance of the public improvements in order to be considered for reimbursement.

~~G.~~ Infrastructure Cost Recovery - Infrastructure cost recovery charges may apply to the NW Harrison Boulevard sewer and water lines, and the Dale Drive sewer lines serving or adjacent to the site. The determination of applicable charges will be evaluated during the public improvement review process. Where it is determined that there will be Infrastructure Cost Recovery charges, the

G. developer shall pay their required share of the costs prior to making any connection to any infrastructure system, in accordance with Corvallis Municipal Code 2.18.040.

H. Irrigation Plans - Prior to issuance of public improvement permits, the applicant shall submit, and obtain approval of, irrigation plans for associated landscaping.

I. Tree Plantings - Tree planting locations shall not block street signs, or traffic signals. In addition, trees should not be planted in areas outlined in LDC section 4.2.30.b.

J. Signing & Striping Plans - As part of the public improvement plans, the applicant shall include a plan for street striping and signing. All striping and signing shall conform to the MUTCD and City standards and policies. All costs associated with striping and signing shall be borne by the developer.

K. Street Names & Assigning Street Addresses - All street names need final approval from the Development Services Division prior to filing of the final plat. Street addresses are assigned by the Development Services Division. Requests for street addresses are to be submitted in writing to the Development Services Division accompanied by a copy of the approved tentative or final subdivision plat with the approved street names. The scale of the drawing shall be 1" to 100'. Street addresses will be assigned within 15 working days of receipt of a

complete request.

Crowell, Sharon

From: Ward 8
Sent: Wednesday, February 26, 2014 10:12 AM
To: Planning
Subject: Fwd: Time for new Witham Oaks Vote! (Open Letter to Councillor Biff Traber)

----- Forwarded Message -----
From: "B.K.Kumar" <kumarb@yahoo.com>
To: ward8@council.corvallisoregon.gov
Sent: Monday, February 24, 2014 8:46:41 AM
Subject: Time for new Witham Oaks Vote! (Open Letter to Councillor Biff Traber)

Dear Councillor Biff Traber,

The upcoming week is an opportunity to showcase your leadership, by calling for a new vote on the Witham Oaks project. The original vote was close, facilitated by at least one councilor who neither showed up at many of the hearings nor took the occasion to learn, should have done better to recuse himself by citing “poor preparation”.

When you first ran for Corvallis city councillor in 2010, you stated in public interviews with The Corvalli Gazette times your desire to “..deal cooperatively with the impacts from the growth of OSU”. Furthermore in that interview, you indicated “….your desire to serve the people of Corvallis "NOT just represent Ward 8. Commendably, you also mentioned “….your interest in moving towards the long-term goals as seen in the 2020 vision document”.

In casting a vote in favor of for zone change, you have moved from your stated public positions of principle. Additionally, you agreed with Councillor Beilstein about the attractiveness of high density living that preserves greater open space. Through the hearings of planning commission, its clear and on public record that Campus Crest was unwilling to provide any figures for what a typical apartment in the Witham Oaks development would rent for. In fact, repeated questioning of CC executives yielded no answers. But yet, you have leapt to the conclusion that this project provides for 'affordable' student housing and merits re-zoning from current single family. Perhaps, you are privy to other data from vested economic interests in support of this housing project.

Given your latest stated desire to move to higher office of Mayor for the City of Corvallis, this is an opportune time for you to reconsider your vote and call for a new one. By doing so, you can demonstrate that

- You indeed leverage your business background and base your city council considerations on data (not suppositions),
- Corvallis citizens can trust you to honor decisions that were put in place through due public ballot process,
- Your mayoral candidacy is based on carefully considered positions, stated principles, and serves the city of Corvallis NOT just Ward 8.

Now is a good time to re-assess and demonstrate courage, and hope it rubs off on the incoming Mayor.

Best Regards

Balakrishnan Kumar

Crowell, Sharon

From: Ward 8
Sent: Wednesday, February 26, 2014 10:11 AM
To: Planning
Subject: Fwd: final thoughts

----- Forwarded Message -----
From: "Barbara Gladstone" <barbara@peak.org>
To: ward8@council.corvallisoregon.gov
Sent: Sunday, February 23, 2014 3:53:35 PM
Subject: final thoughts

Greetings, Biff,

Serving on the City Counci is a time-consuming and mostly thankless job. So let me begin with my thanks for your commitment and service.

You ran for City Council so you could contribute a positive legacy to Corvallis. Unfortunately, when you voted to allow the zoning change for Witham Oaks, accepting a very different development than the one approved by the voters, you set in motion a plan which will have a negative and lasting impact on the city. Unless this vote is rescinded, this will be your legacy. It could indeed be the defining issue of your Mayoral campaign. By rejecting the Planning Commission's recommendation and changing the terms of the annexation after the fact, the Council broke faith with the voters. What referendum can ever be trusted if this “Bait and Switch” tactic is allowed?

To change the zoning in the Comprehensive Plan, there should be extreme need. Yet none of the three criteria for such a change apply here. Hundreds of cheap housing units have been thrown up in the past 3 years. What evidence exists that more are needed? The proposed Campus Crest development is not suitable for families, who ARE in need of affordable housing. That’s what we voted for.

I know that your notebook is filled with testimony detailing the ways a 900-bed student ‘dorm’ will change the neighborhoods, traffic, and environment in west Corvallis. I won’t review those points here. If you know teenagers, you can imagine the drinking, partying, and personal safety problems guaranteed to arise when 900 unsupervised kids, just past their teens, live in what’s advertised as a ‘fully loaded’ (yes indeed) unit far from adult neighbors or police presence. Think about the young women who will rent these bedrooms (for they are not apartments). Would you want your own daughter living in that situation?

If you believe, as I do, that the citizens who narrowly approved the Witham Oaks annexation would never have voted for Campus Crest, I respectfully ask you to please call for a new vote on this issue. You will be remembered for your courage in correcting a mistake and saving the town you serve from a terrible precedent.

Thank you for your consideration.
Barbara Gladstone

Young, Kevin

From: Holzworth, Carla
Sent: Monday, February 24, 2014 5:49 AM
To: Young, Kevin
Subject: FW: Still Time to Thrive rather than Decline

For the record

-----Original Message-----
From: Ward 3
Sent: Sunday, February 23, 2014 7:01 PM
To: Holzworth, Carla
Subject: FW: Still Time to Thrive rather than Decline

-----Original Message-----
From: Audrey Perkins [mailto:audrey@proaxis.com]
Sent: Sunday, February 23, 2014 6:12 PM
To: ward3@council.corvallisoregon.gov; ward6@council.corvallisoregon.gov; ward4@council.corvallisoregon.gov; ward9@council.corvallisoregon.gov
Cc: withamoaksappeal@gmail.com
Subject: Still Time to Thrive rather than Decline

To Our Corvallis City Councilors,
First, I want to thank you for your service to the community. It is, of course, a great privilege, but I can imagine what a difficult, tireless, and sometime thankless job it must be!

Second, I want to apologize for the timing of this letter. I should have written BEFORE your vote on the Witham Oaks development. I have been following this issue and contributed money to the group organized around trying to buy and then ultimately protect this precious resource of our community. But I never wrote to you all because I honestly thought that you would stand firm and not vote to allow this change in our community's vision. We are, however, in a tiny window of opportunity to still stop this before it's too late. For that, I am going to do my best here to help.

I just got back from town, where I had a rehearsal at a friend's little house at 13th and Beca. (I live north of Crescent Valley.) The whole time I was there today, I just felt so so sad, thinking about your tragic vote that feels like a tipping point for making the town more geared towards this itinerate, student population, more and more at the expense of the many, many people I know who are moving out of town, or trying to be brave in the face of changing, declining neighborhoods. At a certain point, all of the strident, strutting opinions about how to best manage and protect and help grow our shared home of Corvallis just comes down to the same two things that are under all of our feelings: love and fear. I truly love this community, and I'm afraid for its future. I feel sick with sadness and worry.

With all respect due to you all, I believe that you made a mistake when you voted to allow the change in the zoning and the approval for the student housing project in Witham Oaks. It looks as though what happened was that there developed some inevitability for some of you that this would occur.
Perhaps it was when the company kept coming back with "compromises," that you all entered into a negotiation about how this would occur, rather than staying with the question of whether. This seems a common strategy that, tragically, often works when companies are

trying to get their way in a community that keeps having to say, "No." At a certain point, when a community starts 'negotiating,' a line is crossed and the issue enters that slippery slope where it's just a matter of time and how much was given away at the table.

Maybe it just took this whole experience for everyone to realize what just happened. But it's not too late to take whatever steps a city council must take to reverse the decision.

There are many, many brilliant people who have made one of many, many cases for why this change in zoning and student housing development should not occur. Mine is simple and humble but, I believe, a valid foundation on which to consider changes we make for the sake of our wonderful university.
OSU has lots and lots of land and property that is unused on their campus, where student housing can be built (by this same company, if they wish), and where students will be able to walk and bike safely to classes and services.
It's not our job to solve the problems of OSU. They have to figure that out and make their own plans and decisions accordingly. Our job, your job as community representatives, is to make decisions, one by one, that allow the community of Corvallis to continue to move in the direction we intend.

I implore you to, at the very least, err on the side of caution and protect this parcel, honoring the voice of the people. Please! Let your legacy as councilors be the protection of the community's interest, as expressed by so many of us, through repeated votes of the majority, and through the voices you continue to hear beyond those votes.

If there is even a tiny little voice in you that it is thinking, "You know, I think it WOULD be wise to reverse this decision," I encourage you to listen and take the action needed to do that right thing.

Thank you once again for all you do for our community and for leaving a legacy that you will be proud of.

Audrey Perkins

Date: February 25, 2014

To: Corvallis City Council

From: Arthur G and Jane P. Johnson
2910 N.W. Aspen St.
Corvallis, OR

Subject: Witham Oaks Student Housing Project

Although this letter regarding the subject student housing project is being submitted rather late in the city's review process, we wanted to take this final opportunity to register our most sincere opposition to your plans to proceed with this development. Clearly, at this stage of the evaluation process you have confronted all of the issues that in our minds make approval of this project a very bad decision. So, we will save all of us some time and avoid a point by point discussion of these serious problem areas; however, we just do not understand how you can ignore these problems and plan to approve this project knowing the impact it will have on, at least, that segment of Corvallis.

We also do not understand how you can ignore the negative recommendation for a zoning change from another city organization, and take an action that is clearly contrary to the wishes of the voters who allowed this property to be annexed into the city for single family homes. If you remember, that was not an easy sell and the single family home aspect obviously had a big impact on this measure being passed. We just don't understand how you can ignore all of this and expect most of us to be pleased with your action. We certainly are not and hope that you will do the right thing and take whatever steps are necessary to halt this development permanently.

We offer our appreciation for the opportunity to submit these comments.

RECEIVED

FEB 25 2014

Community Development
Planning Division

1:00 pm

MEMORANDUM

To: Mayor and City Council

From: Kevin Young, Planning Division Manager

Date: February 27, 2014

Subject: Applicant's Final Written Argument

Please find attached the Applicant's Final Written Argument, submitted February 27, 2014

Perkins Coie

1120 N.W. Couch Street, Tenth Floor
Portland, OR 97209-4128
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Michael C. Robinson
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EMAIL: MRobinson@perkinscoie.com

RECEIVED
FEB 27 2014
Community Development
Planning Division

February 27, 2014

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

Re: Campus Crest/The Grove - Conceptual and Detailed Development Plan, and Subdivision (City of Corvallis File Nos. PLD 13-0003 and SUB 13-0001)

Dear Mayor Manning and Members of the Corvallis City Council:

This office represents Campus Crest. This letter is Campus Crest's final written argument due on March 3, 2014 at 5:00 p.m. I have submitted this letter to the City Council now so that you have the opportunity to read it before your deliberation on March 3.

1. Introduction.

This letter is limited to final written argument about the conceptual and detailed development plan and subdivision applications. While much of the testimony has concerned the two (2) map amendments tentatively approved by the Corvallis City Council on January 6, 2014, the map amendments are not before City Council in this limited evidentiary hearing. This letter addresses only the issues associated with the recommended conditions of approval by the Planning Commission to the City Council.

2. Why the City Council Should Approve the Conceptual and Detailed Development Plan and Subdivision Applications.

A. The evidence satisfies the approval criteria and the conditions of approval can be satisfied.

The City Council can and should approve these applications because Campus Crest has demonstrated by substantial evidence that it has satisfied all of the applicable approval criteria. Moreover, the forty-five (45) recommended conditions of approval fully implement the

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Perkins Coie LLP

requirements for the conceptual and detailed development plan and subdivision applications and relevant Corvallis Land Development Code ("LDC") provisions. The City Council can also find that it is feasible for Campus Crest to implement these conditions. Finally, the City has ample ways to see that the conditions of approval are fulfilled.

B. Campus Crest has agreed with the conditions of approval.

Campus Crest has agreed to all of the recommended conditions of approval, including newly proposed condition of approval 45 which requires a "second look" at trip generation after the development has been occupied, and amended condition of approval 14.

C. The applications result in the best development on the site.

Approval of these applications is not about development versus no development. The record shows that in the event these applications are not approved, development on the larger RS-6 zoning district footprint can occur. Campus Crest believes that the proposed conceptual and detailed development plan and subdivision applications will result in a more desirable project because the development will be on a smaller footprint, will include numerous improvements that benefit the community, and will result in dedication of land to the public benefit. The applications will result in a development that develops less land; provides more private and public open space; makes numerous public improvements, including the extension of Circle Boulevard and improvements to NW Harrison Boulevard; includes provision of stormwater improvements, maintenance and improvement of identified wetlands, and private and public open space to serve the development's residents as required by the LDC.

3. Conclusion.

This decision must be based on satisfaction of the approval criteria by substantial evidence. The decision is not based on how many people support or oppose the project. While there are substantial numbers on both sides, the record supports the City Council's approval of these applications.

The City Council has the evidence before it to allow it to approve the conceptual and detailed development plans and land divisions. This is a project that will result in good development of the property that produces a long-term benefit to the community.

Campus Crest respectfully requests that the City Council approve the application with the recommended conditions of approval.

Very truly yours,

Michael C. Robinson

MCR:rsp

cc: Mr. Kevin Young (via email)
Mr. Jim Brewer (via email)
Ms. Karen Emery (via email)
Mr. Alex Eyssen (via email)
Mr. Ron Simons (via email)
Mr. Jerry Offer (via email)

HUMAN SERVICES COMMITTEE
MINUTES
February 18, 2014

Present
Councilor Mike Beilstein, Chair
Councilor Penny York

Staff
Jim Patterson, City Manager
Ken Gibb, Community Development Department Director
Carrie Mullens, City Manager's Office

Absent
Councilor Bruce Sorte

Visitors
Jennifer Moore, United Way of Benton and Lincoln Counties (UWBLC) Executive Director
Lauren Caruso, UWBLC Community Impact Director

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	Social Services Semi-Annual Report			Accept the Social Services first semi-annual report for Fiscal Year 2013-2014
II.	Meeting Time Management	Yes		
III.	Other Business	Yes		

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

CONTENT OF DISCUSSION

I. Social Services Semi-Annual Report

Mr. Gibb said the staff report includes information about Social Services program funding and agency reports for the first semi-annual report for Fiscal Year 2013-2014.

Ms. Moore reported that the agency program reports are in the same format as the last funding cycle with the exception of one additional question related to significant program changes since the application was submitted. The new question was included to add context to the interim report and provide greater understanding of how the program is developing. Ms. Moore confirmed that the UWBLC Community Investment Council is reviewing all program reports submitted by each agency.

Chair Beilstein noted that some agencies did not understand the new question and, instead, provided information about the significant differences they made.

Ms. Moore and Mr. Gibb responded to comments and inquires posed by Councilor York:

Do you have any areas of concern?
Ms. Moore: No specific areas of concern have surfaced, although the reports are still under review. Agency responses reveal varying degrees of sophistication. Notes are taken during report reviews so that UWBLC can work with agencies over the next six months to gather better information for the next report. Every funding cycle results in improved ways to ask a question to obtain relevant responses.

Mr. Gibb: Part of the challenge is different agency staff assigned to different responsibilities. The person completing the report may not be the person who completed the application.

The agencies are doing a lot and trying to do it efficiently.
Ms. Moore: When the reports are reviewed, UWBLC continues to identify ways to streamline report format and questions. It is important that the report be simple and easy for agencies to complete.

Are any agencies not complying with the mechanism and/or meeting the needs as requested by the City and UWBLC? Are there concerns about any agencies?
Ms. Moore: The reports are still being evaluated; however, some programs will require a more in-depth review due to the interim report not relating to the initial application. UWBLC will work with these agencies. UWBLC may need to better word questions so that responses tie back to the application. It is a good way to determine if the program has changed and it sets the tone for the rest of the process.

Does the reporting process make sense? Does the basic format help UWBLC report to the City in a manageable way?
Ms. Moore: The report was completely overhauled from the previous cycle. It is too soon to know if the changes are an improvement. UWBLC has attempted to provide quality without overload.

Mr. Gibb: Quarterly reports were submitted previously. The volume of the semi-annual report is greater, but only submitted twice per year.

The reports need to work for a lot of people. The summaries and significant backup data are important. Is the report review onerous to the City or can the information be reviewed for UWBLC needs at the same time?
Ms. Moore: UWBLC appreciates the Committee's flexibility to edit application and report formats to provide ease of response and collection of information. A few minor changes to the application for the next cycle have been implemented and more substantial changes will be recommended for the 2015 cycle.

Chair Beilstein commented that the goal is somewhat contradictory in that the reports need to be simple and straightforward and include changes and challenges. Responses to the new question can provide notice to the City and UWBLC of differences in services. He admitted that he does not review the financials and assumed that UWBLC would identify any financial issues or concerns.

In response to Councilor York's inquiry, Ms. Moore said the 2014-15 process is on track.

Chair Beilstein added that when he reads the narratives he is always impressed by the quantity and quality of services that are provided to improve lives in the community.

Councilor York noted that, although some agencies do not understand the "units of service" question, they provide useful information. She added that it is important to identify impact.

The Committee unanimously recommends Council accept the Social Services first semi-annual report for Fiscal Year 2013-2014.

II. Meeting Time Management

Councilor York inquired about how to appropriately obtain needed information during Committee meetings without becoming tied to a conversation that is difficult to end. She explained that it will be her turn as Committee Chair in a few months and meeting management is sometimes frustrating. She opined that it is appropriate for the three Council Standing Committees to have an opportunity to discuss topics in-depth before a recommendation is made to the full Council. Sometimes those conversations lead to a lengthy discussion with staff and/or the public that may not be relevant to the information needed by the Committee. She desires the opportunity to allow dialogue without being rude by interrupting a non-relevant discussion. She surmised that it may be the Chair's prerogative to end the discussion to allow time for the Committee to deliberate. She added that staff's role is to present a report and respond to questions.

Chair Beilstein said some discussions become frustrating due to the amount of time taken, although he sometimes enjoys lengthy discussions with staff about policy issues. He expressed concern that discussions about significant issues may be rushed due to the length of time given to other discussions on the same agenda. As Chair, he attempts to give the Committee as much time as they need for questions and deliberations.

Councilor York agreed that some topics are not thoroughly considered by the Committee when other agenda items become lengthy conversations. Sometimes she simply wants a yes or no answer instead of a long, drawn-out explanation.

Councilor York explained that she is less concerned about Committee member inquiries and discussions. She will discuss this issue further with City Manager Patterson.

The Committee agreed that the best solution is for the Chair to be more assertive during meetings.

IV. Other Business

The next Human Services Committee meeting is scheduled for 2:00 pm on Tuesday, March 4 in the Madison Avenue Meeting Room.

The meeting adjourned at 2:33 pm.

Respectfully submitted,

Mike Beilstein, Chair

MEMORANDUM

DATE: February 7, 2014

TO: Human Services Committee

FROM: Ken Gibb, Community Development Director

SUBJECT: Social Service Interim Report for Period Ending December 31, 2013

I. Issue

Under the terms of the Social Service Funding Agreement between the City of Corvallis and United Way, review and approval of two interim reports are required each fiscal year. This is the first interim report for FY 13-14.

II. Discussion

United Way is the City's designated administrator for Social Service funding for FY 13-14. In September 2009, the City Council authorized the City Manager to enter into a three (3) year agreement with United Way, with an annual option to extend the agreement for two (2) additional years for a total of five (5) years. FY 13-14 is the fourth year in this five year period.

For FY 13-14, the City Council approved the Social Service Allocation of $237,500, with an additional $90,550 from the passage of the levy, for a total of $328,300. Of this amount, $311,885 is to be distributed to agencies and $16,415 is the service fee paid to United Way for administration of the program. United Way received $82,068 in the second quarter.

For this semi-annual report, United Way has included a six-month report from each agency that receives City funding, (Attachment A). These reports include a narrative of their activities, outputs and outcomes, and a year-to-date balance and income statements. As a reminder, United Way combined review of the City Social Service Fund and its own grants program into one process. Several programs applied for, and received funding from both cycles. They have submitted one interim report. The narrative report will reflect for which cycle the program is reporting (City, or both), and the amount awarded in the respective cycles.

United Way has been provided with a copy of this staff report, notified of the upcoming Committee meeting and invited to attend.

III. Action Recommended

That the Human Services Committee consider this report and recommend the City Council approve acceptance of the Social Service FY 13-14 interim report for period ending December 31, 2013.

Review and Concur:

Nancy Brewer
Finance Director

Review and Concur:

James A Patterson
City Manager

City of Corvallis

Social Service Fund

13-14 Interim (6 mo) Reports

As per our administrative contract, United Way has recently compiled funded program interim reports—covering the first 6 months of the award period— for the 13-14 City of Corvallis Social Service funding cycle.

This document contains the following components:

1. **Program Reports**
   - Narrative: description of the funded project, explanation of how the award has been spent, and how people have been helped
   - Financial update: high-level review of program revenue and expenses for the awarded period

As a reminder—United Way combined review of the City Social Service Fund and its own grants program into one process. Several programs applied for, and received funding from both cycles. They have submitted one interim report. The narrative report will reflect for which cycle the program is reporting (City, or both), and the amount awarded in the respective cycles.

United Way's Community Investment Council is reviewing all interim reports as well, and will follow up where necessary and/or appropriate.

Agency Requests/Awards

Agency	Program	Request	Award
ABC House	Child Abuse Assessment	$40,000	**$12,334**
Benton Furniture Share	Sustaining Client Services	$15,000	**$4,824**
Boys & Girls Club of Corvallis	Lincoln STARS Scholarships	$22,300	**$14,471**
	Johnson Dental Clinic	$30,000	**$19,295**
	Clubhouse Subsidized Support	$50,000	**$14,471**
CARDV	Shelter Services	$20,000	**$7,718**
CASA	Child Advocacy	$20,000	**$9,647**
Corvallis Community Children's Centers	Childcare Tuition Scholarship	$54,675	**$19,295**
Corvallis Daytime Drop-In Center	Counselor	$10,000	**$7,718**
Corvallis Homeless Shelter Coalition	Men's Cold Weather Shelter	$21,000	**$10,612**
	Women & Children's Housing	$10,000	**$7,718**
Community Outreach, Inc	Health	$40,000	**$38,589**
	Integrated Housing	$52,000	**$50,166**
Community Services Consortium	Linn Benton Food Share	$37,000	**$35,695**
Heartland Humane Society	Emergency and Safe Housing	$3,000	**$2,894**
Jackson Street Youth Shelter	Emergency Shelter Ages 10-17	$25,000	**$19,295**
	Transitional Housing for At-Risk Youth	$10,000	**$4,824**
Old Mill	Relief Nursery	$12,000	**$2,894**
Parent Enhancement Program	Healthy Families, Safe Kids	$20,000	**$4,824**
Presbyterian Preschool & Child Care Center	Tuition Assistance	$4,000	**$3,859**
RSVP/Linn-Benton Volunteers	SHIBA	$5,000	**$1,929**
South Corvallis Food Bank	Emergency Food Boxes	$12,000	**$11,577**
Vina Moses	Clothing & Household	$5,000	**$2,412**
We Care	We Care Financial Assistance	$5,000	**$4,824**
	Subtotal	$583,975	**$311,885**

United Way (contract fee)Total **$16,415**

Total distribution **$328,300**

2013 UW & City SS Fund - 6 Month Interim Report #25

Name of Agency *	ABC House
Contact email *	director@abchouse.org
Program Name: *	child abuse assessment program
For which cycle are you reporting? *	Both
Impact Area for United Way	Health
Impact Area for City Social Service Fund	Emergency Services
Amount requested from United Way?	32800
Amount awarded from United Way?	7000
Amount requested from City Social Service Fund?	40000
Amount awarded from City Social Service Fund?	12334

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	Thanks to outside support, we have increased the hours of one part-time medical provider for an additional four hours of medical services per week. Other than that, there have been no significant program changes since the initial application.

Provide specifics regarding how the award was spent. *

Grant funds were spent during the first six months of the grant period providing high-quality child abuse assessments, consultations and support services for 70 Benton County children with concerns of abuse or neglect. Services included 14 complete medical exams, 46 medical consultations including drug exposure testing, 16 forensic interviews, assisting the families of 25 children in completing crime victims compensation applications, and providing advocacy and referral services to the families of 32 children. Grant funds were applied toward direct service personnel expenses.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.

ABC House's child abuse assessment program addresses the United Way Impact area of "Improving People's Health"; in particular, the assessment program aims to ensure that children are safe from family violence. ABC House provides children with medical exams, forensic interviews and advocacy support from trained experts to help determine if abuse occurred and, if so, to ensure that children are protected from future harm and receive the care and support necessary to heal. Services are provided in one safe, child-friendly environment, reducing the trauma children would otherwise experience visiting multiple agencies and having to tell their stories repeatedly. During the grant period, 14 children received complete medical exams, 16 children received forensic interviews, the caregivers of 25 children received assistance in completing crime victims compensation applications, and the families of 32 children received support and referral services.

ABC House observed a slight decrease in the number of on-site forensic interviews during the first six months of the grant period. This decrease was observed in both Benton and Linn Counties and we are working to identify the cause. Part of the decrease is due to the natural ebb and flow of case referrals over time; although the general trend has shown an increase in the number of children served, there are periods of time where the number of children referred for interviews or other services has temporarily declined. Other possible causes may be due to turnover among our agency partners. Since ABC House assessments are by referral only, the number of children we serve depends entirely on our partners identifying children in need of forensic interviews (and other assessment services) and then connecting them to ABC House. If new law enforcement officers or case workers do not yet fully understand the importance of children receiving recorded forensic interviews as opposed to interviews "out in the field," those children will not be referred. ABC House is working with our partners to address this issue through training and orientation. The state of Oregon also recently rolled out a mandatory forensic interview training for all professionals, including law enforcement and DHS case workers, who will be conducting in-depth interviews of children in cases of suspected abuse. The training emphasizes the importance of conducting forensic interviews in neutral, child-friendly environments with recording capability such as ABC House, rather than in the child's home or school.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.

ABC House's assessment program addresses the City of Corvallis priority for providing emergency services to meet the basic human need for safety and freedom from fear and violence, as well as providing acute physical health care in emergency situations. In response to concerns of child abuse and neglect being perpetrated on Corvallis children, ABC House provides medical exams and after-hours consultations, forensic interviews and advocacy support by trained experts to help investigators determine whether child abuse occurred and, if so, to ensure that children are protected from future harm and receive the care necessary to heal.

Working in partnership with the agencies tasked with investigating child abuse, including the Corvallis Police Department, the Benton County Sheriff's Department and DHS Child Protective Services, ABC House provided emergency medical consultations to 35 children with suspicious physical injuries within 48 hours, as required under Karly's Law. Through these after-hours medical consultations, ABC House physicians helped investigators respond quickly to child abuse allegations. For physical abuse cases requiring complete abuse assessments and other urgent allegations of abuse, including sexual abuse, neglect and drug exposure, ABC House coordinated with investigators for children to be seen promptly at ABC House for forensic medical examinations, forensic interviews and referral services and support. 14 children received complete medical exams, 16 children received forensic interviews at ABC House and seven children received drug testing for concerns of exposure to illicit substances, such as methamphetamines and marijuana.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.

One of ABC House's two major goals is to facilitate healing for children with concerns of abuse and neglect, and their caregivers. Aspects of this success outcome include: providing a safe, welcoming environment for children and caregivers, providing clear information about the assessment process and other services at ABC House, and making effective referrals to caregivers for services that will help them support their children and meet their needs following the assessment. ABC House measures its success, in part, through surveys to clients' adult caregivers. 100 percent of caregivers surveyed reported that they and their children felt safe at ABC House. 88 percent reported that their child's questions were answered to their satisfaction (another 8 percent answered "no opinion.") 80 percent reported that they received referrals that have helped since leaving ABC House.

ABC House's other major goal is to foster a multidisciplinary approach with the agencies tasked with investigating child abuse cases that results in more collaborative and efficient investigations. Aspects of this success outcome include child abuse investigations in which victims of child abuse benefit from a collaborative approach, and partners receive information and resources that enhance their abilities to investigate abuse cases. ABC House measures its success through distribution of anonymous surveys to agency partners who work directly with ABC House. Of agency partners surveyed, 100 percent reported that they received information and resources that helped their ability to investigate, they had the opportunity to provide input into the assessment process, and that working with ABC House resulted in a more collaborative child abuse investigation.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

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Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

As the child abuse intervention center for Benton County, ABC House works directly with all of the agencies tasked with the investigation and response to child abuse cases. ABC House receives assessment cases predominantly by referral from law enforcement, including Benton County Sheriff's Office (BSCO), Corvallis Police Department (CPD) and Philomath Police Department (PPD), and the Department of Human Services (DHS). Representatives from these agencies accompany children and their families to ABC House and participate in the assessment process. Investigators join ABC House staff members in getting background history from the caregivers for medical exams and interviews. Those investigators who are specially trained in child forensic interviewing conduct child interviews on site; all others observe the interview conducted by ABC House's staff interviewer from our monitoring room. ABC House medical providers also provided emergency medical consultations for cases handled by BCSO, CPD, PPD and DHS.

ABC House is also a member of the Benton County Child Abuse Response Team, which meets on a weekly basis to discuss and share information on child abuse cases pending in the county. The CART is comprised of representatives from the district attorney's office, law enforcement, DHS, the juvenile department and CASA. During the reporting period, CART reviewed over 80 child abuse cases, including 35 cases of suspicious physical injury. Lastly, ABC House maintains an extensive referral list to area providers, such as the Center Against Rape and Domestic Violence (CARDV) and the Old Mill Center for Children and Families, to ensure that children and

their families receive any additional services needed. The families of 32 children from Benton County received referrals for additional services, including 26 referrals to counseling.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *

1 unit of service is a 3-4 hour child abuse assessment appointment, comprised of 15 hours of staff time per child: 2 hours for medical exam and history, 2 hours for forensic interview and family safety-planning meeting, 4 hours for report-writing by interviewer and physician, 4 hours to gather family information, process intake paperwork and make referrals, 2 hours for medical record-keeping, obtaining client health history and distributing reports to partner agencies, and 2 hours for data entry and medical billing. Hours increase if case proceeds to trial since service providers will prepare for trial and testify as expert witnesses.

Cost per unit (what it costs to deliver this service per client): *	983.96
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	Costs have increased $33.96 per child.
How many unduplicated clients has the program served to date (7/1-12/31)? *	70 from Benton County, including 24 from Corvallis
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	140
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$9667, 50%

Contributions / fundraising income *	13440
Program service fees *	50804.15
Foundation grants *	170349.71
Other Income *	579.25
Total Program Revenue *	235173.11

Payroll-related expenses *	26703.98
Operation expenses *	33757.39
Training costs *	501
Direct Client Services *	156120.77
Miscellaneous expenses *	0
Total Program Expenses *	217083.14

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ATTACHMENT A

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01/17/14
Accrual Basis

ABC House
Balance Sheet
As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
1109 · Citizens Bank - Checking	261,289.29
1113 · Citizens Bank - Capital Account	17,263.00
1905 · Edward Jones	74,234.31
Total Checking/Savings	352,786.60
Other Current Assets	
1720 · Accounts Receivable	16,166.06
Total Other Current Assets	16,166.06
Total Current Assets	368,952.66
Fixed Assets	
1250 · Prepaid expenses	1,084.37
1725 · Accumulated Depreciation	-199,944.00
1740 · Building	430,324.79
1745 · Equipment	123,072.31
1755 · Land	58,000.00
Total Fixed Assets	412,537.47
Other Assets	
1915 · Investment Edward Jones	460,894.61
1920 · Investment-OCF	337,011.32
1930 · Unrealized app/depr. of inv.	90,370.12
Total Other Assets	888,276.05
TOTAL ASSETS	**1,669,766.18**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	2,367.48
Total Accounts Payable	2,367.48
Credit Cards	
1110 · Card Service Center	206.62
1112 · Capital One Bank NA	40.00
Total Credit Cards	246.62
Other Current Liabilities	
2415 · FICA/FWT Payable	3,297.51
2430 · Salary & Wages Payable	472.49
2435 · SWT Payable	-7,900.70

ABC House
Balance Sheet
As of December 31, 2013

	Dec 31, 13
2440 · WBE/SVI Payable	2,216.53
2445 · Unearned Income	51,250.00
Total Other Current Liabilities	49,335.83
Total Current Liabilities	51,949.93
Total Liabilities	51,949.93
Equity	
3000 · Unrestricted net assets	1,343,675.93
3010 · Temp Restricted Net Assets	55,285.00
32000 · *Retained Earnings	128,742.32
Net Income	90,113.00
Total Equity	1,617,816.25
TOTAL LIABILITIES & EQUITY	1,669,766.18

ABC House
Profit & Loss Budget vs. Actual
July through December 2013

	Jul - Dec 13	Jul - Dec 12	Budget	$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense						
Income						
4000 · Revenue						
4005 · Donations						
4007 · Year End Appeal	2,375.00	13,288.33				
4009 · Newsletter	1,995.00	3,225.00				
4005 · Donations - Other	25,362.86	27,730.94	40,940.20	-15,577.34	61.95%	
Total 4005 · Donations	29,732.86	44,244.27	40,940.20	-11,207.34	72.63%	81,880.00
4010 · Grants						
4015 · Benton County CAMI	17,500.00	17,500.00	35,000.08	-17,500.08	50.0%	70,000.00
4020 · Linn County CAMI	43,402.17	35,821.03	33,321.01	10,081.16	130.26%	143,284.12
4025 · VOCA	9,283.00	0.00	9,283.00	0.00	100.0%	37,132.00
4027 · Other Grant Revenue	154,176.98	63,809.35	116,185.66	37,991.32	132.7%	232,371.04
Total 4010 · Grants	224,362.15	117,130.38	193,789.75	30,572.40	115.78%	482,787.16
4030 · Fees for Service						
4035 · Court Appearances	1,950.00	2,503.42				
4040 · Karly's Law	12,033.46	7,893.22				
4045 · Medical Billing	38,136.08	39,733.01				
4050 · Mental Health Billing	492.00	1,408.00				
4055 · Records Request	35.00	35.00				
4030 · Fees for Service - Other	-54.66	0.00	47,090.02	-47,144.68	-0.12%	
Total 4030 · Fees for Service	52,591.88	51,572.65	47,090.02	5,501.86	111.68%	94,180.00
4060 · Fundraisers						
4062 · Celebrate Hope						
4064 · Celebrate Hope 2012	160.00	7,080.00				
4065 · Celebrate Hope 2013	8,755.00					
4066 · Celebrate Hope 2014	2,000.00					
4062 · Celebrate Hope - Other	0.00		0.00	0.00	0.0%	
Total 4062 · Celebrate Hope	10,915.00	7,220.00	0.00	10,915.00	100.0%	70,000.00
4068 · Donor Appreciation Event	500.00	1,000.00				
4070 · Runaway Pumpkin Half Marat	72,479.19	66,009.58	81,000.00	-8,520.81	89.48%	81,000.00
4080 · Third Party Events	15,971.18	5,402.39	5,000.02	10,971.16	319.42%	10,000.00
Total 4060 · Fundraisers	99,865.37	80,349.47	86,000.02	13,865.35	116.12%	171,000.00
4085 · Other Income						
4087 · Board Dues	1,000.00		1,000.00	0.00	100.0%	1,000.00
4090 · Interest & Distribution Income	13,758.93	0.00				13,000.00
4085 · Other Income - Other	205.00	554.39				-
Total 4085 · Other Income	14,963.93	554.39	1,000.00	13,963.93	1,496.39%	14,000.00
Total 4000 · Revenue	421,516.19	293,851.16	368,819.99	52,696.20	114.29%	843,847.16
Total Income	421,516.19	293,851.16	368,819.99	52,696.20	114.29%	843,847.16
Gross Profit	421,516.19	293,851.16	368,819.99	52,696.20	114.29%	
Expense						
6000 · Expenses						
6015 · Building Expenses						
6020 · General Expenses	870.11	921.88	1,430.14	-560.03	60.84%	2,860.00
6025 · Repairs and Maintenance	3,306.54	4,108.97	4,485.12	-1,178.58	73.72%	8,970.00
6030 · Telephone	1,453.26	1,089.89	1,300.10	153.16	111.78%	2,600.00
6035 · Utilities	3,588.24	2,916.61	3,588.00	0.24	100.01%	7,176.00
Total 6015 · Building Expenses	9,218.15	9,037.35	10,803.36	-1,585.21	85.33%	21,606.00
6040 · Computers						
6042 · Computer Repairs & Mainten	1,538.75	617.50	750.00	788.75	205.17%	1,500.00
6044 · Computer Software and Hardv	3,924.30	8,199.98	6,175.16	-2,250.86	63.55%	12,350.00
Total 6040 · Computers	5,463.05	8,817.48	6,925.16	-1,462.11	78.89%	13,850.00
6045 · Contract Labor	34,284.72	31,218.45	52,161.85	-17,877.13	65.73%	104,323.63

ABC House
Profit & Loss Budget vs. Actual
July through December 2013

	Jul - Dec 13	Jul - Dec 12	Budget	$ Over Budget	% of Budget	Annual Budget
6055 · Dues and Subscriptions	1,710.00	1,905.00	1,350.00	360.00	126.67%	2,700.00
6060 · Fees and Registration	807.21	1,060.33	1,602.58	-795.37	50.37%	3,205.00
6065 · Fundraisers						
6070 · Celebrate Hope	86.05	10.19	0.00	86.05	100.0%	9,500.00
6075 · Donor Appreciation	506.53	591.96	500.00	6.53	101.31%	500.00
6080 · Runaway Pumpkin Half Maratl	19,431.12	16,296.34	29,500.00	-10,068.88	65.87%	29,500.00
6084 · Third Party Events	9.48					2,800.00
Total 6065 · Fundraisers	20,033.18	16,898.49	30,000.00	-9,966.82	66.78%	42,300.00
6085 · Legal and Accounting	672.00	275.00	2,500.10	-1,828.10	26.88%	5,000.00
6090 · Insurance						
6092 · Health Insurance	22,059.40	24,154.80	30,134.80	-8,075.40	73.2%	60,289.26
6094 · Liability/Medical Malpractice	4,995.00	4,344.05	8,686.84	-3,691.84	57.5%	17,373.00
6098 · Workers' Compensation Insur	857.94	1,919.03	895.36	-37.42	95.82%	1,790.14
Total 6090 · Insurance	27,912.34	30,417.88	39,717.00	-11,804.66	70.28%	79,432.80
6100 · General Office Supplies	1,435.78	1,620.07	1,927.68	-491.90	74.48%	3,855.00
6105 · Payroll Taxes	16,301.79	15,029.83	18,705.74	-2,403.95	87.15%	37,411.10
6110 · Photocopy and Printing	2,298.81	937.90	1,200.18	1,098.63	191.54%	2,400.00
6115 · Postage	616.71	1,225.40	1,552.15	-935.44	39.73%	3,103.87
6120 · Program Supplies						
6125 · Advocacy	65.54	314.92	500.02	-434.48	13.11%	1,000.00
6130 · Community Education	1,695.59	-280.41	1,750.04	-54.45	96.89%	3,500.00
6140 · Medical	591.57	1,056.70	1,000.04	-408.47	59.16%	2,000.00
Total 6120 · Program Supplies	2,352.70	1,091.21	3,250.10	-897.40	72.39%	3,500.00
6145 · Property Tax	269.96	257.90	155.14	114.82	174.01%	310.00
6150 · Public Relations & Advertising	640.08	216.84	192.00	448.08	333.38%	384.00
6170 · Resource Material	647.39	39.95	412.56	234.83	156.92%	825.00
6175 · Salaries and Wages						
6180 · Administrative Assistant	10,849.24	11,386.65	10,616.36	232.88	102.19%	21,232.64
6185 · Advocacy	21,164.60	20,482.80	21,200.02	-35.42	99.83%	42,400.00
6190 · Community Education	9,661.08	5,885.99	9,319.44	341.64	103.67%	18,638.88
6193 · Counselor P/T	7,133.81	2,870.24	7,230.60	-96.79	98.66%	14,461.20
6194 · Development Associate	10,028.20		10,176.00	-147.80	98.55%	25,440.00
6195 · Development Director	26,387.76	25,496.87	26,225.35	162.41	100.62%	52,450.69
6200 · Executive Director	30,162.41	26,971.45	30,300.00	-137.59	99.55%	60,600.00
6205 · Interviewer	12,056.28	12,078.88	14,698.25	-2,641.97	82.03%	29,396.45
6210 · Medical Director	71,510.09	67,585.11	71,357.89	152.20	100.21%	142,715.77
6215 · Medical Support	1,288.10	105.00	2,142.44	-854.34	60.12%	4,284.80
6220 · Nurse	21,204.92	21,149.32	21,202.77	2.15	100.01%	42,405.51
6225 · Office Support Specialist	17,077.09	16,500.20	16,866.56	210.53	101.25%	33,732.80
Total 6175 · Salaries and Wages	238,523.58	210,512.51	241,335.68	-2,812.10	98.84%	487,758.74
6230 · Trainings	3,066.00		3,000.12	65.88	102.2%	16,000.00
6235 · Travel	2,135.84	1,804.04	1,766.60	369.24	120.9%	3,533.00
Total 6000 · Expenses	368,389.29	336,483.01	418,558.00	-50,168.71	88.01%	834,498.14
Total Expense	368,389.29	336,483.01	418,558.00	-50,168.71	88.01%	834,498.14
Net Ordinary Income	53,126.90	-42,631.85	-49,738.01	102,864.91	-106.81%	9,349.02

2013 UW & City SS Fund - 6 Month Interim Report #6

Name of Agency *	Benton Furniture Share
Contact email *	bfs1@peak.org
Program Name: *	Sustaining Client Services
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Emergency Services
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	15000
Amount awarded from City Social Service Fund?	4824

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	At this time there has not been any significant program change since Benton Furniture Shares initial application.

Provide specifics regarding how the award was spent. *

Furniture Share awarded funds was spent on programs to help provide beds, pillows, sheets and blanket sets to children, basic furniture, household items, a dinner table and chairs to family and individuals in need within our community. Furniture Share has served 1,762 unduplicated low income individuals living within the City of Corvallis of which 129 individuals received a table and chairs, 314 beds, pillows, sheets and blanket sets was distributed to 314 children and 1,324 individuals received other basic essential furniture and household items. This project also preserves our environment by diverting 146.83 tons of REUSEABLE home furnishings from the landfill.
Furniture Share provides daily tasks to secure programs. The program constitutes:

- Managing the warehouse site
- Answering and responding to an average of 75 phone calls a day from clients
- Contact with Caseworkers and furniture donors
- Building and maintaining relationships with donors and volunteers
- Marketing Furniture Share to the public and referring agencies
- Greeting donors and receiving their donations
- Unpacking donations
- Maintaining the organization of donations in the Warehouse space
- Packing items specific to client requests
- Interacting with clients and case managers of partnering agencies
- Tracking client requests
- Transferring items we don't use to other agencies or to recyclers

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.

Measurable changes that have occurred from our programs include helping to preserve our environment by diverting 146.83 tons of REUSABLE home furnishings from the landfill and helped our initiative such as BEDS for KIDS, Furniture for Individuals in Crises, and Feeding Our Future which provided 129 individuals with a table and chairs to have a place to eat meals, learn and consume healthy food to reduce obesity, provide children in emergency situations by quickly providing a bed, pillow, sheets, and a blanket to 314 vulnerable children within our community to improved living conditions, assisting 1,324 Corvallis residents to transition into self-sustainability and independent lifestyles by distributing 3,972 basic essential furniture and household items, and collaborated with other non-profits or agencies to achieve the priority criteria defined by the City of Corvallis that includes shelter, warmth, and safety or freedom from fear and violence particularly among single mothers who seek alternative and safe accommodations. v

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Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

Feeding Our Future effectively reached and served the needs of 129 vulnerable families and children in our community by providing tables and chairs, benefits to family meals, recipes, and conversational starter tips to ensure smooth transitioning to a better quality of life and behavior at work or school. Families who eat together experience better health from meals prepared within the home, improved vocabularies and performance in school and at work, and better relationships with peers and family members. Other benefits include preparation of simple, nutritious meals that can reduce obesity, improve health, and creation of a family environment that embraces and supports each other to achieve self-esteem and success within the community.
Furniture to Individuals in Crisis provided 1,324 individuals with furniture and basic household items who where in transition to improved conditions. Individuals receiving these items often experience better health, improved performance in jobs and school, better relationships from less worry, and greater self-confidence. Providing recycled furniture and household items can ensure smooth transitioning to a better quality of life. Additionally, recycling furniture benefits everyone in our community by diverting waste from the landfill while donors express a sincere delight knowing that furniture is being reused or rebuilt to improve the livelihoods of families in need.
There are 314 children who have received a bed of their own. Children who sleep in a bed often experience better health, improved performance in school, have a better relationship with peers and family rather than practicing sleep deprived habits, and should experience greater self-confidence. BEDS for KIDS allow Furniture Share to effectively reach and serve the needs of vulnerable children in our community. Providing these families with beds and linen can ensure smooth transitioning to a better quality of life. Other benefits are that families are able to present a front of normalcy that is important to their morale and ultimately to their success towards self-

efficiency.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

Furniture Share collaborates with over 65 social service agencies and non-profit organizations that refer clients to our services, thereby helping people assemble the necessary resources from multiple non-profits that provide emergency and transitional services within our community. We partner with Community Outreach, Human Services, Parent Enhancement Programs, and Domestic Violence and Homeless shelters Linn Benton Housing Authority and other housing organizations to help clients transition into functional family situations.
Furniture Share is the only non-profit agency within Benton County that provides beds, pillows, sheets and blankets, dinner tables and chairs, and other basic furniture and household items at no cost to children, families and individuals in need within our communities' vulnerable populations. Without a functional sleeping space, families continue to practice sleep deprived behaviors and are unable to stabilize their lives or move toward self-sufficiency, improved health and independence. Without a functional eating space, families often consume food individually, in front of the TV, or as "take out" depriving family behaviors that support each other emotionally, physically, and with healthy meals that contribute to reducing mental stress, hopelessness, and despair; strengthening productivity at work and school; improving physical and mental health; increasing family connections and enhancing relationships; restoring dignity; building inner strength, self-reliance, and stability; and offering an opportunity to create a meaningful life. Furniture Share clients are screened for needs assessments and income qualifications and are then referred to us through the agencies we partner and collaborate with. Furniture Share partners with many social service agencies to help them reach their goals of helping their clients become self sufficient. Without our program other service agencies would not meet there goals and achieve successful outcomes.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	1 Sofa and love seat, end table, coffee table, book shelf, TV, adult bed and linens, dresser and other basic furniture needs can provide comfort to an individual or family for 5 or more years. 1 bed, pillow, sheets and a blanket can give 1 child a good night sleep for 5 or more years. 1 table and 4-6 chairs will provide a family with a place to enjoy healthy meals, contribute to family conversations, and function as a family to support each other got 5 years or more.
Cost per unit (what it costs to deliver this service per client): *	40.00
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	The value of Cost per unit did not change.
How many unduplicated clients has the program served to date (7/1-12/31)? *	1,767
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	2,240
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	2,412 50% of total award

Contributions / fundraising income *	17000
Program service fees *	0
Foundation grants *	34000
Other Income *	0
Total Program Revenue *	51000

Payroll-related expenses *	8115
Operation expenses *	3700
Training costs *	0
Direct Client Services *	39185
Miscellaneous expenses *	0
Total Program Expenses *	51000

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ATTACHMENT A Packet Page 15

Benton Furniture Share
Balance Sheet
As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
Checking	11,972.49
Petty Cash	90.77
Total Checking/Savings	12,063.26
Total Current Assets	12,063.26
TOTAL ASSETS	12,063.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income	900.00
Total Other Current Liabilities	900.00
Total Current Liabilities	900.00
Total Liabilities	900.00
Equity	
Net Income	11,163.26
Total Equity	11,163.26
TOTAL LIABILITIES & EQUITY	12,063.26

Benton Furniture Share
Profit & Loss
December 2013

	Dec 13		Jul - Dec 13	
Ordinary Income/Expense				
Income				
City of Corvallis Grants				
City of Corvallis				
Social Services	402.00		2,010.00	
CDBG	791.67		4,750.02	
Total City of Corvallis		1,193.67		6,760.02
Total City of Corvallis Grants		1,193.67		6,760.02
United Way Grants				
United Way		416.67		2,917.62
Total United Way Grants		416.67		2,917.62
Grant Income				
Salem Foundation	0.00		1,000.00	
Walmart	0.00		500.00	
Philomath Community Foundation	0.00		300.00	
Juan Young Trust	0.00		5,000.00	
Benton County Foundation	0.00		6,000.00	
Collins Foundations	0.00		10,000.00	
Ralph Hull Foundation	0.00		20,000.00	
Total Grant Income		0.00		42,800.00
Contribution Income				
Newsletter Donations	415.00		415.00	
Contributions	11,835.00		16,514.35	
Total Contribution Income		12,250.00		16,929.35
Civic Groups				
Kiwanis	750.00		750.00	
Rotary Club	0.00		275.00	
Total Civic Groups		750.00		1,025.00
Benefit Sale		399.26		3,887.18
Fund Raising				
BBQ				
Sponsors	0.00		4,750.00	
Ticket Sales	0.00		8,315.08	
Babecue Expenses	0.00		-2,592.77	
Total BBQ		0.00		10,472.31
Beds for Kids		11,149.40		11,629.40
Total Fund Raising		11,149.40		22,101.71
Other Income				
Jobs Plus		0.00		2,352.24
Total Other Income		0.00		2,352.24
Total Income		26,159.00		98,773.12
Expense				
Wages & Fringe Benefits				
Executive Director	7,000.00		29,499.96	
Partner Liaison Coordinator	2,365.00		8,860.00	
Administrative Assistance	1,297.50		6,820.00	
Delivery Driver Wages				
Delivery Driver	1,000.00		5,360.00	
Client/Delivery Assistant	2,348.00		9,449.00	
Total Delivery Driver Wages		3,348.00		14,809.00
Payroll Taxes		1,451.16		7,164.24
Health Insurance		902.08		3,010.48
Total Wages & Fringe Benefits		16,363.74		70,163.68

Benton Furniture Share
Profit & Loss
December 2013

	Dec 13	Jul - Dec 13
Occupancy		
Rent	800.00	5,312.00
Utilities		
Telephone	295.49	1,268.06
Garbage Disposal	0.00	439.67
Utilities - Other	263.34	263.34
Total Utilities	558.83	1,971.07
Total Occupancy	1,358.83	7,283.07
Postage	46.00	150.01
Supplies & Fees		
Bank Charge	53.53	494.17
Supplies	105.00	1,689.50
Supplies & Fees - Other	55.96	104.17
Total Supplies & Fees	214.49	2,287.84
Equipment		
Repairs	0.00	295.00
Total Equipment	0.00	295.00
Printing & Photocopy	466.00	466.00
Advertising	894.00	1,235.75
Fundraising	0.00	453.83
Insurance		
Liability Insurance	0.00	2,044.00
Total Insurance	0.00	2,044.00
Dues/Memberships/Training/Conf.	200.00	885.00
Accounting	151.50	1,326.94
Volunteer		
Volunteer Appreciation	0.00	223.58
Total Volunteer	0.00	223.58
Donor Appreciation	73.50	143.94
Auto		
Fuel	106.00	1,448.81
Maintenance/Service	158.92	276.69
Total Auto	264.92	1,725.50
Travel		
Mileage	20.90	49.20
Total Travel	20.90	49.20
Storage	165.77	165.77
Total Expense	20,219.65	88,899.11
Net Ordinary Income	5,939.35	9,874.01
Other Income/Expense		
Other Income		
Carryover	0.00	1,289.25
Total Other Income	0.00	1,289.25
Net Other Income	0.00	1,289.25
Net Income	5,939.35	11,163.26

Assets	Benton Furniture Share For the Month of		12/31/13	
Checking/Operating Reserve	$12,063.26			
Savings				41.67%
Total Cash on Hand	$12,063.26			of Year

	This Month	Year to Date	2013/14 Budget	Percent Budget Rec/Spent
Income				
City of Corvallis - Social Services	402.00	2,010.00	5,000.00	40.20%
City of Corvallis - CBDG	791.67	4,750.02	9,500.00	50.00%
United Way Designated				
United Way	416.67	2,917.62	5,000.00	58.35%
Grants		42,800.00	95,000.00	45.05%
Corporate Contributions			5,000.00	0.00%
Contributions	12,250.00	16,929.35	18,500.00	91.51%
Civic Groups	750.00	1,025.00	4,000.00	25.63%
Benefit Sales	399.26	3,887.18	18,000.00	21.60%
Truck Sponsorship			5,000.00	0.00%
Special Events		10,472.31	23,000.00	45.53%
Feeding Our Future			5,000.00	0.00%
Beds for Kids	11,149.40	11,629.40	25,000.00	46.52%
Total Income	26,159.00	96,420.88	218,000.00	44.23%
Expenses				
Personnel				
Executive Director	7,000.00	29,499.96	54,000.00	54.63%
Client/Liaison Coordinator	2,365.00	8,860.00	15,600.00	56.79%
Administrative Assistant	1,297.50	6,820.00	15,600.00	43.72%
Client/Delivery Assistant	2,348.00	9,449.00	21,840.00	43.26%
Client/Delivery Driver	1,000.00	5,360.00	20,200.00	26.53%
Jobs Plus Reimbursement		-2,352.24		
Payroll Taxes	1,451.16	7,164.24	16,545.00	43.30%
Medical/Dental Benefits	902.08	3,010.48	12,415.00	24.25%
Total Personnel	16,363.74	67,811.44	156,200.00	43.41%
Occupancy				
Rent	965.77	5,477.77	12,000.00	45.65%
Telephone/Internet/Garbage Disposal	558.83	1,971.07	4,500.00	43.80%
Total Occupancy	1,524.60	7,448.84	16,500.00	45.14%
Materials & Services				
Postage	46.00	150.01	2,000.00	7.50%
Supplies/Credit Card Fees	214.49	2,287.84	2,000.00	114.39%
Equipment		295.00	3,000.00	9.83%
Printing	466.00	466.00	2,500.00	18.64%
Advertising	894.00	1,235.75	3,000.00	41.19%
Fundraising		453.83	7,500.00	6.05%
Insurance		2,044.00	5,400.00	37.85%
Dues/Memberships/Training/Conference	200.00	885.00	1,900.00	46.58%
Professional Fees/Accounting	151.50	1,326.94	3,500.00	37.91%
Volunteer/Donor Appreciation	73.50	367.52	1,500.00	24.50%
Vehicle Maintenance/Expenses	264.92	1,725.50	5,000.00	34.51%
Mileage	20.90	49.20	8,000.00	0.62%
Total Materials & Services	2,331.31	11,286.59	45,300.00	24.92%
Total Expense	20,219.65	86,546.87	218,000.00	39.70%
Net Income/Loss-Emergency Reserves	5,939.35	9,874.01	218,000.00	
Carryover		1,289.25		
	Balance	11,163.26		

ATTACHMENT A

2013 UW & City SS Fund - 6 Month Interim Report* #4

Name of Agency *	Boys & Girls Club of Corallis
Contact email *	hhiggins@bgccorvallis.org
Program Name: *	Lincoln STARS Scholarships
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Choose one
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	22300
Amount awarded from City Social Service Fund?	14471

Describe any significant Program changes (cost, schedule, scope) since the initial application. *

One significant change was the joint award with 509J for a 21st Century learning grant. This has allowed BGCC to offer more scholarship funding to a higher percentage of Lincoln youth. BGCC asked for $22,300 to provide STARS scholarship support for 28 youth on the free/reduced lunch program whose families face transportation difficulties. Supported families will pay $24.50/month, approximating the subsidized costs.
BGCC received $14,471 which would support approximately 10 youth for the school year. Because of this joint grant award, we are now serving 65 youth at Lincoln and providing scholarship support to 52 of those youth to offset the $245/mo. fee and ensure access to low income youth.
We believe the CSSF award helped BGCC and 509J receive the 21st Cent grant which lasts for five years. It demonstrated support from the broader community for our low income youth at Lincoln school

Provide specifics regarding how the award was spent. *	The award is being used to bridge the gap in scholarship funding for our low income youth. Approximately 52 youth are only paying $24.50/month of the actual 245/mo fee. This funding has achieved our goal of ensuring access to our opportunity and at risk. BGCC is using the CSSF grant award to pay for the gap between what the Client is paying, and what it costs to deliver the program.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.	
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.	
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.	

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

BGCC partners with the Corvallis School District (509J) and Lincoln Elementary School to access space for the afterschool program. Like our STARS sites at the other elementary schools, we use the space at no additional charge.

Meals are provided through the Federal food program and delivered through 509J.

BGCC recruits volunteers and interns from Oregon State University (OSU) to provide the additional mentoring and academic support.
4H is providing STEM activities
LBCC is providing parent education at our quarterly parent nights
Dental screenings and services are provided in collaboration with Benton County Health Department and the Johnson Dental Clinic at BGCC.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	one child for one month of service
Cost per unit (what it costs to deliver this service per client): *	245 per month
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	same
How many unduplicated clients has the program served to date (7/1-12/31)? *	75

How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	100
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$7235 50%
Contributions / fundraising income *	0
Program service fees *	16795
Foundation grants *	44173
Other Income *	0
Total Program Revenue *	60969
Payroll-related expenses *	43130
Operation expenses *	17781
Training costs *	0
Direct Client Services *	35875
Miscellaneous expenses *	0
Total Program Expenses *	60913
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2013 UW & City SS Fund - 6 Month Interim Report* #2

Name of Agency *	Boys & Girls Club of Corvallis
Contact email *	hhiggins@bgccorvallis.org
Program Name: *	Johnson Dental Clinic - parent dental days
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Emergency Services
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	30000
Amount awarded from City Social Service Fund?	19295

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	The grant funds provided for expanded dental services to uninsured 18-24 year olds. Through these funds, we have delivered services to uninsured youth and working parents of BGCC Club members.
Provide specifics regarding how the award was spent. *	The funds were used to pay for the materials and supplies associated with maintaining and managing the clinic and all associated costs for dental treatment associated with serving uninsured young adults. Per the grant, we are funding a portion of the volunteer coordinator to secure volunteer dentists. Additional dental equipment was purchased to serve adults, since most of equipment was geared towards children.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.	to date, we have served 114 patients from Jackson street, college youth, and parents of members. Total value of services delivered to date was $54,150. Our goal was to increase access and services to uninsured citizens in Benton County.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.	

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

We have partend with Benton CO health department and have deliverd services throughout the year to 18-24 year olds, and some parents The Clinic now has established a clear linkage to Jackson street to ensure that any of the youth in shelter who need dental, or have not seen a dentist in the last year, are seen. We continue to ensure that children at Community Outreach, and their parent(s) also have access to dental services. We are building our recruitment with OSU and LBCC to define a process to provide services to those most in need. The number of emergency room visits as reported by Good Samaritan had dropped by over 50% as of October, and in the month of November we were told that they had zero emergency room visits due to dental pain and infection. We would love to see this trend continue!
The biggest win is that any youth or young adult in Benton CO who has an oral health emergency, who lacks insurance can be seen in the Johnson Dental clinic within 48 hours in most cases.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.	Benton County Health Department - assists with scheduling, and supervision of the clinics. Maintain records and create a dental home for new patients. Established clear linkage of service opportunities for clients of Jackson St and COI. Established partnership with OSU Health promotions and student health center. Established linkage with LBCC but continue to look at how to address access issues for LBCC students due to transportation into Corvallis from LBCC main campus.
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	one person is one unit of service
Cost per unit (what it costs to deliver this service per client): *	475 (the actual market cost)
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	99
How many unduplicated clients has the program served to date (7/1-12/31)? *	35
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	200
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$19,219, 100%

Contributions / fundraising income *	2540
Program service fees *	0
Foundation grants *	19295
Other Income *	0
Total Program Revenue *	21835

Payroll-related expenses *	13189
Operation expenses *	1588
Training costs *	0
Direct Client Services *	3640
Miscellaneous expenses *	802
Total Program Expenses *	19219

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2013 UW & City SS Fund - 6 Month Interim Report* #3

Name of Agency *	Boys & Girls Club of Corvallis
Contact email *	hhiggins@bgccorvallis.org
Program Name: *	Clubhouse Subsidized Suport
For which cycle are you reporting? *	Both
Impact Area for United Way	Income
Impact Area for City Social Service Fund	Transitional
Amount requested from United Way?	20000
Amount awarded from United Way?	10000
Amount requested from City Social Service Fund?	50000
Amount awarded from City Social Service Fund?	14471

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	No program changes
Provide specifics regarding how the award was spent. *	The award was spent to help offset the cost of $1,500 per child to provide afterschool service for kids, in a safe supervised place, so that parents can maintain their jobs.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	We believe that we have supported the critical measureable changes projected because of this grant for affordable afterschool care: that low income parents would be able to maintain employment and educational opportunities. At the current time, daily attendance at the Club has increased, unemployment in Benton County is declining and enrollment at both LBCC and OSU is increasing.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.	We believe that we have supported the critical measureable changes projected because of this grant for affordable afterschool care: that low income parents would be able to maintain employment and educational opportunities. At the current time, daily attendance at the Club has increased, unemployment in Benton County is declining and enrollment at both LBCC and OSU is increasing.
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed	As we described in the grant, a key measurement of success is our average daily attendance (ADA). At the time of the grant award our ADA was 400 youth, broken down to: 280 elementary, 75 middle school, and 45 high school. At the current time our ADA is 455, with

in the Program Application relative to the identified United Way impact area.	300 elementary, 100 middle school, and 55 high school youth.
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.	As we described in the grant, our measurement of success is our average daily attendance (ADA). At the time of the grant award our ADA was 400 youth, broken down to: 280 elementary, 75 middle school, and 45 high school. At the current time our ADA is 455, with 300 elementary, 100 middle school, and 55 high school youth. Correspondingly - number of low income youth served, number of daily meals served, number of registered members, and number of visits per year, have all increased. The High School graduation rate for high school seniors attending the Club last year was 100%.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

OSU:
Staffing
Youth Mentoring
College education programs
Campus tours
STEM education programming
Impact Program - developmentally disabled youth outreach

Jackson Street Youth Shelter:
Youth Mentoring
Social programming
Behavioral education & training

CARDV:
Youth Mentoring
Social programming

ABC House:
Youth Mentoring

Corvallis 509J School District:
Facilities
Youth Programming
Daily dinner
Career services

Linn Benton Community College:
Staff
Youth Mentoring
Education programming

OSU Credit Union:
Career training
Educational programming

In addition we have received more than 26,000 hours of volunteer service from the community.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One youth served per day
Cost per unit (what it costs to deliver this service per client): *	$1,500 per year/300 days per year = $5 per day
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	Matches
How many unduplicated clients has the program served to date (7/1-12/31)? *	140
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	140
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$24,471, 100%
Contributions / fundraising income *	1335
Program service fees *	10750
Foundation grants *	26471
Other Income *	4795.33
Total Program Revenue *	43351.33
Payroll-related expenses *	75550.75
Operation expenses *	57604.45
Training costs *	0
Direct Client Services *	0
Miscellaneous expenses *	0
Total Program Expenses *	133155.2
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Boys & Girls Club of Corvallis
Gen Ops Balance Sheet
As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash	217,012.12
Total Checking/Savings	217,012.12
Accounts Receivable	
1200 · A/R	347,937.75
Total Accounts Receivable	347,937.75
Other Current Assets	
1202.1 · Contra ANET Receivables	-148,968.39
1210 · DP Imports	-28,850.00
1225 · NW Agency Trust - SUTA Acct	19,473.47
1250 · Allowance for Doubtful Accts	-2,946.23
1252 · NSF Checks Outstanding	600.00
1254 · Prepaid Expenses - Club Ops	23,796.62
Total Other Current Assets	-136,894.53
Total Current Assets	428,055.34
Fixed Assets	
1500 · Fixed Assets	4,627,687.30
1600 · Accumulated Depreciation	-1,975,139.79
Total Fixed Assets	2,652,547.51
TOTAL ASSETS	**3,080,602.85**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	25,709.19
Total Accounts Payable	25,709.19
Credit Cards	
2100 · Credit Cards - MBNA MC	5,241.66
Total Credit Cards	5,241.66
Other Current Liabilities	
2005 · Gen Ops Accrued Accts Payable	2,178.57
2200 · Due to Affilitiates	1,334.85
2400 · Payroll Liabilities	72,194.70
2800 · Unearned Income	15,520.11
Total Other Current Liabilities	91,228.23

Boys & Girls Club of Corvallis
Gen Ops Balance Sheet
As of December 31, 2013

	Dec 31, 13
Total Current Liabilities	122,179.08
Total Liabilities	122,179.08
Equity	
3000 · Total Fund Balance	2,958,423.77
Total Equity	2,958,423.77
TOTAL LIABILITIES & EQUITY	3,080,602.85

Boys & Girls Club of Corvallis
Profit & Loss - CH w/Facility
July through December 2013

	Jul - Dec 13
Income	
4000 · Fundraising	
4001 · General Donations	860.00
4005 · Donated Scholarships	475.00
Total 4000 · Fundraising	1,335.00
4185 · Grants - Planned Ops	26,471.00
4195 · In Kind Income	3,705.27
4502 · Other Revenue	275.80
4700 · Clubhouse Revenue	
4701 · Facility Rental	148.60
4702 · Memberships	10,750.00
4704 · Misc Program Fees	35.00
4706 · Vending	630.66
Total 4700 · Clubhouse Revenue	11,564.26
Total Income	43,351.33
Gross Profit	43,351.33
Expense	
5000 · IK - In Kind Exp - Ops	2,971.98
5100 · FE - Facility Expenses	
5101 · Alarms	299.00
5102 · Insurance	3,027.00
5103 · Maintenance	8,107.39
5104 · Repairs	3,828.23
5105 · Supplies	1,339.64
5106 · Utilities	
5106.1 · Gas	2,299.79
5106.2 · Garbage	2,393.29
5106.3 · Electric	12,147.85
5106.4 · Water/Sewer	3,054.34
Total 5106 · Utilities	19,895.27
5114 · Janitorial Supplies	4,059.11
5115 · Janitor's Payroll	14,024.19
5116 · Maintenance Payroll	4,832.32
Total 5100 · FE - Facility Expenses	59,412.15
6400 · OE - Occupancy Exp	
6402 · Insurance	2,020.02
6404 · Telephone	87.50
6499 · Occupancy-Allocated	1,613.18
Total 6400 · OE - Occupancy Exp	3,720.70

Boys & Girls Club of Corvallis
Profit & Loss - CH w/Facility
July through December 2013

	Jul - Dec 13
6500 · Payroll Expenses	
6501 · Gross Wages	
6501.1 · Salary/Wages	29,347.26
6501.2 · Holiday Pay	0.00
6501.3 · Sick Pay	0.00
6501.4 · Vacation Pay	0.00
Total 6501 · Gross Wages	29,347.26
6502 · Taxes	
6502.1 · Medicare	425.61
6502.2 · Social Security	1,819.54
6502.3 · OR WC Assessment	54.16
Total 6502 · Taxes	2,299.31
6503 · Benefits	
6503.1 · Medical/Prescription	0.00
6503.2 · Vision	0.00
6503.3 · Dental	0.00
6503.4 · LTD/STD/Life	0.00
6503.5 · Club Simple	107.99
Total 6503 · Benefits	107.99
Total 6500 · Payroll Expenses	31,754.56
6597 · Alloc Admin PR - Dept Staff	
6597.1 · Alloc Dept Staff - Gross Pay	9,274.11
6597.2 · Alloc Dept Staff - Taxes	718.70
6597.3 · Alloc Dept Staff - Benefits	1,455.60
Total 6597 · Alloc Admin PR - Dept Staff	11,448.41
6598 · Alloc Dept Staff PR to Programs	
6598.1 · Alloc Staff to Prog - Gross Pay	-2,307.19
6598.2 · Alloc Staff to Prog - Taxes	-179.18
6598.3 · Alloc Staff to Prog - Benefits	-180.13
Total 6598 · Alloc Dept Staff PR to Programs	-2,666.50
6599 · Alloc Admin PR - Support Staff	
6599.1 · Alloc Support Staff - Gross Pay	31,695.25
6599.2 · Alloc Support Staff - Taxes	2,468.82
6599.3 · Alloc Support Staff - Benefits	720.34
6599.4 · Reclass Facilities Payroll	-18,726.64
Total 6599 · Alloc Admin PR - Support Staff	16,157.77
6700 · PE - Program Expenses	

Boys & Girls Club of Corvallis
Profit & Loss - CH w/Facility
July through December 2013

	Jul - Dec 13
6701 · Advertising	64.75
6703 · Credit Card Fees	148.12
6704 · ANET Fees	401.48
6706 · Contract Labor/Work Study	41.61
6707 · Copying/Printing	298.54
6709 · Dues/Subscriptions	4,118.98
6710 · Equip Purch/Maint	100.99
6711 · Equip Rent	26.00
6716 · Office Supplies	1,340.22
6718 · Background Checks	231.00
6719 · Postage	49.58
6721 · Scholarships	480.00
6722 · Supplies	2,477.20
6724 · Volunteer Recognition	445.00
6726 · Other Expenses	132.66
Total 6700 · PE - Program Expenses	10,356.13
Total Expense	133,155.20
Net Income	-89,803.87

2013 UW & City SS Fund - 6 Month Interim Report #21

Name of Agency *	Center Against Rape and Domestic Violence (CARDV)
Contact email *	letetia.wilson@cardv.org
Program Name: *	Shelter Services Program
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Emergency Services
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	20000
Amount awarded from City Social Service Fund?	7718

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	There have not been any significant changes in the program.
Provide specifics regarding how the award was spent. *	The award was spent on personnel: 0.34 FTE Executive Director 0.10 FTE Advocacy Services Manager 0.13 FTE Residential Services Manager
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.

CARDV asks residents to complete a feedback survey anonymously at the end of their shelter stay. Three questions are rated 1-5 from strongly agree to strongly disagree. These responses are evaluated quarterly. CARDV's goal is to have 85% of clients agree or strongly agree to the following three statements:

- The services provided by this program helped me make informed choices about my situation.

· After working with CARDV, I have some new ideas about how to stay safe.
· After working with CARDV, I know more about the resources that may be available, including how to access them.

At this date in the cycle 90% of shelter residents indicated they agreed or strongly agreed with the statements on the feedback form.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.	
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.	Our success outcomes mirror our measurable outcomes; to have 85% of clients agree or strongly agree to the following three statements: · The services provided by this program helped me make informed choices about my situation. · After working with CARDV, I have some new ideas about how to stay safe. · After working with CARDV, I know more about the resources that may be available, including how to access them. At this date in the cycle 90% of shelter residents indicated they agreed or strongly agreed with the statements on the feedback form.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

· CARDV and local law enforcement participate in the Lethality Assessment program to help survivors be safe. All four law enforcement agencies that provide services to Benton County call CARDV when on scene at high risk domestic violence calls. CARDV is able to effectively partner with law enforcement by talking with the survivor in the moment and making a plan to help her get to safety, including coming to CARDV's shelter.
· The Department of Human Services Self-Sufficiency program works with survivors to help them find safety in a crisis and to provide long term help to achieve self-sufficiency. CARDV partnered with Self -Sufficiency by referring shelter residents to programs at DHS, accompanying survivors to meetings with their case managers to help safety plan, and advocating on their behalf to help them receive all appropriate services and benefits.
· The Department of Human services Child Welfare department regularly refers their clients to CARDV to help make a safety plan, access the shelter, and to provide ongoing support and education. Advocates accompanied shelter residents to meetings with Child Welfare case workers to ensure effective safety planning.
· Community Outreach, Inc. (COI) and Willamette Neighborhood Housing Services (WNHS) work to help all community members be stable in their housing. Housing stability increases survivor safety. Once a survivor's immediate safety needs have been addressed in the shelter and survivors are looking for long term housing options, CARDV refers outgoing shelter residents to COI's transitional housing program, and have provided ongoing case management to survivors in units owned by WNHS.
· CARDV made bi-monthly orders to Foodshare and regular referrals to Vina Moses and Furniture Share to help meet shelter residents' basic needs.
· Legal Aid works to help survivors stay safe and hold batterers accountable by providing legal assistance to survivors in civil matters such as protective orders or child custody cases. Shelter Residents met with Legal Aid

Attorneys stationed at our Advocacy Center. Community Outreach no longer has the counseling position to have office hours at the Advocacy Center.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One night of shelter with supportive services constitutes one unit of service. With 14 beds available 365 nights a year, CARDV offers 5,110 bed nights annually. To provide emergency shelter, the total number of bed nights have to be available whether they are used or not. The unit cost is the total budget (205,051) divided by the number of bed nights (5110). One unit of service is $40.13.
Cost per unit (what it costs to deliver this service per client): *	$31.60
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	CARDV has 2 more beds available, for a total of 16. 16 beds available for six months (182.5 hours) equals 2,920 bed nights. Six months expenses for the period were $92,264, divided by the available bed nights of 2,920 equals $31.60 per unit.
How many unduplicated clients has the program served to date (7/1-12/31)? *	· To date CARDV has sheltered 21 adults and 16 children for 400 bed nights. · Those individuals received 476 follow up contacts. · CARDV has answered 1673 Hotline calls from Benton County residents.
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	· 50 adult survivors unduplicated. 900 follow up contacts to shelter residents. 3000 hotline calls this year.
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$3,859.00, 50%

Contributions / fundraising income *	27020
Program service fees *	178
Foundation grants *	20448
Other Income *	71000
Total Program Revenue *	118646

Payroll-related expenses *	76841
Operation expenses *	9727
Training costs *	264
Direct Client Services *	3843
Miscellaneous expenses *	1589
Total Program Expenses *	92264

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Center Against Rape and Domestic Violence
Balance Sheet
As of December 31, 2013

CARDV
BALANCE SHEET AS OF DECEMBER 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
11100 · Cash - Non-interest Bearing	
11110 · Citizen's Bank Checking 2538	47,147.38
11120 · Citizen's Bank Scholarship 9198	7.10
11150 · Petty Cash	204.30
Total 11100 · Cash - Non-interest Bearing	47,358.78
11200 · Savings & Temp Cash Investments	
11220 · Citizen's $Market Savings 6996	157,906.99
11230 · Citizen's Bank Advocacy 3882	139,742.00
11240 · OSU Savings - 00	5.00
11250 · OSU Money Market - 50	247,437.85
Total 11200 · Savings & Temp Cash Investments	545,091.84
11300 · Mass Mutual Forfeiture Account	-8.50
Total Checking/Savings	592,442.12
Accounts Receivable	
12000 · Pledges and Grants Receivable	66,315.00
Total Accounts Receivable	66,315.00
Other Current Assets	
13000 · Prepaid Exp & Deferred Chg	
Payroll Advance	4,010.43
13100 · PP Payroll	
13110 · Employee Advances	-4,010.43
13150 · FSA funding	160.00
Total 13100 · PP Payroll	-3,850.43
13200 · PP Insurance	
13210 · PP ERISA Bond Renewal	81.56
13220 · PP Property/Commercial Ins	956.62
13230 · PP Professional Liability	328.30
13240 · PP Accident Insurance	563.94
13250 · PP D&O Insurance	950.00
13260 · PP Workers Comp Ins	1,453.41
Total 13200 · PP Insurance	4,333.83
Total 13000 · Prepaid Exp & Deferred Chg	4,493.83

Center Against Rape and Domestic Violence
Balance Sheet
As of December 31, 2013

	Dec 31, 13
Total Other Current Assets	4,493.83
Total Current Assets	663,250.95
Fixed Assets	
15100 · Buildings - Original Cost	1,105,519.47
15500 · Improvements - Original Cost	69,434.48
15600 · Machinery & Equipment - Cost	39,430.57
15700 · Furniture & Fixtures - Cost	91,954.39
15800 · Land - Original Cost	259,099.42
15900 · Accumulated Depreciation	-349,490.22
Total Fixed Assets	1,215,948.11
TOTAL ASSETS	1,879,199.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-439.23
Total Accounts Payable	-439.23
Other Current Liabilities	
20001 · A/P adj	-35.35
21000 · Payroll Liabilities	
21100 · Benefits Liaibilities	
21110 · Life & Disability Payable	6.95
21120 · Hlth & Dental Ins payable	649.78
21130 · Dental Empl pd family coverage	-64.46
21135 · Vision Empl Pd family coverage	-13.90
Total 21100 · Benefits Liaibilities	578.37
21200 · Payroll Tax Liabilities	
21210 · FICA/FWT Payable	10,258.20
21220 · SWT Payable	2,381.00
21230 · SUTA Payable	608.70
21240 · WBF assessment payable	66.27
Total 21200 · Payroll Tax Liabilities	13,314.17
21300 · Accrued Payroll	8,957.52
21600 · Vacation Accrual	18,930.08
Total 21000 · Payroll Liabilities	41,780.14
22000 · Deferred Revenue	-0.04

Center Against Rape and Domestic Violence
Balance Sheet
As of December 31, 2013

	Dec 31, 13
Total Other Current Liabilities	41,744.75
Total Current Liabilities	41,305.52
Long Term Liabilities	
23000 · City Lien	121,624.00
Total Long Term Liabilities	121,624.00
Total Liabilities	162,929.52
Equity	
30000 · Fund Balance	1,093,812.48
31000 · Retained Earnings	517,488.16
Net Income	104,968.90
Total Equity	1,716,269.54
TOTAL LIABILITIES & EQUITY	1,879,199.06

Center Against Rape and Domestic Violence
Profit & Loss
July through December 2013

CARDV PROFIT AND LOSS

JULY 1, 2013 - DECEMBER 31, 2013

	Jul - Dec 13
Ordinary Income/Expense	
Income	
40000 · RESTRICTED INCOME	
41000 · Goverment Grants/Contributions	
41100 · Federal	
41102 · FEMA LC	2,500.00
41103 · DHS - FVPSA	30,036.00
41104 · VAWA	5,143.12
41105 · VOCA Basic	20,020.94
41107 · IPVP Grant	11,815.98
Total 41100 · Federal	69,516.04
41200 · State	
41201 · ODSVS DV	99,095.00
41202 · ODSVS SA	54,937.00
41203 · DHS - CFA DV	34,104.00
41204 · DHS - CFA SA	6,678.00
41205 · DHS - MLT	13,416.00
41207 · OCADSV	2,395.63
Total 41200 · State	210,625.63
41300 · Local	
41301 · City	3,859.02
Total 41300 · Local	3,859.02
Total 41000 · Goverment Grants/Contributions	284,000.69
42000 · Foundations/Donations	
42100 · UW Benton County	4,500.00
42200 · UW Linn County	5,148.00
42300 · Other Foundations/Donations	72,142.86
Total 42000 · Foundations/Donations	81,790.86
43000 · Net Restricted Grants	
43100 · Gross Rev Restricted Grants	539.00
43150 · Less Direct Grant Expenses	-1,103.22
Total 43000 · Net Restricted Grants	-564.22
Total 40000 · RESTRICTED INCOME	365,227.33
45000 · UNRESTRICTED INCOME	
45100 · Net Fundraising Events	
45110 · Gross Rev Fundraising Events	

Center Against Rape and Domestic Violence
Profit & Loss
July through December 2013

	Jul - Dec 13
45111 · Safe Family Breakfast	38,291.50
45112 · Fun Run	1,700.00
Total 45110 · Gross Rev Fundraising Events	39,991.50
45150 · Less Direct Event Expenses	
45151 · Safe Family Breakfast Expenses	-3,638.83
45152 · Fun Run Expenses	25.95
Total 45150 · Less Direct Event Expenses	-3,612.88
Total 45100 · Net Fundraising Events	36,378.62
45200 · Donations	
45210 · Community Events	4,591.57
45220 · Holiday Letter	8,835.00
45230 · Monthly Donations	6,825.00
45240 · Newsletter Response	6,090.00
45250 · Trusts	1,250.00
45260 · General Donations	19,964.00
45270 · Workplace Donatio	5,229.22
45280 · United Way Workplace Donations	5,181.42
Total 45200 · Donations	57,966.21
45300 · Unrestricted Foundations	10,250.00
45400 · Other Unrestricted Income	
45410 · Program Service Revenue	712.34
45420 · Investment Income	257.33
45430 · Miscellaneous	3,228.26
Total 45400 · Other Unrestricted Income	4,197.93
Total 45000 · UNRESTRICTED INCOME	108,792.76
Total Income	474,020.09
Gross Profit	474,020.09
Expense	
60000 · Personnel	
60100 · Wages	244,658.36
60200 · Payroll taxes	18,786.89
60300 · Other Employee Benefits	
60310 · Unemployment Insurance	5,057.10
60320 · Workers Comp Ins	796.13
60330 · 401(k)	5,736.64
60331 · 401k Management Fee	1,245.00
60340 · Dental Insurance	2,664.46

Center Against Rape and Domestic Violence
Profit & Loss
July through December 2013

	Jul - Dec 13
60350 · Health Ins.	23,013.36
60360 · Life, Vision and AD&D Insurance	3,743.73
60381 · FSA Management Fee	75.00
Total 60300 · Other Employee Benefits	42,331.42
Total 60000 · Personnel	305,776.67
61000 · Occupancy	
61100 · Repairs and Maintenance	6,888.32
61200 · Utilities	7,845.19
Total 61000 · Occupancy	14,733.51
63000 · Other Expenses	
63100 · Advertising/Promotion	-230.07
63200 · Office Expense	
63210 · Telephone and Internet	7,885.23
63220 · Postage & shipping	2,095.54
63230 · Printing/Publications	2,918.95
63240 · Equipment Rent, Lease, Maint.	1,683.26
63250 · Dues/Fees/Licenses/Subscription	535.90
63260 · Fundraising Fees	919.77
63270 · Supplies and small equip	4,800.10
Total 63200 · Office Expense	20,838.75
63300 · Information Technology	2,937.99
63400 · Travel	1,988.72
63500 · Conferences, Trainings & Mtgs	
63505 · Board/Volunteer/Staff Meetings	720.56
63500 · Conferences, Trainings & Mtgs - Other	335.39
Total 63500 · Conferences, Trainings & Mtgs	1,055.95
63600 · Interest Expense and Bank Chgs	114.85
63700 · Insurance	
63710 · ERISA Bond 401k	40.86
63720 · Property/Commercial	2,870.04
63730 · Professional Liability	985.02
63740 · Accident Insur	271.31
63750 · D&O	712.50
Total 63700 · Insurance	4,879.73
63800 · Client Assistance	
63810 · Client Assistance - Gift Cards	1,100.00
63820 · Client Assist Mileage	5,487.42
63830 · Client Assist Motel	5,444.92
63840 · Client Assist Other	3,339.54

Center Against Rape and Domestic Violence
Profit & Loss
July through December 2013

	Jul - Dec 13
Total 63800 · Client Assistance	15,371.88
63900 · Professional Fees	1,531.25
63000 · Other Expenses - Other	51.96
Total 63000 · Other Expenses	48,541.01
64000 · Miscellaneous	0.00
Total Expense	369,051.19
Net Ordinary Income	104,968.90
Net Income	**104,968.90**

2013 UW & City SS Fund - 6 Month Interim Report #23

Name of Agency *	CASA-Voices for Children
Contact email *	executive.director@casa-vfc.org
Program Name: *	Court Appointed Special Advocates
For which cycle are you reporting? *	Both
Impact Area for United Way	Education
Impact Area for City Social Service Fund	Transitional
Amount requested from United Way?	15000
Amount awarded from United Way?	9647
Amount requested from City Social Service Fund?	20000
Amount awarded from City Social Service Fund?	10000

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	• There have been no significant changes to the program since the initial application

Provide specifics regarding how the award was spent. *

• CASA-Voices for Children utilized grant funding in the first 6 months to ensure that every abused and neglected child who is within the legal jurisdiction of the state had a highly trained advocate.
• Trained 5 new advocates (minimum of 30 hours of training)
• Provided 6 hours of classroom training
• Mentored and supervised 35 advocates
• Advocates spent over 2100 hours working on behalf of abused and neglected children.
• Served 69 children (total of 104 individuals)
• Attended over 70 court hearings to advocate for the child. The Courts were closed for December to convert to their new computer system. Hearing were limited to critical/emergency hearings.
• Submitted over 70 reports to the court; providing current information on the child and parents, concerns and recommendations of specific services for the child and parent to achieve safe reunification of the family.
• Attended over 15 Citizens' Review Board case reviews.
• Attended over 70 meetings to advocate for the child.
• Communicated with the child's and parent's service providers.
• Advocated within the educational system to ensure that the child's academic needs were being met, including Individual Education Plan meetings, conferences and behavior meetings.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.

· New advocates received over 30 hours of training pre-service training, including Benton County specific training.
· Specializing in abuse, child development, child trauma, vicarious trauma, education, child advocacy, emotional, behavioral, cognitive and educational assessments. Juvenile dependency systems (Court and Child Welfare), child abuse laws. Impact of drug abuse and domestic violence on families and children.
· Through training, advocates are able to quickly identify a child's specific needs which enables the Advocates to successfully advocate for early assessments to identify specific needs of the child and to ensure appropriate referrals are made.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.

· 100% of abused and neglected Benton County children were appointed an advocate. Benton County is the only county in Oregon who serves 100% of children in care.
· Advocates ensure that children and parents are provided services and support to meet their needs as they make significant changes to their lives.
· Children are receiving appropriate services to ensure that their medical, dental, mental health and educational needs are being met. Providing appropriate services allows the child to begin the healing process which assists in their ability to participate in their education, life skills and ability to make positive choices.
· By ensuring parents are receiving appropriate services provides them with the opportunity to develop skills to provide a safe, nurturing and loving home for their children. In addition, parents are able to make better choices for their children and themselves—transitioning their lifestyles from drug/alcohol abuse, domestic violence and criminal behaviors to a positive and productive member of the community.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.

· Six hours of in-service training provided to advocates focusing on permanency, DHS policy and procedures, permanency, assessments, community partners, and effective advocacy. Provided over 1300 hours of mentoring and support to advocates and tracked advocate needs and progress of 69 children.
· New advocates are trained specific to Benton County, allowing them to quickly engage in the system, providing efficient and effective advocacy for the child.
· In-service training focused on key elements improved the advocates' knowledge and ability to effectively communicate and recommend appropriate services, which improves the successful reunification of families.
· Advocates increased knowledge of DHS policy and procedures, state law and the court system have reduced the time a child has to wait for permanency. Advocates ensure that rigid timelines are being met and appropriate procedural work is completed in a timely manner, all of which effect a child's ability to achieve a forever home.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

· Advocates worked with teens to ensure they receive life skills and support for successful transition to adulthood.
· CASA works with community partners to provide services and support for the families' transitions.
· Advocates focus on carefully prepared transition plans that include input from service providers and support systems to ensure effective and sustainable reunifications and lifestyle changes.
· Advocates ensure that 100% of children in care receive assessments and needed services. Without these in place, child and parent stability may be at risk. A child who has not received much-needed services may jeopardize the parents' ability to cope with the stress, which may lead to relapse and/or re-abuse.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

· DHS Child Welfare: Work with caseworker and supervisors to improve the lives of children. Collaborate to improve system, communications and processes.
· Juvenile Court Improvement Project: Collaborative team that consists of a Judge, CRB field manager, lawyer, DHS, District Attorney and CASA to improve the effectiveness and efficiencies of the juvenile court system.
· Jackson Street Youth Shelter: Work closely to identify needs and provide services to children who are either residing at the Shelter or who need referrals for services. CASA offers the Child Advocacy Center to JSYS to be used as a teen drop-in center. The space allows JSYS to provide support, guidance and services to homeless and at-risk teens.
· Assistance League: Allows CASA to make referrals for clothing for foster children. They are able to provide new clothes for children in care twice per year.
· Furniture Share: An agreement with Furniture Share allowed CASA to make referrals for children and families to ensure every child had a bed and dresser. Unfortunately this partnership is no longer active due to recent changes requiring a membership fee for referring agencies. CASA continues to support he mission and work of Furniture Share.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	· One CASA advocates is appointed for each child's case in court. Most families are involved with the system for approximately 2 years. One CASA advocate assigned means total and complete focus on the child, unlike a child welfare caseworker who may be managing 12-18 cases. We have 2 CASAs who have been advocating for their specialized needs child for over 10 years! These children are considered to have permanency due to the long-term commitment of their foster placement.
Cost per unit (what it costs to deliver this service per client): *	$21.36 per hour at 10 hours per month for two years per CASA Advocate = $5,126.00. Each dollar donated to CASA saves taxpayers $23 (National CASA).
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	The cost is accurate to the value given in the grant.
How many unduplicated clients has the program served to date (7/1-12/31)? *	104
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	110
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$9,823.00, 50%

Contributions / fundraising income *	43795.57
Program service fees *	0
Foundation grants *	18803.92
Other Income *	17793.29
Total Program Revenue *	80392.78

Payroll-related expenses *	59300.18
Operation expenses *	17885.34
Training costs *	75
Direct Client Services *	0
Miscellaneous expenses *	20
Total Program Expenses *	77280.52

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ATTACHMENT A

CASA-Voices For Children FY 2013-14
Balance Sheet
As of December 31, 2013

ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash	
1010 · Ckg - Citizens Bank	20,401.52
1020 · MM - Citizens Bank	26,147.35
1030 · Petty Cash	13.98
Total 1000 · Cash	46,562.85
Total Checking/Savings	46,562.85
Total Current Assets	46,562.85
Fixed Assets	
1600 · Furniture and Equipment	
1645 · Furniture & Equipment	2,763.00
1745 · Accum Deprec-Furn, Fix, Equip	-1,115.00
Total 1600 · Furniture and Equipment	1,648.00
Total Fixed Assets	1,648.00
TOTAL ASSETS	**48,210.85**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
1300 · FIA Card Services	0.00
Total Credit Cards	0.00
Total Current Liabilities	0.00
Total Liabilities	0.00
Equity	
3000 · Opening Balance Equity	44,904.57
32000 · Unrestricted Net Assets	194.02
Net Income	3,112.26
Total Equity	48,210.85
TOTAL LIABILITIES & EQUITY	**48,210.85**

CASA-Voices For Children FY2013-14
Statement of Financial Income and Expense
July through December 2013

Ordinary Income/Expense	
Income	
1500 · Investments	
1510 · Investments Income	5.69
Total 1500 · Investments	5.69
4000 · Revenue from Contributions	
4010 · Individual Contributions-Unrest	41,874.77
4011 · Individual Contributions-Restri	520.00
4012 · Corporate Contributions	482.00
4015 · Board Contributions	200.00
4098 · Misc Income	379.00
Total 4000 · Revenue from Contributions	43,455.77
4200 · Revenue from Non-Govt Grants	
4230 · Foundation Grants	18,803.92
Total 4200 · Revenue from Non-Govt Grants	18,803.92
4500 · Revenue from Govt Grants	
4530 · State Grants	12,518.00
4540 · Local Govt Grants	5,269.60
Total 4500 · Revenue from Govt Grants	17,787.60
4600 · Event Income	339.80
Total Income	80,392.78
Expense	
6000 · Operational Expenses	
6110 · Supplies	162.29
6130 · Telephone and Internet	872.46
6140 · Postage and Shipping	147.91
6150 · Bank Fees and Charges	27.94
6170 · Printing and Copying	882.77
6191 · Technology and Software	907.04
Total 6000 · Operational Expenses	3,000.41
7000 · Business Expenses	
7130 · Director's & Officer's Insuranc	1,932.00
7000 · Business Expenses - Other	100.00
Total 7000 · Business Expenses	2,032.00

ATTACHMENT A

7200 · Salaries and Related Expenses	
7210 · Officers and Directors Salaries	23,500.02
7220 · Salaries and Wages	30,022.75
7250 · Payroll Tax Expenses	5,777.41
Total 7200 · Salaries and Related Expenses	59,300.18
7500 · Contract Services	
7540 · Other Contract Services	810.36
7560 · Payroll Service	426.75
Total 7500 · Contract Services	1,237.11
8200 · Facilities and Equipment	
8210 · Rent, Parking	8,716.30
8220 · Utilities	1,002.29
8250 · Equip Lease	912.00
Total 8200 · Facilities and Equipment	10,630.59
8500 · Other Expenses	
8510 · Advocate Training	75.00
8540 · Staff Development	195.00
8560 · Community Relations	529.59
8570 · Advertising Expenses	260.64
8590 · Misc Expenses	20.00
Total 8500 · Other Expenses	1,080.23
Total Expense	77,280.52
Net Income	3,112.26

2013 UW & City SS Fund - 6 Month Interim Report #14

Name of Agency *	Corvallis Community Children's Centers
Contact email *	cccced@gmail.com
Program Name: *	Childcare Tuition Scholarship
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Transitional
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	54675
Amount awarded from City Social Service Fund?	19295
Describe any significant Program changes (cost, schedule, scope) since the initial application. *	The decrease in funds required us to limit the number of grants and/or dollar amount given: Our original plan was to provide $54,675 dollars in scholarship by providing the following amounts: 6 in scholarships @ $150/month/child x 9 months = $8100 6 grants @ $175/month/child x 9 months = $9450 4 grants @ $200/month/child x 9 months = $7200 2 grants @ $500 in proposal x 9 months = $9,000 1 grant @ $1085/month/child x 9 months = $9765 1 grant @ $850/month/child x 9 months = $7650 10 emergency grants @$350 for students who apply after the deadlines
Provide specifics regarding how the award was spent. *	CCCC has received $9647 from the City Social Fund and has provided 25 Tuition Scholarships totaling $11,900. CCCC does not use fund from the City Social Fund for administrative costs so 100% of the money received is provided to the families. 10 grants @$100/month x 3 months 4 grants @ $175/month x 3 months 6 grants @ $200/month x 3 months 2 grants @ $400/month x 3 months 1 grant @ $450 (Only 1 month, applied late) 1 grant @ $350 (Only 1 month, applied late)
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.

The children and families who have been recipients of the City SSF Tuition Scholarship grants have been in our care for two years and this spring will be the first of our parents graduating in three years. The children who have parents receiving the tuition grants are excelling in CCCC's program and the children have promoted to the next age classrooms. The parents have shared with us during conferences how well their child is doing and the lack of stress they their child is in our care and the financial assistance that they receive. The parents who have their children with CCCC believe that a solid foundation in early childhood education is important for their child.
The ability to measure the change is not necessarily quantitatively measurable value however watching a child blossom and knowing that they enter Kindergarten ahead of their peers makes the value of the Tuition Scholarship program 100% successful. These parents are in a major transition in their lives and balancing parenthood, school, and a future career can be overwhelming but as an administrator the ability to see their excitement when they receive assistance is gratifying knowing that as an organization that we are not only making a difference in their child's life but also in their life as they balance the financial life of college tuition, family living expenses, and childcare tuition.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

CCCC has currently been able to assist 20% of our families through the City SSF as we had hoped to; the amount that we have been able to assist them with tuition scholarships is less than we had hoped. The parents have been able to use less financial aid to complete their degrees. We do have parents who are still in need of financial assistance so instead of opening the tuition scholarships grant up once a year we are opening the grant up each term to student parents to capture more parents. The drawback to this has been that it changes the amount of dollars available to the student so a student Fall Term may receive less money winter term because we are assisting more students.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.	OSU has granted $1500 total toward Tuition Scholarships for families that they pay directly to CCCC for specific students who apply through OSU. LBCC did not grant any tuition scholarships this year to day. DHS continues to not provide assistance to families in school but do contribute more toward families who are working.
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	** This explanation is different from the grant process only in that I asked clarification on how to respond. 1 unit of service = one infant/wobbler/toddler (per child in the family) 1 unit of service for a Pre-school/Pre-K (per child in the family)
Cost per unit (what it costs to deliver this service per client): *	• 1 unit of service for an infant/wobbler/toddler- Full time = $1065 • 1 unit of service for a Pre-school/Pre-K - Full time= $850
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	**This value differs because it was not answered correctly. It should be these values: • 1 unit of service for an infant/wobbler/toddler- Full time = $1065/child • 1 unit of service for a Pre-school/Pre-K - Full time= $850/child
How many unduplicated clients has the program served to date (7/1-12/31)? *	25

How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	35
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	11,800, 122%

Contributions / fundraising income *	0
Program service fees *	0
Foundation grants *	9647
Other Income *	0
Total Program Revenue *	9647

Payroll-related expenses *	0
Operation expenses *	0
Training costs *	0
Direct Client Services *	11100
Miscellaneous expenses *	0
Total Program Expenses *	11100

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ATTACHMENT A

CORVALLIS COMMUNITY CHILDRENS CENTERS
Balance Sheet
As of December 31, 2013

ASSETS
- Current Assets
  - Checking/Savings
    - 1010 · 99-Checking
    - 1011 · 00-Savings Account - Summer
    - 1012 · 98-Debit Card
    - 1017 · 01-Reserve Account
    - 1098 · Petty Cash
      - 1098-2 · Petty Cash - Growing Oaks (Petty Cash - Growing Oaks)
      - 1098-3 · Petty Cash - Lancaster (Petty Cash - Lancaster)
    - Total 1098 · Petty Cash
  - Total Checking/Savings
  - Accounts Receivable
    - 1112 · Growing Oaks Parents A/R
    - 1122 · Monroe Parents A/R
    - 1132 · Lancaster Parents A/R
  - Total Accounts Receivable
  - Other Current Assets
    - 1200 · Prepaid Rent
    - 1210 · Prepaid insurance
      - 1210A · Commercial Package Policy
      - 1210B · Workers Comp
      - 1210C · D&O
      - 1210D · Commercial Umbrella
      - 1210E · Commercial Auto
      - 1210F · Accident
    - Total 1210 · Prepaid insurance
  - Total Other Current Assets
- Total Current Assets
- Fixed Assets
  - 1501 · Land
  - 1505 · Building
  - 1510 · Equipment & Building
  - 1530 · Lancaster Remodel (Update & Remodeling of Lancaster Center)
  - 1590 · Accumulated Depreciation
- Total Fixed Assets

TOTAL ASSETS

LIABILITIES & EQUITY
- Liabilities
  - Current Liabilities
    - Accounts Payable
      - 2000 · Accounts Payable

Total Accounts Payable
Other Current Liabilities
2100 · Payroll Liabilities
2110 · Payroll Payable
2116 · Employer Taxes Payable
2140 · Payroll Advance
2185 · Colonial
2186 · Health, Dental and Vision
Total 2100 · Payroll Liabilities
2405 · Accruals
2400 · Vacation Accrual
2401 · Sick Accrual
Total 2405 · Accruals
2450 · Workers Comp. Payable
Total Other Current Liabilities
Total Current Liabilities
Long Term Liabilities
2570 · Due to IRS (Funds embezzled by Ben Franklin - payroll company in February - April 2012.)
Total Long Term Liabilities
Total Liabilities
Equity
3100 · Fund Balance
3110 · Unrestricted Fund Balance
3130 · Perm. Res. Fund Balance
Total 3100 · Fund Balance
3900 · Retained Earnings
Net Income
Total Equity
TOTAL LIABILITIES & EQUITY

CORVALLIS COMMUNITY CHILDRENS CENTERS

Balance Sheet

As of December 31, 2013

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01/22/2014
Accrual Basis

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
1010 · 99-Checking	6,930.04
1011 · 00-Savings Account - Summer	13,442.05
1012 · 98-Debit Card	404.01
1017 · 01-Reserve Account	16,841.09
1098 · Petty Cash	
1098-2 · Petty Cash - Growing Oaks (Petty Cash - Growing Oaks)	195.01
1098-3 · Petty Cash - Lancaster (Petty Cash - Lancaster)	200.00
Total 1098 · Petty Cash	395.01
Total Checking/Savings	38,012.20
Accounts Receivable	
1112 · Growing Oaks Parents A/R	922.51
1122 · Monroe Parents A/R	129.88
1132 · Lancaster Parents A/R	5,130.15
Total Accounts Receivable	6,182.54
Other Current Assets	
1200 · Prepaid Rent	5,600.00
1210 · Prepaid insurance	
1210A · Commercial Package Policy	1,682.00
1210B · Workers Comp	1,726.81
1210C · D&O	355.30
1210D · Commercial Umbrella	174.32
1210E · Commercial Auto	67.68
1210F · Accident	406.00
Total 1210 · Prepaid insurance	4,412.11
Total Other Current Assets	10,012.11
Total Current Assets	54,206.85
Fixed Assets	
1501 · Land	316,354.43
1505 · Building	405,144.99
1510 · Equipment & Building	68,164.23
1530 · Lancaster Remodel (Update & Remodeling of Lancaster Center)	64,329.00
1590 · Accumulated Depreciation	-220,243.34
Total Fixed Assets	633,749.31
TOTAL ASSETS	687,956.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	7,836.64

	Dec 31, 13
Total Accounts Payable	7,836.64
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Payroll Payable	59,987.72
2116 · Employer Taxes Payable	6,295.17
2140 · Payroll Advance	-1,500.00
2185 · Colonial	467.33
2186 · Health, Dental and Vision	5,628.16
Total 2100 · Payroll Liabilities	70,878.38
2405 · Accruals	
2400 · Vacation Accrual	14,693.56
2401 · Sick Accrual	14,089.44
Total 2405 · Accruals	28,783.00
2450 · Workers Comp. Payable	106.37
Total Other Current Liabilities	99,767.75
Total Current Liabilities	107,604.39
Long Term Liabilities	
2570 · Due to IRS (Funds embezzled by Ben Franklin - payroll company in February - April 2012.)	22,695.73
Total Long Term Liabilities	22,695.73
Total Liabilities	130,300.12
Equity	
3100 · Fund Balance	
3110 · Unrestricted Fund Balance	11,579.97
3130 · Perm. Res. Fund Balance	529,370.00
Total 3100 · Fund Balance	540,949.97
3900 · Retained Earnings	-465.67
Net Income	17,171.74
Total Equity	557,656.04
TOTAL LIABILITIES & EQUITY	687,956.16

CORVALLIS COMMUNITY CHILDRENS CENTERS

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Profit & Loss

01/22/2014

July through December 2013

Accrual Basis

	Jul - Dec 13
Ordinary Income/Expense	
Income	
4000 · Tuition	
4010 · Parent Tuition Billed	508,313.00
4011 · Random Adds	6,640.00
4020 · 2nd Child Discount	-7,188.50
4030 · Employee Discount	-2,660.00
4060 · Other Charges	
4061 · Enrollment Fee	3,850.00
4062 · Late payment charges	250.00
4064 · Late pickup charges	395.00
4070 · Time Clock Fee	70.00
Total 4060 · Other Charges	4,565.00
Total 4000 · Tuition	509,669.50
4300 · Food Program	
4311 · USDA-G.O. (USDA Growing Oaks)	6,004.87
4312 · USDA-Lancaster (USDA-Lancaster)	5,019.43
Total 4300 · Food Program	11,024.30
4400 · Fundraisers	
4495 · Other Fundraisers (Other Fund Raisers)	3,343.64
Total 4400 · Fundraisers	3,343.64
4550 · Donations	
4552 · Misc. Donations (other donations)	3,000.00
4560 · X-MAS BONUS	3,025.00
Total 4550 · Donations	6,025.00
4600 · Interest Income	6.18
4800 · Other Income	
4820 · Miscellaneous Income	79.38
Total 4800 · Other Income	79.38
4900 · Restricted Income	
4910 · Childcare Centers (Childcare Centers-All restricted Income)	
4912 · Lancaster-Restricted Income (Lancaster-Re	678.80
4910 · Childcare Centers (Childcare Centers-All r	-611.27
Total 4910 · Childcare Centers (Childcare Centers-All	67.53
4920 · Grants	
4924 · United Way-Designations (United Way De	-1,857.73
4925 · Meyer Memorial Grant	11,300.00
Total 4920 · Grants	9,442.27
Total 4900 · Restricted Income	9,509.80
Total Income	539,657.80
Gross Profit	539,657.80
Expense	

ATTACHMENT A

	Jul - Dec 13
5000 · Payroll Expenses	
5010 · Gross Salaries & Wages	
5020 · Child Care Staff	236,258.27
5021 · Overtime - Childcare staff	274.07
5022 · Child Care Substitutes	7,024.88
5030 · Admin payroll	43,341.22
5040 · Food Service	20,821.67
5041 · Overtime - Food Service	112.80
5051 · Sick	7,550.65
5052 · Holiday	15,341.51
5053 · Vacation	12,839.29
5054 · Bonus	5,650.27
Total 5010 · Gross Salaries & Wages	349,214.63
5100 · Benefits	
5120 · Health, Dental and Vision Ins	24,417.79
5160 · COBRA Payments (Prev. Employee pmts t	618.96
Total 5100 · Benefits	25,036.75
5200 · Payroll taxes - employer	36,473.37
Total 5000 · Payroll Expenses	410,724.75
6000 · Administration	
6011 · Finance/Bookkeeping Expense	4,462.04
6017 · Legal Services	10.13
6020 · Advertising & Promotion	465.00
6025 · Board & Volunteer expenses	253.17
6035 · Insurance	
6035-1 · Commercial Package Policy (Commercia	2,316.20
6035-3 · Umbrella Policy	249.98
6035-5 · D & O Insurance	1,066.02
6035-7 · Workers Comp Insurance	23.32
6035-8 · Commercial Auto	96.52
6035-9 · Accident	81.20
Total 6035 · Insurance	3,833.24
6045 · Office Expense	1,422.81
6046 · Office Software (Office Software)	590.10
6070 · Miscellaneous	
6072 · Bank Service Charges	30.00
6074 · Finance charge/Interest expense	70.00
Total 6070 · Miscellaneous	100.00
Total 6000 · Administration	11,136.49
6200 · Child Care Program	
6220 · Training-All Centers	
6221 · Dues & Subscriptions	29.95
6224 · New Empl Certs/Annual Renewals (Reimb	310.00
6225 · SD/ED Training (Site Director and Executi	485.85
6226 · Staff Inservices (Staff Inservices)	11.00

	Jul - Dec 13
Total 6220 · Training-All Centers	836.80
6230 · License	383.00
6240 · Play Equipment (Outdoor)	1,307.79
6252 · Supplies - General Classroom (Diaper Wipes, I	5,636.97
6280 · Field Trip Expense	269.25
6282 · Classroom Special Events (Graduation, Open I	974.31
6294 · Staff appreciation	1,121.92
Total 6200 · Child Care Program	10,530.04
6300 · Food Program Expense	
6320 · Food	25,564.08
6340 · Kitchen Supplies-& equipment	1,516.07
Total 6300 · Food Program Expense	27,080.15
6400 · Fundraising Expenses	
6425 · Other Fundraisers expenses	1,047.15
Total 6400 · Fundraising Expenses	1,047.15
6550 · Miscellaneous	456.88
6600 · Occupancy expenses	
6610 · Rent	25,200.00
6620 · Telephone	1,326.93
6630 · Utilities	8,021.08
6640 · Repairs & Maintenance	2,939.50
6641 · Improvement and Remodeling	46.00
6643 · Cleaning and janitorial supply	20.06
6645 · Janitorial service	14,139.38
6646 · Landscape Maintenance (Yard maintenance at	1,973.98
6650 · Depreciation Expense	7,579.44
Total 6600 · Occupancy expenses	61,246.37
66900 · Reconciliation Discrepancies (Discrepancies betw	0.03
6700 · Travel	
6710 · Mileage	264.20
Total 6700 · Travel	264.20
Total Expense	522,486.06
Net Ordinary Income	17,171.74
Net Income	17,171.74

2013 UW & City SS Fund - 6 Month Interim Report #5

Name of Agency *	Corvallis Daytime Drop-in Center
Contact email *	aleita@cmug.com
Program Name: *	Counselor
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Emergency Services
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	10000
Amount awarded from City Social Service Fund?	7718

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	The only change has been that our counselor is at the Center Monday through Wednesday instead of Monday through Thursday. He continues to be present 12 hours a week. He was invited to work with the County's New Beginnings Program on Thursdays. His new assignment with the county actually supports the work he does at the CDDC with some of the same clients.
Provide specifics regarding how the award was spent. *	The award has been spent to pay our counselor, Greg Smith, $643 each month. This is much less than the standard he would earn elsewhere. We are very fortunate to have his expertise for this small monthly stipend.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.	The changes from potential negative responses to more positive behavior can be measured by anecdotal feedback from the individuals and from observation of positive changes in individual situations.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.	
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.	Increased number of unduplicated individuals have accessed our counseling presence. Referred a number of individuals to allied resources.
Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.	Our counseling program intersects with other resources to include Benton County Mental Health (BCMH), New Beginnings and Pastoral Counseling. Individual needs are assessed and referrals to these other resources are made when appropriate. The results are measured informally through follow-up conversations with clients and feedback from partnering agencies. The value of our CDDC counseling program is enhances when there can be collaboration with other resources.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *

Generally clients meet with their counselors once a week for an hour in a standard outpatient mental health care setting.
Drop-in Center sessions are much more fluid, more dynamic. The counselor responds as issues arise. Triage of needs is ongoing. Accordingly, the length of sessions varies. The standard fee for a LCSW is $75-90 an hour. At the CDDC the basic unit of service is reorganized to fall within a weekly budget. The counselor's presence/service has been available to everyone the informal nature of our service does not lend to a definitive counting of the usual client-counselor relationship.

Cost per unit (what it costs to deliver this service per client): *	$15 an hour/$180 a week.
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	Same
How many unduplicated clients has the program served to date (7/1-12/31)? *	604
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	850
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	3861.00, 50%
Contributions / fundraising income *	0

Program service fees *	0
Foundation grants *	0
Other Income *	0
Total Program Revenue *	3859
Payroll-related expenses *	0
Operation expenses *	0
Training costs *	0
Direct Client Services *	3861
Miscellaneous expenses *	0
Total Program Expenses *	0

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Corvallis Daytime Drop-In Center
Balance Sheet
As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
Citizens Bank Checking	5,018.38
Total Checking/Savings	5,018.38
Other Current Assets	
Undeposited Funds	3,760.00
Total Other Current Assets	3,760.00
Total Current Assets	8,778.38
TOTAL ASSETS	8,778.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Federal Withholding	653.34
State Withholding	3.42
Oregon Unemployment Payable	326.57
Garnishment Payable	52.55
Workers Comp	-502.80
Payroll Payable	1,650.99
Total Payroll Liabilities	2,184.07
Total Other Current Liabilities	2,184.07
Total Current Liabilities	2,184.07
Total Liabilities	2,184.07
Equity	
Net Income	6,594.31
Total Equity	6,594.31
TOTAL LIABILITIES & EQUITY	8,778.38

Corvallis Daytime Drop-In Center
Profit & Loss by Class
July through December 2013

	Counselor - Social Service (City of Corvallis)	Total City of Corvallis	TOTAL
Ordinary Income/Expense			
Income			
Grants			
City of Corvallis			
Social Service - Counselor	3,859.02	3,859.02	3,859.02
Total City of Corvallis	3,859.02	3,859.02	3,859.02
Total Grants	3,859.02	3,859.02	3,859.02
Total Income	3,859.02	3,859.02	3,859.02
Expense			
Professional Fees			
Counselor	3,861.02	3,861.02	3,861.02
Total Professional Fees	3,861.02	3,861.02	3,861.02
Total Expense	3,861.02	3,861.02	3,861.02
Net Ordinary Income	-2.00	-2.00	-2.00
Net Income	-2.00	-2.00	-2.00

ATTACHMENT A

2013 UW & City SS Fund - 6 Month Interim Report #7

Name of Agency *	Corvallis Homeless Shelter Coalition
Contact email *	veeg2@comcast.net
Program Name: *	Men's Cold Weather Shelter
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Emergency Services
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	21000
Amount awarded from City Social Service Fund?	10612

Describe any significant Program changes (cost, schedule, scope) since the initial application. *

Purchase of Building: On Oct 15 ,2013 we purchased the building at 530 SW 4th Corvallis. The City of Corvallis and the Oversight Committee had as their goal the siting of a Men's Cold Weather Shelter.
The City, County and Corvallis Homeless Shelter is very pleased with this accomplishment. The monthly mortgage payments are less than the rent. We are in the process of mounting a capital campaign to own the property a permanent shelter

Weather Conditions: During the first part of the winter we experienced exceptionally cold and snowy weather. The demand for shelter was very high above our usual 40 men a night. We provided shelter for all who needed shelter.

Increase and Changes in population:
Prior to last year, homeless men had to have the for thought to catch a bus and arrive at the shelter at 7:00 PM. This year because of our central location and the improved relationship with the Benton County Jail (they give new releases our address and hours) we are seeing homeless individuals who have problems beyond just homelessness. COI has a medical bed supported by Samaritan Hospital. That bed is occupied. We have individuals every night who are very ill and should be in a medical setting. COI no longer houses homeless men in the emergency shelter lobby.

Provide specifics regarding how the award was spent. *	The program is a five -month service to 40 chronically homeless men starting on November 1st and ending on March 31st. A total of 106 men were housed in November and December . Every evening 7;00PM to 7:00 PM we provide paid staff, food, heated building, lights, water,

supplies, toilet paper, paper towel, cups, blankets, medical supplies, cleaning products, soap, janitorial services, garbage service, liability, laundry, light breakfast, health and safety assessment and referrals to the homeless men of Corvallis.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.

The measurable changes are that we have provided for 106 individual homeless men, who are very low-income during the last two months: are shelter, reduced hospitalizations, reduced incarceration: reduced risk of death from exposure. Each night of the week we house 38 to 40 men.

40 homeless men have access to food water and toilets.
40 homeless men have access to a warm dwelling
40 homeless men have access to clothing (jackets, socks, shoes, hats and gloves)
40 homeless men experience safety and freedom from fear and violence
40 homeless men have access to information and community resources
40 homeless men are offered access to acute mental and physical health care
40 homeless men are provided transportation to emergency health services

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

This winter we have served as the "First Responder" to the needs of the homeless in Corvallis. Based on the number of men we have served 106 in two months and the continuous nightly census of 40 we know that the we have achieved our success outcomes. The 250 trained volunteers have reported and responded to the range of needs presented by the Each man is offered a bed, fresh personal bedding Warm clothing, food and a safe place to rest. Volunteers and paid staff engage individuals to assess their health and welfare needs and inform them of resources. This winter when a man has had a critical need for health care we have taken them to emergency health care providers. In cases of acute mental we have made arrangements for the individual to be housed in a motel room until we can get them to mental health services. We have been able to recruit more volunteer groups to staff the shelter this year. This was crucial since we lengthened the time we are open. the Volunteer groups rotate out each week. the evening supervisor fills the need for continuity and knowledge of clients: oversees intake, makes critical decisions about the welfare of the clients and volunteers and assure smooth operation of the shelter. In accordance with the fire marshal requirements we have paid staff 'awake and alert' in the overnight hours from 11:00PMto 7:00 AM. all but one of the volunteers leaves at 11:00PM.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

The Corvallis Homeless Shelter Coalition Cold Weather Men's Shelter collaborates with a number of community partners. The Corvallis Police provide a grant for the shelter, patrol the area and bring in individuals who need a safe overnight shelter option to the streets or jail. Our agreement with the Corvallis Police Department is that they may bring in homeless individuals any time during the
evening. Samaritan Health and the Benton County Sheriff's Department also make grants to support the shelter. these emergency providers are cognizant of the fact that we are able to do harm reduction and reduce the number of homeless who are brought to jail or the emergency room. The presence of the shelter has provided a warm place in the community where men suffering non-emergency health concerns can be appropriately cared for and referred to the correct health care providers.
The shelter works closely with the Benton county health Department. the shelter receives support from the Benton county Health Department to address TB testing, flu vaccines and hygiene/ skin disease issues. These preventative measures no only protect the homeless population they also reduce the spread of communicable disease in the genral population. Benton county nurses come to the shelter and administer flu vaccines. they test every resident for TB. they visit the shelter and check on ambulatory clients who have been discharged from the hospital. Our support of the recently discharged reduces the need for hospital readmission.
We refer to COI and Albany Helping Hands and to the Methodist Women's Shelter. COI refers individuals who are not clean and sober or motivated to enter a sobriety program to us. We also take those individuals who fail to qualify for supported beds, they are not veterans, or recent foster children or in a family unit with minor children. We do collaborative training with the Methodist Women's Shelter.
We are a Linn-Benton Food Share agency. this collaboration allow us to provide an evening meal which is partially provided by the volunteer group. this is commonly soup or sandwiches. Because of Linn Benton Food Share we can offer milk, oatmeal, instant soup and bars that the men may eat at the shelter or take to keep with them throughout the day.
An important element of our collaboration is with the 18 faith based and secular organizations that provide over 250 volunteers a year. Their interest in contributing to the welfare of the community brings them back every year to help the homeless.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	1 staff contact hour per client 40 clients an evening
Cost per unit (what it costs to deliver this service per client): *	0.35
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	It is the same
How many unduplicated clients has the program served to date (7/1-12/31)? *	106
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	166
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$5065.00 50%

Contributions / fundraising income *	275
Program service fees *	0
Foundation grants *	0
Other Income *	6580
Total Program Revenue *	11920
Payroll-related expenses *	6883
Operation expenses *	9971
Training costs *	0
Direct Client Services *	550
Miscellaneous expenses *	0
Total Program Expenses *	16904

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ATTACHMENT A

2013 UW & City SS Fund - 6 Month Interim Report #8

Name of Agency *	Corvallis Homeless Shelter Coalition
Contact email *	veeg2@comcast.net
Program Name: *	Women and childrens Housing Program
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Transitional
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	10000
Amount awarded from City Social Service Fund?	7718

Describe any significant Program changes (cost, schedule, scope) since the initial application. *

The demand is very high. We get calls from agencies and individuals daily who are in need of low-income housing. We have had success in keeping families in housing. Corvallis has a shortage of low-income housing. Commonly families are on the brink of homelessness because they have been told their rent would increase and they cannot afford the housing and are therefore about to be evicted or the property is sold to convert to high priced student housing
Often a relatively small amount of financial support in a crisis is enough to make the difference between housing a family and keeping the children in school and out of homelessness.

The most valuable aspect of the program is the Adult Services Team AST is a committee of the Homeless Oversight Committee . It is a bi-monthly meeting of the agency who may have services relevant to bringing a homeless family out of homelessness. Together we meet with the family and identify what we can do relevant to housing, education for the children, health, mental health job training and employment. This process is incredible effective and efficient. Within weeks we have moved families from homelessness to housing and provided additional supports in the schools for the children. AST works because it includes members who are case managers with members who control resources .

Provide specifics regarding how the award was spent. *

Corvallis Homeless Shelter Coalition has held 7 coordination meetings with school district liaisons and agency case managers for the purposes of identifying women and children in need of housing

Identify: we have identified 7 families and offered appropriate services to address homelessness to these families Some do not qualify They have housing, their income is too high, they want to leave the district with the funds.
Case Management and Advocate:

7 families were assigned a case manager and an advocate
Screening: Adult Services team met as the screening committee to assure that all community services were offered to the families.
Five families were offered case management advocacy and a rent stipend for a period of 1 year.

Contracts: Five families entered into a contract to communicate weekly with the trained volunteer advocate and monthly with the case manager.
Contract: Adult Services Team and their case manager jointly negotiated goals for the families. The families have met monthly with the AST for progress reports.
The AST has recommended families to Corvallis Homeless Shelter Coalition for support.

Corvallis Homeless Shelter Coalition has negotiated with landlords and contracted to pay the monthly stipend (or first and last months rent) for the families
Five families are in stable housing in the area of the child's home school for a period of 1 year.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.

We have maintained a log of clients included in the log is the AST application.
We have identified assessed and informed families who are homeless about the services we provide by contacting referring agencies, and public media outlets.
We provide case management to new and continuing client families. We reach out to the community including the schools and social service agencies for referrals .
We are active participants in AST an organization that works cooperatively with providers to determine how to pay for food, housing and medical needs.
We advocate care for this population. Weekly we make a public presentation, (Rotary, Zonta, various churches about the needs of homeless families in Corvallis.
We represent the families as they manage the health care system, making appointments, contacting physicians and helping them sign up for insurance.
We consult with other AST members.
Evaluation is completed monthly both quantitative and qualitative reports are prepared. We complete quarterly United Way reports, City Social Service, Benton County Foundation reports, Zonta reports, Rotary and Corvallis Homeless Shelter Coalition Board reports.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

To date we have kept 5 families in housing. This includes a total of 14 individuals with 10 children in permanent housing in the children's schools. We have provided volunteer mentors who have supported these families with concern and friendship. We have identified and arranged services for sick children and helped the schools identify problems they can address.
We have set up a collaborative helping environment that brings a variety of resources to the families in a timely efficient way.
We have accomplished this by providing a knowledgeable trusted case manager who can assess the needs and provide information to the families
We have provided a case manager who is aware of referral and case management protocols to effectively use the community's array of services to meet their needs
We have provided a case manager who is works cooperatively with providers to determine how to pay for food, housing and medial needs.
We provided an advocate aware of sources of medical treatment and addiction treatment
We provide help families as they learn crisis management skill and daily problem solving strategies
We provide support as the family develop a practical plan for moving toward self-sufficiency.
We provide renter information education and help families locate housing.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

Corvallis Homeless Shelter Coalition has a regular and powerful partnership with the 509J Homeless Children's Program We routinely meet and confer with Chris Hawkins the program manager. Our goal is to identify and assess families who may need housing. We involve the school attendance records and identify resources within the school system that may help the families. 509J has a scholarship MOU with Boys and Girls. We often use this for afterschool care. This arrangement allows families to work or look for work. We collaborate with Community Services Consortium Rental Assistance Program Manager and Willamette Neighborhood Housing Program Manager.When the family is homeless we have used our MOU with Linn Benton Housing Authority and Willamette Neighborhood housing to get preferential review of their cases. This has been very productive. Both of these agonies have access to low-income housing. Together we discuss and resolve problems for homeless families. Question about their rental history, finances and income. We meet every two weeks with the Program Manger at COI to discuss how we can jointly place families who are in the homeless shelter into permanent housing. We have taken several families from the shelter and placed them in housing. We are active members of the Homeless Oversight Committee. We work jointly with our partners to meet the goal of finding rental subsidies for families who are homeless or near homelessness.
Other partners involved as needed are: Benton County Health and Mental health Department, mental health counselors Department of Human Services, Vina Moses and area churches.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One family (each family is estimated to have 3 members) for one year worth of rental subsidy at about $200.00 a month or housing for 24 Clients in one year.
Cost per unit (what it costs to deliver this service per client): *	834.00
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	We are providing the housing at a lower cost of 275.64
How many unduplicated clients has the program served to date (7/1-12/31)? *	14

How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	14
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$3859 50%
Contributions / fundraising income *	1951
Program service fees *	0
Foundation grants *	5000
Other Income *	0
Total Program Revenue *	10810.14
Payroll-related expenses *	5367
Operation expenses *	0
Training costs *	0
Direct Client Services *	4001
Miscellaneous expenses *	0
Total Program Expenses *	9368
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Corvallis Homeless Shelter Coalition
Balance Sheet
As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
Citizens Bank	76,704.67
Citizens HPlus Award	36,260.27
Property Management Account	39.33
Total Checking/Savings	113,004.27
Accounts Receivable	
Accounts Receivable	28,753.00
Total Accounts Receivable	28,753.00
Other Current Assets	
Prepaid Expenses	2,031.34
Total Other Current Assets	2,031.34
Total Current Assets	143,788.61
Fixed Assets	
530 SW 4th Shelter	340,966.00
Apartment Building	783,238.65
Accumulated Depreciation	-53,402.00
Total Fixed Assets	1,070,802.65
TOTAL ASSETS	1,214,591.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	407.50
Total Accounts Payable	407.50
Other Current Liabilities	
Federal/FICA/Medicare W/H	4,802.01
State W/H	1,022.72
Workers Comp	14.50
Oregon Unemployment	705.34
Payroll Payable	8,210.20
Total Other Current Liabilities	14,754.77
Total Current Liabilities	15,162.27
Long Term Liabilities	
Note Payable McGarry Trust	317,861.00
Total Long Term Liabilities	317,861.00
Total Liabilities	333,023.27
Equity	
Reserve for Fixed Assets	781,737.97
Retained Earnings	-28,479.00
Net Income	128,309.02
Total Equity	881,567.99
TOTAL LIABILITIES & EQUITY	1,214,591.26

Corvallis Homeless Shelter Coalition
Profit & Loss
December 2013

	Dec 13		Jul - Dec 13	
Ordinary Income/Expense				
Income				
Partners Place Rental				
Rental Income	0.00		2,529.00	
Total Partners Place Rental		0.00		2,529.00
OHCS Grants				
OHCS Operating Grant				
Housing Subsidy	3,055.00		18,330.00	
Total OHCS Operating Grant	3,055.00		18,330.00	
Total OHCS Grants		3,055.00		18,330.00
City of Corvallis				
Social Service Grant	1,527.50		7,637.50	
Police Department	0.00		6,580.00	
Total City of Corvallis		1,527.50		14,217.50
Contributions				
United Way of Linn County	0.00		42.00	
Businesses/Org	1,150.00		1,425.00	
Churches	1,634.50		1,634.50	
Individual	20,679.39		72,950.51	
Appeal Mailing	790.00		17,531.00	
Total Contributions		24,253.89		93,583.01
Grants				
Benton County Foundation	0.00		6,500.00	
Total Grants		0.00		6,500.00
Total Income		28,836.39		135,159.51
Expense				
Furnishings		0.00		161.88
Equipment - new		568.98		568.98
Facility Rent				
Rent-Other	0.00		866.67	
Rent-CDBG	0.00		2,800.00	
Utilities	391.47		517.14	
Total Facility Rent		391.47		4,183.81
Office Expenses				
Bank Charge	25.00		155.00	
Cell Phone	294.24		861.88	
Postage	50.34		50.34	
Printing	188.20		1,366.85	
Rent	277.83		1,666.98	
Supplies	300.40		539.90	
Total Office Expenses		1,136.01		4,640.95
Employee Expense				
Payroll Expenses				
Outreach Worker	720.00		4,890.00	
Executive Director	5,061.00		30,366.00	
Partners Place Overnights	200.00		800.00	
Case Manager	1,140.00		8,350.50	
Shelter Employees	3,202.50		6,242.50	
Payroll Taxes	1,140.33		6,362.38	
Health Insurance	239.00		1,195.00	
Total Payroll Expenses	11,702.83		58,206.38	
Total Employee Expense		11,702.83		58,206.38

Corvallis Homeless Shelter Coalition
Profit & Loss
December 2013

	Dec 13	Jul - Dec 13
Client Services		
Direct Assistance to Clients	160.00	160.00
Rent/Client	200.00	3,841.12
Total Client Services	360.00	4,001.12
Building Purchase Costs		
Building Purchase	2,139.00	23,422.32
Total Building Purchase Costs	2,139.00	23,422.32
Building Operating Costs		
Property Taxes	0.00	1,650.65
Cleaning	0.00	357.00
Utilities		
Water & Sewer	165.57	1,117.02
Electricity	892.90	3,662.16
Cable	51.90	259.50
Garbage Service	130.60	808.00
Total Utilities	1,240.97	5,846.68
Advertising	0.00	-325.50
Background/Drug checks	0.00	252.61
Property Manager	0.00	984.00
Operating Supplies	0.00	297.79
Repairs	0.00	1,190.50
Total Building Operating Costs	1,240.97	10,253.73
Mileage Reimbursement	0.00	280.91
Auto Expenses	0.00	0.00
Equipment Rental	0.00	150.00
Fees and Licenses	0.00	142.80
Insurance - General Liability	654.91	1,858.67
Laundry	170.00	170.00
Misc.	0.00	23.95
Professional Fees		
Resource Developer	2,082.66	12,495.96
Accounting	0.00	2,665.75
Total Professional Fees	2,082.66	15,161.71
Repairs and Maintenance	1,241.00	2,424.00
Medical Expenses	0.00	75.33
Supplies - Consumables	204.86	642.88
Supplies - Other	0.00	10.03
Total Expense	21,892.69	126,379.45
Net Ordinary Income	6,943.70	8,780.06
Other Income/Expense		
Other Income		
Carryover	0.00	119,528.96
Total Other Income	0.00	119,528.96
Net Other Income	0.00	119,528.96
Net Income	6,943.70	128,309.02

2013 UW & City SS Fund - 6 Month Interim Report #15

Name of Agency *	Community Outreach, Inc.
Contact email *	kwhitacre@communityoutreachinc.org
Program Name: *	Health
For which cycle are you reporting? *	Both
Impact Area for United Way	Health
Impact Area for City Social Service Fund	Emergency Services
Amount requested from United Way?	25000
Amount awarded from United Way?	10000
Amount requested from City Social Service Fund?	40000
Amount awarded from City Social Service Fund?	38589

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	There have been no significant program changes since the original application.

Provide specifics regarding how the award was spent. *

This grant has provided low-cost medical and dental clinics and behavioral health treatment services for uninsured, low-income clients, providing outpatient clinical medicine, diabetes education, physical therapy, limited psychiatric care, referrals to specialists, gynecological services, dental care, mental health counseling, alcohol and drug addiction treatment, abuse intervention counseling, and smoking cessation classes. Funding has been used to meet program operating costs, consisting primarily of staff salaries, liability insurance, and ongoing facilities expenses (maintenance, utilities, depreciation, etc.).

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.

Mental Health outcomes differ for each client depending on the specific symptoms the client exhibits. Measureable changes have included decreased symptoms; increased understanding of the client's psychiatric symptoms; the ability to identify available support systems; an increased understanding of the cycle of abuse; the ability to develop a safety plan; the ability to name appropriate community resources if symptoms recur; and an increased understanding of the client's personal strengths.
Measureable medical health outcomes also vary with each client. Clients with low to no income will receive physical exams and treatment; specialized services such as physical therapy, diabetes education, gynecology exams and treatment; and dental services and treatments. For some medical treatments the outcomes are assured—a patient comes in with a broken arm and the treatment cures the immediate problem. Other medical problems are dependent upon the patient actually following the doctor's orders. Examples would include treatment of diabetes,

weight loss, or increased exercise. While the results are measureable, they do not always result in change. Clients who are seen at a Community Outreach medical, specialty or dental clinic are usually there because of an acute issue that needs attention. Often their lifestyles will not produce lasting change until the root causes of their poverty, homelessness and joblessness have been addressed. That is why it is necessary for all of our integrated programs to work together. Once behavioral, medical and dental health issues are resolved our clients can begin the difficult work of changing their lives and working toward self-sufficiency.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.

Community Outreach offers emergency services to improve their client's behavioral health, medical health and dental health. Over 80% of our clients require counseling and treatment for Domestic Violence and/or Drug and Alcohol abuse. Mental Health outcomes differ for each client depending on the specific symptoms the client exhibits. Measureable changes have included decreased symptoms; increased understanding of client's psychiatric symptoms; ability to identify available support systems; an increased understanding of the cycle of abuse; ability to develop a safety plan; ability to name appropriate community resources if symptoms recur; and an increased understanding of the client's personal strengths. The insights gained through counseling have resulted in decreased involvement with law enforcement and abuse-related hospitalization.
Measureable medical health outcomes also vary with each client. Clients with no insurance will receive physical exams and treatment. For some medical treatments the outcomes are assured—a patient comes in with a broken leg and the treatment cures the immediate problem. Other medical problems are dependent upon the patient actually following the doctor's orders. While the results are measureable, they do not always result in lasting change.
Often the client will not be able to make lasting changes until the root causes of their poverty, homelessness and joblessness have been addressed. That is why it is necessary for all of our integrated programs to work together. Once behavioral, medical and dental health issues are resolved our clients can begin the difficult work of changing their lives and working toward self-sufficiency. When they are on the road to recovery, the community sees fewer visits to the hospital emergency rooms and fewer calls for law enforcement intervention or incarceration.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.

For Drug and Alcohol Treatment
- 45% of the clients who enroll in the A&D Program have successfully completed treatment
- 75% of clients have complete a relapse prevention plan
- 75% of clients have participated in all scheduled individual sessions
- If therapeutically indicated, 100% of clients have been offered referrals to other treatment providers

For Mental Health treatment:
- 80% of clients have demonstrated an increased understanding of their psychiatric symptoms
- 80% of clients have identified 1-3 techniques they can utilize to decrease symptoms or have been able to identify 1-3 support systems they can utilize for assistance when symptoms increase
- 75% of domestic violence clients have demonstrated knowledge about the cycle of abuse and have developed a safety plan, if needed
- 80% of clients have self-reported and/or counselor has observed decreased psychiatric symptoms within a 6 month period
- 100% of clients are able to name two appropriate community resources
- 100% of clients are able to identify 2-3 personal strengths

For general medical clinics and services:
- 95% of eligible patients will be seen the same day
- 100% of clients requesting physical therapy or diabetes education will receive services
- 75% of physician referrals to specialists will be arranged at no cost to client
- 80% of requested radiology, lab tests, and prescription medications are arranged at no cost to client

For dental care:
- 100% of clients requesting dental services receive preventative education
- 100% of clients needing fillings receive appropriate treatment
- 100% of clients needing a tooth extraction get an extraction

Success is tracked through documentation of each unit of services.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

Success is tracked through documentation of each unit of services.
For Drug and Alcohol Treatment
- 45% of the clients who enroll in the A&D Program have successfully completed treatment
- 75% of clients have complete a relapse prevention plan
- 75% of clients have participated in all scheduled individual sessions
- If therapeutically indicated, 100% of clients have been offered referrals to other treatment providers

For Mental Health treatment:
- 80% of clients have demonstrated an increased understanding of their psychiatric symptoms
- 80% of clients have identified 1-3 techniques they can utilize to decrease symptoms or have been able to identify 1-3 support systems they can utilize for assistance when symptoms increase
- 75% of domestic violence clients have demonstrated knowledge about the cycle of abuse and have developed a safety plan, if needed
- 80% of clients have self-reported and/or counselor has observed decreased psychiatric symptoms within a 6 month period
- 100% of clients are able to name two appropriate community resources
- 100% of clients are able to identify 2-3 personal strengths

For General Medical Clinics and services:
- 95% of eligible general medical clinic patients are seen the same day
- 80% of requested radiology, lab tests, and prescription medications are arranged at no cost to client

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Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

In an effort to provide comprehensive medical care to our clients, Community Outreach has formed collaborations with medical and dental professionals who volunteer their time for direct care. We have also formed collaborations with LBCC (dental assistant and nurse training programs), Advantage Dental, Samaritan Hospital Foundation (funds costly equipment and procedures), COMP-NW medical school in Lebanon (hands-on service providers), Good Samaritan Regional Medical Center (pharmaceuticals, radiology and laboratory services), Linn and Benton Health Departments, OHSU (specialized diagnoses & treatment), and Oregon State University (interns, volunteers, and pharmacy students).

From the application describe 1 unit of service (example: 1 food box

One unit of service is defined as one patient receiving one clinic visit or one client receiving one hour of counseling/treatment services.

feeds 1 individual for 3 days). *	
Cost per unit (what it costs to deliver this service per client): *	$115
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	The actual cost is higher than estimated.
How many unduplicated clients has the program served to date (7/1-12/31)? *	1529
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	We anticipate serving a total of 3065 clients.
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$24,400 50.2% of total award

Contributions / fundraising income *	57360
Program service fees *	49370
Foundation grants *	45705
Other Income *	24295
Total Program Revenue *	176730

Payroll-related expenses *	133705
Operation expenses *	42275
Training costs *	750
Direct Client Services *	0
Miscellaneous expenses *	0
Total Program Expenses *	176730

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2013 UW & City SS Fund - 6 Month Interim Report #16

Name of Agency *	Community Outreach, Inc.
Contact email *	kwhitacre@communityoutreachinc.org
Program Name: *	Integrated Housing
For which cycle are you reporting? *	Both
Impact Area for United Way	Income
Impact Area for City Social Service Fund	Emergency Services
Amount requested from United Way?	18000
Amount awarded from United Way?	10000
Amount requested from City Social Service Fund?	52000
Amount awarded from City Social Service Fund?	50166

Describe any significant Program changes (cost, schedule, scope) since the initial application. *

Since the original application we have redefined our programs to serve single male or female veterans in a program called Good 2 Go. We are serving 18 to 25 year old homeless youths, in collaboration with Jackson Street Youth Shelter, in a program called Transitions. We are also offering Emergency and Transitional Shelter for families in a program called Sunflower Shelter. Last year we expanded the number of families we can serve and we currently offer the only shelter for families in the Mid-Willamette Valley. These changes in emphasis have not affected our costs or the scope of our work. It is resulting in minor changes to our programming and scheduling.

Provide specifics regarding how the award was spent. *

The award has been spent providing wrap around services for low income homeless individuals including shelter, food, personal hygiene supplies, case management and life skills classes. Upon entry into the emergency shelter, we work with clients to make sure their basic human needs are met and provide medical care and crisis counseling. Once their immediate needs are met, clients are enrolled in the transitional shelter program. In the transitional shelter program we are able to offer more intensive case management services such as drug and alcohol treatment, day care and life skills classes to help the client work towards self sufficiency and success. By accessing the services and programs offered through integrated shelter, clients are able to move from crisis to stability avoiding the community expenses of emergency room visits, incarceration, police intervention and other costly alternatives.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.

Clients often appear on our doorstep with their life in disarray. With the assistance of case managers they begin

working on identifying the barriers that are preventing them from being a self-sustaining citizen. Some clients must attain physical health, including successful treatment of addictions and/or mental and dental health issues; most must secure some type of income; and gain life skills in several important areas such as useful communication skills; life skills including meal preparation, menu planning budgeting, financial management and stress management skills. Many clients must complete their education or learn computer skills and other job related skills. If the client is a parent he/she will also need to learn successful parenting skills. These are the stepping stones to a successful transition to self-sufficiency.
The ultimate goal of Integrated Shelter is to enable our clients to move into, and remain, in permanent housing in the community.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.

The City Social Service Funds are intended to support emergency services. The clients that we serve through our emergency and transitional shelter programs (integrated shelter) have little to no income, are homeless, and in crisis. The ultimate goal of the integrated shelter program is help transition homeless men, women and families into successful permanent housing in the community.
Upon entry into emergency shelter, the social services assistants make sure client's basic human needs are met. We offer food, shelter, showers, laundry, hygiene supplies, medical care and crisis counseling. Once their immediate needs are met and the client is stabilized, we move them into the transitional shelter program. Once in the transitional shelter program we are able to offer more intensive case management services such as drug and alcohol treatment, day care and life skills classes to help the client work towards self sufficiency and success. By accessing the services and programs offered through integrated shelter clients are able to move from crisis to stability, avoiding spending public money on emergency room visits, incarceration, first responder calls, and other more costly alternatives.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.	Some of the successes that were achieved in this cycle include clients who have made the personal commitment to continue their education. For some that is getting their GED; others begin taking classes at LBCC or OSU. For others success is getting and maintaining a job; for a few it is doing so well that they are quickly promoted to positions of greater responsibility. Some are able, with our assistance, to overcome a poor rental history or a poor credit history in order to achieve their own housing in the community.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

The goal of our Emergency Housing program is to provide homeless community members with access to emergency housing, food, hygiene supplies and emergency assistance.
• 100% of clients receive enough food while in Emergency Shelter to prepare healthy meals for themselves and their family.
• 100% of eligible adult clients who need to see a doctor are able to access services through one of our medical clinics.
• 100% of our clients receive the hygiene supplies they require
The overall goal of our Transitional Housing Services is to assist homeless men, women and families to become productive, self-sufficient community members.
The following indicators are used to measure program success:
• 60% of clients obtain some sort of income
• 50% of clients secure permanent housing
• 90% of clients attend weekly life skills and other classes
• 80% of clients receive needed substance abuse or mental health treatment through Community Outreach, or will

be referred to another treatment provider.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

Community Outreach is dedicated to collaborating with other services throughout Benton County in an effort to maximize services without duplication. To ensure the success of our Integrated Housing program, we work closely with the Linn-Benton Food Share, Stone Soup, Community Services Consortium (CSC) in Corvallis and Albany, HUD, Veterans Administration (VA), Linn-Benton Housing Authority, Willamette Neighborhood Housing Authority, the Day Time Drop-in Center, Love INC, the Center Against Rape and Domestic Violence (CARDV), and Benton County Mental Health. We have also signed a Memo of Understanding with Jackson Street Youth Shelter to create a continuum of care for homeless, runaway and homeless youth. Community Outreach works with older adolescents who have aged out of foster care or lack life skills and family support. We jointly offer life skills training and Community Outreach will provide support for mental health issues and alcohol and drug dependency.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One unit of service is defined as one night of shelter per person.
Cost per unit (what it costs to deliver this service per client): *	$76.64
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	It is slightly lower (36 cents).
How many unduplicated clients has the program served to date (7/1-12/31)? *	167
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	335
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	31,083 51.6%

Contributions / fundraising income *	27915
Program service fees *	42350
Foundation grants *	90270
Other Income *	0
Total Program Revenue *	160535

Payroll-related expenses *	100280
Operation expenses *	55375
Training costs *	515

Direct Client Services *	4365
Miscellaneous expenses *	0
Total Program Expenses *	160535

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Community Outreach, Inc.
STATEMENT OF FINANCIAL POSITION
As of December 31, 2013

ASSETS	
CURRENT ASSETS	
Cash & Cash Equivalents	414,202
RECEIVABLES	
Accounts Receivable, net	6,770
Grants Receivable	4,952
Pledges Receivable	125,636
TOTAL RECEIVABLES	137,358
Prepaid Insurance	2,223
Prepaid Expenses - Other	6,822
TOTAL CURRENT ASSETS	560,605
OSU FCU Savings-Restricted	5,013
Unemployment Trust Account	19,715
Endowment Investments-Vanguard	725,168
Pledges Receivable, less current portion	55,261
Property & Equipment, net of depreciation	2,293,577
TOTAL ASSETS	$ 3,659,339
LIABILITIES AND NET ASSETS	
CURRENT LIABILITIES	
Accounts Payable & Accrued Expenses	35,307
Accrued Vacation Liability	27,589
Deferred Revenue	20
TOTAL CURRENT LIABILITIES	62,916
LONG TERM LIABILITIES	
Notes Payable-Leaf Fin.-copier	5,357
OSU FCU Loan-Reiman Building	201,490
TOTAL LIABILITIES	269,763
NET ASSETS	
Unrestricted Net Assets	2,501,066
Temporarily Restricted	209,677
Permanently Restricted	678,833
TOTAL NET ASSETS	3,389,576
TOTAL LIABILITIES & NET ASSETS	$ 3,659,339

Community Outreach, Inc.
STATEMENT OF REVENUES AND EXPENSES - BUDGET AND ACTUAL
For the Six Months Ending December 31, 2013

	12 Month Budget	YTD Budget	Month Revenue	YTD Revenue	YTD Variance Favorable/ (Unfavorable)
REVENUE					
Contributions-Individuals	35,000	18,298	15,286	22,359	4,061
Contributions-Major Donors	145,000	83,900	91,425	158,099	74,199
Contribs-Bus./Orgs/Churches	120,000	48,000	3,328	20,027	(27,973)
Contribs-Workplace giving	10,000	5,008	7,382	11,997	6,989
Contributions-Gifts of Caring	75,000	56,250	51,254	51,254	(4,996)
Contributions-Annual Report	25,000	25,000	0	9,000	(16,000)
Bequests	130,000	130,000	0	165,751	35,751
Donated Professional Services	0	0	0	0	0
Donated Goods	0	0	0	399	399
Fundraising Events, Net	23,000	20,860	4,240	23,961	3,101
Foundation & Corp Grants	91,500	45,750	6,000	28,600	(17,150)
Foundation grants-DAFs	30,000	15,000	11,400	22,142	7,142
United Way of Benton Cty	37,000	18,500	0	18,500	0
United Way of Linn County	15,610	7,808	1,301	7,805	(3)
Govt Grant/Contract-Benton Co	30,000	30,000	0	30,000	0
Govt-Corvallis Soc Svc Fund	88,755	44,382	7,397	44,377	(5)
Govt Grnt/Cont-Corvallis CDBG	9,000	3,600	900	3,600	0
Govt Grant/Contract-HUD CoC	26,739	13,368	0	12,573	(795)
Govt-EFSP Benton County	4,000	4,000	0	3,122	(878)
Contract-Samaritan Health Serv	100,000	49,998	8,333	49,998	0
Contract-Samaritan Health Serv	7,800	3,900	650	3,900	0
Govt Fee for Svc-VA	75,000	37,500	5,135	42,168	4,668
Fees for Service	126,995	63,504	6,753	51,743	(11,761)
Childcare Scholarship Fees	10,000	4,998	0	7,395	2,397
Interest/Dividend Income	15,000	7,500	4,368	8,438	938
Misc. Income	2,500	1,248	0	2,359	1,111
TOTAL REVENUE	1,232,899	738,372	225,152	799,567	61,195

	12 Month Budget	YTD Budget	Month Expense	YTD Expense	YTD Variance (Favorable)/ Unfavorable
PERSONNEL EXPENSE:					
Wages and Salaries	780,786	390,396	65,546	387,362	(3,034)
Overtime	6,356	3,180	448	3,936	756
Vacation Payout-term'd employe	5,150	2,580	2,360	4,791	2,211
Payroll Taxes	60,612	30,300	5,232	30,224	(76)
Unemployment Tax	8,980	4,494	0	9,269	4,775
Workers Comp Ins	6,785	3,394	502	3,139	(255)
Health Benefits	50,199	25,092	3,703	23,925	(1,167)
Wellness Benefit	0	0	90	195	195
TOTAL PERSONNEL EXPENSE	918,868	459,436	77,881	462,841	3,405
NON-PERSONNEL EXPENSE					
Professional Fees	3,025	1,512	469	2,972	1,460
Professional Fees-Technology	4,000	1,998	140	855	(1,143)
Professional Fees-Audit	8,750	8,750	0	6,750	(2,000)
Professional Fees-Payroll Fees	2,500	1,248	592	1,431	183
Donated Professional Svcs	0	0	0	0	0
Client Transportation	1,974	990	191	259	(731)
Client Direct Assistance	3,099	1,548	0	215	(1,333)
Food Expense	12,800	6,402	747	5,360	(1,042)
Lab Screening Results	2,600	1,296	0	1,488	192
Childcare Scholarship Expense	10,000	4,998	0	7,395	2,397
Dental Clinic Facility	3,980	1,992	0	560	(1,432)
Mortgage Interest Exp	10,594	5,348	884	5,348	0
Building Maintenance & Repairs	51,065	25,532	2,490	11,970	(13,562)
Utilities	40,338	20,166	3,714	18,583	(1,583)
Equipment Maintenance & Repair	3,875	1,938	0	0	(1,938)
Facility rent	0	0	0	107	107

Community Outreach, Inc.
STATEMENT OF REVENUES AND EXPENSES - BUDGET AND ACTUAL
For the Six Months Ending December 31, 2013

Telephone & Internet	4,318	2,160	347	2,152	(8)
Postage & Shipping	7,410	3,716	1,045	3,249	(467)
Printing & Copying	21,657	10,836	852	9,238	(1,598)
Office Supplies	5,510	2,760	1,314	5,383	2,623
Program Supplies	15,148	7,578	1,435	6,566	(1,012)
Technology Supplies	1,000	498	45	699	201
File Storage & Shredding	350	180	0	150	(30)
Vehicle Expense	1,580	792	0	310	(482)
Staff Travel Expense	725	366	0	0	(366)
Staff Mileage	402	216	0	153	(63)
Insurance	33,784	16,835	2,817	16,840	5
Public Relations	3,250	1,626	114	2,601	975
Dues/Memberships/Subscriptions	1,410	758	35	1,085	327
Staff Training & Conferences	3,215	1,602	133	679	(923)
Staff Meetings & Appreciation	1,180	582	276	842	260
Board & Volunteer Expense	1,875	936	0	75	(861)
Interest Expense	3,617	1,811	36	773	(1,038)
Background Check Fees	843	470	0	560	90
Licenses & Fees	1,160	622	525	1,027	405
Bank Fees & Charges	1,600	798	415	1,419	621
Broker Fees	300	150	0	55	(95)
Bad Debt	1,250	624	0	0	(624)
Miscellaneous Expense	100	48	0	0	(48)
TOTAL EXPENSES	1,189,152	599,118	96,497	579,990	(19,128)
NET BEFORE DEPRECIATION & UNRE	43,747	139,254	128,655	219,577	80,323
Unrealized (Gain)Loss on Inves	(25,000)	(12,498)	(7,031)	(67,048)	(54,550)
Depreciation Expense	82,080	41,226	6,871	41,226	0
NET REVENUE (LOSS)	(13,333)	110,526	128,815	245,399	134,873

2013 UW & City SS Fund - 6 Month Interim Report #2

Name of Agency *	CSC
Contact email *	mgibson@csc.gen.or.us
Program Name: *	Linn Benton Food Share
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Emergency Services
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	37000
Amount awarded from City Social Service Fund?	35695
Describe any significant Program changes (cost, schedule, scope) since the initial application. *	Added the Men's Cold Weather Shelter as a member agency.

Provide specifics regarding how the award was spent. *

City funds were used to pay a portion of the salaries needed to distribute food to 21 non-profit agencies in Corvallis. The funds allowed us to solicit, transport, store, allocate, distribute and deliver this food to our member agencies in order to ensure that food is available for any Corvallis resident seeking help. These agencies include food pantries, soup kitchens, homeless shelters, congregate meal sites and gleaning groups. In addition to food, we conducted eleven Corvallis agency site visits, supplied these agencies with three freezers, five heavy-duty shelving units, storage room wiring, and Cambro food carriers.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.

How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	Two cents per pound cheaper. Should finish the year at about .12 though.
How many unduplicated clients has the program served to date (7/1-12/31)? *	7,283
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	12,183
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	17,847, 50%

Contributions / fundraising income *	411996
Program service fees *	128092
Foundation grants *	15597
Other Income *	67058
Total Program Revenue *	622743

Payroll-related expenses *	218683
Operation expenses *	75085
Training costs *	964
Direct Client Services *	255604
Miscellaneous expenses *	0
Total Program Expenses *	550336

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Food was available for any Corvallis resident at risk of going hungry. No one was turned away from out network of member agencies because food was unavailable. Food is the basic necessity of life. The food we distributed gave people access to nutritious food, and allowed them to use their abilities to progress in their lives and realize whatever success they are capable of attaining. Because this food was available, one would expect to have a healthier population, especially among children and seniors. When children receive the nutrition they need, they avoid long term health and learning problems caused by food insecurity. Our program meets the City of Corvallis human need of food. Food Share provides food to people in emergency situations.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.	
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.	Number of food boxes distributed: Estimated-9,138Half year total—5,556 Number of meals served at soup kitchens and shelters: Estimated—118,872 Half year total—53,677 Pounds of food distributed to meet these needs: Estimated: 905,000 Half year total—494,458 pounds

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

Partnering activities: We have continued formal partnerships with Oregon State University, Albertsons, Fred Meyer (Corvallis and Albany) Walmart (Albany, Lebanon, Corvallis—added,) Trader Joe's. And continued partnerships with WincCo, Safeway (stores) National Frozen Foods, Oregon Freeze Dry, Norpac and about 15 other stores. We are particularly pleased with the many truckloads of toilet paper and paper towels that we have received from Georgia Pacific. Our Fresh Alliance and Food Rescue programs are picking up food from these organizations and distributing to our member agencies.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	Unit of Service: Emergency food boxes, meals at soup kitchens and shelters, and pounds of food distributed. An Emergency food box contains enough food to feed a family for four to six days. Generally weighs about 60 pounds and contains items such as peanut butter, pasta, tuna, canned fruits and vegetables, soups, stews, frozen meat and vegetables , beans, cereal rice bread and produce.
Cost per unit (what it costs to deliver this service per client): *	.10 per pound

02 - FOODSHARE
1660 - CITY OF CORVALLIS

	As of December 31, 2013
ASSETS	
CURRENT ASSETS	
CASH	9,303
RECEIVABLES	0
Total CURRENT ASSETS	1,488
TOTAL ASSETS	1,488
LIABILITIES	
CURRENT LIABILITIES	0
PAYROLL PAYABLES	1,488
Total LIABILITIES	1,488
FUND BALANCES	
NET INCOME - YTD	-
TOTAL LIABILITIES AND FUND BALANCE	$ 1,488

COMMUNITY SERVICES CONSORTIUM
REVENUE AND EXPENDITURES

02 - FOODSHARE
14- GRANT FY/2014
1660 - CITY OF CORVALLIS

		July 1 , 2013 - December 31, 2013
REVENUE		
CONTRACT AWARD - CITY	4040	$ 17,847
Total REVENUE		$ 17,847
EXPENDITURES		
PERSONAL SERVICES		
SALARY	5010	$ 11,405
PERS	5320	$ 1,270
WORKERS COMP	5330	$ 7
SAIF INSURANCE	5335	$ 176
UNEMPLOYMENT	5340	$ 217
HEALTH INSURANCE	5350	$ 1,783
DENTAL INSURANCE	5360	$ 196
LIFE INSURANCE	5370	$ 85
FLEXIBLE SPENDING COSTS	5375	$ -
OSGP MATCH - NEW	5382	$ 116
NON-TAXABLE FRINGE BENEFIT	5386	$ 18
FICA	5390	$ 851
Total PERSONAL SERVICES		$ 16,124
MATERIALS & SERVICES		
INDIRECT	6620	$ 1,723
Total MATERIALS & SERVICES		$ 1,723
Total EXPENDITURES		$ 17,847
NET REVENUE / EXPENDITURES		$ -

2013 UW & City SS Fund - 6 Month Interim Report #18

Name of Agency *	Heartland Humane Society
Contact email *	donate@heartlandhumane.org
Program Name: *	Emergency and Safe Housing
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Transitional
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	3000
Amount awarded from City Social Service Fund?	2894
Describe any significant Program changes (cost, schedule, scope) since the initial application. *	No significant changes have been made to the program.
Provide specifics regarding how the award was spent. *	This award was spent on direct client services, providing over 7 full units of service (7.6). Considering this program's service units are: 1 Kennel houses 1 Pet for 30 Days with Daily Care (est. $12/day) and Medical Costs (est. $20/pet) This award allowed full program service for nearly 8 of the 12 pets that have been housed through the program so far this cycle.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.	The Emergency and Safe Housing Program meets the Transitional Services Area by caring for pets for a limited period of time so that owners are able to receive services from Basic Human Need providers with the goal of becoming self-sufficient. This cycle we have seen 12 pets from 8 different families. This program has allowed 4 clients to seek shelter from domestic violence, 3 clients to complete necessary classwork and steps to gain permanent housing, and 1 client to receive treatment for drug addiction.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.	

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

As stated in our submission, a successful program allows people to seek help who otherwise would not because they fear for the safety of their pet. To be successful, the program must be accessible to those in need with available, immediate space.
As a 'safety net' program available to clients through referral, this program is only available to those who genuinely need it. We have accepted 12 animals so far this cycle, with 7 currently residing in the shelter. Of the 5 pets no longer in the program, all 5 were reunited with their families after successful completion of their respective programs or aid.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

The Emergency and Safe Housing Program serves clients of the Center Against Rape & Domestic Violence (CARDV), Mario Pastega House/Samaritan Regional Health Center, Community Outreach, Inc. (COI), and inclement weather shelters, and the American Red Cross.
This cycle our major partner has been CARDV. While CARDV focuses on immediate , safe, and confidential assistance for clients, we focus on providing the same for clients' pets. Community Outreach Inc. has referred 3 clients to us so far this cycle, working with us to schedule out intakes of pets and keeping up communication regarding client timelines to help us plan, as COI client service tends to continue past our program's 30 day term of care. Benton County Mental Health is our final partner for this part of the cycle, having responded to an individual in mental health crisis related to addiction. BCMH provides diligent communication to help us keep in touch with clients, overcoming their lack of direct client advocates. All of our partners recognize the importance of these pets to their clients' well being and cooperate with us to help serve these clients to our best ability.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	1 Kennel houses 1 Pet for 30 Days with Daily Care (est. $12/day) and Medical Costs (est. $20/pet)
Cost per unit (what it costs to deliver this service per client): *	$380
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	same
How many unduplicated clients has the program served to date (7/1-12/31)? *	12
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	18

What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$2,894.04, 100%

Contributions / fundraising income *	7039.43
Program service fees *	0
Foundation grants *	1447.02
Other Income *	0
Total Program Revenue *	8486.45

Payroll-related expenses *	4000
Operation expenses *	0
Training costs *	0
Direct Client Services *	4486.45
Miscellaneous expenses *	0
Total Program Expenses *	8486.45

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Heartland Humane Society
Balance Sheet
As of December 31, 2013

	Dec 31, 13	Nov 30, 13	$ Change
ASSETS			
Current Assets			
Checking/Savings			
0900 · BANKS	323,378	274,094	49,284
Total Checking/Savings	323,378	274,094	49,284
Accounts Receivable			
1000 · ACCOUNTS RECEIVABLE	1,019	2,077	-1,058
Total Accounts Receivable	1,019	2,077	-1,058
Other Current Assets			
1020 · Inventory Asset Paws and Claws	7,303	7,668	-365
1021 · Microchip FDX	159	559	-400
1022 · Inventory Asset Cats Meow	20,903	20,903	0
1220 · Prepaid Expense	2,576	2,578	-2
Total Other Current Assets	30,941	31,708	-767
Total Current Assets	355,338	307,879	47,459
Fixed Assets			
1300 · FIXED ASSETS	1,227,396	1,227,396	0
1600 · ACCUMULATED DEPRECIATION	-413,605	-410,540	-3,065
Total Fixed Assets	813,791	816,856	-3,065
Other Assets			
1100 · Investments	130,457	130,457	0
Total Other Assets	130,457	130,457	0
TOTAL ASSETS	**1,299,586**	**1,255,192**	**44,394**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · ACCOUNTS PAYABLE	3,944	9,985	-6,041
Total Accounts Payable	3,944	9,985	-6,041
Credit Cards			
2010 · CREDIT CARDS	2,240	2,488	-248
Total Credit Cards	2,240	2,488	-248
Other Current Liabilities			
2100 · ACCRUALS	18,816	21,445	-2,629
2151 · License Fee	64	0	64

Heartland Humane Society
Balance Sheet
As of December 31, 2013

2152 · Contract Buyout of Copier	1,834	2,063	-229
Total Other Current Liabilities	20,714	23,508	-2,794
Total Current Liabilities	26,898	35,981	-9,083
Total Liabilities	26,898	35,981	-9,083
Equity			
3000 · 3500 Opening Balance	24,214	24,214	0
3900 · 3900 Retained Earnings	1,238,523	1,238,523	0
Net Income	9,953	-43,527	53,480
Total Equity	1,272,690	1,219,210	53,480
TOTAL LIABILITIES & EQUITY	**1,299,588**	**1,255,191**	**44,397**

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Accrual Basis

Heartland Humane Society
Board BvsA
July through December 2013

	Jul - Dec 13	Budget	$ Over Budget	
Ordinary Income/Expense				
Income				
4000 · ANIMAL SERVICES	110,784	110,888	-104	
4068 · Interest and Dividend Income	22			
4111 · Customer Refund	-580			
4120 · Paws & Claws Income	8,223	6,600	1,623	
4200 · CONTRIBUTIONS	267,013	248,980	18,033	
4210 · Bequests/Planning Giving	19,114			
4440 · WINE & WHISKERS	5,453	0	5,453	
4455 · Other Special Events Income	2,943	9,280	-6,337	
4512 · Short / Over	-14			
4600 · Grant Income	7,669	2,000	5,669	
4700 · IN-KIND CONTRIBUTIONS	16,435	45,100	-28,665	
4900 · Humane Education	3,926	7,650	-3,724	
Total Income	440,988	430,498	10,490	
Cost of Goods Sold				
5001 · Store Sales COGS	7,740	7,320	420	
Total COGS	7,740	7,320	420	
Gross Profit	433,248	423,178	10,070	
Expense				
7020 · CLINIC SERVICES EXPENSE	7,451	9,000	-1,549	
7040 · ANIMAL SERVICES EXPENSE	38,286	49,860	-11,574	
7100 · In-Kind	16,435	45,100	-28,665	Dec
7110 · THRIFT STORE EXPENSES	1,792	1,800	-8	
7240 · Special Appeals Expense	38			
7400X · SPECIAL EVENTS EXPENSE	-15	0	-15	
7600 · Event Supplies	3,226	3,002	224	
7700 · HUMANE EDUCATION EXPENSE	1,927	5,050	-3,123	
7800 · GENERAL EXPENSES				
7809 · Advertising/Marketing	1,105	1,050	55	
7810 · AUTO EXPENSES	420	1,498	-1,078	
7815 · Business Insurance	3,782	3,252	530	
7816 · Dues, Fees, Subscriptions	3,489	1,638	1,851	
7820 · OFFICE EXPENSES	15,716	10,934	4,782	Mailings
7825 · Miscellaneous Expense	413	72	341	4k/1k
7830 · PROFESSIONAL FEES	19,833	22,554	-2,721	Budget
7841 · Staff Meetings/Training	555	980	-425	2k/6k
7845 · Training/Travel Expense	755	249	506	
7851 · Repairs & Maintenance	9,409	7,998	1,411	
7853 · Rent Expense	21,597	18,600	2,997	Jan + Stg
7859 · Utilities	14,882	11,001	3,881	
7860 · FINANCIAL EXPENSES	5,242	5,115	127	
7870 · COMMUNICATIONS TECHNOLOGY	4,250	4,004	246	
Total 7800 · GENERAL EXPENSES	101,448	88,945	12,503	

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Accrual Basis

Heartland Humane Society
Board BvsA
July through December 2013

	Jul - Dec 13	Budget	$ Over Budget
8000 · PAYROLL	234,078	226,574	7,504
Total Expense	404,666	429,331	-24,665
Net Ordinary Income	28,582	-6,153	34,735
Other Income/Expense			
Other Income			
9000 · OTHER INCOME	-271		
Total Other Income	-271		
Other Expense			
9800 · Depreciation Expense	18,359	18,164	195
Total Other Expense	18,359	18,164	195
Net Other Income	-18,630	-18,164	-466
Net Income	9,952	-24,317	34,269

2013 UW & City SS Fund - 6 Month Interim Report #33

Name of Agency *	Jackson Street Youth Shelter
Contact email *	director@jsysi.org
Program Name: *	Emergency Shelter Ages 10-17
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Emergency Services
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	25000
Amount awarded from City Social Service Fund?	19295

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	There has been significant positive change in staff positions and internal transitions. Kendra Phillips-Neal moved to Program Director from her previous Shelter Director position, and we have hired and trained someone who has taken her place who is the Shelter Supervisor. By creating the Shelter Supervisor and Program Director positions, we now have better staff focus on oversight of all JSYSI sites and development/implementation/review of all programming. The Program Director will also pursue partnerships and collaborations for programming support and funding.
Provide specifics regarding how the award was spent. *	All youth served during the reporting period in Emergency Shelter were provided with a safe place, bed, showers, laundry, food, and resources and referrals. We worked closely with partners to provide other needed services and support (see partnering/collaboration below). JSYSI staff also helped coordinate plans to re-unite youth with their families through case management and mediation services.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	
Describe measurable changes that have occurred to date in this cycle.	All youth served during the reporting period in Emergency Shelter were provided with a safe place, bed, showers, laundry, food, and

Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.	resources and referrals. JSYSI accessed our partnerships with Benton County Mental Health and Boys Girls Club of Corvallis to provide each youth with a dental screening and free dental services, as well as, Phagans Beauty School for free haircuts. JSYSI worked closely with the homeless liaisons and Operation School Bell to help the youth obtain school clothes, free and reduced lunch, and school supplies.
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.	

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

*85% of those youth participate in assessment, counseling services, skill building activities, and case management.
• 75% participate in family mediation and counseling.
• 90% exit services with an individual aftercare plan for continued safety and stability.
• 80% return home after their stay at JSYSI.
• 75% enroll in school or a GED program, or continue attending their school of origin while at JSYSI.
• 90% receive help with homework and educational activities.
• 90% participate actively in the development of their strengths/needs assessments, treatment plan, and aftercare plans.
• 80% participate in group activities that incorporate topics such as like skill development, serving others, healthy self-image, and relationship building.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.	As mentioned in above questions, JSYSI has worked closely with the homeless liaisons, Operation School Bell, Boys and Girls Club of Corvallis, Benton County Mental Health, and Phagans on coordinating basic and medical needs. JSYSI has also worked closely with Benton County Juvenile Department in serving youth in need and providing mediation and case management.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *

Emergency stays range from one to 21 days. An average emergency stay of one week includes:
- A safe, stable environment, with 24-hour structured supervision by qualified, caring adults.
- Healthy meals and snacks; personal hygiene products; clothing and shoes, if needed.
- Access to medical care and other essential services.
- Individual case management, including referrals to community services.
- Education support, including Homework Time each school night, staffed by volunteer tutors.
- A plan to reunite the youth with the family (if appropriate), along with support services such as family mediation.

Cost per unit (what it costs to deliver this service per client): *	$735 /wk ($105 per day/night in shelter)
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	same

How many unduplicated clients has the program served to date (7/1-12/31)? *	28
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	we anticipate 45-50 youth will be served
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	9,648

Contributions / fundraising income *	5000
Program service fees *	9308
Foundation grants *	0
Other Income *	4896
Total Program Revenue *	60489

Payroll-related expenses *	49781
Operation expenses *	9807
Training costs *	431
Direct Client Services *	5900
Miscellaneous expenses *	0
Total Program Expenses *	65918

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ATTACHMENT A

2013 UW & City SS Fund - 6 Month Interim Report #32

Name of Agency *	Jackson Street Youth Shelter
Contact email *	andrea.myhre@jsysi.org
Program Name: *	Transitional Housing for At-Risk Youth
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Transitional
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	10000
Amount awarded from City Social Service Fund?	4824

Describe any significant Program changes (cost, schedule, scope) since the initial application. *

JSYSI was able to hire a Transitional Living Program (TLP) Coordinator that provides intensive case management to any transitional youth living in the overnight shelter (21 days or more). This staff also coordinates the program located at our off-site TLP shelter facility for 18-20 year olds. Our very exciting news is that JSYSI was able to connect with a local property owner to obtain a 4-bed facility for transitional aged youth. We opened our Transitional Living Program in September with youth moving into the shelter facility in 2013 (the site location is being kept confidential for the safety of the youth living there).

Provide specifics regarding how the award was spent. *

SYSI has consistently provided transitional shelter for homeless youth 18 and under at our main shelter facility on Jackson Street and we now shelter youth ages 18-20 at our Transitional Living facility. All youth were provided with a stable living environment, basic needs, and access to medical care as well as a case manager to work with weekly on goal setting and long term housing plans. Our Outreach Case Manager has successfully formed relationships with other youth-serving organizations and schools to help provide on-site crisis intervention and resource support. Youth in our Transitional Living Program participated in our life skills building workshops 3 times a week and also participate in our educational support program (these activities are required of the youth if they enroll in our program).

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.

As mentioned above we were able to form a partnership with a local property owner to obtain housing for the 18-20 transitional youth population. We work with College Hill High School and Boys and Girls Clubs of Corvallis to provide boys groups within the community, focusing on health masculinity and long term success. We have begun a partnership with Community Outreach Inc. to better serve the 18-24 transitional youth population, sharing case management, trainings, and skill building. We have been able to speak at several of the high schools (CHS and CVHS) providing the certified teachers and counselors with direct information on how to use JSYSI and get their youth the best service. We have connected with CASA to use their available store front space as a "drop-in" for youth on the streets to help them obtain necessary resources to begin changing their lives and working towards permanent housing.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.	
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.	• 100% offered individualized needs assessments, • 100% have access to an on-going schedule of activities, • 80% engage in service learning, • 90% learn a variety of life skills, • 80% leave the program with new skills to help form permanent connections, • 80% participate in job training or job-readiness coaching, • 80% improve their educational achievements and make progress toward their goals. • 100% taught how to access community services, • 80% leave the program with a comprehensive aftercare plan.
Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.	As mentioned in above questions, JSYSI has worked closely with the homeless liaisons, Operation School Bell, Boys and Girls Club of Corvallis, Benton County Mental Health, and Phagans on coordinating basic and medical needs. JSYSI has also worked closely with Benton County Juvenile Department in serving youth in need and providing mediation and case management.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *

One shelter-stay, from three weeks to several months, includes:

- Accommodation in safe, stable environment.
- Healthy meals and snacks; personal hygiene products; access to laundry facilities.
- Access to medical care and other essential services, referrals to other community resources, as needed.
- Individual case management, including goal-setting sessions and life-skills coaching.
- Education support, including tutors, access to computers, and school supplies.
- Assistance in obtaining important documents, such as birth certificates and ID cards.
- Opportunities to attend Independent Living Skills Workshops on a variety of topics.
- Assistance in accessing job training programs or higher education.

Cost per unit (what it costs to deliver this service per client): *	$2,340 average ($105 per bednight) for shelter stay; cost for outreach services is highly variable, case by case basis.
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	same

How many unduplicated clients has the program served to date (7/1-12/31)? *	5 unduplicated youth in transitional shelter services at our Jackson Street faciity (youth up to age 18) and 2 youth ages 18-20 at our Transitional Living Shelter
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	We are on track to complete our goal of serving 15-20 youth in transitional services for this project year.
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	2,412

Contributions / fundraising income *	25000
Program service fees *	0
Foundation grants *	10000
Other Income *	15320
Total Program Revenue *	52732

Payroll-related expenses *	36719
Operation expenses *	9807
Training costs *	287
Direct Client Services *	4130
Miscellaneous expenses *	0
Total Program Expenses *	50943

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ATTACHMENT A Packet Page 108

Jackson Street Youth Shelter, Inc
Balance Sheet
(preliminary)

As of December 31, 2013

	Dec 31, 2013
ASSETS	
Current Assets	
Checking/Savings	
Total Citizens Bank Checking	47,691.52
Citizens Money Market	
Operating Funds	48,660.82
Total Restricted Funds	14,579.40
Total Citizens Money Market	63,240.22
OSU Federal Credit Union	6,222.85
Total Petty Cash Combined	89.15
Total Checking/Savings	117,243.74
Accounts Receivable	
Accounts Receivable	1,784.82
Pledges Receivable	8,200.00
Grants Receivable	38,198.33
Total Accounts Receivable	48,183.15
Other Current Assets	
Resident Gift Cards	1,244.75
Household Gift Cards	948.22
Inventory	15,158.29
Prepaid Expenses	2,883.89
Undeposited Funds	13,166.98
Total Other Current Assets	33,402.13
Total Current Assets	198,829.02
Fixed Assets	
Leasehold Improvements	2,702.99
Land	104,475.00
Buildings	
Shelter Building	229,525.00
Capital Improvements	45,564.12
Office Building	34,327.51
Total Depreciation, Buildings	-64,268.47
Total Buildings	245,148.16
Total Furnishings & Equipment	18,161.56
Total Computer Software	110.32
Total Fixed Assets	370,598.03
TOTAL ASSETS	569,427.05

Jackson Street Youth Shelter, Inc
Balance Sheet
(preliminary)

As of December 31, 2013

	Dec 31, 2013
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	544.98
Total Accounts Payable	544.98
Credit Cards	
VISA - OSU Fed Credit Union	5,939.96
Total Credit Cards	5,939.96
Other Current Liabilities	
Total Deferred Income	49,224.96
Payroll Liabilities	19,598.88
Payroll Payable	7,500.00
Total Other Current Liabilities	76,323.84
Total Current Liabilities	82,808.78
Long Term Liabilities	
Loans	27,000.00
Municipal Rehabilitation Lien	34,915.00
Total Long Term Liabilities	61,915.00
Total Liabilities	144,723.78
Equity	
Retained Earnings	437,406.52
Net Income	-12,703.25
Total Equity	424,703.27
TOTAL LIABILITIES & EQUITY	569,427.05

Jackson Street Youth Shelter, Inc

Income & Expense (preliminary)

July through December 2013

	Jul - Dec 2013
Income	
Total Albany House Campaign	2,100.00
Contributions Income	
Restricted	1,500.00
Total Unrestricted	118,328.37
Total Contributions Income	119,828.37
Donated Items	8,160.00
Total Fundraisers	11,118.39
Grants	
Government Grants	
Total Federal Grants	75,900.00
State Grants	
JCP/YIF	19,990.50
ORHY	13,666.01
Total State Grants	33,656.51
Local Government Grants	
Soc Services - City	12,059.52
Total Local Government Grants	12,059.52
Total Government Grants	121,616.03
Total Private Grants	50,432.04
Total Grants	172,048.07
Contracts	
Benton Co Mental Health Beds	9,308.46
Total Contracts	9,308.46
Program Fees	60.00
Interest Income	12.77
Miscellaneous Income	805.00
Total Income	323,441.06
Expense	
Personnel	
Payroll	
Payroll Expenses	238,252.90
Taxes	23,116.50
Total Payroll	261,369.40
Total Staff Expense	8,852.30
Health Insurance	15,250.00
Insurance, Worker's Comp	1,849.20
Total Personnel	287,320.90

	Jul - Dec 2013
Facilities	
Insurance, Property	700.02
Facilities Supplies	712.72
Total Repairs	1,960.99
Total Utilities	2,742.80
Rental - Albany	426.00
Depreciation Expense	4,062.27
Total Facilities	10,604.80
Program Expenses	
Program Supplies	708.20
Total Resident Expense	12,684.60
Program Expenses - Other	397.25
Total Program Expenses	13,790.05
General Expense	
Total Advertising	649.79
Total Bank Service Charges	330.57
Dues and Subscriptions	2,726.50
Insurance	
General Liability Insurance	1,233.00
Directors & Officers Liability	520.50
Other Insurance	154.98
Total Insurance	1,908.48
Miscellaneous	63.94
Office Supplies	3,573.95
Postage and Delivery	1,863.56
Printing and Photocopies	4,532.63
Total Professional Fees	5,752.80
Telephone	3,026.34
Total General Expense	24,428.56
Total Expense	336,144.31
Net Ordinary Income	-12,703.25

2013 UW & City SS Fund - 6 Month Interim Report #10

Name of Agency *	Old Mill Center for Children and Families
Contact email *	cindy_bond@oldmillcenter.org
Program Name: *	Relief Nursery
For which cycle are you reporting? *	Both
Impact Area for United Way	Education
Impact Area for City Social Service Fund	Transitional
Amount requested from United Way?	20964
Amount awarded from United Way?	5000
Amount requested from City Social Service Fund?	12000
Amount awarded from City Social Service Fund?	2894

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	No changes to the City Social Service request: Relief Nursery Outreach Relief Nursery received additional grant funding to support the Parent Education portion of the Parenting Support Group, so funding was used to support the Mental Health portion of this group. Otherwise there were no other changes.
Provide specifics regarding how the award was spent. *	Both the United Way and City Social Service awards were applied directly to pay staff salaries. United Way: The $2500 award was applied toward the $2,700 mental health therapist cost for Parent Support Group (no benefit cost included). City Social Services: The $1,448 was applied toward the $2,079 of outreach workers' salaries (no benefit cost included.)
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	Relative to the United Way impact area, we have had: - Reduced rates of confirmed child abuse reports; -Increased or typical parent attachment/bonds to their children; -increased understanding of age-appropriate activities; -Reduced stress and isolation through connections with other parents; and -Parent satisfaction with services provided.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.	Relative to the City SSF priority area, we have had: -Reduced rates of confirmed child abuse reports; -Increased parent confidence in using positive age-appropriate discipline/guidance; -Enrolled children meeting developmental milestones; -Increased parent levels of attachment; -Decreased parent stress levels; and -Increased parent knowledge of developmentally appropriate activities

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to do with their children

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.

United Way Outcomes:
1. 100% of enrolled parents had no confirmed child abuse or neglect reports after 6 months in the program;
2. 88% of parents participating in the Parent Support Group reported stable or reduced feelings of stress;
3. 100 % of parents participating in the Parent Support Group reported stable or increased confidence in their abilities as parents as per Parenting Skills Ladder;
4. 92% of parents reported attachment to their child within the normal range as per Parenting Stress Index; and
5. 100% of parents reported satisfaction w the Parent Support Group services as per the Parent Group Satisfaction Survey.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

City Social Service Outcomes:
1. 100% of parents receiving Outreach home visits had no confirmed child abuse or neglect reports after 6 months in the programs;
2. 98% of children participating in therapeutic classrooms/outreach met developmental milestones. 2% were referred for further assessment/received early intervention/early childhood special education services;
3. 100% of parents receiving home visits reported increased knowledge or activities to do with their children as per Parenting Skills Ladder;and
4. 100% of parents receiving therapeutic classroom/outreach services reported satisfaction with the services provided.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

We partner with many other social service agencies when serving common families. Both the Linn-Benton Early Childhood and the Healthy Start birth-3 Benton County teams meet monthly, sharing information, referrals and identifying gaps in services. Some of these agencies include Early Head Start and Head Start programs, Early Intervention, Parent Education Program, Health Departments, Healthy Families, Linn-Benton Community College and Strengthening Rural Families to name a few. The Corvallis Benton County Public Library directly partners in providing family literacy events for Relief Nursery families. Staff attends Family Support & Connections Core Team meetings, Strengthening Rural Family and Healthy Families' Advisory Board meetings, staffing for families at Department of Human Services, Milestones and Community Outreach, and Benton County Mental Health Wrap Teams. Relief Nursery director co-chairs the Linn-Benton Early Childhood Committee and is actively involved in the educational Hub planning for Linn-Benton (and perhaps Lincoln) Counties.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	United Way: 1 parent attends a e-hour parent education group once a week for 10 weeks. City Social Services: 1 Outreach family receives a monthly 2.5 hour home visit, which includes home visit time, travel, planning/preparation and paper work (reports)
Cost per unit (what it costs to deliver this service per client): *	United Way: $259 per family per quarter. CSS: $371 per 6 months.
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	US:$46 more. This is because we had 3 parents who were unable to attend the group; CSS: $371/6 months: more due to families needing more home visits than anticipated
How many unduplicated clients has the program served to date (7/1-12/31)? *	UW: 21 parents; CSS: 57 families

How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	UW: 28 parents; CSS: 70 families
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	UW: $2500, 100% CSS: $1447, 100%

Contributions / fundraising income *	5044
Program service fees *	0
Foundation grants *	26647
Other Income *	104434
Total Program Revenue *	134125

Payroll-related expenses *	138484
Operation expenses *	3094
Training costs *	1832
Direct Client Services *	4143
Miscellaneous expenses *	1701
Total Program Expenses *	149254

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Upload Dec-end Income statement.	copy_of_pljuldec.pdf 20.96 KB · PDF

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Old Mill Center for Children and Families
Balance Sheet
As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Accounts	
1010 · Petty Cash Account	57.83
1020 · General Checking CB 5738	51,699.54
1030 · Operating Reserve CB 7031	
1031 · Bev's Dream Fund	58,705.20
1740 · Facilities Capital Reserve - VG	16,635.51
1030 · Operating Reserve CB 7031 - Other	291,661.16
Total 1030 · Operating Reserve CB 7031	367,001.87
Total 1000 · Cash Accounts	418,759.24
1100 · Temp Restricted Cash Accounts	
1140 · Scholarship Savings CB 3724	17,138.20
Total 1100 · Temp Restricted Cash Accounts	17,138.20
1122 · Business Savings	12.47
Total Checking/Savings	435,909.91
Accounts Receivable	
1200 · Accounts Receivable	
1210 · Pre-K Tuition A/R	-300.00
1220 · Therapy A/R	100,684.63
1240 · Grants & Contracts A/R	41,072.11
Total 1200 · Accounts Receivable	141,456.74
1280 · Pledges Receivable	
1282 · Pledges Made	31,000.00
Total 1280 · Pledges Receivable	31,000.00
1285 · Beneficial Interest in CLAT	
1283 · Beneficial Interest In CLAT	191,774.00
1286 · Discounts on CLAT	-16,805.00
Total 1285 · Beneficial Interest in CLAT	174,969.00
Total Accounts Receivable	347,425.74
Other Current Assets	
1300 · Allowance For Doubtful Accounts	-14,042.00
1380 · Pledges AFDA	
1384 · Discount on Pledge Receivable	-68.00
Total 1380 · Pledges AFDA	-68.00
1399 · Undeposited Funds	3,568.27
1400 · Other Current Assets	
1410 · Contract receivables	38,225.00
Total 1400 · Other Current Assets	38,225.00
Total Other Current Assets	27,683.27
Total Current Assets	811,018.92
Fixed Assets	
1500 · Property, Plant & Equipment	
1520 · Furniture & Equipment	383,006.75

Old Mill Center for Children and Families
Balance Sheet
As of December 31, 2013

	Dec 31, 13
1530 · Building and improvements	3,420,991.87
1550 · Land & Improvements	114,631.11
Total 1500 · Property, Plant & Equipment	3,918,629.73
1600 · Accumulated Depreciation	
1610 · Accumulated Depreciation	-1,103,537.02
Total 1600 · Accumulated Depreciation	-1,103,537.02
Total Fixed Assets	2,815,092.71
Other Assets	
1700 · Temporarily Restricted Assets	
1710 · Capital Campaign	
1711 · C.C-Vanguard	15,387.64
1712 · Interest/Div.	202,599.64
1713 · Due to Capital Campaign	-217,987.28
Total 1710 · Capital Campaign	0.00
Total 1700 · Temporarily Restricted Assets	0.00
1800 · Permanently Restricted Assets	
1810 · Endowment 862-06994	
1811 · Starker Endowment	117,335.00
1812 · TLC- Scholarship Endowment	57,733.00
1813 · Jim & Mariellen Harper Endowmen	16,501.68
1814 · Interest on Endowment	10,925.15
1810 · Endowment 862-06994 - Other	58,482.59
Total 1810 · Endowment 862-06994	260,977.42
Total 1800 · Permanently Restricted Assets	260,977.42
Total Other Assets	260,977.42
TOTAL ASSETS	3,887,089.05
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	11,061.54
Total Accounts Payable	11,061.54
Credit Cards	
2030 · OSUFCU Credit Cards	
2070 · 70-Cindy Bond Credit Card	212.68
2074 · 74-Jill Irwin Credit Card	12.56
Total 2030 · OSUFCU Credit Cards	225.24
Total Credit Cards	225.24
Other Current Liabilities	
2100 · Short-term Obligations Payable	
2150 · Grants Paid in advance	13,200.00
Total 2100 · Short-term Obligations Payable	13,200.00
2200 · Accrued Wages	
2220 · Accrued Vacation	10,778.80
2230 · Tax on Accrued Vacation	1,128.54

Old Mill Center for Children and Families
Balance Sheet
As of December 31, 2013

	Dec 31, 13
Total 2200 · Accrued Wages	11,907.34
2300 · Accrued Payroll Taxes	
2310 · Accrued Federal Withholding	5,593.00
2320 · Accrued Medicare	2,163.34
2330 · Accrued Social Security	9,250.14
2340 · Accrued OR Withholding	4,031.00
2350 · OR-SUI	5,690.60
2360 · Wrks Comp (SAIF)	486.30
Total 2300 · Accrued Payroll Taxes	27,214.38
2400 · Accrued Benefits	
2410 · Retirement Plan W/H	50.00
2420 · Staff Insurance W/H	-3,035.73
2425 · COBRA Acct.	-1,391.26
2430 · TLC Scholarship -Pledges	45.00
2440 · U/Way Pledges	30.00
2450 · AFLAC Insurance	126.01
Total 2400 · Accrued Benefits	-4,175.98
Total Other Current Liabilities	48,145.74
Total Current Liabilities	59,432.52
Total Liabilities	59,432.52
Equity	
3100 · Temp. Restricted Net Assets	
3110 · Cash Accounts	106,889.74
3130 · Net Pledges Receivable	227,910.99
3155 · Bev's Endowment Earnings	24.82
Total 3100 · Temp. Restricted Net Assets	334,825.55
3200 · Perm. Restricted Net Assets	
3051 · Endowment Fund	250,150.66
Total 3200 · Perm. Restricted Net Assets	250,150.66
3300 · Unrestricted Net Assets	3,194,933.45
Net Income	47,746.87
Total Equity	3,827,656.53
TOTAL LIABILITIES & EQUITY	3,887,089.05

Old Mill Center for Children and Families
Profit & Loss
July through December 2013

	Jul - Dec 13
Ordinary Income/Expense	
Income	
4100 · Pre-K Program Fees	
4110 · Pre-K Tuition	34,560.00
4111 · EI Discount	-5,060.00
4112 · EI Payment	5,060.00
4115 · Scholarship Discount	-5,165.00
4116 · Due from Scholarship Account	5,165.00
Total 4100 · Pre-K Program Fees	34,560.00
4119 · Book Faire Income	791.88
4200 · ITS Program Fees	
4210 · ITS Tuition Revenue	59,502.35
4215 · ITS Case Management	13,436.50
4220 · Contractual Discount	-13,027.93
Total 4200 · ITS Program Fees	59,910.92
4300 · Outpatient Therapy Program Fees	
4310 · Therapy Revenue	1,377.20
4320 · Co-Parenting class	1,175.00
4340 · Private Insurance Revenue	46,784.53
4345 · Private Ins Contract Discount	-9,901.76
4350 · IHN Revenue	166,594.03
4355 · IHN Contractual Discount	-42,920.45
Total 4300 · Outpatient Therapy Program Fees	163,108.55
4500 · Early Childhood Contracts	
4510 · Benton CCCF	
4511 · BCCCF Healthy Start	35,810.25
Total 4510 · Benton CCCF	35,810.25
4520 · City Social Serv-Early Childhoo	
4524 · RAFT	1,447.02
Total 4520 · City Social Serv-Early Childhoo	1,447.02
4540 · Relief Nursery Service Contract	103,642.01
4550 · Healthy Start	27,000.00
4560 · LBL ESD-ITS	59,091.62
4590 · United Way	
4592 · United Way - RAFT	5,000.00
Total 4590 · United Way	5,000.00
Total 4500 · Early Childhood Contracts	231,990.90
RBV - Relationship-Based Visitation	13,872.00
4600 · Outpatient Therapy Contracts	
4620 · Childsafe Contracts	
4621 · VOCA	5,590.00
Total 4620 · Childsafe Contracts	5,590.00
4660 · Foundation & Service Grants	
4661 · Benton County Foundation	5,000.00
4666 · Jubitz Family Foundation	2,500.00

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Old Mill Center for Children and Families
Profit & Loss
July through December 2013

	Jul - Dec 13
Total 4660 · Foundation & Service Grants	7,500.00
4670 · School Districts	
4676 · 509J - ITS contract	32,800.00
Total 4670 · School Districts	32,800.00
Total 4600 · Outpatient Therapy Contracts	45,890.00
4700 · Donations	
4701 · General Donations	61,282.65
4703 · Bequests & Memorial Donations	725.00
4704 · TLC Scholarships	45.00
4705 · Bakesale/YardS/Bottle R./Parent	255.48
4707 · Mr CV Donations	20,567.10
4708 · Holiday Mailer/Families	126,645.46
4710 · United Way Campaign Designation	1,495.24
4711 · Online Donations	2,260.00
4712 · Special Projects	2,304.77
Total 4700 · Donations	215,580.70
4750 · Foundation Grants	
4515 · Samaritan-RAFT & Healthy Start	13,200.00
4776 · Lloyd Summers - Anonymous Trust	55,000.00
Total 4750 · Foundation Grants	68,200.00
4790 · Rebates & Refunds	
4791 · SAIF dividend	3,860.00
Total 4790 · Rebates & Refunds	3,860.00
4795 · EHS-Utilities	1,200.00
4800 · Fundraising Events	
4801 · Auction Income	
4802 · Auction - Sponsorships	1,000.00
Total 4801 · Auction Income	1,000.00
4830 · Fireside Recitals	
4832 · Fireside-Registration	5,465.00
4833 · Fireside-Donations	500.00
Total 4830 · Fireside Recitals	5,965.00
4840 · Golf Classic	
4841 · Golf-Sponsorships	515.00
Total 4840 · Golf Classic	515.00
4850 · Skinny Pig Out	
4851 · SPO-Sponsorships	950.00
Total 4850 · Skinny Pig Out	950.00
Total 4800 · Fundraising Events	8,430.00
Total Income	847,394.95
Gross Profit	847,394.95
Expense	
5000 · Staff Expenses	
5100 · Payroll Wages	
5110 · Executive Staff	51,301.00

Old Mill Center for Children and Families
Profit & Loss
July through December 2013

	Jul - Dec 13
5120 · Specialists	84,510.22
5130 · Licensed Therapists	58,267.19
5140 · Unlicensed Therapists	20,395.65
5150 · QMHA Therapists	30,974.75
5160 · Teachers	81,395.86
5170 · Home Visitors	55,847.26
5180 · Childcare Workers	11,296.51
Total 5100 · Payroll Wages	393,988.44
5200 · Employee Benefits	
5210 · Personal Time Off Expense	45,980.87
5220 · Health Insurance	37,049.98
5240 · Insurance Premium Opt Out	10,000.00
5280 · Holiday Pay	25,816.77
Total 5200 · Employee Benefits	118,847.62
5300 · Payroll Taxes	
5310 · Federal Medicare Taxes	6,561.80
5320 · Federal Social Security Tax	28,057.33
5350 · OR-SUI	12,106.62
5360 · OR- Wrks Comp (SAIF)	6,166.22
Total 5300 · Payroll Taxes	52,891.97
5400 · Staff appreciation	50.00
Total 5000 · Staff Expenses	565,778.03
6000 · Operating Expenses	
6010 · Advertising & Promotions	
6012 · Newspaper	2,197.15
6014 · Phone Book	403.48
6018 · Marketing & Communication	967.09
Total 6010 · Advertising & Promotions	3,567.72
6020 · Assistance to Clients	
6021 · Bus Pass & Gas Cards	1,613.73
6024 · Clothing Assistance	199.25
6020 · Assistance to Clients - Other	46.33
Total 6020 · Assistance to Clients	1,859.31
6030 · Food & Meals	
6034 · Food for Program	2,920.44
6036 · Food Staff Kitchen	263.10
6038 · Classroom Cooking Projects	399.18
Total 6030 · Food & Meals	3,582.72
6040 · Program Supplies & Equipment	
6041 · Book Faire	791.88
6043 · Curriculum Support	3,226.57
6044 · General Supplies	801.91
6044.5 · Volunteer Exp.	13.19
6045 · Kitchen & Laundry Supplies	241.07
6046.5 · Playground	30.83

Old Mill Center for Children and Families
Profit & Loss
July through December 2013

	Jul - Dec 13
6047 · Special Events	831.77
6047.3 · Holiday Families	220.00
6040 · Program Supplies & Equipment - Other	135.19
Total 6040 · Program Supplies & Equipment	6,292.41
6050 · Office Supplies	
6051 · Agency Supplies	3,008.05
6052 · Paper & Misc Supplies	496.21
6054 · Printing & Publication	306.89
6056 · Photocopier	2,058.54
6058 · Postage	748.57
6050 · Office Supplies - Other	514.93
Total 6050 · Office Supplies	7,133.19
6060 · Insurance	
6062 · Liability Insurance	1,570.00
6064 · Commercial Property Ins	5,929.84
6066 · General Liability Ins	1,766.70
6067 · Professional Liability Ins	310.00
Total 6060 · Insurance	9,576.54
6070 · Interest & Fees	
6071 · Bank Fees	738.76
6072 · Credit Card Charges	175.13
6076 · IRS Penalties	327.42
Total 6070 · Interest & Fees	1,241.31
6080 · Licenses & Dues	
6082 · Professional Journals	10.00
6083 · Annual Fee & Tax	314.00
6084 · Professional Organizations	566.69
6086 · Business License	350.00
Total 6080 · Licenses & Dues	1,240.69
Total 6000 · Operating Expenses	34,493.89
6200 · Professional Service Fees	
6210 · Accounting & Legal	8,250.00
6230 · Clinicians	
6232 · Mental Health Counselor	5,530.42
6234 · Physician	9,890.17
6236 · PNP-Med Management	43,487.50
6237 · Speech Therapists	884.97
6238 · Supervising Clinicians	11,370.75
6239 · Therapists/LBCC	3,990.00
Total 6230 · Clinicians	75,153.81
6250 · IT Professional Service Fees	6,110.00
6262 · Landscaping Expenses	3,210.00
Total 6200 · Professional Service Fees	92,723.81
6300 · Occupancy Expense	
6310 · Building Maintence & Repair	7,806.12

Old Mill Center for Children and Families
Profit & Loss
July through December 2013

	Jul - Dec 13
6312 · Cleaning Services	2,370.40
6320 · Electricity	6,556.69
6330 · Garbage	777.30
6350 · Natural Gas	2,430.62
6370 · Water	1,120.72
6380 · Security	260.00
Total 6300 · Occupancy Expense	21,321.85
6400 · Information Technology Expense	
6410 · Hardware	
6414 · Personal Computers	1,714.94
6416 · Perifierals	93.75
Total 6410 · Hardware	1,808.69
6420 · Software	
6424 · Purchased Software	1,538.40
Total 6420 · Software	1,538.40
6440 · Utilities	
6444 · Telephone	2,401.02
6445 · Website Development	3,982.93
Total 6440 · Utilities	6,383.95
Total 6400 · Information Technology Expense	9,731.04
6500 · Travel	
6510 · Mileage Reimbursements	5,257.96
6520 · Field Trips	29.15
Total 6500 · Travel	5,287.11
6600 · Conferences & Meetings	
6620 · Training	1,697.54
6630 · Travel	1,485.94
6640 · Lodging	430.99
6650 · Meals	166.26
Total 6600 · Conferences & Meetings	3,780.73
6700 · Donation Expense	
6720 · Holiday Mailer Expenses	3,728.26
6760 · Special Projects	1,428.89
Total 6700 · Donation Expense	5,157.15
6800 · Fundraising Expenses	
6810 · Auction Expenses	
6812 · Facility Rental	1,438.40
6813 · Food & Beverage	72.46
6814 · Printing & Postage	110.00
6817 · Gifts & Oral Auction Items	1,126.72
Total 6810 · Auction Expenses	2,747.58
6830 · Fireside Expenses	
6835 · Supplies & Decorations	35.98
Total 6830 · Fireside Expenses	35.98
6850 · Skinny Pig Out Expenses	

Old Mill Center for Children and Families
Profit & Loss
July through December 2013

	Jul - Dec 13
6852 · Facilities Expense	52.50
6853 · Food & Beverages	239.76
6854 · Printing & Postage	42.67
6855 · Supplies & Decorations	106.94
Total 6850 · Skinny Pig Out Expenses	441.87
Total 6800 · Fundraising Expenses	3,225.43
Total Expense	741,499.04
Net Ordinary Income	105,895.91
Other Income/Expense	
Other Income	
7100 · Other Income	208.91
7500 · Interest Income	
7520 · Savings Interest/Dividends	475.91
7530 · Securities Interest/Dividend	2,265.29
7540 · Securities Invest. Gain/Loss	8,415.85
Total 7500 · Interest Income	11,157.05
Total Other Income	11,365.96
Other Expense	
8000 · Allocated Overhead	
8010 · Operating cost allocation	0.00
8020 · Management Allocation	0.00
Total 8000 · Allocated Overhead	0.00
8100 · Balance Sheet Transfer Expense	
8110 · Pre-K Scholarship B/S transfer	5,165.00
Total 8100 · Balance Sheet Transfer Expense	5,165.00
8610 · Depreciation	64,350.00
Total Other Expense	69,515.00
Net Other Income	-58,149.04
Net Income	47,746.87

2013 UW & City SS Fund - 6 Month Interim Report #28

Name of Agency *	Parent Enhancement Program
Contact email *	pep@peak.org
Program Name: *	Parent Enhancement Program
For which cycle are you reporting? *	Both
Impact Area for United Way	Education
Impact Area for City Social Service Fund	Transitional
Amount requested from United Way?	20000
Amount awarded from United Way?	5000
Amount requested from City Social Service Fund?	20000
Amount awarded from City Social Service Fund?	4824

Describe any significant Program changes (cost, schedule, scope) since the initial application. *

During the past six months we have changed our scope to the children's age, serving at-risk young families with children prenatal - 6 years old. This will allow families to equally participate in, and benefit from, our program services. For example, prior to this change, a young parent would graduate from our program on their 26th birthday regardless of the children's age, some graduate with a first child over age 10 while others have a first child still under 1 year old. This change allows all young families to equally benefit from our services until their child is enrolled in grade school.

Provide specifics regarding how the award was spent. *	Award funds have been spent on staff wages to provide our program services which include BUDDY's (mentors), parent education and adult life skills classes, social activities, home visits, transportation, distribution of child safety equipment, educational assistance, family assistance, parent volunteerism, case support, a supervised playroom, Dads/Male outreach, Latino family outreach and parent newsletters.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.

Education/Basic Needs: Preparing Children to Succeed in School and Life - direct service staff and volunteers offer services and activities to increase parental skills, reduce child abuse, and increase child literacy rates. We also offer a monthly giveaway that helps provide for basic needs (i.e. food, clothing) for parents and their children.

During the past 6 months we have offered (numbers include all Benton County participants):
- (1) 9-week Live and Learn with your Children class with 11 parents and 14 children attending

- A weekly GED Preparation class attended by 4 parents and 3 children. One of the participating parents completed their GED testing.
- Monthly Squishtivities (messy play) class were held and attended by 7 parents and 5 children.
- (1) 4-week Healthy Youth Program Gardening and Cooking class was held in coordination with the Linus Pauling center at The Spartan Garden and attended by 15 parents and 15 children.
- 6 Summer Picnic's were held at local parks and the Corvallis Library, and attended by 18 parents and 23 children.
- 19 families participated in our 'Giveaway' program.
- 181 families received a newsletter
- 4 family events were held (Pumpkin Patch trip, Trick-or-Read, Thanksgiving Dinner, and a Holiday Party. 48 parents and 41 children attended.
- 100 children's books have been distributed to families.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.

We provide both emergency and transitional services that help young parents achieve levels of stability, skill, and personal preparedness necessary for them to become self-sufficient and successfully lead healthy families. To help provide for basic needs of young families living in Corvallis, we offer a monthly giveaway held at our office for parents to pick up food, clothing, and hygiene items for the whole family as well as developmental toys and books for their children. We offer transportation to and from our events, doctors and WIC appointments, and grocery shopping for example. We assist parents with access to parenting information and referrals to other agencies as needed. We help homeless families find an available shelter until more permanent arrangements can be made. We maintain a list of low income housing available in the area and make referrals to other agencies that can assist young families with moving costs.

During the past 6 months we have offered (numbers are for Corvallis participants only):
- (1) 9-week Live and Learn with your Children class with 7 parents and 10 children attending.
- A weekly GED Preparation class attended by 3 parents and 2 children. One of the participating parents completed their GED testing.
- Monthly Squishtivities (messy play) class were held and attended by 4 parents and 3 children.
- (1) 4-week Healthy Youth Program Gardening and Cooking class was held in coordination with the Linus Pauling center at The Spartan Garden and attended by 14 parents and 13 children.
- 6 Summer Picnic's were held at local parks and the Corvallis Library, and attended by 15 parents and 20 children.
- 13 families participated in our 'Giveaway' program.
- 146 families received a newsletter
- 4 family events were held (Pumpkin Patch trip, Trick-or-Read, Thanksgiving Dinner, and a Holiday Party. 38 parents and 32 children attended.
- 84 children's books have been distributed to families.
- 45 rides were given to 6 families: 13 to and from PEP classes and events and 32 to and from other appointments (including WIC, the Health Department, and the Doctor's office).

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.

The overall goal/s of this on-going endeavor is to improve parenting and adult life skills education while reducing and/or preventing risk behaviors among pregnant and parenting young at-risk parents; to provide culturally competent, comprehensive services to the target population; and to nurture children and strengthen families with early intervention skills related to education and basic needs.

Outcomes for the past 6 months, for all participants, include:
- 88% of parents tested improved life skills scores, with a goal of 75%.
- 80% of parents tested improved parenting scores, with a goal of 75%.
- 100 % of adolescent participants postponed a repeat pregnancy, with a goal of 95%.
- 82% of parents were attending school or have completed high school/GED, with a goal of 75%.

At year-end 2013:
-93% of participating families have incomes below the poverty line.
-27% of families identify as Latino; 38% are Spanish only speakers.
-At time of intake, 40% of parents did not have high school or GED completion.
-10% of families were homeless at some point during the year.
-6% of families have full time employed heads of household.
-43% of clients do not have independent or reliable transportation.
-32% are single parent families headed by women.
-29% report feeling isolated; few have adequate support systems.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

The overall goal/s of this on-going endeavor is to improve parenting and adult life skills education while reducing and/or preventing risk behaviors among pregnant and parenting young at-risk parents; to provide culturally competent, comprehensive services to the target population; and to nurture children and strengthen families with early intervention skills related to education and basic human needs.

Outcomes for the past 6 months include:
- 88% of parents tested improved life skills scores, with a goal of 75%.
- 80% of parents tested improved parenting scores, with a goal of 75%.
- 100% of adolescent participants postponed a repeat pregnancy, with a goal of 95%.
- 79% of Corvallis parents were attending school or have completed high school/GED, with a goal of 75%.

At year-end 2013:
-93% of participating families have incomes below the poverty line.
-27% of families identify as Latino; 38% are Spanish only speakers.
-At time of intake, 40% of parents did not have high school or GED completion.
-10% of families were homeless at some point during the year.
-6% of families have full time employed heads of household.
-43% of clients do not have independent or reliable transportation.
-32% are single parent families headed by women.
-29% report feeling isolated; few have adequate support systems.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

Our agency has many strong, long-term alliances and collaborations and is known for its flexibility, creativity, cooperation, and the ability to address gaps in services. We collaborate extensively with Healthy Families, which enhances services offered to families and, when they have a waiting list, allows families to start receiving home visits and parenting education from us before Healthy Families can accept them as a client. Part of our success in collaborating is due to our willingness to share support, resources, and services for families with other

organizations. We regularly assist parents' access to other services through referrals and providing transportation to and from appointments, 32 rides to and from appointments were giving in the past 6 months. On an ongoing basis we receive referrals from, and work directly with, agencies such as the Department of Human Services, Milestones, Corvallis High Schools, and Community Outreach to prevent further incidences of child abuse, domestic violence, poverty, and homelessness. Our staff and volunteers participate in several community networks comprised of agencies and individuals from the area who work with similar populations, and attend a variety of regularly schedule community meetings including, but not limited to, the Parenting Success Network, Early Childhood Committee, Strengthening Rural Families (SRF) Advisory Committee, and the Positive Youth Committee. In collaboration with SRF we offered monthly Squishtivities classes in Monroe, Philomath, Alsea, and Kings Valley. Networking results in consultations, referrals, and transition services between agencies which enhance the effectiveness of all programs involved. We have a collaboration with the Corvallis School District and LBCC to provide GED Preparation classes at our office with a supervised playroom for young parents who cannot afford childcare to regularly attend school as well as resources to help pay for the cost of their GED testing fees. Additionally, we collaborate with LBCC to provide parenting classes at the Benton Center free of charge to participating families.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One unit of service would be one family - which may consist of 1 or 2 parents with 1 to 6 children.
Cost per unit (what it costs to deliver this service per client): *	533.26 per family including in-kind donations
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	The above cost per family is just over one half of the yearly estimated cost of $530 for serving families.
How many unduplicated clients has the program served to date (7/1-12/31)? *	181 Benton County families including 146 families living in Corvallis.
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	200 Benton County residents including 160 living in Corvallis
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$4,912, 50% - includes both United Way and City SSF
Contributions / fundraising income *	10968.98
Program service fees *	0
Foundation grants *	12800
Other Income *	15114.13
Total Program Revenue *	38883.11
Payroll-related expenses *	75229.98
Operation expenses *	10628.48

Training costs *	190
Direct Client Services *	2170.03
Miscellaneous expenses *	186.52
Total Program Expenses *	88405.01

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BCCPCA/Parent Enhancement Program
Statement of Financial Position
As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
Cash in Checking	12,325.52
Petty Cash	200.00
Cash in Reserves	59,061.50
Total Checking/Savings	71,587.02
Other Current Assets	
Deposits	350.00
Total Other Current Assets	350.00
Total Current Assets	71,937.02
Fixed Assets	
Furniture	3,926.89
Equipment	18,780.95
Accumulated Depreciation	(20,519.00)
Total Fixed Assets	2,188.84
TOTAL ASSETS	**74,125.86**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Payroll	7,678.44
Accrued Payroll Tax	5,637.47
Total Other Current Liabilities	13,315.91
Total Current Liabilities	13,315.91
Total Liabilities	13,315.91
Equity	
Board Designated Reserve	59,049.76
Temp Restricted Net Assets	2,427.81
Retained Earnings	(44,349.65)
Unrestricted Net Assets	71,202.60
Net Income	(27,520.57)
Total Equity	60,809.95
TOTAL LIABILITIES & EQUITY	**74,125.86**

BCCPCA/Parent Enhancement Program
Statement of Activities
July through December 2013

	Jul - Dec 13
Income	
Special Events/Sales	1,700.33
Cash Contributions	9,268.65
Foundation Grants	10,300.00
United Way Allocation	2,500.00
Government Grants	15,041.00
Interest Income	73.13
Total Income	38,883.11
Expense	
Professional Fees	1,983.09
Postage & Shipping	81.88
Office/Misc. Supplies	394.85
Volunteer Expense	8.75
Assistance to Persons	1,518.61
Benefits	10,695.00
Wages/Salaries	58,815.44
Payroll Tax Expense	5,719.54
Telephone	984.34
Printing & Publications	298.41
Rent	4,717.21
Utilities	964.68
Mileage	542.26
Insurance	1,304.43
Dues/Memberships	75.00
Training/Conferences	190.00
Advertising/Promotion	111.52
Total Expense	88,405.01
Net Income	**-49,521.90**

2013 UW & City SS Fund - 6 Month Interim Report #29

Name of Agency *	Presbyterian Preschool and Child Care Center
Contact email *	barbara@1stpres.org
Program Name: *	Presbyterian Preschool and Child Care Center
For which cycle are you reporting? *	Both
Impact Area for United Way	Education
Impact Area for City Social Service Fund	Transitional
Amount requested from United Way?	4000
Amount awarded from United Way?	2000
Amount requested from City Social Service Fund?	4000
Amount awarded from City Social Service Fund?	3859

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	There have been no significant changes to the Program since the initial application.
Provide specifics regarding how the award was spent. *	The award was spent on tuition assistance scholarships for individual eligible children, based on poverty guidelines, attending the center.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	The children attending on the tuition assistance program have become socially connected to the teaching staff. The teaching staff have provided education support and kindergarten readiness skills in the classroom environment. The social connections of the children allowed for an increase in self regulation skills needed for kindergarten.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.	The toddler and two preschoolers received tuition assistance scholarships for attending the center. The measurable changes that have occurred to date is the social connection to the teaching staff and peers and exhibiting feelings and words that show they are in a safe environment allowing the children to learn through play.
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed	Two preschoolers achieved higher self-esteem skills and social communication skills observed and assessed by the teaching staff. The one preschooler was referred to Old Mill School for further support in play therapy to prepare for kindergarten.

in the Program Application relative to the identified United Way impact area.	
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.	The toddler outcome in feeling secure and safe was significant in getting the parent connected and making a major life change decision after experiencing domestic violence. The two preschoolers outcome was to experience the classroom environment to prepare for kindergarten while their parents secured stable housing and higher income.
Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.	The center partnered with Old Mill School for assistance with self esteem and self regulation. The center collaborated with the funding support from DHS - ERDC state childcare support funding and Vina Moses for community support for basic needs. The center also collaborated with 509J Early Intervention specialist for the preschooler entering Kindergarten.
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	1 childcare hour provides food, education and care for 1 infant/toddler or preschool child.
Cost per unit (what it costs to deliver this service per client): *	Average cost/hour = $4.55
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	772 hours of care provided
How many unduplicated clients has the program served to date (7/1-12/31)? *	6
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	4
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$2315, 60%
Contributions / fundraising income *	36117
Program service fees *	571331
Foundation grants *	10682
Other Income *	1733
Total Program Revenue *	619863
Payroll-related expenses *	537396

Operation expenses *	19002
Training costs *	1143
Direct Client Services *	32914
Miscellaneous expenses *	108
Total Program Expenses *	590563

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FIRST PRESBYTERIAN CHURCH

Balance Sheet (UNAUDITED)

PRESCHOOL - CHILDCARE 45, December 2013

NOT FINAL

	Current Year	Previous Year
ASSETS		
CURRENT ASSETS		
Checking - Citizens Bank	$43,527.05	$27,825.80
Petty Cash	400.00	400.00
PS/CC Scrip	3,788.07	1,142.29
Capital One 360 Savings	29,130.51	19,016.32
CapOne Savings PSCC Holt	8,454.95	8,421.81
CapOne Savings PSCC Playg	3,425.63	3,412.20
CapOne PSCC Employment	29,008.56	28,894.86
CapOne PSCC Building Rese	5,405.31	5,384.13
Subtotal Capital One 360 Savings	75,424.96	65,129.32
Citizens Bank MM	10,886.50	10,850.95
ACCOUNTS RECEIVABLE		
US Dept of Agriculture	1,000.00	800.00
PS/CC Tuition	496.00	300.00
Adult and Family Services	998.00	500.00
Health Insurance Receivab	0.00	313.44
Colonial Life Receivable	40.83	0.00
Subtotal Accounts Receivable	2,534.83	1,913.44
INVESTMENTS		
Scottish Power Stock	4,181.25	4,181.25
TOTAL ASSETS	$140,742.66	$111,443.05
FUND BALANCES		
General Fund	$90,266.96	$61,148.80
PSCC Holt Endowment Fund	8,454.95	8,421.81
PSCC Playground Project	3,425.63	3,412.20
PSCC Bldg Reserve Fund	9,586.56	9,565.38
PSCC Unemployment Reserve	29,008.56	28,894.86
TOTAL FUND BALANCES	140,742.66	111,443.05
TOTAL LIABILITIES AND FUND BALANCE	$140,742.66	$111,443.05

FIRST PRESBYTERIAN CHURCH

Income and Expense Statement (UNAUDITED)

PRESCHOOL - CHILDCARE 45, December 2013

	Current Period	Current Budget	Year to Date	Year to Date Budget	Annual Budget Percentage	Annual Budget
INCOME						
INVESTMENT INCOME						
Investment Interest/Divid	$28.44	$37.50	$331.19	$450.00	73.60%	$450.00
CLIENT FEES						
Client Paid Tuition	42,074.70	45,250.00	541,721.68	543,000.00	99.76%	543,000.00
Registration Fees	75.00	166.63	2,460.00	2,000.00	123.00%	2,000.00
Subtotal Client Fees	42,149.70	45,416.63	544,181.68	545,000.00	99.85%	545,000.00
TUITION ASSISTANCE						
United Way	0.00	166.63	1,666.66	2,000.00	83.33%	2,000.00
Challenge Offerings	0.00	166.63	0.00	2,000.00	0.00%	2,000.00
City Social Services	321.58	0.00	3,561.65	0.00	0.00%	0.00
Adult and Family Services	224.00	833.37	11,178.80	10,000.00	111.79%	10,000.00
ASOSU Subsidy	0.00	83.37	5,453.45	1,000.00	545.35%	1,000.00
Subtotal Tuition Assistance	545.58	1,250.00	21,860.56	15,000.00	145.74%	15,000.00
OTHER						
USDA	953.67	1,083.37	15,970.62	13,000.00	122.85%	13,000.00
Other	0.00	4.13	1,401.84	50.00	2803.68%	50.00
Undesignated Donations	0.00	291.63	32,170.68	3,500.00	919.16%	3,500.00
Subtotal Other	953.67	1,379.13	49,543.14	16,550.00	299.35%	16,550.00
DESIGNATED DONATIONS						
Playground	0.00	41.63	1,162.50	500.00	232.50%	500.00
Equipment	470.01	83.37	1,270.01	1,000.00	127.00%	1,000.00
Subtotal Designated Donations	470.01	125.00	2,432.51	1,500.00	162.17%	1,500.00
SPECIAL PROJECTS						
Fund Raising	18.00	41.63	335.00	500.00	67.00%	500.00
Interest	0.00	4.13	95.45	50.00	190.90%	50.00
Special Event	0.00	250.00	550.00	3,000.00	18.33%	3,000.00
Scholarships	0.00	166.63	0.00	2,000.00	0.00%	2,000.00
Scrip Income	0.00	25.00	532.99	300.00	177.66%	300.00
Subtotal Special Projects	18.00	487.39	1,513.44	5,850.00	25.87%	5,850.00
TOTAL INCOME	44,165.40	48,695.65	619,862.52	584,350.00	106.08%	584,350.00
EXPENSES						
PERSONNEL COMPENSATION						
Salaries	$35,552.74	$34,795.87	$441,291.77	$417,550.00	105.69%	$417,550.00
FICA (Employer)	2,738.23	2,833.37	33,769.03	34,000.00	99.32%	34,000.00
Unemployment	0.00	41.63	55.24	500.00	11.05%	500.00
Workers' Comp (Employer)	50.71	47.50	603.50	570.00	105.88%	570.00
SAIF Insurance	649.47	458.37	5,744.31	5,500.00	104.44%	5,500.00
Substitute Pay	720.48	2,333.37	9,507.21	28,000.00	33.95%	28,000.00
Health Insurance	3,571.66	3,833.37	44,917.22	46,000.00	97.65%	46,000.00
Payroll Preparation Fees	163.60	150.00	1,507.77	1,800.00	83.77%	1,800.00
Subtotal Personnel Compensation	43,446.89	44,493.48	537,396.05	533,920.00	100.65%	533,920.00
OPERATING EXPENSES						
EQUIPMENT						
Classroom Equipment	21.99	41.63	1,226.66	500.00	245.33%	500.00
Furniture/Capital Improve	0.00	41.63	579.28	500.00	115.86%	500.00
Playground Expense	0.00	4.13	668.42	50.00	1336.84%	50.00
Capital PlaygroundRemodel	1,590.40	41.63	2,425.38	500.00	485.08%	500.00

	Current Period	Current Budget	Year to Date	Year to Date Budget	Annual Budget Percentage	Annual Budget
Kitchen Equipment	0.00	0.00	10.97	0.00	0.00%	0.00
Subtotal Classroom Equipment	1,612.39	129.02	4,910.71	1,550.00	316.82%	1,550.00
PROFESSIONAL DEVELOPMENT						
In Service Training	0.00	4.13	27.50	50.00	55.00%	50.00
Workshops/Classes/Certs	0.00	79.13	639.00	950.00	67.26%	950.00
Memberships	60.00	75.00	420.00	900.00	46.67%	900.00
Subscriptions	28.00	0.00	56.00	0.00	0.00%	0.00
Subtotal Professional Development	88.00	158.26	1,142.50	1,900.00	60.13%	1,900.00
MAINTENANCE/CLEANING						
Custodial/Cleaning Servic	655.50	625.00	6,854.00	7,500.00	91.39%	7,500.00
Cleaning Equipment	0.00	4.13	524.60	50.00	1049.20%	50.00
Cleaning Supplies	184.06	16.63	327.59	200.00	163.80%	200.00
Utilities(Allied Waste)	75.00	83.37	750.00	1,000.00	75.00%	1,000.00
Bldg Repairs /Maintenance	0.00	83.37	1,102.83	1,000.00	110.28%	1,000.00
Culligan	18.00	8.37	138.50	100.00	138.50%	100.00
Carpet Cleaning	295.00	50.00	295.00	600.00	49.17%	600.00
Subtotal Maintenance/cleaning	1,227.56	870.87	9,992.52	10,450.00	95.62%	10,450.00
MEALS						
Baby Food	96.69	83.37	1,466.60	1,000.00	146.66%	1,000.00
Formula	30.99	29.13	613.70	350.00	175.34%	350.00
Lunch/Snacks	1,492.47	1,666.63	21,477.81	20,000.00	107.39%	20,000.00
Subtotal Meals	1,620.15	1,779.13	23,558.11	21,350.00	110.34%	21,350.00
CLASSROOM SUPPLIES						
Classroom Consumables	345.80	583.37	6,883.26	7,000.00	98.33%	7,000.00
Classroom Educational Mat	138.53	83.37	609.75	1,000.00	60.98%	1,000.00
Classroom Program Supply	602.84	125.00	1,520.63	1,500.00	101.38%	1,500.00
Books	0.00	4.13	16.50	50.00	33.00%	50.00
Educational Programs	76.72	29.13	325.49	350.00	93.00%	350.00
Special Needs	0.00	4.13	0.00	50.00	0.00%	50.00
Subtotal Classroom Supplies	1,163.89	829.13	9,355.63	9,950.00	94.03%	9,950.00
ADMINISTRATIVE						
CC Opening Ads	0.00	50.00	327.00	600.00	54.50%	600.00
Celebrations	147.45	25.00	329.38	300.00	109.79%	300.00
Publicity	268.22	29.13	1,069.70	350.00	305.63%	350.00
Certification License-Ctr	0.00	29.13	355.00	350.00	101.43%	350.00
Phone/Internet	90.00	150.00	855.00	1,800.00	47.50%	1,800.00
Office Supplies	96.00	33.37	342.64	400.00	85.66%	400.00
Postage	9.22	16.63	104.79	200.00	52.40%	200.00
Printing/Publications	0.00	0.00	28.22	0.00	0.00%	0.00
Photocopy	75.00	54.13	635.00	650.00	97.69%	650.00
Equipment/Office	19.99	8.37	52.66	100.00	52.66%	100.00
Tuition Reimbursement	0.00	0.87	0.00	10.00	0.00%	10.00
Subtotal Administrative	705.88	396.63	4,099.39	4,760.00	86.12%	4,760.00
FUND RAISING EXPENSES						
General	0.00	5.87	108.00	70.00	154.29%	70.00
Special Event	0.00	33.37	0.00	400.00	0.00%	400.00
Subtotal Fund Raising Expenses	0.00	39.24	108.00	470.00	22.98%	470.00
Subtotal Operating Expenses	6,417.87	4,202.28	53,166.86	50,430.00	105.43%	50,430.00
TOTAL EXPENSES	49,864.76	48,695.76	590,562.91	584,350.00	101.06%	584,350.00
EXCESS INCOME\EXPENSES	-$5,699.36		$29,299.61			

2013 UW & City SS Fund - 6 Month Interim Report #31

Name of Agency *	RSVP of Linn, Benton, and Lincoln Counties
Contact email *	trosser@ocwcog.org
Program Name: *	SHIBA
For which cycle are you reporting? *	City Social Service Fund
Impact Area for United Way	
Impact Area for City Social Service Fund	Choose one
Amount requested from United Way?	
Amount awarded from United Way?	
Amount requested from City Social Service Fund?	5000
Amount awarded from City Social Service Fund?	1929

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	The insignificant change is with funding. There has been a decrease in revenue which as made us streamline our expenses. This has allowed us to be very creative. One way, is our office supplies cost are mainly covered by donated toners which is turned in for Staples rewards. The other way is by our sponsor, Oregon Cascades West Council of Governments providing some in-kind support via accounting, office space, etc.

Provide specifics regarding how the award was spent. *

During the first six months of this funding cycle, our focus has been on marketing and outreach of the SHIBA program to increase the number of seniors utilizing the service and to recruit new volunteers to the program. This outreach has been conducted by the SHIBA Coordinator and SHIBA volunteers, and funding has been used to cover salary for that position, and to create and produce marketing materials such as brochures, bookmarks, and modified SHIBA guides. Additional funding has been used to create handouts, guides, and other materials for the bi-monthly "New to Medicare" workshops. Marketing materials have also been printed to build awareness about the Stop Medicare Fraud campaign and are being distributed to libraries, coffee shops, medical clinics and partner agencies throughout the county.

Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the	There has been a management change of the program. This change has seen an increase in client contacts by 91%. In 2012, our client contacts were 277 unduplicated whereas in 2013 our client contacts increased to 528. This was due to more an increase in volunteers,

Program Application relative to the identified City SSF priority area.	more outreach, and appointment times. Our Medicare 101 classes has seen an increase of 112%, 67 students in 2012 and 142 students in 2013. This is mainly because of students referring other students to the class.
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.	
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.	There was a study conducted by the Oregon State SHIBA office. It found the average person save $1800 by seeing a certified SHIBA volunteer. In the past six months, 528 clients were seen which makes a total savings of $905,400 to the clients.
Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.	RSVP partners with partners with pharmacies, all types of medical facilities, LBCC, food banks, Meals on Wheels, and several other agencies. These partnerships allow us to eliminate duplication of services and help us each as many people as possible. It is our partnership that make us successful.
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	I unit of service equals one client counseled. 528 individually seen. 142 seen in Medicare 101 classes
Cost per unit (what it costs to deliver this service per client): *	28.70
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	increase $3.70
How many unduplicated clients has the program served to date (7/1-12/31)? *	528
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	800
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	100%
Contributions / fundraising income *	1250
Program service fees *	0
Foundation grants *	0
Other Income *	9929

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Total Program Revenue *	11179
Payroll-related expenses *	8182
Operation expenses *	5880
Training costs *	679
Direct Client Services *	0
Miscellaneous expenses *	0
Total Program Expenses *	15153
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ATTACHMENT A Packet Page 140

RSVP of Linn, Benton, and Lincoln Counties — Balance Sheet

Cash Basis — **as of December 2013**

Assets	
Current assets:	2013-2014
Cash	12,866.00
Investments	-
Inventories	-
Accounts receivable	-
Other	-
Total current assets	
Fixed assets:	2013-2014
Property and equipment	-
Leasehold improvements	-
Equity and other investments	-
Less accumulated depreciation	-
Total fixed assets	-
Other assets:	2013-2014
Goodwill	-
Total other assets	-
Total assets	**0.00**
Liabilities and owner's equity	
Current liabilities:	2013-2014
Accounts payable	-
Accrued wages	-
Accrued compensation	-
Income taxes payable	-
Unearned revenue	-
Other	-
Total current liabilities	-
Long-term liabilities:	2013-2014
Mortgage payable	-
Total long-term liabilities	-
Owner's equity:	2013-2014
Investment capital	-
Accumulated retained earnings	12,866.00
Total owner's equity	-
Total liabilities and owner's equity	**0.00**
Balance (restricted dollars per grant)	**0.00**

Income Statement

RSVP of Linn, Benton, and Lincoln Counties
July 1, 2013 - December 31, 2013
Financial Statements in U.S. Dollars

Revenue		
Federal Grant	8,000	
State/City Grants	1,929	
United Way	0	
Foundations	0	
Local donations	1,250	
Program fees	0	
Total revenue	11,179	
Net revenue		11,179
Expenses		
PERSONNEL		
Total Gross	6,246	
Benefits	1,936	
Total Personnel	8,182	
OCCUPANCY		
Rent	0	
Utilities	0	
Telephone	412	
Total Occupancy	412	
MATERIALS & SERVICE		
Professional Fees	0	
Postage & Shipping	752	
Office/Misc/Program Supplies	1,120	
Repairs & Maintenance	0	
Equipment Purchases	0	
Printing & Publications	569	
Mileage/Transportation	702	
Training/Conferences - inc workshops	679	
Volunteer Expense (mileage, recognition, meals)	1,861	
Assistance to Persons	0	
Advertising/Promotion	0	
Insurance (Volunteer)	876	
Other (Specify): Admin/IT	0	
Total Materials & Service	6,559	
Net expense		15,153
Fund Balance forward	1,589	
NET INCOME (LOSS)	(3,974)	
Final Fund Balance	(2385)	

2013 UW & City SS Fund - 6 Month Interim Report #12

Name of Agency *	South Corvallis Food Bank
Contact email *	sheila@southcorvallisfoodbank.org
Program Name: *	Emergency Food Boxes
For which cycle are you reporting? *	Both
Impact Area for United Way	Education
Impact Area for City Social Service Fund	Emergency Services
Amount requested from United Way?	4000
Amount awarded from United Way?	2000
Amount requested from City Social Service Fund?	12000
Amount awarded from City Social Service Fund?	11577

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	There have been no significant program changes.
Provide specifics regarding how the award was spent. *	The award was spent on the direct cost of client services and on our general operating expenses. This includes food, utilities, payroll and other expenses.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	From July through December 2013, the South Corvallis Food Bank provided emergency food boxes to 664 unduplicated households which included 989 unduplicated children. These food boxes allowed these children to be better fed and therefore better prepared to enter school and learn.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.	From July through December 2013, the South Corvallis Food Bank provided food boxes to 664 unduplicated households representing 2390 unduplicated individuals. We provided a total of 6453 food boxes during this period.
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed	We provided an emergency food box with a 5 day supply of food once each month to all residents of South Corvallis who came to us in need of emergency food. Approximately 40% of our clients in this period were children who were therefore better fed and better

in the Program Application relative to the identified United Way impact area.	prepared to enter school and learn.
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.	We provided an emergency food box with a 5 day supply of food once each month to all residents of South Corvallis who came to us in need of emergency food.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

The South Corvallis Food Bank partners with several organizations in the community. We are a member of Linn Benton Food Share and distribute LBFS
food and USDA commodities, bringing services within reach of those that need them in south Corvallis.
We collaborate with Starker Arts Garden for Education (SAGE) as they teach and empower low-income individuals by learning to work the land to produce fresh organic produce for themselves and for the hungry that visit our food bank.
Our partnership with Home Life and the WINGS program provides job training to individuals that are developmentally disabled as they sort food for our shelves.

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	1 food box feeds 1 individual for 5 days
Cost per unit (what it costs to deliver this service per client): *	$3.11 food only, $6.17 including all costs per individual client per visit
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	costs are approximately 10% higher than anticipated
How many unduplicated clients has the program served to date (7/1-12/31)? *	2390
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	3337
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$6788.5,50%
Contributions / fundraising income *	25163.77
Program service fees *	0
Foundation grants *	0
Other Income *	15285.8

Total Program Revenue *	40449.87
Payroll-related expenses *	4331.13
Operation expenses *	15029.48
Training costs *	0
Direct Client Services *	15029.48
Miscellaneous expenses *	372.75
Total Program Expenses *	39792.22

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South Corvallis Food Bank
Balance Sheet
As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
First Tech CU Checking	20,389.38
First Tech CU Member Savings	5.00
First Tech Instant Savings	
Building Fund	28,243.39
First Tech Instant Savings - Other	9,069.74
Total First Tech Instant Savings	37,313.13
Citizens Checking	703.82
Total Checking/Savings	58,411.33
Total Current Assets	58,411.33
Fixed Assets	
Equipment	2,500.00
Accumulated Depreciation	-2,500.00
Total Fixed Assets	0.00
TOTAL ASSETS	**58,411.33**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (LBFS)	11,609.37
Total Accounts Payable	11,609.37
Other Current Liabilities	
Payroll Liabilities	
FWT/FICA	298.34
SWT	36.00
SUTA/WBF	68.31
Total Payroll Liabilities	402.65
Total Other Current Liabilities	402.65
Total Current Liabilities	12,012.02
Total Liabilities	12,012.02
Equity	
Temp. Restricted Net Assets	28,243.39
Unrestricted Net Assets	30,564.75
Net Income	-12,408.83
Total Equity	46,399.31
TOTAL LIABILITIES & EQUITY	**58,411.33**

South Corvallis Food Bank
Income Statement
January through December 2013

	TOTAL	
	Jan - Dec 13	Budget
Ordinary Income/Expense		
Income		
CDBG Grant	13,000.00	13,500.00
City Social Services	5,788.50	1,500.00
United Way	1,000.00	
Zonta	1,500.00	
EFSP (formerly FEMA)	680.00	6,000.00
LBFS & OFB Grant	5,120.00	4,000.00
First Alternative 1%	240.40	500.00
OSU Folk Club	2,500.00	2,500.00
Individual Donations	24,460.00	20,000.00
Church Donations	4,450.42	4,000.00
Friends of SCFB	750.00	500.00
HP Matching Funds	1,080.00	800.00
Dividend Income	250.66	400.00
Special Events	1,200.35	2,000.00
Total Income	62,020.33	55,700.00
Gross Profit	62,020.33	55,700.00
Expense		
Payroll Expenses		
Wages	7,800.00	7,800.00
Payroll taxes	862.06	2,000.00
Workers Compensation Insurance	532.66	523.00
Total Payroll Expenses	9,194.72	10,323.00
Food (LBFS)	32,546.86	31,000.00
Food (Outside buys)	3,171.07	4,000.00
SAGE	750.00	750.00
Utilities	3,317.84	3,000.00
Telephone	452.39	440.00
Building (Rent & Water)	18,534.00	18,540.00
Building Maint & Supplies	2,048.86	1,000.00
Food Demo supplies	62.97	0.00
Custodial Services	1,200.00	1,112.00
Insurance	1,589.00	1,500.00
Office Supplies	629.93	500.00
Payroll Services	468.00	600.00
Equipment Purchases	0.00	500.00
Conferences & Trainings	0.00	200.00
Volunteer Support	0.00	200.00
Fundraising	255.25	200.00
Board Discretionary expenses	0.00	200.00
Depreciation Expense	208.27	200.00
Total Expense	74,429.16	74,265.00
Net Ordinary Income	-12,408.83	-18,565.00
Net Income	**-12,408.83**	**-18,565.00**

2013 UW & City SS Fund - 6 Month Interim Report #30

Name of Agency *	Vina Moses Center
Contact email *	vinamoses@proaxis.com
Program Name: *	Clothing and Household
For which cycle are you reporting? *	Both
Impact Area for United Way	Health
Impact Area for City Social Service Fund	Emergency Services
Amount requested from United Way?	5000
Amount awarded from United Way?	3000
Amount requested from City Social Service Fund?	5000
Amount awarded from City Social Service Fund?	2500

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	None
Provide specifics regarding how the award was spent. *	The funds provided 386 families with shopping visit to our Center. Each family received clothing for each family member and household items such as dishes, pots/pans.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	Clean clothing, bedding and household items provide a healthy living environment. Family money can be spent on other necessary items.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.	We reach low-income families, individuals and homeless providing them with much needed clothing and household items. This population cannot afford to purchase these items.We
Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.	We provided adequate clothing and household items to 3350 families in Benton County. successfully completed our School Program, sending 908 children off to school with supplies, new clothing and shoes.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.	We provided adequate clothing and household items to 3500 families in Benton County. successfully completed our School Program, sending 908 children off to school with supplies, new clothing and shoes.
Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.	Collaborated with Philomath Community services for school Program and Christmas Program.
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	1 shopping visit to the Center.
Cost per unit (what it costs to deliver this service per client): *	16.45
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	the cost is up by $2.20
How many unduplicated clients has the program served to date (7/1-12/31)? *	10131
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	7500
What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	2750 (50%)

Contributions / fundraising income *	28610
Program service fees *	0
Foundation grants *	22269
Other Income *	49379
Total Program Revenue *	100258

Payroll-related expenses *	42949
Operation expenses *	24440
Training costs *	0
Direct Client Services *	27662
Miscellaneous expenses *	5207

Total Program Expenses *	100258

Upload Dec-end balance sheet.

Upload Dec-end Income statement.

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Balance Sheet - As of 6/30/2013

(Includes unrealized gains)

As of 6/30/2013 (Cash Basis)

Account	6/30/2013 Balance
ASSETS	
Cash and Bank Accounts	
CKING #11056	141,534.50
TOTAL Cash and Bank Accounts	141,534.50
TOTAL ASSETS	141,534.50
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	141,534.50
TOTAL LIABILITIES & EQUITY	141,534.50

Cash Flow

7/1/2012 through 6/30/2013

Category	7/1/2012- 6/30/2013
INFLOWS	
Uncategorized	0.00
CONTRIBUTIONS	117,334.91
CONTRIBUTIONS:Christmas	600.00
CONTRIBUTIONS:School	1,000.00
TOTAL CONTRIBUTIONS	118,934.91
GRANTS	4,250.00
GRANTS:1st Congregational	2,089.00
GRANTS:First Presbyterian	750.00
GRANTS:Helpenstell	1,250.00
GRANTS:Kiwanis	1,500.00
GRANTS:Lloyd Summers	10,000.00
GRANTS:OSU Thriftshop	2,000.00
TOTAL GRANTS	21,839.00
INTEREST INCOME	866.96
REVENUE	
REVENUE:CITY	3,179.96
TOTAL REVENUE	3,179.96
SPECIAL EVENTS	1,087.00
SPECIAL EVENTS:Sale	12,824.36

TOTAL SPECIAL EVENTS 13,911.36

UNITED WAY FUND 3,000.00

UW-DESIGNATIONS 1,796.64

TOTAL INFLOWS 163,528.83

OUTFLOWS

ADVERTISING 154.00

ASSISTANCE 36.00

ASSISTANCE:Christmas 14,666.83

ASSISTANCE:ID 40.00

ASSISTANCE:RENT 0.00

ASSISTANCE:School Program 19,770.88

TOTAL ASSISTANCE 34,513.71

ASSISTANCE School 0.00

Bank Charges 485.94

BENEFITS 270.00

BENEFITS IRA 1,323.85

Cash 0.00

DUES 195.00

EQUIPMENT 1,155.84

Fees 90.00

INSURANCE 1,925.00

MAINTENANCE 994.53

PAYROLL TAXES 6,581.78

POSTAGE 895.39

PRE TAX IRA -120.00

PROF. FEES	1,850.00
PUBLICATIONS	6,107.76
RENT, UTILITIES	10,989.35
RENT, UTILITIES:CITY LOAN	2,000.04
TOTAL RENT, UTILITIES	12,989.39
SALARIES	
SALARIES:ASSIST. SALARY	20,309.64
SALARIES:DIRECTOR SALARY	66,432.36
TOTAL SALARIES	86,742.00
SUPPLIES	3,066.51
TELEPHONE	1,847.36
TRAINING CONFERENCES	27.00
TRANSPORTATION	150.00
VOLUNTEER EXP.	960.27
TOTAL OUTFLOWS	162,205.33
OVERALL TOTAL	1,323.50

2013 UW & City SS Fund - 6 Month Interim Report #3

Name of Agency *	We Care (Corvallis-Benton County Council of Religious Organizations)
Contact email *	lyn7916@comcast.net
Program Name: *	We Care Financial Assistance
For which cycle are you reporting? *	Both
Impact Area for United Way	Income
Impact Area for City Social Service Fund	Transitional
Amount requested from United Way?	7000
Amount awarded from United Way?	4000
Amount requested from City Social Service Fund?	5000
Amount awarded from City Social Service Fund?	4824

Describe any significant Program changes (cost, schedule, scope) since the initial application. *	The only program change is that we have developed a contingency fund, which we use to help even out the availability of funds from week to week. This fund is used to help particularly compelling applications in weeks when requests exceed available funds.
Provide specifics regarding how the award was spent. *	This award was added to our single fund and spent as were all other funds: 76% for housing (rents and move-in costs), 17% for utilities, and the remainder for other types of requests including vehicle repairs and insurance, storage rent, medical costs, and identification papers. The City funds were used for people in transition in the city.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified United Way impact area.	From July-Dec 2013, we received $2000 from United Way. Based on our average grant of $297, this allowed us to aid about seven families more than we could have otherwise, by providing rent or move-in costs or paying utility bills.
Describe measurable changes that have occurred to date in this cycle. Relate those changes for this cycle back to the measurable changes claimed in the Program Application relative to the identified City SSF priority area.	During this period we received $2814 from the City. This allowed us to aid about nine or ten families more than we could have without this grant. During this period we served about 42 families in transition in Corvallis; this grant supported about 20% of our spending for this group.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified United Way impact area.

During July-Dec 2013, we helped 147 families, half with children, but were unable to help 14 cases who were otherwise deemed fully qualified to receive funds, due to lack of funds. This reflects the increase in requests during this period, compared to earlier in the year. During 2013, we successfully implemented a contingency fund to help increase the proportion of compelling cases that we could fund during weeks with requests far exceeding available funds. This allows us to maintain a stable base amount available each week but to exceed it when the requests justify it. We occasionally give more than our $400/family limit, but lack funds to do this consistently.

Describe all success outcomes that have been achieved to date in this cycle. Relate those outcomes for this cycle back to the outcomes claimed in the Program Application relative to the identified City SSF priority area.

During July-Dec 2013, we helped 42 families with 62 children, who qualified for City funds. Overall, we had hoped to fund all fully qualified applicants, but were unable to help 14 cases who were otherwise deemed fully qualified to receive funds, due to lack of funds. This reflects the increase in requests during this period, compared to earlier in the year. During 2013, we successfully implemented a contingency fund to help increase the proportion of compelling cases that we could fund during weeks with requests far exceeding available funds. This allows us to maintain a stable base amount available each week but to exceed it when the requests justify it. We occasionally give more than our $400/family limit, but lack funds to do this consistently.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.	We consider applications from clients referred by several organizations, including Department of Human Services, mental health counselors, CARDV, and churches, when they lack the funds to help. Our CSC application screener referred 92 persons who inquired about We Care to other organizations that can better fulfill their needs during the report period, including CSC, Love Inc., Fish, churches, and homeless shelters.
From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	Our grants are of the minimal size necessary to keep situations from getting worse (e.g., prevent shut-offs and evictions) or to allow bad situations to become better (e.g., provide sufficient move-in costs to allow renting an apartment). Our intention is that one grant keeps one family from one disaster, which, should it occur, may spawn additional problems. Our grants range from about $45 to a current maximum of $400, with an average grant of $285 in 2012. Costs of additional screening are borne by CSC. Miscellaneous costs are $1.11 per grant.
Cost per unit (what it costs to deliver this service per client): *	$0.40
How does the above value (cost per unit) compare to the estimated value given in the Program Application? *	It is lower, 0.40 compared to 1.11.
How many unduplicated clients has the program served to date (7/1-12/31)? *	147
How many unduplicated clients do you expect the program to serve for the funded period (7/1-6/30)? *	150

What is the total amount of the award spent as of 12/31 (Format: $____, ____% of total award)? *	$4814, 100%
Contributions / fundraising income *	32384
Program service fees *	0
Foundation grants *	9816
Other Income *	2125
Total Program Revenue *	44325
Payroll-related expenses *	0
Operation expenses *	113
Training costs *	0
Direct Client Services *	41627
Miscellaneous expenses *	0
Total Program Expenses *	41740
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ATTACHMENT A

Agency balance sheet 2013

2013 We Care Income	$89544.17
2013 We Care Disbursements	
Expenditures directly for those in need	
Housing	63121.04
Utilities	13752.65
Medical	821.95
Storage	884.50
Transportation/car insurance	3460.26
Miscellaneous	1214.00
Subtotal directly for those in need	83254.40
Operating expenses	
OR Department of Justice	45.00
OR Secretary of State	50.00
Cashier's check	5.00
Pay-Pal fees for online donations	13.00
Subtotal operating expenses	113.00
Transfer to Benton Co. Foundation	200.00
Total disbursements	$83567.40
Carry-over to 2013	5976.77

Note: We Care receives much of its income late each year, from a fund-raising letter; this is designated for the following year.

Agency income statement

2013 We Care Income Statement

Donations from member faith communities	$25362.25
From business and community organizations	21581.00
Response to fund-raising letter	18160.00
Donations from individuals	19294.50
Subtotal, not designated for endowment	84398.75
Return of funds from 2012	719.84
Designated for endowment	175.00
Total income in 2013	$89544.17

Other donations (in-kind)

Part-time personnel, 15 hr/week

Community Services Consortium

Production of fund-raising letter and postage

MEMORANDUM

TO: Mayor and City Council

FROM: Mary Steckel, Public Works Director

DATE: February 14, 2014

SUBJECT: Regulations Regarding Smoking in City Transit Shelters

ISSUE
The Corvallis Municipal Code (CMC) has conflicting language in two sections regarding the penalty for smoking within a City transit shelter.

BACKGROUND
CMC Section 5.06 establishes a number of regulations relating to the City's transit system. One of these, Section 5.06.030, regulates smoking within transit shelters as a Class B Misdemeanor for which an individual can be arrested. More recent language regarding smoking in various facilities, including transit shelters, is also contained in CMC Section 5.03.080 with the penalty for this activity an infraction punishable by fine.

DISCUSSION
In order to bring consistency to the penalty for smoking in a transit shelter, staff is proposing to modify CMC Sections 5.06.030.010 and 5.06.030.020. This would result in having smoking in a transit shelter be an infraction punishable by fine, per CMC Section 5.03.080. Recommended language changes are shown on the attachment.

RECOMMENDATION
That the City Council adopt the proposed changes to the Corvallis Municipal Code Sections 5.06.030.10 and 5.06.030.20.

Review and Concur:

James A. Patterson, City Manager

Jon Sassaman, Police Chief

Jim Brewer, City Attorney

AN ORDINANCE RELATING TO TRANSIT REGULATIONS, AMENDING MUNICIPAL CODE CHAPTER 5.06.030.010 (Prohibited Acts) AND 5.06.030.020 (Penalty)," AS AMENDED

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 5.06.030.010 is hereby amended as follows:

Section 5.06.030.010 Prohibited Acts

No person shall:

1) In any manner hang onto or attach himself or herself onto any exterior part of a City transit vehicle at any time;

2) Ride a skateboard, roller skates, or roller blades in a City transit vehicle or shelter;

3) Smoke tobacco or any other substance, or carry any burning or smoldering substance, in any form, aboard a City transit vehicle ~~or in a transit shelter~~;

4) Smoke tobacco or any other substance, or carry any burning or smoldering substance, in any form, in a transit shelter;

5) ~~4)~~ Activate the "Emergency Exit", "Emergency Stop", or alarm device of a City transit vehicle in the absence of an emergency;

6) ~~5)~~ Bring aboard a City transit vehicle or take into a shelter:

a) any flammable fuel containers, or

b) any flammable liquid, except in a cigarette lighter.

7) ~~6)~~ No person shall extend any portion of his or her body through any door or window of a City transit vehicle while it is in motion.

Section 2. Municipal Code Section 5.06.030.020 is hereby amended as follows:

Section 5.06.030.020 Penalty

Except for Section 5.06.030.010 subsection 4), a ~~A~~ violation of Section 5.06.030.010 is a Class B Misdemeanor. A violation of Section 5.06.030.010 subsection 4) shall be subject to the penalties as set forth in Section 5.03.080.160.10 of Chapter 5.03 of this Municipal Code.

PASSED by the City Council this _____ day of _____, 2014.

APPROVED by the Mayor this _____ day of _____, 2014.

EFFECTIVE this _____ day of _____, 2014.

_____
Mayor

ATTEST:

_____
City Recorder

MEMORANDUM

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

To: Mayor and City Council
From: Karen Emery, Director
Jackie Rochefort, Park Planner
Date: March 3, 2014
Subject: Oregon Land & Water Conservation Fund Grant Application Request

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Issue:
The Parks and Recreation Department is interested in applying for grant funding through the State Parks and Recreation 2014 Land & Water Conservation fund. The application process requires City Council to authorize the application for the grant.

Background:
Martin Luther King, Jr. Park and the Walnut Barn have been identified as in need for renovation and have been in CIP for many years. The total cost of the project is $325,000. This grant would provide $162,500 which is 50% of the funds needed to complete the project. The remaining $162,500 matching funds will come from either another grant (if we are successful in our application) and/or SDC funds.

Discussion:
This scope of work identified in this project involves the following:

- Renovations to the barn for the purposes of safety, maintenance, and ADA accessibility
- Provide electricity to the barn to expand opportunities for use
- Outdoor improvements around the barn for accessibility, and expansion to provide an outdoor venue for group gatherings
- Provide new playground equipment and bicycle track to expand the play area, provide accessibility, and provide play components to encourage physical activity
- Provide an accessible circulation system between the play area, parking lot, and the barn

Based on the master plan for the park and the State Comprehensive Planning Goals, this project fits the criteria for the LWCF grant. It is important to note that once LWCF funds are used for a project it is considered "in perpetuity" and cannot be used for any other purposes unless an equal trade is identified and established.

Staff must have City Council approval to apply for the grant which is due at the end of March.

Recommendation:
Staff recommends City Council to authorize application to the Oregon Parks and Recreation 2014 Land & Water Conservation Fund grant process to fund the MLK, Jr. Park and Walnut Barn renovations.

Review and Concur:

James A. Patterson, City Manager

Nancy Brewer, Finance Director

RESOLUTION 2014-

Minutes of the March 3, 2014, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, The Oregon Parks and Recreation Department is accepting applications for the Land & Water Conservation Fund grant; and

WHEREAS, the Corvallis Parks and Recreation Department desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation improvements; and

WHEREAS, renovations to the MLK, Jr. Park and Walnut Barn, including ADA surfacing, new playground equipment, and enhancements to the Walnut Barn, have been identified as a high priority need in the Capital Improvement Projects process; and

WHEREAS, Corvallis Parks and Recreation Department has available matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, Corvallis Parks and Recreation Department will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES

> Council supports the submittal of a grant application to the Oregon Parks and Recreation Department for the renovation of MLK, Jr. Park and Walnut Barn.

_____
Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted, and the Mayor thereupon declared said resolution to be adopted.

ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS

February 27, 2014

MEETING DATE	AGENDA ITEM
March 5	• Neighborhood/Property Maintenance Code Program

March 19	• Council Policy Reviews and Recommendations:
	  • 98-2.10, "Use of E-Mail by Mayor and City Council"
	  • 97-10.01 - 10.08, "Financial Policies"
	• Second Quarter Operating Report
	• Ambulance Rate Review
	• Parks and Recreation Department Cost Recovery Update

April 9	• Utility Rate Structure Review • Neighborhood/Property Maintenance Code Program
April 23	• Visit Corvallis Second Quarter Report • Downtown Corvallis Association Economic Improvement District Second Quarter Report • Enterprise Zone Sustainability Criteria Follow-up • Utility Rate Structure Review
May 7	• da Vinci Days Loan and Annual Report
May 21	• Visit Corvallis Third Quarter Report • Downtown Corvallis Association Economic Improvement District Third Quarter Report • Council Policy Review and Recommendation: • 95-4.10, "Public Library Gifts and Donations Policy"
June 4	• Third Quarter Operating Report • Board and Commission Sunset Review: • Economic Development Commission
June 18	• Republic Services Annual Report
July 9	•
July 23	•
August 6	•
August 20	•
September 3	• Visit Corvallis Fourth Quarter Report • Downtown Corvallis Association Economic Improvement District Fourth Quarter Report
September 17	•

October 8	• Fourth Quarter Operating Report
	• Council Policy Reviews and Recommendations:
	  • 91-2.01, "Meeting Procedures"
	  • 94-2.08, "Council Liaison Roles"

October 22	• Utility Rate Annual Review
November 5	•
November 19	•
December 3	• Visit Corvallis First Quarter Report • Downtown Corvallis Association Economic Improvement District First Quarter Report • Comprehensive Annual Financial Report • First Quarter Operating Report
December 17	•

ASC PENDING ITEMS

- Comcast Franchise Renewal Update — Public Works
- Council Policy Review and Recommendation:
  - 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

February 27, 2014

MEETING DATE	AGENDA ITEM
March 4	No Meeting
March 18	•

April 8	• Council Policy Review and Recommendation:
	  • 91-1.02, "Liquor License Approval Procedures"
	• The Arts Center Annual Report
	• Public Art Selection Commission Annual Report
	• Council Policy Review and Recommendation:
	  • 94-4.07, "City-Owned Art Objects on Private Property"

April 22	• Council Policy Review and Recommendation: • 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"

May 6	• Liquor License Annual Renewals
	• Majestic Theatre Annual Report
	• Council Policy Reviews and Recommendations:
	  • 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library"
	  • 92-5.04, "Hate/Bias Violence"

May 20	•

June 3	• Social Services Allocations - Fiscal Year 2014-2015
	• Boards and Commissions Sunset Reviews:
	  • Arts and Culture Commission
	  • Citizens Advisory Commission on Civic Beautification and Urban Forestry
	  • Committee for Citizen Involvement

June 17	•
July 8	• Corvallis Farmers' Market Annual Report
July 22	•
August 5	•
August 19	• Social Services Semi-Annual Report
September 2	•
September 16	• Rental Housing Program Annual Report

October 7	• Council Policy Reviews and Recommendations:
	  • 93-4.11, "Public Library Policy for Selecting and Discarding Materials"
	  • 99-4.14, "Use of City Hall Plaza and Kiosk"

October 21	•
November 4	• Council Policy Review and Recommendation: • 95-4.08, "Code of Conduct on Library Premises"
November 18	•

December 2	• 2015-2016 Social Services Priorities and Calendar
	• Council Policy Reviews and Recommendations:
	  • 91-1.03, "Naming of Public Facilities and Lands"
	  • 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)	Parks & Recreation
• Municipal Code Review: Chapter 9.02, "Rental Housing Code"	Community Development
• OSU/City Collaboration Project Recommendations (Action Items 4-1, 4-3, 4-4, 5-1)	Community Development

Regular Meeting Date and Location:
Tuesday of Council week, 2:00 pm – Madison Avenue Meeting Room

URBAN SERVICES COMMITTEE
SCHEDULED ITEMS

February 27, 2014

MEETING DATE	AGENDA ITEM
March 4 ***Downtown Fire Station***	• Systems Development Charge Annual Review • Residential Parking Districts
March 18 ***Downtown Fire Station***	• Residential Parking Districts

April 8	• Council Policy Reviews and Recommendations:
	  • 10-1.12, "Community Sustainability"
	  • 91-7.04, "Building Permits"
	  • 91-7.08, "Sidewalk Policy"
	• Residential Parking Districts

April 22	• Residential Parking Districts
May 6	• Residential Parking Districts
May 20	•

June 3	• Board and Commission Sunset Review:
	  • Airport Commission
	• Council Policy Review and Recommendation:
	  • 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program"

June 17	• Transportation System Plan update
July 8	• Transportation System Plan update, cont'd.
July 22	•
August 5	•
August 19	•
September 2	No meeting
September 16	• Council Policy Review and Recommendation: • 02-7.15, "Fee-in-Lieu Parking Program"
October 7	• Council Policy Review and Recommendation: • 08-9.07, "Traffic Calming Program"
October 21	•
November 4	• Council Policy Review and Recommendation: • 98-9.06, "Transportation Corridor Plans"
November 18	•
December 2	•
December 16	•

<u>USC PENDING ITEMS</u>

- Council Policy Review and Recommendation:
  - 91-9.03, "Parking Permit Fees" — Public Works
- Municipal Code Review: Chapter 8.13, "Mobile Food Units" — Community Development
- NW Cleveland Avenue Traffic Update — 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

MARCH – MAY 2014
(Updated February 27, 2014)

MARCH 2014

Date	Time	Group	Location	Subject/Note
1		*No* Government Comment Corner		
3	*6:15 pm*	*Local Contract Review Board*	*Downtown Fire Station*	
3	**6:30 pm**	**City Council**	**Downtown Fire Station**	
~~4~~	~~7:00 am~~	~~Airport Commission~~	~~Madison Avenue Mtg Rm~~	
4		*No* Human Services Committee		
~~4~~	~~4:00 pm~~	~~Downtown Parking Committee~~	~~Madison Avenue Mtg Rm~~	
4	5:00 pm	Urban Services Committee	Downtown Fire Station	
5	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
5	7:00 pm	Planning Commission	Downtown Fire Station	
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		*No* Government Comment Corner		
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	*6:30 pm*	Historic Resources Commission	Downtown Fire Station	
12	*12:00 pm*	*Housing and Comm Dev Cmsn*	*Parks and Rec Conf Room*	
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 – Linda Modrell	
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	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	4:00 pm	Public Art Selection Commission	Parks and Rec Conf Room	
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 - Biff Traber	
26	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm	
29	10:00 am	Government Comment Corner	Library Lobby - Penny York	
31	5:30 pm	City Council/County Board of Commissioners	County Sunset Center	

APRIL 2014

Date	Time	Group	Location	Subject/Note
1	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
1	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
2	7:00 pm	Planning Commission	Downtown Fire Station	
2	7:30 pm	Library Board	Library Board Room	
4	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	

Date	Time	Group	Location	Subject/Note
5	10:00 am	Government Comment Corner	Library Lobby - Hal Brauner	
7	**6:30 pm**	**City Council**	**Downtown Fire Station**	
8	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
8	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
8	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
8	*6:30 pm*	Historic Resources Commission	Downtown Fire Station	
9	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
9	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
10	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
10	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	
10	7:00 pm	Budget Commission	Downtown Fire Station	
12	10:00 am	Government Comment Corner	Library Lobby - Julie Manning	
14	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
16	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
16	4:00 pm	Public Art Selection Commission	Parks and Rec Conf Room	
16	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
16	7:00 pm	Planning Commission	Downtown Fire Station	
17	6:30 pm	Parks, Natural Areas, and Rec Brd	Parks and Rec Conf Room	
17	7:00 pm	Budget Commission	Downtown Fire Station	
19		*No* Government Comment Corner		
21	**6:30 pm**	**City Council**	**Downtown Fire Station**	
22	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
22	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
22	5:15 pm	Cmsn for Martin Luther King, Jr.	City Hall Meeting Room A	
22	7:00 pm	Budget Commission	Downtown Fire Station	
23	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
23	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm	
24	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	
24	7:00 pm	Budget Commission	Downtown Fire Station	
26	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	
29	7:00 pm	Budget Commission	Downtown Fire Station	

MAY 2014

Date	Time	Group	Location	Subject/Note
1	7:00 pm	Budget Commission	Downtown Fire Station	
2	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
3		*No* Government Comment Corner		
5	**6:30 pm**	**City Council**	**Downtown Fire Station**	
6	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
6	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
6	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
6	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
6	7:00 pm	Budget Commission	Downtown Fire Station	
7	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
7	7:00 pm	Planning Commission	Downtown Fire Station	
7	7:30 pm	Library Board	Library Board Room	
8	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
10	10:00 am	Government Comment Corner	Library Lobby - Penny York	
12	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	

Date	Time	Group	Location	Subject/Note
12	7:00 pm	City Council Quarterly Work Session	Madison Avenue Mtg Rm	tentative
13	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
13	6:30 pm	Historic Resources Commission	Downtown Fire Station	
14	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
15	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
17		*No* Government Comment Corner		
19	**6:30 pm**	**City Council**	**Downtown Fire Station**	
20	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
20	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
21	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
21	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
21	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
21	7:00 pm	Planning Commission	Downtown Fire Station	
24		*No* Government Comment Corner		
26		City holiday - all offices closed		
27	5:15 pm	Cmsn for Martin Luther King, Jr.	City Hall Meeting Room A	
31		*No* Government Comment Corner		

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

Don't miss the sustainability event of the year!

CORVALLIS sustainability COALITION

Sustainability Fair & TOWN HALL 2014

Monday, March 10, 2014

5:00 to 7:00 pm – Fair (Exhibits & Snacks)
7:00 to 9:00 pm – Meeting & Action

OSU Campus • CH2MHill Alumni Center • 725 SW 26th St.

****

KEYNOTE SPEAKER: Vicki Robin, Author

Your Money or Your Life & Blessing the Hands That Feed Us

****

HELP MAKE THIS A MODEL SUSTAINABLE EVENT!
(See other side to find out how...)

All are welcome, but space is limited!
Register online by March 5 at www.sustainablecorvallis.org

YOU can help make the Sustainability Fair and Town Hall Meeting a model event!

Just follow these simple practices:

- **Use energy-efficient transportation** – Walk, bike, carpool, or take the bus to the event. Bike racks are on the north side of the Alumni Center and on the northwest side of LaSells Stewart Center. For bus routes, see www.corvallistransit.com.
- **Leave no trace** – Bring only recyclable, compostable, or reusable items with you to the event. (Example: Bring your own water bottle or mug.) There will be NO trash cans on site!
- **Turn trash to treasure** – Place recyclable and compostable items in the proper receptacles. We will have staffed recycling stations. (Please let us know if you can help with staffing.)

Thank you for being part of the solution!

For information or to volunteer:

www.sustainablecorvallis.org
info@sustainablecorvallis.org • 541-230-1237

MEMORANDUM

To:	**Mayor and City Council**
From:	**Kevin Young, Planning Division Manager**
Date:	**March 3, 2014**
Subject:	**Campus Crest – Motions for Decisions on the Planned Development and Subdivision, along with Planning Commission Recommended Conditions, with some additional recommended changes by staff (PLD13-00003 and SUB13-00001)**

Below are potential motions for your consideration regarding the proposed Campus Crest Planned Development and Subdivision. Separate Council action is required for each request. Option D would move approval of the attached list of conditions, as recommended by the Planning Commission, with some additional recommended changes by staff. Planning Commission changes are reflected with double underline for new language, and ~~strikeout~~ for deleted language. Additional language proposed by staff, including new conditions 45 and 46, is reflected by highlighted text:

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 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.

Option D:
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 based 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, as modified and recommended by the Planning Commission, and including the recommended changes by staff (including Alternative Condition 14) from the March 3, 2014, Memorandum from the Planning Division Manager to the Mayor and City Council. This motion is also based on 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 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.

Option D:
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 based 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, as modified and recommended by the Planning Commission, and including the recommended changes by staff (including Alternative Condition 14) from the March 3, 2014, Memorandum from the Planning Division Manager to the Mayor and City Council. This motion is also based on findings presented by the City Council during their deliberations, subject to the adoption of Formal Findings at a subsequent City Council meeting.

Conditions of Approval Recommended by the Planning Commission, with Supplemental Conditions and Revisions Recommended by Staff

(Changes proposed by the Planning Commission are indicated by double underline and ~~strikeout~~. Staff-Recommended Supplemental Conditions and Revisions indicated by Highlighted Text):

Cond#	CONDITION
1	**Consistency with Plans** – Development shall comply with the narrative and plans identified in **Attachment N**, except as modified by the conditions below, or unless a requested modification otherwise meets the criteria for a Minor Planned Development Modification. Such changes may be processed in accordance with Chapter 2.5 of the LDC.
2	**Lighting** – Prior to issuance of building permits for on-site lighting, and issuance of Public Improvement Under Private Contract (PIPC) Permits for development, the applicant shall submit lighting plans which demonstrate that site or public street lighting shall comply with the site and street lighting requirements of LDC Section 4.2.80.
3	**Signage** – All future signage on the site shall comply with the requirements of LDC Chapter 4.7 – Sign Regulations. Sign permits shall be obtained, where required.
4	**Landscaping –** The following landscaping provisions shall apply to overall development of the site: Landscape and Irrigation Plans – Prior to issuance of building permits, and concurrent with site improvements (excavation, grading, utilities, and PIPC plans, as applicable), the applicant shall submit landscape construction documents for this site to the Development Services Division, which contain a specific planting plan (including correct Latin and common plant names), construction plans, irrigation plans, details, and specifications for all required landscaped areas on the site. Required landscaping shall be consistent with the Conceptual Landscape Plan submitted with this application (applicant's **Attachment N**). Submitted Landscape Plans shall include the following elements: a. The applicant's requested variation to the LDC's street tree spacing requirements to accommodate fire access needs, resolve conflicts with necessary utility locations, and address landscape requirements adjacent to streets through protected resource areas is approved, as generally depicted on Sheets P9.1 – P9.3 from **Attachment N**. As a compensating benefit for the requested variation, the applicant shall provide at least 696 trees to be planted on the site, to be generally consistent with locations shown on the Conceptual Landscaping Plans in **Attachment N**. Trees shall be a minimum 2-inch caliper size and submitted landscape plans shall number trees to demonstrate compliance with this requirement. b. Landscape plans shall show that portions of streets that will pass through protected vegetation, wetland, and riparian areas will be constructed with curbside sidewalks with no planted area to the outside of the sidewalk (unless approved through a future restoration plan reviewed by Community Development Staff). c. Landscape plans shall demonstrate that outdoor components associated with heat

	pumps and similar equipment are screened in accordance with the requirements of LDC 3.6.30.k, where applicable. d. Landscape plans shall demonstrate compliance with the Green Area requirements of LDC Section 3.6.50. e. ~~Prior to issuance of an occupancy permit for the final residential building on the site,~~ Within one year of issuance of an occupancy permit for the first residential building on the site, the applicant shall re-vegetate the 420 lineal feet along the riparian corridor within the site that is currently without adequate vegetation. Prior to installation, the applicant shall submit a re-vegetation plan to Development Services Staff to ensure consistency with LDC Section 4.13.50.d. Prior to final acceptance of the installation, the developer shall provide a financial guarantee to the City, for a period of five years, and consistent with the procedures identified in LDC Section 4.2.20. f. Landscape plans shall be coordinated with PIPC plans and other improvements through the development of a "streetscape plan" as a component of applicable PIPC permits. Landscape plans shall be consistent with LDC Section 4.2.30.b –Areas Where Trees May Not be Planted. Installation – All required landscaping and related improvements on the 24.6 acre apartment development site shall be installed as illustrated on the approved Landscape and Irrigation Permit, and shall be completed prior to issuance of a final Certificate of Occupancy. The applicant's submitted landscape plans shall include a phasing plan for landscape improvements associated with each building, to be reviewed and approved by City Staff, to ensure that all required landscaping is in place with each phase and throughout the development site. The installation will be inspected and approved by the Development Services Division, and shall occur prior to or concurrent with final inspections for site construction permits. Three-Year Maintenance Guarantee – Prior to final acceptance of the installation, the developer shall provide a financial guarantee to the City, as specified in LDC 4.2.20. Coverage within Three Years - All required landscaping shall provide a minimum 90 percent ground coverage within three years. Three-Year Maintenance Guarantee Release - The developer shall provide a report to the Development Services Division just prior to the end of the three year maintenance period, as prescribed in Section 4.2.20.a.3 of the LDC. The report shall be prepared by a licensed arborist or licensed landscape contractor and shall verify that 90 percent ground coverage has been achieved, either by successful plantings or by the installation of replacement plantings. The Director shall approve the report prior to release of the guarantee.
5	**Development Size** – As requested by the developer, the approval of the DDP is limited to a maximum of 296 dwelling units as stated on Page 2 of the application for the CPA and ZDC. This requested condition serves to limit potential off-site traffic impacts consistent with OAR 660-012-0060 (2) (e) and (3).

6	**Issuance of Building Permits** – Consistent with LDC section 4.0.20 and council policy CP91-7.04, no building permits for foundations or structures shall be issued until all public improvements required for the approved development are complete and accepted by the City Engineer.
7	**Sidewalk Improvements** – Sidewalks shall be installed consistent with the applicant's plan and LDC section 4.0.30 including timing of installation. In order to ensure safe and convenient pedestrian passage, and to satisfy the City's "to and through" policies, necessary connections to existing sidewalks, including the sidewalk along the north side of NW Harrison Boulevard, shall be extended and connect with the proposed pedestrian facilities within and along the site frontages.
8	**Marked Crosswalks in the Public ROW** - The City has a Council Policy (CP91-9.01) on when crosswalks should be marked. Any crosswalks shown not meeting that policy in the public ROW will need to be removed from the PIPC construction plans.
9	**Multi-use Paths** – All multi-use paths identified on the plans shall be paved and 12-feet wide. Paving materials for public multi-use paths shall be concrete Per LDC section 4.10.70.03.
10	**Sidewalk maintenance** - Maintenance of all private sidewalks and multi-use paths, and sidewalks within public access easements, shall be the responsibility of the property owner.
11	**Transit Facilities** – Prior to issuance of an occupancy permit for the first residential building on the site, transit shelter easements and standard concrete shelter pads shall be provided along NW Circle Boulevard. The exact locations and dimensions of transit shelter pads shall be determined as part of the public improvement plan review. All right-of-way dedications or easements for transit facilities shall be shown on the final plat.
12	**Witham Hill Dr. and Circle Blvd. 4-way Stop** - The intersection of Witham Hill Dr. and Circle Blvd. shall be reviewed after construction of NW Circle Blvd. and prior to the end of the warranty period for public improvements including Circle Blvd. The developer's traffic engineer shall provide an update to the Mitigation Alternative Study for Circle Blvd. and Witham Hill Dr. intersection based on MUTCD standards for multi-way stop applications. If upon review of the study, the City Engineer determines stop signs should be installed, City Crews will install the stop signs and associated striping and the developer will be billed for the cost of installation.
13	**Private Streets** - A private maintenance agreement with enforcement provisions to ensure maintenance for this facility shall be established in accordance with LDC section 4.0.60.d.
14	**NW Harrison Boulevard Street Improvements** - A permit for public improvements will be required from the County for improvements to NW Harrison Blvd. Typically the County will default to City Standards within the UGB. City and County staff have discussed the improvements along NW Harrison Blvd. and improvements proposed by the applicant are consistent with City and County standards. Improvements to NW Harrison should include: 12-foot travel lanes, a 12-foot continuous center turn lane, 6-foot bike lanes, standard curb and gutter on the north side, a 12-foot planter strip on the north side (except where curbside due to natural features), and a 12-foot wide multiuse path. A turn lane shall be provided for east bound traffic at NW Circle Blvd. ~~The County may require a median in the area where the existing Circle Blvd. path connects to Harrison Blvd.~~ The Applicant shall install a continuous center median allowing for site

	accesses and street intersections on Harrison Blvd., as approved by Benton County.
14 (Alternative Condition)	**NW Harrison Boulevard Street Improvements** - A permit for public improvements will be required from the County for improvements to NW Harrison Blvd. Typically the County will default to City Standards within the UGB. City and County staff have discussed the improvements along NW Harrison Blvd. and improvements proposed by the applicant are consistent with City and County standards. Improvements to NW Harrison should include: 12-foot travel lanes, a 12-foot continuous center turn lane, 6-foot bike lanes, standard curb and gutter on the north side, a 12-foot planter strip on the north side (except where curbside due to natural features), and a 12-foot wide multiuse path. A turn lane shall be provided for east bound traffic at NW Circle Blvd. The Applicant shall install a continuous center median allowing for site accesses and street intersections on Harrison Blvd. in lieu of a continuous center turn lane, as approved by Benton County. Any median shall be designed to accommodate a future signal at the intersection of Circle Blvd. and Harrison Blvd.
15	**NW Circle Boulevard Street Improvements** - NW Circle Boulevard shall be constructed to full City standards from its terminus at the site's northern property boundary, south through the site, to the intersection with NW Harrison Boulevard. Proposed cross-sections are shown on sheet P5.5 and generally include: a 5-foot sidewalk and a 12-foot planter strip on the west side (except where there are curbside sidewalks due to natural features), 6-foot bike lanes, 10-foot travel lanes, and a 12-foot planter strip and a 12-foot multi-use path on the east side. A 10-foot wide turn lane shall be provided on Circle Blvd at Street 'A', and at Harrison Blvd. Where access is needed adjacent to the storm drainage tract H, parking for maintenance vehicles is provided. Any proposed re-alignments of NW Circle Boulevard shall be considered a **Major Modification** due to potential infringement on existing wetlands.
16	**Local Street Improvements** - All local streets shall be constructed to City standards, unless otherwise approved with this application. The East-West local street has been approved to be constructed to a local connector street standard.
17	**Street Lights** – Consistent with LDC section 4.0.60.r, the applicant shall provide an engineered design for street light installation, obtain appropriate electrical permits from Development Services Division, and install the street light system concurrent with public improvements. See also Condition #2.
18	**Public Improvements** – Public improvements shall be constructed in a single phase. In accordance with LDC 4.0.60.e and LDC 4.0.70, all development sites shall be provided with access to a street, public water, sanitary sewer, storm drainage, and street lights. Any plans for public improvements referenced within the application or this staff report shall not be considered final engineered public improvement plans. Prior to issuance of any structural or site utility construction permits, the applicant shall obtain approval of, and permits for, engineered plans for public improvements by private contract (PIPC) from the City's Engineering Division per LDC section 4.0.80. The applicant shall submit necessary engineered plans and studies for public utility and transportation systems to ensure that adequate street, water, sewer, storm drainage and street lighting improvements are provided. Street signs and curb markings will be reviewed and approved with the PIPC plans. Final utility alignments that maximize separation from adjacent utilities and street trees shall be engineered with the plans for public improvements in accordance with all applicable LDC criteria and City, DEQ and Oregon Health Division requirements for utility separations. As part of the public improvement

	plans, the applicant shall include a "streetscape" plan that incorporates the following features: composite utility plan; street lights; proposed driveway locations; vision clearance triangles for each intersection; street striping and signing (in conformance with the MUTCD); and proposed street tree locations. Public improvement plan submittals will be reviewed and approved by the City Engineer under the procedures outlined in Land Development Code Section 4.0.80.
19	**Slopes Adjacent to the ROW** – Slopes adjacent to the ROW shall not exceed the slopes shown in the City's Standard Detail 101, Typical Street Sections, from the City of Corvallis Standard Construction Specifications. Retaining walls in or adjacent to the ROW will not be allowed unless approved by the City Engineer.
20	**2nd Level Waterline** - The applicant shall install a minimum 16-inch waterline within the NW Circle Blvd. extension and new local street 'A'. The 16-inch line in public street 'A' shall extend to the western property line. A 12-inch second level waterline shall loop from the 16-inch waterline in NW Circle Blvd. to the existing 2nd level waterline in NW Elizabeth. The final location of the waterlines will also need to account for tree plantings to avoid conflicts. If appropriate easements are not available to loop the 2nd level NW Circle Boulevard waterline to the NW Elizabeth Place waterline, the applicant shall extend the NW Circle Boulevard waterline south to the intersection with the existing City easement adjacent to the Beit Am property, and a flushing station shall be installed at this terminus that contains a meter service, a backflow prevention system, and connection to the public sewer system on NW Harrison Boulevard. The looping of the waterline and/or installation of the flushing station shall be constructed concurrent with development as determined by the City Engineer.
21	**Private Storm Drainage and Sanitary Sewer** - Installation of the private storm drainage system and sanitary sewer will be subject to permitting through the City's Development Services Division. It will also need to be shown on the PIPC plans to evaluate how the public and private systems work together. A private maintenance agreement with enforcement provisions to ensure maintenance of private storm drainage and sanitary sewer facilities shall be established in accordance with LDC sections 4.0.70.f and 4.0.60.d prior to permitting these improvements or submitting the final plat. The private storm drain sanitary sewer lines shall have a private "joint and several" maintenance easement that will allow lot owners access for maintenance purposes over the entire line.
22	**Sewer Extension in NW Harrison Blvd.** – To comply with LDC 4.0.70.c and 4.0.70.d, with development of the property it shall be demonstrated that the extension of sewer through the property provides adequate depth to provide service to the adjacent property to the west (OSU). If the sewer shown in public street 'A' is not adequate to serve the entire property (especially the existing structures) a minimum 8-inches diameter sewer shall be extended from the current sewer in NW Harrison Blvd. If the adjacent property is served by an extended sewer in Harrison, sewer in public street 'A' would not need to provide service to the adjacent property.
23	**Maintenance Access to Public Facilities** - Access structures and appropriate access easements shall be provided for all public sewer and stormwater manholes, detention, and water quality facilities not located in public right-of-way. Access structures shall be all-weather, minimum 15' wide, and capable of supporting 60,000 pound maintenance vehicles. The access structures shall extend to within 10' of all manholes, with no more

	than a 15' back-up length, unless otherwise approved by the City Engineer.
24	**Off-site Stormwater Drainage and Easements** - Development-generated stormwater runoff from the site shall not be allowed to cross private property without appropriate easements from impacted property owners. OSU owns property downstream of the proposed development site which is located in Benton County outside the City limits. The following procedure shall be followed for off-site drainage easements: Applicants Shall Describe the Existing Drainage Situation. A physical description of drainage features from the development site downstream to the first existing public facility should be provided. Information on the presence or absence of a defined channel, the extent of the presence of water in the system, the type of vegetation and its tolerance for hydrological changes, the type of land uses being employed, groundwater characteristics, and any other relevant physical characteristic should be provided. (A known hydrological change caused by development is an increase in dry season flows due to irrigation and/or intercepted groundwater.) A discussion of the existing drainage legal situation should also be provided. A list of downstream property owners and any known storm drainage easements or other access rights should be provided. Any previous disputes should be documented. Applicants Shall Make a Good Faith Effort to Obtain Easements. Written and personal contact should be made with affected downstream property owners and documentation furnished to the City. If objections are raised, resolution alternatives should be considered. Compensation offers should be made based upon easement fair market value established by professional appraisals. Physical improvements to the drainage system could be considered. Benefits associated with an established public drainage system in the area could be discussed. Existing drainage problems could be resolved. If it is demonstrated that easements cannot be obtained as described above, the following conditions shall be met: Applicants Shall Engineer Solutions to Minimize Downstream Impacts. Features such as detention, infiltration, water conserving landscaping (no automatic irrigation systems), minimal impervious area, commitments to low impact weed and pest control, water quality treatment, or other applicable solutions should be considered. These solutions shall be prepared by a registered professional engineer and conform as closely as possible to criteria contained in the City of Corvallis Stormwater Master Plan and King County Surface Water Design Manual. Drainage Facilities Shall Remain Private. Any drainage facility installed under this process without public easements shall remain private in perpetuity. Applicants Shall Indemnify the City of Corvallis. The applicant shall provide an indemnification and hold harmless agreement acceptable to the City Attorney's Office protecting the City of Corvallis, its officers, employees, volunteers and agents against any drainage related action, claim for injury or damage and all loss, liability, cost or expense, including court costs and attorney fees, growing out of or resulting directly or indirectly from construction, installation, operation and maintenance of the land division and

	subsequent development. This indemnification shall be a covenant running with the land, and shall be binding upon the Owner and Owner's heirs, executors, administrators, successors, assigns, lessees, sub-lessees, tenants and sub-tenants forever. Applicant's Attorney Shall Provide Legal Opinion. The applicant's attorney shall provide a written legal opinion that the proposed approach is consistent with Oregon water law. City May Consider Condemnation. On a case-by-case basis, City staff may present the Corvallis City Council with a recommendation to pursue condemnation of the public drainage easements. It is expected that this would be an unusual situation based on a demonstrated high degree of public benefit and/or risk.
25	**Franchise Utilities** - Prior to issuance of public improvement permits, the applicant shall submit, as part of the public improvement plan set, an overall site utility plan that shows existing and proposed franchise utility locations, including vaults, poles and pedestals. The proposed franchise utilities shall conform to requirements outlined in the LDC section 4.0.90 including provision of appropriate utility easements. The applicant shall provide confirmation the franchise utilities have reviewed these plans prior to review by the City.
26	**Franchise Utility Easements** - According to LDC Section 4.0.100.b, a minimum 7-foot Utility Easement (UE) is required adjacent to all street ROWs and shall be shown on the plat.
27	**Right-of-Way Dedication** - The applicant shall dedicate additional right-of-way as needed along the south and east edges of the property to construct Circle Boulevard and NW Harrison Boulevard as proposed in the plans. Approval for the right-of-way dedications for NW Circle Boulevard and NW Harrison Boulevard shall be obtained prior to authorization of plans for public improvements. The applicant shall also dedicate a minimum of 50 feet of right-of-way along all public local streets. The final plat shall include all right-of-way dedications. As part of the Public Improvements process, the applicant shall demonstrate that the proposed right-of-way widths will be feasible to construct all streets as proposed in the plans without impinging on adjacent properties or impacting wetlands beyond what is necessary to provide a functional transportation system.
28	**ROW Dedication/Easements** - Per LDC Section 4.0.100.f, any easements or ROW dedications shall be shown on the plat. Easements for water, sewer, and storm drainage shall be provided for facilities located outside the ROW. Minimum easement width shall be per LDC section 4.0.100.a. An environmental assessment for all land to be dedicated must be completed in accordance with LDC Section 4.0.100.g.
29	**Storm Water Quality and Detention Design** - All storm water quality and detention facilities shall be designed consistent with criteria outlined in Appendix F of the City's Storm Water Master Plan, and criteria outlined in the King County Surface Water Design Manual. As per King County criteria, if side slopes steeper than the standard 3H:1V are proposed, or if embankment heights exceed 6 feet, they shall be designed by a licensed geotechnical engineer. As part of the plans for public improvements, the applicant shall provide engineered calculations for pre-development and post-development peak storm water run-off flows, and demonstrate that all storm drainage facilities are designed to match pre and post development flows up to the 2, 5, and 10-year storm events. Design of all detention and water quality facilities shall be performed by a qualified licensed professional engineer and shall be subject to the review and approval of the City

	Engineer.
30	**Storm Water Quality and Detention Facility Landscaping** - The design for the storm water quality and detention facilities shall include a landscape plan that details all landscaping essential to ensure the proper function of the detention and water quality facilities. This functional landscape plan shall be submitted as part of the plans for public improvements. The applicant shall see that all associated functional landscaping associated with the storm water quality and detention facilities be installed, or that appropriate erosion and sediment control measures are in place, prior to any paving activity on the development site. All detention and water quality facilities landscaping shall be consistent with City and King County criteria, and shall be designed prior to acceptance of the public improvement plans. All water quality and detention landscaping shall be designed and approved by a qualified landscape architect.
31	**Maintenance of Storm Water Quality and Detention Facilities** - The applicant shall provide a stormwater maintenance plan (in accordance with City and King County criteria), and a stormwater facilities agreement (in accordance with City criteria) for the realigned portion of the NW Circle Boulevard drainageway. Because the water quality facilities are an integral component of the wetland preservation plan and the detention facilities are in close proximity and/or located within wetland mitigation areas, the warranty period shall be coincident with the wetland mitigation monitoring plan time frame, or two years from acceptance, whichever is longer.
32	**Private Stormwater Detention** - Concurrent with development, stormwater detention shall be implemented. The storm water detention facilities shall be designed consistent with both criteria outlined in Appendix F of the Storm Water Master Plan, and criteria outlined in the King County, Washington, Surface Water Design Manual, and should be designed to capture and release run-off so the run-off rates from the site after development do not exceed the pre-developed conditions, based on the 2-year, 5-year, and 10-year, 24-hour design storms. Installation of the private storm drainage system will be subject to permitting through the City's Development Services Division. The use of pervious pavements may reduce the contributing area used in the detention volume calculations. A private maintenance agreement with enforcement provisions to ensure maintenance for this facility shall be established in accordance with LDC sections 4.0.70.f and 4.0.60.d.
33	**Standards for Off-street Parking and Access** – Per LDC section 4.1.40, a permit from the Development Services Division will be required to construct parking, loading, and access facilities and installation of the parking lot will need to be consistent with the City's Off-Street Parking and Access Standards.
34	**NW Circle Boulevard Drainageway** - As part of the plans for public improvements, the applicant shall include a detailed plan for realignment of the NW Circle Boulevard drainageway where it conflicts with the NW Circle Blvd. extension consistent with the Stormwater Maintenance Plan and the King County criteria. At a minimum, this plan shall address re-establishment of vegetation, shading, facilitation of drainageway migration, and water quality protection for the wetlands consistent with DSL requirements and approval. The sidewalk in this area may be located curbside to avoid creek crossings and to minimize impacts to the drainageway and grading.
35	**Drainageway Easements and Maintenance** - As part of the plans for public improvements, the applicant shall provide a drainageway easement along the entire length of the NW Circle Boulevard drainageway, except where it is public ROW. The

	drainageway easement shall be consistent with Land Development Code criteria in table 4.13-2 and the City's Drainage Master Plan. The applicant shall provide a stormwater maintenance plan (in accordance with King County criteria), and a stormwater facilities agreement (in accordance with City criteria) for the realigned portion of the NW Circle Boulevard drainageway. Because preservation of this drainageway is an integral component of the wetland preservation plan, the warranty period shall coincident with the wetland mitigation monitoring plan time frame, or two years from acceptance, whichever is longer. The drainageway easement shall be recorded with the final plat for the first phase of development.
36	**Drainageway signs** - Public improvement plans shall delineate the drainageway easement and shall denote locations for installation of the City's standard "Riparian Area" protection/informational signs. The signs shall be purchased and installed by the developer concurrent with the installation of the public improvements.
37	**Other Agency Permits** – All other agency permits necessary to determine final design of the PIPC Plans such as Department of State Lands, Corps of Engineers, and Department of Environmental Quality shall be obtained and a copy provided to the City prior to authorization of the PIPC plans. Substantial revisions to the plans due to State requirements may require a Planned Development Modification as determined by the Community Development Department.
38	**Unassigned Parking** – In accordance with LDC Section 4.1.20.k, the applicant shall maintain at all times at least 113 unassigned automobile parking spaces (15% of required) and 96 unassigned bicycle parking spaces (15% of required), located such that they are available for shared use by all occupants within the development. If necessary, signage, striping, or other means shall be used to differentiate unassigned parking from assigned parking areas.
39	**Windows and Doors** – The applicant shall demonstrate, at the time of building permit submittal, that all facades of all proposed buildings facing streets, sidewalks, and multi-use paths on the site shall contain a minimum area of 15 percent windows and/or doors, consistent with the requirements of LDC Section 4.10.60.01.c. Adjustments to submitted building designs are allowed to the extent necessary to comply with this requirement.
40	**Recesses and Extensions** – The applicant shall demonstrate, at the time of building permit submittal, that all buildings comply with the standards in LDC Section 4.10.60.04.b.2. Adjustments to submitted building designs are allowed to the extent necessary to comply with this requirement.
41	**Conservation Easement** – In conjunction with final plat approval, the applicant shall record a conservation easement, consistent with the requirements of LDC Section 4.12.60.a.2, to protect the trees within all Highly Protected Significant Vegetation Areas on the site that will not be impacted by the extension of Circle Blvd.
42	**Geotechnical Report** – Prior to issuance of Excavation and Grading Permits on the site, for either public or private improvements, the applicant shall submit a geotechnical report addressing all issues raised in the applicant's Preliminary Site Assessment Report.
43	**Final Plat** – To finalize ROW Dedication and ensure the establishment of necessary easements, tracts, and lots within the development, the applicant shall record the Final Plat for the requested subdivision prior to issuance of building permits for any apartment building on the subject site. The plat shall include all proposed trail easements, conservation easements, and other elements, as proposed by the applicant.
44	**Fire Sprinkler Systems** – Per developer's proposal and agreement, all of the structures

	on this project will have a NFPA 13D or 13R fire sprinkler system as an AM&M in lieu of OFC compliant Fire Dept. access.
45 (Potential New Condition)	**Future Intersection Analysis and Additional Mitigation at NW Circle Blvd. and Harrison Blvd.** - Within 1 year after completion and acceptance of Circle Blvd. improvements and certificate of occupancy for all phases of the apartments, the applicant shall provide a revised intersection analysis based on actual traffic counts (including bicycles and pedestrians) while OSU is in session in consultation with the City and Benton County to evaluate if additional traffic control devices are warranted at the intersection of Circle Blvd. and Harrison Blvd. If additional traffic control devices are warranted, the applicant shall dedicate any additional ROW and pay for the cost of the improvements within 1 year of acceptance of the revised Harrison Circle Blvd analysis. The developer shall secure the full cost of a traffic analysis and potential improvements prior to issuance of a Public Improvement by Private Contract (PIPC) permit. The basis of security for potential improvements shall be the cost to fully signalize the intersection.
46 (Potential New Condition	**Planned Development and Subdivision Contingent Upon Approval of Comprehensive Plan Amendment and Zone Change –** Development of the proposed Planned Development and Final Plat approval for the proposed Subdivision may only occur if the associated Comprehensive Plan Amendment (CPA11-00002) and Zone Change (ZDC11-00005) applications are approved and upheld, if appealed.

Development Related Concerns

A. NW Circle Blvd. & NW Harrison Blvd intersection and adjacent Driveway Conflicts - City access standards require that driveway accesses be located a minimum of 150' from any other access or collector and/or arterial street intersection. The two adjacent properties to the east of the site have side-by-side driveways within 100 feet of the proposed intersection of NW Circle Boulevard and NW Harrison Boulevard. The driveway closest to the intersection (approximately 50 feet to the east) belongs to a site (Beit Am) that has not yet been developed, and is currently under County jurisdiction. An alternate access off of NW Circle Boulevard is shown in the applicant's plans and is the City's preferred solution. There has been some initial dialogue with Beit Am about this possibility and submitted testimony **(Attachment O)** from Beit Am indicates support for this southerly point of access. The second adjacent driveway to the east belongs to the LDS church, and is one of two site accesses to Harrison. The applicant shows a new driveway cut on the future NW Circle Blvd which would provide a second access for the LDS site if an appropriate easement could be obtained across the strip of land owned by Beit Am. Benton County and the City have an interest in working with the developer, LDS Church, and Beit Am to relocate the westerly LDS driveway on NW Harrison Blvd to NW Circle Blvd. with the construction of NW Circle Blvd.

B. Mailbox Locations - As part of the plans for public improvements, the applicant shall show proposed mailbox locations, with approval from the Post Office, as well as any sidewalk transitions required by City Standards.

C. Excavation and Grading Plans - Prior to issuance of any construction permits, the applicant shall submit an excavation and grading plan, including erosion control methods, to the City's Development Services Department for review and approval.

D. Other Permits - Prior to issuance of any construction permits, the applicant shall be required to obtain a National Pollutant Discharge Elimination System (NPDES) permit if construction activity will disturb, through clearing, grading, and/or excavation, one or more acres of the site. Additionally, any permits required by other agencies such as the Division of State Lands; Army Corps of Engineers; Railroads; County; or Oregon Department of Transportation, shall be approved and submitted to the City prior to issuance of any City permits.

E. SDC Reimbursement - Where it is anticipated that there will be System Development Charge (SDC) reimbursements from City funds to the developer for qualifying extra-capacity facilities built by the developer, the developer shall obtain a written agreement with the City regarding the monetary amount of the requested reimbursement as well as the anticipated construction time line for the qualifying improvements, prior to initiating construction of these facilities. A written request for SDC reimbursement may be directed to the City Engineer, who will review and forward the request to City Council.

F. ZOB Applications - Zone of Benefit (ZOB) cost recovery may apply for the NW Harrison Boulevard and NW Circle Boulevard street improvements . The applicant may apply for ZOB cost recovery for improvements that benefit other property owners adjacent to the improvements as outlined in chapter 2.16 of the Corvallis Municipal Code. The applicant must submit a written request within one year from the acceptance of the public improvements in order to be considered for reimbursement.

G. Infrastructure Cost Recovery - Infrastructure cost recovery charges may apply to the NW Harrison Boulevard sewer and water lines, and the Dale Drive sewer lines serving or adjacent to the site. The determination of applicable charges will be evaluated during the public improvement review process. Where it is determined that there will be Infrastructure Cost Recovery charges, the developer shall pay their required share of the costs prior to making any connection to any infrastructure system, in accordance with Corvallis Municipal Code 2.18.040.

H. Irrigation Plans - Prior to issuance of public improvement permits, the applicant shall submit, and obtain approval of, irrigation plans for associated landscaping.

I. Tree Plantings - Tree planting locations shall not block street signs, or traffic signals. In addition, trees should not be planted in areas outlined in LDC section 4.2.30.b.

J. Signing & Striping Plans - As part of the public improvement plans, the applicant shall include a plan for street striping and signing. All striping and signing shall conform to the MUTCD and City standards and policies. All costs associated with striping and signing shall be borne by the developer.

K. Street Names & Assigning Street Addresses - All street names need final approval from the Development Services Division prior to filing of the final plat. Street addresses are assigned by the Development Services Division. Requests for street addresses are to be submitted in writing to the Development Services Division accompanied by a copy of the approved tentative or final subdivision plat with the approved street names. The scale of the drawing shall be 1" to 100'. Street addresses will be assigned within 15 working days of receipt of a complete request.

L. Traffic Calming – Transit-friendly traffic calming measures shall be considered in the final design of Circle Blvd. between Dale Drive and Harrison Blvd.

M. Multi-Use Path – The City should work with OSU and Benton County on development of: (1) a multi-use path from Harrison Blvd. to Campus Way or 35th St., and (2) the addition of sidewalks along the south side of Harrison Blvd.

N. Removal of Ditches – The drainage ditches along the north side of Harrison Boulevard in front of the LDS Church and Arnold Park should be covered at some point in the future.

O. Bike Lane Widening – The bike lanes on Harrison Blvd., between Witham Drive and 35th St. need to be widened as much as possible, and intruding landscaping and other impediments, such as the old guardrail on the south side and the log on the north side need to be removed or cut back.

P. Access to Park – The Applicant should consider including access from the Campus Crest site to the City park property to the north. Also, a connection from Buildings 1 and 2 to the multi-use trail to the south should be considered.

Q. Maintenance of Existing Multi-Use Path – Repair and/or resurfacing of the existing multi-use path should be addressed by the City.

R. Open Space Maintenance – In collaboration with the Parks and Recreation Department, the Applicant is encouraged to provide the City with plans for the land to be classified as natural areas/wetland which will not be transferred to the City, including clarification of public access, restoration plans and timetables, and acceptance of responsibilities for assuring that garbage accumulation or illegal camping activities are the Applicant's responsibility.

S. Shielding of Lighting – The Applicant should consider shielding on-site lighting that abuts natural areas, so that light trespass into those areas is minimized.

Campus Crest / The Grove
(PLD13-00003; SUB13-00001)

Staff Identified Review Criteria

The following lists the staff identified development standards and review criteria applicable to the Campus Crest / The Grove Planned Development and Subdivision land use applications. With a few exceptions, these standards and criteria are provided in the same order they appear in the August 23, 2013, Staff Report to the Planning Commission.

Planned Development

LDC Chapter 2.5 – Planned Development

2.5.40.04 - Review Criteria

Requests for the approval of a Conceptual Development Plan shall be reviewed to ensure consistency with the purposes of this Chapter, policies and density requirements of the Comprehensive Plan, and any other applicable policies and standards adopted by the City Council. The application shall demonstrate compatibility in the areas in "a," below, as applicable, and shall meet the Natural Resource and Natural Hazard criteria in "b," below:

a. Compatibility Factors -

1. Compensating benefits for the variations being requested;

2. Basic site design (the organization of Uses on a site and the Uses relationships to neighboring properties);

3. Visual elements (scale, structural design and form, materials, etc.);

4. Noise attenuation;

5. Odors and emissions;

6. Lighting;

7. Signage;

8. Landscaping for buffering and screening;

9. Transportation facilities;

10. Traffic and off-site parking impacts;

11. Utility infrastructure;

12. Effects on air and water quality (note: a DEQ permit is not sufficient to meet this criterion);

13. Design equal to or in excess of the types of improvements required by the standards in Chapter 4.10 - Pedestrian Oriented Design Standards; and[1]

14. 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.

b. Natural Resources and Natural Hazards Factors -

1. Any proposed variation from a standard within Chapter 2.11 - Floodplain Development Permit, 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, or Chapter 4.14 - Landslide Hazard and Hillside Development Provisions shall provide protections equal to or better than the specific standard requested for variation; and

2. Any proposed variation from a standard within Chapter 2.11 - Floodplain Development Permit, 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, or Chapter 4.14 - Landslide Hazard and Hillside Development Provisions shall involve an alternative located on the same development site where the specific standard applies.

3. Any proposed Floodplain Development Permit variation that exceeds the scope of Section 2.11.60.01.a shall also meet the Floodplain Development Permit Variance review criteria in Section 2.11.60.06 and, to the extent feasible, the base Floodplain Development Permit review criteria in Section 2.11.50.04.

2.5.50.04 - Review Criteria for Determining Compliance with Conceptual Development Plan

Request for approval of a Detailed Development Plan shall be reviewed to determine whether it is in compliance with the Conceptual Development Plan. The Detailed Development Plan shall be deemed to be in conformance with the Conceptual Development Plan and may be approved provided it is consistent with the review criteria in Section 2.5.40.04 above, provides a clear and objective set of development standards for residential Detailed Development Plans (considering the Detailed Development Plan proposal, required adherence to this Code, and Conditions of Approval), and does not involve any of the factors that constitute a major change in the Planned Development. See Section 2.5.60.02 - Thresholds that Separate a Minor Planned Development Modification from a Major Planned Development Modification.

LDC Chapter 4.0 – Improvements Required with Development

Section 4.0.20 - TIMING OF IMPROVEMENTS

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1 Redevelopment and reconstruction of buildings in existence and permitted in zoning prior to December 31, 2006, are allowed pursuant to the requirements of Section 4.10.70.01 – Applicability, of Chapter 4.10 – Pedestrian Oriented Design Standards.

a. All improvements required by the standards in this Chapter shall be installed concurrently with development, as follows:

1. Where a Land Division is proposed, each proposed lot shall have required public and franchise utility improvements installed or secured prior to approval of the Final Plat, in accordance with the provisions of Section 2.4.40.08 of Chapter 2.4 - Subdivisions and Major Replats.
2. Where a Land Division is not proposed, the site shall have required public and franchise utility improvements installed or secured prior to occupancy of structures, in accordance with the provisions of Section 2.4.40.12 of Chapter 2.4 - Subdivisions and Major Replats.

b. Where specific approval for a phasing plan has been granted for a Planned Development and/or Subdivision, improvements shall be phased in accordance with that plan.

Section 4.0.30 - PEDESTRIAN REQUIREMENTS

a. Sidewalks shall be required along both sides of all streets, as follows:

1. Sidewalks on Local, Local Connector, and Cul-de-sac Streets - Sidewalks shall be a minimum of five ft. wide on Local, Local Connector, and Cul-de-sac Streets. The sidewalks shall be separated from curbs by a tree planting area that provides at least six ft. of separation between the sidewalk and curb, except that this separated tree planting area shall not be provided adjacent to sidewalks where they are allowed to be located within Natural Resource areas governed by Chapter 4.12 - Significant Vegetation Protection Provisions and Chapter 4.13 - Riparian Corridor and Wetland Provisions. This separated tree planting area shall also not be provided adjacent to sidewalks where they are allowed to be located within drainageway areas governed by regulations in Chapter 2.11 - Floodplain Development Permit and Chapter 4.5 - Floodplain Provisions.
2. Sidewalks on Arterial, Collector, and Neighborhood Collector Streets - Sidewalks along Arterial, Collector, and Neighborhood Collector Streets shall be separated from curbs by a planted area. The planted area shall be a minimum of 12 ft. wide and landscaped with trees and plant materials approved by the City. The sidewalks shall be a minimum of five ft. wide. An exception to these provisions is that this separated tree planting area shall not be provided adjacent to sidewalks where they are allowed to be located within Natural Resource areas governed by Chapter 4.12 - Significant Vegetation Protection Provisions and Chapter 4.13 - Riparian Corridor and Wetland Provisions. This separated tree planting area shall also not be provided adjacent to sidewalks where they are allowed to be located within drainageway areas governed by regulations in Chapter 2.11 - Floodplain Development Permit and Chapter 4.5 - Floodplain Provisions.

3. Sidewalk Installation Timing - The timing of the installation of sidewalks shall be as follows:

a) Sidewalks and planted areas along Arterial, Collector, and Neighborhood Collector Streets shall be installed with street improvements.

b) Except as noted in "c," below, construction of sidewalks along Local, Local Connector, and Cul-de-sac Streets may be deferred until development of the site and reviewed as a component of the Building Permit. However, in no case shall construction of the sidewalks be completed later than three years from the recording of the Final Plat. The obligation to complete sidewalk construction within three years will be outlined in a deed

restriction on affected parcels and recorded concurrently with the Final Plat.

d) Where sidewalks on streets abut common areas, drainageways, or other publicly owned areas, or where off-site street extensions are required and sufficient right-of-way exists, the sidewalks and planted areas shall be installed with street improvements.

b. Safe and Convenient Pedestrian Facilities - Safe and convenient pedestrian facilities that minimize travel distance to the greatest extent practicable shall be provided in conjunction with new development within and between new Subdivisions, Planned Developments, commercial developments, industrial areas, residential areas, transit stops, and neighborhood activity centers such as schools and parks, as follows:

1. For the purposes of this Section, safe and convenient means pedestrian facilities that are free from hazards and that provide a direct route of travel between destinations.

2. The following types of pedestrian walkways shall have a minimum 5-ft. paved width, and five ft. of landscaping provided on both sides of the facility, consistent with Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting. Pedestrian walkways that are either more than 220 ft. long or serve more than 10 dwelling units shall have a wider paved width as specified in Section 4.0.40.c.

b. Pedestrian walkway required to comply with the block perimeter requirements in Section 4.0.60.o.; and

c. Other pedestrian walkways connecting two public rights-of-way, including multi-use paths and trails.

c. Where a development site is traversed by or adjacent to a future trail linkage identified within either the Corvallis Transportation Plan or the Trails Master Plan, improvement of the trail linkage shall occur concurrently with development. Dedication of the trail to the City shall be provided in accordance with Section 4.0.100.d.

d. To provide for orderly development of an effective pedestrian network, pedestrian facilities installed concurrently with development of a site shall be extended through the site to the edge of adjacent property(ies).

[Section 4.0.30 amended by Ordinance 2012-18, effective December 13, 2012]

Section 4.0.40 - BICYCLE REQUIREMENTS

a. On-street Bike Lanes - On-street bike lanes shall be required on all Arterial, Collector, and Neighborhood Collector Streets and constructed at the time of street improvements.

b. Safe and Convenient Bicycle Facilities - Safe and convenient bicycle facilities that minimize travel distance to the greatest extent practicable shall be provided in conjunction with new development within and between new Subdivisions, Planned Developments, commercial developments, industrial areas, residential areas, transit stops, and neighborhood activity centers such as schools and parks, as follows:

1. For the purposes of this Section, safe and convenient means bicycle facilities that are free from hazards and provide a direct route of travel between destinations.

2. Bicycle/pedestrian rights-of-way connecting Cul-de-sacs or passing through unusually long or oddly shaped blocks shall be a minimum of 15 ft. wide. Maintenance of the paved improvement shall be the responsibility of adjacent property owners. Additionally, a minimum of five ft. of landscaping shall be provided on either side of these bicycle/pedestrian facilities, in accordance with Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting. Maintenance of the landscaping shall also be the responsibility of adjacent property owners.

c. Widths for Pedestrian/Bicycle Facilities - Adequate widths for pedestrian/bicycle facilities shall be provided in accordance with the following standards:

1. Where long term bicycle and pedestrian usage is expected to be relatively low, such as in a neighborhood rather than a community-wide facility, multi-use paths shall be eight ft. wide and aligned to ensure adequate sight distance.

2. The standard width for two-way multi-use paths shall be 10 ft.

3. In areas with projected high bicycle volumes or multiple use by bicyclists, pedestrians, and joggers, multi-use paths shall be 12 ft. wide.

d. To provide for orderly development of an effective bicycle network, bicycle facilities installed concurrently with development of a site shall be extended through the site to the edge of adjacent property(ies).

e. Natural Hazards, Minimum Assured Development Area (MADA), and Natural Resources shall be addressed in accordance 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.

Section 4.0.50 - TRANSIT REQUIREMENTS

a. Development sites located along existing or planned transit routes shall, where appropriate, incorporate transit stops and shelters into the site design. These improvements shall be installed in accordance with the guidelines and standards of the Corvallis Transit System.

b. Development sites at or near existing or planned transit stops shall provide safe, convenient access to the transit system, as follows:

2. All developments shall provide safe, convenient pedestrian walkways between the buildings and the transit stop, in accordance with the provisions of Section 4.0.30.b.

c. Natural Hazards, Minimum Assured Development Area (MADA), and Natural Resources shall be addressed in accordance 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.

Section 4.0.60 - PUBLIC AND PRIVATE STREET REQUIREMENTS

a. Traffic evaluations shall be required of all development proposals in accordance with the following:

1. **Any proposal generating 30 or more trips per hour shall include Level of Service (LOS) analyses for the affected intersections. A Traffic Impact Analysis (TIA) is required, if required by the City Engineer. The TIA shall be prepared by a registered professional engineer. The City Engineer shall define the scope of the traffic impact study based on established procedures. The TIA shall be submitted for review to the City Engineer. The proposed TIA shall reflect the magnitude of the project in accordance with accepted traffic engineering practices. The applicant shall complete the evaluation and present the results with an overall site development proposal.**

2. **If the traffic evaluation identifies Level of Service (LOS) conditions less than the minimum standard established in the Corvallis Transportation Plan, improvements and funding strategies mitigating the problem shall be considered concurrently with a development proposal.**

b. **Location of new Arterial, Collector, and Neighborhood Collector Streets shall conform to the Corvallis Transportation Plan.**

c. **Although through-traffic movement on new Local Connector and Local Streets usually is discouraged, this may not be practical for particular neighborhoods. Local Connector or Local Street designations shall be applied in newly developing areas based on review of a street network plan and, in some cases, a traffic study provided with the development application. The decision regarding which of these designations will be applied is based on a number of factors, including density of development, anticipated traffic volumes, and the potential for through traffic.**
Street network plans must provide for connectivity within the transportation system to the extent that, generally, both Local Connector and Local Streets will be created within a development. Identified traffic calming techniques, such as bulbed intersections, etc., can reduce traffic speeds and, where included, are to be constructed at the time of development. To further address traffic speeds and volumes on Local Connector and Local Streets, the following street designs, along with other designs intended to reduce traffic speeds and volumes, shall be considered:

1. **Straight segments of Local Connector and Local Streets should be less than .25 mile in length, and include design features such as curves and T intersections.**

2. **Cul-de-sacs should not exceed 600 ft. nor serve more than 18 dwelling units.**

3. **Street designs that include traffic calming, where appropriate, are encouraged.**

d. **Private streets, though discouraged in conjunction with Land Divisions, may be considered within a development site provided all the following conditions are met:**

1. **Extension of a public street through the development site is not needed for continuation of the existing street network or for future service to adjacent properties;**

2. **The development site remains in one ownership, or adequate mechanisms are established, such as a homeowners' association with the authority to enforce**

payment, to ensure that a private street installed with a Land Division will be adequately maintained;

3. Where a private street is installed in conjunction with a Land Division, development standards, including paving standards, consistent with City standards for public streets shall be used to protect the interests of future homeowners; and

4. The private street is located within a separate tract.

e. Development sites shall be provided with access from a public street or a private street that meets the criteria in "d," above, both improved to City standards in accordance with the following:

1. Where a development site abuts an existing public street not improved to City standards, the abutting street shall be improved to City standards along the full frontage of the property concurrently with development. Where a development site abuts an existing private street not improved to City standards, and the private street is allowed per the criteria in "d", above, the abutting street shall meet all the criteria in "d", above and be improved to City standards along the full frontage of the property concurrently with development.

2. Half-width street improvements, as opposed to full-width improvements, are generally not acceptable. However, these may be approved by the Planning Commission or Director where essential to the reasonable development of the property. Approval for half-width street improvements may be allowed when other standards required for street improvements are met and when the Planning Commission or the Director finds that it will be possible to obtain the dedication and/or improvement of the remainder of the street when property on the other side of the half-width street is developed.

3. To ensure improved access to a development site consistent with policies on orderly urbanization and extension of public facilities, the Planning Commission or Director may require off-site street improvements concurrently with development.

f. To provide for orderly development of adjacent properties, public streets and private streets that meet all the criteria in "d", above, shall be installed concurrently with development of a site and shall be extended through the site to the edge of the adjacent property(ies) in accordance with the following:

1. Temporary dead-ends created by this requirement may be installed without turn-arounds, subject to the approval of the Fire Marshal.

2. Drainage facilities shall be provided to properly manage storm water run-off from temporary dead-ends.

g. The Planning Commission or Director may require the extension of public and private street improvements through a development site to provide for the logical extension of an existing street network or to connect a site with a nearby neighborhood activity center, such as a school or park. Where this creates a Land Division incidental to the development, a land partition shall be completed concurrently with the development, in accordance with Chapter 2.14 - Partitions, Minor Replats, and Property Line Adjustments.

k. Location, grades, alignments, and widths for all public and private streets shall be considered in relation to existing and planned streets, topographical conditions, public

convenience and safety, and proposed land use. Where topographical conditions present special circumstances, exceptions to these standards may be granted by the City Engineer provided that the safety and capacity of the street network is not adversely effected. The following standards shall apply:

1. **Grading plans are required and shall demonstrate that the proposal does not contain any grade changes (cuts or fills) that are inconsistent with the provisions of Chapter 4.14 - Landslide Hazard and Hillside Development Provisions. Cut and fill is measured vertically from natural grade. The grading plan shall identify all proposed cuts and fills and the associated grade changes in ft. to demonstrate adherence to this provision. Streets shall be designed along natural contours.**

2. **Location of streets in a development shall not preclude development of adjacent properties. Streets shall conform to planned street extensions identified in the Corvallis Transportation Plan and/or provide for continuation of the existing street network in the surrounding area.**

3. **Grades shall not exceed six percent on Arterial Streets, 10 percent on Collector and Neighborhood Collector Streets, and 15 percent on Local, Local Connector, and Cul-de-sac Streets.**
4. **As far as practicable, Arterial, Collector, and Neighborhood Collector Streets shall be extended in alignment with existing streets by continuation of the street centerline. When staggered street alignments resulting in T intersections are unavoidable, they shall leave a minimum of 200 ft. between the nearest edges of the two rights-of-way.**

5. **Local street intersections shall be located a minimum of 125 ft. from any other street intersection.**

6. **Centerline radii of curves shall not be less than 500 ft. on Arterial Streets; 300 ft. on Collector and Neighborhood Collector Streets; and 100 ft. on Local, Local Connector, and Cul-de-sac Streets.**

7. **Streets shall be designed to intersect at angles as near as practicable to right angles and shall comply with the following:**

   a) **The intersection of an Arterial, Collector, or Neighborhood Collector Street with another Arterial, Collector, or Neighborhood Collector Street shall have a minimum of 100 ft. of straight (tangent) alignment perpendicular to the intersection;**

   b) **The intersection of a Local, Local Connector, or Cul-de-sac Street with another street shall have a minimum of 50 ft. of straight (tangent) alignment perpendicular to the intersection;**

   c) **Where right-angle intersections are not possible, exceptions may be granted by the City Engineer provided that intersections have a minimum corner radius of 20 ft. along the right-of-way lines of the acute angle; and**

   d) **All intersections shall have a minimum curb corner radius of 20 ft.**

8. **Right-of-way and improvement widths shall be as specified in the Transportation Plan and Table 4.0-1 - Street Functional Classification System.**

9. **Where streets must cross protected Natural Resources or Natural Hazards,streetwidths shall be minimized by providing no on-street parking and no planting strips between the curb and the sidewalk on either side of the street. Parking bays may be allowed, provided they do not exceed one space per dwelling unit and provided they do not cause the development to exceed the amount of development allowed by the provisions of 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.**

Table 4.0-1- Street Functional Classification System[1]						
	Arterial Highway	Arterial	Collector	Neighborhood Collector	Local Connector	Local
Auto amenities (lane widths)[2]	2-5 Lanes (11 - 14 ft.)	2-5 Lanes (12 ft.)	2-3 Lanes (11 ft.)	2 Lanes (10 ft.)	2 Lanes (10 ft.)	Shared Surface
Bike amenities[3]	2 Lanes (6 ft.)	2 Lanes (6 ft.)	2 Lanes (6 ft.)	2 Lanes (6 ft.)	Shared Surface	Shared Surface
Pedestrian amenities	2 Sidewalks (6 ft.) Ped. Islands	2 Sidewalks (5 ft.) Ped. Islands	2 Sidewalks (5 ft.)	2 Sidewalks (5 ft.)	2 Sidewalks (5 ft.)	2 Sidewalks (5 ft.)
Transit	Typical	Typical	Typical	Typical	Permissible/not typical	Permissible/not typical
Managed speed[4]	20 mph - 55 mph	25 mph - 45 mph	25 mph - 35 mph	25 mph	25 mph	15-20 mph
Curb-to-curb width[5] (two way)						
No on-street parking	34 ft - 84 ft.*	34 ft.-72 ft.	34 ft.-45 ft.	32 ft.	20 ft.*	20 ft.*
Parking one side	42 ft. - 84 ft.	NA	NA	40 ft.	28 ft.	25 ft.*
Parking both sides	50 ft. - 84 ft.	NA	NA	48 ft.	28-34 ft.	28 ft.
Traffic calming[6]		No	Permissible/ not typical	Typical	Permissible	Permissible
Preferred adjacent land use	High Intensity	High Intensity	Med. to High Intensity	Medium Intensity	Med. to Low Intensity	Low Intensity
Access control	Yes	Yes	Some	No	No	No
Turn lanes		Continuous and/or medians with ped. islands	Typical at intersections with Arterials or Collectors	Not typical	Not typical	Not typical
Planting strips[7&8]	Two - 12 ft. Except across areas of Natural Features	Two - 12 ft. Except across areas of Natural Features	Two - 12 ft. Except across areas of Natural Features	Two - 12 ft. Except across areas of Natural Features	Two - 6 ft. Except across areas of Natural Features	Two - 6 ft.[7] Except across areas of Natural Features[7&8]
Through-traffic connectivity		Primary function	Typical function	Typical function	Permissible function	Permissible function

1. These standards do not preclude the flexibility currently allowed through the Planned Development process in Chapter 2.5 - Planned Development.

2. Lane widths shown are the preferred construction standards that apply to existing routes adjacent to areas of new development, and to newly constructed routes. On Arterial and Collector roadways, an absolute minimum for safety concerns is 10 ft. Such minimums are expected to occur only in locations where existing development along an established sub-standard route or other severe physical constraints preclude construction of the preferred facility width.

3. An absolute minimum width for safety concerns is five ft., which is expected to occur only in locations where existing development along an established sub-standard route or other severe physical constraints preclude construction of the preferred facility width. Parallel multi-use paths in lieu of bike lanes are not appropriate along the Arterial-Collector system due to the multiple conflicts created for bicycles at driveway and sidewalk intersections. In rare instances, separated (but not adjacent) facilities may provide a proper function.

4. Arterial Highway speeds in the Central Business or other Commercial zones in urban areas may be 20-25 mph. Traffic calming techniques, signal timing, and other efforts will be used to keep traffic within the desired managed speed ranges. Design of a corridor's vertical and horizontal alignment will focus on providing an enhanced degree of safety for the managed speed.

5. Street design for each development shall provide for emergency and fire vehicle access. Street widths of less than 28 ft. shall be applied as a development condition through the Subdivision process in Chapter 2.4 - Subdivisions and Major Replats and/or the Planned Development process in Chapter 2.5 - Planned Development. The condition may require the developer to choose between improving the street to the 28-ft. standard or constructing the narrower streets with parking bays placed intermittently along the street length. The condition may require fire-suppressive sprinkler systems for any dwelling unit more than 150 ft. from a secondary access point. * To be applied in RS-9 and lesser zones.

6. Traffic calming includes such measures as bulbed intersections, speed humps, raised planted medians, mid-block curb extensions, traffic circles, signage, and varied paving materials and is addressed in the Transportation Plan.

7. Through the Planned Development Review Process, the planting strip along Local Streets and around the bulbs of Cul-de-sacs may be reduced or eliminated.

8. Where streets must cross protected Natural Features, street widths shall be minimized by providing no on-street parking and no planting strips between the curb and the sidewalk on either side of the street.

o. Block Perimeter Standards - The following block perimeter standards apply to development projects, as described below. The block perimeter standards do not apply to development

projects that are two acres or less in size, and situated in areas where the street patterns are established. However, the other street connectivity requirements in LDC Section 4.0.60 do apply.

1. Residential Standards -

a) Complete Blocks - Developments shall create a series of complete blocks bound by a connecting network of public or private streets with sidewalks.

b) Maximum Block Perimeter - The maximum block perimeter shall be 1,200 ft. Block faces greater than 300 ft. shall have a through-block pedestrian connection.

c) Multi-dwelling Development of 20 or More Units on a Single Parcel of Land (underline) - Multi-dwelling development projects on a single parcel of land, and which have at least 20 dwelling units, shall create a series of complete blocks bound by either streets with sidewalks or by walkways. For blocks bound only by walkways, the walkways shall be contained within a public access easement and maintained by the adjacent property owner.

d) Variations Allowed Outright - The distances specified in "b," above, may be varied by up to 50 percent to minimize impacts to: slopes greater than 15 percent, public parks, Significant Natural Features, existing street and/or development patterns, and/or access management considerations, as determined by the City Engineer. Development shall include underground electric services, light standards, wiring and lamps for streetlights according to the specifications and standards of the City Engineer. The developer shall be responsible for installation of underground conduit for street lighting along all public streets improved in conjunction with such development in accordance with the following:

1. The developer shall coordinate with the City Engineer to determine the location of future street light poles.

2. The streetlight plan shall be designed to provide illumination meeting standards set by the City Engineer.

3. The standard street light installation is a wood pole.

The developer shall install such facilities and make the necessary arrangements with the serving electric utility for the City-owned and operated street lighting system to be served at the lowest applicable rate available to the City. Upon City's acceptance of such development improvements, the street lighting system, exclusive of utility-owned service lines, shall be and become the property of the City.

[Section 4.0.60 amended by Ordinance 2012-18, effective December 13, 2012]

LDC Chapter 4.1 – Parking, Loading, and Access Requirements

Section 4.1.20 - GENERAL PROVISIONS

k. Unassigned Parking in Residential Zones -

1. Vehicles - Multi-dwelling units with more than 10 required vehicle parking spaces shall provide unassigned parking. The unassigned parking shall consist of at least 15 percent of the total required parking spaces and be located such that they are available for shared use by all occupants within the development.

2. Bicycles - Multi-dwelling units with more than 10 required bicycle parking spaces shall provide bicycle shared parking. The shared parking shall consist of at least 15 percent of the total required parking spaces, to be located such that they are available for shared use by all occupants within the development.

l. Bedroom Size Determination - Multi-dwelling units having a bedroom in excess of 160 sq. ft. shall provide added vehicle and bicycle parking of 0.5 parking spaces per oversized bedroom.

o. Maximum Parking Allowed - No site shall be permitted to provide more than 30 percent in excess of the minimum off-street vehicle parking required by Section 4.1.30, below, except as provided in "p," below, and in Section 4.1.30.g.3.b.

Section 4.1.30 - OFF-STREET PARKING REQUIREMENTS

Minimum parking requirements for Use Types in all areas of the City, with the exception of the Central Business (CB) Zone and the Riverfront (RF) Zone, are described in Sections 4.1.30.a through 4.1.30.f. Minimum parking requirements for the Central Business (CB) Zone are described in Section 4.1.30.g.

a. Residential Uses Per Building Type -

3. Single Detached with more than one dwelling unit on a single lot, Duplex, Attached, and Multi-dwelling -

a) Vehicles -

1)	Studio or Efficiency Unit	-	One space per unit.
2)	One-bedroom Unit	-	One space per unit.
3)	Two-bedroom Unit	-	1.5 spaces per unit.
4)	Three-bedroom Unit -	-	2.5 spaces per unit.
5)	Four-bedroom Unit	-	3.5 spaces per unit.
6)	Five-bedroom Unit -		4.5 spaces per unit.

b) Bicycles -

1)	Studio or Efficiency Unit	-	One space per unit.
2)	One-bedroom Unit	-	One space per unit.
3)	Two-bedroom Unit	-	1.5 spaces per unit.
4)	Three-bedroom Unit	-	Two spaces per unit.
5)	Four-bedroom Unit	-	Three spaces per unit.
6)	Five-bedroom Unit	-	Four spaces per unit.

The required bicycle parking may be located within a structure, in accordance with the provisions of Section 4.1.70.

LDC Section 4.1.40 - STANDARDS FOR OFF-STREET PARKING AND ACCESS

All off-street parking facilities, vehicle maneuvering areas, driveways, loading facilities, accessways, and private streets shall be designed, paved, curbed, drained, striped, and constructed to the standards set forth in this Section and the City's Off-street Parking and Access Standards, established by the City Engineer and as amended over time. A permit from the Development Services Division shall be required to construct parking, loading, and access facilities, except for Single Detached, Duplex, Single Attached, and Attached Building Types; and Manufactured Dwellings.

Section 4.1.50 - MODIFICATION TO PARKING REQUIREMENTS

Vehicle parking requirements may be modified as follows:

4.1.50.01 - Compact Car Spaces

Up to 40 percent of the required parking spaces may be reduced in size to accommodate compact cars. Compact car spaces should be located near the entrance to any lot or parking aisle.

LDC Chapter 4.0 – Improvements Required with Development

Section 4.0.70 - PUBLIC UTILITY REQUIREMENTS (OR INSTALLATIONS)

a. All development sites shall be provided with public water, sanitary sewer, storm drainage, and street lights.

b. Where necessary to serve property as specified in "a" above, required public utility installations shall be constructed concurrently with development.

c. Off-site public utility extensions necessary to fully serve a development site and adjacent properties shall be constructed concurrently with development.

d. To provide for orderly development of adjacent properties, public utilities installed concurrently with development of a site shall be extended through the site to the edge of adjacent property(ies).

e. All required public utility installations shall conform to the City's adopted facilities master plans.

f. Private on-site sanitary sewer and storm drainage facilities may be allowed, provided all the following conditions exist:

    1. Extension of a public facility through the site is not necessary for the future orderly development of adjacent properties;

    2. The development site remains in one ownership and Land Division does not occur, with the exception of Land Divisions that may occur under the provisions of Section 4.0.60.d, above; and

    3. The facilities are designed and constructed in accordance with the Uniform Plumbing Code and other applicable codes, and permits are obtained from the Development Assistance Center prior to commencement of work.

g. Natural Hazards, Minimum Assured Development Area (MADA), and Natural Resources shall be addressed in accordance 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.

Section 4.0.80 - PUBLIC IMPROVEMENT PROCEDURES

It is in the best interests of the community to ensure that public improvements installed in conjunction with development are constructed in accordance with all applicable City policies, standards, procedures, and ordinances. Therefore, before installing public water, sanitary sewer, storm drainage, streetlights, street, transit, bicycle, or pedestrian improvements, developers shall contact the City Engineer for information regarding adopted procedures governing plan submittal, plan review and approval, permit requirements, inspection and testing requirements, progress of the work, and provision of easements, dedications, and as-built drawings for installation of public improvements.

Whenever any work is done contrary to the provisions of this Code, the Director may order the work stopped via a written notice served on the persons performing the work or otherwise in charge of the work. The work shall stop until the Director authorizes that it proceed or authorizes corrective action to remedy existing substandard work.

Section 4.0.90 - FRANCHISE UTILITY INSTALLATIONS

These standards are intended to supplement, not replace or supersede, requirements contained within individual franchise agreements that the City has with providers of electrical power, telecommunication, cable television, and natural gas services, hereafter referred to as Franchise Utilities.

a. Where a Land Division is proposed, the developer shall provide Franchise Utilities to the development site. Each lot in a Subdivision shall have an individual service available or secured prior to approval of the Final Plat, in accordance with Section 2.4.40 of Chapter 2.4 - Subdivisions and Major Replats.

b. Where necessary and in the judgement of the Director, Franchise Utilities shall be extended through the site to the edge of adjacent property(ies) to provide for orderly development of adjacent properties.

c. The developer shall have the option of choosing whether to provide natural gas or cable television service to the development site, provided that all of the following conditions exist:

1. Extension of Franchise Utilities through the site is not necessary for the future orderly development of adjacent property(ies);

2. The development site remains in one ownership and Land Division does not occur, with the exception of Land Divisions that may occur under the provisions of Section 4.0.60.d, above; and

3. The development is nonresidential.

d. Where a Land Division is not proposed, the site shall be provided with Franchise Utilities prior to occupancy of structures as required by this Section and in accordance with the provisions of Section 2.4.40.12 of Chapter 2.4 - Subdivisions and Major Replats.

e. All Franchise Utility distribution facilities installed to serve new development shall be placed underground except as provided below.

1. Poles for traffic signals, pedestals for police and fire system communications and alarms, pad-mounted transformers, pedestals, pedestal-mounted terminal boxes and meter cabinets, concealed ducts, substations, or facilities used to carry voltage higher than 35,000 volts; and

2. Overhead utility distribution lines may be permitted upon approval of the City Engineer when unusual terrain, soil, or other conditions make underground installation impracticable. Location of such overhead utilities shall follow rear or side lot lines wherever feasible.

f. The developer shall be responsible for making necessary arrangements with Franchise Utility providers for provision of plans, timing of installation, and payment for services installed. Plans for Franchise Utility installations and plans for public improvements shall be submitted together to facilitate review by the City Engineer.

g. Natural Hazards, Minimum Assured Development Area (MADA), and Natural Resources shall be addressed in accordance 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.

Section 4.0.100 - LAND FOR PUBLIC PURPOSES

a. Easements for public sanitary sewer, water, storm drain, streetlight, transit, pedestrian and bicycle facilities shall be provided whenever these facilities are located outside a public right-of-way. The minimum easement width for a single utility is 15 ft. The minimum easement width for two adjacent utilities is 20 ft. The easement width shall be centered on the utility to the greatest extent practicable. Wider easements may be required for unusually deep facilities.

b. Utility easements with a minimum width of seven ft. shall be granted to the public adjacent to all street rights-of-way for franchise utility installations. In areas where such a utility easement is not compatible with the existing development pattern, the Director may require that the utility easement be placed in an alternate location, as recommended by the City Engineer and affected utility companies.

c. Where a development site is traversed by a drainageway or water course, improvements shall be in accordance with the Corvallis Storm Water Master Plan and the Natural Hazards, Minimum Assured Development Area (MADA), and Natural Resources provisions of 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.

d. Where a development site is traversed by, or adjacent to, a future trail linkage identified in the Corvallis Transportation Plan or the Trails Master Plan, dedications of suitable width to accommodate the trail linkage shall be provided. This width shall be determined by the City Engineer, based on the appropriate standard for the type of trail facility involved.

e. **Where street, trail, utility, or other rights-of-way and/or easements in or adjacent to development sites are nonexistent or of insufficient width, dedications may be required. The need for and widths of those dedications shall be determined by the City Engineer.**

f. **Easements or dedications required in conjunction with Land Divisions shall be recorded on the Final Plat. For developments not involving a Land Division, easements and/or dedications shall be recorded on standard forms provided by the City Engineer.**

g. **Environmental assessments shall be provided by the developer (grantor) for all lands to be dedicated to the public or City. An environmental assessment shall include information necessary for the City to evaluate potential liability for environmental hazards, contamination, or required waste cleanups related to the dedicated land. An environmental assessment shall be completed prior to the acceptance of dedicated lands, in accordance with the following:**

1. The initial environmental assessment shall detail the history of ownership and general use of the land by past owners. Upon review of this information, as well as any site investigation by the City, the Director will determine if the risks of potential contamination warrant further investigation. If further site investigation is warranted, a Level I Environmental Assessment shall be provided by the grantor, as described in "2," below.

2. Level I Environmental Assessments shall include data collection, site reconnaissance, and report preparation. Data collection shall include review of Oregon Department of Environmental Quality records, City and County fire department records, interviews with agency personnel regarding citations or enforcement actions issued for the site or surrounding sites that may impact the site, review of available historic aerial photographs and maps, interviews with current and available past owners of the site, and other data as appropriate.

Site reconnaissance shall include a walking reconnaissance of the site to check for physical evidence of potentially hazardous materials that may impact the site. Report preparation shall summarize data collection and site reconnaissance, assess existing and future potential for contamination of the site with hazardous materials, and recommend additional testing if there are indications of potential site contamination. Level I Environmental Assessment reports shall be signed by a registered professional engineer.

3. If a Level I Environmental Assessment concludes that additional environmental studies or site remediation are needed, no construction permits shall be issued until those studies are submitted and any required remediation is completed by the developer and/or owner. Additional environmental studies and/or required remediation shall be at the sole expense of the developer and/or owner. The City reserves the right to refuse acceptance of land identified for dedication to public purposes if risk of liability from previous contamination is found.

h. **Natural Hazards, Minimum Assured Development Area (MADA), and Natural Resources shall be addressed in accordance 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.**

[Section 4.0.100 amended by Ordinance 2012-16, effective December 13, 2012]

Section 4.0.110 - MAIL DELIVERY FACILITIES

a. **Placement of mail delivery facilities shall consider locations of sidewalks, bikeways, intersections, existing or future driveways, existing or future utilities, right-of-way and street width, and vehicle, bicycle and pedestrian movements. Where mail delivery facilities are being installed in conjunction with a Land Division, their placement shall be indicated on the plans for public improvements and meet the approval of the City Engineer and the U.S. Post Office.**

b. **Where mail delivery facilities are proposed for installation in areas with an existing or future curbside sidewalk, a sidewalk transition shall be provided that maintains the required design width of the sidewalk around the mail delivery facility. If the right-of-way width will not accommodate the sidewalk transition, a sidewalk easement shall be provided adjacent to the right-of-way.**

c. **Mail delivery facilities and associated sidewalk transitions, when sidewalk transitions are necessary, around these facilities shall conform with the City's standard construction specifications. Mailboxes shall conform with the U.S. Post Office standards for mail delivery facilities.**

d. **Installation of mail delivery facilities is the obligation of the developer. These facilities shall be installed concurrently with the public improvements. Where development of a site does not require public improvements, mail delivery facilities shall be installed concurrently with private site improvements.**

4.0.130 - STORM WATER MANAGEMENT MEASURES

a. **To reduce the risk of causing downstream properties to become flooded and to help maintain or restore the Properly Functioning Conditions of receiving waters, new development, expansions to existing development, or redevelopment shall be required to provide storm water detention and retention in accordance with "b," of this Section.**

b. **When Detention and/or Retention are Required - See also Section 4.2.50.04 of Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting.**

1. **New development projects that create impervious surfaces in excess of 25,000 sq. ft. are required to implement storm water detention and/or retention measures as specified in the Corvallis Design Criteria Manual. Impervious surfaces include such elements as roads, driveways, parking lots, walks, patios, and roofs, etc. Detention facilities shall be designed to maximize storm water infiltration. Detention or retention facilities shall be located outside the 10-year Floodplain or the riparian easement area, whichever is greater. The riparian easement area is identified in Section 4.13.70 of Chapter 4.13 - Riparian Corridor and Wetland Provisions, and this standard shall apply regardless of whether or not an easement has been granted.**

c. **Use of water quality features shall be consistent with the Corvallis Design Criteria Manual. Water quality features within the regulated Riparian Corridor shall be located outside of the applicable riparian easement area. The riparian easement shall be re-vegetated consistent with Sections 4.13.50.d.1 and 4.13.50.d.2 of Chapter 4.13 - Riparian Corridor and Wetland Provisions.**

[Section 4.0.130 amended by Ordinance 2012-16, effective December 13, 2012]

LDC Chapter 4.12 – Significant Vegetation Provisions

Section 4.12.70 - PROVISIONS LIMITING EXTENSIONS OF PUBLIC AND PRIVATE ROADWAYS AND UTILITIES ON SITES CONTAINING SIGNIFICANT VEGETATION

Location and construction of streets, utilities, bridges, bicycle, and pedestrian facilities within Significant Vegetation areas must be deemed necessary to maintain a functional system by the City Engineer. This Code, City Transportation and Utility Master Plans, and other adopted City plans shall guide this determination. The design standards of Chapter 4.0 - Improvements Required with Development shall be applied to minimize the impact to the Significant Vegetation area.

LDC Chapter 4.13 - Riparian Corridor and Wetland Provisions

Section 4.13.50 - USE LIMITATIONS AND EXCEPTIONS WITHIN HIGHLY PROTECTED RIPARIAN CORRIDORS AND RIPARIAN-RELATED AREAS

b. Building, Paving, and Grading Activities - The placement of structures or impervious surfaces, as well as grading, excavation, and the placement of fill, are prohibited. Exceptions to the drainageway restrictions may be made for the purposes identified in items 1-7 of this Section, provided they are designed and constructed to minimize adverse impacts to Riparian Corridors and Riparian-related Areas.

2. The location and construction of streets, utilities, bridges, bicycle, and pedestrian facilities within Highly Protected Riparian Corridors and Riparian-related Areas must be deemed necessary to maintain a functional system by the City Engineer. This Code, City Transportation and Utility Master Plans, and other adopted City plans shall guide this determination. The design standards of Chapter 4.0 - Improvements Required with Development shall be applied to minimize the impact to the subject area;

4.13.80.01 - Use Limitations and Exceptions Within Locally Protected Wetlands

c. Building, Paving, and Grading Activities - Within LPW areas, the placement of structures or impervious surfaces, as well as grading, excavation, and the placement of fill, is prohibited, except as outlined below. Exceptions to the LPW restrictions may be made for the purposes identified in "1," and "2," below, provided they are designed and constructed to minimize adverse impacts to Wetland Functions.

2. Activities outlined in sections 4.13.50.b.2, 4.13.50.b.5, and 4.13.50.b.6.

b. Natural Resources and Natural Hazards Factors -

1. Any proposed variation from a standard within Chapter 2.11 - Floodplain Development Permit, 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, or Chapter 4.14 - Landslide Hazard and Hillside Development Provisions shall provide protections equal to or better than the specific standard requested for variation; and

2. Any proposed variation from a standard within Chapter 2.11 - Floodplain Development Permit, 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, or Chapter 4.14 - Landslide Hazard and Hillside Development Provisions shall involve an alternative located on the same development site where the specific standard applies.

3. Any proposed Floodplain Development Permit variation that exceeds the scope of Section 2.11.60.01.a shall also meet the Floodplain Development Permit Variance review criteria in Section 2.11.60.06 and, to the extent feasible, the base Floodplain Development Permit review criteria in Section 2.11.50.04.

LDC Chapter 3.6 - RS-12 Zone

Section 3.6.20 – Permitted Uses

3.6.20.01 - Ministerial Development

a. Primary Uses Permitted Outright

1. Residential Use Types -

   a. Family

2. Residential Building Types -

   a. Single Detached

   b. Single Detached - Zero Lot Line

   c. Single Attached - Zero Lot Line, two units

   d. Attached - Townhouse

   e. Duplex

   f. Multi-dwelling

   g. Manufactured

b. Accessory Uses Permitted Outright

   7. Model Dwelling Units

   8. Other development customarily incidental to the Primary Uses in accordance with Chapter 4.3 - Accessory Development Regulations

Section 3.6.30 - RS-12 DEVELOPMENT STANDARDS

		Standard
a.	Minimum Density	12 units per acre. Applies to the creation of Land Divisions.
b.	Maximum Density	20 units per acre. Applies to the creation of Land Divisions.
c.	Minimum Lot Area	2,200 sq. ft. per dwelling unit
d.	Minimum Lot Width	25 ft.
e.	Setbacks	
	1. Front yard	10 ft. minimum; 25 ft. maximum Also, unenclosed porches may encroach into front yards, provided that a minimum front yard of 5 ft. is maintained.
	2. Rear yard and Side yards Interior attached townhouses exempt from interior side yard setbacks.)	5 ft. minimum and each lot must have a minimum 15-ft. usable yard either on the side or rear of each dwelling. Additionally, the setbacks listed below apply for side yards not being used as the usable yard described above.
	a) Single Detached	5 ft. minimum each side yard
	b) Single Attached and Zero Lot Line Detached	0 ft. one side; 8 ft. minimum on opposite side[2]
	c) Duplex and Multi-Dwelling	10 ft. minimum each side
	d) Abutting a more restrictive zone	10 ft. minimum
	3. Exterior Side Yard and Rear Yard abutting a Street	10 ft. minimum on side abutting the street. Vision clearance areas in accordance with Section 4.1.40.c of Chapter 4.1 - Parking, Loading, and Access Requirements.
	See also "k," and "l," below.	
f.	Minimum Garage/Carport Setbacks	
	1. Garage/carport entrance facing/parallel to the street	19 ft. minimum
	2. Garage/carport entrance sideways/perpendicular to street	10 ft. minimum
	See also "k," and "l," below.	Setbacks from alleys in accordance with Section 4.0.60.j of Chapter 4.0 - Improvements Required with Development. Garages/carports are also subject to the provisions in Chapter 4.10 - Pedestrian Oriented Design Standards.

[2] For Detached Zero Lot Line dwelling units, prior to Building Permit approval, the applicant shall submit a recorded easement between the subject property and abutting lot next to the yard having the zero setback. This easement shall be sufficient to guarantee rights for maintenance purposes of structures and yard, but in no case shall it be less than five ft. in width.

		Standard
g.	Minimum Setbacks and Buffering from Actively Farmed Open Space-Agricultural (OS-AG) Land See also "k," and "l," below.	When residential development is proposed abutting Actively Farmed OS-AG Land, a minimum 50 ft.-wide continuous plant or plant/berm buffer is required. It is the applicant's responsibility to provide this buffer. The minimum setback for lands adjacent to Actively Farmed OS-AG Land is 100 ft. Any intervening right-of-way may be included in the 100-ft. setback measurement. Structures that existed on December 31, 2006, and that would fall within the 100-ft setback from Actively Farmed OS-AG Land shall not be considered as non-conforming structures and no additional buffering is required to maintain the existing development.
h.	Maximum Structure Height	35 ft., not to exceed a solar envelope approved under Chapter 2.18 - Solar Access Permits or Chapter 4.6 - Solar Access
i.	Maximum Lot/Site Coverage	70 percent of lot area maximum; interior attached townhouses exempt from this provision. Green area is calculated per lot.
j.	Off-street Parking	See Chapter 4.1 - Parking, Loading, and Access Requirements
k.	Outdoor Components Associated with Heat Pumps and Similar Equipment for Residential Structures	Shall not be placed within any required setback area. When located outside a setback area, but within five to 10 ft. of a property line, such equipment shall be screened on all sides with a solid fence or wall at least one ft. higher than the equipment. When located outside a setback area, but greater than 10 ft. from a property line, such equipment requires no screening.
l.	Outdoor Components Associated with Heat Pumps and Similar Equipment for Nonresidential Structures	Shall be in accordance with Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting.
m.	Minimum Assured Development Area (MADA)	See Chapter 4.11 - Minimum Assured Development Area (MADA).

		Standard
n.	Special Flood Hazard Areas	See Chapter 2.11 - Floodplain Development Permit and Chapter 4.5 - Floodplain Provisions.
o.	Significant Vegetation	See Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting and Chapter 4.12 - Significant Vegetation Protection Provisions.
p.	Riparian Corridors & Locally Protected Wetlands	See Chapter 4.13 - Riparian Corridor and Wetland Provisions.
q.	Landscaping	See Section 3.6.50, below, and Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting.
r.	Required Green Area, Private Outdoor Space, and Common Outdoor Space	See Section 3.6.50, below.
s.	Landslide Hazards and Hillsides	See Chapter 4.14 - Landslide Hazard and Hillside Development Provisions.

Section 3.6.40 - MULTIPLE BUILDINGS ON ONE LOT OR SITE

To provide privacy, light, air, and access to the dwellings within the development, the following minimum standards shall apply to multiple residential buildings on a single lot or site in the RS-12 Zone:

a. Buildings with opposing windowed walls shall be separated by 20 ft.

b. Buildings with windowed walls facing buildings with blank walls shall be separated by 15 ft. However, no blank walls are allowed to face streets, sidewalks, or multi-use paths. See Chapter 4.10 - Pedestrian Oriented Design Standards.

c. Buildings with opposing blank walls shall be separated by 10 ft. As stated in "b," above, no blank walls are allowed to face streets, sidewalks, or multi-use paths. See Chapter 4.10 - Pedestrian Oriented Design Standards.

d. Building separation shall also apply to building projections such as balconies, bay windows, and room projections.

e. Buildings with courtyards shall maintain separation of opposing walls as listed in "a," through "c," above.

f. Where buildings exceed a length of 60 ft. or exceed a height of 30 ft., the minimum wall separation shall be increased. The rate of increased wall separation shall be one ft. for each 15 ft. of building length over 60 ft., and two ft. for each 10 ft. of building height over 30 ft.

g. Driveways, parking lots, and common or public sidewalks or multi-use paths shall maintain the following separation from dwelling units built within eight ft. of ground level.

1. Driveways and parking lots shall be separated from windowed walls by at least eight ft.; sidewalks and multi-use paths shall be separated by at least five ft.

2. Driveways and parking lots shall be separated from living room windows by at least 10 ft.; sidewalks and multi-use paths shall be separated by at least seven ft.

3. Driveways and uncovered parking spaces shall be separated from doorways by at least five ft.

Section 3.6.50 - GREEN AREA, OUTDOOR SPACE, LANDSCAPING, AND SCREENING

3.6.50.01 - Green Area

a. A minimum of 30 percent of the gross lot area and a minimum of 20 percent for center-unit townhouses on interior lots, shall be retained and improved or maintained as permanent Green Area to ensure that the 70 percent maximum lot/site coverage standard of Section 3.6.30 is met. A minimum of 10 percent of the gross lot area shall consist of vegetation consisting of landscaping or naturally preserved vegetation.

b. Landscaping within the required Green Area shall be permanently maintained in accordance with Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting. Landscaping shall primarily consist of ground cover, ferns, trees, shrubs, or other living plants and with sufficient irrigation to properly maintain all vegetation. Drought-tolerant plant materials are encouraged. Design elements such as internal sidewalks, pedestrian seating areas, fountains, pools, sculptures, planters, and similar amenities may also be placed within the permanent Green Areas.

c. The required Green Area shall be designed and arranged to offer the maximum benefits to the occupants of the development and provide visual appeal and building separation. These provisions shall apply to all new development sites and to an addition or remodeling of existing structures that creates new dwelling units.

3.6.50.02 - Private Outdoor Space Per Dwelling Unit

a. Private Outdoor Space shall be required at a ratio of 48 sq. ft. per dwelling unit. This Private Outdoor Space requirement may be met by providing patios and balconies for some or all dwelling units, or by combining Private Outdoor Space and Common Outdoor Space as allowed by Section 3.6.50.04.

b. Private Outdoor Space, such as a patio or balcony, shall have minimum dimensions of six-by-eight ft.

c. Private Outdoor Space shall be directly accessible by door from the interior of the individual dwelling unit served by the space.

d. Private Outdoor Space shall be screened or designed to provide privacy for the users of the space.

e. Private Outdoor Space may be considered as part of the 30 percent Green Area required under Section 3.6.50.01, if it is located on the ground. Upper-story balconies cannot be counted.

3.6.50.03 - Common Outdoor Space Per Dwelling Unit

a. In addition to the Private Outdoor Space requirements of Section 3.6.50.02, Common Outdoor Space shall be provided in developments of 20 or more dwelling units, for use by all residents of the development, in the following amounts:

   1. Studio, one- and two-bedroom units: 200 sq. ft. per unit

   2. Three or more bedroom units: 300 sq. ft. per unit

b. The minimum size of any Common Outdoor Space shall be 400 sq. ft., with minimum dimensions of 20-by-20 ft.

c. A Common Outdoor Space may include any of the following, provided that they are outdoor areas: recreational facilities such as tennis, racquetball, and basketball courts, swimming pool and spas; gathering spaces such as gazebos, picnic, and barbecue areas; gardens; preserved natural areas where public access is allowed; and children's tot lots.

d. The Common Outdoor Space may be considered as part of the 30 percent Green Area required under Section 3.6.50.01. The Common Outdoor Space shall not be located within any buffer or perimeter yard setback area.

e. A children's tot lot or community garden shall be provided for each 20 units. The minimum dimensions for any tot lot or community garden shall be 20-by-20 ft., with a minimum size of 400 sq. ft. Any required tot lot shall include a minimum of three items of play equipment such as slides, swings, towers, and jungle gyms. Any one or a combination of the following shall enclose the tot lot: a 2.5 to 3 ft.-high wall, fence, or planter; or benches or seats. Any required community garden shall include irrigation and prepared planting beds.

f. Where more than one tot lot or community garden is required, the developer may provide individual tot lots and / or community gardens, or combine them into larger playground or gardening areas..

g. Housing complexes that include 20 or more dwelling units reserved for older persons (as defined in ORS 659A) do not require tot lots. However, Common Outdoor Space shall be provided as specified in "a," through "d" above.

3.6.50.04 - Option to Combine Private and Common Outdoor Space

a. The private and Common Outdoor Space requirements may be met by combining them into areas for active or passive recreational use. Examples include courtyards and roof-top gardens with pedestrian amenities. However, where larger Common Outdoor Spaces are proposed to satisfy Private Outdoor Space requirements, they shall include pedestrian amenities such as benches or other types of seating areas.

b. The combined outdoor space may be covered, but it shall not be fully enclosed.

3.6.50.05 - Outdoor Space Credits

When a development site zoned RS-12 is connected by public sidewalks to an improved public park located immediately adjacent to or directly across the street from the site, a developer may request an Outdoor Space Credit, not to exceed 25 percent of the total outdoor space requirement pertaining to both Private and Common Outdoor Space. Additionally, for sites located within the Downtown Residential Neighborhood as defined in Chapter 1.6 - Definitions, a developer may request an Outdoor Space Credit that reduces or eliminates the Common Outdoor Space requirements and/or reduces required Private Outdoor Space by a maximum of 25 percent.

3.6.50.06 - Location of Green Area

In determining where Green Areas should be placed on a development site, consideration shall be given to the following:

a. Preserving otherwise unprotected natural resources and wildlife habitat on the site, especially as large areas rather than as isolated smaller areas, where there is an opportunity to provide a recreational or relaxation use in conjunction with the natural resource site;

b. Protecting lands where development more intensive than a Green Area use may have a downstream impact on the ecosystem of the vicinity. The ecosystem in the vicinity could include stands of mixed species and conifer trees, natural hydrological features, wildlife feeding areas, etc.;

c. Enhancing park sites adjacent to the convergence of sidewalks and/or multi-use paths;

d. Enhancing recreational opportunities near neighborhood commercial activity centers; and

e. Enhancing opportunities for passive relaxation and recreation for residents, employees, and/or visitors within a development site.

[Section 3.6.50 amended by Ordinance 2012-19, effective December 13, 2012]

Section 3.6.80 – Mix of Housing Types

A mix of permitted Housing Types is encouraged in the RS-12 Zone and shall be required for larger development projects in the zone. To promote such a mix, developments greater than five acres in size shall comply with the variety of Housing Types requirements outlined in Chapter 4.9 - Additional Provisions.

Section 3.6.90 – Compliance with Chapter 4.10 – Pedestrian-Oriented Design Standards

The requirements in Chapter 4.10 - Pedestrian Oriented Design Standards shall apply to the following types of development in the RS-12 Zone:

a. All new buildings or structures for which a valid permit application has been submitted after December 31, 2006;

b. Developments subject to Conditional Development and/or Planned Development approval, as required by a Condition(s) of Approval(s); and

c. Independent or cumulative expansion of a nonresidential structure in existence and in compliance with the Code on December 31, 2006, or constructed after December 31, 2006 pursuant to a valid Conceptual or Detailed Development Plan approved on or before December 31, 2006, shall comply with the pedestrian requirements of Chapter 4.10 - Pedestrian Oriented Design Standards as outlined in Section 4.10.70.01.

Section 4.0.140 - ROUGH PROPORTIONALITY

If an applicant intends to assert that it cannot legally be required, as a condition of Building Permit or development approval, to provide easements, dedications, or improvements at the level otherwise required by this Code, the Building Permit or site plan review application shall include a rough proportionality report in accordance with the provisions of Section 1.2.120 of Chapter 1.2 - Legal Framework.

LDC Chapter 4.12 – Landscaping, Buffering, Screening, and Lighting

4.2.50.02 - Service Facilities and Outdoor Storage Areas

Trash dumpsters, gas meters, ground-level air conditioning units and other mechanical equipment, other service facilities, and outdoor storage areas shall be appropriately screened with a fence, wall, or plantings, consistent with the landscape screening provisions in this Section. When located adjacent to a residential zone, outdoor components associated with heat pumps, ground-level air conditioning units and similar kinds of equipment that create noise shall not be placed within any required setback area. Additionally, if such equipment is located adjacent to a residential zone and between five - 10 ft. of a property line, it shall be screened with a solid fence or wall at least one ft. higher than the equipment. When such equipment is located adjacent to a residential zone and outside a required setback line, and is greater than 10 ft. from a property line, standard screening requirements in this Section shall apply.

4.2.50.03 - Swimming Pools

Swimming pools more than 18 in. deep shall be surrounded and screened with a minimum four ft.-high secured fence or wall. The fence or wall must have a self-latching gate in accordance with Chapter 9 of the City's Municipal Code.

4.2.50.03 - Swimming Pools

Swimming pools more than 18 in. deep shall be surrounded and screened with a minimum four ft.-high secured fence or wall. The fence or wall must have a self-latching gate in accordance with Chapter 9 of the City's Municipal Code.

LDC Chapter 4.6 – Solar Access

Section 4.6.20 – Exemptions

Residential buildings constructed or lots developed in locations noted below are exempt from the requirements of this Chapter:

c. On sites where density is concentrated because density is being transferred from an area on the same development site that is simultaneously being rezoned to Conservation - Open Space; or

LDC Chapter 4.9 – Additional Provisions

Section 4.9.80 -HOUSING TYPE VARIATION REQUIREMENTS PER RESIDENTIAL ZONE

A variety of Housing Types shall be provided for residential developments, in accordance with the provisions this Section, including the provisions in Table 4.9-1 - Options A and B for Developments Five - 10 Acres, Table 4.9-2 - Options A and B for Developments Greater than 10 acres, and Table 4.9-3 - Allowed Housing Types by Zone.

b. RS-12, RS-12(U), RS-20, and MUR Zones - The lighter shading in the columns for these zones in Table 4.9-3 - Allowed Housing Types by Zone indicates permitted Housing and Building Types. The darker shading in the columns for these zones indicates "Option B" discussed in "2," and "3," below.

3. Developments Greater Than 10 Acres - Compliance is required with either Option A or Option B in Table 4.9-2 - Options A and B for Developments Greater Than 10 Acres.

Table 4.9-2 - Options A and B for Developments Greater Than 10 Acres	
Option A	Option B
Provide at least three Housing or Building Types from the lightly shaded choices in Table 4.9-3 - Allowed Housing Types by Zone.	Comply with both apartment building and bedroom requirements in the darkly shaded areas in Table 4.9-3 - Allowed Housing Types by Zone.
Each required Housing or Building Type shall be at least 20 percent of the total units.	Additionally, add a second Housing or Building Type that is at least 20 percent of the total units and that is chosen from the lightly shaded choices areas in Table 4.9-3 - Allowed Housing Types by Zone.

EXCERPT FROM TABLE 4.9-3 – ALLOWED HOUSING TYPES BY ZONE

BUILDING TYPES, PER CHAPTER 1.6 - DEFINITIONS	ALLOWED HOUSING TYPES BY ZONE	HOUSING TYPE CHOICES TO SATISFY HOUSING VARIATION REQUIREMENTS

	RS-12 & RS-12(U)	RS-20	MUR	
Detached Single-family				1. Detached Single-family ≤ 1,200 sq. ft.
				2. Detached Single-family > 1,200 sq. ft.
Detached Single-family (Zero Lot Line)				3. Detached Single-family 1,200 sq. ft.
				4. Detached Single-family 1,200 sq. ft.
Accessory Dwelling Unit				5. Accessory Dwelling
Attached Single-family (Zero Lot Line, two units)				6. Attached Single-family (two units) (each unit on an individual lot)
Duplex				7. Duplex units
Attached (more than two units)				8. Dwellings with three-five units (each unit on an individual lot or each unit individually owned within a multi-unit structure)*. Includes Townhouses, Rowhouses, Flats, Condominiums. * RS-5 Zone limited to a maximum of three attached units per structure.
				9. Dwellings with five units (each unit on an individual lot or each unit with an individual ownership within a multi-unit structure). Includes Townhouses, Rowhouses, Flats, Condominiums.
Multi-dwelling				10. Triplexes and fourplexes (each unit not individually owned)* * RS-5 Zone limited to triplexes
Multi-dwelling, continued				11. Apartment buildings with four units (each unit not individually owned)
OPTION B for RS-12, RS-12(U), and RS-20 Zones				Minimum of three types of apartment buildings in terms of number of units per building (must vary by at least two units). Each type shall comprise at least 10 percent of the buildings (e.g., may have a

BUILDING TYPES, PER CHAPTER 1.6 - DEFINITIONS	ALLOWED HOUSING TYPES BY ZONE			HOUSING TYPE CHOICES TO SATISFY HOUSING VARIATION REQUIREMENTS
	RS-12 & RS-12(U)	RS-20	MUR	
				combination of buildings with 8, 10, and 12 units/building, etc.)
				Minimum of two types of units in terms of number of bedrooms and each type shall comprise at least 25 percent of the total number of units: Dwelling units with ≤ one bedroom Dwelling units with two bedrooms Dwelling units with ≥ three bedrooms

LDC Chapter 4.10 – Pedestrian Oriented Design Standards

Section 4.10.60 – Standards for Attached Single-Family Dwellings Three Units or Greater, Townhome, Triplex, Fourplex, and Apartment Residential Building Types

4.10.60.01 – Building Orientation, Entrances, and Facades Adjacent to Pedestrian Areas

All building orientations, facades, and entrances shall comply with the following standards.

a. Orientation of Buildings - All dwellings shall be oriented to existing or proposed public or private streets, as outlined in this provision and in Chapter 4.4 - Land Division Standards, with the exception that Accessory Dwelling Units constructed in accordance with Chapter 4.9 - Additional Provisions may be accessed from an alley. Private streets used to meet this standard must include the elements in Chapter 4.0 - Improvements Required with Development. See Chapter 4.0 for public and private street standards.

1. Primary building entrances shall face the streets or be directly accessed from a public street right-of-way or private street tract by a sidewalk or multi-use path less than 200 ft. long (distance measured along the centerline of the path from a public street right-of-way or private street tract), as shown in Figure 4.10-13 - Primary Building Entrances Within 200 Ft. of the Street, below. Primary entrances may provide access to individual units, clusters of units, courtyard dwellings, or common lobbies. Entrances shall open directly to the outside and shall not require passage through a garage or carport to gain access to the doorway. This provision shall apply to development of attached single-family dwelling units (three or more) and to development of three or more units on a single lot in any configuration of building types as allowed by the associated zone.

4. Off-street parking and vehicular circulation shall not be placed between buildings and the streets to which those buildings are primarily oriented, except for driveway parking associated with single-family development. See Figure 4.10-13- Primary Building Entrances Within 200 Ft. of the Street for compliant locations of parking and circulation. An exception may also be granted for up to two parking spaces

per dwelling unit for Duplexes and Triplexes, provided these spaces are within driveway areas designed to serve individual units within the Duplexes or Triplexes, as shown in Figure 4.10-15 - Driveway Exception for Duplexes and Triplexes, on the next page. Parking to the side of buildings is allowed in limited situations, as outlined in Section 4.10.60.02 below.

b. Percentage of Frontage - On sites with 100 ft. or more of public or private street frontage, at least 50 percent of the street frontage width shall be occupied by buildings placed within the maximum setback established for the zone, except that variations from this provision shall be allowed as outlined in Section 4.10.60.01.a.2, above. See Figure 4.10-16 - Portion of Building Required in Setback Area on Sites with At Least 100 ft. of Street Frontage. For sites with less than 100 ft. of public or private street frontage, at least 40 percent of the street frontage width shall be occupied by buildings placed within the maximum setback established for the zone, except that variations from this provision shall be allowed as outlined in Section 4.10.60.01.a.2, above. See Figure 4.10-17 - Portion of Building Required in Setback Area on Sites with Less Than 100 ft. of Street Frontage.

d. Grading (Cuts and Fills) - Structures and on-site Improvements shall be designed to fit the natural contours of the site and be consistent with the Natural Hazards and Natural Resource Provisions of Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting, Chapter 4.5 – Natural Hazard and Hillside Development Provisions, Chapter 4.11 – Minimum Assured Development Area (MADA), Chapter 4.12 - Significant Vegetation Protection Provisions, and Chapter 4.13 - Riparian Corridor and Wetland Provisions.

4.10.60.02 - Parking Location

a. Standards

1. Parking lots shall be placed to the rear of buildings. Ministerial exceptions to this standard allow parking to the side of a building if required parking cannot be accommodated to the rear. These ministerial exceptions may be granted in the following cases:

a) Where lot depth is less than 75 ft.;

b) Where parking on the side would preserve Natural Hazards or Natural Resources that exist to the rear of a site, and that would be disturbed by the creation of parking to the rear of structures on a site;

c) Where a common outdoor space at least 200 sq. ft. is proposed to the rear of a site, and parking in the rear would prohibit the provision of this common outdoor space area for residents of a development site; and/or

d) Where parking on the side would solve proximity issues between dwelling unit entrances and parking spaces. A proximity issue in this case involves a situation where a parking lot to the rear is in excess of 100 ft. from the entrances to the dwelling units being served by the parking lot.

2. On corner lots, parking areas shall not be located within 30 ft. of a roadway intersection, as measured from the center of the curb radius to the edge of the parking area's curb or wheel stop.

4.10.60.04 – Menus for Pedestrian Features and Design Variety

a. Pedestrian Features Menu for Triplexes, Fourplexes, and Townhomes - Each Triplex, Fourplex, or Townhome shall incorporate a minimum of one of the following three pedestrian features. The applicant shall indicate proposed options on plans submitted for Building Permits. While not all of the pedestrian features are required, the inclusion of as many as possible is strongly encouraged.

1. Elevated Finished Floor - An elevated finished floor a minimum of two ft. above the grade of the nearest street sidewalk or streetside multiuse path.

2. Front Porches/Patios - A front porch or front patio for each ground floor dwelling unit, with a minimum size of six ft. deep by 10 ft. wide (60 sq. ft.), and with a minimum of 60 percent of the porch or patio covered to provide weather protection.

3. Sidewalk/Walkway to Front Door - A minimum three-ft.-wide walkway constructed of a permanent hard surface that is not gravel and that is located directly between the street sidewalk and the front door. This walkway shall not be part of the driveway area.

b. Design Variety Menu - Each structure shall incorporate a minimum of five of the following eight building design features. The applicant shall indicate proposed options on plans submitted for building permits. While not all of the design features are required, the inclusion of as many as possible is strongly encouraged.

1. Trim - A minimum of 2.25-in. trim or recess around windows and doors that face the street. Although not required, wider trim is strongly encouraged.

2. Building and Roof Articulation - Exterior building elevations that incorporate design features such as off-sets, balconies, projections, window reveals, or similar elements to preclude large expanses of uninterrupted building surfaces. Along the vertical face of a structure, such features shall be designed to occur on each floor and at a minimum of every 45 ft. To satisfy this requirement, at least two of the following three choices shall be incorporated into the development:

a. Off-sets or breaks in roof elevation of three ft. or more in height, cornices two ft. or more in height, or at least two-ft. eaves;

b. Recesses, such as decks, patios, courtyards, entrances, etc., with a minimum depth of two ft. and minimum length of four ft.; and/or

c. Extensions/projections, such as floor area, porches, bay windows, decks, entrances, etc., that have a minimum depth of two ft. and minimum length of four ft.

b. Recesses, such as decks, patios, courtyards, entrances, etc., with a minimum depth of two ft. and minimum length of four ft.; and/or

c. Extensions/projections, such as floor area, porches, bay windows, decks, entrances, etc., that have a minimum depth of two ft. and minimum length of four ft.

4.10.60.05 - Service Areas and Roof-Mounted Equipment

a. Service Areas - When provided, service areas such as trash receptacles shall be located to provide truck access and shall not be placed within any required setback area. When located outside a setback area, but within five- 10 ft. of a property line, such service areas shall be screened on all sides with a solid fence or wall at least one ft. higher than the equipment within the service area and also screened with landscaping in accordance with landscape screening provisions of Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting. When located outside a setback area, but greater than 10 ft. from a property line, such service area shall still be screened, but may be screened with landscaping only, provided it is in accordance with landscape screening provisions of Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting.

Service areas for residential building types other than single-family, duplex, and triplex units shall be located a minimum of 15 ft. from habitable floor area of both on-site and off-site residential buildings. An exception to locate service areas inside buildings may be granted consistent with the Oregon Fire Code. Transformers shall also be screened with landscaping. When service areas are provided within alleys, the alleys shall be constructed in accordance with the provisions in Chapter 4.0 - Improvements Required with Development.

b. Roof-Mounted Equipment - Roof-mounted equipment, such as heating, ventilation, air conditioning equipment, etc., shall be screened by providing screening features at least equal in height to the equipment and constructed of materials used in the building's exterior construction. Screening features include features such as a parapet, wall, or other sight-blocking feature. The roof-mounted equipment shall be painted to match the roof.

4.10.60.06 – Pedestrian Circulation

a. Applicability

These additional pedestrian circulation standards apply to all residential developments with eight or more units.

b. Standards

1. Continuous Internal Sidewalks - Continuous internal sidewalks shall be provided throughout the site. Discontinuous internal sidewalks shall be permitted only where stubbed to a future internal sidewalk on abutting properties, future phases on the property, or abutting recreation areas and pedestrian connections.

2. Separation from Buildings - Internal sidewalks shall be separated a minimum of five ft. from dwellings, measured from the sidewalk edge closest to any dwelling unit. This standard does not apply to the following:

c) Connectivity - The internal sidewalk system shall connect all abutting streets to primary building entrances. The internal sidewalk system shall connect all buildings on the site and shall connect the dwelling units to parking areas, bicycle parking, storage areas, all

recreational facility and common areas, and abutting public sidewalks and multi-use paths.

d) Sidewalk and Multi-use Path Surface Treatment - Public internal sidewalks shall be concrete and shall be at least five ft. wide. Private internal sidewalks shall be concrete, or masonry; and shall be at least five ft. wide. Public multi-use paths, such as paths for bicycles, pedestrians, and emergency vehicles, shall be concrete and shall be at least 12 ft. wide. Private multi-use paths shall be of the same materials as private sidewalks, or asphalt, and shall be at least 12 ft. wide. All materials used for sidewalks and multi-use paths shall meet City Engineering standards.

e) Crossings - Where internal sidewalks cross a vehicular circulation area or parking aisle, they shall be clearly marked with contrasting paving materials. Additional use of other measures to clearly mark a crossing, such as an elevation change, speed humps, or striping is encouraged.

4.10.60.05 - Service Areas and Roof-Mounted Equipment

a. Service Areas - When provided, service areas such as trash receptacles shall be located to provide truck access and shall not be placed within any required setback area. When located outside a setback area, but within five- 10 ft. of a property line, such service areas shall be screened on all sides with a solid fence or wall at least one ft. higher than the equipment within the service area and also screened with landscaping in accordance with landscape screening provisions of Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting. When located outside a setback area, but greater than 10 ft. from a property line, such service area shall still be screened, but may be screened with landscaping only, provided it is in accordance with landscape screening provisions of Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting.

Service areas for residential building types other than single-family, duplex, and triplex units shall be located a minimum of 15 ft. from habitable floor area of both on-site and off-site residential buildings. An exception to locate service areas inside buildings may be granted consistent with the Oregon Fire Code. Transformers shall also be screened with landscaping. When service areas are provided within alleys, the alleys shall be constructed in accordance with the provisions in Chapter 4.0 - Improvements Required with Development.

b. Roof-Mounted Equipment - Roof-mounted equipment, such as heating, ventilation, air conditioning equipment, etc., shall be screened by providing screening features at least equal in height to the equipment and constructed of materials used in the building's exterior construction. Screening features include features such as a parapet, wall, or other sight-blocking feature. The roof-mounted equipment shall be painted to match the roof.

4.10.60.06 – Pedestrian Circulation

a. Applicability

These additional pedestrian circulation standards apply to all residential developments with eight or more units.

b. Standards

1. Continuous Internal Sidewalks - Continuous internal sidewalks shall be provided throughout the site. Discontinuous internal sidewalks shall be permitted only

where stubbed to a future internal sidewalk on abutting properties, future phases on the property, or abutting recreation areas and pedestrian connections.

2. Separation from Buildings - Internal sidewalks shall be separated a minimum of five ft. from dwellings, measured from the sidewalk edge closest to any dwelling unit. This standard does not apply to the following:

c) Connectivity - The internal sidewalk system shall connect all abutting streets to primary building entrances. The internal sidewalk system shall connect all buildings on the site and shall connect the dwelling units to parking areas, bicycle parking, storage areas, all recreational facility and common areas, and abutting public sidewalks and multi-use paths.

d) Sidewalk and Multi-use Path Surface Treatment - Public internal sidewalks shall be concrete and shall be at least five ft. wide. Private internal sidewalks shall be concrete, or masonry; and shall be at least five ft. wide. Public multi-use paths, such as paths for bicycles, pedestrians, and emergency vehicles, shall be concrete and shall be at least 12 ft. wide. Private multi-use paths shall be of the same materials as private sidewalks, or asphalt, and shall be at least 12 ft. wide. All materials used for sidewalks and multi-use paths shall meet City Engineering standards.

e) Crossings - Where internal sidewalks cross a vehicular circulation area or parking aisle, they shall be clearly marked with contrasting paving materials. Additional use of other measures to clearly mark a crossing, such as an elevation change, speed humps, or striping is encouraged.

f) Safety Adjacent to Vehicular Areas - Where internal sidewalks parallel and abut a vehicular circulation area, sidewalks shall be raised a minimum of six in., or shall be separated from the vehicular circulation area by a minimum six-in. raised curb. In addition to this requirement, a landscaping strip at least five ft. wide, or wheel stops with landscaping strips at least four ft. wide, shall be provided to enhance the separation of vehicular from pedestrian facilities.

g) Lighting - Lighting shall be provided consistent with the lighting provisions in Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting.

LDC Chapter 4.12 – Significant Vegetation Provisions

Section 4.12.20 - Applicability

These provisions apply to areas of Significant Vegetation identified on the Significant Vegetation Map. Significant Vegetation includes:

a. Highly Protected Significant Vegetation (HPSV); and

b. Partially Protected Significant Vegetation (PPSV).

Standards for development and vegetation management on sites containing Significant Vegetation are included below.

Section 4.12.60 - Standards for Development On Sites Containing Significant Vegetation

The location and extent of development on sites containing Significant Vegetation shall be based on the standards established below. Encroachments into areas of Significant Vegetation may be permitted based on the provisions of Chapter 4.11- Minimum Assured Development Area and the following:

a. **Highly Protected Significant Vegetation (HPSV) Areas - For Properties Containing Areas Designated as Highly Protected Significant Vegetation (HPSV), the following standards shall apply –**

2. **Vegetation that is required to be protected shall be preserved and/or enhanced in specific tracts or conservation easements (as defined in ORS 271.715), which shall ensure that a minimum of a 70 percent Mature Tree Canopy Coverage is achieved in the tracts or conservation easements. The preserved and/or enhanced vegetation shall not be placed in tracts, if the creation of separate tracts will cause the remainder lot or parcel to fall below the required minimum lot area. The City of Corvallis shall be the holder of proposed conservation easements. Exceptions to this requirement shall be granted based on the following:**

a) **Preserved existing upland prairie areas shall be credited as 100 percent Tree Canopy Coverage; and**

b) **Preserved Oak savannas, which are identified as ARA type 13 in the Natural Features Inventory, shall be credited at 70 percent Mature Tree Canopy coverage;**

Section 4.12.70 - Provisions Limiting Extensions of Public And Private Roadways And Utilities On Sites Containing Significant Vegetation

Location and construction of streets, utilities, bridges, bicycle, and pedestrian facilities within Significant Vegetation areas must be deemed necessary to maintain a functional system by the City Engineer. This Code, City Transportation and Utility Master Plans, and other adopted City plans shall guide this determination. The design standards of Chapter 4.0 - Improvements Required with Development shall be applied to minimize the impact to the Significant Vegetation area.

LDC Chapter 4.13 – Riparian Corridor and Wetland Provisions

Section 4.13.20 – Applicability

These provisions apply to Significant Riparian Corridor and Wetland areas, as mapped on the Corvallis Riparian Corridors and Wetlands Map. However, state and federal Wetland and riparian regulations will continue to apply to Wetland and Riparian Corridor areas within the City, regardless of whether or not they are mapped on the Corvallis Riparian Corridors and Wetlands Map. Nothing in these regulations should be interpreted as superseding or nullifying state or federal requirements.

Section 4.13.40 – Procedures

b. **For properties containing Wetlands, as indicated on the Corvallis Local Wetland Inventory Map - The submittal materials listed below are required. Additionally, all applications will be reviewed to determine that all necessary permits have been obtained or will be obtained from those federal, state, or local governmental agencies that require prior approval.**

1. **Site Plan - A site plan that graphically depicts:**

a) All Wetland boundaries, as indicated on the Corvallis Local Wetland Inventory Map;

b) A 25-ft. setback/buffer around the upland edge of locally and nonlocally protected Wetlands, as mapped on the City's Local Wetland Inventory Map1. Proximate Wetlands shall not be included when determining this 25-ft. setback/buffer location; and

c) A Wetland Delineation of the boundaries of the Wetland area, with an accompanying site map, that has been accepted and approved by the Department of State Lands (DSL) may be substituted for the information in "b," above;

Section 4.13.50 - Use Limitations and Exceptions Within Highly Protected Riparian Corridors And Riparian-Related Areas

In addition to the requirements of the underlying zone, the following limitations and exceptions shall apply to activities within Highly Protected Riparian Corridors and Riparian related Areas, as mapped on the City's Riparian Corridors and Wetlands Map.

b. Building, Paving, and Grading Activities - The placement of structures or impervious surfaces, as well as grading, excavation, and the placement of fill, are prohibited. Exceptions to the drainageway restrictions may be made for the purposes identified in items 1-7 of this Section, provided they are designed and constructed to minimize adverse impacts to Riparian Corridors and Riparian-related Areas.

2. The location and construction of streets, utilities, bridges, bicycle, and pedestrian facilities within Highly Protected Riparian Corridors and Riparian related Areas must be deemed necessary to maintain a functional system by the City Engineer. This Code, City Transportation and Utility Master Plans, and other adopted City plans shall guide this determination. The design standards of Chapter 4.0 - Improvements Required with Development shall be applied to minimize the impact to the subject area;

7. Water quality or detention facilities located outside of riparian easement areas, as determined in Section 4.13.70.

d. Re-vegetation of Streambanks - Commensurate with the extent of new development of structures or of impervious surface areas on development sites containing Stream or river frontage as shown on the City's Riparian Corridors and Wetlands Map, the re-vegetation of Stream banks is required.

For each 500 sq. ft. of new structure area or impervious surface area, 100 lineal ft. of the development site's Stream frontage shall be re-vegetated according to the following standards, up to the total amount of the development site's Stream frontage:

1. Stream bank vegetation, as outlined in "2," below, shall be provided within the first 30 ft. from Top-of-bank, with the exception of the Willamette River, which shall be addressed as indicated in "3," below;

2. <u>Re-vegetation Standards</u> –

a) Streams that already have existing vegetation as outlined in this provision are considered to be compliant with these Stream shading standards. To

be considered compliant, at minimum the vegetation within the first 30 ft. from the Top-of-bank, as described in "1" above, shall include:

1) An existing vegetated tree canopy consisting of healthy trees at least four in. caliper, measured at four ft. above Natural Grade, and located at an average spacing of 20 ft. along the Stream bank; and

2) An existing vegetated under story consisting of healthy riparian shrubs over at least 50 percent of the area; and healthy groundcover such that the combination of shrubs and groundcover results in a coverage over at least 90 percent of the area.

b) Streams that do not have the required existing vegetated tree canopy and existing vegetated under story in the area to be shaded are subject to re-vegetation. Such re-vegetation shall either be that required by an Oregon Department of Fish and Wildlife-approved restoration plan for improving Riparian Function, or that required by the provisions outlined below:

1) In areas that do not meet the tree canopy requirement outlined in "a" above, large-canopy riparian trees, such as Acer Macrophyllum, with a minimum caliper size of 3/4 -1 in. shall be planted in a triple row with staggered spacing of 20 ft. on- center along the length of the Stream bank. All new trees are required to be mulched with four cubic ft. of bark chips and drip irrigated for a period of five years to ensure establishment. All new trees shall be staked and protected by rodent-proof fencing, as specified by the Public Works Department;

2) In areas that do not meet the riparian shrub coverage portion of the under story requirement outlined in "a," above, riparian shrubs shall be planted and maintained to provide the required 50 percent coverage within five years. The minimum planting size for the riparian shrubs shall be one gallon or 18 in. live stakes. All new shrubs shall be mulched with three in. of bark chips, extending one ft. from the drip line of the shrub or around the live stake or live stake bundle. All new shrubs shall also be irrigated and maintained for a period of five years to ensure establishment.

3) In areas that do not meet the groundcover coverage portion of the under story requirement outlined in "a," above, groundcover shall be maintained or planted to provide a minimum of 90 percent total coverage of shrubs and ground covers within five years. The minimum planting size shall be one gallon. Ground covers shall be mulched with three in. of bark chips and irrigated for a period of five years to ensure establishment.

LDC Section 4.13.70.02

d. Easement Widths - When an easement is required, the appropriate width shall be as described in "1," through "5," below. However, in no case shall riparian easements include areas containing existing buildings that are intended to remain,

nor shall easements include development area assured under "4," below. For areas with Riparian Corridors, as designated on the City's Riparian Corridors and Wetlands Map, the associated easement width and requirements shall be as follows:

1. Measurement and Separate Tract - Easement areas shall be measured from Top-of-bank, as indicated from a submitted topographic survey, and shall be placed in a separate tract.

2. Easement Width - When an easement is required, the appropriate width shall be as outlined in Table 4.13-2 - Easement Width, except as modified by the provisions in "3," through "5," below.

Table 4.13-2 Easement Width	
Riparian Corridor Areas Mapped on the Riparian Corridors and Wetlands Map	Required Easement Area --To be Placed in Separate Tracts
All Partially Protected Stream Corridors	Drainage channel + 25 ft. from top-of-bank; or The boundary of the 0.2-ft. Floodway, whichever is greater 2
Highly Protected Riparian Corridors along the Willamette and Mary's Rivers	Drainage channel + 75 ft. from top-of-bank; or The boundary of the 0.2- ft. Floodway, whichever is greater2
All other Highly Protected Riparian Corridors	Drainage channel + 50 ft. from top- of-bank; or The boundary of the 0.2-ft. Floodway, whichever is greater2
Note: The area between the outer edge of the easement boundary and the outer edge of the Riparian Corridor is regulated by sections 4.13.50 and 4.13.60.	

4.13.80.01 - Use Limitations and Exceptions within Locally Protected Wetlands

a. In addition to the requirements of the underlying zone, the limitations and exceptions in "b," through "e," below, shall apply to –

1. Activities within Locally Protected Wetlands (LPWs) as shown on the City's Riparian Corridors and Wetlands Map; and

2. The associated 25-ft. setback/buffer area described in Section 4.13.40.b.1.b, unless a delineation results in a different boundary.

c. Building, Paving, and Grading Activities - Within LPW areas, the placement of structures or impervious surfaces, as well as grading, excavation, and the placement of fill, is prohibited, except as outlined below.

Exceptions to the LPW restrictions may be made for the purposes identified in "1," and "2," below, provided they are designed and constructed to minimize adverse impacts to Wetland Functions.

2. Activities outlined in sections 4.13.50.b.2, 4.13.50.b.5, and 4.13.50.b.6.

LDC Chapter 4.14 – Landslide Hazard and Hillside Development Provisions

Section 4.14.50 - Standards for Development in Steeply Sloped Areas

4.14.50.02 - Applicability

Steeply sloped areas are identified on the Corvallis Natural Hazards Map. The Natural Hazards Map provides information regarding the location of steep slopes on property within the Corvallis Urban Growth Boundary.

a. The following standards regulate development on areas with slopes of 15 percent or greater, which are slopes identified as having a significant hazard potential;

b. In addition to these regulations, the Hillside Development standards in Section 4.14.70 apply to development in areas with slopes of 10 percent or greater; and

c. No portion of this Code shall preclude the Building Official's authority to require geotechnical reports and other analyses, as deemed necessary, and in compliance with the City's currently adopted Oregon Structural Specialty Code. All construction in these areas shall be subject to currently adopted Oregon Structural Specialty Code requirements.

4.14.50.04 - Site Assessment

a. Site Assessments are required:

1. In conjunction with development proposals on areas with slopes of 15 percent or more; and

2. For development in Landslide Hazard areas, as stipulated in Section 4.14.60 of this Code;

b. The Site Assessment is an overview of site conditions, as well as a professional evaluation of whether or not additional studies are needed prior to development on a property. The Site Assessment shall be completed and stamped by either a Certified Engineering Geologist or by a Licensed Civil Engineer, licensed in the Specialty of Geotechnical Engineering. At a minimum, the Site Assessment shall include the following elements:

1. A field investigation of the site and vicinity;
2. A discussion of geologic hazards, if any;
3. Suitability of the site for proposed development, from a geologic standpoint;
4. If applicable, discussion of any unusual or extreme geologic processes at work on the site, such as rapid erosion, Landslide Hazard, flood hazard, rockfall, subsidence, debris run-out, or other features;
5. A list of any geologic hazards that may affect the proposed land use, including slope stability, debris flow, flooding, topography, erosion hazard, shallow groundwater, springs, expansive soils, subsidence, fault rupture, or any other geologic hazard discovered by the investigation;
6. If applicable, an identification of any areas of the site recommended to be avoided for human-occupied structures;
7. If necessary, identification of mitigation measures needed to address any anticipated geologic problems;

8. A discussion regarding the need for follow-up studies that should be conducted, such as engineering geotechnical reports, additional subsurface exploration, or more extensive soil reports; and
9. Feasibility of the site for the proposed development.

4.14.50.08 - Standards for Areas with Slopes Equal to or Greater than 15 Percent, but less than 25 Percent

Development in these areas should be carefully evaluated, due to concerns with safety, ground movement, slope stability, and erosion impacts. The following standards shall apply for development in areas with slopes equal to or greater than 15 percent, but less than 25 percent. These standards are applicable only to the specific portions of a site which contain the specified slopes, as indicated on a topographic survey. If an applicant demonstrates, by submittal of a topographic survey, that development on a property can be accommodated without encroachment into the specified slope areas, then the following standards do not apply.

a. Site Assessment Required - Applications for development on the specified slope areas, including land use applications, Public Improvements by Private Contract Permits (PIPC), Excavation and Grading Permits, Floodplain Development Permits, and Building Permit submittals, shall be accompanied with a Site Assessment which meets the criteria identified in Section 4.14.50.04. If the Site Assessment identifies the need for a Geotechnical Report, or other reports, those reports shall be submitted with the application for development and shall be consistent with the requirements of Section 4.14.50.05. Development shall conform with all recommendations and requirements established by any and all required reports.

b. Compliance with Hillside Development Standards - Development shall comply with the Hillside Development Standards in Section 4.14.70.

4.14.70.02 - Applicability

Areas with slopes of 10 percent or greater are identified on the Natural Hazards Map. The following standards regulate development on areas with slopes of 10 percent or greater. In addition to these regulations, the Standards for Development in Steeply Sloped Areas in Section 4.14.50 apply to development in areas with slopes of 15 percent or greater. The Natural Hazards Map provides information regarding the location of slopes of 10 percent or greater on property within the Corvallis Urban Growth Boundary.

4.14.70.04 - Grading Regulations

a. Types of Grading - The following regulations address two types of grading, both of which are defined in Section 4.14.70.03, above:

   1. Mass Grading; and

   2. Grading on Individual Lots.

b. These regulations prescribe grading area limitations based on zoning and lot size, as set out in Sections 4.14.70.04.c.3 and 4.14.70.04.d.2 -

   1. On development sites where both Mass Grading and Individual Lot Grading are employed, Mass Grading and Individual Lot Grading must be contained within the same grading limitation areas. The amount of gradable area allowed, per lot, is the

same under both standards. This means that when Mass Grading is employed, the area that is Mass Graded on an individual lot will be the area in which Individual Lot Grading is allowed, unless the Mass Graded area is less than the maximum gradable area allowed. In this case, additional area, up to the maximum allowed, can be graded at the time of Individual Lot Grading.

c. Mass Grading Standards - The following standards shall apply to development throughout the City of Corvallis:

1. Maximum Allowed Cut Depth and Fill Height - The following standards govern the maximum cut depth and fill height:

Site Characteristics	Maximum Cut Depth and Fill Height
No Extenuating Conditions	Eight-ft. Standard
One Extenuating Condition	10-ft. Standard only where allowed to work around extenuating condition
Two or more Extenuating Conditions	12-ft. Standard only where allowed to work around extenuating conditions

2. Extenuating Conditions - Exceptions to the Eight-ft. Standard for Mass Grading shall be based on the following specific extenuating conditions:

a) Street/Pedestrian Alignment - Additional Cut/Fill provides for the alignment of a necessary street or pedestrian connection. A necessary street or pedestrian connection is one which is needed to create a Block Perimeter of approximately 1,600 ft., or which is identified in an adopted City Master Plan document. A necessary street connection must comply with the slope standards in Section 4.0.60.k of Chapter 4.0 - Improvements Required with Development. Section 4.0.60.k stipulates that Arterial Streets shall not exceed a six percent grade, Collector and Neighborhood Collector Streets shall not exceed 10 percent, and Local and Local Connector Streets shall not exceed 15 percent. The width and overall extent of any street exceeding the Eight-ft. Standard shall be minimized, where feasible, to minimize grading impacts.

b) Significant Natural Feature - Additional cut/fill is necessary to protect a Significant Natural Feature, which is defined as a feature subject to a Natural Hazards (except slopes) and/or Natural Resource Overlay on the Comprehensive Plan Map, or a Significant Tree, as defined in Chapter 1.6 - Definitions. In the case of a preserved tree, a certified arborist must find that the proposed cut/fill exception would preserve the viability of a Significant Tree that would otherwise have been damaged by the application of the Cut and Fill Standards.

c) Detention Facilities - To accommodate stormwater detention facilities where no other viable location exists on the site.

3. Grading Area Limitations - The following requirements apply to Mass Grading in areas with slopes equal to or greater than 10 percent, as mapped on the Natural Hazards Map:

b) Medium-high and High Density Residential Development Zones –

Medium-high and High Density Development Zones	Mass Grading Regulations:
RS-12, RS-12U, RS-20, and MUR Zones	For development sites greater than 6,500 sq. ft. in size - Graded area shall not exceed 75 percent. The Eight-ft. Standard shall apply, unless extenuating conditions are present.
	For development sites less than or equal to 6,500 square ft. in size - Grading of up to 100 percent of the site is allowed. The Eight-ft. Standard shall apply, unless extenuating conditions are present.

Major Replat / Subdivision

LDC Chapter 2.4 – Subdivision and Major Replat

2.4.30.04 - Review Criteria

b. Residential Subdivisions - Requests for the approval of a Residential Tentative Subdivision Plat shall be reviewed to ensure consistency with the clear and objective approval standards contained in the following: the City's development standards outlined in the applicable underlying Zoning Designation standards in Article III of this Code; the development standards in Article IV of this Code; the standards of all acknowledged City Facility Master Plans; the adopted City Design Criteria Manual; the adopted Oregon Structural Specialty Code; the adopted International Fire Code; the adopted City Standard Construction Specifications; the adopted City Erosion Prevention and Sediment Control Ordinance; and the adopted City Off-street Parking Standards. Additionally, the following criteria shall be met for Residential Subdivisions and the application shall demonstrate adherence to them:

1. Consistency with the applicable development standards, including the applicable Pedestrian Oriented Design Standards;

LDC Chapter 4.4 – Land Division Standards

Section 4.4.20 - General Provisions

4.4.20.01 - Applicability

All Land Divisions shall be in compliance with the requirements of the applicable zone and this Chapter, as well as with all other applicable provisions of this Code. Modifications to these requirements may be made through the procedures in Chapter 2.5 - Planned Development and/or Chapter 2.12 - Lot Development Option, as applicable.

4.4.20.02 - Blocks

a. **General - Length, width, and shape of blocks shall be based on the provision of adequate lot size, street width, and circulation; and on the limitations of topography.**

b. **Size - Blocks shall be sized in accordance with the Block Perimeter provisions within Section 4.0.60.o of Chapter 4.0 - Improvements Required with Development.**

4.4.20.03 - Lot Requirements

a. **Size and Shape - Lot size, width, shape, and orientation shall be appropriate for the location of the Subdivision and for the Use Type contemplated. No lot shall be dimensioned to contain part of an existing or proposed street. All lots shall be buildable. Lot sizes shall not be less than required by this Code for the applicable zone. Depth and width of properties reserved or laid out for commercial and industrial purposes shall be adequate to provide for off-street parking and service facilities required by the type of use proposed, unless off-site parking is approved per Chapter 4.1 - Parking, Loading, and Access Requirements.**

b. **Access - Each lot shall abut a street (not an alley) for a distance of at least 25 ft. unless it complies with the exceptions listed in "1," "2," or "3," below:**

c. **Through Lots - The creation of Through Lots through a Land Division process shall be avoided except where essential to overcome specific disadvantages of topography and orientation. Through lots, in low density residential zones, created through a Land Division process shall comply with the following standards:**

   1. **A 20-ft. wide easement area shall be provided along the full length of one abutting street to the Through Lot, and shown on the plat;**

   2. **No vehicular access shall be permitted within the Through Lot Easement area; and**

   3. **Landscaping in the Through Lot Easement area shall comply with the provisions in Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting.**

d. **Lot Side Lines - Side lines of lots, as much as practicable, shall be at right angles to the street the lots face.**

e. **Lot Grading - Lot grading shall conform to Chapter 4.12 – Significant Vegetation Protection Provisions; and the City's excavation and fill provisions.**

f. **Building Lines - Building setback lines may be established in a final plat or included in covenants recorded as a part of a final plat.**

g. **Large Lots - In dividing land into large lots that have potential for future further Subdivision, a conversion plan shall be required. The conversion plan shall show street extensions, utility extensions, and lot patterns to indicate how the property may be developed to Comprehensive Plan densities and to demonstrate that the proposal will not inhibit development of adjacent lands.**

i. **Minimum Assured Development Area - For property with Natural Resources or Natural Hazards subject to Chapter 2.11 – Floodplain Development Permit, Chapter 4.5 - Floodplain Provisions, Chapter 4.12 – Significant Vegetation Protection Provisions, Chapter 4.13 - Riparian Corridor and Wetland Provisions, or Chapter 4.14 - Landslide Hazard and Hillside Development Provisions, lots created through a Subdivision, Partition, or Property Line Adjustment process shall be consistent with the provisions of Chapter 4.11 - Minimum Assured Development Area (MADA).**

<u>Applicable Provisions from Chapter 4.11</u>:

Section 4.11.30 - PROCEDURES

Properties with Natural Resources or Natural Hazards subject to the provisions of Chapter 2.11 - Floodplain Development Permit, Chapter 4.5 - Floodplain Provisions, 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, have access to the provisions of this Chapter, provided the regulations within it are followed. Compliance with the provisions of this Chapter shall be determined through the development review processes identified in Section 1.2.110 of Chapter 1.2 - Legal Framework or through the Building Permit or construction permit review processes.

a. Property within the City Limits as of December 31, 2004 -

1. <u>Existing Lots and Development Sites</u> - Minimum Assured Development Area (MADA) applies only to -

a) Individual lots and individual parcels legally established prior to December 31, 2004; and

b) Development sites composed of one or more legally established lots or parcels aggregated for a specific development permit application.

2. Property Proposed for Subdivision, Partition, or Property Line Adjustment -

a) Any Subdivision, Partition, and/or Property Line Adjustment processed after December 31, 2004, shall not create lots or parcels unless:

1) Each new and remaining lot or parcel contains:

i. an area unconstrained by Natural Resources or Natural Hazards; or
ii. an area that includes Formerly Constrained Areas; or
iii. contains an area that includes the areas in 2.a)1)i. and ii. above; and

2) The area in "2. a) 1)," above, is equal to or greater than the Minimum Assured Development Area (MADA) for the zone or zones in which the development proposal falls.

b) Exceptions to the requirements in "a," above, include:

1) Lots created for public park purposes;

2) Privately- or publicly-owned lots completely contained within land zoned Conservation-Open Space; and

3) Common open space tracts created for the purpose of protecting Natural Resources or Natural Hazards.

3. Zone Changes - Zone Changes, other than those initiated by the City Council, shall not be used to increase the area of encroachment into the protected Natural Resources and Natural Hazards on a lot, parcel, or development site, unless such Zone Change is

accompanied by an Economic, Social, Environmental, and Energy (ESEE) analysis indicating the overall balance provided by the City's Natural Resources and Natural Hazards protection program is maintained or improved.

Additional Land Division Standards from Chapter 4.4:

2. **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;**

3. **Land uses shall be those that are outright permitted by the existing underlying zoning designation.**

4. **Excavation and grading shall not change hydrology in terms of water quantity and quality that supports existing Locally Significant Wetlands and/or Riparian Corridors that are subject to Chapter 4.13 – Riparian Corridor and Wetland Provisions.**

A Residential Subdivision that conforms to these criteria is considered to meet all of the compatibility standards in this Section and shall be approved. A Residential Subdivision that involves Uses subject to Plan Compatibility or Conditional Development review, or that involves a Zone Change, shall meet the applicable compatibility criteria for those Plan Compatibility, Conditional Development, and Zone Change applications.

To: Corvallis City Council **March 3, 2014**
From: Dan Brown

Subject: Opportunity to Prepare for the Campus Master Plan Update

OSU has plans afoot to revise its *Campus Master Plan.* The *CMP* will soon expire, and when it does, *a CMP update will be required* **[LDC Section 3.36.30.05]**. Otherwise, campus development would be on hold until the new *CMP* is adopted by the City Council.

Although some may see the *CMP* merely as a planning tool for the University, it is also very important to the City of Corvallis. The *CMP* will influence City legislation, through the revision of the City's *Land Development Code*. **Chapter 3.36 - OREGON STATE UNIVERSITY ZONE** is unique in the LDC. On one hand, it demonstrates the tremendous impact that a single entity can have on the City of Corvallis. On the other hand, it grants OSU unique standards and streamlined processes for development which are not available to off-campus developers.

We know the City Council will be responsible for creating and approving changes to LDC 3.36. Today, we have plenty of lead time to prepare proactively for a comprehensive review. If the Council waits until the topic is on the Community Development calendar, we may act in haste, under the gun for a 120 day land use deadline.

For example, consider the stated purpose of the OSU Zone in light of recent Council discussions of housing, parking, and transportation:

> **LDC Section 3.36.10 - *PURPOSE*** *- The OSU Zone implements the provisions in OSU's 2004-2015 Campus Master Plan, which is the blueprint for campus development over the next decade. The purpose of the OSU Zone is to:*
>
> - *Ensure adequacy of public utilities, parking, and transportation facilities;*
> - *Ensure compatibility of University development with surrounding areas;*
> - *Encourage coordination between the University and the City of Corvallis, especially in the areas of land use planning and reviewing campus development.*

First, it is important in City legislation that the Council feels that this list is what we want for the next decade. Should the language be tweaked, enhanced, or expanded? Second, it is important that the Council creates code language which really implements the stated purposes and implements the *Comprehensive Plan.* For example, does **Section 3.36.50.08 - Parking Improvements** achieve Council goals for the City? The Council has a once-in-a-decade opportunity to create new processes for monitoring and to create stronger measures for remediation.

Ultimately, I propose that the Council create a list of expectations concerning what the City Council would like to see in the new CMP. This list would: (1) be shared with OSU to guide them fairly in their preparation, (2) be shared with the Planning Commission to guide them in their evaluation of the new document, and (3) be used as standards by the Council to evaluate the final product.

The revision of LDC 3.36 is of utmost importance to the City of Corvallis, and it certainly deserves some Council work sessions. Councilors should familiarize themselves about what happened back in 2004 (before most sitting Councilors were elected), and they should review the City's decade of experience with the 2004-2015 CMP.

MAYOR & COUNCIL EMAIL

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OSU/City Duties re: CHNA

- *To*: <ward4@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
- *Subject*: OSU/City Duties re: CHNA
- *From*: "Gary Angelo" <gcangelo@xxxxxxxxxxx>
- *Date*: Tue, 25 Feb 2014 15:51:56 -0800

Hello Councilor Brown,

I would like to request some information from OSU and City Staff regarding traffic counts that were to be provided on a recurring two-year basis for NW Jackson Avenue, between NW 35th St. and Arnold Way, as required by LDC 3.36.70.a.4.d. College Hill Neighborhood Association does not have a complete record of those counts.

Given the recent growth in population at OSU, additional traffic pressure from both cut-through traffic and open parking space seeking has increased the traffic volumes on other College Hill streets, especially NW Johnson and NW Van Buren Avenues. I would also like to include the traffic counts for those two streets in addition to NW Jackson Avenue in my request. My understanding is that for these traffic counts to be representative, they should be for a 24-hour period during school session and on school days. They should be conducted over several days to even out the variability.

In addition, on NW Jackson at 28th Street, there is a stop sign that is continually ignored by a signficant number of drivers, some of whom make no attempt to stop-- in addition to the much higher number of roll-through drivers. This has created a very dangerous situation for resident children as well as bicyclists using that intersection. I understand that City Staff recently conducted a one-time measure of adherence to traffic rules at that stop sign. That one-time measure showed a near-average of four non-stops per hour at that intersection over a four-and -one-half-hour period. As a representative of the neighborhood, this is an unacceptable level of non-compliance with traffic rules. As this measure was only conducted once, I think the results warrant a more thorough and extensive measurement across both weekends and weekdays, so that a more complete picture of the issue can be developed.

What has also been missing is a concerted engagement with the neighborhood association, as well as nearby business owners along NW Monroe Avenue, to develop workable, effective solutions that would mitigate the issues highlighted by the above measurements. This was the intent of the inclusion of LDC 3.36.70.a and .b when the existing OSU Campus Master Plan was adopted in 2005. While the Collaboration Parking and Traffic Work Group addressed some recommended solutions regarding parking districts, the composition of that work group did not include the appropriate stakeholders to appropriately address the concerns brought about by traffic volumes and street connectivity. Thus, it still remains to pull together the appropriate stakeholders in a proper balance of interests in order to develop the right solutions. First of all, however, what is needed is the data and information to identify all the various issues, for which my above requests would make a good head start.

I have attached a copy of LDC 3.36.70.a.4 and .b for your quick reference.

Thank you,
Gary Angelo
CHNA President
gcangelo@xxxxxxxxxxx

Attachment:`LDC 3.36.70.a.4 - OSU.docx`
Description: MS-Word 2007 document

- Prev by Date:**voting**
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