CORVALLIS
CITY COUNCIL AGENDA

May 5, 2014
6:30 pm
[Executive Session begins at 5:30 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

5:30 PM Executive Session under ORS 192.660(2)(a)(e)(i) (status of real property transaction) (status of employment of a public officer; status of employment-related performance)

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PROCLAMATION / PRESENTATION / RECOGNITION

A. If I Were Mayor Contest (recognition of participant – Bethy Van Cleave)

B. Proclamation of Corvallis Sister Cities Week – May 4-10, 2014

C. Proclamation of Get There Corvallis – May 5-16, 2014

D. Proclamation of Public Service Recognition Week – May 4-10, 2014

E. Proclamation of Days of Remembrance – April 27-May 4, 2014

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. a City Council Meeting – April 21, 2014
   b. City Council Work Session – April 21, 2014
   c. City/County Joint Meeting – March 31, 2014
2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
   a. Arts and Culture Commission – April 16, 2014
   b. Bicycle and Pedestrian Advisory Commission – April 4, 2014
   c. Citizens Advisory Commission on Civic Beautification and Urban Forestry – April 10, 2014
   d. Citizens Advisory Commission on Transit – April 8, 2014
   e. Downtown Commission – April 9, 2014
   f. Downtown Parking Committee – April 1, 2014
   g. Economic Development Commission – March 31, 2014
   h. Planning Commission – April 2, 2014
   i. Public Participation Task Force – April 17 and 24, 2014
   j. Watershed Management Advisory Commission – February 26, 2014

B. Announcement of a vacancy on the Parks, Natural Areas, and Recreation Board (MacMullan)

C. Confirmation of an Executive Session for May 5, 2014 at 5:30 pm under ORS 192.660(2)(a) (e) (i)(status of real property transaction)(status of employment of a public officer; status of employment-related performance)

D. Schedule an Executive Session following the May 19, 2014 regular meeting under ORS 192.660(2)(e) (status of real property transaction)

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. UNFINISHED BUSINESS

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

A. Human Services Committee – None

B. Urban Services Committee – April 22, 2014

1. Council Policy Review and Recommendation: 91-7.04, "Building Permits" [direction]
2. Residential Parking Districts [information]

C. Administrative Services Committee – April 23, 2014

1. Enterprise Zone Sustainability Criteria Follow-up [information]
2. Visit Corvallis Second Quarter Report [direction]
3. Downtown Corvallis Association Economic Improvement District Second Quarter Report [direction]
4. Utility Rate Structure Review [direction]

D. Other Related Matters

1. *A resolution accepting an Old Peak Meadow grant ($43,112),* **to be read by the City Attorney** [direction]

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

B. Council Reports

C. Staff Reports

1. Land Development Code Package #1 Update
2. Englewood Avenue Parking

XI. NEW BUSINESS

XII. PUBLIC HEARINGS – 7:30 pm

A. CDBG/HOME Public Hearing

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

MAY 5 - 17, 2014

MONDAY, MAY 5

- City Council Executive Session– 5:30 pm – Downtown Fire Station, 400 NW Harrison Boulevard
- City Council – 6:30 pm – Downtown Fire Station, 400 NW Harrison Boulevard

TUESDAY, MAY 6

- Airport Commission – 7:00 am – Madison Avenue Meeting Room, 500 SW Madison Avenue
- Human Services Committee – 2:00 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue
- Downtown Parking Committee – 4:00 pm – Downtown Fire Station, 400 NW Harrison Boulevard
- Urban Services Committee – 5:00 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue
- Budget Commission – 7:00 pm – Downtown Fire Station, 400 NW Harrison Boulevard

WEDNESDAY, MAY 7

- Administrative Services Committee – 3:30 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue
- Corvallis-Benton County Public Library Board – 7:30 pm – Library Board Room, 645 NW Monroe Avenue

THURSDAY, MAY 8

- Citizens Advisory Commission on Civic Beautification and Urban Forestry – 8:30 am – Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- Public Participation Task Force – 11:00 am – Madison Avenue Meeting Room, 500 SW Madison Avenue
- Residential Design Standards Technical Action Team – 5:30 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue

SATURDAY, MAY 10

- Government Comment Corner (Councilor Penny York) – 10:00 am – Library Lobby, 645 NW Monroe Avenue

TUESDAY, MAY 13

- 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, MAY 14

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

THURSDAY, MAY 15

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

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

SATURDAY, MAY 17

- No Government Comment Corner

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

Office of the Mayor
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PROCLAMATION

CORVALLIS SISTER CITIES WEEK

MAY 4 - 10, 2014

WHEREAS, The Sister City Program, administered by Sister Cities International, was initiated by President Eisenhower in 1956 to encourage greater friendship and understanding between the United States and other nations through direct, personal contact; and

WHEREAS, The City of Corvallis formed Sister City relationships with Uzhhorod, Ukraine, and Gondar, Ethiopia, in 1989 and 2005, respectively; and

WHEREAS, Corvallis and the Sister Cities join together in a gesture of friendship and goodwill, agreeing to collaborate for the mutual benefit of their communities; and

WHEREAS, During Corvallis Sister Cities Week, members of the two Sister Cities will promote their work at the Public Library, Footwise, and Saturday Market and celebrate the association's work at various events in town.

NOW, THEREFORE, I, Julie Jones Manning, Mayor of the City of Corvallis, do hereby proclaim **May 4 - 10, 2014** as **Corvallis Sister Cities Week** in the City and encourage all citizens to join in praying for peace to prevail in Ukraine and continue to support the Corvallis Sister City Association activities.

_____
Julie Jones Manning, Mayor

_____
Date

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PROCLAMATION

GET THERE CORVALLIS

MAY 5 - 16, 2014

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

WHEREAS, Many residents and visitors choose not to use an automobile, preferring public transit, walking, bicycling, carpooling, vanpooling, and teleworking to gain access to jobs, schools, medical facilities, and other fundamental services; and

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

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

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

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

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

NOW, THEREFORE, I, Julie Jones Manning, Mayor of Corvallis, do hereby proclaim **May 5 - 16, 2014**, as **Get There Corvallis** and encourage all Corvallis citizens and visitors to try using public transit, bicycling, walking, car and vanpooling, or teleworking to get to work, school, or shopping or for some other purpose at least one day during the event.

_____
Julie Jones Manning, Mayor

_____
Date

A Community That Honors Diversity

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PROCLAMATION

PUBLIC SERVICE RECOGNITION WEEK

MAY 4 – MAY 10, 2014

WHEREAS, Americans are served every day by public servants at the Federal, State, County, and City levels whose commitment to excellence, talent, and expertise keep our nation working; and

WHEREAS, The City of Corvallis is served by more than 400 employees who are dedicated to exceptional public service, which helps to keep the City of Corvallis a vibrant and wonderful place in which to work and live; and

WHEREAS, Public Service is a noble calling involving a wide variety of challenging and rewarding professions; many municipal employees take not just jobs, but oaths, and risk their lives serving their community; and

WHEREAS, City of Corvallis employees take their mission seriously to serve residents and enhance our community's livability by maintaining our beautiful parks and providing programs for community members of all ages; responding to emergencies, saving lives, and protecting the community; interpreting and applying building safety codes and construction standards; providing enriching library programs and outreach to the community; ensuring a safe and positive work environment; providing a safe and clean water supply; maintaining and supporting the City's infrastructure; responding to citizens' requests for information; and creating and supporting a sustainable budget; and

WHEREAS, The effectiveness and efficiency of government depends on these professional public employees whose task is to provide this unparalleled service to the public on a daily basis.

NOW, THEREFORE, I, Julie Jones Manning, Mayor of the City of Corvallis, do hereby proclaim **May 4- 10, 2014,** as **Public Service Recognition Week** in the City and call upon all citizens to recognize and celebrate the accomplishments and contributions of public employees at all levels – Federal Federal, State, County, and City – and particularly to our local municipal employees.

_____
Julie Jones Manning, Mayor

_____
Date

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PROCLAMATION

DAYS OF REMEMBRANCE

APRIL 27 - MAY 4, 2014

WHEREAS, The Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945 – six million were murdered; Roma (Gypsies), people with disabilities, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons; and millions more, including homosexuals, Jehovah's Witnesses, Soviet prisoners of war, and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

WHEREAS, The history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments; and

WHEREAS, We, the people of the City of Corvallis, should always remember the terrible events of the Holocaust and remain vigilant against hatred, persecution, and tyranny; and

WHEREAS, We, the people of the City of Corvallis, should actively rededicate ourselves to the principles of individual freedom in a just society; and

WHEREAS, The Days of Remembrance have been set aside for the people of the City of Corvallis to remember the victims of the Holocaust, as well as to reflect on the need for respect of all peoples; and

WHEREAS, Pursuant to an Act of Congress (Public Law 96-388, October 7, 1980), the United States Holocaust Memorial Council designates the Days of Remembrance of the Victims of the Holocaust to be April 27 through May 4, 2014, including the Day of Remembrance known as Yom HaShoah, April 28, 2014;

NOW, THEREFORE, I Julie Jones Manning, Mayor of Corvallis, do hereby proclaim the week of **April 27 - May 4, 2014,** as **Days of Remembrance** in memory of the victims of the Holocaust and in honor of the survivors, as well as the rescuers and liberators. I also proclaim the days of **April 28 - May 2** to be **Holocaust Memorial Week**, a time for our community to reflect on genocides past and present, and what can be done to reduce the threat of genocide in the future. We, as citizens of the City of Corvallis, should work to promote human dignity and confront hate whenever and wherever it occurs.

_____
Julie Jones Manning, Mayor

_____
Date

A Community That Honors Diversity

CITY OF CORVALLIS
COUNCIL ACTION MINUTES
April 21, 2014

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Proclamation/Presentation/Recognition 1. National MS Walk Week 2. Arbor Week (Tree City USA) 3. National Library Week Pages 154-155			• Proclaimed • Proclaimed • Proclaimed
Visitors' Propositions 1. Homeless shelter (Ball) 2. Criminal behavior issues (Horton) 3. NPMC (Daniels) 4. Housing/commuting (Hess) Pages 155-156	Yes Yes Yes Yes		
Consent Agenda Page 156			
Unfinished Business 1. Campus Crest/The Grove Page 157			• ORDINANCE 2014-03 passed 4-3
HSC Meeting of April 8, 2014 1. Council Policy Review: 91-1.02 "Liquor License Approval Procedures" 2. Council Policy Review: 94-4.07 "City Owned or Funded Art Objects on City or Private Property" 3. PASC Annual Report 4. Council Policy Review: 97-4.09 "Guidelines for Free Use of Parks and Recreation Facilities" 5. The Arts Center Annual Report Pages157-158		Yes	• Amended policy passed U • Amended policy passed U • Accepted report passed U • Accepted report passed U
USC Meeting of April 8, 2014 1. Council Policy Review: 10-1.12 "Community Sustainability" 2. Council Policy Review: 91-7.08 "Sidewalk Policy" 3. ROW Permit (Retreat at Oak Creek) 4. Collaboration Project – Traffic Counts 5. RPDs Pages 158-159	Yes	Yes	• Amended policy passed U • Approved permit passed U • Approved program passed U
ASC Meeting of April 9, 2014 1. NPMC 2. Utility Rate Structure Review Pages 159-160	Yes Yes		
Other Related Matters 1. ODOT STP grant Page 160			• RESOLUTION 2014-11 passed U

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Council Reports			
1. City trails (York)	Yes		
2. Parking article (Sorte)	Yes		
3. PPTF 4/28/14 public forum (Hervey)	Yes		
Page 160			

Glossary of Terms

ASC Administrative Services Committee
HSC Human Services Committee
MS Multiple Sclerosis
NPMC Neighborhood/Property Maintenance Code
ODOT Oregon Department of Transportation
PASC Public Art Selection Commission
PPTF Public Participation Task Force
ROW Right-of-Way
RPDs Residential Parking Districts
STP Surface Transportation Program
U Unanimous
USC Urban Services Committee

CITY OF CORVALLIS
COUNCIL ACTION MINUTES
April 21, 2014

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 April 21, 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, Hirsch (6:35 pm), Sorte, Traber, York

ABSENT: Councilors Brauner and Hogg (both excused)

Mayor Manning directed Councilors' attention to items at their places, including letters concerning behavior problems in the downtown area from Elizabeth Westland-Schroff and the owner of Kiger House (Attachments A and B, respectively), and a Neighborhood Tree Stewards Manual (Attachment C).

IV. PROCLAMATION/PRESENTATION/RECOGNITION

A. Proclamation of National Multiple Sclerosis Walk Week – April 28-May 3, 2014

Mayor Manning read the proclamation.

Nancy Swain said she was diagnosed with Multiple Sclerosis when she was 48 years old, dispelling the myth it is a young person's condition. She received treatment and leads a productive life that includes working full-time and active walking.

B. Proclamation of Arbor Week (presentation of Tree City USA Award) – April 19-25, 2014

Mayor Manning read the proclamation.

Parks Operations Supervisor Geist introduced Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF) Chair Sanchez and Vice Chair Dell. CBUF increased its outreach and education efforts, and they will be at the May 4 Spring Garden Festival. The group will hang informational tags in Central Park trees to help the public learn more about the value of trees. CBUF's window display at Footwise received many compliments.

Mr. Geist recognized retired Urban Forester Merja and current Acting-in-Capacity Urban Forester Hinkle for their successes in creating a beautiful community. He also thanked CBUF members and CBUF Council Liaison Hirsch for their service on the Commission. Mr. Geist noted Corvallis had achieved Tree City status for the last 13 years.

In response to Councilor Beilstein's inquiry, Mr. Geist said the City had nine heritage trees and/or groves. Four were dedicated last year: the Avery walnut located in Avery Park, the Avery walnut located on Oregon Department of Transportation property near the Highway 34 onramp, the Magruder Hall oak on the Oregon State University (OSU) campus, and the Beazell Memorial Forest oak. Mr. Geist said the heritage tree program was a collaborative effort between the City, Benton County, and OSU.

Mr. Geist presented a Tree City USA banner to the City.

C. Proclamation of National Library Week – April 13-19, 2014

Mayor Manning read the proclamation.

Library Director Rawles updated the Council on Library activities, including Food for Fines, Story Time, and a Steinway piano week event. Ms. Rawles said she was looking forward to the return of Sunday hours at the Library.

V. VISITORS' PROPOSITIONS

Peter Ball said he was concerned about the attractive nuisance created by the temporary homeless shelter and the proposal to build a new, permanent shelter in the same location. He had observed a general deterioration of downtown lately, noting it was impacting the ability of average citizens to enjoy the area. Mr. Ball said he and others he spoke with were blindsided by the proposal for a permanent shelter. He said Corvallis had become a magnet for free services for people from other communities without the pretense of improving their lives. Mr. Ball believed the Council had endorsed support for the homeless. He was fine with helping those who wanted to improve their lives, but he said some do not seem interested in bettering their situation. In response to Mr. Ball's inquiry, Councilor Traber said a steering committee was raising money for the new shelter, the City was not contributing cash to the effort, and the shelter property was purchased with donations. He noted the City provides some funding for human services such as counseling and the Daytime Drop-In Center.

Jeff Horton said he was a new resident who came to Corvallis for the quality of life. He currently lives in Ward 3 and was planning to live downtown, but he was having second thoughts. He lived in New York City for many years and he did not expect to see such behavior problems by the homeless when he moved to Corvallis. The Allied Van Lines building near Third Street and Lilly Avenue had been broken into and he personally confronted a criminal who was in the process of stealing a $450 bike. Mr. Horton said the Police were wonderful to work with, but they acknowledged the thief was a repeat offender and due to a lack of resources, he was released from jail and continued to steal. Mr. Horton said these types of criminal behavior issues were keeping him from moving downtown and he might not continue living in Corvallis. Councilor Hervey noted the police are limited due to the busy court system and lack of jail space. Mr. Horton said those who keep re-offending need to be dealt with and he urged Council to give the Police Department resources to effectively address the problem.

Trish Daniels read from a prepared statement (Attachment D) concerning the neighborhood/property maintenance code discussion. Councilor Traber said he believed Ms. Daniels misunderstood the Administrative Services Committee's (ASC) intent. He said the Committee recognized there were gaps in the code and they were trying to address them one step at a time. Councilor Traber said addressing the issue would take time and as such, the Committee believed it was important to first address the backlog of existing cases. Changing the code would

require more discussion. Councilor Hirsch said staff's presentation at a previous ASC meeting was extensive and it addressed many of the issues raised by Ms. Daniels. Ms. Daniels requested clarification about which code was being discussed in ASC.

Jeff Hess said he attended last week's Budget Commission meeting. He noted the City received gas tax revenue based on population, but Corvallis was approximately ten percent underfunded in that revenue given the number of people who commute into Corvallis. Mr. Hess observed the City's infrastructure must still handle the extra traffic each day. He emphasized the importance of affordable housing to accommodate those who work in Corvallis and he wanted the City to receive as much gas tax revenue as possible. Mr. Hess pointed out the sustainability implications of daily commutes. He cited OSU Campus Master Plan (CMP) section 2.8.10, which directed the University to promote sustainability when setting policies and making administrative decisions. He said the way OSU was developing and the amount of student housing on campus had a significant impact in that regard. Mayor Manning noted the Council's housing goal and the upcoming housing study, which will include information about the number of commuters.

VI. CONSENT AGENDA

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

A. Reading of Minutes
   1. City Council Meeting – April 7, 2014
   2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Airport Commission – April 1, 2014
      b. Commission for Martin Luther King, Jr. – March 18, 2014
      c. Corvallis-Benton County Public Library Board – March 5, 2014
      d. Downtown Commission – March 12, 2014
      e. Historic Resources Commission – April 8, 2014
      f. Housing and Community Development Commission – March 12, 2014
      g. Parks, Natural Areas, and Recreation Board – March 20, 2014
      h. Planning Commission – March 19, 2014
      i. Public Participation Task Force – April 3 and April 10, 2014

B. Announcement of vacancy on Public Art Selection Commission (Rickey, Jr.)

C. Schedule interview dates for Historic Resources Commission and Planning Commission

D. Cancel an Executive Session scheduled for April 21, 2014 at 6:00 pm under ORS 192.660(2)(d) (status of labor negotiations)

E. Schedule an Executive Session on May 5, 2014 at 5:30 pm under ORS 192.660(2)(a)(e)(i) (status of employment of a public officer; status of employment-related performance) (status of real property transaction)

The motion passed unanimously.

VII. ITEMS REMOVED FROM CONSENT AGENDA – None.

VIII. UNFINISHED BUSINESS

A. Second reading of an ordinance relating to a Comprehensive Plan amendment (Campus Crest/The Grove) modifying Ordinance 98-53, as amended

Deputy City Attorney Brewer read an ordinance relating to a Comprehensive Plan amendment modifying Ordinance 98-53, as amended.

ORDINANCE 2014-03 passed four to three based on the following roll call vote:
Ayes: Beilstein, Traber, Hirsch, Hervey
Nays: York, Sorte, Brown

Mayor Manning said any participant not satisfied with the decision may appeal to the State's Land Use Board of Appeals within 21 days of the date of the decision. City Attorney Brewer noted it was from the date when the documents were signed. Mayor Manning said she intended to sign them the next day, April 22, 2014.

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

A. Human Services Committee – April 8, 2014

1. Council Policy Review and Recommendation: 91-1.02, "Liquor License Approval Procedures"

Councilor Beilstein said policy changes included amending the review period to four years. Councilors Beilstein and Sorte, respectively, moved and seconded to amend Council Policy 91-1.02, "Liquor License Approval Procedures" as recommended. The motion passed unanimously.

2. Council Policy Review and Recommendation: 94-4.07, "City Owned or Funded Art Objects on City or Private Property"

Councilor Beilstein said the policy amendments increased the City's control over acquired artwork. Councilors Beilstein and Sorte, respectively, moved and seconded to amend Council Policy 94-4.07, "City Owned or Funded Art Objects on City or Private Property" as recommended. The motion passed unanimously.

3. Public Art Selection Commission Annual Report

Councilor Beilstein said the Commission had been involved in the mosaic collaboration project that beautified trash receptacles downtown, they worked on recommendations to receive a piece of art for the Library, and they created a brochure for artists concerning the submission of public art. Councilor Beilstein said the Committee believed the Commission had been doing a good job. Councilors Beilstein and Sorte, respectively, moved and seconded to accept the report. The motion passed unanimously.

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

   Councilor Beilstein said the policy was returning to the Human Service Committee (HSC) for additional discussion. The item was for information only.

5. The Arts Center Annual Report

   Councilor Beilstein said he was proud of the work accomplished by the Arts Center. Councilors Beilstein and Sorte, respectively, moved and seconded to accept the report. The motion passed unanimously.

   Councilor Beilstein mentioned the Boys and Girls Club of Corvallis (BGCC) used to report to HSC and the Council due to a $100,000 donation they received many years ago. While the organization was no longer required to provide a report, Chief Executive Officer Helen Higgins said she would periodically return with an update on the BGCC's activities. Councilor Beilstein said staff was checking with her to arrange a possible date.

B. Urban Services Committee – April 8, 2014

1. Council Policy Review and Recommendation: 10-1.12, "Community Sustainability"

   Councilor Hervey reported the policy was the result of efforts by Councilors Brown and Tomlinson as part of the development of an energy strategy. The policy directed establishment of a related Council goal every Council term, but the Committee recommended removing that requirement to provide more flexibility. Councilors Hervey and Brown, respectively, moved and seconded to amend Council Policy 10-1.12, "Community Sustainability" as recommended. The motion passed unanimously.

2. Council Policy Review and Recommendation: 91-7.08, "Sidewalk Policy"

   Councilor Hervey said staff was doing additional work on the policy and the item was for information only.

3. Permit to Occupy ROW (Retreat at Oak Creek)

   Councilor Hervey said the request related to adding underground utilities. Councilors Hervey and Brown, respectively, moved and seconded to approve the permit to occupy the right-of-way. The motion passed unanimously.

4. Collaboration Project – Neighborhood Baseline Traffic Counts

   Councilor Hervey said at their March 17, 2014 meeting, Council recommended a traffic count during spring term before expansion of residential parking districts (RPDs). The cost would be funded jointly by the City and OSU via the Collaboration Corvallis budget. Councilors Hervey and Brown, respectively, moved and seconded to proceed with implementing the neighborhood traffic count program as recommended.

Councilor Sorte noted earlier Council discussions about cut-through traffic in the area west of 35th Street, south of Harrison, and north of Harrison to Polk. In response to Councilor Sorte's inquiry, Community Development Director Gibb said some flexibility may exist in the budget to include traffic counts in additional locations, but he recommended focusing on traffic and parking related to RPDs, and to not mix in other traffic interests. Councilor Sorte said conducting traffic counts during the fall was acceptable, as that was when spillover effects were apparent. Councilor Brown said the baseline traffic counts would be best taken in the fall, but they are needed now for the RPDs.

The motion passed unanimously.

5. Residential Parking Districts

Councilor Hervey reported USC discussed RPD design elements. The Committee had asked staff to obtain information from Eugene, Oregon and Davis and Berkeley, California regarding landlord and property owner parking permits, as well as citation fine amounts. The Committee also discussed allowing residents who live in parking hot spots to purchase two guest parking permits and residents in all other RPDs to purchase one guest permit. Residents must purchase a permit for themselves to be eligible to buy a guest permit. Guest permits are proposed at $20 per year. The Committee also considered retaining existing employee parking permit provisions. Service provider and employee parking permits are proposed at $100 and they would not be valid in parking hot spots. Start-up funding for signs and other program costs would be borrowed from the Parking Fund and repaid with fine revenue. Councilor Hervey said at the next USC meeting, the Committee would discuss service provider permits, fine amounts, and whether 6th Street from Van Buren to Jefferson should be removed from the RPDs. They will also confirm detailed outlines of parking hot spot locations.

Councilor Beilstein said he would support the majority Council decision, but he believed it was a severe mistake to issue fewer permits than the number of people living in the district.

Councilor Hervey noted the USC minutes are extensive and he encouraged everyone to read them to understand the discussion.

The item was for information only.

C. Administrative Services Committee – April 9, 2014

1. Neighborhood/Property Maintenance Code Program

Councilor Traber noted concerns raised earlier by Ms. Daniels and he reinforced that the Committee was aware of the need to strengthen the ability of residents to have healthy and safe places to live. The Committee asked staff to bring back information about whether it was possible to have an enhancement to enforcement with existing codes, while continuing to work on future code changes. Councilor Traber noted the City's existing Property Maintenance Code is a compilation of several different codes, such as the building code, rental housing code, dangerous building code, etc.

Identifying the gaps and proposing comprehensive changes would take several meetings. The item was for information only.

2. Utility Rate Structure Review

Councilor Traber said the utility rate structure was updated in 1998. Staff worked with a consultant and presented water utility structure data to the Committee. Storm water and wastewater discussions will occur at a future meeting.

Councilor Sorte said he was part reviewing the structure in 1998 and at that time, water use was discouraged in favor of conservation. He noted the utility rate structure affects the beauty of the community, as it relates to how much it costs residents to water their lawns and plants.

The item was for information only.

D. Other Related Matters

1. Mr. Brewer read a resolution authorizing the City Manager to execute an Oregon Department of Transportation Fund Exchange Agreement for a Surface Transportation Program grant in the amount of $400,440 and any future amendments related to the SW 15th Street/Washington Way Improvements project, and appropriating those funds.

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

RESOLUTION 2014-11 passed unanimously.

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports – None.

B. Council Reports

Councilor York said it has been wonderful to see people enjoying the City's trail systems.

Councilor Sorte referred to the Seattle newspaper article concerning parking issues which he sent to Councilors via e-mail. He reported that Becki Goslow visited with him about Civic Beautification nominations, noting that now was a great time to look at properties to nominate.

Councilor Hervey reminded everyone of the Public Participation Task Force's April 28 public forum. More information is available on the City's Web site.

C. Staff Reports – None.

XI. NEW BUSINESS – None.

XII. PUBLIC HEARINGS – None.

XIII. ADJOURNMENT

The meeting adjourned at 7:48 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

-----Original Message-----
From: Ward 2
Sent: Thursday, April 17, 2014 1:43 PM
To: Holzworth, Carla
Subject: Fwd: Proposed Homeless Shelter

Carla,
Could you hand out copies of this email at the next council meeting.

And could staff follow up on the particular incidents noted in the email that occurred on her property.

Thanks.
--- Forwarded Message -----
From: Elizabeth Westland <elizabethwestland@ >
To: joan@downtowncorvallis.org, info@corvallischamber.com, ward2@council.corvallisoregon.gov
Sent: Wed, 16 Apr 2014 20:55:00 -0700 (PDT)
Subject: Proposed Homeless Shelter
The enclosed letter expresses my concerns on th3 proposed homeless shelter.....
For the last 7 years I've owned a property on the corner of 6th and Van Buren, downtown Corvallis. The property is a mixture of commercial office space, long term residences and 4 corporate apartments. This last year I've had a number of incidents that have caused me concern. The incidents range from people urinating on my property, people going through my trash, sleeping overnight outside the building, vandalism and those that just walk in and ask for money.
I have been reading the paper about the new 3 story Homeless shelter which will be downtown. I think this is very short sighted. Yes, of course we need a coordinated action plant to help those who can't help themselves, but I absolutely do not agree with its location, or the "institutional"
building style. I have three main concerns:
· First, we're looking at Homeless as all one group. It's not, It's addiction, it's the serial homeless, it's mental illness' registered sex offenders, and most likely "new" homeless. The "new" homeless I believe can be triaged when identified and as we know from other communities, can be given resources immediately.
· The women! This is a vulnerable "high risk" group with unique problems. Many of these women have been involved in situations we can hardly imagine. We would never consider women who go to CARDVA being so "exposed". What, because they are homeless, they deserve less? Abuse comes in many forms.
· Placing the shelter at the proposed location completely discounts the concerns and impact of the downtown community.
Look at COI and what they have accomplished. Why are we reworking the wheel? COI is local and accessible, yet their work, their very difficult tasks does not have a negative impact on local businesses. I'm not saying we don't need more involvement dealing with this very sad issue. I worked at both the men's and women's bad weather shelter. Truthfully, I was not equipped to deal with the mental illness, drug addictions and sexual predictors.
I'm counting on you as a leader in our community, to ask big questions, so we, as a community, can find appropriate answers. Please support the people who invest, live and work downtown. A downtown is the heart of a community.
We've won numerous awards and recognition because of the "vitality" of a progressive and positive downtown.
Elizabeth Westland-Schroff
Van Buren Court
[redacted]
Corvallis, Oregon
Elizabeth Westland

Fellow Corvallis Citizens and Stakeholders,

I am not one for getting involved with local issues; as I am far too busy running my own companies. However, recent incidents associated with a growing homeless population in downtown Corvallis compel me to write you.

My family has been fortunate to own the historic Kiger House on the corner of SW 5th and Jefferson for almost 40-years. It is the big gray house straddling downtown and the Jefferson Avenue gateway to OSU. Our tenants include three law offices, an award-winning author, a couple counselors, a couple international trade consultants and a tech venture spun out of OSU.

We have been able to attract a great tenant base after investing a considerable amount into the building in the last two years, with the latest investment being an advanced video security system, due to increasing vulgar and lewd behavior especially in recent months.

Some of the now common incidents within just the last 3 months include:

- Daily urinating in shrubs in the middle of the day
- Human fecal matter found on the front entry porch in the early morning
- Stolen bicycle components from under the carport (police report filed)
- Two tenant cars having their rear and side panels kicked in late at night (police report filed)
- Antennas broken off tenant cars
- Incessant panhandling on the sidewalk in front of the building for beer money and cigarettes
- Drug dealing in darkness of the rear garden entry
- Drug paraphernalia found in parking lot

- Increased litter/trash tossed in the yard (cigarette butts, empty beer bottles and spit all over steps on back porch)
- Teens (homeless?) using carport to congregate and smoke and drink
- Fighting among homeless outside the front entry
- Profanity being spewed out of mouths of passersby homeless
- Broken bottles on the sidewalk from cans and bottles that have fallen after being collected by homeless from OSU parties en route to collection facilities at Safeway
- Dogs belonging to homeless defecating on sidewalks in front and not cleaning after
- Public drunkenness in front of the building
- Broken branches on shrubs from homeless that stumble into them
- Strange cars loitering in the parking lot late at night

Being on the periphery of downtown, we have always had some of the occasional petty issues, such as garden hoses being stolen or trash tossed in our yard; however, the increasing frequency and vulgarity of behaviors have prompted our calls to the police almost monthly the last few months. In contrast, we used to have issues only every few years.

While working on renovating the exterior this past summer, I have come to know some of the homeless that pass by several times daily and continue to share cordial greetings with them. However, the bad outweighing the good has become such a problem in recent months that something needs to be done.

Last fall, we installed the aforementioned surveillance system, which seems to have no deterrent value. Burglars have remained quite brazen in stealing and mischief and have been caught on video. Therefore, we also invested a small fortune into outdoor lighting as a deterrent and requested more frequent police drive bys at night. Again, to no avail. We have consulted with police about what else we or they can do and they say there is little more that can be done

outside of installing a 6' tall wrought iron fence. Albeit, I am sure that the state and city historical preservation offices would have something to say about a fence, so the only recourse left is to appeal to a greater public platform, i.e. you.

If things keep up the way they are, losing our tenants is not a possibility, but a probability. Furthermore, we will not have any further incentive to continue investing in increasingly expensive repairs and maintenance for the building. Recent incidents are now starting to cost us real money.

To make things worse, I understand that that there is to be a new homeless shelter built only a few blocks from the Kiger House, capable of accommodating many more homeless. I am all for helping the homeless, but why must the downtown neighborhoods take the brunt of the burden? Those that support such facilities downtown do not have to spend 15-min. hosing off the vomit and dookie off their front porches and picking up trash first thing in the morning. I do. I wonder if the supporters would be as supportive if the shelters were only blocks from their homes?

Moreover, several of the homeless are capable and have talents, but choose the lifestyle. One with whom I have built a rapport is a Master Gardener who gives me gardening advice. I asked him once, "with such credentials, why do you live in a tent?" He told me he chooses that lifestyle because he "doesn't want to have the responsibility..." I am sure he is not alone and building a shelter will only invite those that are looking for handouts, not necessarily a hand up.

So no doubt, many of the homeless I see with cell phones will now be able to call their friends and inviting them to Corvallis to enjoy the new free facilities. Ironically, it all reminds me of my business trip to Tokyo just last week.

In the concrete jungle of Tokyo, I found a small haven - a small park

oasis, where I sat to enjoy a snack under the blossoming cherry trees and saw the cutest little bird. It was obviously attracted to the rice ball I had, so I broke off a grain and tossed it to him. A few seconds later, his friend appeared and I tossed him a grain too. Suddenly, a flock of pigeons watching my generosity were at my feet begging for food. I stopped feeding them, stood up and they went to find handouts from the next. I learned my lesson quick.

Now, I am all for helping little birds every now and again, but it seems as though those flocks of pigeons are honing in on Corvallis pretty darn fast. There must be a better way.

How is it that we are a small town (1/520 th the size of Tokyo) that claims such high livability standards, yet have the same big city issues?

Thank you for your time.

City of Corvallis
Neighborhood Tree Stewards Manual

Neighborhood Tree Stewardship Program

"Spreading the practical knowledge of the urban forest through informing the people."

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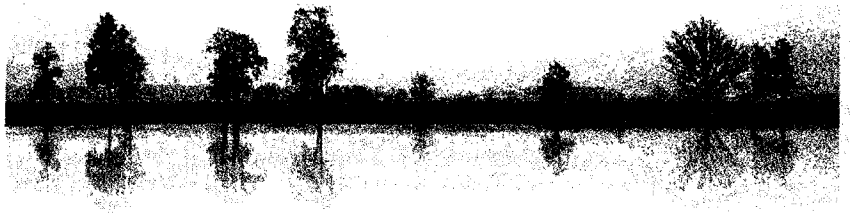

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Produced by the commission of
Civic Beautification and Urban Forestry
Corvallis Urban Forester
Pictures, Words, and Research by Matt Sanchez

Graphics by BLDesigns.biz

CBUF
Civic Beautification
Urban Forestry Commission

The Urban Forest

Simply put, the urban forest is the forest we live in. This forest includes a row of oaks outside your home, a giant sequoia in your backyard and even the remnant Douglas firs lingering at Avery Park. All trees, shrubs, and green spaces, both private and public, are considered the urban forest. The difference between the urban forest and forests associated with rural areas is that, as a community, we have a major influence on the livelihood of how these trees thrive in a harsh environment. This environment can be difficult to work with due to highly compacted soils, restricted growth space, and human impact in general. We must face these issues through an understanding of proper stewardship to provide benefits for all citizens.

Benefits

Our urban forest provides services that are recognized as benefits to both people and the environment, without them we would be limited in our ability to have a properly functioning urban ecosystem.

Stormwater Capture

The heart of the Willamette Valley is blessed with rainfall that results in highly productive ecosystems characterized by tall trees, beautiful flowers, and lush fruit. This rainfall is intercepted by vegetation and concrete that play differing roles in the water cycle. Vegetated structures are considered pervious, meaning that they can absorb stormwater allowing for a clean transport of the water throughout the system. Concrete structures are considered impervious, meaning that they cannot absorb stormwater resulting in pollutants accumulating, adversely affecting the ecosystem. By covering impervious structures with pervious ones the amount of pollution that results from rainfall run off has the potential to be reduced.

Air Pollution Reduction

Pollution unfortunately hurts our environment in different ways; fortunately through planting trees we can reduce pollution that is associated with our atmosphere. Air pollutants related to the burning of fuel and combustion of engines are harmful to our world. However, it has been researched that urban forests can remove these pollutants. Another concern related to the atmosphere is the presence of carbon dioxide, which increases global temperatures. Research has also suggested that the levels of carbon dioxide can be reduced by tree growth; trees take in carbon through their growth. In general, by adding more trees to the urban forest we are improving the quality of the atmosphere.

Energy Savings

Monetary value provided by the urban forest can be evaluated on our energy bill, even though it may not be stated directly. It should be understood that the presence of trees near established properties is relevant to reduction in energy cost. The concept of saving money is simple; placing a deciduous tree near a home will cool a home during hot months and allow sun to warm a home during cool months.

Bettering of Businesses

Business owners are often attracted to purchase retail space in areas that are surrounded by trees. It has been shown that trees increase profit for business owners. Streets that are well-vegetated offer shade and comfort to consumers, resulting in extended shopping experiences and more money spent.

Human Wellness

We are constantly influenced about the natural world around us; this connection with nature improves human well being. Whether it is the aesthetic gratification of a massive tree, the comfort of shade on a hot day, or the fresh air we encounter on a walk. Planting and maintaining our urban forest is an important aspect of community livability

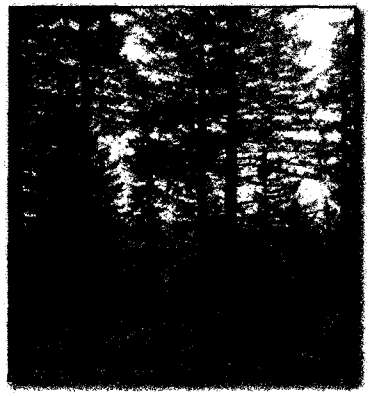
What is a Tree?

This answer may seem too obvious, but truly a tree is a complex organism that should be understood before planting and caring for it. It is necessary to be clear on the physiological factors associated with the giants we live among.

Deciduous Tree

This type of tree grows leaves during the spring and loses them during fall. Most often in the urban setting we plant this kind of tree to receive the most benefits possible, especially through energy savings. The most common deciduous characteristics are fragrant flowers, spread out canopy structure, and varying leaf types.

Examples of this type of tree are Oak, Maple, Sweetgum, and Elm



Conifer Tree

This type of tree retains leaves year round without annual shedding during fall. While this tree type is often widely outnumbered by deciduous species, it will often be very prominent in the landscape because of massive size and leaf retention during winter. The most common conifer characteristics are needle like leaves, seed bearing cones, and girth.

Examples of this type of tree are Fir, Cedar, Redwood, and Pine.

Basic Tree Structure

⇦ The **tree canopy** consists of the leaves and the branches that support them. This is the region that is associated with the most benefits to saving energy and reducing pollution.

⇦ The **trunk** is a vital passageway for the tree to transfer water and nutrients. It consists of multiple layers starting with the bark that keeps the tree safe from damage.

⇦ The **roots** are an important underground structure that uptake water and nutrients while supporting tree weight.

Growth

All plant growth, including tree growth and function are a result from interconnected actions the sun, water, carbon dioxide, and oxygen provide. For scientific benefit, it is necessary to understand the very basics of photosynthesis, respiration, and transpiration. These functional aspects of growth are what take over after a tree has been established in a landscape.

Photosynthesis

This is probably the most important function of plant growth, also probably the most well known. The process is done by converting energy from the sun, water, and carbon dioxide into chemicals that help a plant grow. Photosynthesis takes place primarily in the leaves of plants.

Respiration

This function is literally the reverse of photosynthesis, and results in the release of energy that has been harnessed from sun, water, and carbon dioxide. The process is

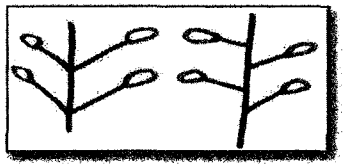
located in cells within the leaves, and occurs when oxygen and the chemicals created in photosynthesis combine forcing a release of stored energy.

Photosynthesis and respiration work together and can be broken down into a simple level of understanding. Think of photosynthesis as the plant absorbing raw materials so that it can grow and the process of respiration as the way the plant gets rid of the energy it has used... it is inhaling and exhaling, but on a more complex level.

Transpiration

This process is also very important, but the relationship isn't as tight knit as the previous processes. The function of transpiration is to rid of excess water that a plant ingests by allowing for water to be released through microscopic leaf pores.

Further Classification



Dichotomy is a means of separating two objects of similar nature based on their differences. The purpose of understanding dichotomy helps stewards differentiate between species based on specific characteristics. Understanding this way of thinking is useful when examining the difference between an Oak and a Maple. Telling the difference often starts with examining leaf and branching patterns. In the below example we are given two different growth characteristics that are used when determining a species. The image on the left is considered oppositely patterned, while the image on the right is considered alternately patterned.

Being able to comprehend basic differences like opposite and alternate patterned characteristics will help with determining a tree species. While this technique is not vital to deciding what tree to plant, it is a helpful skill to develop for advanced landscape enthusiasts. If you want to further you knowledge of dichotomy, Oregon State University has produced helpful publications both online and in print.

"Trees of the Pacific Northwest" by Ed Jensen and Betsy Littlefield
This is an excellent handheld guide to native species in our area.

http://oregonstate.edu/dept/ldplants/ website managed by Pat Breen
This is an excellent online guide to a wide variety of species associated with urban landscapes. There are both native and nonnative species described.

Right Tree, Right Place

This concept may be the most vital piece of information needed to successfully establish a fully functioning urban forest. "Right Tree, Right Place" means that when choosing to plant a tree in your landscape you must choose the species for the location. It may seem obvious to do this, but the excitement of picking a tree at a nursery may overwhelm the planning process. Before choosing a tree to plant, it is necessary to evaluate the location first. Imagining how big a tree will become after it has been planted is a good start.

The following is a list of factors to be aware of before planting:

- **Site access.** Is the tree you want to plant on private or public property? Planting on public property may be harder to accomplish versus planting on your own property.
- **Look up!** High voltage power lines above a planting area are an immediate sign that limits tree selection. Planting a tree that has a potential to reach utility lines can cause fire and power outage; a safe clearance between tree and wire is important.
- **"Call before you dig"** is a saying found on billboards and expressed by sewer and water companies. This is another factor to be aware of that is meant to prevent potential hazard when digging, running into a utility line would be unfortunate when trying to do good.
- **Distance from infrastructure.** Make sure the tree to be planted isn't too close to a home or business, by placing a tree too close it will inhibit growth and could potentially cause foundation damage.
- **Test the soil.** Doing a simple soil test will not only allow the planter to know how compacted the soil is, but also how acidic it may be (pH). Knowing the characteristics of soil will help determine species choice.
- **Is the desired location close to a walkway or parking spot?** Planting a tree that doesn't produce excess litter would be a good recommendation for areas of heavy traffic. This will reduce slip hazard.

Picking The Tree

Now the fun begins! Choosing a tree for the urban forest is an exciting process, but needs to be carefully understood before purchase at the local nursery. First of all, if confusion strikes at the nursery don't hesitate to ask questions of the nurserymen, give them the gathered site-specific factors of "right tree, right place".

The nursery will provide both conifer and deciduous tree species, identifying which type of tree you want for the site would be a good start. A few facts about tree selection regarding **cultivar, variety, native,** and **nonnative** will assist decision-making.

Cultivar: A cultivated variety of a plant. A named plant selection from which identical or near-identical plants can be produced, usually by vegetative reproduction or cloning (International Society of Arboriculture).

Variety: A plant that is related to a certain species, but considered a variation from the original species because of slight differences. Certain differences can be color or geographic location.

Native: A plant is native if it naturally occurs in a region; it did not originate in one region to be transferred to another. A notable native is the bigleaf maple.

Nonnative: A plant is nonnative if its origin is not related to the location it is currently growing; the intentional transfer of a plant to a location it is not from.

****A quick note on invasive species**

Invasive species are those that have been unintentionally transferred to a region they are not from, and as a result have negatively impacted ecosystems. Negative impacts include increased competition to natives and non-natives.

Choosing the Right Tree

This can be confusing when so many options are available; evaluating the health of the tree has the potential to be overlooked. Don't let this happen, make sure that the tree is in good health by examining the **roots, trunk, leaves,** and **canopy**. Differentiating between container grown, balled and burlapped, and bare root will also be useful.

- Container grown means the roots are in a container
- Balled and burlapped means the roots are in a ball wrapped with burlap
- Bare root means that the roots are exposed without containment

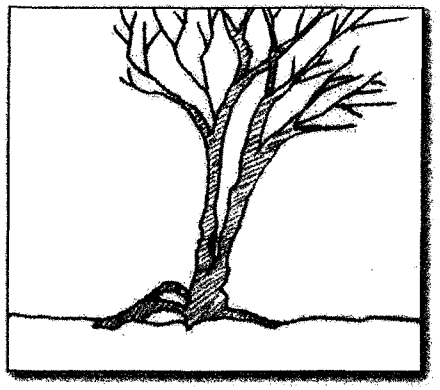
The **roots** may be one of the most vital aspects to determining if the specimen is in healthy enough condition to survive in the urban environment. Looking for roots that circle around the trunk or other roots and kinked roots in which the main roots are bent. If these two types of root growth are noticed, avoid purchasing that tree.

Trunk characteristics to be aware of is the ability to support the tree during windstorms, and be in overall healthy condition with out damage to the trunk. A useful classification system is called "Height-Caliper", in which the trunk width is compared to the tree height. See **American Association of Nurserymen**
http://hort.ifas.ufl.edu/woody/american-standard.shtml

The amount of **leaves** on the tree to be planted must be accounted for, if there are a lot of dead leaves, diseased leaves, or general lack thereof then the tree shouldn't be selected. If it is too early to determine leaf mass, look for buds on the branches or scars of where leaves may have once lived.

Examine the **canopy** of the selected species; it is the future of the tree. Look for a branch that appears to be the leader in growth and determine if it seems healthy and alive. If the canopy seems denser on the bottom half than the top, this is ok, it will allow for more wind resistance.

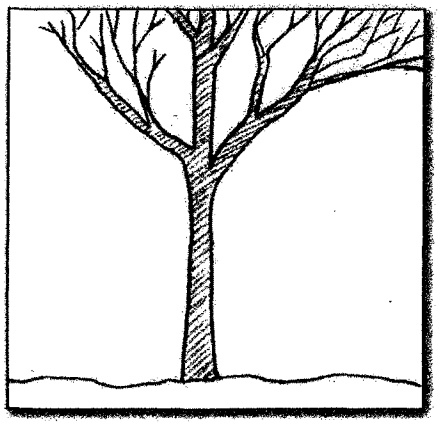
Comparing "Good" & "Bad" Tree Selection



What's "bad" about this tree?

- Circling/exposed roots
- Trunk damage
- Co-dominant stem
- Crowded branches
- Poor wind resistance

Not every "bad" tree will have these characteristics, noticing individual issues are important when making a tree selection.



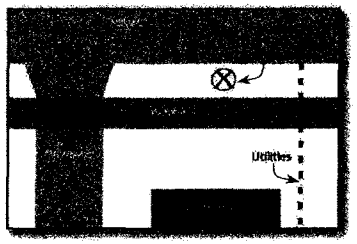
What's "good" about this tree?

- Mulch
- Good trunk condition
- One main dominant stem
- Evenly spaced branches
- Good wind resistance

Finding all of these qualities when choosing a tree will result in a higher chance of success after establishment.

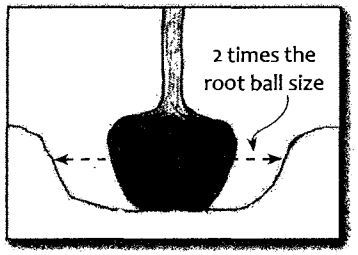
Planting

The time has finally come; you understand what a tree is, how to generally classify and examine it, and how to choose proper site location. The following is a step-by-step process to planting the tree you chose.



Step 1: Re-evaluate Location

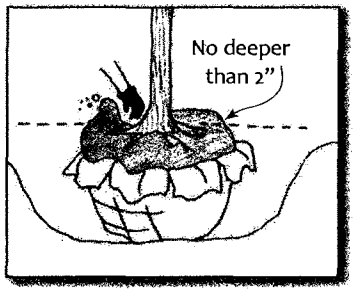
This is the last chance available to look over the planting location, make sure there aren't any utilities that will interfere with growth or that the tree won't be planted to close to a home.



Step 2: Dig the Hole

Call 811 to find out if any lines are under the site.

Then, prepare a hole that is 90% the length between the top most root and the bottom most root. Make sure the hole is 1.5 to 2 times the width of the root ball. Make sure the soil is loose for root growth.

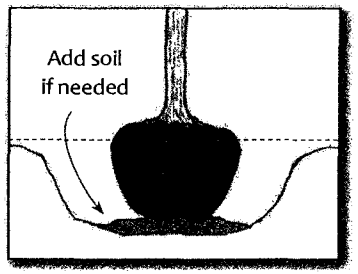


Step 3: Prepare the Roots

Make sure that the root crown is somewhat exposed so any defects can be taken care of prior to planting, the area of exposed root should be no larger than 2 inches into the root ball. Look for exposed roots that are circling and kinked and cut them prior to planting, this will be important for properly anchoring the tree.

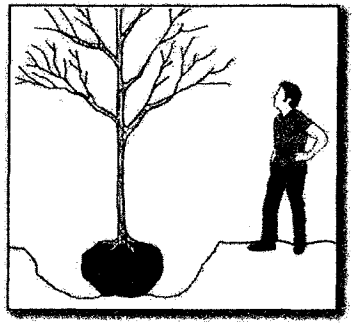
Step 4: Place Tree in Hole

This is as simple as the title; physically place the tree in the prepared hole.



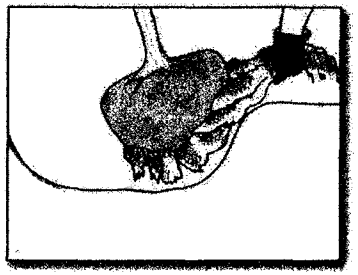
Step 5: Position Tree

It is better to plant the tree too high, than too low. It is okay if the root crown is 1-2 inches above the surface, if the tree seems too deep add soil under the tree on the planting site. Planting a tree too deep smothers roots causing the tree to spend energy growing a new root system.



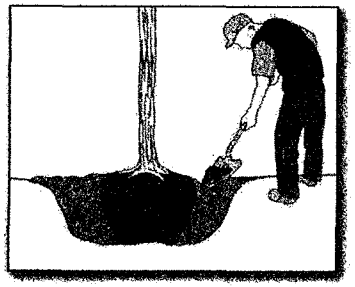
Step 6: Straighten Tree

Before adding soil to the tree, make sure it is straight by looking at it from different directions.



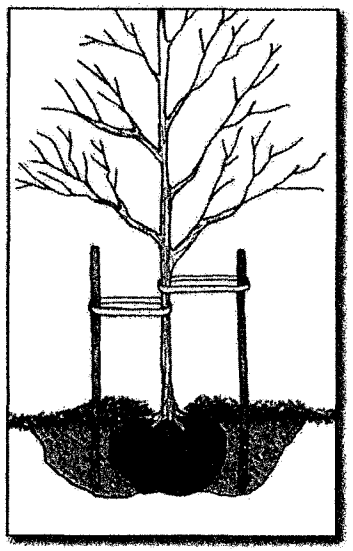
Step 7: Remove Synthetic Material

This step is most important for trees that have been wrapped in burlap or some other non-organic material. Remove any material around the roots that isn't soil, doing this will prevent stress to the roots and provide proper tree function.



Step 8: Backfill

This step requires the planter to fill up the hole the tree has been placed in. Pay careful attention to the root ball by firming it up with a shovel; push soil against ball. Moderately pack in the tree with backfill, do not strongly compress it.



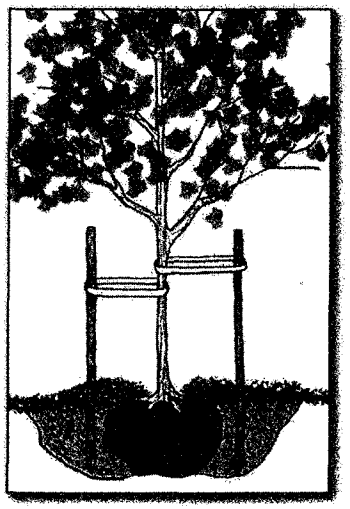
Step 9: Water and Mulch

Newly established trees need water, and lots of it. Initially water the newly planted tree and let it settle in first, and then add mulch to the area around the trunk. Add a 2-3 inch mulch layer with about a 4-6 foot diameter, but make sure the mulch isn't pressed against the trunk. A properly mulched tree will not have grass or weeds growing close to the trunk.

Step 10: Stake and Prune (if needed)

Not all trees will need to be staked, but if the structure seems weak it may be necessary to create support. Staking should only be applicable for about a year, or until a tree is established. Pruning a newly established tree should be limited to pruning for structure, dead branches, overcrowded branches, and branches competing with the leading stem on the canopy. At three years old a tree should become large enough that hand pruners no longer work, contact a professionally certified arborist before attempting to remove any large limbs. Be sure to keep a close watch during the first three years of the trees life. Watering and mulching are the most effective ways for a tree to survive. Once this has been accomplished, the tree will contribute to the many benefits the urban forest provides.

Properly Planting the Tree



- Only stake when necessary and remove once established for root growth.
- Place 2-4 inches of mulch away from the trunk flare and around the root zone.
- Gently replace the excavated soil back in the hole.
- Water during dry seasons during the first 3 years.

Closing Statement

The practice of stewardship in the urban forest is something that shouldn't be rushed, trees take time. Understand that being a part of the cause to increase canopy cover in Corvallis means more than just planting trees. A tree steward is someone who interconnects all of the aspects examined in this manual into one general understanding of urban forestry and its benefits. Being able to grasp the concepts of tree growth in function in relation to right tree, right place is the first bridge. Building the second bridge should be between choosing the right tree, and being able to properly plant and care for it.

Trees shape the urban world we live in; they sequester pollution, reduce temperature, and provide aesthetic pleasure. It is hard to imagine a world without trees, but very possible to imagine the world with more trees. Join us in creating an image of more trees in our community so future generations can benefit in the way we have.

Further Recommendation

Books

Manual of Woody Landscape Plants: Their Identification, Ornamental Characteristics, Culture, Propagation and Uses by Michael A. Dirr

Arboriculture: Integrated Management of Landscape Trees, Shrubs, and Vines by Harris, Clark, & Matheny

Contacts

International Society of Arboriculture

ISA provides an active list of certified arborists that will professionally serve you. Follow these steps to find an arborist for hire in Corvallis.

1) Open a preferred web browser and enter "www.isaarbor.com/home.aspx"
2) Find the bluish box on the right side of the homepage titled "I am a"
3) Under the "Tree Care Owner" section select "find a tree care service"
4) Scroll down to search methods and select "location"
5) Enter "Oregon" and "Corvallis" followed by checking "for hire"
6) This will take you to a page that lists ISA arborists for hire

The ISA website is full of excellent information related to urban forestry, check it out!

The Commission on Urban Forestry and Civic Beautification

Any questions related to this manual or for further information about urban forestry in Corvallis, contact:

City of Corvallis Parks and Recreation
1310 SW Avery Park Dr., Corvallis, OR 97330
Ph. # (541)766-6918

My name is Patricia Daniels. I attended the last meeting of the Administrative Services Committee, where the proposed Property Maintenance Code was discussed and on which, I think, some significant decisions were made. I'm here because I did not hear the Committee address an important aspect of the matter, one that was an integral part of the Neighborhood Livability Work Group's original recommendation: the serious inadequacies of the current Rental Housing Code to address many unsafe, unsanitary, and just plain inexcusable conditions that renters—the majority of our town's population--are living with.

The original recommendation was intended to address two aspects of neighborhood livability. It focused both on external property conditions, such as uncollected trash, parking on lawns, etc., and on indoor living conditions, such as leaking roofs, doors that don't stay locked, etc. In 2011, Code Enforcement, which deals with how properties look externally, had a backlog of over 600 cases—a **staffing** gap. Rental Housing Code had 280 complaints about habitability issues , where people sleep, eat, and live; over 100 of them were not able to be addressed because they were not in the current code—a **code** gap.

What I heard at the ASC meeting was a decision to deal with Code Enforcement and its staffing gap, and put off into the vague and distant future any effort to address the code gap—not even a plan for ever dealing with that. I seek reassurance from you and your colleagues on the committee that there IS going to be an actual plan for addressing that gap. This is a very serious social justice issue, as it affects the daily lives of people living in our community who for the most part can't afford to own their own homes.

They have little or no control over deteriorating conditions in their living space, and often fear retaliation from their landlords if they complain. Whether or not that fear is justified in every case, it is still fear. They get sick because inadequate windows let winter's cold, damp air in and they can't afford to turn up the heat. They fear break-ins because only a doorknob lock is required on their apartment door, and the door latch doesn't always stay closed. There's no lighting in the hallway to the trash collection room. This may not be your life, or mine, but it is the daily life of far more people in Corvallis than perhaps you imagine.

I commend the committee members for taking some good steps to follow up on the other parts of the staff proposal. That proposal, however, responded to all parts of the original Neighborhood Livability Recommendation. I ask that when ASC takes this up again, they give full consideration to this aspect of the original recommendation and proposal. **The specific gaps in the code have already been identified by staff, and even opponents of the Property Maintenance Code have acknowledged that those gaps exist and need to be fixed.**

Thanks to all of you for your extensive, patient, and time-consuming work on this and the other Collaboration recommendations you have already dealt with.

CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES

April 21, 2014

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 8:00 pm on April 21, 2014 in the Downtown Fire Station at 400 NW Harrison Blvd, Corvallis, Oregon, with Mayor Manning presiding.

I. ROLL CALL

PRESENT: Mayor Manning; Councilors Beilstein, Hervey, Brown, Sorte, Traber, York

ABSENT: Councilors Brauner and Hogg (excused)

II. UNFINISHED BUSINESS

Mayor Manning welcomed Planning Commissioners Jennifer Gervais (Chair), James Feldmann, and Roger Lizut.

A. Oregon State University (OSU) Campus Master Plan Update

OSU Campus Planning Manager Dave Dodson introduced Kirk Pawlowski, University Architect and Executive Director of Capital Planning and Development. Mr. Dodson distributed an updated plan review schedule (Attachment A) and a plan decision tree (Attachment B).

Mr. Dodson said the Campus Master Plan (CMP) had been in place for eight years. He noted master plans have typically contained a physical development plan that addressed future building locations and open space. OSU's CMP was implemented through the Land Development Code (LDC), so it was more like an OSU zoning district regulatory document. As a result, and after reviewing examples from other states, the University decided to name the new document OSU's District Plan (DP). Mr. Dodson briefly reviewed the schedule and decision tree handouts. He said a new website with related information would be live in approximately one week. Mr. Dodson said OSU had hired a transportation consultant and the new DP would address campus parking and on-campus housing.

Deputy City Attorney Brewer referred to his memo, which was distributed to the Council via email on April 17, 2014 (Attachment C). He read directly from LDC section 3.36.40.05:

> *An update of the CMP shall be reviewed as described in Section 3.36.40.02.b "1", through "3". The review shall comprehensively evaluate the need to update or otherwise modify the Campus Master Plan, its policies and related traffic and parking studies, and this Chapter.*

Mr. Brewer advised Council to determine their interpretation of "comprehensively evaluate" as referred to in that section and he reminded Council the DP update is a quasi-judicial decision. Mr. Brewer said it was appropriate to provide guidance about what items and policies the Council was concerned about. He also recommended being clear about what components Council intends to look at as part of the comprehensive review so staff, the public, and ultimately Council, are informed at the beginning of the process. Mr. Brewer noted Council must complete its review within 120 days of submission of the completed DP application.

In response to Councilor Beilstein's inquiry, Mr. Brewer said when the DP application is deemed complete by City staff, citizen input and discussions with Councilors about the topic must be brought forth through a public hearing.

In response to Councilor York's inquiry, Mr. Brewer said after OSU submitted the application, staff would need time to determine if it was complete. According to the schedule provided by OSU (Attachment A), it would be around April 2015 and Council would be notified of the date.

Councilor York opined that "comprehensive" means all concepts and all issues are important. She said it was more helpful for the community if conversations about those concepts occurred early in the process.

Councilor Brown said it is important to establish what is meant by "comprehensive" well in advance of the 120 day period.

In response to Councilor Hervey's inquiry, Mr. Brewer said if a Councilor wishes to have something entered into the record, such as a particular study, it should be given to staff as soon as possible so it can be placed in front of all parties and is available throughout the process.

Councilor Brown said he liked the idea of changing the name to the OSU District Plan. He noted the plan is an agreement between the City and the University about how development occurs on campus and requirements for that development. In 2005, and the years leading up to that, OSU developed the CMP under a new approach. The City did not have much experience with that and special consideration was given to OSU about processes for development and public input. In exchange, there was a lot of discussion about mitigation. Councilor Brown referred to his mitigation document which was included in the Council packet. He noted recent increased student enrollment was a significant change from what was planned. He said the communication part of the plan needed some improvement, as the original CMP stipulated reports and annual community meetings would occur, but he was not sure that was happening. Councilor Brown said mitigation could also be improved and he supports the idea of a comprehensive approach, and obtaining Council input now so OSU and the public are clear about what Council expects.

Councilor Sorte said he appreciated Councilor Brown's work. He suggested that OSU review a checklist to see what parts of the CMP have been accomplished. Councilor Sorte said he tracked the University's housing co-op issue and he did not understand why they were eliminated. He believed they offered an opportunity to address the mitigation issues raised by Councilor Brown.

Councilor York also thanked Councilor Brown for his analysis. Her expectations included OSU maximizing use of their own land for housing and parking, and to reduce traffic impacts using alternative transportation options. As she read the CMP and Councilor Brown's comments, she gleaned two main goals. One was to expedite OSU development and she believed that had been done. The other was to fulfill the City's needs related to parking impacts. She believed only OSU had benefitted from those two goals. She therefore suggested removing OSU's special development privilege and restoring public hearings for all projects, or alternatively, the City should create a parking mitigation plan for every project that affects parking. Such a plan would require public hearings, replacement of all parking that is removed, addition of parking for any student or employee capacity added to the Corvallis campus, and additional parking that helps reduce overflow parking in neighborhoods. Further, she believed the University needed to work on communication with neighbors and citizens, and detail and implement OSU's financial contribution to parking districts. Councilor York said parking utilization is referenced in the CMP, but she believed OSU had the ability to make parking on campus undesirable. She would like to see more effective parking utilization in the new DP either through parking zones, controls on the cost of campus parking, controls on locations, or controls on the shuttle. She agreed with Councilor Sorte's checklist idea and asked about consequences for noncompliance and how adjustments would be made.

Mayor Manning noted for the new DP, OSU proposed inclusion of housing, neighborhood interface, transportation management, natural features, and open space.

In response to Councilor Traber's inquiry, Mr. Dodson said traffic counts are conducted every five years and they include major intersections near campus and on campus. Councilor Traber said traffic counts are needed more frequently when major changes occur; Mr. Dodson agreed.

Councilor Hervey said he easily found a link to the CMP on the City's website. He noted many of same people who participated in last CMP update are attending Urban Services Committee meetings to express their frustration with parking and traffic.

In response to Councilor Brown's inquiry, Mr. Dodson said anything that has a negative impact on the neighborhood needs to be considered. Councilor Brown said he wanted parking specifically called out. He noted there are no arterial streets in the northwest area of campus, so neighborhood streets will be even more heavily impacted in the future.

Councilor Traber said there was a need to consider ways information is received, communicated, understood, and shared. He said Council had not been diligent about asking for updates from OSU, so he would like to have periodic reviews built into the new DP to ensure the updates are not lost over time.

In response to Mayor Manning's inquiry, Mr. Dodson said during the last ten years, OSU had experienced greater enrollment, but campus facility square footage was less than expected. Classroom space needs declined due to growth in online courses. Mr. Pawlowski said it has been a time of transformation at OSU. The new Board of Trustees is coming up to speed and the University's focus will continue to be statewide, rather than Corvallis-centric. In the next ten years, the greatest growth is expected in the

e-campus program and in marine science campuses on the coast. On the Corvallis campus, OSU will focus on renewing existing buildings.

Councilor York said she heard that OSU planned to construct more buildings at the north end of campus, which would push parking farther out into neighborhoods. She said the location of any new buildings was important to address in the DP.

Councilor Brown said the parking utilization formula being used is not mitigating parking in neighborhoods.

Councilor Sorte said Corvallis needs more conversations with OSU about how the University affects the community. He noted that OSU is a huge amenity for Corvallis. Consideration of those amenities and where they are located on campus is important to help retain citizens as they age and to bring new businesses to Corvallis. He said after events in the Memorial Union, people used to stop by the Bookstore, but it has since relocated.

Mayor Manning said another key audience is community members who wished to attend programs, lectures, and other on-campus activities. Having a shuttle and other transportation options, and promoting their availability, is an important consideration; Mr. Pawlowski agreed.

In response to Mayor Manning's inquiry, Ms. Gervais said the concerns she had were addressed during the discussion. Mr. Feldmann said he would like more information about pedestrian flow on campus, noting there are many people on the sidewalks, which are only four or five feet wide. Mr. Lizut said he appreciated having the opportunity to hear about the subject early in the process. Mayor Manning noted there will be other opportunities for public engagement as outlined in the DP schedule (Attachment A).

In response to Councilor Traber's inquiry, Mr. Pawlowski said City staff and Council liaisons are welcome to participate in any of the meetings on the schedule.

Councilor York noted the decision tree (Attachment B) shows community input going through OSU to the Planning Commission and City Council. She said the City also receives testimony directly from citizens at the Planning Commission and City Council meetings.

III. ADJOURNMENT

The meeting adjourned at 9:07 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

2015 OSU District Plan
Schedule

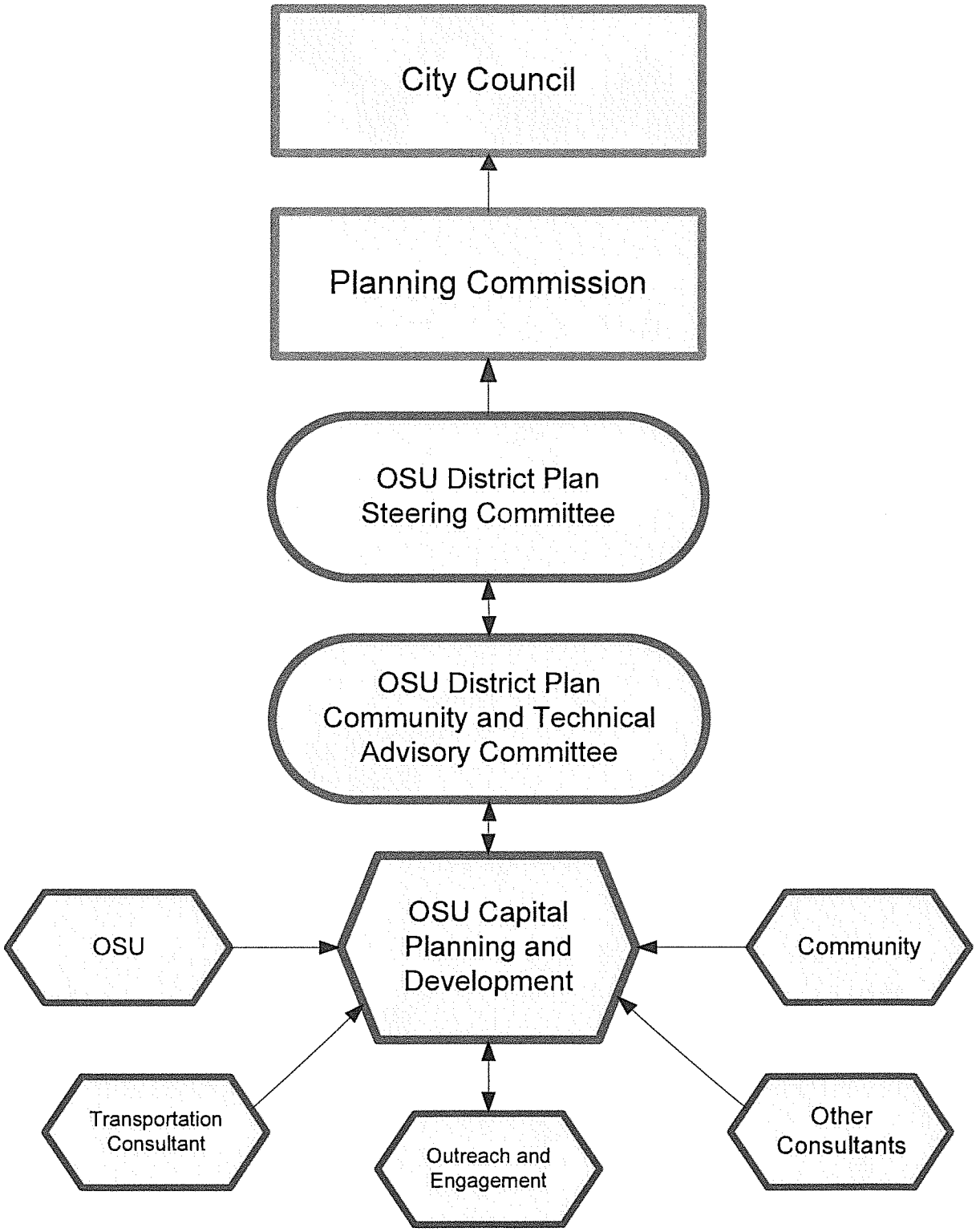
Updated April 18, 2014

DATE	TASK OR ACTION ITEM
Apr 2014	City Council work session with Planning Commission and OSU
May 2014	Transportation workshop
May 2014	Campus outreach and engagement meetings
Aug 2014	Check in with Planning Commission and City Council
Oct 2014	Campus & community workshop/open house
Oct 2014	Work session update with Planning Commission and City Council
Feb 2015	Public outreach meeting #1 with campus & community to solicit feedback on first half of District Plan
Feb 2015	Hold joint work session #1 with Planning Commission and City Council
Mar 2015	Public outreach meeting #2 with campus & community to solicit feedback on second half of District Plan
Mar 2015	Hold Joint work session #2 with Planning Commission and City Council
Apr 2015	Submit land use application(s) to City
June 2015	Submit final edits to application
Aug 2015	Planning Commission hearing #1
Sept 2015	Planning Commission hearing #2
Oct 2015	City Council hearing #1
Nov 2015	City Council hearing #2
Dec 2015	District Plan adopted by City Council

Outreach & Engagement

Application Submittal & Public Hearings

OSU District Plan Decision Tree



April 18, 2014

CITY ATTORNEY'S OFFICE
MEMORANDUM

To: Mayor and City Council

From: Jim Brewer, Deputy City Attorney

Date: April 17, 2014

Subject: City Council Scope of Authority regarding OSU Campus Master Plan Update

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Issue:

What is the City's scope of authority regarding the OSU Campus Master Plan Update?

Background:

LDC Chapter 3.36 Oregon State University (OSU) Zone implements the 2004 OSU Campus Master Plan (CMP). The 2004 CMP expires in 2015. LDC Chapter 3.36.40.05(d) states that a CMP update will be required in the event the CMP planning period has expired. OSU has provided the Council with information on the process they are using to address the update.

LDC 3.36.40.05 describes the process and the scope of the City's review of this update:

"An update of the CMP shall be reviewed as described in Section 3.36.40.02.b"1" through "3". The review shall comprehensively evaluate the need to update or otherwise modify the Campus Master Plan, its policies and related traffic and parking studies, and this Chapter."

LDC 3.36.40.02.b deals with the process for review of a Major Adjustment to the Campus Master Plan. LDC 3.36.40.02.b.1 establishes the use of the Planned Development Major Modification process set out in LDC 2.5.60.03 for review of certain proposed developments, the LDC Text Amendment process set out in LDC 1.2.80 for review of amendments proposed to LDC 3.36, and possibly the Zone Change process set out in LDC Chapter 2.2, or Comprehensive Plan Amendment, using the process set out in Chapter 2.1, if a Zone Change or Comprehensive Plan text or map amendment were to be required.

As is the case for any amendment to land use ordinances, any proposed CMP update or amendment, and any change to the implementing language in Chapter 3.36, should be reviewed to ensure that the amendment implements the relevant policies set out in the Corvallis

Comprehensive Plan, notably, but not limited to, CCP 13.2.1 through 13.4.7.

Discussion:

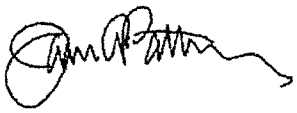
LDC 3.36.40.05 requires the City to conduct a "comprehensive evaluation of the need to update or modify the CMP, the policies within the CMP and any related traffic and parking studies". The same sentence requires a comprehensive evaluation of the need to update or otherwise modify Chapter 3.36 itself. LDC 3.36.40.05.d requires a CMP update when the CMP planning period has expired. The current CMP planning period expires at the end of 2015.

Webster's Third New International Dictionary (Unabridged) defines "comprehensive" as "covering a matter under consideration completely or nearly completely." As the Council is aware, the Council's own interpretation of local land use ordinances is due considerable deference. On its face, LDC 3.36.40.05 gives the Council wide ranging discretion in the scope of its review of the CMP update.

Recommendation:

The Council should provide staff, the Planning commission and OSU with guidance as to particular and general issues, items, policies or components of the CMP and LDC 3.36 that the Council believes should be incorporated in a "comprehensive review" of the CMP.

Review and Concur:



City Manager

MINUTES OF THE SPECIAL MEETING OF THE
BENTON COUNTY BOARD OF COMMISSIONERS AND
THE CORVALLIS CITY COUNCIL
March 31, 2014
Board of Commissioner's Building
205 NW 5th Street, Corvallis, Oregon
12:00 p.m., Board Room

Benton County Commissioners: **Linda Modrell, Jay Dixon, Annabelle Jaramillo,**

Corvallis City Councilors: **Julie Manning,** Mayor; **Penny York,** Ward 1, **Richard Hervey,** Ward 3, **Dan Brown,** Ward 4, **Mike Beilstein,** Ward 5; **Joel Hirsch** Ward 6; **Bruce Sorte,** Ward 7; **Biff Traber,** Ward 8; **Hal Brauner,** Ward 9

Excused: **Roen Hogg,** Ward 2

Staff: **Dennis Aloia,** Benton County Chief Operating Officer, **Mitch Anderson, Charlie Fautin, Sara Hartstein,** Health; **Karen Emery,** Parks and Recreation; **Jim Patterson,** City of Corvallis City Manager; **Kevin Perkins,** Recorder

Chair Modrell called the meeting to order at 5:30 p.m.

I. Opening – Linda Modrell, Chair, Benton County Board of Commissioners

A. Introductions
B. Pledge of Allegiance
C. Announcements

II. Review Agenda

III. Discussion Items

3.1 Health in All Policies – *Charlie Fautin and Sara Hartstein, Benton County Health Department*

Hartestin presented information about considering public needs health in all policies via a PowerPoint presentation (Exhibit 1). Staff, the Board and the Councilors discussed the intersections of health concerns in current and prospective policies; for instance, making the bus system fare-free allowed easier access to medical services, grocery stores, and reduced environmental impacts associated with personal car use. The concept includes social equity needs as well, such as the transit options listed above, as well as traditional health topics such as disease prevention. The group discussed the various initiatives that contribute to health evaluations in policy development already underway at the County, such as the Health Active Community Environments (HACE) and Wellness committees.

York commented that it takes a significant culture change to make health needs an evaluation criteria in a wider cross section of public agency activities, such as street design or community planning.

Fautin then reviewed the recently released county health rankings that evaluated counties across the nation. Other counties that ranked highly like Benton County share significant similarities in education levels, economic stability and other factors. Ironically, though 96% of health expenditures nationwide go to insurance and health facilities while those factors only contribute about 10% of a community's overall health; social programs, prevention programs and other broad based efforts by both the public and private sector provide a greater contribution to overall health.

Sorte suggested that staff or researchers should strip away the environmental factors, such as relative income levels, and determine if current public health policies are as effective as they appear.

Traber concurred and stated that one of the significant elements where Benton County ranked poorly was in affordable housing rather than inadequate infrastructure.

Staff and the Board discussed the intersections of community concerns and how staff can provide recommendations for the policy makers to act on. Two examples that were discussed were speed control on south 3rd Street in Corvallis and the updates to the tobacco ordinances.

Brown commented that this discussion falls under the triple aims of sustainability, which encompasses environmental, social and economic concerns.

3.2 Potential Shared City-County Services – *Commissioner Linda Modrell, Benton County; Mayor Julie Manning, City of Corvallis*

Manning reviewed the report completed by City of Corvallis staff detailing their inventory of collaborative work/projects that have occurred or are underway between the City and County.

Modrell stated that the intent of this discussion is to examine the possibilities to jointly provide some services that in the end may reduce costs to each organization. Part of the impetus is the property tax system that constricts both governments' ability to fund critical services.

Aloia commented that he and Patterson have been working to identify areas that may be productive for cooperation between the two governments; he commended City staff for preparing the report, particularly the section on future prospects. As situations change, such as when a department director resigns, staff will jointly examine possibilities to form partnerships to provide services jointly, though sometimes that cannot be achieved. For instance, in IT operations the differences in software and hardware between the City and County are so radically different that it would not be productive to combine the IT departments. However, they have agreed to discuss any new acquisitions of significant software or hardware systems to see if it could be usefully adopted by both jurisdictions. Unfortunately, it is not always economical to change systems; one party may incur significant costs to adopt a new system while an upgrade

for the other partner would not be significantly less expensive. HR, IT and GIS have all been examined for possible partnerships but at present the differences are too significant, however, as the two agencies develop more platforms or activities in common that situation could change.

Patterson concurred, and stated that the tax payers deserve to have economies of scale adopted, but when they are examined in detail it is much more complicated than previously recognized. For instance, moving represented staff from one labor unit to another agency can be very complicated with some significant upfront costs, while the savings down the road are speculative.

Beilstein commented that addressing efficiencies alone will not overcome the negative effects of past tax measures, additionally services must maintain their high quality rather than simply move to inexpensive and low quality. He suggested that even with that caveat, combining Community Development departments may be productive due to the continuum of planning that crosses the urban growth boundary.

Jaramillo stated that the differences in the intent between collaborating on projects or services and combining departments needs to be very clear. The Community Development departments, for instance, do cooperate frequently on issues of joint concern, such as the Airport Industrial Park/Enterprise Zone, though they are separate staffs.

Manning added that she distributed the minutes from the Economic Development Commission, which is another collaborative service.

Brauner discussed the council directives given to staff to identify efficiencies and areas for collaborations.

Hervey stated that the directives need to be considered over a longer term than has been previously the case, meshing services is an effort that may be able to be achieved over a broad time frame.

The group discussed how the 2004 study examining law enforcement agency consolidation was developed and managed.

Sorte would like staff to expand on the report and make a greater marketing effort to communicate the areas of cooperation to the public.

Aloia stated that the County performed a similar study of interagency partnerships approximately a year ago and found that there are about 166 different tasks that are partnerships between the County and other agencies, including private non-profits.

Dixon stated that the City completed a much broader study in 2011 that included state agencies and school district.

Staff and the group discussed the direction the staff need from the elected officials to begin planning long-term changes and what the elected officials need from the staff to provide coherent direction.

York commented that some of the smaller opportunities may build a track record of success that may lead to combinations of departments over the long-run.

Beilstein commented that one area of collaboration is the 10-year plan to End Homelessness, which Mayor Manning and Commissioner Dixon co-chairs. On a related issue, he noted that the men's cold weather shelter closes tonight and the needs of the shelter's residents must be addressed. It seems to him, and he has heard from others in the community, that the homeless population is growing based on the quality of services provided; those services should not be stopped, but it is a concern.

Patterson stated that staff has been working on the shelter closure issue for at least the past month and commended the work of the County Mental Health Division staff who work with the most challenging populations. Local law enforcement continues to work with all segments of the community, including homeless residents, to try and address each individual's concerns whether they are business owners or homeless.

Manning discussed some of the community-wide efforts that are underway to work with the homeless population. Discussions are being held with both direct service providers and funders who may be able to provide support for agencies engaged in this work.

IV. Future Agenda Items for Consideration

- Follow up on collaboration report
- Regionalization

The City of Corvallis will host the next joint meeting at a date and time to be determined.

VI. Adjournment

Modrell adjourned the joint meeting at 7:41 p.m.

_____ _____(date)
Linda Modrell, Chair

_____ _____(date)
Jay Dixon, Commissioner

_____ _____(date)
Annabelle Jaramillo, Commissioner

Health in All Policies

Benton County Board of Commissioners
and Corvallis City Council
Joint Meeting

March 31, 2014

What is a Healthy Community?

MEETS BASIC NEEDS OF ALL

- Safe, sustainable, accessible, and affordable transportation options
- Affordable, accessible and nutritious foods, and safe drinkable water
- Affordable, high quality, socially integrated, and location-efficient housing
- Affordable, accessible and high quality health care
- Complete and livable communities including quality schools, parks and recreational facilities, child care, libraries, financial services and other daily needs
- Access to affordable and safe opportunities for physical activity
- Able to adapt to changing environments, resilient, and prepared for emergencies
- Opportunities for engagement with arts, music and culture

QUALITY AND SUSTAINABILITY OF ENVIRONMENT

- Clean air, soil and water, and environments free of excessive noise
- Tobacco- and smoke-free
- Green and open spaces, including healthy tree canopy and agricultural lands
- Minimized toxics, green house gas emissions, and waste
- Affordable and sustainable energy use
- Aesthetically pleasing

ADEQUATE LEVELS OF ECONOMIC AND SOCIAL DEVELOPMENT

- Living wage, safe and healthy job opportunities for all, and a thriving economy
- Support for healthy development of children and adolescents
- Opportunities for high quality and accessible education

HEALTH AND SOCIAL EQUITY

SOCIAL RELATIONSHIPS THAT ARE SUPPORTIVE AND RESPECTFUL

- Robust social and civic engagement
- Socially cohesive and supportive relationships, families, homes and neighborhoods
- Safe communities, free of crime and violence

Source: California Health in All Policies Task Force. (2010, December 3). Health in All Policies Task Force Report to the Strategic Growth Council.

What is Health in All Policies?

HiAP is an approach to public policies across sectors that ***systematically takes into account the health and health systems implications of decisions****, seeks synergies, and avoids harmful health impacts, in order to improve population health and health equity.*

Source: Adapted from WHO Working Definition prepared for the 8th Global Conference on Heath Promotion. Helsinki, 10-14 June 2013

Health in All Policies

- Founded on health-related rights and obligations.
- Emphasizes the consequences of public policies on health determinants.
- Aims to improve the accountability of policy-makers for health impacts at all levels of policy-making.

Source: Adapted from WHO Working Definition prepared for the 8th Global Conference on Heath Promotion. Helsinki, 10-14 June 2013

Key Elements of Health in All Policies

- Promote health, equity, and sustainability.
  1) Specific policies, programs, and processes
  2) Embed in government decision-making processes
- Support intersectoral collaboration.
- Benefit multiple partners.
- Engage stakeholders.
- Create structural or process change.

Source: Rudoph,L., Caplan, J.,Ben-Moshe, K., & Dillon, L. (2013). Health in All Policies: A Guide for State and Local Governments. Washington, DC and Oakland, CA: American Public Health Association and Public Health Institute

Health in All Policies

- No one “right” way to implement.
- Does not mean doing everything at all times.

Prioritize, and
seize the window of opportunity!

Sources: Ministry of Social Affairs, Finland (2013). Health in All Policies: Seizing opportunities, implementing policies. ; Rudoph,L., Caplan, J.,Ben-Moshe, K., & Dillon, L. (2013). Health in All Policies: A Guide for State and Local Governments. Washington, DC and Oakland, CA: American Public Health Association and Public Health Institute

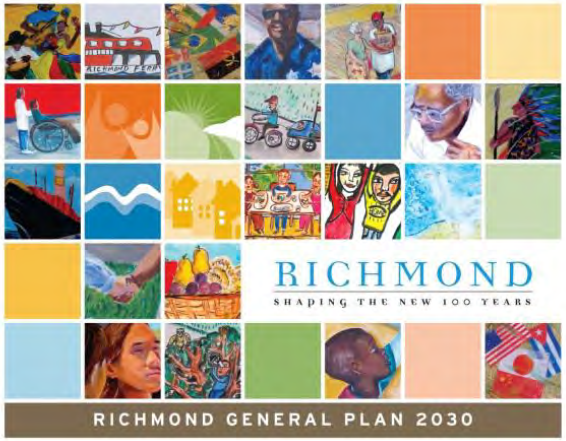
Government Mechanisms as Opportunities for Change

GOVERNMENT MECHANISM	OPPORTUNITY	POSSIBLE ACTION
DATA	Government agencies collect, standardize, and disseminate information and data. Sharing data or standardizing data elements across agencies can ensure more effective collaboration.	• Improve data sharing and collaborate on data collection between schools and social service agencies to improve access to nutrition assistance programs. • Include indicators related to the social determinants of health (e.g., income and employment, housing, and transportation) in health department reports.
DIRECT SERVICE PROVISION	States, counties, and cities provide direct services to communities and individuals. Departments can expand or create new services, better customize services, link services, and reduce barriers to access.	• Include healthy homes assessments in weatherization programs. • Incorporate health screening into intake processes at youth detention facilities.
EDUCATION AND INFORMATION	Agencies educate and inform the population on topics relevant to individuals, organizations, communities, and businesses.	• Incorporate messages around the importance of physical activity in promotional materials for a park. • Require that nutrition information be either posted or appear on the food labels of all food sold on school grounds or at school-sponsored events.
EMPLOYER	Governments employ staff in offices, parks, schools, and throughout cities, counties, and states. Employee policies can encourage healthy behaviors and also set a positive	• Provide transit subsidies to encourage employees to use public transportation. • Provide lactation accommodations, including

Richmond, CA

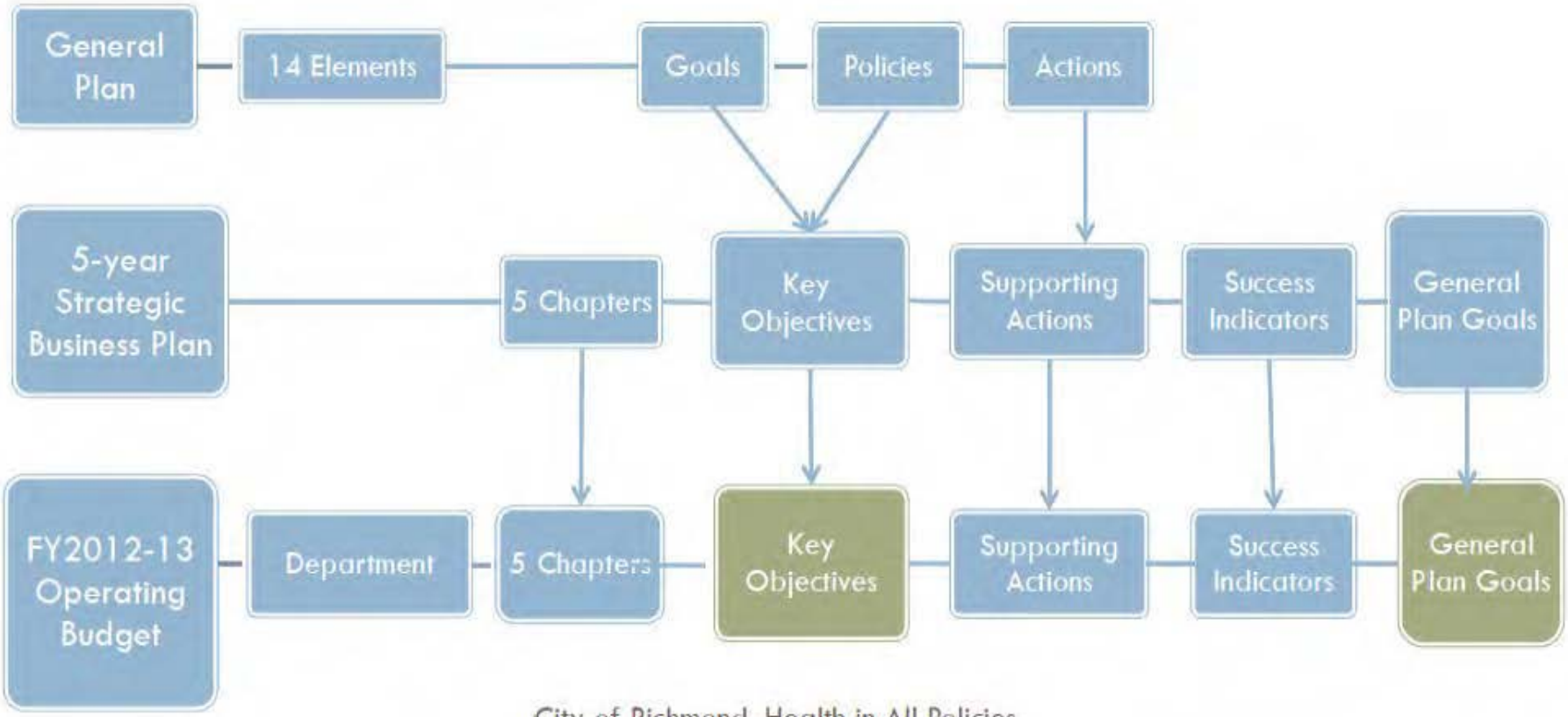
"City services through the prism of health."
– Bill Lindsay, Richmond City Manger

- A core component of implementing Health Element of the General Plan 2030 & improving the well-being and living conditions of all residents.



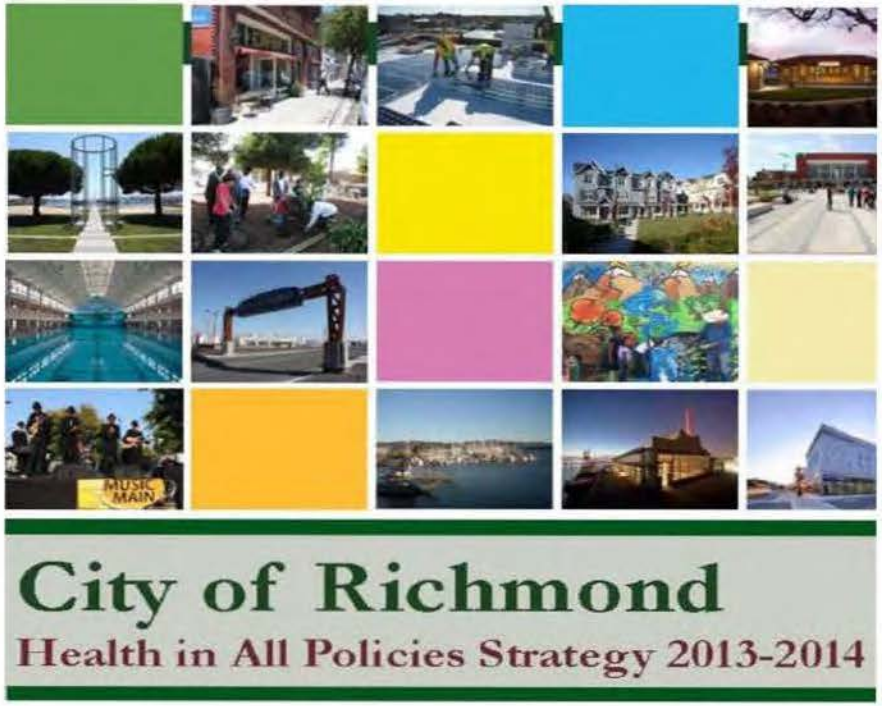
Health in All Policies is city management as '<u>preventative medicine</u>' and all city staff are 'community clinicians.'

HiAP Alignment to Existing City Plans



City of Richmond, Health in All Policies

HiAP Ordinance & Strategy Document



HiAP: Richmond

- Health in All Policies is both a process and a goal.

1. **Process:** Collaborative approach – changing the way City employees and larger community think about health.
2. **Goal:** Improve health equity by addressing the social determinants of health and integrating health into the decision making process across all departments of the City.

King County, WA

Equity and Social Justice Initiative

- Comprehensive Plan – health, equity, social and environmental justice
- Equity Impact Review Tool
- Training for county employees
- Strategic Plan 2010-2014, Health and Human Potential
- Equity and Social Justice Ordinance 16948
- Inter Branch Team & Work Plan
- Annual Equity and Social Justice Reports

King County

Equity Impact Review Tool

Stage I What is the impact of the proposal on determinants of equity?

Stage II Assessment: Who is affected?

Stage III Impact review: Opportunities for action

- Develop a list of likely impacts and actions
- Negative impacts mitigated, positive impacts are enhanced

King County

HiAP Process Considerations

Process should:

- not be burdensome;
- not unduly delay decision-making;
- minimize costs involved in review;
- be generalizable for review of land use air/water quality, etc. that may or may not be related to health considerations.

- What do we want HiAP to look like in our community?

- What are other process considerations?

DRAFT

CITY OF CORVALLIS
MINUTES OF THE CORVALLIS ARTS AND CULTURE COMMISSION
APRIL 16, 2014

Attendance
Brenda VanDevelder, Chair
Rebecca Badger, Vice Chair
Karyle Butcher
Charles Creighton
Patricia Daniels
Shelley Moon
Wayne Wiegand
Joel Hirsch, City Council Liaison

Staff
Karen Emery, Parks and Recreation Director

Visitors
Bruce Burris

Absent/Excused
Elizabeth Westland

I. CALL TO ORDER. Chair Brenda VanDevelder called the meeting to order at 5:33 p.m.

II. INTRODUCTIONS. ACC members reintroduced themselves to visitor Bruce Burris, who reintroduced himself to the Commission.

III. REVIEW OF MARCH 19, 2014 MINUTES. With a correction of March's bold text on Section VI – deleting the current heading and changing it to read "Input from Community Arts Organizations," the minutes from March 19, 2014 were approved following motion proposed by Butcher and seconded by Badger.

IV. VISITOR PROPOSITIONS. Burris discussed an exhibit his group Height1000 has launched showcasing the creative works of artists with disabilities. The Corvallis leg of this exhibit is being held at the Majestic Theatre Gallery. Burris also discussed the upcoming Sprout Film Festival which is free of charge, and that more information could be accessed via the Homelife Facebook page. Photos of ACC members were then taken by Burris, which will be forwarded to Emery for approval to use.

Other topics included: Burris' public thanks to Majestic Theatre for their incredible support, performance art group "E.L. and F. Projects" is seeking a long-term permanent space, and hopes to discuss with stakeholders the opportunities to create more permanent programming and opportunities for artists with disabilities in the greater Corvallis area.

V. SUBCOMMITTEE REPORTS.

MARKETING AND OUTREACH SUBCOMMITTEE

Badger and Moon spoke about an intimate, small meeting they had attended, which was characterized as having a very lively discussion with a great deal of specific information. Moon conveyed that she has been in contact with Southside Community Church regarding their being a possible site for

distribution of CAFA and related materials. Moon is scheduled to meet with SCC's Pastor the following Wednesday. Badger added that the general conversation has grown beyond CAFA, and plans are in place to meet quarterly (as following the academic calendar) throughout the year.

Job descriptions for Subcommittee members are currently being composed, and drafts of these will be shared at ACC's next meeting, which is currently scheduled to occur on May 21.

ECONOMIC INTEREST SUBCOMMITTEE

Butcher explained that the RFP has gone out, that proposals are in the process of arriving, and that results are expected to be available April 17.

Butcher has been in touch with the Albany Arts Commission, which was created in 1991 and is currently Chaired by Melissa Saylor. Conversations seem to indicate that with a number of tasks which are treated in Corvallis as ad hoc, in Albany they fall under their Commission's auspices. Butcher has been very impressed by the breadth of what Albany's Commission does. For purposes of sharing and information exchange, the possibility of both Commissions having a joint meeting in the Summer was broached. ACC is open to such a meeting this Summer.

VI. DISCUSSION OF SUNSET REVIEW POLICY. Emery will be drafting a report regarding the Sunset review process, and requested ACC members to share their thoughts on what to include. (Some guiding questions and areas to consider are: Should this continue? Is this necessary? Are there areas where efforts are being duplicated?)

Regarding “Future Activities,” Daniels wants ACC to continue to serve as a volunteer/facilitator for helping to build a coalition of performing arts organizations in the area. Wiegand stated that a number of future activities will be greater clarified after ACC meets with, and receives feedback from, its contractor. Butcher suggested ACC may want to look at what can be done to strengthen regional ties (in areas such as Philomath and others) to explore the concept of a regional arts and culture group rather than one focused solely on Corvallis, while keeping options open pertaining to other possible collaborative partners. VanDevelder wants ACC to foster a closer relationship with Majestic Theatre and the Arts Center. Regarding this, Creighton mentioned ACC could consider inviting those organizations to provide monthly updates at future meetings.

Members stated a more informed and comprehensive list could be compiled following meetings with its strategic plan contractor. Some general areas for consideration were closer contact with OSU regarding mutual and collaborative efforts, and a closer relationship with Economic Development.

VanDevelder queried as to any overlaps that might exist. Moon mentioned she believes some overlap exists regarding PASC, and that PASC could be folded in as an independent/separate subcommittee which operates under ACC – if such might be more efficient. ACC seemed willing to take PASC on as a subset if such was suggested.

VanDevelder mentioned that the discussion with visitors in March really highlighted that public art is a great way to create both image and branding for the local arts scene. It was stated that Emery has significant notes and phrasing regarding the State Law which pertains to a percent of all public buildings' construction costs being allotted for art. There was discussion pertaining to adding specific phrasing to ensure the future use of an actual visual artist in the process.

ACC voted unanimously for ACC to continue.

Creighton queried as to whether the city has a list of public spaces which are available for the placement of art. Emery stated that the city may not have such a list, but does have a list as to where public art is located now. The information which is currently available will be brought to the ACC's May meeting. Emery will bring draft materials pertaining to all Sunset purposes to ACC's May meeting as well.

VII. STAFF/COUNCIL LIAISON UPDATES. None.

VIII. NEW BUSINESS. VanDevelder noted that as 2015 will mark the 10-year anniversary of BCCC's Networking Event, BCCC wants to handle the upcoming year's event as a solo endeavor. As such, ACC should consider the possibility of co-hosting a similar event with other local arts organizations.

VanDevelder mentioned that further discussion with March visitor and artist Kathy Jederlinich involved her making a strong case for the actual making of art becoming more of an everyday presence in our community.

A general call was made that if anyone knows local artists, please tell them about ACC, and invite them to attend meetings to listen, share, and contribute.

Badger discussed a recent OSU arts activity she attended where visual artists and a creative writer composed work inspired by the discussions occurring. There is a possibility of bringing in folks who were involved with such for ACC's meeting in May.

There was a brief discussion regarding upcoming Mayoral candidates and their relationships to the local arts community. It was ultimately decided that the best avenue for those concerned with such would be querying such candidates at public forums.

Wiegand conveyed that Cynthia Spencer has been named the new Executive Director for the Arts Center. Wiegand also mentioned his recent contact with the publisher of Prism, as pertained to always seeking new places to hang and showcase art.

VanDevelder stated that prior to ACC's May meeting, an updated goals document would be distributed and included in the packet of meeting materials.

IX. ADJOURNMENT: The meeting was adjourned at 6:40 p.m.

BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
MINUTES
April 4, 2014

DRAFT

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

Absent

Staff
Greg Wilson, Public Works
Lisa Scherf, Public Works
Greg Gescher, Corvallis Public Works
Sergeant Jeff Marr, Corvallis Police

Visitors
Sheila Lyons, ODOT
Laura Duncan Allen
Dave Rabinowitz

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of March 7, 2014 Minutes			Approved
III. Visitor Comments • Bicycle and Pedestrian Funding	X		
IV. Old Business • 9th Street, Circle Boulevard, and Highway 99 Subcommittee Recommendations			Approve recommendations and moved them forward to staff.
V. New Business • Pedestrian-Actuated Signal Policy	X		
VI. Information Sharing • Quarterly Bicycle and Pedestrian Crash Report	X		
VII. Commission Requests and Reports			N/A
VIII. Pending Items		None Discussed	

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

Commissioner Karas moved to approve the minutes; Commissioner Christie seconded the motion and the minutes were approved unanimously.

III. Visitor Comments

Bicycle and Pedestrian Funding

Sheila Lyons, Bicycle and Pedestrian Program Manager for the Oregon Department of Transportation (ODOT), provided an overview of funding opportunities through the State for bicycle and pedestrian issues. She noted that the need for gathering information on bicycling and walking is gaining traction. The 2010 US Census listed Corvallis as the number one bike-to-work city in the United States, as well as the number two walk-to-work community for communities with a population under 500,000. ODOT is working on determining how best to collect bicycle and pedestrian data, noting that every time a study is done pedestrians significantly outnumber bicyclists. Although bicycling and walking travel patterns are distinctly different from automobile travel patterns, most count efforts for these modes are focused on mimicking motor vehicle peak hours. Walking is more weather dependent and has the noon hour as its peak hour. Ms. Lyons reiterated that the more data collected on alternate modes, the more design considerations these modes can receive for projects.

Ms. Lyons explained that the bulk of funding comes from the Federal government. The current federal highway and transit funding package expires in September. It is unlikely that a new bill will be ready at that time, but the current authorization will likely be extended in some form. ODOT is working to be funding source neutral when analyzing programs and projects and to focus on solving problems rather than trying to fit projects into narrow funding requirements. Finally, Ms. Lyons stated that there are funds available for addressing bicycle/pedestrian issues on the state highway system. These funds could potentially support the Highway 99W and Circle Boulevard crossing issues that will be discussed in Old Business, assuming the City can design and build the improvements.

IV. Old Business

9th Street, Circle Boulevard, and Highway 99 Subcommittee Recommendations

Chair Upton provided background on this item, stating that it had originated from a very non-specific CIP request to address bicycle and pedestrian safety issues at the intersections and then presented the subcommittee's recommendations on each individual element.

1) Bicyclists traveling eastbound in the Circle Boulevard bicycle lane (between 9th Street and Highway 99W) must deal with a busy entrance to the Bi-Mart parking lot as well as motor vehicle traffic moving across the bicycle lane to turn right and proceed south on Highway 99W. The subcommittee recommends installing green colored paint or paving in the bicycle lane from the Bi-Mart entrance to the intersection of Highway 99W to highlight the presence of the bicycle lane and conflicts. This treatment is consistent with that used in Portland, Eugene, and the National Association of City Transportation Officials bikeway design guide, though no guidance is offered in the Manual on Uniform Traffic Control Devices. Councilor Beilstein stated that this would be appropriate in a number of other locations in the city. Commissioner Schultz stated that this was a good idea as it made the bicycle lane much more visible. Ms. Lyons noted that green pavement for bicycle lanes is becoming more standard and is currently being adopted into the Oregon Traffic Manual. Commissioner Holmes noted that she would like to see this location used as a pilot to determine if it should be used in other areas locally.

2) The northern terminus of the multi-use path that runs from the intersection of Highway 99W and Circle Boulevard to Buchanan Avenue ends abruptly at Circle Boulevard. There is an existing curb cut and merge point between the path and the Highway 99W bike lane about 100 feet south of Circle Boulevard. The subcommittee is recommending that the existing curb cut be made more visible to cyclists with the addition of markings on the ends of the curbs and either the bike path surface or the bike lane on the highway. Highlighting the opening and adding the markings would let cyclists know that they can leave the path and enter the Highway 99W shoulder bicycle lane to continue north on Highway 99W or turn left onto Circle Boulevard. The Commission discussed the possibility of adding signage along the path to let cyclists know that the multi-use path ends at Circle Boulevard. They recommended that ODOT and City staff discuss the subcommittee's recommendations and decide how to incorporate them.

3) Bicyclists headed west on Circle Boulevard across Highway 99W have trouble getting into the left turn lane to turn south when they reach 9th Street. The subcommittee's recommendation is to investigate the feasibility of installing a bicycle-specific signal at the Highway 99W and Circle Boulevard intersection. The signal would give westbound bicyclists a short head start to maneuver across the vehicle travel lanes and access the left turn lane at Circle Boulevard and 9th Street. The members of the subcommittee recognized that this could be a difficult change to implement, as the intersection is complex and under ODOT's control. Ms. Lyons noted that draft language has been developed for the Oregon Traffic Manual around the installation of bicycle traffic signals, but it's not yet adopted. She recommended that staff contact Gary Obery of ODOT's Traffic Division for guidance.

4) It is difficult for pedestrians to cross either of these intersections (Circle Boulevard at 9th Street and Circle Boulevard at Highway 99W) due to their width and motor vehicle turning movements. The subcommittee recommendation is to add a Leading Pedestrian Interval (LPI) to the pedestrian crosswalk signals. The LPI gives a few seconds of advanced walk time to pedestrians to begin crossing before motor vehicle traffic is given a green light. Ms. Lyons stated that this type of timing is being used in other communities nationwide to great success and that it is on the Federal Highway Administration's list of approved pedestrian treatments.

Commissioner Christie moved to approve the subcommittee recommendations and move them forward to staff. Commissioner Holmes seconded the motion, which passed unanimously.

V. New Business

Pedestrian-Actuated Signal Policy

City Engineer Greg Gescher provided an overview of a proposed change in the Crosswalk Policy that will address pedestrian actuated signals. He noted that a number of these crossings are being requested by residents and that the City is attempting to create criteria for evaluating proposed locations. Mr. Gescher described the proposed criteria for determining where pedestrian actuated crossings should be considered, including: 20 or more peak hour pedestrian crossings; vehicle volumes over 1,500 per day; sufficient width for a median refuge; and more than 300 feet from another marked or protected crossing. Chair Upton asked where the standard of 20 pedestrian crossings per hour had come from. Mr. Gescher responded that Boulder, CO uses this number (as do others) and has developed a flow chart with a matrix that helps evaluate where enhanced crossings should be installed. He noted that the count threshold would not affect the status of crossings currently under design and wouldn't preclude the consideration of crossing installations near senior centers, schools or other locations which might not meet the minimum count, but could have mitigating factors that need to be considered. Ms. Scherf noted that there could be locations (such as on 9th Street) where the criteria of 20 pedestrian crossings per hour isn't met at

any one location, but an installation would channelize pedestrians into one safer crossing. Commissioner Holmes asked if there are sometimes reasons not to mark a crosswalk and Mr. Gescher responded that it can create a false sense of safety for pedestrians who may become less cautious about crossing. Mr. Gescher assured the Commission that the criteria aren't meant to be a set of hard and fast rules, but intended to provide clear guidance for evaluating requests. Commissioner Holmes expressed her gratitude for this document, as it gives the Commission solid criteria to use.

VI. Information Sharing

Quarterly Bicycle and Pedestrian Crash Report

Sergeant Jeff Marr of the Corvallis Police Department (CPD) introduced himself as CPD's new liaison to the BPAC and presented the quarterly bicycle and pedestrian crash report. Chair Upton noted that he felt that the officers are citing the appropriate parties in these cases whether they were motor vehicle drivers, bicyclists or pedestrians. Sergeant Marr noted that there is no real trend or issues that can be discerned from these incidents. He asked that the members contact him if they have questions or need information on issues that they would like him to address at their meetings. The Commission was very appreciative of his attendance and the information he'd provided in the report.

VII. Commission Requests and Reports

Chair Upton reported that one of the recommendations from the Public Participation Task Force (PPTF) is to combine the BPAC with the Downtown Parking Committee (DPC) and the Citizens' Advisory Commission on Transit (CACOT) into one advisory board. He suggested that the Commissioners provide their feedback to the PPTF. Commissioner Bahde volunteered to work with Commissioner Christie on the drafting of a letter to the PPTF on behalf of the BPAC. It was agreed that the letter would reflect the concerns that Commissioner Christie had voiced in an email to the BPAC members regarding the proposed merger. **Chair Upton moved to approve the position that Commissioner Christie had expressed and that it be presented to the PPTF by Commissioners Christie and/or Bahde on behalf of BPAC. Commissioner Karas seconded the motion, which passed unanimously.**

VIII. Pending Items

None discussed.

The meeting was adjourned at 9:00 a.m.

NEXT MEETING: May 02, 2014, 7:00 a.m., Madison Avenue Meeting Room

DRAFT

CITY OF CORVALLIS
MINUTES OF THE CIVIC BEAUTIFICATION & URBAN FORESTRY ADVISORY COMMISSION
APRIL 10, 2014

Attendance
Matt Sanchez, Chair
Owen Dell, Vice Chair
Angelica Rehkugler
Becky Goslow
Ross Parkerson
Larry Passmore
Ruby Moon
Tim Brewer

Staff
Jude Geist, Parks Supervisor
John Hinkle, Urban Forester AIC
Mark Lindgren, Recorder

Guests
Bill Mercer

Absent/Excused
Brian Kreft
Joel Hirsch, City Council Liaison
Norm Brown, OSU Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations
III.	Vegetation Presentation	None.
IV.	Approval of March 13, 2014 Meeting Minutes	Approved as presented.
V.	Visitors' Propositions	Commissioners will visit the site of a proposed Sweetgum tree removal and deliberate at the next meeting.
VI.	Staff Reports- If Questions	Information only.
VII.	City Council / OSU Liaison Reports	Information only.
VIII.	CBUF Endowment Procedure Review	Information only.
IX.	Education Outreach Subcommittee Update/Discussion	Information only.
X.	Adjournment	The next meeting will be held May 8, 2014 at 8:30 a.m. at the Avery Park Admin building conference room.

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Matt Sanchez called the meeting of the Civic Beautification and Urban Forestry Advisory Commission to order at 8:35 a.m.

II. INTRODUCTIONS.

Ross Parkerson highlighted the first Sidewalk Marker Tour, kicking off at 4 p.m. on May 14, leaving from Squirrels Tavern. He distributed the new tour brochure.

III. VEGETATION PRESENTATION.

Larry Passmore asked members to look out for the abundant crabapples that now have maroon flowers. They are lanky in youth, but become more compact and about 25' by 25' when mature.

IV. APPROVAL OF MARCH 13, 2014 MEETING MINUTES

Ross Parkerson moved to approve the March 13, 2014 minutes as presented; Owen Dell seconded; motion passed.

V. VISITORS' PROPOSITIONS.

Bill Mercer stated that he had property at 556 SW Adams where there are two Sweetgum trees in the right-of-way. He highlighted the background information he sent out. Urban Forester AIC John Hinkle said the photos and memo were in the commission packet. Mercer said he'd owned the property over twenty years; over the last ten years, he's made two formal requests to remove both trees due to sidewalk damage, along with several informal requests.

Several weeks ago, he saw that one Sweetgum was posted for removal. At that time, he formally requested the other be removed, as well. The sidewalk has had several sections ground down, but tree roots have pushed them back up. Sections of sidewalk have been removed, and their replacements also pushed up. He said it was logical to remove the second tree for the same reasons as the first: it is affecting the water meter and the sidewalk. He proposed replacing the two with three new trees.

Dell asked the age of the trees; Hinkle estimated they'd been planted in the mid-1970's. Dell said there seemed to be several inches of displacement in the sidewalk; Mercer said it could be ground down more, along with the newest section of concrete. Due to tree damage, the City replaced the curb several years ago adjacent to the tree currently not proposed by the City to be removed. He asked the tree be removed to minimize the City's liability.

Ruby Moon said she walks there regularly and felt that there were far worse areas for tripping hazards in the area. Rehkugler asked how many times the sidewalk was replaced. Hinkle replied that one panel was replaced once, and several sections ground down twice. Dell understood the City now cares for sidewalks and trees in right-of-ways, not property owners; Hinkle confirmed that was true.

Dell asked about the downside of the City simply grinding down the sidewalk, asking if there were other problems involved in leaving the tree there. Mercer replied that there is a significant liability issue to the City if it is not immediately ground down. Parkerson said

Sweetgums have a beneficial impact to walkers and the neighborhood, though aspects, such as branch dropping and roots, are a nuisance.

Mercer emphasized the fiduciary responsibility to protect citizens from legal exposure. They are good trees, but not in that setting. Hinkle clarified he chose to remove one but not the other since Public Works planned to remove the adjacent water meter and it couldn't be moved without damage to the nearest Sweetgum. However, the other Sweetgum doesn't cause disruption to the meter.

Parks Supervisor Jude Geist said the work by Public Works will cut into the root system of the tree closest to the water box, making it unsound, but it will not impact the other tree. He said that staff's first responsibility is to ensure a tree is safe and sound, but there is no mechanism to remove a healthy tree. If Public Works decided to pull an adjacent sidewalk panel, and if they have to cut the roots to install the new panel, then staff would have to re-evaluate.

Parkerson said there was no obvious reason to remove the second tree. Geist said if there is no damage to roots, there is no reason to remove the second tree. Tim Brewer said he inspected the trees. Hinkle said once the water meter is removed, there is room to plant another ten feet away from the water box, and there is potentially room for another near Ball Studio, depending on the species.

Passmore said there were many Sweetgums in Corvallis, and the total costs of fixing adjacent sidewalks and curbs over the life of a Sweetgum could be high. He contended the commission should be defending the trees, but the commission also needs to be taking a long view in how to achieve the best possible urban forest. Rehkugler said Sweetgums were long a pending issue for the commission; however, if it started giving permission to remove them, the commission would be inundated with requests. She said she'd previously proposed coming up with a plan for Sweetgums. Parkerson said they are impressive trees, particularly in fall. We wouldn't be talking about this case if not for the water meter removal; we have to look at removals on a case by case basis.

Dell thanked Mercer for bring the issue forward, since it helped engender valuable discussion in management of these trees. They were planted without understanding the implications of planting beautiful trees that cause problems. The commission and the City should come up with a more forward-looking policy, and figure out how to phase in a better urban forest.

Hinkle said we currently consider trees individually. Sweetgums are generally very tolerant of root pruning. He cautioned against having a plan just for a single species; noting, for example, that the large numbers of red maples and red oaks planted around Corvallis have their own problems. He said it was more valuable to consider age classes of trees. This is a big issue; it would take awhile to craft new policy.

Moon asked about the cost benefit of taking two trees out at the same time instead of one; Hinkle replied that there was minimal advantage to take out both. Brewer said that with

most trees, we don't talk about potential damage; we wait and see. However, with Sweetgums, it's another story- sidewalk damage is not a question of *if*, but *when*. Hinkle said any large stature tree planted in the right-of-way will cause damage, saying that it's as bad with Big Leaf Maples and Oaks. He highlighted the Red Maples planted relatively recently on Titleist Circle, which are already pushing sidewalks up, even with trunks at only 8" diameter. He said a long-term management plan would be a benefit. Moon asked the Urban Forestry Committee to work on the bigger picture. Rehkugler asked what it would cost if there was a plan to remove, say, five healthy Sweetgums a year, in order to eventually to phase them out.

Dell suggested members visit the site and revisit the issue at the next meeting. Mercer asked if the grinding scheduled was posted; Geist will get back to him. Geist said the commission typically gives a formal response, either way, to applicants in the next meeting, and asked that the commission do so.

Passmore asked if the third tree would be on Mr. Mercer's property; Mercer replied that it would be. Hinkle said the replanting would be during next winter.

VI. STAFF REPORTS – IF QUESTIONS

Geist related the open Urban Forester position had been posted at the City's and other websites and encouraged commissioners to contact potential candidates they might be aware of, and to participate in the hiring panel. Hinkle explained that he will maintain his current position of Park Operations Specialist; he is currently doing two jobs, pulling back on arborist responsibilities for the time being, and would like to stay on as the Arborist. His AIC Urban Forester work has emphasized for him the need to continue updating the Tree Inventory. Parkerson thanked Hinkle for filling in, and praised his work; Dell praised his spirit and attitude. Geist expected Hinkle would continue to fill in while the new Forester settled in.

Sanchez highlighted the Arbor Week presentation to the City Council on April 21 at the Fire Station at 6:30 p.m.; he asked commissioners to attend. Rehkugler said it is helpful for commissioners to wear their CBUF T-shirts at this and other events. She said that Element Graphics still had the CBUF graphic design on file, so there wouldn't be a set-up fee for T-shirts; commissioners can bring their own T-shirt, if they like. Geist said there are funds for the shirts; the commission just has to decide on a color and style. Passmore asked if there was an option to change the graphic size; Rehkugler will check.

VII. CITY COUNCIL / OSU LIAISON REPORTS. None.

VIII. CBUF ENDOWMENT PROCEDURE REVIEW.

Geist said there was $260 available from the interest earned from the previous fiscal year, so the commission could spend $130 for awards this year, if it chose. On July 1 in every fiscal year, staff receives a report of what interest was earned in the previous fiscal year. Moon asked why there was so little interest; Geist explained that the City had a very restrictive, cautious investing policy. Goslow related that Liaison Hirsch had stated that

the $80,000 endowment balance was a healthy sum and it seemed reasonable to spend some of it. Geist replied that the way it is currently set up, until the principal reaches $100,000, only 50% of the annual interest can be spent, unless that policy is changed by Council.

Geist outlined that one commission option was to continue to place 100% of the interest back to continue to grow the principal to $100,000 and to not make awards until then. Another option is to spend the 50% in interest on awards, and place the remaining 50% in interest to grow the principal to $100,000, as the policy is currently written. Another option is to direct staff to go to Council and request to change the policy on how the principal is spent. Dell added that another option could be to bank new donations or the 50% of the annual interest differently; Geist replied that that would also require going to the Council.

Moon suggested the committees discuss how the principal could better be spent on projects. Rehkugler said she was updating inaccurate information at the website, and the Beautification Grant Awards Program was still listed on the website, but it hasn't been active for several years, and would likely not be this year, either. There was consensus to remove it for now.

Geist summed up that the commission's discussion is whether it wanted to live on the interest or dip into the principal. Goslow asked that former chair Helen Ellis come in to discuss how the endowment was set up; Rehkugler agreed, saying that that was important to hear before the commission contemplates whether to change it. Geist agreed to do that. Rehkugler said she would be sanguine about spending principal only if there was also a plan to replenish it. Moon said many people would be willing to donate into the fund. Rehkugler said Education and Outreach should be combined with fundraising. She said we usually award grants in spring, so it's too late for this year, but we can prepare for next year.

Rehkugler said there should be a notice at the website about the Fall Beautification Program. Moon suggested each committee forward information to Rehkugler about activities and dates for the website; Rehkugler said we need that information for CBUF's annual accomplishments list, anyway.

IX. EDUCATION OUTREACH SUBCOMMITTEE UPDATE/DISCUSSION.

Sanchez said that CBUF tabling at the Farmers Market was coming up for April 19. Dell sought feedback from those who'd done tabling previously, to help prepare. Parkerson said that in the past, there has simply been a card table with brochures and any other current project. He said tablers typically answer questions about gardening, trees, and hand out references. Geist said the site is still to be determined, but it is likely to be a different location than in the past. Parkerson said the important thing was to be visible; they hung a banner from the table.

Rehkugler said if tablers couldn't answer a question, they'd refer them to the Forester or other resources. She added that sometimes Beautification Award nominations forms were offered to visitors. Dell asked what the core message or "grab" was for passers-by. Goslow said her experience was to have one of a pair of tablers was to directly approach people, rather than simply sitting at the booth. It is important to have a list of people and resources that they could contact. Geist said we can't recommend any one arborist, and that consumers should get more than one bid. Rehkugler said she'd never been asked that over many years.

She said the main thing is to talk about what CBUF is doing. Pictures of Beautification Award gardens were popular in the past. We could also highlight the new tree tags. Geist said a tree tag could be hung nearby; Passmore suggested having one made especially for a tree nearby the booth.

Parkerson said people recognized the garden sign, so it is a big help to have at the booth. Rehkugler asked if it was OK to have a donations box; Geist said he will check on the rules. Mark Lindgren suggested considering routing those donations through the Friends of Parks and Recreation group; Geist replied that that was being looked at. Rehkugler emphasized the importance of making clear where donations were going. Sanchez and Dell will staff the booth. The following booth will be on May 4th, at the Spring Garden Festival, and the next in September. Dell said CBUF can also sit in with Master Gardeners.

Dell reported that work was needed quickly for the tree-tagging project in order for it to be ready for May 4. He will pick trees at Central Park with John Hinkle at 8 a.m. tomorrow. John Hinkle will add data for each selected tree, then tags will have to be made, then attached to the trees. Also, details of a "Passport" game must be implemented, with participants picking up their "passport" at the CBUF booth; the committee needs to work out details, ideally as soon as possible. Dell asked interested commissioners to contact him and he'll schedule a committee meeting.

Rehkugler said rocks were handy to hold down literature. Moon may have literature holders. Dell has a 10' by 10'canopy, if needed. Passmore said it was available, but he'll be gone, and it is not rain-proof; Rehkugler suggested using it at the fall event. Parkerson highlighted Passmore's game, which had helped attract people to the booth previously. Rehkugler highlighted the display featuring a spinning circle pointing to various questions. Moon highlighted the "Tree-o-poly" game.

Goslow asked for an Education Committee meeting to plan the May 4 event; Rehkugler suggested meeting after April 19 to get feedback on how the first event went. Moon suggested an Education and Outreach meeting, 10 a.m. Monday April 28, at the Parks Admin building.

X. ADJOURNMENT: The meeting was adjourned at 10:15 a.m.

Draft
Subject to review &
CACOT approval

CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
April 8, 2014

Present
Stephan Friedt, Chair
Steve Harder, Vice Chair
Steven Black
Eric Cornelius
Cassie Huber
John Oliver
Brandon Trelstad
Kriste York
Bruce Sorte, Council Liaison

Staff
Tim Bates, Public Works
Brie Caffey, Public Works
Lisa Scherf, Public Works

Visitors

Absent

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of Mar 11, 2014 Minutes			Approved
III. CACOT/Visitor Comments	X		
IV. Old Business			N/A
V. New Business			N/A
VI. Information Sharing	X		
VII. Commission Requests and Reports	X		
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 9:20 am

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:22 am by Chair Friedt. Introductions were made of Commission members and staff.

II. Approval of Minutes

Commissioner Black and Vice Chair Harder, respectively, moved and seconded to approve the March 11, 2014 minutes. The motion passed unanimously.

III. CACOT/Visitor Comments

Lisa Scherf, Transportation Services Supervisor, mentioned that the Public Participation Task Force (PPTF) is bringing forward a recommendation to combine the current Downtown Parking Committee, Bicycle & Pedestrian Advisory Commission, and CACOT into one new Transportation Advisory Board. Ms. Scherf said the PPTF will present its recommendation at a public meeting on April 28th and will use that feedback to refine its final recommendation, which will be presented to City Council in early June. She noted that CACOT Commissioners are invited to the public meeting. Councilor Sorte mentioned that PPTF's goals are to increase citizen participation as well as streamline processes and reduce City staff time. Commissioner Cornelius said he could see merit in a combined commission that looked at both transit and parking issues. Chair Friedt agreed that there are areas of overlap and said an alternate solution would be shared participation between commissions. He said he believed combining several commissions into only a few would actually reduce the opportunity for the public to participate. Commissioner Trelstad expressed disappointment that a representative of PPTF did not come to a CACOT meeting to discuss the possible sunset of CACOT. However, he said there may be a benefit to combining commissions. He noted that OSU faces a similar situation, with many like-issue committees whose shared participation has not been as effective as hoped. Ms Scherf said PPTF's draft plan has been laid out in a document which she said she would forward to CACOT.

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 said that CTS has been working with the Madison Avenue Collective to rebrand the CTS logo. He shared some of the concepts for the CTS logo and for CTS bus stop signs. Commissioner Oliver said the green on the current signs is very eye catching, which is important for training new drivers. Commissioner Cornelius remarked that adding a third chevron to the new design would invoke movement without suggesting quotation marks. Chair Friedt said ever enlarging chevrons would do the same.

Mr. Bates reported that OSU approached CTS with a request to change the current name and symbol for the "Beaver Bus" service. OSU would then rebrand its campus shuttle to a name which includes the word "Beaver", as in "Beaver Shuttle". CTS is leaning toward changing the name of the service to "CTS Late Night". Staff believes this could

actually clarify that the service is open to everyone in the community. The change would occur after the end of the current Beaver Bus service year in June, 2014. Chair Friedt said he favors having the service operate all year, if funding can be found.

Commissioner Trelstad reported that, in conjunction with the new OSU parking fees, OSU is working to improve its inter-campus shuttle service by making more frequent runs that are designed to move people from the outlying parking lots to the core of campus. He said the shuttle will also increase its service hours to accommodate employees. The next phase of shuttle improvements will include building infrastructure such as shelters and bus pullout areas so that buses don't block campus core streets and to encourage ridership.

Mr. Bates reported that the second phase of the VIS system, installation of the on-board equipment, is complete. However, the audio announcements have been troublesome. The City's vendor will be on site next week to review the software on each bus and ensure both the internal and external announcements are functioning properly. Mr. Bates said the passenger counting equipment has been installed but not yet tested.

Mr. Bates said a student group at OSU is working on an "app" for CTS. They will also be creating and conducting a survey of those on campus who currently do not ride the bus, in an effort to increase ridership.

Mr. Bates said the ADA paratransit and 99 Express ridership figures were not available for the meeting and will be sent out at a later date.

VII. Commission Requests and Reports

Chair Friedt mentioned he received feedback from some Hewlett-Packard employees who ride CTS who wish for a return of an early Saturday run for Route 7. He also said that with the new logo and/or Beaver Bus name change, this might be the time to redesign some of the routes so that CTS runs both directions along Western Blvd and the Beaver Bus runs further south on 9th Street than Circle Blvd.

VIII. Pending Items

None.

IX. Adjournment

Commissioner Trelstad and Vice Chair Harder, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.

The meeting was adjourned at 9:20 am.

NEXT MEETING: May 13, 2014, 8:20 am, Madison Avenue Meeting Room

CITY OF CORVALLIS
DOWNTOWN COMMISSION MINUTES
APRIL 9, 2014 DRAFT

Present
Heidi Henry, Chair
Kirk Bailey
Brigetta Olson
Mary Gallagher
Elizabeth Foster
Dee Mooney
Mike Wiener
Shelley Signs
Alan Wells
Ken Pastega
Dan Brown, Council Liaison

Staff
Ken Gibb, Director
Sarah Johnson, Associate Planner
Mark Lindgren, Recorder

Guests

Excused
Liz White, Vice Chair

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations
I.	Call to Order	Information only.
II.	Approval of January 8, 2014 minutes.	March 12, 2014 minutes approved as presented.
III.	Public Comment	None.
IV.	Discussion- Downtown Livability Strategy.	Information only.
V.	Discussion- Overview of 2002 Downtown Parking Study and Evaluation of Progress	Motion passed that Downtown Commission recommend that the City look for funding or partnering opportunities to accomplish a parking utilization update to the existing study fairly soon, and on a 12 to 18-month recurring basis.
VI.	Committee Reports and Other Commissioner Updates	Information only.
VII.	Updates- Community Development Update Update of Public Participation Task Force Parking Committee Liaisons DCA Liaison Report	Motion passed that the commission encourage the Bicycle Parking Corral pilot and forward it on to the Council for review.
VIII.	Other Business	Information only.
IX.	Adjournment.	Meeting adjourned 7:05 p.m. The next regular meeting will be May 14, 2014 at the Madison Avenue Meeting Room.

Attachment to the April 9, 2014 minutes:

A. Staff Memorandum regarding background on 2002 Downtown Parking Study Issues and Recommendations, and Update on City Implementation.

CONTENT OF DISCUSSION

I. CALL TO ORDER.

Chair Heidi Henry called the Corvallis Downtown Commission and Parking Committee to order at 5:31 p.m. in the Downtown Fire Station Meeting Room.

II. APPROVAL OF MARCH 12, 2014 MEETING MINUTES.

Kirk Bailey moved and Dee Mooney seconded to approve the March 12, 2014 minutes as presented; motion passed.

III. PUBLIC COMMENT. None.

IV. DISCUSSION – DOWNTOWN LIVABILITY STRATEGY.

Jon Sassaman, Corvallis Chief of Police, related that Director Gibb asked him to update the commission. He reported the department started getting a large number of complaints about behaviors, such as asking aggressively for money, defecation, nudity, lewd behavior, vandalism, and alcohol and drug offenses. The Downtown Corvallis Association (DCA) and Central Park Neighborhood Association contacted the department. In response, the department developed a thirty-day tactical action plan to address these behaviors, and intend to re-evaluate it over time. He said the Central Park area is an important place for all community members to enjoy safely. The plan focused on targeting specific behaviors and eradicating them. There will be more money for livability officers serving throughout Corvallis starting in July.

Staff met with many downtown business owners and groups such as the DCA, the Corvallis Homeless Coalition, and the Community Policing Forum (a diverse advisory group), and discussed the situation in order to get support to address this community issue. He said a key aspect of the plan was to have as many staff as possible on bikes downtown. When patrol staff have unobligated time, the target was to have them spend 50% of it in the downtown core dealing with these issues. For first-time offenders on offenses such as smoking, police will educate them; but when they become repeat offenders, they will cited. For arrestable offenses, such as vandalism and assault, officers will immediately remove offenders.

The tactical action began March 15, 2014, and he got a staff update on it today. He reported that since March 15, there were 186 directed patrols downtown, with 92 "educational contacts" and 44 "enforcement contacts", with individuals charged for behaviors in violation of municipal code or Oregon vice statutes. There were 65.75 hours logged on bikes in the downtown area, and officers visited 18 businesses there to help gauge the situation on an ongoing basis. Officers identified constant hot spots, including Central Park; Madison Avenue from downtown to 6th Street; 1st Street and Van Buren, near the bathroom; and many alleyways. He said officers were hopeful they are making a difference downtown.

He expected fewer educational contacts in the future, with more enforcement contacts. He reported there was some pushback, with some aggressive verbal abuse of officers, with some people feeling they were being picked on. Some feel entitled to a particular geographic area of the city, but people have to follow the rules and the law.

Commissioner Bailey complimented the action, saying he'd witnessed bike patrols and saw things becoming less chaotic, and felt it had been a success. Chief Sassaman said the DCA had been a big supporter of the action, and he's been in contact with the Corvallis Homeless Coalition, hoping they could instill a sense of responsibility and accountability to their clients. Commissioner Foster asked how police were advising businesses to deal with disruptive or belligerent people coming into their stores; Chief Sassaman replied that people should call 911, saying that when in doubt, always call 911. The dispatcher can determine if it is an emergency or not. He summarized he'd seen a drop in numbers of both educational and enforcement contacts.

Commissioner Foster asked if the weather change had made any changes to hot spots; Chief Sassaman replied that he didn't know. He explained the action plan was modeled on Community Policing strategy used in Corvallis since the 1990's. Commissioner Henry said her employees now felt much safer with the bike patrols. Chief Sassaman said some businesses had made operational changes based on fear, incurring additional expenses, such making sure there are multiple employees in the evening. Commissioner Mooney asked about complaints that are regarding behavior that is not against the law, but in which people feel threatened or uncomfortable. Sassaman replied there is freedom of speech and expression; someone can swear and scream, but that doesn't mean it is criminal. Some may have behaviors that some might find offensive, but may not be criminal; police must balance that, and when called, have to make a determination on the spot.

Commissioner Mooney asked for suggestions for retail staff or their customers expressing concerns about behavior. Chief Sassaman replied that if people are coming into a store and making staff uncomfortable, staff must be able to articulate what is making them uncomfortable. Coming into a store and screaming could be disorderly conduct that could result in an arrestable offense. It must be found alarming, shocking to the conscience, and disruptive for more than one person; it must be found so to a body of people. He said that in doubt, people should call 911, or the non-emergency line: 541-766-6911.

Commissioner Wells said that often, an behavior is not actionable or illegal, but still effectively intimidates customers. Someone yelling at you on the street is not a crime. However, if a group of people is hanging around in front of a business and making it uncomfortable to shop in your business, that has an effect on your business. Chief Sassaman replied that you don't get to block a sidewalk, and there are noise ordinances that relate to disruptive screaming and yelling. There are a number of rules or factors that allow officers to engage, and that is a starting point. Commissioner Wells asked if it would help to enact a loitering ordinance; other communities have such laws. Chief Sassaman answered that assembly was a freedom, and such an ordinance would likely not be found to be wholly constitutional. Officers know how to engage on a preventative level, without making arrests.

Commissioner Wells said intimidating behavior and harassment seems to have gotten worse over the last 18-24 months. Chief Sassaman said there seem to be a number of new arrivals that don't seem to have respect for Corvallis, the services that are offered to sustain people, and feel entitled to behave the way they choose. Commissioner Wells asked if there was any assistance the commission could give; Chief Sassaman said the department had already been given a lot of support, and even just this presentation is helpful. He said that Corvallis' ordinances were often looked to as a standard by other jurisdictions, and that a loitering ordinance wouldn't survive a legal challenge. Commissioner Henry suggested giving trainings to store employees; Chief Sassaman responded that the department has

given personal and environmental safety trainings to employees in the past and could do more of them. He acknowledged that people were often nervous to order someone out of a store or to pick up the phone to call the police.

Commissioner Foster said that she has heard that sometimes people were standing at entrances to parking lots, disturbing traffic patterns, or creating a situation that drivers feel is unsafe; Chief Sassaman characterized that as a non-emergency call, but said people should call, and they'll send staff. Commissioner Foster asked if it would help to publicize the non-emergency number. Chief Sassaman replied that 6911 calls went to the same main dispatch center as 911. Commissioner Pastega asked about whether the new Men's Shelter location near Densons had had any impact; Chief Sassaman replied that the main draw is downtown. He said most communities had homeless populations.

Commissioner Foster asked if he anticipated an increase in even more new arrivals. Chief Sassaman related that the City of Eugene shut down their experimental homeless camps, finding they didn't work. Homeless camps in Portland have also been shut down; those people will go elsewhere. They talk about where resources are, and Corvallis is felt to be desirable. He expected there would be the same, if not more, numbers next year. City Council Liaison Dan Brown asked that the issue be kept before the Council.

V. DISCUSSION – OVERVIEW OF 2002 DOWNTOWN PARKING STUDY AND EVALUATION OF PROGRESS.

Chair Henry praised the staff memo. **(Attachment A)** Director Ken Gibb said it was condensed and brought back from the recent commission meeting. Staff felt the commission should start by looking at past work. He said Commissioner Bailey was a part of the original group that made the recommendation for the parking study.

Planner Sarah Johnson outlined the memo, saying the Downtown Parking Study was adopted in 2002. Part I included a comprehensive utilization analysis and inventory; and Part II was the management plan that identified issues, principles, and strategies. The key issues identified have remained the same; for example, utilization varies in different areas. On-street parking in more vibrant areas is heavily used, while off-street parking areas were less utilized and have shifted over time. There were the same concerns regarding short-term and long-term parking; use and availability of private parking spaces and off-street lots; and parking opportunities for employees.

Since the study, riverfront area development has been extensive. There has been discussion of pricing of public parking and providing alternative modes of transportation. Parking has not yet gotten to the 85% metric of being "parked up" in the downtown area in general; however, there is heavy utilization in specific areas, which have shifted over the past twelve years. Heavy utilization has shifted from the south to the north in the downtown core. The study found heavy on-street parking from midmorning to mid-afternoon hours, but now there is also heavy utilization at night as well.

Some of the study's policy recommendations were to continue to use the "85% full" standard in determining whether parking controls needed to be changed in areas. It directed to appoint a point person or a parking management system to undertake the parking management program. At one point, there was a half-time Downtown Parking Manager; Public Works continues to manage parking, and the Downtown Parking Committee oversees management strategies. The study evaluated off-street parking to determine their best use, and how they could be more heavily utilized, attractive, and available.

The City incorporated some of the management plan's proposed changes, including changing parking minimums for development and re-development. The City adopted a new standard for the Central Business District and the Riverfront Zone, requiring that re-development or new development that results in any additional square footage must provide one off-street parking space per 1000 square feet, regardless of the use. Parking located in the downtown core was deemed to be sufficient for the development that was there at that time.

Some decades ago there was a downtown parking assessment district formed to develop the three public lots; those properties part of that program have been held harmless for parking moving forward into the future. Other properties were requested to sign an irrevocable petition, so that if there was parking that needed to be accomplished in the future, they would not remonstrate an assessment of their property; however, no additional parking districts have been formed since then, so they have not been called in.

This commission worked on parking incentives for specific development, so that structured parking that is voluntarily provided to meet minimums can essentially provide half of the parking for non-residential development. Also, curb cut removal allowed owners to provide one space rather than two if they removed a curb cut that is not being used, intended to increase on-street parking that benefits everyone, rather than dedicated off-street parking that only benefits a specific business.

The fee-in-lieu program, refined over the last few years, allows new or re-development that increases square footage, rather than providing required off-street parking, to pay into the fee-in-lieu program to provide additional public parking options or public-private partnerships to leverage additional downtown parking in the future. The fund is currently at about $40,000; several new developments are thinking of using the programs. Most of that funding came from the Renaissance Building.

The parking location flexibility program allows required off-street parking to be located within 750' of the building it is intended to serve; this allows flexibility to sign long-term parking leases on a lot within 750 feet. Parking Management Plan recommendations were to continually evaluate and move parking controls as conditions warrant, including moving two-hour spaces to areas where more are needed, and moving ten-hour spaces to certain areas. The Downtown Parking Committee mostly handles this, though policy sometimes comes to the Downtown Commission before it goes to the Council.

In 2002, there was a Free Customer Parking Area in the downtown core. That was recommended to be changed to two-hour parking controls for on-street parking and four-hour controls for off-street parking. The City reviewed it in 2008, and ended up with three-hour parking overall for Free Customer Parking areas. The one-year review by the commission and the DCA determined that turnover was happening and that it was generally successful. Regular utilization surveys (every 12-18 months) were recommended to identify overparked or unutilized areas. Another recommendation was shared parking agreements; the City has sought to engage with private parking lot owners to get agreements or shared access for those areas; however, generally that has been unsuccessful. Parking downtown, even private parking, was found to be relatively inexpensive. Big River Restaurant is using valet parking for customers and using a private parking lot that is unused during the hours that the restaurant needs the spaces, and is an example of flexibility not orchestrated by the City.

The Plan mentioned a parking structure as a future opportunity. Location was discussed in the plan, as well as target groups for that parking, such as free customer parking, long-term parking for employees and residents. There was a recognition that a parking structure was not imminent then, and that using the "85% full" metric would be used to determine the next steps. There was also discussion of funding sources, such as public-private partnerships such as fee-in-lieu or parking assessment

districts; City general funds; CIP; Local or Economic Improvement Districts (a state-regulated form of taxation). An EID allows the DCA to ask downtown property owners to voluntarily contribute to an EID, which helps fund DCA operations.

Director Gibb highlighted changes in the LDC, saying that previous parking requirements made it difficult to change usage without going through a Lot Development Option or public hearing process, which was not friendly to downtown conversion, since it involved administrative hassle and uncertainty. The change, to a requirement for one parking space per 1,000 square feet regardless of use, was a big step forward, and appears to be working. Commissioner Bailey said urban renewal was another option for a funding sources; services must be related to the area served. Commissioner Henry expressed surprise that there was not a parking manager; Planner Johnson replied that Lisa Scherf is the staffer for the Downtown Parking Committee and keeps tabs on parking controls for Public Works/Transportation. Brad Upton related that Ms. Scherf was simply filling in an open position intended to provide this type of oversight.

Mr. Upton asked about the parking lot near the Majestic. Planner Johnson responded that it is a City-owned parking lot, with three-hour free parking, developed via the assessment district in the 1970's and 1980's and was underutilized until recently. Now, it is generally parked up in the evening hours, illustrating the shift in development.

Commissioner Henry said that as restaurants and theaters continue to grow, parking will get fuller. Commissioner Pastega asked if the numbers had been done about building a parking structure there. For example, the Beavers' football home game dayson Home Day games, those people could use shuttles and then eat and spend more time downtown. Brad Upton replied that during the decade he's been on the Bicycle Pedestrian Advisory Commission, the proposal for a parking structure has come up many times; however, the biggest issue of a parking structure is that the cost is $30,000- $50,000 per parking spot; it's very expensive. Past parking surveys indicated that in most times, and in most locations, the "85% full" threshold has not been met downtown. Also, the surveys found that most employees and customers won't walk further than two blocks from parking to their destination. Director Gibb noted that there is also an economy of scale regarding the size of a potential parking structure site. You have to look at public-private partnerships and other ways in order to make parking structures pencil out.

Commissioner Foster asked which areas had been considered for potential locations; Director Gibb replied that the report focused on city-owned properties. Planner Johnson said they were listed on page 17 of the 2002 study, with a discussion on pages 29-31. Director Gibb added that existing public lots were considered. At one time, a City/County office complex was considered, along with the fire station lot. He cautioned that it was not an extensive evaluation. Commissioner Bailey explained that the initial look found that a parking structure wasn't realistic at the time, so that's why the report didn't go into more detail.

Commissioner Henry asked whether the commission wanted to look at parking in more depth and revisit the parking garage issue. Mr. Upton said the Parking Committee provides recommendations to the commission, and that there is an opening on the Downtown Parking Committee that needs to be filled by a commissioner right now. Director Gibb summarized that the next step is to determine whether there are updates that should be considered and whether it should be on the recommended work program.

Commissioner Pastega asked if more businesses would come downtown if there was adequate parking, rather than locating on 9th Street. Director Gibb said that businesses can do outreach to customers to help make that determination. Some communities use additional parking as a perceived

solution to downtown development issues, but there are also some communities that have a lot of parking and not a lot of businesses.

Mr. Upton said if the commission wanted to recommend action, he suggested doing a survey to establish existing utilization rates. The last one was done by staffers around 2009; based on those results, the Parking Committee recommended not spending $10,000 set aside by the Council to update the parking study. Director Gibb added the study *was* updated in 2012; in conjunction with the collaboration project parking studies Mr. Upton agreed he'd overlooked that. He said the criterion of parking being overutilized was not met. So, if there is a perception that there isn't enough parking, we need data to determine if this is based in fact. It needs to be updated before the committee to make any informed recommendations on making changes. The $10,000 was only for a fairly minimal study.

Director Gibb agreed the 2002 report had many more features, including customer intercept surveys. Commissioner Bailey said that given the recent 2012 mini survey, this wasn't a big priority, given the number of other things the commission was working on. Also, when the LDC was developed twelve years ago, the Central Business zoning details were not changed. If we're looking at a downtown parking structure, then we should be looking at zoning at the same time, since that would affect where it should be located. Commissioner Pastega suggested questioning people that were NOT coming downtown, and asking if they were not coming downtown, why. Director Gibb replied that that question *was* part of a city survey several years ago; staff can provide that to the commission.

Commissioner Foster asked about the impact of the apartments and restaurants going in, since a significant amount of parking has been lost downtown near there, and if that would change the conclusions of the 2012 survey. Director Gibb agreed that parking needs will change every year, based on development trends. Commissioner Pastega cited the Historical Society Museum going in; Director Gibb added that Alan Wells was planning a hotel project, as well; finding a parking structure location to meet all expectations and needs will be difficult. Planner Johnson noted the parking management plan recommended conducting a parking utilization study every 12-18 months in order to respond more quickly and efficiently to parking demands and needs in specific areas.

Commissioner Henry asked if the next parking utilization study was planned; Director Gibb replied it was not scheduled. He said the commission could recommend program, methodology and funds to do that. A full study would cost $50,000 to $70,000; we'd have to figure out where the money would come from. Commissioner Bailey clarified that he was in favor of the 12-18 month parking utilization study, but not the full $50,000 to $70,000 baseline study. He said the 2012 utilization study was in response to an opportunity. We should have an ongoing recommendation to find funds; tracking parking in response to development is a good idea.

Commissioner Bailey moved that Downtown Commission recommend that the City look for funding or partnering opportunities to accomplish a parking utilization update to the existing study fairly soon, and on a 12 to 18-month recurring basis; Commissioner Foster seconded. Motion passed unanimously.

Commissioner Pastega suggested considering whether the City could provide the site, with a private company funding and building the parking structure, citing examples in Eugene and Bend. Many downtown businesses there validate parking.

VI. COMMITTEE REPORTS AND OTHER COMMISSIONER UPDATES. None.

VII. UPDATES.

Community Development Update.
Director Gibb reported that both the City Council and the Urban Services Committee (USC) had had a lot of conversations regarding parking recently. This commission made a recommendation that was provided to USC, regarding the proposed residential parking districts and the transition area at 6th Street. The USC made a recommendation, and didn't discuss the commission's recommendation. The previous Monday's Council meeting had an option to consider a package that include the recommendation; however, it was a long meeting and it was not discussed. There was divided public testimony in regard to the commission's recommendation, and it was not included in the Council's final decision on the parking program outline. The USC yesterday continued to discuss details, and the recommendation came up again. The USC discussed having part of 6th Street come out of the parking district, and will revisit the commission's recommendation at its next meeting. Planner Johnson noted that part of the commission's recommendation was to remove the block around Central Park, the west side of 6th Street adjacent to the library, the area around the Arts Center, and 8th Street and Monroe (across from the library).

Update on Public Participation Task Force.
Director Gibb said members were invited to the Public Participation Task Force (PPTF) meeting at 6:30 p.m. on April 28. The recommendations have evolved over time; one had been that the Economic Development Commission and the Downtown Commission be merged; however, that has changed recently. The group is developing recommendations regarding operations of advisory boards and commissions. Mr. Upton noted the April 28 meeting was an open house specifically for public input, though all meetings were open to the public. Director Gibb said the recommendations will be presented to the Council in June. He said the latest iteration of their work was available a week before the meeting; staff will email a link to that material in advance, and encouraged commissioners to attend.

Parking Committee Liaisons.
Brad Upton related the committee's last meeting discussed Public Works getting a lot of input from business owners located on 4th Street between Polk and Fillmore. They are concerned about free non-metered, no time limit on-street parking spaces becoming occupied from 8 a.m. until 6 p.m., so that that parking was unavailable for employees and customers. He said anecdotal information was that those parking spaces were being filled by greatly increased staff at the Nissan and Toyota car dealerships. The car dealers are directing staff to not park at the dealerships, so staff are parking on 4th Street, so that small businesses and homes there no longer have parking. The committee directed City staff to get parking data to use determine whether there should be a change in parking regulation there.

The committee has found a trend in on-street public parking in Eugene and Portland, which are experimenting with "Bicycle Parking Corrals". The idea is to convert one or two on-street bike parking spots, replacing each spot with 6-8 bike hoops. Commissioner Henry noted that that would get bikes off the sidewalk. Mr. Upton explained that the intent here is not to take bike parking racks off landscape strips (between the sidewalk and the curb), but to create additional bike parking to existing bike parking.

Eugene and Portland have initiated programs for almost a decade in which business owners can request this, and the city will install hoops. Businesses love them so much that the cities can't keep up installing them. Three benefits to adjacent businesses associated with bike parking corrals are increased numbers of customers, improved sidewalk and café seating environment for customers, and improved visibility of the business from the street.

He said the Parking Committee was interested in having Corvallis investigate implementing this, and passed a motion that "The Downtown Parking Committee recommends the Downtown Commission go on record as being in favor of Public Works installing a pilot Bicycle Parking Corral on 2nd Street (in a space not currently marked for car parking) in downtown. It was further recommended that this pilot installation occur with no citizen-based fees". The City has been approached by several businesses along 2nd Street that want the corrals. The City has identified two potential spots currently not marked for car parking; one is a striped non-used loading ramp and the other a smaller yellow-curb area at the intersection of Jackson and 2nd Street. Both seem well suited for a pilot installation to see how well it works. He was asked to request the Commission try to officially move it forward through Community Development and the Council. Commissioner Bailey said it sounded like a really good idea.

Commissioner Bailey moved that the commission encourage the Bicycle Parking Corral pilot and forward it on to the Council for review; Commissioner Olson seconded. Motion passed unanimously.

DCA Liaison Report.
Commissioner Foster reported the most recent DCA meeting was entirely regarding the increased number of undesirable behaviors downtown. She said there were a lot of incidents prompting stores and restaurants to contact the DCA. Residents are writing letters stating that that they didn't want to come downtown any more. The DCA will come out on the issue, and will work with restaurants and food vendors regarding garbage receptacles, and partner with non-profits for the bottles and cans.

Commissioner Bailey related that he'd long lived downtown, and found that the issue seems to come and go in waves. He said the police bike patrols had helped a lot; it just needs attention. Commissioner Mooney said we need to figure out how to get the word out that you'll find a place to park downtown and that there won't be any negative interactions.

VIII. OTHER BUSINESS.

IX. ADJOURNMENT: The meeting was adjourned at 7:05 p.m.

MEMORANDUM

Date: April 7, 2014

To: Downtown Commission

From: Sarah Johnson, Associate Planner

Ken Gibb, Community Development Director

Re: Background on 2002 Downtown Parking Study Issues and Recommendations, and Update on City Implementation

Background:

In 2002, the City of Corvallis adopted the Corvallis Downtown Parking Study. Part 1 of the study contains a comprehensive inventory of all public and private parking spaces available downtown, with five and ten year inventory projections. Part 2 of the study identifies key issues to address regarding parking downtown, the guiding principles for downtown parking provision, parking management strategies, and policy and management recommendations. Over the intervening years the City has looked to this document to guide policy and management strategies for parking downtown. This memo evaluates the issues identified in 2002, the policies that were adopted as part of the plan, and the City's implementation of management strategies.

Discussion:

<u>Key Issues Identified</u>

The study utilized intercept surveys and public involvement, as well as opinions and concerns expressed by committee members and stakeholders to identify key issues that helped inform policies and management plans for parking strategies. Those issues are as follows:

- The existing auto parking supply is currently underutilized during peak days and seasons.
- Some areas of downtown are heavily parked; in particular, on-street and short-term (parking less than four hours) locations in the core are effectively full during the peak. There are also constraints for long-term (parking for more than four hours) parking near the civic neighborhood, identified as roughly 4th to 6th Street and Tyler Ave. to the north and Jefferson Ave. to the south, as noted in the Phase 1 Parking Study.

- Anticipated riverfront development will increase parking needs while redevelopment of the riverfront area will result in the loss of some existing supply.
- There is a need to balance the conflicting needs for short-term, customer parking and long-term employee parking in a manner that continues to support downtown vitality.
- Several off-street facilities in and out of the core area (particularly the private lots) are underutilized.
- Pricing of public parking can have negative effects on customer attitudes and perceptions of downtown.
- The Parking Commission is committed to achieving a balanced transportation system, including increased access via walking, bicycling, and transit, and reduced reliance on automobiles.

Staff note that many of these issues remain the same in 2014, but several projections have been realized, such as the development of parking along the riverfront. For example, given the information presented in the 2012 Parking Utilization Study we know that peak hours in the downtown core have shifted from those observed in 2002, and the times during which the core is heavily parked is now later in the day during the evening hours, as opposed to early- to mid-afternoon as was shown in the survey performed in 2002. Additionally, development and redevelopment of the riverfront has presented new realities over the intervening years as was predicted in the 2002 study, and the corresponding parking needs throughout downtown have been influenced by that development. Finally, it is noted that several issues identified at the time remain in 2014; in particular, availability of long-term parking for employees, pricing of parking, and underutilization of private off-street parking options.

Policy Recommendations

The Study identifies policy recommendations that help inform the ultimate management strategies that will be discussed below. One policy recommendation was to employ utilization surveys and the 85% full standard as a means of monitoring the need to adjust parking management tactics downtown. In the intervening years since the Study was adopted, utilization studies have been performed, the most recent of which was in 2012, and those have shown that parking utilization in downtown has generally remained below the 85% percent threshold overall. There are areas that are heavily utilized during peak hours, and those areas have shifted over time; but in general, overall utilization has not reached the 85% threshold.

The Study also recommends the employment of a Parking Manager, who would act as a point person to monitor parking downtown, implement strategies, and pro-actively manage parking downtown. The City does not currently have a specific position dedicated to parking management, but staff in the Public Works department oversee the downtown parking program, including monitoring parking conditions, and proposing and implementing strategies to respond to parking needs. Public Works also staffs the Downtown Parking Committee, comprised of two members of the Downtown Commission and three at-large community members, and this committee evaluates policies related to downtown parking, monitors existing conditions, and proposes or responds to changes in management strategies as needed. Additionally, the Study recommends adopting guiding principles, operating principles, and management zones downtown that would act as a framework to inform decisions and management strategies.

Finally, the Study recommends that the City evaluate off-street parking requirements for development and redevelopment downtown. It was noted in the survey that private off-street parking primarily serves customers of a particular establishment and not the downtown as a whole, increases expenses for development downtown, is a less-efficient use of finite and valuable land, and is generally underutilized. The Land Development Code at the time required off-street parking that was tied to the use proposed for a particular development. The recommendation offered several options for modifying parking requirements for development downtown. As a result, several changes have since been implemented in the Land Development Code for development downtown.

Downtown Zones Parking Minimums – Parking minimums have been amended in the Land Development Code to require one space per 1,000 sq. ft. of building space, or one space per residential unit. At the time the amended was adopted, all existing development was considered to have all required parking accommodated, through on- and off-street, private or public parking, and no additional parking would be required for those structures unless the structure was expanded. Consequently, there are no additional parking requirements associated with a change of use. Prior to the Code change, where redevelopment occurred or a change of use was proposed that would require more parking, e.g., an office use to a restaurant, development proposals would be in conflict with parking requirements in the Land Development Code, since properties downtown typically do not have space for additional parking. Changing the required parking minimum to one space per 1,000 sq. ft. prevented tenant infill and redevelopment projects from having to apply for variations to the Code. Additionally, a program was put into place some decades ago to form a Parking Assessment District to help pay for the development of the three public parking lots downtown. Properties within a defined area of the downtown core, identified as the Downtown Parking Assessment District, were voluntarily contributed to that assessment district to fund off-street public

parking. Those properties who contributed to the district are not required to construct additional required parking with new development. Properties within the Central Business and Riverfront zones that were in existence at the time of the Code change, and did not participate in the Downtown Parking Assessment District, signed irrevocable petitions that stated that they would not remonstrate from an improvement district in the future when parking needs exceeded available supply. This was procedurally difficult for businesses and practically did not result in additional parking supply, because additional parking districts have not been formed.

Parking Incentives – The current Land Development Codes includes incentives for provision of certain types of parking. In order to encourage structured parking downtown, each structured parking space provided as part of a development project may count as two required on-site spaces for nonresidential development. Additionally, for each on-street parking space gained as a result of the removal of an unused curb cut (such as for a driveway), two parking spaces may be credited toward the required nonresidential parking for the development. This provision is meant to encourage the removal of unnecessary curb cuts, in order to gain more on-street parking for downtown as a whole.

Fee-in-Lieu Program – The City has initiated a fee-in-lieu program to allow developers to pay into a fund for future public parking provisions, rather than providing all of their required parking spaces for new nonresidential development or expansions. The policy encourages provision of some required spaces, but allows a developer to participate in the fee-in-lieu program for all of the required parking spaces. The fee required to participate is reviewed every three years and includes a base fee plus and additional amount that is calculated based on an index that evaluates the cost of construction, to arrive at an amount that is roughly 50% of the cost of a surface parking space. The current cost of participation in the program is roughly $10,000 per space. The goal of the program is to provide flexibility for developers to meet parking requirements where development space is limited, and provide the City with a fund to assist in the future development of surface or structured parking, either by the City, or through a public/private partnership. Since the time the policy was implemented, one developer has contributed to the fund, and another developer is currently determining whether to utilize the fee-in-lieu program for required parking for new development.

Parking Location Flexibility – The Land Development Code allows required parking to be provided either on-site or within 750 feet of the development site it serves. This allows the flexibility for a developer to provide required parking on a nearby lot that is, for example, under the same ownership, or to provide the City with documentation that shows an agreement between the developer and a nearby property owner to lease site for a long-term period to accommodate required parking.

Management Recommendations

The study outlines near-term management and ongoing management recommendations, many of which have been implemented and maintained or adjusted over the years. It identifies areas with uncontrolled, short-term, and long-term parking spaces and their utilization, and recommends making changes to the management of on-street and off-street parking to maximize availability of short-term spaces in the most heavily utilized downtown core areas. In response to utilization patterns and citizen requests, the City has continually evaluated the locations of on-street metered short- and long-term parking spaces to respond to changing conditions.

The study also recommends maintaining the Free Customer Parking Area (FCPA), but limiting parking in those spaces to two hours for on-street spaces, and four hours for off-street public parking lots. In 2010, the City approved a change to limit parking in the FCPA to three hours. Subsequent reviews of the three-hour parking limitation have shown that, in general, the limitation has been successful in creating improved turnover rates in the downtown core.

The management recommendations also call for frequent (every 12 – 18 months) utilization surveys performed by a variety of means, to assess parking conditions and need for strategic adjustments. As mentioned previously in this memo, the most recent utilization survey was conducted in April 2012, and showed changes in the utilization patterns of parking in the downtown core. As utilization patterns have shifted, the City has continued to respond strategically, by changing parking controls in heavily utilized areas to allow for more short-term parking opportunities and by shifting to long-term parking in areas where parking is in less demand.

Shared parking arrangements between the City and private parking owners or developers are also encouraged in the study. At various times over the past 10 years, the City has reached out to private parking lot owners to seek agreements for long-term employee parking opportunities or other arrangements for the provision of public parking; however, this effort has been unsuccessful. However, based on the results shown in the study with regard to utilization of private off-street parking, opportunities remain to look for ways to seek shared parking agreements to accommodate needs downtown. A recent example of shared utilization of parking resources is the valet program that Big River has initiated, to make use of private leased parking availability in an area currently experiencing heavy demand for public parking spaces.

Other Parking Considerations

The study considered the possibility of constructing a parking structure in the future, when parking demands are sufficient to merit such development. The study considered a number of City-owned sites in downtown, and evaluated the target user groups of a parking structure.

The study discusses the placement and components of a parking structure relative to urban design and compatibility with the downtown core. Since the adoption of the study, the City has developed a Riverfront Zone. Those standards prohibit stand alone parking lots, and require ground level retail uses and structured parking with access off of alleys. The Central Business Zone permits surface and structured parking.

The study also discusses potential funding sources for development of public or public/private parking accommodations. The study opines that, due to the relatively inexpensive parking options available downtown, additional revenue sources would be necessary for development of a parking facility. Funding sources identified for consideration include local improvement districts or parking districts, fee-in-lieu parking funds, of City general funds. Additionally, public/private partnerships were identified as opportunities to defray the cost of construction. As mentioned previously, the City created a Downtown Parking Assessment District to assist in funding the existing public parking lots downtown, and a fee-in-lieu program is currently in place to provide flexibility to developers in meeting parking requirements, while collecting funds for potential future parking improvements. Other opportunities remain for funding parking facilities, including local improvement districts or economic improvement districts, such as is currently in place as a funding mechanism for the Downtown Corvallis Association. Additionally, the City can continue to look for opportunities to engage in public/private partnerships, either financially, or through shared utilization agreements of public or private parking.

Requested Action:

Information only. No action is requested.

DOWNTOWN PARKING COMMITTEE
MINUTES
April 1, 2014

DRAFT

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

Absent

Staff
Lisa Scherf, Public Works

Visitors
Kathleen Begin-Wasco, Parking Enforcement
Dr. Sharon Forster-Blouin
John Caruso
Kris Egan
Csilla Andor
Ted Langton
Barb Langton
John Atkinson
Elizabeth Kerle

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of January 27, 2014 Minutes			Approved
III. Visitor Comments	N/A		
IV. Old Business • None	N/A		
V. New Business • Request for 2-hour Limit on NW 4th Street		X	
VI. Information Sharing • Pilot Bicycle Corral			DPC recommended moving forward with the pilot project
VII. Committee Requests and Reports	X		
VIII. Pending Items			

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
Commissioner Uerlings moved to approve the January 27 minutes and Commissioner Heuchert seconded the motion. The minutes were approved unanimously.

III. Visitor Comments

None.

IV. Old Business

None.

V. New Business

Request for 2-hour Limit on NW 4th Street

Ms. Scherf provided background for this item. A group of business owners approached the City Council in January regarding parking in the area of 4th Street north of the downtown core. Council referred it to the Downtown Parking Committee to review the issue, although the area is outside of the downtown core. Ms. Scherf stated that staff performed a parking survey, though weather and other factors resulted in it not being as complete as hoped. Therefore, staff does not yet have a recommendation regarding this issue.

Visitor Dr. Sharon Forster-Blouin, owner of Corvallis Cat Care on 4th Street, stated that the distance from her building makes a difference for her clients. She has had patients cancel because they need to park two or more blocks away. She has been in this location since 2002 and there has never been a problem prior to the fall of 2013. In response to a question from the Committee, Dr. Forster-Blouin stated that many of the people parking in front of her office are sales representatives for nearby car dealerships. She was told that employees at the Kiefer dealership cannot park on the Kiefer lot because the lot is short on space.

Visitor John Atkinson, owner of the office building on the corner of 4th Street and Fillmore Avenue, stated there are seven individual therapy practices in his building. The parking situation has caused problems with their clients and started with the car dealership's change of ownership to Kiefer, whose Nissan dealership appears to have doubled their inventory and left no room for their employees to park. Mr. Atkinson provides parking behind his building for his tenants.

Visitor John Caruso stated that parking availability affects quality of life, as he has observed when living in San Francisco, noting that parking restrictions influence his decision whether to do particular things. He opined that if a time restriction is implemented, to use a three-hour limit, rather than two.

Kris Egan, co-owner of Corvallis Custom Kitchens and Baths, agreed that this is a recent problem and opined that Kiefer appears to be the main cause of the issue. Her clients have expressed concerns about walking to her business, particularly in the rain or after dark. Her employees are not allowed to park on 4th Street or in her business's off-street parking. Ms. Egan noted that there is ample parking west of 5th Street and she does not know why the dealership employees don't park there. She expressed concern with the Corvalla Apartments currently being remodeled and that the new clientele there will have more vehicles. She stated that because her business offers two-hour seminars, she is in favor of a three-hour time limit. She is also in favor of marking stalls on 4th Street.

Visitor Csilla Andor, who has a psychotherapy practice in John Atkinson's building, stated that some of her clients have medical issues and it's a problem for them to walk too far for their

appointments. She has seen employees from the car dealerships eating lunch in their cars to avoid moving them.

Visitor Ted Langton, owner of Northstar Surveying, stated that one of the considerations he made when buying his building was on- and off-street parking. The area used to be primarily residential rentals and has transitioned to businesses. He is opposed to any changes to parking in the area, though he would be in favor of marking the spaces. He has instructed his employees to utilize only the on-street parking in front of his business and not other businesses.

Visitor Barb Langton asked if the area can have variable restriction, depending on the business. Perhaps 30-minute or 2-hour restrictions could be designated in certain areas, but not uniformly through the area.

Mr. Atkinson stated that two-hour parking would be ideal for his business, as most clients are not there for more than ninety minutes.

Visitor Elizabeth Kerle, building owner and acupuncture practitioner at 712 NW 4th Street, stated that she hopes that any changes won't be piecemeal, but take a larger view of the whole area. She noted that a 2-hour limit would benefit her tenants.

Chair Upton asked staff what the options would be and if it is possible to mix and match different areas with different restrictions. Ms. Begin-Wasco stated that some variation is manageable, but too much will be too confusing for citizens. She said another possibility is creating a new parking district in this area. Ms. Scherf noted that marking parking spaces will actually lead to a reduction in available parking per block. The Committee asked staff to gather more information, including a more detailed parking utilization study and information on how many residences in the area have only on-street parking and no spaces on-site.

VI. Information Sharing

Pilot Bicycle Corral

Chair Upton reported that he recently discussed this project with Public Works Director Mary Steckel, who expressed a concern for cost. She was hesitant to start a new bicycle program without a new revenue stream specifically aimed at bicycles. She asked Chair Upton to discuss some options with the Bicycle and Pedestrian Advisory Commission (BPAC), which he also chairs. BPAC discussed the issue at their March meeting and recommended not implementing any fees specific to bicyclists. BPAC also recommended installing a pilot bicycle corral. **Commissioner Uerlings moved for the Downtown Parking Committee to recommend that the Downtown Commission go on record as being in favor of Public Works installing a pilot bicycle parking corral on 2nd Street (in a space not currently marked for parking) in downtown and with no additional citizen-based funding. Commissioner Heuchert seconded the motion, which passed unanimously.**

VII. Committee Requests and Reports

Chair Upton reported that the Public Participation Task Force (PPTF) is finalizing a draft recommendation for Council, which includes a recommendation to consolidate the DPC with BPAC and the Citizen's Advisory Commission on Transit (CACOT). Ms. Scherf noted upcoming opportunities to provide input on the work of the PPTF. Councilor Sorte encouraged Committee

members to speak to their Councilors about the recommendations and to attend upcoming meetings.

Chair Upton reported that he received a request regarding a perceived lack of motorcycle parking in the free downtown core parking area, where motorcycles are not allowed to park in regular parking spaces. Ms. Begin-Wasco stated that parking enforcement typically issues warnings (rather than citations) to illegally-parked motorcycles, along with maps of motorcycle parking.

VIII. Pending Items

The meeting was adjourned at 5:35 p.m.

NEXT MEETING: May 6, 2014, 4:00 p.m., Downtown Fire Station #1

CITY OF CORVALLIS
ECONOMIC DEVELOPMENT COMMISSION
Minutes – March 31, 2014

Present
Elizabeth French, Chair
Pat Lampton
Nick Fowler
Jay Dixon
Skip Rung
Biff Traber, Council Liaison

Excused Absence
Ann Malosh
Jason Bradford
Rick Spinrad
Tim Weber

Staff
Tom Nelson, Economic Development Manager
Amy Jauron, Economic Development Officer
Ken Gibb, Community Development Director
Sarah Johnson, Associate Planner
Claire Pate, Recorder

Visitors
Stewart Wershow
Kent Daniels
Joe Raia, *Corvallis TidBits*

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order/Introductions	
II.	Approval of Minutes: • March 10, 2014	Approved, as drafted.
III	Visitor Comments	None
IV	Community Development Update (Ken Gibb/Sarah Johnson)	Presentation
V	Public Participation Task Force Discussion (Kent Daniels)	Discussion
VI	Other Business	
VII	Future Agenda Items/Next Meetings a. April 14 b. April 30 (5:15-7:15 pm, OSU Kearney Hall, Room 112)	
VIII	Adjournment	Adjourned at 5:20 pm. Next meeting April 14, 2014; Madison Avenue Meeting Room, 500 SW Madison

CONTENT OF DISCUSSION

I. CALL TO ORDER.
Chair French called the meeting to order at 3 pm.

II. APPROVAL OF MINUTES – March 10, 2014.

Commissioner Lampton **moved** to approve the minutes as drafted; Commissioner Dixon seconded the motion which **passed** unanimously.

III. VISITOR COMMENTS. None

IV. COMMUNITY DEVELOPMENT UPDATE (Ken Gibb).

Chair French welcomed Community Development Director Ken Gibb who – in tandem with Associate Planner Sarah Johnson – updated commissioners on the status of the Planning Commission's consideration of the proposed Land Development Code (LDC) modifications. More specifically, he addressed the modification supported by the EDC relating to removing the Planned Development Overlay (PDO) from certain properties in the City so that code-compliant development could move forward with more certainty.

Director Gibb thanked Chair French and Commissioner Lampton for their testimony at the Planning Commission public hearing held on March 19, 2014. In addition to their testimony, the Planning Commission had also heard from others, including Tony Howell, who had voiced concerns relating to the proposal. The Planning Commission had asked staff propose changes to the PDO modification for their consideration, based on testimony received.

Planner Johnson explained that the concerns raised were primarily focused on the proposed text amendments dealing with PDO's on industrial properties. Using a PowerPoint presentation (Attachment A), she reviewed the details of the proposal, that would allow a developer to proceed with development through a staff review process, as long as all original conditions of approval and all LDC provisions were met. There are limited numbers of parcels to which this would apply, with the McFadden site and a large chunk of industrial property in south Corvallis being the largest. She said concerns were raised about the fact that the LDC sections relating to industrial zones had not gone through an updating process for various provisions relating to compatibility and pedestrian design standards. Additionally, there are natural features present on the industrial sites, and the original PDOs were placed to ensure that there was a level of public process which would take this into account. Finally, it was felt that such a large expanse of an area such as the south Corvallis industrial parcel would benefit from a Planned Development Master Planning process to ensure public review of issues like access and traffic. She noted that there had been an inventory of natural features, and that there were other standards such as those imposed by the Department of State Lands that would protect features such as wetlands. Additionally, the LDC would require a traffic impact analysis to identify upgrades or additional improvements that might be needed to mitigate traffic impacts.

She discussed the area in south Corvallis zoned Light Industrial-Office and stated that this was a new zone along Highway 99W which would serve as a buffer between residential areas east of Hwy 99 and the heavier industrial areas on the west side. Additionally, the South Corvallis Drainage Plan has been completed to deal with drainage issues on the industrial properties containing wetlands areas. Lastly, gateway development standards are in place that would be applied to gateway areas such as Hwy 99W.

Staff considered concerns raised at the public hearing, and developed options to mitigate those concerns, while still facilitating economic development. Planner Johnson presented those options as detailed in her PowerPoint presentation. For the South Corvallis industrial area, a 50-acre minimum would be imposed but code-compliant development under a certain threshold for building square footage would be allowed with an administrative review. This provides latitude to move ahead with projects, and ensure public review if the threshold is exceeded. She reviewed examples of building footprints meeting those thresholds and how they would look on existing sites.

The following are Commissioner questions (Q) and staff responses (R), along with Commissioner comments (C).

Q. There has not been any development on the south Corvallis industrial parcel, so what are those barriers that might need to be addressed?
A. There are issues with access because of the railroad crossing and ODOT standards, along with drainage issues. They make development difficult.
Q. Under staff's proposed options, what would be the worst case scenario if a developer came in and wanted to develop the McFadden property by exercising the greatest flexibility, meeting the existing code requirements and ignoring the PDO.
A. The existing PD has trip caps placed on it tied to building square footage in order to satisfy ODOT requirements. This would stay in place, so they could not exceed the building square footages and would have to meet all other code requirements for setbacks, etc. Under the staff option to the original proposal, a developer would be able to build up to 300,000 square feet of building before having to do a PD plan.
Q. What is the relationship between the Comprehensive Plan (CP) and the Land Development Code (LDC)?
A. A Planned Development, with its discretionary review, brings in the ability to look at Comprehensive Plan policies in addition to code standards. The CP kicks in with certain review processes of land use applications. It is used to inform the decision makers' review of that particular application.
Q. Can the Planning Commission accept or reject a staff recommendation on an application, or make modifications to it?
A. Yes.

Director Gibb said staff was working out the details for options which could be considered by the Planning Commission in response to the concerns that were raised. The Planning Commission held the record open for written testimony until April 2, 2014, and would be deliberating at their April 16 meeting on what to recommend to City Council. City Council would then take those recommendations into account when they hold their public hearing and make a decision in May/June 2014. Any official communication from the EDC in regard to the options should be submitted before April 2, 2014, to the Planning Commission.

Chair French asked Commissioners for feedback. Commissioner Lampton thought that there might not be a net public benefit with the compromise options. Chair French agreed that the EDC's original recommendation should stand as is, and the Planning Commission would have to take into account all of the public comments and concerns raised during the public hearing in their deliberations. EDC has made it clear that they want to uphold the standards of the community as reflected in the LDC.

Economic Development Manager Nelson said that the option would at least allow a "bird in hand" development to occur as long as it was under the building square footage threshold

and met all of the code requirements. He would prefer having this to an outright rejection by the Planning Commission of the proposed modification to the PDOs. Commissioner Fowler said that the EDC should be explicit about its fundamental support for removing uncertainty about the potential for development of a site. Council Liaison Traber suggested that EDC might want to make a simple statement that the purpose of the modification was to remove uncertainty for the development process, and that the original proposal is preferred though a staff-proposed option would be better than doing nothing at all. Chair French and Manager Nelson would work on such a statement.

V. PUBLIC PARTICIPATION TASK FORCE DISCUSSION (Kent Daniels).

Chair French gave some background about the work of the Public Participation Task Force (PPTF) and the preliminary draft recommendations that they issued with regard to restructuring boards and commissions. She had been in communication with Councilor Penny York, who is a member of PPTF, with her concerns about those recommendations. Specifically, the draft called for replacing the current EDC with a new Economic Development Advisory Board with larger responsibilities which would have the existing EDC as a task force under it to complete its work in 2015. Chair French read from the draft recommendations which were attached to the March 6, 2014, PPTF minutes. She shared that she had attended the March 20, 2014, PPTF meeting and had spoken up during visitor comments about her concern that the recommendations were being made without any consultation with affected boards and commissions. She had suggested that it be a broader conversation in a collaborative fashion with the boards and commission members.

She had asked Kent Daniels, Chair of PPTF, to come to this meeting to further explain the process and the draft recommendations so that the EDC might have a better understanding of the intent and be able to weigh in on the proposal before the recommendations are sent on to the City Council for its consideration. PPTF has scheduled a public meeting for April 28, 2014, for public comment on its final draft recommendations.

Mr. Daniels thanked her for the opportunity to address the Commission, and explained that one of the specific charges the PPTF had been given by City Council was to look at the number and scope of boards and commissions. Specifically, they were charged with looking at areas of duplication, and whether some of the groups had such a narrow focus that they could be incorporated into another related group. They were also charged with looking at whether there were gaps that needed to have citizen advisory coverage, and to suggest how to combine, divide or otherwise reorganize the groups for maximum effectiveness and efficiency. He further explained that the draft recommendations were a working document of a subgroup and had not as yet been reviewed, amended where appropriate, then approved by the full task force. This would likely happen at the April 3, 2014, PPTF meeting, at which time the draft recommendations will be sent out to all members of boards and commissions, as well as staff for review and comment. The comments received will be incorporated, as appropriate, into a new draft document which will be sent out on April 18 to all boards and commissions again, prior to the public meeting being held on April 28, 2014. Comments received at the April 28, 2014, public meeting, as well as those received in written form outside of that meeting, would be used to formulate the final recommendations in May for submittal to the City Council on June 2, 2014. He emphasized that the draft recommendations document attached to the March 6 PPTF meeting minutes was a working draft only and would likely be revised by the full task force. It was unfortunate that it was not clearly identified as such.

The following are Commissioner questions (Q) and Mr. Daniels' responses (R), along with Commissioner comments (C).

Q. What are the objective criteria the PPTF is using to make its recommendations?
A. The charge revolves around looking at existing boards and commissions and determining which have a broad, community-wide interest to them and which are narrowly focused; then determining whether there is a better way of using the boards and commissions to cover gaps and combine efforts where it can be done more efficiently. For instance, there is no Transportation Commission, but there is a Bicycle and Pedestrian Advisory Commission as well as a Transit Commission. If a Transportation Commission were to be formed, the other groups with their more narrow focus might become subcommittees of a larger, umbrella commission that can look at the broader issues of transportation. Ultimately, it will be up to City Council to decide whether this would be a better approach.
Q. What is it that the EDC is doing, or not doing, that the PPTF is looking to change?
A. I have not heard of any specifics, because there was no group discussion as yet about recommended changes.
C. It would be helpful and important to describe what the intent is behind any suggested changes, and to have this separate from the description of what process will be used for transitioning.
Q. What is the problem for which the Task Force is being charged to fix? It is unclear.
A. (*Councilor Traber*) As one of the persons behind the charter for the PPTF, there was recognition that there are areas of City business that could benefit from citizen contribution for which there are no existing advisory boards. Adding more boards would not be efficient or cost-effective, so the charge is to look at the structure as a whole and suggest changes as to how the boards and commissions can be configured to be more effective and efficient.
C. It would be helpful to identify what objective criteria are being used in the decision making and to better define the process through which the City Council will be making its decision. The EDC, which is working on behalf of both the City and County, has spent a lot of time and effort working on a culture of being a more business-friendly community. The community needs capital investment and job creation in order to pay for those services the City provides.
Q. Is there a role for the County in the PPTF, since the County would have an interest in this particular discussion?
A. City-County collaboration is important, but the PPTF had not taken that on as part of its charter.
C. The Task Force should be invited to share with EDC both where they see evidence of good works along with any areas of concern where there might be gaps. This would be a proactive approach, as opposed to being reactive to recommended changes.
C. The City should be cautious about establishing new processes that suggest more process and become more burdensome to the citizenry. There are hundreds of meetings already for citizen involvement, and there are few citizens who are willing to take part unless they are retired or full-time activists.

Mr. Daniels, as a Planning Commissioner, offered comments about the Planning Commission's review of proposed revisions to the Land Development Code. He said that Chair French's testimony had been helpful and additional written comments were welcomed.

Chair French said that once the final recommendations were received; she would review them along with Commissioner Rung and ED Manager Nelson to make a determination as to whether the Commission needed to get back together to formulate a response. She thanked Mr. Daniels for meeting with them.

VI. OTHER BUSINESS.

Chair French stated that she and Commissioner Rung met with the County Commissioners and their presentation had been well-received. One of the clients with which the EDO staff had been working attended the meeting and spoke eloquently about how satisfied they were with the EDO's efforts.

VII. NEXT MEETING/FUTURE AGENDA ITEMS.

Commissioners Rung and Fowler stated that they could not attend the April 30 meeting on campus. An attendance poll will be taken.

VIII. ADJOURNMENT.

The meeting was adjourned at 4:30 pm. The next meeting will be April 14 at 3 pm; in the Madison Avenue Meeting Room.

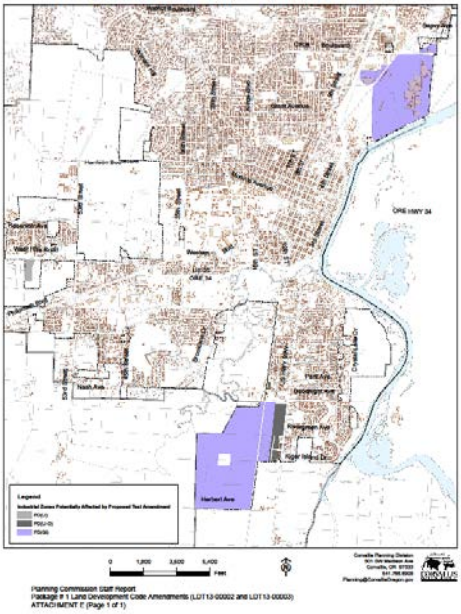
Planned Development Proposed Changes

Update for Economic Development Commission
March 31, 2014

Proposal

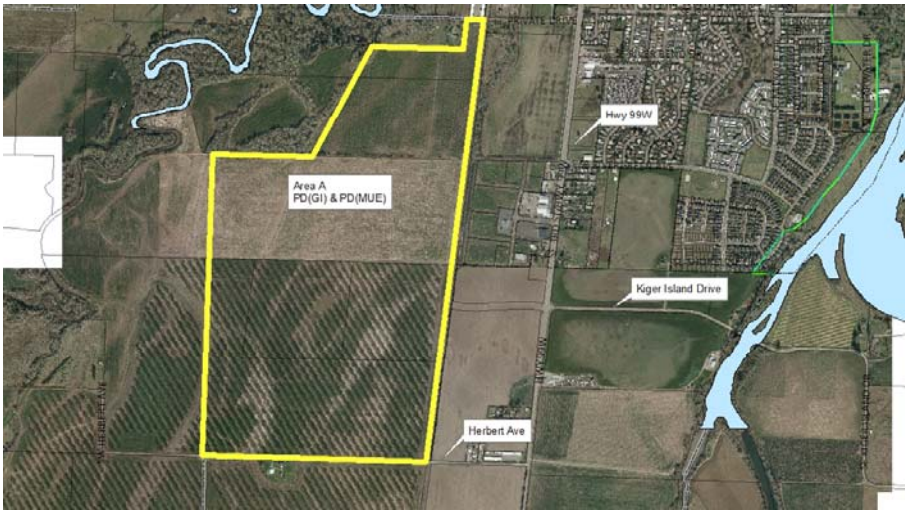
- Industrial properties zoned PD(GI), PD(LI), PD(LI-O)
- Properties with PD Overlay or Conceptual Development Plan only – Develop to LDC standards
- Properties with Detailed Development Plan and <5% developed under plan – Develop to LDC Standards

Properties Zoned PD(LI), PD(LI-O) and PD(GI)



Concerns Raised at Planning Commission Hearing

- Comprehensive Plan Policy for Area A – 50 acre minimum development area or PD required (CPP 8.9.10)
- Industrial zones have not been updated to address compatibility/pedestrian design and other issues
- Natural Features are present on industrial sites
- South Corvallis sites would benefit from PD master planning (access, traffic, etc.)



Staff Notes

- Natural Features project inventoried features/hazards & codified protections
- DSL/Army Corps wetlands control
- TIA required with development
- LI-O zone – new zone along Hwy 99W to buffer industrial, provide some pedestrian design features
- South Corvallis Drainage Plan developed
- LDC Standards for gateway development along 99W/South 3rd.

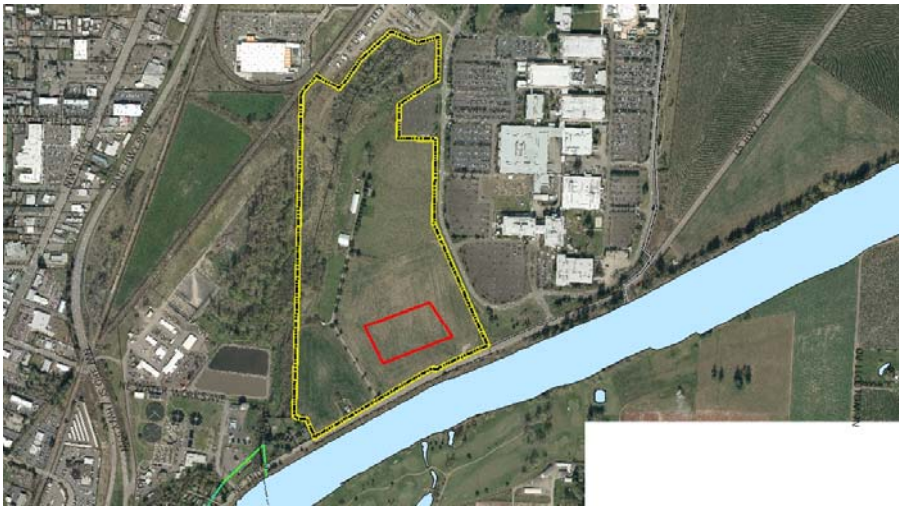
Proposed for Consideration

- Maintain 50 acre minimum requirement in Area A, but proceed with recommendation for Code-compliant development
- Allow for ministerial review of development up to 200,000 sq. ft. building footprint, 300,000 sq. ft. total floor area, cumulatively
- Development beyond thresholds requires PD Mod or new PD process

Example – Corviss/ATS Sites

- Total development area ~ 15 ac.
- Corviss – 90,000 sq. ft.
- ATS 1 – 57,000 sq. ft.; 2 – 100,000 sq. ft.

McFadden Site



Example – McFadden Site

- Total development area – 88 acres
- Sample 200,000 sq. ft. building footprint

South Corvallis Industrial Site

Example – South Corvallis

- Total development area – 68 acres
- Sample - two 100,000 sq. ft. building footprints

Next Steps

- Written record closes Wednesday April 2 at 5 pm
- Staff to provide options for Planning Commissioner consideration at April 16 deliberations
- Planning Commission deliberations and recommendation to City Council
- City Council public hearing and decision in May/June

Land Development Code Update Package #1

EDC Development Process Recommendations

Background

- In 2012 the EDC considered several concepts regarding the development process that were identified by City staff and the Blue Ribbon Panel

- In September 2012, the EDC recommended two actions as the highest priority for consideration

- Recommended priorities included changes to the Planned Development (PD) process that would related to the PD removal process and/or reducing the number of project changes that would require a PD modification process. The second priority was creation of a hearings officer process for certain land use applications

- The overall goal of these recommendation was to provide for a more predictable and timely development review process

- The EDC recommended that the City Council assign a high priority to these items in the City's Planning Work Program

- The PD modification recommendation was included as a priority item in the 2013-14 Planning Work Program as proposed by Staff and approved by the City Council in spring 2013

- Staff has been developing LDC Update Package #1 for Planning Commission and City Council consideration. This package includes a proposal for PD process changes along with several other items, primarily Collaboration Corvallis recommendations

- The staff report will be released on March 12th. This report must analyze how the PD proposal (and all other LDC text changes) meets the review criteria for LDC amendments

- The Planning Commission will hold a public hearing regarding LDC Package #1 on March 19th at 7 p.m. The Planning Commission will forward a recommendation to the City Council and the Council will hold a public hearing(s) before making a final decision

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

DRAFT
CITY OF CORVALLIS
PLANNING COMMISSION MINUTES
April 2, 2014

Present
Jennifer Gervais, Chair
Frank Hann, Vice Chair
Kent Daniels
James Feldmann
Roger Lizut
Jim Ridlington
Jasmin Woodside
Penny York, City Council Liaison

Staff
David Coulombe, Deputy City Attorney
Kevin Young, Planning Division Manager
Carl Metz, Associate Planner
Jason Yaich, Associate Planner
Matt Grassel, Public Works Engineering
Greg Gescher, City Engineer
Aaron Manley, Engineering Project Manager
Terry Nix, Recorder

Excused
G. Tucker Selko
Ronald Sessions

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Actions/Recommendations
I.	Visitors' Propositions	X		
II.	Consent Agenda – Request for an extension of a Tentative Subdivision Plat approval for the Corvallis Riverfront Hotel, 115 SW Washington Avenue (SUB11-00004)			Approved the Consent Agenda.
III.	Major Brand Hotel Planned Development, Conditional Development, and Minor Land Partition (PLD13-00008, CDP13-00002, MLP14-00002)			Approved as conditioned.
IV.	Approval of Minutes March 5, 2014			Approved as presented.
V.	Old Business	X		
VI.	New Business	X		
VII.	Adjournment			Adjourned at 8:55 p.m.

Attachments to the April 2, 2014 minutes:

A. Memo regarding request to Extend Subdivision Approval for the Corvallis Riverfront Hotel, submitted by Planning Division Manager Kevin Young.
B. Proposed amendment to Condition of Approval #2 Signage, Major Brand Hotel, distributed by Associate Planner Carl Metz.
C. Applicable Review Criteria handout.

CONTENT OF DISCUSSION

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

I. VISITORS' PROPOSITIONS: None.

II. CONSENT AGENDA – Request for an extension of a Tentative Subdivision Plat approval for the Corvallis Riverfront Hotel, 115 SW Washington Avenue (SUB11-00004)

Planning Division Manager Young reviewed the request to extend Subdivision approval for the Corvallis Riverfront Hotel for one year. He said the application was reviewed under the 2006 Land Development Code as amended on September 16, 2011. Under that version of the LDC, Subdivision approvals are effective for two-years and the Planning Commission may extend the approval up to one year if it finds that conditions have not changed. Staff supports the request for the reasons cited in the staff memorandum. **(Attachment A)**

MOTION: Commissioner Daniels moved to approve the Consent Agenda. Commissioner Woodside seconded the motion and it passed unanimously.

III. PUBLIC HEARING – Major Brand Hotel Planned Development, Conditional Development, and Minor Land Partition (PLD13-00008, CDP13-00002, MLP14-00002)

A. Opening and Procedures:

Chair Gervais 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. **(Attachment B)**

The Chair opened the public hearing.

B. Declarations by the Commission:

1. Conflicts of Interest: None.
2. Ex Parte Contacts: None.
3. Site Visits: Commissioners Gervais, Daniels, Feldmann, Hann, Lizut, Ridlington and Woodside declared site visits. Commissioner Ridlington said it will not influence his decision, but he will be sorry to see the blackberries go. Commissioner Feldmann said the path to Shari's seems to be more of a sidewalk than a multi-use path. Commissioner Daniels said that this is an odd piece of land.
4. Objections on Jurisdictional Grounds: None.

C. Staff Overview:

Associate Planner Metz reviewed the request for approval of a Conceptual and Detailed Development Plan (Planned Development), and a Conditional Development for a "Lodging Services – Hotels/Motels" use greater than 7,500 square feet in size to construct an approximately 45,720 square foot, 4-story, 86-room hotel. The applicant also seeks approval of a Minor Land Partition to consolidate two properties into a single property. As part of the Planned Development application, the applicant requests to vary from a number of development standards. The 1.66 acre site is located approximately 270 feet east of the southeast corner of NW 9th Street and NW Cornell Avenue and has approximately 103 feet of frontage along NW Cornell Avenue. The site is bound on the west by a restaurant, on the south by a hotel, on the east by a public multi-use path and an auto dealership, and on the north by NW Cornell Avenue and general commercial uses. The Comprehensive Plan designation is Mixed Use Commercial (MUC) and the Zone designation is Mixed Use Community Shopping (MUCS).

Staff distributed a proposed amendment to Condition of Approval #2 Signage **(Attachment C)**.

D. Legal Declaration:

Deputy City Attorney 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:

Lyle Hutchens, Devco Engineering, said his firm is providing consulting and assistance to the applicants. He introduced members of the project team, including Kurt Jensen with Jensen Fey Architects and Vern McDonald, representing the ownership.

Vern McDonald said he is a Corvallis resident and a minority principal in the proposed development. He said the site has been vacant since at least 1949. The lead developer on the project, A&A Construction and Development, is involved in the Corvallis community via the Hilton Garden Inn and Holiday Inn Express hotels. The development would benefit the community by converting an unutilized site into one that is visually attractive and makes economic contributions to the community. There is need for additional modern hotel rooms in Corvallis, particularly for community special events when there is significant leakage of hotel room stays to surrounding communities. This means that local merchants are deprived of sales and local room tax receipts are lower than they should be. He said the applicant's professional team has worked with staff to create a plan that is responsive to the LDC and staff concerns. He asked the Planning Commission to approve the application.

Kurt Jensen, Jensen Fey Architects, said that this is a very challenging site. He reviewed two options that were considered but couldn't be made to work due to access and circulation issues. He said the project team worked with staff to create a plan for a hotel with orientation to both Cornell Avenue and 9th Street which encourages bicyclists and pedestrians to use the site. He reviewed the proposed site plan and each of the building elevations. He said the plan provides adequate parking for the hotel, sufficient access for the Fire Department, and angled parking representative of a downtown site.

Mr. Hutchens commented on the requested variances and proposed compensating benefits as follows:

Variances 1 and 2 involve building orientation and setbacks. Given the irregular shape of the property, it is impossible to place a building oriented towards NW Cornell Avenue within the maximum setback without additional variances. Compensating benefits are proposed in the form of the multi-use path connection and additional pedestrian amenities.

Variance 3 involves building height. The majority of the proposed building is shorter than the maximum allowed. Elements that exceed the height limitation include the elevator shaft, screening elements on the roof, and the stair towers. Lowering these elements would result in the loss of an entire story. A four-story hotel is necessary to make this a viable project. The site plan limits the size of the building footprint which acts as a compensating benefit.

Variance 4 involves a decrease in the number of loading spaces. The proposed hotel use can be served with a single designated space for deliveries of supplies without disruption to circulation around and through the site. The compensating benefit is a reduction in pervious surface and an increase in landscaped green area on the site.

Variance 5 involves the placement of parking and vehicular circulation between the building and the street. This variation is necessary due to the irregular shape of the site and the impossibility of orienting the building directly towards NW Cornell. The compensating benefit is the proposed multi-use path connection and additional pedestrian amenities.

Variance 6 and 7 involve the sign on the western facade of the building. It is appropriate to vary the standards and allow a sign on the western facade at height where it can be visible and provide wayfinding guidance for visitors traveling on 9th Street. As a compensating benefit, the total sign area will be less than the maximum allowed.

Mr. Hutchens said the applicants are in agreement with staff's proposed conditions of approval, including amended Condition #2 related to signage. He invited questions from the Commission.

Commissioner Hann noted that one parking space per room is proposed; he asked if there is a plan for overflow parking. Mr. McDonald said that teams and groups often come in one vehicle and the potential conflict is not as significant as one might think.

Commissioner Feldmann said the proposed placement of the multi-use path would result in bicyclists going by the front door to the building. Mr. Jensen said the applicants wanted to encourage the site to be used for access to the multi-use path to the east and the proposed design was the best solution given the constraints of the site.

In response to an inquiry from Commissioner Feldmann, Mr. Hutchens said the three parking spaces abutting the sidewalk on west side of parking lot will have wheel stops to keep bumper overhangs out of the sidewalk area.

Commissioner Ridlington asked if there is concern about soil contamination on the site. Mr. McDonald said they believe there has been no commercial activity other than farming on the site since it was created and their studies show no contamination from adjacent sites.

Commissioner Feldmann asked if anything would prevent the neighboring property from putting up a fence at the end of their sidewalk. Mr. McDonald said he doesn't think the restaurant would want to put up a fence and cut off their revenue source from the hotel.

F. Staff Report:

Planner Metz said the applicant did a good job of presenting the proposal and staff's analysis is provided in detail in the written staff report. He briefly reviewed the applicable criteria, including the compatibility criteria. The Planned Development request includes requested variations to LDC standards related to maximum building setback, building orientation, maximum building height, number of loading spaces, locating vehicle parking between the building and street, attached sign location and height, and sign variance standards. He reviewed each of the requested variations, applicable standards, and proposed compensating benefits, as detailed in the staff report. Staff finds that the proposed variations are consistent with the intent of the criteria and that potential negative impacts would be mitigated through the provision of compensating benefits.

Planner Metz reviewed off-site tree impacts. All but two of the seven trees identified in the arborist's report are proposed to be removed and replaced with new trees. The property owner's consent to replace Tree 1 and the protection of Tree 7 indicates that Condition 17 will be satisfied.

Planner Metz said the Conditional Development and Minor Land Partition requests have similar review criteria to that of the Planned Development. Staff finds the applicant's proposal

satisfies the applicable review criteria including compatibility factors and recommends approval of the application subject to the conditions of approval in the staff report.

G. Public Testimony in favor of the application:

Sue Long said she and her husband own Keller Williams Realty, a neighbor of the subject site. She is excited to have the hotel and feels it will improve the neighborhood. She expressed concern about the shared access for 9th Street. She said there are problems with traffic speeds and congestion in the area and it is often very difficult to exit the site. She suggested that hotel users be encouraged or required to access the site from N Cornell Avenue, perhaps through signage.

H. Public Testimony in opposition to the applicant's request:

Andrew Dingman said he and his wife use the multi-use path and he feels this is an attempt to stuff a square peg into round hole. He expressed concerns about congestion and parking issues and suggested that a three-story height would be more reasonable for beautification and traffic flow.

I. Neutral testimony: None.

Questions of Staff:

Commissioner Lizut asked staff to respond to Ms. Long's concerns. Planner Metz said that most of the conflicts described are associated with the existing uses. Planning Manager Young said that speed bumps can be effective in controlling travel speed, but there is no ability to condition a third party in these proceedings. In terms of signage, the City can't regulate signage that is not on the development site as long as it complies with the sign code.

Commissioner Daniels asked what mechanism could be used to encourage the property owners to consider traffic circulation through the parking lots. Staff said that the Planning Commission could choose to put that into the record through a Development Related Concern but there would be no method of implementation.

Commissioner Daniels asked for additional information regarding 9th Street medians. Mr. Grassel said that implementation of a median strategy along 9th Street has been discussed as a City project but not as something that this development would be asked to take on.

Commissioner Daniels said he was surprised that there is currently no access to the multi-use path from the Days Inn parking lot. Planning Manager Young said the only opportunity to require that access would be with redevelopment of the Days Inn site.

Commissioner Hann asked if staff felt there was no way this lot could be developed without allowing circulation between the street and building. Planning Manager Young said he wouldn't say that it couldn't be done but the engineering involved would be substantial and staff didn't feel it was warranted in this case.

In response to further inquiries, staff provided clarifying information regarding the proposed access and circulation.

J. Rebuttal by Applicant: None.

K. Sur-rebuttal: None.

L. Hold the Record Open or Continuance:

There was no request for continuance or to hold the record open.

The applicant waived the opportunity to submit final written argument.

M. Close the Public Hearing:

The Chair closed the public hearing.

N. Deliberations and Decision:

Commissioner Ridlington asked if it would be possible to cut access to the Shari's parking lot and require hotel users to access from Cornell Avenue. Mr. Grassel said that, from an engineering standpoint, that would limit flexibility. Commissioner Feldmann noted that Shari's representatives did not come forward with any concerns.

MOTION: Commissioner Hann moved to approve the Major Brand Hotel Conceptual and Detailed Development Plan application (PLD13-00008), as conditioned in the March 21, 2014, staff report to the Planning Commission. The motion was based on findings in support of the application presented in the March 21, 2014, staff report to the Planning Commission, and findings in support of the application made by the Planning Commission during deliberations. The motion included revised Condition #2 regarding signage. Commissioner Daniels seconded the motion.

Commissioner Feldmann asked if the application would still meet the LDC if the neighboring restaurant use blocked off their end of the sidewalk. Planning Manager Young said staff believes that it would.

Commissioner Daniels said there are a lot of issues with this site and the applicants have done a good job of addressing them. He thinks this is a good example of using variances in a rational way to allow something to be built on the site that makes sense and will have a positive impact.

Commissioner Daniels initiated discussion about ways to address increased bicycle and pedestrian safety in the parking lots. In response to direction from the Commission, staff drafted the following DRC:

The applicant and neighboring property owners to the west are advised to monitor potential vehicle, bicycle and pedestrian conflicts within the shared internal access way on the Shari's property and to consider traffic calming or other measures to reduce potential safety conflicts if warranted.

MOTION TO AMEND: Commissioner Daniels moved to add the Development Related Concern as drafted by staff. Commissioner Lizut seconded the motion and it passed unanimously.

The amended main motion passed unanimously.

MOTION: Commissioner Hann moved to approve the Major Brand Hotel Conditional Development application (CDP13-00002), as conditioned in the March 21, 2014, staff report to the Planning Commission. The motion was based on findings in support of the application presented in the March 21, 2014, staff report to the Planning Commission, and findings in support of the application made by the Planning Commission during deliberations on the request. Commissioner Lizut seconded the motion, and it passed unanimously.

MOTION: Commissioner Lizut moved to approve the Major Brand Hotel Minor Land Partition application (MLP14-00002), as conditioned in the March 21, 2014, staff report to the Planning Commission. The motion is based on findings in support of the application presented in the March 21, 2014, staff report to the Planning Commission, and findings in support of the application made by the Planning Commission during deliberations on the request. Commissioner Woodside seconded the motion and it passed unanimously.

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

III. APPROVAL OF MINUTES:

March 5, 2014

Commissioner Hann moved to approve the minutes as presented. Commissioner Woodside seconded the motion and it passed unanimously, with Commissioners Daniels and Ridlington abstaining.

IV. OLD BUSINESS:

Planning Manager Young said the City Council has invited the Planning Commission to a work session, along OSU Planning staff to discuss the upcoming update to the OSU campus master plan. The work session is tentatively planned for April 21 following the regular City Council meeting.

V. NEW BUSINESS – CIP Suggestions for 2016-2020 Capital Improvement Program:

City Engineer Greg Gescher said that each year the Planning Commission is asked to provide input on potential projects to be considered by the CIP Commission and the City Council for inclusion on the Capital Improvement Program (CIP). He distributed a list of projects previously suggested by the Planning Commission for the 2015-2019 CIP. He offered to answer any questions.

Commissioner Lizut asked if there is a shelf-life for unfunded projects. Mr. Gescher said that efforts are being made to put forward a more realistic CIP five-year program. In general, projects are not put in the CIP unless there is a reasonable chance of funding and projects that are grant-dependent are typically removed if grants are not successfully acquired.

Chair Gervais asked if there is a way to track projects that don't get funded but are still good ideas. Mr. Gescher said that suggestions related to parks and recreation go to the PNARB and suggestions related to bicycle and pedestrian improvements go to the BPAC; those bodies go through the process of reviewing and prioritizing suggestions and there is some memory that occurs at that level.

Commissioner Feldmann asked how the trail connection on OSU dairy property could be pursued. Mr. Gescher said he believes that is being discussed in the context of the collaboration project. Commissioner Daniels said that this is a good time to be lobbying for that issue. There will be opportunities for input with upcoming updates to the OSU transportation plan, the OSU campus master plan, and the City's parks and recreation master plan and trails plan.

VI. <u>ADJOURNMENT</u>: The meeting was adjourned at 8:55p.m.

Memorandum

To:	Planning Commission
From:	Bob Richardson, Associate Planner RAR
Copy:	Ken Gibb, Community Development Director Kevin Young, Planning Division Manager
Date:	March 25, 2014
Subject:	Request to Extend Subdivision Approval for the Corvallis Riverfront Hotel (WRG11-00002, SUB11-00004)

ISSUE

On May 17, 2012, a Planning Commission Notice of Disposition was signed approving a Willamette River Greenway (WRG11-00002) and Major Replat (SUB11-00004) application to consolidate six legal lots into one lot and construct a multi-story hotel in the vacant area along SW First Street between SW Washington and SW Adams Avenues.

The approved application was submitted on October 19, 2011, and was reviewed under the provisions of the 2006 Land Development Code as amended on September 16, 2011. Per Section 2.4.30.09 of the aforementioned version of the LDC, Subdivision and Major Replat approvals are effective for a two-year period from the date of approval. The Planning Commission may extend the approval by up to one year if it finds that conditions have not changed.

> **2.4.30.09 - Effective Period of Tentative Subdivision Plat Approval**
>
> Tentative Subdivision Plat approval shall be effective for a two-year period from the date of approval. If the applicant has not submitted a Final Subdivision Plat within the two-year period (with appropriate assurances for improvements, if applicable), all approvals shall expire. Where the Planning Commission finds that conditions have not changed, at its discretion and without a public hearing, the Commission may extend the period once for a period not to exceed one additional year.

The applicant has begun work consistent with the approved plans, which has made the WRG approval effective, but has not submitted a Final Subdivision Plat. The applicant requests that the Planning Commission grant a one year extension to the subdivision approval in order to finish preparing materials required with the Final Subdivision Plat (see attached letter).

STAFF RECOMMENDATION

Staff support the applicant's request for the following reasons:

1. The conditions in the area surrounding the subject site have not changed in any way relevant to the proposal to consolidate lots on the vacant site.

2. The associated WRG approval is effective. Not granting the extension would simply require the applicant to re-submit a new application for the same proposal. The current review criteria for evaluating a new Major Replat proposal are the same as those used to evaluate the already approved Major Replat application. Therefore, analysis of the same proposal against the same review criteria, would likely yield the same decision to approve the request.

3. Since the application was submitted, the LDC has been amended to extend the effective period of approval for subdivisions from two years to four years. This broader policy direction supports the applicant's request for a total of three years to submit their Final Plat.

Decision Options

With respect to the applicant's request for a one year extension to the approval of the Major Replat (SUB11-0004), the Planning Commission has three options:

Option 1: Approve the request, thereby extending the effective date of approval to May 29, 2015.

Option 2: Approve an extension of the effective date of approval by some other period of time less than one year.

Option 3: Deny the request, thereby maintaining the current approval effective date of May 29, 2014.

Staff recommend the Planning Commission chose Option 1, and approve a one year extension to the current Major Replat approval. If the Planning Commission accepts this recommendation, the following motion is suggested.

Motion

I move to extend the effective date of the Major Replat approval for the Corvallis Riverfront Hotel (SUB11-0004) to May 29, 2015.

Attachment

Letter from Alan Wells, Commercial Associates; Received March 24, 2014

COMMERCIAL ASSOCIATES
Real Estate Services

202 NW Sixth Street • P.O. Box 906
Corvallis, OR 97339
(541) 754-6320
FAX (541) 758-0508

March 21, 2014

RECEIVED

MAR 24 2014

Community Development
Planning Division

ROBERT RICHARDSON
ASSOCIATE PLANNER
CITY OF CORVALLIS
P.O. BOX 1083
CORVALLIS, OR 97339

SUBJECT: REQUEST FOR EXTENSION OF SUBDIVISION PERMIT

Dear Bob:

Please consider this letter a formal request to extend the subdivision permit currently in place relative to the Corvallis Riverfront Hotel project. The subdivision permit number is subdivision (SUB11-00004). This permit was approved by the Corvallis Planning Commission, along with the Willamette River Greenway Permit (WRG11-00002).

As you know, we have undertaken initial grading and excavation of the property relative to a permit issued (EXC13-00102). We took out this permit in order to complete our archeological investigation of the property. A formal archeological inspection report will be submitted to the State within the next two weeks. As we understand it, the issuance of the excavation permit satisfies our requirement for the Willamette River Greenway approval, however, our subdivision permit will need to be extended until such time as we actually start construction on the hotel.

LDC Provision 2.4.30.09 (effective period of tentative subdivision plat approval) provides that the Planning Commission, without a public hearing, may extend the approval period once for a period not to exceed one additional year. This is the request we are making. We fully intend to begin construction on the hotel this summer, and are moving forward with construction documents, currently we are in discussions with five different lenders to provide construction financing. We are excited to move forward as it has been a long process.

Please submit our request to the Planning Commission as soon as possible. As always, if you have any questions, please feel free to call.

Many thanks,

THE CORVALLIS RIVERFRONT HOTEL, LLC

ALAN WELLS
MEMBER

\AW\LTR\ Richardson 032114
~~Page 1 of 1~~

Email: contact@commercialassociates.org
Web: www.commercialassociates.org

Major Brand Hotel (PLD13-00008, CDP13-00002, MLP14-00002)

Applicable Review Criteria

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
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.

Conditional Development

2.3.30.04 - Review Criteria

Requests for Conditional Developments shall be reviewed to ensure consistency with the policies of the Comprehensive Plan, and any other applicable policies and standards adopted by the City Council. The application shall demonstrate compatibility in the following areas, as applicable:

a. Basic site design (the organization of Uses on a site and the Uses' relationships to neighboring properties);

b. Visual elements (scale, structural design and form, materials, etc.);

c. Noise attenuation;

d. Odors and emissions;

e. Lighting;

f. Signage;

g. Landscaping for buffering and screening;

h. Transportation facilities;

i. Traffic and off-site parking impacts;

j. Utility infrastructure;

k. Effects on air and water quality (note: a DEQ permit is not sufficient to meet this criterion);

l. Consistency with the applicable development standards, including the applicable Pedestrian Oriented Design Standards; and

m. Preservation and/or protection of Significant Natural Features, consistent with Chapter Chapter 2.11 - Floodplain Development Permit, 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.

Minor Land Partition

2.14.30.05 - Review Criteria

Requests for approval of a Tentative Partition Plat shall be reviewed to ensure:

a. Nonresidential Partitions - Requests for the approval of a Tentative Partition Plat shall be reviewed to ensure:

1. Consistency with the purposes of this Chapter and 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; the adopted City Off-street Parking Standards; and any other applicable policies and standards adopted by the City Council;

2. Pursuant to Comprehensive Plan Policy 3.2.7, demonstrated compatibility in the areas in "a," through "m," below, as applicable:

a) Basic site design (the organization of Uses on a site and the Uses' relationships to neighboring properties);

b) Visual elements (scale of potential development, etc.);

c) Noise attenuation;

d) Odors and emissions;

e) Lighting;

f) Signage;

g) Landscaping for buffering and screening;

h) Transportation facilities;

i) Traffic and off-site parking impacts;

j) Utility infrastructure;

k) Effects on air and water quality (note: a DEQ permit is not sufficient to meet this criterion);

l) Consistency with the applicable development standards, including the applicable Pedestrian Oriented Design Standards; and

m) 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. Approval does not impede future development of property under the same ownership or on adjacent lands planned for urban densities with respect to the provision of City services and access from a public street;

4. Consistency with the density requirements of the Zone. When calculating the applicable density range for a subject property, applicants may include in their acreage calculation 50 percent of the area of any streets that front the subject site, for the distance the streets front the subject site.; and

5. For properties 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, no Partition or Minor Replat shall create new lots or parcels unless each new and remaining lot or parcel contains:

a) An area unconstrained by Natural Resources or Natural Hazards;

b) An area that includes Formerly Constrained Areas; or

c) Contains an area that includes the areas in 5.a) and 5.b) above;

and that area is equal to or greater than the applicable Minimum Assured Development Area(s) for the zone or zones is which the site falls. Exceptions to this requirement are:

d) Lots created for public park purposes; and

e) Privately- or publicly-owned lots completely contained within an area zoned Conservation - Open Space.

New Partitions may contain common open space tracts for the purpose of protecting Natural Resources and/or avoiding Natural Hazards.

Applicable Comprehensive Plan Policies

3.2.1 The desired land use pattern within the Corvallis Urban Growth Boundary will emphasize:

B. Efficient use of land;

3.2.3 The City shall address compatibility conflicts through design and other transitional elements, as well as landscaping, building separation, and buffering.

3.2.5 The City shall implement a process to develop more specific development standards or design guidelines that closely represent the vision of Corvallis as expressed by its citizens. These standards or guidelines may address such items as: the effective use of building mass; orientation to the street; landscaping; and the placement of windows, doors, porches, and other architectural elements. Upon completion, the City shall revise the Land Development Code to ensure conformance with the new development standards or design guidelines.

4.10.6 In order to reduce peak runoff from impervious areas and maintain pre-development flow regimes, the City shall work to adopt standards such as the following:

A. Minimize the proportion of each development site allocated to surface parking and circulation.

G. Retain a larger percentage of vegetated area within all types of development to increase rainfall interception.

5.2.4 The City shall take appropriate actions to beautify and improve the community by: developing gateway locations and development standards that include building orientation to the street for most uses; appropriate site and building design standards; extensive landscaping and street trees to provide a boulevard effect; frequent access points for bicycles and pedestrians; and possible mitigation of the negative effects of overhead utility lines.

7.5.5 The City shall attempt to limit unnecessary increases in the percentage of Corvallis' impervious surfaces.

8.6.1 The City shall encourage adequate support facilities for Corvallis' expanding visitor and conference activities.

8.6.2 City policies shall encourage lodging and conference facilities in close proximity to visitor services and public transportation.

8.10.4 New commercial development shall be concentrated in designated mixed use districts, which are located to maximize access by transit and pedestrians.

8.10.9 The City shall require at least one major commercial entrance to be located immediately adjacent to the public or private streets within the neighborhood center and mixed use areas. Additionally, parking lots shall be located to the rear of buildings, and where they do not disrupt the pedestrian streetscape, may be located to the side of buildings.

9.2.4 Neighborhoods shall be pedestrian-oriented. Neighborhood development patterns shall give priority consideration to pedestrian-based uses, scales and experiences in determining the orientation, layout, and interaction of private and public areas.

9.2.5 Development shall reflect neighborhood characteristics appropriate to the site and area. New and existing residential, commercial, and employment areas may not have all of these neighborhood characteristics, but these characteristics shall be used to plan the development, redevelopment, or infill that may occur in these areas. These neighborhood characteristics are as follows:

F. Neighborhoods have an interconnecting street network with small blocks to help disperse traffic and provide convenient and direct routes for pedestrians and cyclists. In neighborhoods where full street connections cannot be made, access and connectivity are provided with pedestrian and bicycle ways. These pedestrian and bicycle ways have the same considerations as public streets, including building orientation, security-enhancing design, enclosure, and street trees.

11.2.10 Development proposals shall be reviewed to assure the continuity of sidewalks, trails, multi-use paths, and pedestrian ways.

11.5.1 Bikeways shall be conveniently located, be adequately constructed, have minimal stops and obstructions, and have safe crossings on major streets.

11.5.11 Where bicycle and pedestrian facilities are combined, adequate width for the combined uses shall be provided.

11.5.12 Safe and convenient bicycle facilities that minimize travel distance shall be provided within and between new subdivisions, planned developments, shopping centers, industrial parks, residential areas, transit stops, and neighborhood activity centers such as schools, parks, and shopping.

11.6.1 The City shall require safe, convenient, and direct pedestrian routes within all areas of the community.

11.6.4 New development and redevelopment projects shall encourage pedestrian access by providing convenient, useful, and direct pedestrian facilities.

11.6.6 Safe and convenient pedestrian facilities that minimize travel distance shall be provided by new development within and between new subdivisions, planned developments, shopping centers, industrial parks, residential areas, transit stops, and neighborhood activity centers such as schools, parks, and shopping.

11.6.7 Where minimizing travel distance has the potential for increasing pedestrian use, direct and dedicated pedestrian paths shall be provided by new development.

11.6.12 New commercial development shall be oriented toward adjacent existing and planned sidewalk facilities to encourage pedestrian, bike, and transit activity.

14.3.1 Infill and redevelopment within urban areas shall be preferable to annexations.

Major Brand Hotel

PLD13-00008, CDP13-00002, MLP14-00002

Proposed amendment to Condition of Approval #2, see bold and underlined portion below

Condition of Approval Number	Conditions of Approval	Page on Which Condition is Referenced
2	**Signage** – The top of the sign shown on the west elevation of the building in **Attachment A.117** is permitted to be placed on that west elevation, and at 40-ft above grade, but no higher. **<u>Except as conditioned below, a</u>**ll other signage shall comply with standards in LDC Chapter 4.7 – Sign Regulations. If signage changes in the future, one sign of the same size or less as the noted west elevation sign may be installed with a 40-ft maximum height. Only one sign on the development site, at the building's west elevation is permitted to be 40-ft high. As compensating benefit for the 40-ft high sign located on the west elevation: • The maximum sign allocation for the development site shall be 90% of the LDC standard; and • Pole signs shall not be permitted on the subject site. The applicant shall obtain a sign permit for the installation of all signs on the development site that require such a permit.	29, 30, 33, 52, 63, 92, 93

CITY OF CORVALLIS
Public Participation Task Force Minutes
April 17, 2014 - DRAFT

Members Present:	Kent Daniels, Chair; Annette Mills, Vice Chair; Richard Hervey; Penny York; Rocio Munoz; Brenda VanDevelder; Emily Bowling; George Brown; Becki Goslow
Members Absent:	Lee Eckroth
Staff:	Mary Beth Altmann Hughes, HR Manager; Terry Nix, Scribe
Visitors:	Susan Christie

Agenda Item	***Key Discussion Points***	***Action or Information Only***
1. Check in, introductions, ground rules (Chair)		
2. Review today's agenda: changes or additions	• No changes	
3. Review/approve 4/3/2014 meeting draft minutes		• Motion by Annette, seconded by Becki, to approve the minutes; motion passed unanimously.
4. Continue discussion: Plans for April 28th public meeting	• The goal for the public meeting is to present the work the TF has been doing and provide an opportunity for feedback. • It is important to model the Guiding Principles for public participation that the TF is recommending. • Rocio and her co-worker will provide translation services for the meeting. • Following the TF presentation and	• Emily and Annette will continue to work on getting additional volunteer facilitators. • Annette will revise and distribute the press release. • Becki will phone the Chair of each B&C as a follow-up to the invitation.

Agenda Item	***Key Discussion Points***	***Action or Information Only***
	clarifying questions, participants will break into small discussion groups. • TF members will be note-takers and volunteers will facilitate.	
5. Continue review of feedback and comments received on the draft documents. Approve final draft recommendation document for distribution to participants and staff prior to the April 28 public meeting.	• Continued discussion and modification of the preliminary draft Recommendations document (Attachment A). • Cost analysis and implications will be addressed as part of the final recommendation. • Inclusivity is important in the participation process. The recommendation should include ways to do better in the areas of diversity and inclusion and address potential partnerships with OSU, the School District and others on diversity and inclusivity. • The TF should consider recommended functions for CIDAB in a systematic way – there will be time for this after the public meeting. • Discussion regarding the three-minute clock for public testimony and less intrusive methods that would still allow the Mayor or Chair to effectively run the meeting.	• Send formatting or grammatical corrections to Kent. • Kent and Brenda will distribute the revised document to the B&Cs. • Kent will send a copy of the revised document to the City Manager and copy Richard and Penny. • Kent will follow up to ensure the document is posted as a link on the City's information about the event.

Agenda Item	***Key Discussion Points***	***Action or Information Only***
	• Discussion about a potential change to the sunset system.	
6. Timeline, responsibilities and roles for PPTF and others for critical path from May 5 to Dec 31, 2014	• Discussion on this item will begin at the next meeting.	
7. Check-out: Time well used? Everyone prepared? Everyone heard? Meeting process okay? What can be done better? Next meeting agenda items?		• The next meeting is scheduled for April 24, 11:00 am, at the Madison Avenue Meeting Room. The focus of the meeting will be continued preparation for the April 28 public meeting, and beginning discussion on Agenda Item 6.
12.Adjournment	• The meeting adjourned at 1:35 pm	

Respectfully submitted: Kent Daniels, Chair

Next Meeting: April 24, 2014

PPTF 4/17/14 minutes
Attachment A

City of Corvallis Public Participation Task Force

DRAFT Recommendations

Compiled recommendations from three sub-committees:
Boards and Commissions organization and structure
Guiding principles for public participation—access and opportunities
Neighborhood Associations

WORKING DRAFT RESPONSE TO CHARGE

April 17, 2014

PUBLIC PARTICIPATION TASK FORCE

Community member volunteers:
Kent Daniels, Chair
Annette Mills, Vice Chair
Emily Bowling
George Brown
Lee Eckroth
Becki Goslow
Rocio Munoz
Brenda VanDevelder

City Council volunteers:
Councilor Penny York
Councilor Richard Hervey

Staff volunteer:
Mary Beth Altmann-Hughes

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III. GUIDING PRINCIPLES FOR PUBLIC ENGAGEMENT

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V. ACCESS AND OPPORTUNITIES

VI. NEIGHBORHOODS

APPENDICES:

1. **Neighborhood Connections Process**
2. **Neighborhood Groups Survey Results**
3. **Benefits document (Lake Oswego)**
4. **Research Process**
5. **Discussion point minutes example**

I. DEFINITIONS

Advisory Board—A standing committee of community residents, appointed by the Mayor, to provide advice and information to the City Council on a specific topic of city relevance

Community Involvement and Diversity Advisory Board (CIDAB)—A potential advisory board, recommended in response to City Council Charges 1b, 1c, 1d, 7, and 8. Would include functions of current Committee for Citizen Involvement and Martin Luther King Jr. Commission, in addition to responsibilities to work with neighborhoods and other duties.

Commission—A standing committee to which the City Council has delegated decision-making authority, such as the Planning Commission and Historic Resources Commission.

Department Advisory Committee—An ongoing administrative or technical committee appointed by City department directors (with Mayor and Council approval) to work with city staff on matters involving specialized expertise.

Task Force—A committee formed to achieve a particular goal with a specific charge, usually serving for a limited time. Established by City Council resolution, usually appointed by the Mayor.

Registered Neighborhood Group (RNG)—an organized group of neighbors, including but not limited to neighborhood associations, that shares interest in their neighborhood's quality of life. RNGs would be officially registered with the City, meets certain minimum requirements for recognition, and be eligible to apply for benefits the City offers only to RNGs, such as meeting space.

II. CITY COUNCIL'S GOAL AND CHARGE TO THE PUBLIC PARTICIPATION TASK FORCE (PPTF)

GOAL: *"By December 2014, the Council will revise its processes and structures in to a more effective and efficient citizen engagement program to develop diverse future leaders, enhance communication between citizen ns and the Council, help connect citizens to each other to strengthen community and neighborhoods, and utilize the expertise of citizen volunteers in solving community problems."*

CHARGE TO TASK FORCE:

"Issues to be studied and deliberated:

1. Number and scope of boards and commissions
   a. Identify areas of duplication between existing boards and commissions.
   b. Identify boards and commissions whose areas of study are so small or narrow that they could be incorporated into another related group or community organization.
   c. Identify significant areas of City Council responsibility where the Council doesn't receive systemic citizen advice. Include gaps in the board and commission system that would benefit from a change in the scope of a current group or the formation of a new group.
   d. Suggest how to combine, divide or otherwise reorganize these groups so that they are as effective and efficient as possible.
2. The formation, evaluation, revision and sunset process
   a. What criteria should the City Council use to determine if a new board or commission should be created?
   b. Consider how best to define and evaluate effective board and commission operations and outcomes.
   c. Consider how to balance the roles of boards and commissions as well-informed and neutral advisors to the Council as opposed to advocates for a particular point of view.
   d. What criteria should the Council use to make significant changes in one or more boards or commissions?
   e. Consider revising the process and/or developing criteria to guide Council decisions about ending boards and commissions.
   f. How should the effectiveness of staff support be evaluated?
3. Relationship with City operating departments
   a. The relationships between individual boards and commissions and the related operating department vary greatly. What should the relationships be?
4. Council liaison role
   a. What should the role of the City Council liaison be?

5. Opportunities to advise the City Council
   a. Is access available to all citizens to give thoughtful input and advice to the City Council through the board and commission system? If not, are there ways to improve the board and commission system for better access?
   b. Is there adequate access to citizens to advise the Council through means other than the board and commission system? If not, suggest methods of improvement.
6. Cost factors
   a. It is important to ensure that decisions are timely; citizens feel that their efforts are meaningful, and city resources are used well. Identify ways to streamline or reduce the use of staff support.
   b. Identify ways to maximize the use of citizen volunteers.
7. Committee for Citizen Involvement
   a. Is the current configuration of this group the most effective means of addressing the Oregon Land Use System Goal One? If not, how might this goal be better met?
8. Neighborhood associations
   a. 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."

Throughout our recommendations, we refer to the impact on effectiveness and efficiency according to the definition provided by City Council:

- '**Effectiveness**' means improved communication between residents and appointees with the Council and staff in ways that result in better, more informed decision making.
- '**Efficiency**' means purposeful and limited use of city resources, including staff time, volunteer time and other direct costs.

From the outset, our focus has remained resolutely on our charge, on the formal channels of engaging community members early in the decision-making process, and on strengthening the existing board and commission system. We endeavored to provide alternative options to strengthen public participation in eight specific areas. <u>For the most part, this draft document will address each area sequentially by number.</u>

The Public Participation Task Force is comprised of eight community members, two city council members, and one staff representative from the City. We want to emphasize our respect for all the community volunteers currently serving on City boards and commissions, and our appreciation for the importance of the work they do. We believe our recommendations can both heighten and support that work and enhance community members' involvement in city planning and decision-making processes.

Additionally, we recognize the City Council's priority of creating a sustainable budget and note that City Council must prioritize recommendations and the use of resources for public participation effectiveness.

III. GUIDING PRINCIPLES FOR PUBLIC ENGAGEMENT

The Corvallis 2020 vision document includes the following as a statement about our community: "In 2020, Corvallis will employ local benchmarks to measure progress in areas including housing, economic vitality, educational quality, environmental quality, and overall quality of life; citizens will actively participate in public policy and decision making; and we will be a community that honors diversity."

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.

Serving on an Advisory Board, Commission, or Task Force can be a rewarding experience for community service-minded residents. It is a productive way to participate in the functioning of local government and assists City Council members in understanding the values of their constituents. The role of these committees is to provide input to city staff and advice and recommendations City Council. The expertise and work of community groups often serve as a catalyst for innovative city programs and improved services.

To address the language both in our Corvallis vision document and in Charge 5 from the City Council, we recommend that the City adopt the following Guiding Principles and display them on the City website and other appropriate documents.

GUIDING PRINCIPLES

1. **Collaborative Democracy** - Enhance and support community-driven democracy in city government. Ensure that all participants listen and attempt to understand different viewpoints.
2. **Diversity** – Seek input from all viewpoints, backgrounds, and philosophies. Treat each person with dignity, fairness, and respect.
3. **Openness and Access** - Promote fair, open and respectful processes that allow all who are interested or affected to have an equal opportunity to participate.
4. **Inclusiveness** - Create a variety of ways for community members to participate and influence decisions.
5. **Accountability** - Use decision-making processes that are transparent and that create decisions that can be tracked with clearly defined responsibilities.

PRINCIPIOS FUNDAMENTALES

1. **Trabajo colaborativo en la Democracia** – mejorar y apoyar una democracia gubernamental dirigida por la comunidad. Asegurarse todos los participantes escuchen e intenten comprender diferentes puntos de vista.
2. **Diversidad** – solicitar opiniones desde todas las perspectivas, orígenes y filosofías. Tratar a cada persona con dignidad, igualdad y respeto.

3. **Transparencia -** Promover procesos justos, abiertos y respetuosos que permiten a aquellos interesados o afectados a tener una oportunidad para participar.
4. **Integración** – Crear una variedad de maneras para que miembros de la comunidad participen e influyan las decisiones.
5. **Obligación** – Usar procesos para hacer decisiones responsables y que sean transparentes.

IV. BOARDS AND COMMISSIONS ORGANIZATION AND STRUCTURE

The task force was charged by the City Council with reviewing existing citizen advisory boards and commissions to address portions of the charge related to their number and scope. This element of work for the PPTF was the most challenging, as we acknowledge the contributions and expertise provided by community volunteers currently serving.

Corvallis has benefited immeasurably over the years from the involvement of its citizens in public decision-making. Task forces have worked with city staff, consultants, the general public, and multiple City Councils to tackle difficult issues and help build support for solutions that benefit the entire community, such as the Riverfront Task Force, the Combined Sewer Overflow Project, and the Corvallis Forest Stewardship Plan. Boards and commissions composed of dedicated volunteers do much of the heavy lifting and detail work in their roles to advise the Council about developments in and support for a wide range of City services and functions.

In a comparative review of other Oregon cities, we noted that a larger city (Bend) operates with only 13 advisory boards and commissions and a smaller city (Ashland) operates with 15. Corvallis currently supports 23 advisory boards and commissions. In general, we believe broader categories are more desirable for efficient operations.

We have endeavored to provide alternative pathways to greater effectiveness and efficiency. We encourage existing boards and commissions to review annual goals and the current level of public engagement with their committee to determine if their issue area would be more comprehensively addressed if united in a more broadly defined advisory board. At the same time, however, we remain very supportive of the Corvallis 2020 Vision statement that "boards, commissions and task forces are the primary working groups that evaluate, draft and recommend plans and legislation to the city council."

Charge 1a: *"Identify areas of duplication between existing boards and commissions."* Although there are some areas of overlap, we did not identify any significant duplication of responsibilities in the current board and commission system. Therefore we offer no recommendation in that regard.

Charge 1b: *"Identify boards and commissions whose areas of study are so small or narrow that they could be incorporated into another related group or community organization."*
Recommendation: We identified 13 boards or commissions (listed below) where the scope is specialized or technical enough that some may benefit by either changing them to Departmental Advisory Committees (see p. ??) or by incorporation into another committee or community organization to increase the <u>effectiveness</u> and <u>efficiency</u> in the board and commission system. The chart on p. ? indicates possible options, including no changes.

- Airport Commission
- Bicycle and Pedestrian Advisory Commission
- Board of Appeals
- Capital Improvement Program Commission
- Citizens Advisory Commission on Transit
- Commission for Dr. Martin Luther King, Jr.
- Commission on Civic Beautification and Urban Forestry
- Committee for Citizen Involvement
- Community Police Review Board
- Downtown Commission
- Downtown Parking Commission
- Public Art Selection Commission
- Watershed Management Advisory Commission

Charge 1c: *"Identify significant areas of City Council responsibility where the Council doesn't receive systemic citizen advice. Include gaps in the board and commission system that would benefit from a change in the scope of a current group or the formation of a new group."*

Recommendation: We identified four significant areas of City Council responsibility where the Council doesn't receive systemic community member advice. We believe new or modified advisory boards would increase effectiveness of the city by addressing the gaps in the following areas:

- Community Involvement and Diversity
- Public safety
- Transportation systems planning and decisions
- Water systems planning and decisions

See further discussion at Recommendation B, below.

Charge 1d: *"Suggest how to combine, divide, or otherwise reorganize these groups so that they are as effective and efficient as possible."*

Recommendation A: After reviewing current board and commission activities and charges, we recommend that the following advisory board interest areas could more effectively provide comprehensive input to City Council with a change of scope, organization, or responsibilities. Committees are listed in alphabetical order.

- **Airport Commission.** After review of current activities, we note that there are two distinct areas of oversight including highly technical aviation input and economic development activity reports. A change from advisory board to Department Advisory Committee would create efficiencies for public works; and economic development activities could be transitioned to the Economic Development Commission.

- **Arts and Culture Commission.** This committee is charged with advising City Council on all matters relating to arts and culture. We recommend strengthening the formal communications related to city funded arts and culture related entities with annual reporting to this committee. City supported arts organizations include the Majestic Theater and the Arts Center, and to some extent Visit Corvallis. We also recommend merging the Public Art Selection Commission with this body, and using a subcommittee process to add persons for art selection work.

- **Bicycle and Pedestrian Advisory Commission.** This committee has very effectively advocated for bike and pedestrian interests in Corvallis for many years. In other communities (example: Ashland, OR), a Transportation Advisory Board comprehensively addresses multi-modal transportation issues and we believe this model is one to be explored in Corvallis**Budget Commission.** This committee includes City Council and community members and is currently limited to reviewing the proposed annual budget. Using examples from the City of Eugene and others, we recommend expanding the scope to study financial issues facing the City and develop recommendations for the Council; review fund forecasts; have community members work with staff and council on the budget before formal unveiling in February; have subcommittees hold public meetings in the early fall to obtain community member input and suggestions for the next year's budget., perhaps done collaboratively with the Capital Improvement Program.

- **Capital Improvement Program Commission**. Change scope to that of a Departmental Advisory Committee. Change the membership so that the body is made up entirely of representatives from other boards and commissions, including Planning, Budget, Transportation, Water, and PNARB.

- **Citizens Advisory Commission on Transit.** This committee serves to provide input on the City's public transportation system. Greater efficiencies could be achieved through a more comprehensive approach to multi-modal transportation through the formation of a Transportation Advisory Board.

- **Committee for Citizen Involvement** was established as means of addressing the Oregon Land Use System Goal One. We noted that there appears to be no activity in this committee since December 2012 and prior to that time, meetings were held on a quarterly basis. Limited to educating community members about land use planning is an important piece of engaging the community and we believe additional resources can be generated and supported by incorporating the CCI charge in the newly formed Community Involvement and Diversity Advisory Board (see page 17) and sunsetting the current CCI.

- **Commission for Martin Luther King Jr.** was established in 1987 to create a community celebration of Martin Luther King Jr. and to **"**advise Council on matters pertaining to the holiday.**"** We value the work of Dr. King and the holiday in his honor. We do believe there is a significantly greater opportunity to advise Council on inclusion and diversity issues that align with fostering awareness of the principles and practices championed by Dr. King. We believe this expanded scope of work could be accomplished by incorporating this committee in a newly formed Community Involvement and Diversity Advisory Board. If the current commission continues to stand alone, we support expanding its scope to include all areas related to diversity and inclusion.

- **Commission on Civic Beautification and Urban Forestry** focuses primarily on street trees and beautification projects with the City. This active committee would be more efficient and cost-effective as a Departmental Advisory Committee.

- **Community Police Review Board** is a narrowly focused committee dealing specifically with community member complaints. We have identified an opportunity for greater public participation in all matters related to public safety, and recommend further research on increasing the scope of this board or including its responsibilities with the establishment of a Public Safety Advisory Board.

- **Downtown Commission** was created in 2008 to develop a strategic plan and to implement an urban renewal program which was subsequently not supported by voters. The charge is to support a vibrant hub of business and cultural activity through streetscape projects, redevelopment projects and public parking. Options include maintaining this commission and incorporating the Downtown Parking Commission as a sub-committee or including the Downtown Commission as part of the Economic Development Commission's responsibility.

- **Downtown Parking Commission** is narrowly focused on downtown parking and promoting multi-modal transportation. Two members of the Downtown Commission serve on this committee, which is in effect a sub-committee of the Downtown Commission. We recommend merging it with the Downtown Commission and ceasing to list it as a separate board. This committee could also be included as part of the recommended Transportation Advisory Board.

- **Economic Development Commission** is charged to develop and recommend economic development policy and strategy for the City to implement. The current strategic plan does not include the economic development activities of the airport or downtown core, or other economic development interests in Corvallis. We have included the option of moving the airport- related matters to this committee or

moving the economic development activities of the Downtown Commission to the charge of this committee.

- **Historic Resources Commission** and **Planning Commission** are both quasi-judicial commissions. We recommend increased collaborative work with periodic work sessions with each other for goal and Comprehensive Plan development, and with the recommended new Community Involvement and Diversity Advisory Board regarding Land Use Goal 1 requirements, issues and improvements.
- **Land Development Hearings Board** is currently, in effect, a sub-committee of the Planning Commission. We recommend the codification of that fact and ceasing to list it as a separate board.
- **Public Art Selection Commission** provides expertise in the review and approval of public art installations. One member of the Arts and Culture Commission serves on this commission. We recommend that this committee be transitioned to a more comprehensive Arts and Culture Advisory Board. A sub-committee would be formed to carry out the duties of public art selection.
- **Watershed Management Advisory Commission** is focused primarily on the forest and streams the Rock Creek Watershed, a drinking water resource for the City. This is a technical committee and may be more cost effective either as a Department Advisory Committee or as part of a more broadly scoped Water Systems Advisory Board.

Recommendation B: To address gaps in the current City board and commission system, we recommend four new advisory boards (in prioritized order) to increase effectiveness of community member input and decision making.

- Diversity and Citizen Involvement Advisory Board
  - Details provided later in this document at Charge 7 (page 17).
- Transportation Advisory Board
  - Corvallis transportation planning (public transit, vehicle, bikes, pedestrian)
  - Accessibility and sustainability in transportation
  - Coordination with regional transportation planning
  - Transportation master plan, parking plan, CIP transportation projects
- Water Systems Advisory Board
  - Water quality, waste water and storm water management
  - Land management/natural features
  - Plans, CIP, reviews: Building maintenance plan, Storm water master plan, Wastewater utility master plan

  - Public Works CIP projects for buildings, water, land (excludes transportation)
- Public Safety Advisory Board
  - Emergency preparedness (w/neighborhood associations)
  - Fire Dept. CIP projects, Police Dept. COP projects, Fire Department strategic MP

We acknowledge that City Council must prioritize recommendations and the use of resources for public participation effectiveness. The table on the following page provides alternative options to create more comprehensively charged advisory boards.

- The three committees on the far left are the three City Council standing committees. (See recommendation under Charge 2b, below.)
- All current advisory boards and commissions are listed in the column on the right side of the page
- A change of scope or a new advisory board is indicated in **BOLD**.
- We assume that Departmental Advisory CommitteesACs are not included on the boards and commissions list and will be more cost-effective than currently organized.

	Option A		Option B		No changes
	Total 15, ***net change -7***		Total 14, ***net -8***		Total advisory boards and commissions: 22
Human Services Comm.	**Arts & Culture Advisory Board** (merge Public Art Selection) **Community Involvement and Diversity Advisory Board** (expand scope, sunset Committee for Citizen Involvement and Martin Luther King, Jr. Commission) **Civic Beautification & Urban Forestry Department Advisory Committee** Corvallis-Benton County Public Library Advisory Board Parks, Natural Areas & Recreation Advisory Board Police Review Commission		**Arts and Culture Advisory Board** (merge Public Art selection) **Community Involvement and Diversity Advisory Board** (expand scope, sunset Committee for Citizen Involvement and Martin Luther King, Jr. Commission) **Civic Beautification & Urban Forestry Department Advisory Committee** Corvallis-Benton County Public Library Advisory Board Parks, Natural Areas & Recreation Advisory Board Police Review Commission		Arts & Culture CBUF CCI MLK Library Police Review PNAR Public Art Selection
Urban Services Comm.	Appeals Commission (Board of Appeals) Historic Resources Commission Housing & Community Development Advisory Board **Planning Commission** (+ Land Development Hearings Board) **Transportation Advisory Board** (includes Bicycle & Pedestrian, Citizen Advisory Commission on Transit) **Water Systems Advisory Board** (Watershed Management Advisory Commission)		Appeals Commission **Capital Improvements Program Department Advisory Committee** Historic Resources Commission Housing& Community Development Advisory Board **Planning Commission** (merge Land Development Hearings) **Transportation Advisory Board** (Bicycle & Pedestrian, Citizen Advisory Commission on Transit) Watershed Management Department Advisory **Water Systems Advisory Board**		Appeals Commission Bicycle and Pedestrian Capital Improvements Program Downtown Parking Housing and Community Development Historic Resources Land Development Hearings Planning Commission Transit
ASC	Airport Advisory Board Budget Commission **Capital Improvements Program Department Advisory Committee**		**Airport Dept . Adv. Committee** Budget Commission **Downtown Advisory Board** (merge Downtown Parking)		Airport Budget Downtown Economic Development Watershed Management

	Economic Develop Advisory Bd. (merge with Downtown Comm.)		**Economic Development Advisory Board** (merge Airport-related work)		

Charge 2a: *« What criteria should the City Council use to determine if a new board or commission should be created ? »*
Recommendation : Limit the formation of new advisory boards and commissions.
Before a new advisory board is formed, it is important to determine if an alternative solution is viable, such as broadening the scope of an existing advisory board or commission or creating a task force or department advisory committee. Based on our review of comparable cities and the existing number of advisory boards and commissions in Corvallis, we recommend the increased use of task forces which can be more focused and easier to sunset. In some cities, if a new committee is formed, another is sunsetted.

Charge 2b: *"Consider how best to define and evaluate effective board and commission operations and outcomes."*
Recommendation: Establish a formal, annual reporting relationship to City Council standing committees.
Require that all advisory boards and commissions develop annual goals and work plans. Create an annual review and report process with their related City Council standing committees to measure effectiveness, reviewing progress on annual work plan and goals.

Charge 2c: *"Consider how to balance the roles of boards and commissions as well-informed and neutral advisors to the Council as opposed to advocates for a particular point of view."*
Recommendation: Provide orientation for all new advisory board and commission members to create more effective committees.
Members of advisory boards and commissions are well-informed and typically passionate about the volunteer work they do. As part of the new member orientation process, each appointee should be given an overall review of how the City, the relevant department, and the advisory board/commission operate and relate to each other. Orientation should also note the advisory nature of the work and the fact that City Council must weigh multiple factors in determining to accept or reject committee recommendations. It is also recommended that committee chairs and vice chairs receive training relating to running efficient meetings, public meeting laws, and understanding the scope of the work of the committee.

Charge 2d: *"What criteria should the Council use to make significant changes in one or more boards or commissions?"*
Recommendation: Use consistent annual reporting from all advisory boards and commissions to determine if revisions are appropriate.
Once established, advisory boards and commissions are made up of volunteers who commit time and expertise to the work of the committee. The use of annual work plans and an annual review with a City Council standing committee will provide a framework for reviewing possible revisions or changes.

Charge 2e: *"Consider revising the process and/or developing criteria to guide Council decisions about ending boards and commissions."*
Recommendation: Revise the sunset policy.

It is the City Council's responsibility to decide if an existing advisory board or commission should continue its work. Each advisory board and commission will be reviewed annually as part of the reporting process to the City Council standing committee**.** Information gathered through that review, including the original charge or ordinance that established the board or commission, should be what informs the start of the process of ending or sunsetting a board or commission.

Charge 2f: *"How should the effectiveness of staff support be evaluated?"*
Recommendation: Evaluate the effectiveness of staff support as part of the annual review of the advisory board or commission.
Staff liaison and support play a critical role for advisory boards and commissions to meet goals or work plans, and that role should be clearly articulated to incoming committee members. The staff liaison should: provide accurate and relevant information for the work of the committee; provide logistical support including meeting space and meeting recorder; assist with annual reporting of activities, or other support that is required.

Charge 3: *The relationships between individual boards and commissions and the related operating department vary greatly. What should the relationships be?*
The related purposes of these recommendations are to:

- make decision-making in the City more effective;
- build a web of strong interrelationships of committees which can address City planning with efficient use of city resources;
- better coordinate the working plans and activities of committees with annual goals and priorities of City Council; and
- increase adequate and early input by affected stakeholders in all major planning areas.

Recommendation A: Implement consistent practices for all advisory boards and commissions including staff attendance, recorder, and style of minutes to improve efficiencies.

1. Assign one staff liaison and recorder to attend each Advisory Board, Commission, and Task Force meeting. Being responsive to cost concerns, department directors exercise judgment on +1 staff attendance.
2. Avoid verbatim minutes. Minutes should be taken in a consistent format, including key discussion point minutes for Advisory Boards and Task Forces *(guidelines in addendum)* and detailed minutes for Commissions as required by statute.

Recommendation B1: Adopt a policy to use consistent titles of committees.
One of our first areas of agreement (also confirmed in our interviews with Department Directors) was the importance of the consistent use of language in describing committees. Consistency is especially important as most are advisory only; a limited number of committees have decision-making authority. Consistency will not only help everyone understand the distinction between the types of committees, but also indicate to the majority of existing committees the advisory nature of their work. This policy will create effectiveness in the system, which will both support city operating departments and guide City Council in the naming of committees.

Recommendation B2 : We recommend four distinct types of committees.
Any of these committees may consider forming sub-committees. Other work groups or committees may be formed by the Mayor or city staff for a particular reason.

Department Directors would continue the practice of bringing together small work or technical groups with particular areas of knowledge to advise them on particular or technical issues. The City Manager is responsible for ensuring that the Mayor and City Councilors are aware of the formation, purpose, duration and membership of such ongoing committees.

1. Advisory Board
   This type of standing committee is established by City Council resolution and serves in an advisory capacity to the Mayor, City Council and staff. The City Council resolution identifies the charge. The Mayor is responsible for recommending individuals to fill vacancies, for confirmation by the City Council.

2. Commission
   A standing committee to which the City Council has delegated decision making authority. The Mayor is responsible for appointing individuals to fill vacancies on the Budget Commission and the Appeals Board. The City Council makes appointments to the Planning Commission and Historic Resources Commission.

3. Task Force
   This committee is formed to achieve a particular goal with a specific charge, and is generally active for a limited time. 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, issue, or significant policy change if an existing Commission or Advisory Board does not exist to address that area or does not have the ability to address the topic by itself. The Mayor is usually responsible for appointing individuals to serve on Task Forces.

4. Department Advisory
   These ongoing committees are administrative or technical in nature and allow for efficient use of community member expertise and staff time. These ongoing committees are appointed by department directors with the approval of the Mayor and City Council. They advise department staff and provide agility in responding to community issues.

Recommendation C : Conduct an annual meeting for all advisory boards and commissions.
In our research of other communities we learned that some host an annual meeting with all boards and the City council and one assigns the city attorney's office to visit each board or commission once per year. Our recommendation of an annual meeting provides

all committees an opportunity to hear the same message from the Mayor and City Council, reduces silos, encourages dialogue, and fosters collaboration among advisory boards and commissions.

Charge 4: *"What should the role of the City Council liaison be?"*
Recommendation: In researching the liaison role, we noted that one community is in the process of ending the Council liaison duties due to the challenge of keeping up with the meetings of their fifteen advisory boards and commissions. We recognize a similar challenge in Corvallis to an even greater degree. With the formalization of advisory board and commission goal setting and review, and reporting to Standing Committees, the City Council liaison position may in some cases no longer be required.

Charge 5: **See section on Access and Opportunity, p. ?**

Charge 6a: *"It is important to ensure that decisions are timely; citizens feel that their efforts are meaningful, and city resources are used well. Identify ways to streamline or reduce the use of staff support."*
Charge 6b: *"Identify ways to maximize the use of citizen volunteers."*

Recommendation: Streamlining boards and commissions and their support structure as already recommended will reduce costs in meaningful ways. Additionally, the use of task forces and other committees will increase use of community volunteers.

Recommendation: Providing enhanced outreach (see section on Access and Opportunity) and orientation activities (already recommended) will maximize the effective participation of community member volunteers.

Recommendation: Expanding board member qualifications to include the option of one non-resident expert as a non-voting member will help maximize the use of community volunteers with special expertise. (Current qualifications limit membership to those living, working, or owning a business within the city or in some cases inside the Urban Growth Boundary.)

Charge 7: *"Is the current configuration of [the Committee for Citizen Involvement] the most effective means of addressing the Oregon Land Use System Goal One? If not, how might this goal be better met?"*
Recommendation: <u>We recommend an immediate sunsetting of the CCI and the formation of a new Community Involvement and Diversity Board (CIDAB).</u>

The current configuration of the Committee for Citizen Involvement limits the work of the committee to addressing the Oregon Land Use System Goal One. The new CIDAB would have a broader scope and responsibilities, including:

- Implementation or further work on PPTF recommendations, as recommended by the City Council,
- Diversity and other issues currently addressed by the MLK Commission,

- Access to city government, including community member primer on public participation, testimony, and the land use planning process,
- Development of board and commission trainings and orientation recommendations,
- Outreach to and liaison with Registered Neighborhood Groups
- Ongoing responsibility for the review and improvement of the Board and Commission system and other public participation practices
- Using a subcommittee, work with members of the Planning Commission and the Historic Resources Commission regarding changes and improvements to address the Land Use Goal 1.

Charge 8: **See section on Neighborhoods, page ??**

V. ACCESS AND OPPORTUNITIES

Charge 5: *"Is access available to all citizens to give thoughtful input and advice to the City Council through the board and commission system? If not, are there ways to improve the board and commission system for better access?"*

Recommendation: Adopt the Guiding Principles outlined in Section I.

Publish on the city web site and implement the following practices to ensure outreach and authentic engagement of community members, elected and appointed city leadership, and city staff.

We believe that this recommendation is a formalization of what City Council and staff have been attempting to do. It provides a standard to point to when we don't meet our expectations of ourselves. Our intentions are to ensure that all interests are represented in the decision-making process and to genuinely engage diverse community members at an early stage in the process.

Collaborative Democracy Recommendations:

1. Create community-friendly atmosphere at all public meetings.

   Demonstrate that those giving public testimony are being listened to. Make eye contact; ask a question, alert public that an electronic device may be used to capture testimony for future reference.

2. Create a welcoming environment for public testimony.

   When the need arises to limit testimony, employ methods that are predictable and discreet. The City of Pasadena has a podium with three built-in lights: green, yellow, and red. It is observable by the council and the speaker in a discreet manner.

3. Establish protocol for multiple persons who are representing an organization to make a presentation longer than the time allowed for an individual.

   Groups should make arrangements in advance with staff and the Mayor or Chair, which set the time allowed an other agreements.

4. Have agendas and other relevant documents available for the public at meetings.

   Documents should include those being discussed. "Meetings" include those of the City Council, Advisory Boards, Commissions, Task Forces, and Departmental Advisory Committees.

Diversity Recommendations:

1. Use the term "community member" instead of "citizen" whenever possible, in all City documents and references.

2. Identify and reach out to diverse sectors of the community.

   Take steps to make meetings linguistically and culturally appropriate.

   - Create a mechanism within city government to provide translation/interpretation services at public meetings when there is a topic of interest or services are requested.
   - Establish a resource service for child care at major meetings (e.g., partner with a non-profit or social service agency that provides such services).
   - Consider holding some City Council meetings at other locations periodically.
   - Be proactive in seeking feedback from underrepresented groups.

Charge 5b: *"Is there adequate access to citizens to advise the Council through means other than the board and commission system? If not, suggest methods of improvement."*

Openness and Access Recommendations:

1. Increase access to elected officials and city staff.

   - Create reasonable ways for community members to communicate with elected and appointed city leadership and city staff. Provide phone numbers and email addresses that will ensure a response.
   - Include a link on the **"**Mayor and City Council**"** web page for each councilor to specify what means of contact are available and which for will elicit a response.
   - Consider real-time on-line access to city meetings. (Review OSU's New Media Communications Department)
   - Consider alternate locations for forums, special outreach meetings, and government corner.

2. Increase access to city government information.

a. Improve City website user-friendliness

- Make the links on the home page more visible and easier to see/understand for the multiple modes of engagement by community member.
- Have Boards and Commissions and Volunteer Opportunities be a first-page header.
- Review path to finding archives, specifically the method of searching and retrieving documents. Example: City of Eugene website.
- Include a list of acronyms used throughout the website.
- Research software with appropriate design

b. Utilize available traditional and social media outlets.

c. .Set standards for city government and advisory boards and commissions to publicize and market their meetings and events, and vacancies to ensure the information is reaching the community.

- Continue and expand Government Corner at library lobby every Saturday; continue sending into the newspaper's F.Y.I.; attend community groups that traditionally have not interacted with city government.
- Provide Guidelines to advisory boards and commission for consistent communication and outreach to community members.

3. Increase transparency of the appointment process.

Improve awareness of vacancies on advisory boards and commissions and increase the transparency of the appointment process.

Comment [1]:

- On City website, provide online applications for specific vacancies and steps on how to become involved.
- Actively seek nominees from varied age groups, socioeconomic, racial, and ethnic backgrounds.
- Seek input from current Commission and Advisory Board chair for potential nominees to fill vacancy.
- Broadly disseminate Advisory Board and Commission vacancy announcements to community groups and organizations, on the City's website, and via media outlets.
- Establish a Mayoral Advisory Group to meet quarterly for review of vacancies and interested volunteers for Advisory Boards and Commissions.

- For examples visit City of Eugene website: eugene-or.gov/index.aspx?NID=86

Inclusiveness Recommendation: Involve broad representation of community members in the decision-making process.

- Identify the obstacles to having representation on advisory boards and commissions that matches demographics of the city.
- Engage community members early in the planning and budgeting process

  Planning: look at Lake Oswego requirements - pre-application conferences with neighbors;

  Budgeting: look at Pasadena or Eugene- appoint special committees at beginning of process to help gather public opinion.

Accountability Recommendation: Align the work plans of Boards and Commissions with City Council standing committees to improve connectivity with long-range planning and the decision-making process in all areas.

VI. NEIGHBORHOODS

CITY COUNCIL GOAL STATEMENT: "By December 2014, the Council will revise its processes and structures into a more effective and efficient citizen engagement program to develop diverse future leaders, enhance communication between citizens and the Council, help connect citizens to each other to strengthen community and neighborhoods, and utilize the expertise of citizen volunteers in solving community problems."

Charge 8: *"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."*

Introduction

Our observation is that community members, connected to each other and the City, contribute to the quality of life of residents, to the City, and to the quality and effectiveness of community planning. Better connections among neighbors allow community members to solve problems without government involvement, direct neighbors to City government measures already in place to help solve problems, empower neighbors to work with the City to establish improved outcomes, and utilize the substantial expertise of many residents.

Most cities in the Northwest that we studied fostered creation of formal neighborhood associations and neighborhood watch groups as a means to encourage continuity and effectiveness of community engagement with local government. In most cities, neighborhood associations are an outgrowth of Oregon's land use legislation, which has as its first goal, citizen engagement. The effectiveness of formal neighborhood associations varies from city to city, as do the budgets dedicated to their support. In Corvallis, as in many Oregon cities, the level of community engagement via neighborhood associations rises and falls with specific neighborhood issues or problems, the level of residents' interest, or the quality of the association's leadership.

We noted that in addition to City-sponsored groups, there are other groupings of neighbors that have interests in supporting and being supported by the City, such as homeowner associations and neighbors organizing through the county to respond to emergencies.

Focus

Our focus has been on what the City can do to foster and support neighborhood connections that allow neighborhood groups to:

1) Sustain themselves continuously,
2) Connect neighbors to neighbors, and

3) Partner with each other and the City in meeting the needs of their communities and those of the larger City community.

Our hope is that implementation of these recommendations will subsequently lead to greater incentive for neighborhood participation and the eventual expansion of neighborhood groups to include city-wide coverage.

I. Sustaining Active Neighborhoods

Our interviews of leaders and active members of Corvallis neighborhood associations, as well as city staff and community and neighborhood leaders in other cities, revealed the often-cyclical nature of active participation in neighborhood associations. In most cases, involvement rises and falls is response to proposed development in the neighborhood. Only a small portion of the membership stays active in the absence of land use, traffic, road infrastructure, crime, or code enforcement concerns.

In neighborhood organizations that stay active over time, we noted other attributes that provide value to the community and the City, such as:

- Broader and deeper connections between neighbors contributes to the quality of life in the neighborhood beyond land use and traffic concerns
- Neighbors working with each other to prepare for disaster, emergency, and inclement weather response
- Enhanced communication on issues impacting City neighborhoods
- Engagement with the City on a wider range of topics
- A larger pool of potential community leaders and volunteers
- Greater understanding of City processes

Before elaborating on these goals and the recommendations which derive from them, we would like to introduce a new term and the rationale for its use, **Registered Neighborhood Group (RNG)**. As noted above, there exists a range of organizations of neighbors with different specific focus and a shared interest in enhancing the quality of life in their neighborhoods. For the City to expend greater resources to support those organizations, the City needs to know that those organizations have community support and have ongoing viability. We envision certain minimum requirements on membership, training and participation to qualify as Registered Neighborhood Groups and receive certain of the benefits noted in the following recommendations.

We recommend putting in place a set of policies and practices that support ongoing neighborhood connections and provide adequate incentives and resources for RNGs to be more effective and thrive. The goal and stipulation for these practices are that RNGs will engage in continuous service to their neighborhoods and continuous work to improve the quality of life in their neighborhoods.

Primary recommendations:

1) Free meeting space

Provide RNGs with free meeting space at as many community locations as possible such as the Tunison Community Room, Osborn Aquatic Center, Chintimini Senior Center, Madison Avenue Meeting Room, and Corvallis-Benton County Library or have the City coordinate space with other local entities such as the 509J Corvallis School District or Linn Benton Community College. We have heard continuously that lack of adequate meeting space is a barrier for neighborhood groups. There are currently several neighborhood groups that have no access to free meeting space. ***Free meeting space was the most popularly requested resource in our survey of current neighborhood leaders (Appendix II).***

2) Neighborhood Empowerment Grant Program ($25,000 to $50,000)

Re-establish and fund the Neighborhood Empowerment Grant Program for neighborhood improvement grants for RNGs to be administered by the new Community Involvement and Diversity Advisory Board (CIDAB). Neighborhood Empowerment grants are one way in which the City can empower RNGs to take on projects outside of land use, proactively increase the livability of both their neighborhood and the community, and further partnerships between the City of Corvallis and its neighborhoods. To be effective, the amount of an individual grant needs to be large enough to spur interest and the number of grants available need to make it plausible for an RNG to receive funding. Survey feedback from current Corvallis neighborhood leaders shows that there is strong interest in reviving this type of program (Appendix II).

a) Suggested grant categories are small capital projects, neighborhood signs, safety and emergency preparedness, neighborhood art and mural projects, neighborhood sustainability, RNG leadership and capacity building, community building, and street tree planting and other neighborhood beautification projects.

b) Lake Oswego has a similar program called the "Neighborhood Enhancement Program" and materials that may be helpful in refining this program including a program guide and application form. See: http://www.ci.oswego.or.us/planning/neighborhood-enhancement-program.

c) Previous materials from Corvallis' Neighborhood Empowerment Grant Program should be consulted in re-launching this program.

3) Annual trainings and orientations for RNG leaders and community members

a) Offer voluntary, interactive "Public Participation 101," "Land Development Code 101," and "Community Leadership 101" orientations and trainings for neighborhood leaders and interested community members on a regular basis. We recommend that this occurs collaboratively between CIDAB and City staff, possibly facilitated by a third party with experience

in community leadership training such as Leadership Corvallis. We have heard testimony and feedback which suggests that part of the frustration of advocating for neighborhood needs at the City level arises from community members not understanding the laws, policies, and practices within which the City operates. Many cities we investigated offer trainings for their neighborhood leaders (Bellingham, Eugene, West Linn, Lake Oswego, and others). We propose assigning the CIDAB the task of reviewing and customizing one of those to match Corvallis practices and conduct yearly trainings for RNG leaders and other community members in the city civic process. The "Community Leadership 101" training could include information on effective communication, facilitation, running a meeting, City resources, and other topics requested by RNG leaders to assist in the development of community leaders. This idea received very positive response from current neighborhood association leadership (Appendix II).

b) "Public Participation 101" should cover topics similar to what is included in Lake Oswego's Citizen Involvement Guidelines. See: http://www.ci.oswego.or.us/sites/default/files/fileattachments/planning/webpage/11841/citizen_involvement_guidelines_final_04-06-04.pdf.

c) We suggest looking at offering webinar options for these trainings to increase accessibility to the trainings.

4) Neighborhood engagement pathways
   a) Not surprisingly, the neighborhood leader survey revealed that different neighborhoods and different community members have diverse interests and needs. For instance, neighborhoods closer to OSU shared different concerns and interests than those farther away. We recommend that the City and CIDAB provide resources to RNGs so that they are equipped to provide multiple avenues of engagement for their members. Examples are: social event planning, Neighborhood Watch/safety, emergency/disaster response planning, land use, neighborhood art and beautification projects, sustainability promotion (e.g. recycling block captains), neighbor exchanges, promotion of voter education and engagement in local elections. These, as well as others, may help attract diverse membership and produce more robust activity.

   b) Work with Police Department and Neighborhood Watch programs to promote new Neighborhood Watch programs and to have willing Neighborhood Watch leaders convey their contact information to their RNGs. Neighborhood Watch can be one way to be involved in a RNG.

c) In order to allow for a higher level of accessibility, we recommend that neighborhood groups find ways to allow residents to participate online or electronically in meetings and providing feedback on neighborhood issues.

5) Small RNG budget ($5,000–$10,000)

Create a small budget for or a reimbursement process to cover incidental costs the active RNGs will incur such as providing dumpsters for neighborhood clean-ups, paying for meeting space rentals (if free space is not available), rental of street barricades for block parties, and printing meeting flyers. We recommend a modest budget be provided for all RNGs and be based on the size or number of households within the RNGs boundaries. If free meeting space cannot be offered or identified, we recommend that each RNG be allocated a budget that covers the expenses of renting meeting space.

Secondary recommendations:

1) RNG manual

Develop and encourage RNGs to actively use an RNG policy manual and resource guide such as the one that exists in Lake Oswego and Eugene. CIDAB can lead in the creation of this resource. We recommend that CIDAB and City staff look for opportunities to have shared resource materials with Commissions and Advisory Boards wherever possible.

a) Suggested topics for inclusion in an RNG manual include: overview of the RNG system, neighborhood leadership, running effective meetings (priority setting, agenda creation, facilitation tips, and decision making strategies), neighborhood communication tools and resources, neighborhood engagement pathways, strategies for recruitment of new membership, neighborhood programs and services, special events and fundraising, neighborhood sustainability, and neighborhood land use. The RNG manual should be a physical manifestation of topics covered in the "Community Leadership 101" and "Public Participation 101" trainings.

b) The Lake Oswego Neighborhood Association Resource Guide may be a helpful example. See example from Lake Oswego here: http://www.ci.oswego.or.us/sites/default/files/fileattachments/planning/webpage/11856/na_resource_guidebook.pdf.

c) The Eugene Neighborhood Handbook used during neighborhood trainings is another strong example. See example from Eugene here: https://www.eugene-or.gov/index.aspx?NID=102.

2) "Benefits of being an RNG" resource document

Create a resource or statement that lists the benefits of being a city recognized RNG. In all the Cities we contacted, there is recognition that to sus-

tain an active RNG takes time and energy from the RNG leaders. Having a document that points to and reminds RNG members of the value in participating will help them sustain their interest and help them entice new leaders. This resource will need to be updated annually to reflect the current resources available to RNGs. We see this as another CIDAB function. See Appendix III for example from Lake Oswego.

3) Resource library

Start building an online library of relevant support information or resources for the functioning and improvement of RNGs and public or community involvement and participation. This will be updated regularly based on suggestions from RNGs and CIDAB. We recommend exploring having a few shelves in the Corvallis-Benton Public Library reserved for print materials serving this purpose as well.

II. Connecting Neighbors to Neighbors

Many of the practices suggested to sustain active neighborhoods also contribute to relationships between neighbors. In our research, we also heard from neighborhoods in which residents contribute to each other's lives on a weekly basis. In these neighborhoods, the key element appears to be easy communication links between neighbors along with a neighborhood history of helpfulness and community building. Neighbors connected to neighbors solve problems without government involvement, direct neighbors to City government measures already in place to solve their problems, and empower neighbors to work with the City to establish improved measures.

In smaller neighborhoods, the link can be as simple as physical proximity. In larger ones, use of electronic connections may be required. In Corvallis, one neighborhood has a long, successful use of a moderated Google group to communicate; others use email distributions. The Tunison neighborhood is piloting use of NextDoor.com, software to promote neighborhood participation and communication. We believe the key to success is to have a tool that is easy to support, a means of sustainable support, and ease of use (both ongoing and in the initial discovery and sign up).

<u>Electronic connections recommendations</u>

1) Listservs or distribution lists

We recommend that the CIDAB provide RNGs and other community groups with information about how to create online groups and email distribution lists.

It is critical that RNGs and neighbors have mechanisms that allow them to communicate effectively with each other. There are free resources available for creating listservs and distribution lists such as Google groups.

2) Software or social networking sites

We recommend that the CIDAB make available information about a range of possible options for software, so that existing neighborhoods

can experiment with the available options and their associated functionalities and features. Longer term we recommend that CIDAB look at the a variety of software options to identify an option that best meets the needs of the Corvallis RNGs and make a recommendation that provides for RNG private use and provides for frequent, ongoing communications between neighbors and their city councilors. Options based on our initial research include:

- I-Neighbors: https://www.i-neighbors.org/howitworks.php
- http://web.mit.edu/newsoffice/2004/ineighbors.html
- Next Door: https://nextdoor.com/
- Granicus: http://www.granicus.com/solutions/citizen-participation/

III. Partnering With Each Other And The City

Successful and effective RNGs that contribute to enhanced neighborhood livability and community satisfaction depend on positive, mutually beneficial relationships among the RNGs and between RNGs and the city. Our survey responses and interviews provide ample feedback from current community members that they would like additional support from the City and improved communication with the City Council, but want to ensure that RNGs are led by community leaders and function autonomously. This promotes efficient use of City resources and strengthens diverse community leadership and self-reliance. By increasing the number of community members and volunteers who are active in neighborhood groups, an increased and more diverse pool of potential volunteers and future community leaders will be created.

Recommendations:

1) City staff support
   a) Budget adequate for city staff to support recommendations, including being available to answer questions of and provide timely support to CIDAB and RNGs and to attend RNG meetings as requested.
   b) City staff will provide support in defining boundaries of RNGs and in creation of bylaws for new RNGs.

2) RNG leadership meetings

   Hold public, quarterly (or biannually) RNG leader roundtable meetings. These meetings will serve as a forum for neighborhood leaders to share ideas, discuss best practices, and collaborate on projects or initiatives. We encourage this forum to also be utilized to for RNG leaders and active members to share successes and accomplishments as well as challenges. City staff and elected officials could attend if requested. ***Fifty-eight percent of our survey respondents were interested in these meetings (Appendix II).***

3) Annual RNG recognition process

c) We recommend that CIDAB, City staff, and current neighborhood association members develop an annual RNG recognition process to determine which neighborhood groups qualify to be Registered Neighborhood Groups and thus receive the associated benefits. Neighborhood groups will be contacted by City staff or CIDAB and required to submit a short annual report and updated contact information. Information about the recognition process should be available on the City website. Newly formed RNGs would have one year to meet the qualifications and have a one year grace period during start up. We also recommend that RNGs experiencing leadership transition be given more leeway and outreach support from City in training new leadership. CIDAB and staff will use this recognition process to create an annually updated map of RNGs and contact information (name, phone number, email address).

d) Suggested qualifications for RNG status are listed below. We recommend that they be refined by CIDAB with outreach to and engagement with existing neighborhood groups.

i. Size: Establish a flexible number of minimum and maximum households that could be incorporated into a single RNG. We heard reports from other Cities that the ideal maximum size for an RNG was an area which could be contacted by hand delivered flyer; the number of ideal households will vary with geography. Given the council and staff time that we are recommending the City provide, we believe that a lower limit on population is also appropriate.

ii. Activity: If the City is to devote City resources to support RNGs, the City should have assurances that the RNGs are active and representative of their neighborhood. RNGs should host a minimum number of meetings, social events, and community improvement projects annually attended by a set minimum percentage of membership or number of residents.

iii. Communication: Have a communication system in place that allows members to communicate with each other, with RNG leadership, and with potential members. An online, interactive mechanism of communication allows for participation among members who cannot attend meetings.

iv. Elections & Bylaws: New RNGs need to establish bylaws and should hold elections at least every 2 years to give the opportunity for new leadership; this helps to promote diverse, new community leadership

v. Annual Report: RNGs should submit a short 1–2 page annual report of activity to CIDAB.

vi. Land use recognition: To be eligible to participate in the enhanced Land Use processes (see #8, below), RNGs need to have at least two people who have completed the City's land use training as well as leadership who have completed the City's Public Participation 101 training.

4) City Councilor communication

Assign a city councilor liaison to each RNG for contact and communication. We recommend that this be the City Council for the Ward in which the RNG resides. Ideally each councilor would join the communications network for the RNGs in their ward, so as to convey City information pertinent to the neighborhood to it and to monitor topics that the City may want to become proactive about.

5) RNG updates to City Council

Start inviting individual RNGs to provide annual updates on activity at City Council meetings. This will ideally include an overview of RNG activity and photographs demonstrating activity and/or areas of concern in the community that RNG leaders want to make City Council aware of.

6) Position vacancy circulation

Circulate all advisory board and commission vacancies or other volunteer opportunities to RNGs. RNGs comprise membership that may be ideal for various community leadership and volunteer positions.

7) City website resources for RNGs

b) The City website should feature RNG information more prominently to connect community members to RNGs and provide links to RNG website, contact information, listserv sign-up information, etc. should be provided via the City website.

c) CIDAB should work with staff to develop a web page on the City Web site that provides the following resources for RNGs:

i) An interactive map to connect individuals to their RNG

ii) Updated brochure on how to form an RNG with the City's assistance

iii) A listing of free website platforms that RNGs could use to build a simple website or web presence to communicate with membership about meeting times and locations, past meeting agendas and minutes, board membership and contact information, and other general information about the neighborhood.

iv) A brochure on how to, with the City's assistance, make their neighborhoods more beautiful (In English and Spanish – examples

are available). See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/beautify.pdf.

v) A safety brochure, with phone numbers (in English and Spanish). See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/safetybrochure.pdf.

vi) A flyer on ways to a better neighborhood (In English and Spanish – examples are available). See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/75%20ways.pdf

vii) A who do you call list. See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/Who%20to%20Call.pdf.

viii) List of local city and community spaces available for RNG meetings.

ix) A guide to City departments and services. See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/GuideAug2010.pdf

x) Links to relevant Benton County, 509J Corvallis School District, and OSU resources and services

xi) A link to the City's Land Use education guide

xii) Templates for meeting agendas and minutes, bylaws, etc.

xiii) Marketing and outreach strategy suggestions for member recruitment

Examples of the content portion for many of these items are available. We expect that much of the work of pulling these together would be done by CIDAB.

8) Land Development Code and Land Use Regulations

Historically, Corvallis neighborhood associations are most active in response to proposed development in their neighborhoods. Often their involvement in land use issues comes late in the process, after the staff recommendation goes to the Planning Commission or the Historic Resources Commission. We support changes that will educate neighborhood leaders on land use law and provide for their earlier entrance into the process, with the expected benefits of:

- More relaxed communications between City staff, neighborhood representatives, and the developer

- Fewer requests that are outside what is possible without Comprehensive Plan or Land Development Code changes
- Better informed requests for land development code changes
- Design accommodations by the developer, where possible, occurring early so as to minimize cost impacts
- Adequate time for a neighborhood to become knowledgeable about the proposed plan.

We therefore recommend that:

a) Annual trainings be offered for RNG leaders in land use process and land development code, "Land Development Code 101," with focus on qualifying for participating in a pre-application process.

b) CIDAB and staff work together with the Planning Commission to change the land-use development process so as to require developers to hold pre-development, pre-application meeting with RNGs prior to any applications for minor or major development proposals occurring within a RNG (done in Lake Oswego, Eugene, Bend, and other cities). This will only be effective in a framework in which involved RNG members have been trained in land use and land development code as required to maintain land use RNG recognition.

Appendix I

Overview of Neighborhood Connections Process

This appendix details the process we followed in order to create our recommendations and report.

- Website review and phone interviews to glean best practices and ideas around public participation practices, board and commissions, and neighborhood associations with the following cities: Eugene, Bellingham, West Linn, Salem, Bend, Albany, Lake Oswego, Pasadena, Springfield, Ashland,
    - Phone interview with Justin Finestone, Communications Director with the City of Bend
    - Phone interview with Robyn Christie, City Recorder with the City of Bend (former City Recorder in Lake Oswego)

- Phone calls to all current Corvallis Neighborhood Association leaders that we were able to locate contact information for. Below are the questions that were asked. We found 4 active homeowner's associations, 12 active neighborhood associations, 5 inactive neighborhood associations, and 7 that we could not contact due to lack of activity or accurate contact information.
    - Is your neighborhood association active?
    - How often do you meet?
    - How do you announce/advertise your meetings?
    - What would you like from the City in terms of support?
    - What types of activities do you have?
    - How do you recruit new members?
    - Do you have bylaws?
    - When is the last time you had an election?
    - Do you have a treasurer?
    - Other comments or feedback

- Survey to current board and commission members. 93 total responses were received.

- January 13, 2014 public meeting to obtain feedback from current board and commission members and neighborhood association leaders on strengthening the system, building community, and enhancing communication.
    - Because not all neighborhood association leaders have or check email, all current neighborhood association leaders we had contact information for were called and personally invited to the January 13, 2014 public meeting.

- Survey to current Neighborhood Association leaders and active members on the topics of communication with each other and the city, resources that would be most helpful, and types of activities and issues the groups are interested in (See Appendix II). 135 total responses were received.

- Eugene site visit on January 28, 2014 with Neighborhood Program staff and neighborhood association leaders.

- Attending the February 5, 2014 Corvallis Neighborhood Summit to provide an update about the PPTF's work and encourage attendees to provide feedback via the neighborhood association survey and through testimony at PPTF meetings.

Appendix II: Neighborhood Groups Survey Results

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).

Research Process

In reviewing survey responses, researching other community's practices and hearing from the Mayor, City Manager, and Department Directors, we have identified attributes of an effective and efficient system to provide input to the City from Advisory Boards and Commissions including:

- Organizational structure of advisory boards and commissions that emphasizes broadly scoped committees which leads to greater efficiency;
- Consistent communication channels and annual goal setting and review process for all advisory boards and commissions to improve effectiveness;
- Consistent support for practices among all advisory boards and commissions including note taking, budget, staff support, orientations for new appointees, and training for chair and vice chairs to improve efficiency.

1. Survey feedback from current members of boards and commissions

a. Process and organization

b. Communication

40% of committee members reported that their board or commission does not have strategies for collecting community member input and 51% are unsure if their Council liaison communicates regularly with city Council. Many respondents reported interest in an annual gathering of board and commission members to reduce silos and increase collaborative work and knowledge of each other's work.

2. Feedback from Mayor, City Manager, Department Directors

The Task Force met with and received feedback and ideas from the Mayor and the three Department Directors who provide support to most of the city's advisory boards and commissions. The City Manager also provided the PPTF with information provided in a written response to the task force.

3. Public meetings

Two general public meetings were held in the Public Library large meeting room using a "world cafe'" process designed to elicit feedback and input. The first was held in January and was attended by approximately 75 community members. The second meeting was held April 28, at which specific Task Force draft recommendations were presented and discussed.

4. Information sharing with existing advisory boards and commissions

Initial draft recommendations were sent to existing advisory boards and commissions prior to the second public meeting for review and feedback prior to the final draft of the recommendations.

Inputs in our research included:

- Interviews with and written comments from the Mayor, City Manager, and Department Directors

- Review of best practices and interviews with representatives in other communities including Albany, Ashland, Bend, Eugene, Hillsboro, Lake Oswego, Springfield, Bellingham, WA, Ithaca, NY, and Pasadena, CA.
- Meeting with Eugene "Neighborhood Services" city staff and Neighborhood Association leaders
- Public testimony including input at regular meetings and e-mail
- Survey of currently serving Board and Commission members
- Survey of currently active Neighborhood Association members
- Public meeting in January, 2014 soliciting input on the current organization of advisory boards and commissions and ideas to improve channels of communication in the public process

CITY OF CORVALLIS
Public Participation Task Force Minutes
April 24, 2014 - DRAFT

Members Present:	Kent Daniels, Chair; Annette Mills, Vice Chair; Richard Hervey; Penny York; Rocio Munoz; Brenda VanDevelder; Emily Bowling; Lee Eckroth; Becki Goslow
Members Absent:	George Brown
Staff:	Terry Nix, Scribe
Visitors:	Stephen Friedt, Citizens Advisory Commission on Transit Chair

Agenda Item	***Key Discussion Points***	***Action or Information Only***
1. Check in, introductions, ground rules		
2. Review today's agenda: changes or additions	• Is there money in the budget to cover all or part of the cost for one or more TF members to attend the Neighborhoods Conference in Eugene on May 21 through May 24?	• Kent will get an estimate on what is left in the budget after all expenses.
3. Review / approve 4/10/2104 meeting draft minutes		• Motion by Annette, seconded by Brenda, to approve the minutes; motion passed unanimously.
4. Continue discussion: Plans for April 28th public meeting	• The Draft Recommendations document (Attachment A) has been sent to all B&Cs and everyone has received a follow-up phone call. • TF members will be recorders for the small group discussions; the notes need to be turned around very quickly. • Cost analysis and implications will be	• Annette and Kent will get copies of the document and the chart to have available at the public meeting. • Annette and Emily will provide the document, agenda, and guidelines to the facilitators. • Kent and Brenda will be at the Library meeting room at 5:00; TF members and

Agenda Item	***Key Discussion Points***	***Action or Information Only***
	addressed as part of the final recommendation. • Decisions are still to be made about how input and information received will be referenced or attached to the recommendation. • Following the public meeting, the TF will have about three weeks to finalize the recommendation to the City Council. The recommendation needs to be in Council packets on May 24th. • The TF reviewed, revised, and finalized the public meeting agenda. • Richard and Penny commented that this is a quality draft recommendation and body of work of which the TF can be proud.	facilitators are asked to arrive by 5:45. • Rocio and her co-worker will provide translation services. Rocio will translate the chart document to have available at the meeting. • Lee and Rocio will pickup refreshments. • Emily will create a check-in list and sign-in sheet. • Kent will bring nametags and pens. • TF members will turn around the small group discussion notes within 24 hours, if possible. • The TF will meet on May 1 to review the input, determine modifications, and finalize the recommendation as a group.
5. Public comments, suggestions, ideas	• There were none.	
6. Timeline, responsibilities and roles for PPTF and others for critical path from April 29 to Dec 31, 2014	• Once the recommendation is presented, unless the City Council requests additional work, the PPTF has completed its charge. • The group should have at least one meeting to debrief on the process. This could be an informal event organized by the members.	

Agenda Item	***Key Discussion Points***	***Action or Information Only***
7. Check-out: Time well used? Everyone prepared? Everyone heard? Meeting process okay? What can be done better? Next meeting agenda items?		• The next meeting is scheduled for May 1, 11:00 a.m., Madison Avenue Meeting Room. The focus of the meeting will be to finalize the recommendation to the City Council.
8. Adjournment	• The meeting was adjourned at 12:50 pm	

Respectfully submitted: Kent Daniels, Chair

Next Meeting: May 1, 2014

City of Corvallis Public Participation Task Force

DRAFT Recommendations

Compiled recommendations from three sub-committees:
Boards and Commissions organization and structure
Guiding principles for public participation—access and opportunities
Neighborhood Associations

WORKING DRAFT RESPONSE TO CHARGE

April 17, 2014

PUBLIC PARTICIPATION TASK FORCE

Community member volunteers:
Kent Daniels, Chair
Annette Mills, Vice Chair
Emily Bowling
George Brown
Lee Eckroth
Becki Goslow
Rocio Munoz
Brenda VanDevelder

City Council volunteers:
Councilor Penny York
Councilor Richard Hervey

Staff volunteer:
Mary Beth Altmann-Hughes

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I. DEFINITIONS

Advisory Board—A standing committee of community residents, appointed by the Mayor, to provide advice and information to the City Council on a specific topic of city relevance

Community Involvement and Diversity Advisory Board (CIDAB)—A potential advisory board, recommended in response to City Council Charges 1b, 1c, 1d, 7, and 8. Would include functions of current Committee for Citizen Involvement and Martin Luther King Jr. Commission, in addition to responsibilities to work with neighborhoods and other duties.

Commission—A standing committee to which the City Council has delegated decision-making authority, such as the Planning Commission and Historic Resources Commission.

Department Advisory Committee—An ongoing administrative or technical committee appointed by City department directors (with Mayor and Council approval) to work with city staff on matters involving specialized expertise.

Task Force—A committee formed to achieve a particular goal with a specific charge, usually serving for a limited time. Established by City Council resolution, usually appointed by the Mayor.

Registered Neighborhood Group (RNG)—an organized group of neighbors, including but not limited to neighborhood associations, that shares interest in their neighborhood's quality of life. RNGs would be officially registered with the City, meets certain minimum requirements for recognition, and be eligible to apply for benefits the City offers only to RNGs, such as meeting space.

II. CITY COUNCIL'S GOAL AND CHARGE TO THE PUBLIC PARTICIPATION TASK FORCE (PPTF)

GOAL: *"By December 2014, the Council will revise its processes and structures in to a more effective and efficient citizen engagement program to develop diverse future leaders, enhance communication between citizen ns and the Council, help connect citizens to each other to strengthen community and neighborhoods, and utilize the expertise of citizen volunteers in solving community problems."*

CHARGE TO TASK FORCE:

"Issues to be studied and deliberated:

1. Number and scope of boards and commissions
   a. Identify areas of duplication between existing boards and commissions.
   b. Identify boards and commissions whose areas of study are so small or narrow that they could be incorporated into another related group or community organization.
   c. Identify significant areas of City Council responsibility where the Council doesn't receive systemic citizen advice. Include gaps in the board and commission system that would benefit from a change in the scope of a current group or the formation of a new group.
   d. Suggest how to combine, divide or otherwise reorganize these groups so that they are as effective and efficient as possible.

2. The formation, evaluation, revision and sunset process
   a. What criteria should the City Council use to determine if a new board or commission should be created?
   b. Consider how best to define and evaluate effective board and commission operations and outcomes.
   c. Consider how to balance the roles of boards and commissions as well-informed and neutral advisors to the Council as opposed to advocates for a particular point of view.
   d. What criteria should the Council use to make significant changes in one or more boards or commissions?
   e. Consider revising the process and/or developing criteria to guide Council decisions about ending boards and commissions.
   f. How should the effectiveness of staff support be evaluated?

3. Relationship with City operating departments
   a. The relationships between individual boards and commissions and the related operating department vary greatly. What should the relationships be?

4. Council liaison role
   a. What should the role of the City Council liaison be?

5. Opportunities to advise the City Council
   a. Is access available to all citizens to give thoughtful input and advice to the City Council through the board and commission system? If not, are there ways to improve the board and commission system for better access?
   b. Is there adequate access to citizens to advise the Council through means other than the board and commission system? If not, suggest methods of improvement.
6. Cost factors
   a. It is important to ensure that decisions are timely; citizens feel that their efforts are meaningful, and city resources are used well. Identify ways to streamline or reduce the use of staff support.
   b. Identify ways to maximize the use of citizen volunteers.
7. Committee for Citizen Involvement
   a. Is the current configuration of this group the most effective means of addressing the Oregon Land Use System Goal One? If not, how might this goal be better met?
8. Neighborhood associations
   a. 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."

Throughout our recommendations, we refer to the impact on effectiveness and efficiency according to the definition provided by City Council:

- '**Effectiveness**' means improved communication between residents and appointees with the Council and staff in ways that result in better, more informed decision making.
- '**Efficiency**' means purposeful and limited use of city resources, including staff time, volunteer time and other direct costs.

From the outset, our focus has remained resolutely on our charge, on the formal channels of engaging community members early in the decision-making process, and on strengthening the existing board and commission system. We endeavored to provide alternative options to strengthen public participation in eight specific areas. <u>For the most part, this draft document will address each area sequentially by number.</u>

The Public Participation Task Force is comprised of eight community members, two city council members, and one staff representative from the City. We want to emphasize our respect for all the community volunteers currently serving on City boards and commissions, and our appreciation for the importance of the work they do. We believe our recommendations can both heighten and support that work and enhance community members' involvement in city planning and decision-making processes.

Additionally, we recognize the City Council's priority of creating a sustainable budget and note that City Council must prioritize recommendations and the use of resources for public participation effectiveness.

III. GUIDING PRINCIPLES FOR PUBLIC ENGAGEMENT

The Corvallis 2020 vision document includes the following as a statement about our community: "In 2020, Corvallis will employ local benchmarks to measure progress in areas including housing, economic vitality, educational quality, environmental quality, and overall quality of life; citizens will actively participate in public policy and decision making; and we will be a community that honors diversity."

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.

Serving on an Advisory Board, Commission, or Task Force can be a rewarding experience for community service-minded residents. It is a productive way to participate in the functioning of local government and assists City Council members in understanding the values of their constituents. The role of these committees is to provide input to city staff and advice and recommendations City Council. The expertise and work of community groups often serve as a catalyst for innovative city programs and improved services.

To address the language both in our Corvallis vision document and in Charge 5 from the City Council, we recommend that the City adopt the following Guiding Principles and display them on the City website and other appropriate documents.

GUIDING PRINCIPLES

1. **Collaborative Democracy** - Enhance and support community-driven democracy in city government. Ensure that all participants listen and attempt to understand different viewpoints.
2. **Diversity** – Seek input from all viewpoints, backgrounds, and philosophies. Treat each person with dignity, fairness, and respect.
3. **Openness and Access** - Promote fair, open and respectful processes that allow all who are interested or affected to have an equal opportunity to participate.
4. **Inclusiveness** - Create a variety of ways for community members to participate and influence decisions.
5. **Accountability** - Use decision-making processes that are transparent and that create decisions that can be tracked with clearly defined responsibilities.

PRINCIPIOS FUNDAMENTALES

1. **Trabajo colaborativo en la Democracia** – mejorar y apoyar una democracia gubernamental dirigida por la comunidad. Asegurarse todos los participantes escuchen e intenten comprender diferentes puntos de vista.
2. **Diversidad** – solicitar opiniones desde todas las perspectivas, orígenes y filosofías. Tratar a cada persona con dignidad, igualdad y respeto.

3. **Transparencia -** Promover procesos justos, abiertos y respetuosos que permiten a aquellos interesados o afectados a tener una oportunidad para participar.
4. **Integración** – Crear una variedad de maneras para que miembros de la comunidad participen e influyan las decisiones.
5. **Obligación** – Usar procesos para hacer decisiones responsables y que sean transparentes.

IV. BOARDS AND COMMISSIONS ORGANIZATION AND STRUCTURE

The task force was charged by the City Council with reviewing existing citizen advisory boards and commissions to address portions of the charge related to their number and scope. This element of work for the PPTF was the most challenging, as we acknowledge the contributions and expertise provided by community volunteers currently serving.

Corvallis has benefited immeasurably over the years from the involvement of its citizens in public decision-making. Task forces have worked with city staff, consultants, the general public, and multiple City Councils to tackle difficult issues and help build support for solutions that benefit the entire community, such as the Riverfront Task Force, the Combined Sewer Overflow Project, and the Corvallis Forest Stewardship Plan. Boards and commissions composed of dedicated volunteers do much of the heavy lifting and detail work in their roles to advise the Council about developments in and support for a wide range of City services and functions.

In a comparative review of other Oregon cities, we noted that a larger city (Bend) operates with only 13 advisory boards and commissions and a smaller city (Ashland) operates with 15. Corvallis currently supports 23 advisory boards and commissions. In general, we believe broader categories are more desirable for efficient operations.

We have endeavored to provide alternative pathways to greater effectiveness and efficiency. We encourage existing boards and commissions to review annual goals and the current level of public engagement with their committee to determine if their issue area would be more comprehensively addressed if united in a more broadly defined advisory board. At the same time, however, we remain very supportive of the Corvallis 2020 Vision statement that "boards, commissions and task forces are the primary working groups that evaluate, draft and recommend plans and legislation to the city council."

Charge 1a: *"Identify areas of duplication between existing boards and commissions."*
Although there are some areas of overlap, we did not identify any significant duplication of responsibilities in the current board and commission system. Therefore we offer no recommendation in that regard.

Charge 1b: *"Identify boards and commissions whose areas of study are so small or narrow that they could be incorporated into another related group or community organization."*
Recommendation: We identified 13 boards or commissions (listed below) where the scope is specialized or technical enough that some may benefit by either changing them to Departmental Advisory Committees (see p. ??) or by incorporation into another committee or community organization to increase the <u>effectiveness</u> and <u>efficiency</u> in the board and commission system. The chart on p. ? indicates possible options, including no changes.

- Airport Commission
- Bicycle and Pedestrian Advisory Commission
- Board of Appeals
- Capital Improvement Program Commission
- Citizens Advisory Commission on Transit
- Commission for Dr. Martin Luther King, Jr.
- Commission on Civic Beautification and Urban Forestry
- Committee for Citizen Involvement
- Community Police Review Board
- Downtown Commission
- Downtown Parking Commission
- Public Art Selection Commission
- Watershed Management Advisory Commission

Charge 1c: *"Identify significant areas of City Council responsibility where the Council doesn't receive systemic citizen advice. Include gaps in the board and commission system that would benefit from a change in the scope of a current group or the formation of a new group."*

Recommendation: We identified four significant areas of City Council responsibility where the Council doesn't receive systemic community member advice. We believe new or modified advisory boards would increase effectiveness of the city by addressing the gaps in the following areas:

- Community Involvement and Diversity
- Public safety
- Transportation systems planning and decisions
- Water systems planning and decisions

See further discussion at Recommendation B, below.

Charge 1d: *"Suggest how to combine, divide, or otherwise reorganize these groups so that they are as effective and efficient as possible."*

Recommendation A: After reviewing current board and commission activities and charges, we recommend that the following advisory board interest areas could more effectively provide comprehensive input to City Council with a change of scope, organization, or responsibilities. Committees are listed in alphabetical order.

- **Airport Commission.** After review of current activities, we note that there are two distinct areas of oversight including highly technical aviation input and economic development activity reports. A change from advisory board to Department Advisory Committee would create efficiencies for public works; and economic development activities could be transitioned to the Economic Development Commission.

- **Arts and Culture Commission.** This committee is charged with advising City Council on all matters relating to arts and culture. We recommend strengthening the formal communications related to city funded arts and culture related entities with annual reporting to this committee. City supported arts organizations include the Majestic Theater and the Arts Center, and to some extent Visit Corvallis. We also recommend merging the Public Art Selection Commission with this body, and using a subcommittee process to add persons for art selection work.

- **Bicycle and Pedestrian Advisory Commission.** This committee has very effectively advocated for bike and pedestrian interests in Corvallis for many years. In other communities (example: Ashland, OR), a Transportation Advisory Board comprehensively addresses multi-modal transportation issues and we believe this model is one to be explored in Corvallis**Budget Commission.** This committee includes City Council and community members and is currently limited to reviewing the proposed annual budget. Using examples from the City of Eugene and others, we recommend expanding the scope to study financial issues facing the City and develop recommendations for the Council; review fund forecasts; have community members work with staff and council on the budget before formal unveiling in February; have subcommittees hold public meetings in the early fall to obtain community member input and suggestions for the next year's budget., perhaps done collaboratively with the Capital Improvement Program.

- **Capital Improvement Program Commission**. Change scope to that of a Departmental Advisory Committee. Change the membership so that the body is made up entirely of representatives from other boards and commissions, including Planning, Budget, Transportation, Water, and PNARB.

- **Citizens Advisory Commission on Transit.** This committee serves to provide input on the City's public transportation system. Greater efficiencies could be achieved through a more comprehensive approach to multi-modal transportation through the formation of a Transportation Advisory Board.

- **Committee for Citizen Involvement** was established as means of addressing the Oregon Land Use System Goal One. We noted that there appears to be no activity in this committee since December 2012 and prior to that time, meetings were held on a quarterly basis. Limited to educating community members about land use planning is an important piece of engaging the community and we believe additional resources can be generated and supported by incorporating the CCI charge in the newly formed Community Involvement and Diversity Advisory Board (see page 17) and sunsetting the current CCI.

- **Commission for Martin Luther King Jr.** was established in 1987 to create a community celebration of Martin Luther King Jr. and to **"**advise Council on matters pertaining to the holiday.**"** We value the work of Dr. King and the holiday in his honor. We do believe there is a significantly greater opportunity to advise Council on inclusion and diversity issues that align with fostering awareness of the principles and practices championed by Dr. King. We believe this expanded scope of work could be accomplished by incorporating this committee in a newly formed Community Involvement and Diversity Advisory Board. If the current commission continues to stand alone, we support expanding its scope to include all areas related to diversity and inclusion.

- **Commission on Civic Beautification and Urban Forestry** focuses primarily on street trees and beautification projects with the City. This active committee would be more efficient and cost-effective as a Departmental Advisory Committee.

- **Community Police Review Board** is a narrowly focused committee dealing specifically with community member complaints. We have identified an opportunity for greater public participation in all matters related to public safety, and recommend further research on increasing the scope of this board or including its responsibilities with the establishment of a Public Safety Advisory Board.

- **Downtown Commission** was created in 2008 to develop a strategic plan and to implement an urban renewal program which was subsequently not supported by voters. The charge is to support a vibrant hub of business and cultural activity through streetscape projects, redevelopment projects and public parking. Options include maintaining this commission and incorporating the Downtown Parking Commission as a sub-committee or including the Downtown Commission as part of the Economic Development Commission's responsibility.

- **Downtown Parking Commission** is narrowly focused on downtown parking and promoting multi-modal transportation. Two members of the Downtown Commission serve on this committee, which is in effect a sub-committee of the Downtown Commission. We recommend merging it with the Downtown Commission and ceasing to list it as a separate board. This committee could also be included as part of the recommended Transportation Advisory Board.

- **Economic Development Commission** is charged to develop and recommend economic development policy and strategy for the City to implement. The current strategic plan does not include the economic development activities of the airport or downtown core, or other economic development interests in Corvallis. We have included the option of moving the airport- related matters to this committee or

moving the economic development activities of the Downtown Commission to the charge of this committee.

- **Historic Resources Commission** and **Planning Commission** are both quasi-judicial commissions. We recommend increased collaborative work with periodic work sessions with each other for goal and Comprehensive Plan development, and with the recommended new Community Involvement and Diversity Advisory Board regarding Land Use Goal 1 requirements, issues and improvements.
- **Land Development Hearings Board** is currently, in effect, a sub-committee of the Planning Commission. We recommend the codification of that fact and ceasing to list it as a separate board.
- **Public Art Selection Commission** provides expertise in the review and approval of public art installations. One member of the Arts and Culture Commission serves on this commission. We recommend that this committee be transitioned to a more comprehensive Arts and Culture Advisory Board. A sub-committee would be formed to carry out the duties of public art selection.
- **Watershed Management Advisory Commission** is focused primarily on the forest and streams the Rock Creek Watershed, a drinking water resource for the City. This is a technical committee and may be more cost effective either as a Department Advisory Committee or as part of a more broadly scoped Water Systems Advisory Board.

Recommendation B: To address gaps in the current City board and commission system, we recommend four new advisory boards (in prioritized order) to increase effectiveness of community member input and decision making.

- Diversity and Citizen Involvement Advisory Board
  - Details provided later in this document at Charge 7 (page 17).
- Transportation Advisory Board
  - Corvallis transportation planning (public transit, vehicle, bikes, pedestrian)
  - Accessibility and sustainability in transportation
  - Coordination with regional transportation planning
  - Transportation master plan, parking plan, CIP transportation projects
- Water Systems Advisory Board
  - Water quality, waste water and storm water management
  - Land management/natural features
  - Plans, CIP, reviews: Building maintenance plan, Storm water master plan, Wastewater utility master plan

  - Public Works CIP projects for buildings, water, land (excludes transportation)
- Public Safety Advisory Board
  - Emergency preparedness (w/neighborhood associations)
  - Fire Dept. CIP projects, Police Dept. COP projects, Fire Department strategic MP

We acknowledge that City Council must prioritize recommendations and the use of resources for public participation effectiveness. The table on the following page provides alternative options to create more comprehensively charged advisory boards.

- The three committees on the far left are the three City Council standing committees. (See recommendation under Charge 2b, below.)
- All current advisory boards and commissions are listed in the column on the right side of the page
- A change of scope or a new advisory board is indicated in **BOLD**.
- We assume that Departmental Advisory CommitteesACs are not included on the boards and commissions list and will be more cost-effective than currently organized.

	Option A		Option B		No changes
	Total 15, ***net change -7***		Total 14, ***net -8***		Total advisory boards and commissions: 22
Human Services Comm.	**Arts & Culture Advisory Board** (merge Public Art Selection) **Community Involvement and Diversity Advisory Board** (expand scope, sunset Committee for Citizen Involvement and Martin Luther King, Jr. Commission) **Civic Beautification & Urban Forestry Department Advisory Committee** Corvallis-Benton County Public Library Advisory Board Parks, Natural Areas & Recreation Advisory Board Police Review Commission		**Arts and Culture Advisory Board** (merge Public Art selection) **Community Involvement and Diversity Advisory Board** (expand scope, sunset Committee for Citizen Involvement and Martin Luther King, Jr. Commission) **Civic Beautification & Urban Forestry Department Advisory Committee** Corvallis-Benton County Public Library Advisory Board Parks, Natural Areas & Recreation Advisory Board Police Review Commission		Arts & Culture CBUF CCI MLK Library Police Review PNAR Public Art Selection
Urban Services Comm.	Appeals Commission (Board of Appeals) Historic Resources Commission Housing & Community Development Advisory Board **Planning Commission** (+ Land Development Hearings Board) **Transportation Advisory Board** (includes Bicycle & Pedestrian, Citizen Advisory Commission on Transit) **Water Systems Advisory Board** (Watershed Management Advisory Commission)		Appeals Commission **Capital Improvements Program Department Advisory Committee** Historic Resources Commission Housing& Community Development Advisory Board **Planning Commission** (merge Land Development Hearings) **Transportation Advisory Board** (Bicycle & Pedestrian, Citizen Advisory Commission on Transit) Watershed Management Department Advisory **Water Systems Advisory Board**		Appeals Commission Bicycle and Pedestrian Capital Improvements Program Downtown Parking Housing and Community Development Historic Resources Land Development Hearings Planning Commission Transit
ASC	Airport Advisory Board Budget Commission **Capital Improvements Program Department Advisory Committee**		**Airport Dept . Adv. Committee** Budget Commission **Downtown Advisory Board** (merge Downtown Parking)		Airport Budget Downtown Economic Development Watershed Management

	Economic Develop Advisory Bd. (merge with Downtown Comm.)		**Economic Development Advisory Board** (merge Airport-related work)		

Charge 2a: *« What criteria should the City Council use to determine if a new board or commission should be created ? »*
Recommendation : Limit the formation of new advisory boards and commissions.
Before a new advisory board is formed, it is important to determine if an alternative solution is viable, such as broadening the scope of an existing advisory board or commission or creating a task force or department advisory committee. Based on our review of comparable cities and the existing number of advisory boards and commissions in Corvallis, we recommend the increased use of task forces which can be more focused and easier to sunset. In some cities, if a new committee is formed, another is sunsetted.

Charge 2b: *"Consider how best to define and evaluate effective board and commission operations and outcomes."*
Recommendation: Establish a formal, annual reporting relationship to City Council standing committees.
Require that all advisory boards and commissions develop annual goals and work plans. Create an annual review and report process with their related City Council standing committees to measure effectiveness, reviewing progress on annual work plan and goals.

Charge 2c: *"Consider how to balance the roles of boards and commissions as well-informed and neutral advisors to the Council as opposed to advocates for a particular point of view."*
Recommendation: Provide orientation for all new advisory board and commission members to create more effective committees.
Members of advisory boards and commissions are well-informed and typically passionate about the volunteer work they do. As part of the new member orientation process, each appointee should be given an overall review of how the City, the relevant department, and the advisory board/commission operate and relate to each other. Orientation should also note the advisory nature of the work and the fact that City Council must weigh multiple factors in determining to accept or reject committee recommendations. It is also recommended that committee chairs and vice chairs receive training relating to running efficient meetings, public meeting laws, and understanding the scope of the work of the committee.

Charge 2d: *"What criteria should the Council use to make significant changes in one or more boards or commissions?"*
Recommendation: Use consistent annual reporting from all advisory boards and commissions to determine if revisions are appropriate.
Once established, advisory boards and commissions are made up of volunteers who commit time and expertise to the work of the committee. The use of annual work plans and an annual review with a City Council standing committee will provide a framework for reviewing possible revisions or changes.

Charge 2e: *"Consider revising the process and/or developing criteria to guide Council decisions about ending boards and commissions."*
Recommendation: Revise the sunset policy.

It is the City Council's responsibility to decide if an existing advisory board or commission should continue its work. Each advisory board and commission will be reviewed annually as part of the reporting process to the City Council standing committee**.** Information gathered through that review, including the original charge or ordinance that established the board or commission, should be what informs the start of the process of ending or sunsetting a board or commission.

Charge 2f: *"How should the effectiveness of staff support be evaluated?"*
Recommendation: Evaluate the effectiveness of staff support as part of the annual review of the advisory board or commission.
Staff liaison and support play a critical role for advisory boards and commissions to meet goals or work plans, and that role should be clearly articulated to incoming committee members. The staff liaison should: provide accurate and relevant information for the work of the committee; provide logistical support including meeting space and meeting recorder; assist with annual reporting of activities, or other support that is required.

Charge 3: *The relationships between individual boards and commissions and the related operating department vary greatly. What should the relationships be?*
The related purposes of these recommendations are to:

- make decision-making in the City more effective;
- build a web of strong interrelationships of committees which can address City planning with efficient use of city resources;
- better coordinate the working plans and activities of committees with annual goals and priorities of City Council; and
- increase adequate and early input by affected stakeholders in all major planning areas.

Recommendation A: Implement consistent practices for all advisory boards and commissions including staff attendance, recorder, and style of minutes to improve efficiencies.

1. Assign one staff liaison and recorder to attend each Advisory Board, Commission, and Task Force meeting. Being responsive to cost concerns, department directors exercise judgment on +1 staff attendance.
2. Avoid verbatim minutes. Minutes should be taken in a consistent format, including key discussion point minutes for Advisory Boards and Task Forces *(guidelines in addendum)* and detailed minutes for Commissions as required by statute.

Recommendation B1: Adopt a policy to use consistent titles of committees.
One of our first areas of agreement (also confirmed in our interviews with Department Directors) was the importance of the consistent use of language in describing committees. Consistency is especially important as most are advisory only; a limited number of committees have decision-making authority. Consistency will not only help everyone understand the distinction between the types of committees, but also indicate to the majority of existing committees the advisory nature of their work. This policy will create effectiveness in the system, which will both support city operating departments and guide City Council in the naming of committees.

Recommendation B2 : We recommend four distinct types of committees.
Any of these committees may consider forming sub-committees. Other work groups or committees may be formed by the Mayor or city staff for a particular reason.

Department Directors would continue the practice of bringing together small work or technical groups with particular areas of knowledge to advise them on particular or technical issues. The City Manager is responsible for ensuring that the Mayor and City Councilors are aware of the formation, purpose, duration and membership of such ongoing committees.

1. Advisory Board
   This type of standing committee is established by City Council resolution and serves in an advisory capacity to the Mayor, City Council and staff. The City Council resolution identifies the charge. The Mayor is responsible for recommending individuals to fill vacancies, for confirmation by the City Council.

2. Commission
   A standing committee to which the City Council has delegated decision making authority. The Mayor is responsible for appointing individuals to fill vacancies on the Budget Commission and the Appeals Board. The City Council makes appointments to the Planning Commission and Historic Resources Commission.

3. Task Force
   This committee is formed to achieve a particular goal with a specific charge, and is generally active for a limited time. 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, issue, or significant policy change if an existing Commission or Advisory Board does not exist to address that area or does not have the ability to address the topic by itself. The Mayor is usually responsible for appointing individuals to serve on Task Forces.

4. Department Advisory
   These ongoing committees are administrative or technical in nature and allow for efficient use of community member expertise and staff time. These ongoing committees are appointed by department directors with the approval of the Mayor and City Council. They advise department staff and provide agility in responding to community issues.

Recommendation C : Conduct an annual meeting for all advisory boards and commissions.
In our research of other communities we learned that some host an annual meeting with all boards and the City council and one assigns the city attorney's office to visit each board or commission once per year. Our recommendation of an annual meeting provides

all committees an opportunity to hear the same message from the Mayor and City Council, reduces silos, encourages dialogue, and fosters collaboration among advisory boards and commissions.

Charge 4: *"What should the role of the City Council liaison be?"*
Recommendation: In researching the liaison role, we noted that one community is in the process of ending the Council liaison duties due to the challenge of keeping up with the meetings of their fifteen advisory boards and commissions. We recognize a similar challenge in Corvallis to an even greater degree. With the formalization of advisory board and commission goal setting and review, and reporting to Standing Committees, the City Council liaison position may in some cases no longer be required.

Charge 5: **See section on Access and Opportunity, p. ?**

Charge 6a: *"It is important to ensure that decisions are timely; citizens feel that their efforts are meaningful, and city resources are used well. Identify ways to streamline or reduce the use of staff support."*
Charge 6b: *"Identify ways to maximize the use of citizen volunteers."*

Recommendation: Streamlining boards and commissions and their support structure as already recommended will reduce costs in meaningful ways. Additionally, the use of task forces and other committees will increase use of community volunteers.

Recommendation: Providing enhanced outreach (see section on Access and Opportunity) and orientation activities (already recommended) will maximize the effective participation of community member volunteers.

Recommendation: Expanding board member qualifications to include the option of one non-resident expert as a non-voting member will help maximize the use of community volunteers with special expertise. (Current qualifications limit membership to those living, working, or owning a business within the city or in some cases inside the Urban Growth Boundary.)

Charge 7: *"Is the current configuration of [the Committee for Citizen Involvement] the most effective means of addressing the Oregon Land Use System Goal One? If not, how might this goal be better met?"*
Recommendation: <u>We recommend an immediate sunsetting of the CCI and the formation of a new Community Involvement and Diversity Board (CIDAB).</u>

The current configuration of the Committee for Citizen Involvement limits the work of the committee to addressing the Oregon Land Use System Goal One. The new CIDAB would have a broader scope and responsibilities, including:

- Implementation or further work on PPTF recommendations, as recommended by the City Council,

- Diversity and other issues currently addressed by the MLK Commission,

- Access to city government, including community member primer on public participation, testimony, and the land use planning process,
- Development of board and commission trainings and orientation recommendations,
- Outreach to and liaison with Registered Neighborhood Groups
- Ongoing responsibility for the review and improvement of the Board and Commission system and other public participation practices
- Using a subcommittee, work with members of the Planning Commission and the Historic Resources Commission regarding changes and improvements to address the Land Use Goal 1.

Charge 8: **See section on Neighborhoods, page ??**

V. ACCESS AND OPPORTUNITIES

Charge 5: *"Is access available to all citizens to give thoughtful input and advice to the City Council through the board and commission system? If not, are there ways to improve the board and commission system for better access?"*

Recommendation: Adopt the Guiding Principles outlined in Section I.

Publish on the city web site and implement the following practices to ensure outreach and authentic engagement of community members, elected and appointed city leadership, and city staff.

We believe that this recommendation is a formalization of what City Council and staff have been attempting to do. It provides a standard to point to when we don't meet our expectations of ourselves. Our intentions are to ensure that all interests are represented in the decision-making process and to genuinely engage diverse community members at an early stage in the process.

Collaborative Democracy Recommendations:

1. Create community-friendly atmosphere at all public meetings.

   Demonstrate that those giving public testimony are being listened to. Make eye contact; ask a question, alert public that an electronic device may be used to capture testimony for future reference.

2. Create a welcoming environment for public testimony.

   When the need arises to limit testimony, employ methods that are predictable and discreet. The City of Pasadena has a podium with three built-in lights: green, yellow, and red. It is observable by the council and the speaker in a discreet manner.

3. Establish protocol for multiple persons who are representing an organization to make a presentation longer than the time allowed for an individual.

   Groups should make arrangements in advance with staff and the Mayor or Chair, which set the time allowed an other agreements.

4. Have agendas and other relevant documents available for the public at meetings.

   Documents should include those being discussed. "Meetings" include those of the City Council, Advisory Boards, Commissions, Task Forces, and Departmental Advisory Committees.

Diversity Recommendations:

1. Use the term "community member" instead of "citizen" whenever possible, in all City documents and references.

2. Identify and reach out to diverse sectors of the community.

   Take steps to make meetings linguistically and culturally appropriate.

   - Create a mechanism within city government to provide translation/interpretation services at public meetings when there is a topic of interest or services are requested.
   - Establish a resource service for child care at major meetings (e.g., partner with a non-profit or social service agency that provides such services).
   - Consider holding some City Council meetings at other locations periodically.
   - Be proactive in seeking feedback from underrepresented groups.

Charge 5b: *"Is there adequate access to citizens to advise the Council through means other than the board and commission system? If not, suggest methods of improvement."*

Openness and Access Recommendations:

1. Increase access to elected officials and city staff.

   - Create reasonable ways for community members to communicate with elected and appointed city leadership and city staff. Provide phone numbers and email addresses that will ensure a response.
   - Include a link on the **"**Mayor and City Council**"** web page for each councilor to specify what means of contact are available and which for will elicit a response.
   - Consider real-time on-line access to city meetings. (Review OSU's New Media Communications Department)
   - Consider alternate locations for forums, special outreach meetings, and government corner.

2. Increase access to city government information.

a. Improve City website user-friendliness

- Make the links on the home page more visible and easier to see/understand for the multiple modes of engagement by community member.
- Have Boards and Commissions and Volunteer Opportunities be a first-page header.
- Review path to finding archives, specifically the method of searching and retrieving documents. Example: City of Eugene website.
- Include a list of acronyms used throughout the website.
- Research software with appropriate design

b. Utilize available traditional and social media outlets.

c. .Set standards for city government and advisory boards and commissions to publicize and market their meetings and events, and vacancies to ensure the information is reaching the community.

- Continue and expand Government Corner at library lobby every Saturday; continue sending into the newspaper's F.Y.I.; attend community groups that traditionally have not interacted with city government.
- Provide Guidelines to advisory boards and commission for consistent communication and outreach to community members.

3. Increase transparency of the appointment process.

Improve awareness of vacancies on advisory boards and commissions and increase the transparency of the appointment process.

- On City website, provide online applications for specific vacancies and steps on how to become involved.
- Actively seek nominees from varied age groups, socioeconomic, racial, and ethnic backgrounds.
- Seek input from current Commission and Advisory Board chair for potential nominees to fill vacancy.
- Broadly disseminate Advisory Board and Commission vacancy announcements to community groups and organizations, on the City's website, and via media outlets.
- Establish a Mayoral Advisory Group to meet quarterly for review of vacancies and interested volunteers for Advisory Boards and Commissions.

- For examples visit City of Eugene website: eugene-or.gov/index.aspx?NID=86

Inclusiveness Recommendation: Involve broad representation of community members in the decision-making process.

- Identify the obstacles to having representation on advisory boards and commissions that matches demographics of the city.
- Engage community members early in the planning and budgeting process

  Planning: look at Lake Oswego requirements - pre-application conferences with neighbors;

  Budgeting: look at Pasadena or Eugene- appoint special committees at beginning of process to help gather public opinion.

Accountability Recommendation: Align the work plans of Boards and Commissions with City Council standing committees to improve connectivity with long-range planning and the decision-making process in all areas.

VI. NEIGHBORHOODS

CITY COUNCIL GOAL STATEMENT: "By December 2014, the Council will revise its processes and structures into a more effective and efficient citizen engagement program to develop diverse future leaders, enhance communication between citizens and the Council, help connect citizens to each other to strengthen community and neighborhoods, and utilize the expertise of citizen volunteers in solving community problems."

Charge 8: *"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."*

Introduction

Our observation is that community members, connected to each other and the City, contribute to the quality of life of residents, to the City, and to the quality and effectiveness of community planning. Better connections among neighbors allow community members to solve problems without government involvement, direct neighbors to City government measures already in place to help solve problems, empower neighbors to work with the City to establish improved outcomes, and utilize the substantial expertise of many residents.

Most cities in the Northwest that we studied fostered creation of formal neighborhood associations and neighborhood watch groups as a means to encourage continuity and effectiveness of community engagement with local government. In most cities, neighborhood associations are an outgrowth of Oregon's land use legislation, which has as its first goal, citizen engagement. The effectiveness of formal neighborhood associations varies from city to city, as do the budgets dedicated to their support. In Corvallis, as in many Oregon cities, the level of community engagement via neighborhood associations rises and falls with specific neighborhood issues or problems, the level of residents' interest, or the quality of the association's leadership.

We noted that in addition to City-sponsored groups, there are other groupings of neighbors that have interests in supporting and being supported by the City, such as homeowner associations and neighbors organizing through the county to respond to emergencies.

Focus

Our focus has been on what the City can do to foster and support neighborhood connections that allow neighborhood groups to:

1) <u>Sustain themselves continuously</u>,
2) <u>Connect neighbors to neighbors</u>, and

3) Partner with each other and the City in meeting the needs of their communities and those of the larger City community.

Our hope is that implementation of these recommendations will subsequently lead to greater incentive for neighborhood participation and the eventual expansion of neighborhood groups to include city-wide coverage.

I. Sustaining Active Neighborhoods

Our interviews of leaders and active members of Corvallis neighborhood associations, as well as city staff and community and neighborhood leaders in other cities, revealed the often-cyclical nature of active participation in neighborhood associations. In most cases, involvement rises and falls is response to proposed development in the neighborhood. Only a small portion of the membership stays active in the absence of land use, traffic, road infrastructure, crime, or code enforcement concerns.

In neighborhood organizations that stay active over time, we noted other attributes that provide value to the community and the City, such as:

- Broader and deeper connections between neighbors contributes to the quality of life in the neighborhood beyond land use and traffic concerns
- Neighbors working with each other to prepare for disaster, emergency, and inclement weather response
- Enhanced communication on issues impacting City neighborhoods
- Engagement with the City on a wider range of topics
- A larger pool of potential community leaders and volunteers
- Greater understanding of City processes

Before elaborating on these goals and the recommendations which derive from them, we would like to introduce a new term and the rationale for its use, **Registered Neighborhood Group (RNG)**. As noted above, there exists a range of organizations of neighbors with different specific focus and a shared interest in enhancing the quality of life in their neighborhoods. For the City to expend greater resources to support those organizations, the City needs to know that those organizations have community support and have ongoing viability. We envision certain minimum requirements on membership, training and participation to qualify as Registered Neighborhood Groups and receive certain of the benefits noted in the following recommendations.

We recommend putting in place a set of policies and practices that support ongoing neighborhood connections and provide adequate incentives and resources for RNGs to be more effective and thrive. The goal and stipulation for these practices are that RNGs will engage in continuous service to their neighborhoods and continuous work to improve the quality of life in their neighborhoods.

Primary recommendations:

1) Free meeting space

Provide RNGs with free meeting space at as many community locations as possible such as the Tunison Community Room, Osborn Aquatic Center, Chintimini Senior Center, Madison Avenue Meeting Room, and Corvallis-Benton County Library or have the City coordinate space with other local entities such as the 509J Corvallis School District or Linn Benton Community College. We have heard continuously that lack of adequate meeting space is a barrier for neighborhood groups. There are currently several neighborhood groups that have no access to free meeting space. ***Free meeting space was the most popularly requested resource in our survey of current neighborhood leaders (Appendix II).***

2) Neighborhood Empowerment Grant Program ($25,000 to $50,000)

Re-establish and fund the Neighborhood Empowerment Grant Program for neighborhood improvement grants for RNGs to be administered by the new Community Involvement and Diversity Advisory Board (CIDAB). Neighborhood Empowerment grants are one way in which the City can empower RNGs to take on projects outside of land use, proactively increase the livability of both their neighborhood and the community, and further partnerships between the City of Corvallis and its neighborhoods. To be effective, the amount of an individual grant needs to be large enough to spur interest and the number of grants available need to make it plausible for an RNG to receive funding. Survey feedback from current Corvallis neighborhood leaders shows that there is strong interest in reviving this type of program (Appendix II).

a) Suggested grant categories are small capital projects, neighborhood signs, safety and emergency preparedness, neighborhood art and mural projects, neighborhood sustainability, RNG leadership and capacity building, community building, and street tree planting and other neighborhood beautification projects.

b) Lake Oswego has a similar program called the "Neighborhood Enhancement Program" and materials that may be helpful in refining this program including a program guide and application form. See: http://www.ci.oswego.or.us/planning/neighborhood-enhancement-program.

c) Previous materials from Corvallis' Neighborhood Empowerment Grant Program should be consulted in re-launching this program.

3) Annual trainings and orientations for RNG leaders and community members

a) Offer voluntary, interactive "Public Participation 101," "Land Development Code 101," and "Community Leadership 101" orientations and trainings for neighborhood leaders and interested community members on a regular basis. We recommend that this occurs collaboratively between CIDAB and City staff, possibly facilitated by a third party with experience

in community leadership training such as Leadership Corvallis. We have heard testimony and feedback which suggests that part of the frustration of advocating for neighborhood needs at the City level arises from community members not understanding the laws, policies, and practices within which the City operates. Many cities we investigated offer trainings for their neighborhood leaders (Bellingham, Eugene, West Linn, Lake Oswego, and others). We propose assigning the CIDAB the task of reviewing and customizing one of those to match Corvallis practices and conduct yearly trainings for RNG leaders and other community members in the city civic process. The "Community Leadership 101" training could include information on effective communication, facilitation, running a meeting, City resources, and other topics requested by RNG leaders to assist in the development of community leaders. This idea received very positive response from current neighborhood association leadership (Appendix II).

b) "Public Participation 101" should cover topics similar to what is included in Lake Oswego's Citizen Involvement Guidelines. See: http://www.ci.oswego.or.us/sites/default/files/fileattachments/planning/webpage/11841/citizen_involvement_guidelines_final_04-06-04.pdf.

c) We suggest looking at offering webinar options for these trainings to increase accessibility to the trainings.

4) Neighborhood engagement pathways
   a) Not surprisingly, the neighborhood leader survey revealed that different neighborhoods and different community members have diverse interests and needs. For instance, neighborhoods closer to OSU shared different concerns and interests than those farther away. We recommend that the City and CIDAB provide resources to RNGs so that they are equipped to provide multiple avenues of engagement for their members. Examples are: social event planning, Neighborhood Watch/safety, emergency/disaster response planning, land use, neighborhood art and beautification projects, sustainability promotion (e.g. recycling block captains), neighbor exchanges, promotion of voter education and engagement in local elections. These, as well as others, may help attract diverse membership and produce more robust activity.

   b) Work with Police Department and Neighborhood Watch programs to promote new Neighborhood Watch programs and to have willing Neighborhood Watch leaders convey their contact information to their RNGs. Neighborhood Watch can be one way to be involved in a RNG.

c) In order to allow for a higher level of accessibility, we recommend that neighborhood groups find ways to allow residents to participate online or electronically in meetings and providing feedback on neighborhood issues.

5) Small RNG budget ($5,000–$10,000)

Create a small budget for or a reimbursement process to cover incidental costs the active RNGs will incur such as providing dumpsters for neighborhood clean-ups, paying for meeting space rentals (if free space is not available), rental of street barricades for block parties, and printing meeting flyers. We recommend a modest budget be provided for all RNGs and be based on the size or number of households within the RNGs boundaries. If free meeting space cannot be offered or identified, we recommend that each RNG be allocated a budget that covers the expenses of renting meeting space.

Secondary recommendations:

1) RNG manual

Develop and encourage RNGs to actively use an RNG policy manual and resource guide such as the one that exists in Lake Oswego and Eugene. CIDAB can lead in the creation of this resource. We recommend that CIDAB and City staff look for opportunities to have shared resource materials with Commissions and Advisory Boards wherever possible.

a) Suggested topics for inclusion in an RNG manual include: overview of the RNG system, neighborhood leadership, running effective meetings (priority setting, agenda creation, facilitation tips, and decision making strategies), neighborhood communication tools and resources, neighborhood engagement pathways, strategies for recruitment of new membership, neighborhood programs and services, special events and fundraising, neighborhood sustainability, and neighborhood land use. The RNG manual should be a physical manifestation of topics covered in the "Community Leadership 101" and "Public Participation 101" trainings.

b) The Lake Oswego Neighborhood Association Resource Guide may be a helpful example. See example from Lake Oswego here: http://www.ci.oswego.or.us/sites/default/files/fileattachments/planning/webpage/11856/na_resource_guidebook.pdf.

c) The Eugene Neighborhood Handbook used during neighborhood trainings is another strong example. See example from Eugene here: https://www.eugene-or.gov/index.aspx?NID=102.

2) "Benefits of being an RNG" resource document

Create a resource or statement that lists the benefits of being a city recognized RNG. In all the Cities we contacted, there is recognition that to sus-

tain an active RNG takes time and energy from the RNG leaders. Having a document that points to and reminds RNG members of the value in participating will help them sustain their interest and help them entice new leaders. This resource will need to be updated annually to reflect the current resources available to RNGs. We see this as another CIDAB function. See Appendix III for example from Lake Oswego.

3) Resource library

Start building an online library of relevant support information or resources for the functioning and improvement of RNGs and public or community involvement and participation. This will be updated regularly based on suggestions from RNGs and CIDAB. We recommend exploring having a few shelves in the Corvallis-Benton Public Library reserved for print materials serving this purpose as well.

II. Connecting Neighbors to Neighbors

Many of the practices suggested to sustain active neighborhoods also contribute to relationships between neighbors. In our research, we also heard from neighborhoods in which residents contribute to each other's lives on a weekly basis. In these neighborhoods, the key element appears to be easy communication links between neighbors along with a neighborhood history of helpfulness and community building. Neighbors connected to neighbors solve problems without government involvement, direct neighbors to City government measures already in place to solve their problems, and empower neighbors to work with the City to establish improved measures.

In smaller neighborhoods, the link can be as simple as physical proximity. In larger ones, use of electronic connections may be required. In Corvallis, one neighborhood has a long, successful use of a moderated Google group to communicate; others use email distributions. The Tunison neighborhood is piloting use of NextDoor.com, software to promote neighborhood participation and communication. We believe the key to success is to have a tool that is easy to support, a means of sustainable support, and ease of use (both ongoing and in the initial discovery and sign up).

<u>Electronic connections recommendations</u>

1) Listservs or distribution lists

We recommend that the CIDAB provide RNGs and other community groups with information about how to create online groups and email distribution lists.

It is critical that RNGs and neighbors have mechanisms that allow them to communicate effectively with each other. There are free resources available for creating listservs and distribution lists such as Google groups.

2) Software or social networking sites

We recommend that the CIDAB make available information about a range of possible options for software, so that existing neighborhoods

can experiment with the available options and their associated functionalities and features. Longer term we recommend that CIDAB look at the a variety of software options to identify an option that best meets the needs of the Corvallis RNGs and make a recommendation that provides for RNG private use and provides for frequent, ongoing communications between neighbors and their city councilors. Options based on our initial research include:

- I-Neighbors: https://www.i-neighbors.org/howitworks.php
- http://web.mit.edu/newsoffice/2004/ineighbors.html
- Next Door: https://nextdoor.com/
- Granicus: http://www.granicus.com/solutions/citizen-participation/

III. Partnering With Each Other And The City

Successful and effective RNGs that contribute to enhanced neighborhood livability and community satisfaction depend on positive, mutually beneficial relationships among the RNGs and between RNGs and the city. Our survey responses and interviews provide ample feedback from current community members that they would like additional support from the City and improved communication with the City Council, but want to ensure that RNGs are led by community leaders and function autonomously. This promotes efficient use of City resources and strengthens diverse community leadership and self-reliance. By increasing the number of community members and volunteers who are active in neighborhood groups, an increased and more diverse pool of potential volunteers and future community leaders will be created.

Recommendations:

1) City staff support
   a) Budget adequate for city staff to support recommendations, including being available to answer questions of and provide timely support to CIDAB and RNGs and to attend RNG meetings as requested.
   b) City staff will provide support in defining boundaries of RNGs and in creation of bylaws for new RNGs.

2) RNG leadership meetings

   Hold public, quarterly (or biannually) RNG leader roundtable meetings. These meetings will serve as a forum for neighborhood leaders to share ideas, discuss best practices, and collaborate on projects or initiatives. We encourage this forum to also be utilized to for RNG leaders and active members to share successes and accomplishments as well as challenges. City staff and elected officials could attend if requested. ***Fifty-eight percent of our survey respondents were interested in these meetings (Appendix II).***

3) Annual RNG recognition process

c) We recommend that CIDAB, City staff, and current neighborhood association members develop an annual RNG recognition process to determine which neighborhood groups qualify to be Registered Neighborhood Groups and thus receive the associated benefits. Neighborhood groups will be contacted by City staff or CIDAB and required to submit a short annual report and updated contact information. Information about the recognition process should be available on the City website. Newly formed RNGs would have one year to meet the qualifications and have a one year grace period during start up. We also recommend that RNGs experiencing leadership transition be given more leeway and outreach support from City in training new leadership. CIDAB and staff will use this recognition process to create an annually updated map of RNGs and contact information (name, phone number, email address).

d) Suggested qualifications for RNG status are listed below. We recommend that they be refined by CIDAB with outreach to and engagement with existing neighborhood groups.

i. Size: Establish a flexible number of minimum and maximum households that could be incorporated into a single RNG. We heard reports from other Cities that the ideal maximum size for an RNG was an area which could be contacted by hand delivered flyer; the number of ideal households will vary with geography. Given the council and staff time that we are recommending the City provide, we believe that a lower limit on population is also appropriate.

ii. Activity: If the City is to devote City resources to support RNGs, the City should have assurances that the RNGs are active and representative of their neighborhood. RNGs should host a minimum number of meetings, social events, and community improvement projects annually attended by a set minimum percentage of membership or number of residents.

iii. Communication: Have a communication system in place that allows members to communicate with each other, with RNG leadership, and with potential members. An online, interactive mechanism of communication allows for participation among members who cannot attend meetings.

iv. Elections & Bylaws: New RNGs need to establish bylaws and should hold elections at least every 2 years to give the opportunity for new leadership; this helps to promote diverse, new community leadership

v. Annual Report: RNGs should submit a short 1–2 page annual report of activity to CIDAB.

vi. Land use recognition: To be eligible to participate in the enhanced Land Use processes (see #8, below), RNGs need to have at least two people who have completed the City's land use training as well as leadership who have completed the City's Public Participation 101 training.

4) City Councilor communication

Assign a city councilor liaison to each RNG for contact and communication. We recommend that this be the City Council for the Ward in which the RNG resides. Ideally each councilor would join the communications network for the RNGs in their ward, so as to convey City information pertinent to the neighborhood to it and to monitor topics that the City may want to become proactive about.

5) RNG updates to City Council

Start inviting individual RNGs to provide annual updates on activity at City Council meetings. This will ideally include an overview of RNG activity and photographs demonstrating activity and/or areas of concern in the community that RNG leaders want to make City Council aware of.

6) Position vacancy circulation

Circulate all advisory board and commission vacancies or other volunteer opportunities to RNGs. RNGs comprise membership that may be ideal for various community leadership and volunteer positions.

7) City website resources for RNGs

b) The City website should feature RNG information more prominently to connect community members to RNGs and provide links to RNG website, contact information, listserv sign-up information, etc. should be provided via the City website.

c) CIDAB should work with staff to develop a web page on the City Web site that provides the following resources for RNGs:

i) An interactive map to connect individuals to their RNG

ii) Updated brochure on how to form an RNG with the City's assistance

iii) A listing of free website platforms that RNGs could use to build a simple website or web presence to communicate with membership about meeting times and locations, past meeting agendas and minutes, board membership and contact information, and other general information about the neighborhood.

iv) A brochure on how to, with the City's assistance, make their neighborhoods more beautiful (In English and Spanish – examples

are available). See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/beautify.pdf.

v) A safety brochure, with phone numbers (in English and Spanish). See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/safetybrochure.pdf.

vi) A flyer on ways to a better neighborhood (In English and Spanish – examples are available). See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/75%20ways.pdf

vii) A who do you call list. See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/Who%20to%20Call.pdf.

viii) List of local city and community spaces available for RNG meetings.

ix) A guide to City departments and services. See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/GuideAug2010.pdf

x) Links to relevant Benton County, 509J Corvallis School District, and OSU resources and services

xi) A link to the City's Land Use education guide

xii) Templates for meeting agendas and minutes, bylaws, etc.

xiii) Marketing and outreach strategy suggestions for member recruitment

Examples of the content portion for many of these items are available. We expect that much of the work of pulling these together would be done by CIDAB.

8) Land Development Code and Land Use Regulations

Historically, Corvallis neighborhood associations are most active in response to proposed development in their neighborhoods. Often their involvement in land use issues comes late in the process, after the staff recommendation goes to the Planning Commission or the Historic Resources Commission. We support changes that will educate neighborhood leaders on land use law and provide for their earlier entrance into the process, with the expected benefits of:

- More relaxed communications between City staff, neighborhood representatives, and the developer

- Fewer requests that are outside what is possible without Comprehensive Plan or Land Development Code changes
- Better informed requests for land development code changes
- Design accommodations by the developer, where possible, occurring early so as to minimize cost impacts
- Adequate time for a neighborhood to become knowledgeable about the proposed plan.

We therefore recommend that:

a) Annual trainings be offered for RNG leaders in land use process and land development code, "Land Development Code 101," with focus on qualifying for participating in a pre-application process.

b) CIDAB and staff work together with the Planning Commission to change the land-use development process so as to require developers to hold pre-development, pre-application meeting with RNGs prior to any applications for minor or major development proposals occurring within a RNG (done in Lake Oswego, Eugene, Bend, and other cities). This will only be effective in a framework in which involved RNG members have been trained in land use and land development code as required to maintain land use RNG recognition.

Appendix I

Overview of Neighborhood Connections Process

This appendix details the process we followed in order to create our recommendations and report.

- Website review and phone interviews to glean best practices and ideas around public participation practices, board and commissions, and neighborhood associations with the following cities: Eugene, Bellingham, West Linn, Salem, Bend, Albany, Lake Oswego, Pasadena, Springfield, Ashland,
    - Phone interview with Justin Finestone, Communications Director with the City of Bend
    - Phone interview with Robyn Christie, City Recorder with the City of Bend (former City Recorder in Lake Oswego)

- Phone calls to all current Corvallis Neighborhood Association leaders that we were able to locate contact information for. Below are the questions that were asked. We found 4 active homeowner's associations, 12 active neighborhood associations, 5 inactive neighborhood associations, and 7 that we could not contact due to lack of activity or accurate contact information.
    - Is your neighborhood association active?
    - How often do you meet?
    - How do you announce/advertise your meetings?
    - What would you like from the City in terms of support?
    - What types of activities do you have?
    - How do you recruit new members?
    - Do you have bylaws?
    - When is the last time you had an election?
    - Do you have a treasurer?
    - Other comments or feedback

- Survey to current board and commission members. 93 total responses were received.

- January 13, 2014 public meeting to obtain feedback from current board and commission members and neighborhood association leaders on strengthening the system, building community, and enhancing communication.
    - Because not all neighborhood association leaders have or check email, all current neighborhood association leaders we had contact information for were called and personally invited to the January 13, 2014 public meeting.

- Survey to current Neighborhood Association leaders and active members on the topics of communication with each other and the city, resources that would be most helpful, and types of activities and issues the groups are interested in (See Appendix II). 135 total responses were received.

- Eugene site visit on January 28, 2014 with Neighborhood Program staff and neighborhood association leaders.

- Attending the February 5, 2014 Corvallis Neighborhood Summit to provide an update about the PPTF's work and encourage attendees to provide feedback via the neighborhood association survey and through testimony at PPTF meetings.

Appendix II: Neighborhood Groups Survey Results

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).

Research Process

In reviewing survey responses, researching other community's practices and hearing from the Mayor, City Manager, and Department Directors, we have identified attributes of an effective and efficient system to provide input to the City from Advisory Boards and Commissions including:

- Organizational structure of advisory boards and commissions that emphasizes broadly scoped committees which leads to greater efficiency;
- Consistent communication channels and annual goal setting and review process for all advisory boards and commissions to improve effectiveness;
- Consistent support for practices among all advisory boards and commissions including note taking, budget, staff support, orientations for new appointees, and training for chair and vice chairs to improve efficiency.

1. Survey feedback from current members of boards and commissions

a. Process and organization

b. Communication

40% of committee members reported that their board or commission does not have strategies for collecting community member input and 51% are unsure if their Council liaison communicates regularly with city Council. Many respondents reported interest in an annual gathering of board and commission members to reduce silos and increase collaborative work and knowledge of each other's work.

2. Feedback from Mayor, City Manager, Department Directors

The Task Force met with and received feedback and ideas from the Mayor and the three Department Directors who provide support to most of the city's advisory boards and commissions. The City Manager also provided the PPTF with information provided in a written response to the task force.

3. Public meetings

Two general public meetings were held in the Public Library large meeting room using a "world cafe'" process designed to elicit feedback and input. The first was held in January and was attended by approximately 75 community members. The second meeting was held April 28, at which specific Task Force draft recommendations were presented and discussed.

4. Information sharing with existing advisory boards and commissions

Initial draft recommendations were sent to existing advisory boards and commissions prior to the second public meeting for review and feedback prior to the final draft of the recommendations.

Inputs in our research included:

- Interviews with and written comments from the Mayor, City Manager, and Department Directors

- Review of best practices and interviews with representatives in other communities including Albany, Ashland, Bend, Eugene, Hillsboro, Lake Oswego, Springfield, Bellingham, WA, Ithaca, NY, and Pasadena, CA.
- Meeting with Eugene "Neighborhood Services" city staff and Neighborhood Association leaders
- Public testimony including input at regular meetings and e-mail
- Survey of currently serving Board and Commission members
- Survey of currently active Neighborhood Association members
- Public meeting in January, 2014 soliciting input on the current organization of advisory boards and commissions and ideas to improve channels of communication in the public process

WATERSHED MANAGEMENT ADVISORY COMMISSION
MINUTES
February 26, 2014

DRAFT

Present
Charlie Bruce, Chair
Jessica McDonald, Vice-Chair
Sheryl Stuart
David Zahler
Creed Eckert
Jacque Schreck
David Hibbs

Absent
Richard Hervey, City Council Liaison

Staff
Jennifer Ward, Public Works
Brian Rigwood, Public Works
Mike Hinton, Public Works
Jon Boyd, Public Works
Mark Miller, Trout Mountain Forestry
Jennifer Hanchett, Trout Mountain Forestry

Visitors
Frank Davis, Siuslaw National Forest
Ken McCall, Oregon Hunters Association
Xan Augerot, Marys River Watershed Council

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of Agenda	X		
III. Review of January 22, 2014 Minutes	X		approved
IV. Visitor Propositions	X		
V. New Business • Forest Service Update • Drought: City Implications and Response • Stops for Annual Tour	 X X		Include new bridge on tour
VI. Old Business • Possible Implications of the Public Participation Task Force for WMAC	X		
VII. Staff reports	X		
VIII. Commission Requests and Reports			None
IX. Adjourn			6:25p.m.

CONTENT OF DISCUSSION

I. Call Meeting to Order/Introductions

All present introduced themselves, including Jennifer Hanchett, Trout Mountain's new intern. She will be employed for 6 months, starting in June, and will be working on several monitoring and inventory projects on the City watershed.

II. Review of Agenda

There were no additions or changes.

III. Review of Minutes

Commissioner Schreck made a motion to approve the minutes as submitted. Commissioner Stuart seconded the motion, and the minutes were approved unanimously.

IV. Visitor Propositions

None.

V. New Business

Forest Service Update

Frank Davis, from the Siuslaw National Forest, presented a map showing the Oregon and California Grant (O&C) lands within the watershed, as well as the former clear-cut boundaries that are now plantations and timber sales. Mr. Davis also presented a photo slideshow of specific areas of the Siuslaw Forest and discussed upcoming US Forest Service harvest sales that are located within the larger Rock Creek watershed.

Drought: City Implications and Response

Mr. Rigwood presented the City's plans for the possibility of a drought in the watershed, which would involve various levels of service reductions.

Stops for Annual Tour

The annual watershed tour will be held on May 21. Ms. Ward noted two sites that she would like the tour to include: the most recent timber harvest site and a Marbled murrelet stop. The crew will also give a tour of the treatment plant. Ms. Ward noted a few additional stop options. One stop option would be at the newly replaced bridge to discuss City/Forest Service collaboration on the bridge, Peacock larkspur, and lampreys in the creek. Another option is to stop outside Jon Boyd's house to discuss the history of the watershed. The Commission decided to add the stop at the bridge to the tour.

VI. Old Business

Possible Implications of the Public Participation Task Force for WMAC

Chair Bruce reported that he and Ms. Ward attended a meeting held by the Public Participation Task Force (PPTF), where they expressed the Watershed Commission's concerns about the formation of a Water Board and the inclusion of the Watershed Management Advisory Commission on that board. They were informed that the plan had been revised and that the changes will be beneficial to all boards and commissions. The PPTF will be holding a public meeting at Linus Pauling Middle School on April 3.

VII. Staff Reports

Mr. Miller reported the following:

- Trout Mountain is very excited to have their intern, Jennifer Hanchett, with them for six months, starting in mid-June. She will be working on projects for the City about half of her time.
- Turnstone Environmental Consulting is preparing to enter year two of Marbled murrelet surveying, to begin in May. Trout Mountain is also talking to Turnstone about Spotted owl monitoring.

Ms. Ward reported the following:

- The City's stewardship grant for Old Peak Meadow restoration is going to City Council for approval to accept and use. Staff held a meeting to firm up the timeline, with the habitat assessment taking place in April and invasive species treatments and snag creation occurring in May.
- Ms. Ward will be putting forward a joint proposal with Marys River Watershed Council to request stewardship outreach funds from the Marys Peak Stewardship Group to bring children who attend the City's Rock Creek Camp during the summer to the watershed for outdoor education opportunities focusing on watershed health and function.
- Ms. Ward, along with Mr. Hinton and Mr. Miller, met with the Forest Service for the annual roads meeting.
- Savings of $75,000 is being returned to the City from the bridge replacement project.
- Chair Bruce helped Ms. Ward with some revisions on the Peacock Larkspur conservation strategy. She is following up with contacts at the Institute for Applied Ecology and the Native Plant Society for additional review of the document.
- Per the commission's request, she sent letters signed by Mary Steckel, Public Works Director, to Senators Wyden and DeFazio regarding proposed O&C land legislation.

Mr. Rigwood reported the following:

- The hydro-electric project at Rock Creek is moving forward. He spoke to the Environmental Protection Agency, who said water rights are underway and no problems are anticipated.

VIII. Commission Requests and Reports

Commissioner Schreck noted that the next scheduled meeting is during Spring Break and asked if there will be a quorum. Enough Commissioners will be in attendance for a quorum, but the Commissioners will decide outside of the meeting if they will meet in March.

IX. Adjourn

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

NEXT MEETING: March 26, 2014, 5:15 p.m., Madison Avenue Meeting Room

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor

Date: April 28, 2014

Subject: Vacancy on Parks, Natural Areas, and Recreation Board

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Ed MacMullan has resigned from the Parks, Natural Areas, and Recreation Board, as he has moved from the Corvallis area. His term on the Board expires June 30, 2015.

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

1016

URBAN SERVICES COMMITTEE
MINUTES
April 22, 2014

Present
Councilor Richard Hervey, Acting Chair
Councilor Dan Brown

Absent
Councilor Roen Hogg (excused)

Visitors
Jim Day, *Corvallis Gazette-Times*
Gary Angelo
Paul Cauthorn
John Wydronek

Staff
Nancy Brewer, Finance Director
Ken Gibb, Community Development Director
Jon Sassaman, Police Chief
Mary Steckel, Public Works Director
Dan Carlson, Community Development Department Development Services Division Manager
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Council Policy Review and Recommendation: 91-7.04, "Building Permits"			Affirm Council Policy 91-7.04, "Building Permits," as written
II. Residential Parking Districts			• Contractor parking permit – Construction Contractor Board license required and $100 fee • Non-resident property owner parking permit – provide criteria to enable purchase of parking permits • Sixth Street – exclude from RPDs the west side of NW/SW Sixth Street between NW Van Buren and SW Jefferson Avenues • Visitor parking permit abuse – staff will investigate Davis, California's provisions for permit abuse definition and consequences • Fine amount – postpone until next Committee meeting decision regarding minimum fine amount.
III. Other Business			

CONTENT OF DISCUSSION

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

I. Council Policy Review and Recommendation: 91-7.04, "Building Permits"

Development Services Division Manager Carlson explained that the Policy was presented for a scheduled review. The Policy was extensively amended during 2006 and functioned very well since then, and staff did not recommend any changes now.

Based upon a motion moved and seconded by Councilors Brown and Hervey, respectively, the Committee unanimously recommends that Council affirm Council Policy 91-7.04, "Building Permits," as written.

II. Residential Parking Districts

Finance Director Brewer reviewed the staff report. The Committee had requested additional information regarding unresolved issues related to the proposed Residential Parking District (RPD) Program expansion.

Service Provider Permits

Berkley and Davis, California, and Eugene, Oregon, did not utilize service provider parking permits. Berkley sold one-day and two-week visitor parking permits for service providers. Davis charged $15 for annual, transferrable visitor parking permits. Eugene offered free, one-day visitor parking permits. Staff was not aware of any other community providing service provider parking permits. Corvallis RPD residents would need to provide visitor parking permits for service providers who would be at their residences for longer than two hours or at residences in identified "hot spots," where two hours of free parking would not be allowed. Outside a "hot spot," a service provider could park for two hours without a parking permit. Staff discussed what type of business or service would constitute a service provider and the difficulty in determining how those businesses would be eligible for service provider parking permits. A suggestion was made to change the permit to a contractor permit and require a Construction Contractor Board license for eligibility.

Fine Amounts

Staff estimated costs for issuance and adjudication of parking citations. The Committee had discussed the possibility of a tiered fine schedule for repeated parking permit violations. Parking citations were issued against vehicles, rather than people. An enforcement officer would have information about citations against a vehicle's owner but would not necessarily know if the vehicle was subsequently sold, especially if the sales transaction was not promptly reported to Oregon Department of Motor Vehicles. Electronic-citation (e-citation) software should provide enforcement officers information about the number of citations issued to a vehicle but not necessarily whether the vehicle's

ownership had changed. The fine amount written on the citation would be the maximum fine amount; the Municipal Judge could decrease, but not increase, the citation fine. The RPD parking citation fine was increased from $25 to $50 in 2012. Of the 2012 citations, ten percent resulted in a "bench appearance" – the owner of the cited vehicle physically appeared in Municipal Court or wrote a letter to the Municipal Judge. Of 2013 citations, almost 20 percent resulted in "bench appearances." Higher fines typically resulted in more Court appearances and trials, which increased citation-adjudication costs because of more time required by the Municipal Judge and Court staff. Parking citation fines imposed at bench appearances averaged $31 but could be as low as $5. During court appearances, the Judge often would not have a defendant's citation history but would ask the defendant if he or she had received similar citations.

Staff asked Berkley, Davis, and Eugene about their fines for intentional abuse of RPD parking permits. Berkley imposed $49 fines. Davis imposed $43 parking violation fines, but RPD abuse fines were $230. Eugene imposed $16 fines. None of the cities contacted had tiered fine schedules. Staff recommended retaining the current $50 fine, with a mandatory minimum fine of $35, unless the defendant was deemed not guilty.

The proposed RPD Program expansion involved a significant change to the existing RPD Program. Staff believed it would be best to get some history with the new regulations to determine whether parking permit abuse occurred. If it did, staff could recommend appropriate Program amendments to address the abuse.

NW/SW Sixth Street

Residents along NW/SW Sixth Street requested inclusion in the proposed RPDs. The Committee previously recommended that the blocks encompassing Central Park and Corvallis-Benton County Public Library be excluded from RPDs. Few residences were located along NW/SW Sixth Street between NW Van Buren Avenue (Van Buren) and SW Jefferson Avenue (Jefferson); if that section of Sixth was excluded from the proposed RPDs, both sides of Sixth would be available for parking by Downtown employees. Staff requested that the Committee again discuss this element of the proposed RPD Program expansion.

Permit-Only Blocks

Staff requested confirmation of the RPD block faces to be designated as "hot spots."

Ms. Brewer confirmed for Acting Chair Hervey that the City did not currently have a minimum parking citation fine.

Councilor Brown said his primary concern related to fines involved visitor parking permit abuse. He expected that abuse would be a significant problem if it was not prevented. He had not anticipated that an illegally parked vehicle using a visitor parking permit would be cited, rather than the parking permit owner. He said visitor parking permit abuse would

likely be caused by the permit owner. He hoped the visitor parking permit would include information to associate it with its owner. He had assumed that the person abusing a visitor parking permit would be held responsible.

Ms. Brewer explained that the City did not currently cite people for visitor parking permit abuse; citations were issued to vehicles illegally parked, regardless of parking permit status. Parking enforcement officers indicated that visitor parking permit abuse existed, but the City did not have Municipal Code provisions defining such abuse or specifying the City's responsive action options; therefore, the City could not cite for illegal visitor parking permit use.

Police Chief Sassaman elaborated that parking enforcement staff who suspected an instance of visitor parking permit abuse could only cite the vehicle for a parking violation, rather than permit abuse. Citations were issued for the vehicle's parking situation, rather than the vehicle operator's actions related to the parking permit. The City must have specific Municipal Code provisions to empower parking enforcement staff to proactively respond to incidents of visitor parking permit abuse. Public Works Director Steckel added that the Municipal Code provisions would place responsibility for proper use of employee and visitor parking permits on the permit owners (employers and residents). With appropriate Municipal Code provisions, staff could revoke permit privileges for repeated citations involving visitor parking permits associated with one residence. She recommended that fines not be increased with subsequent citations; rather, she suggested that visitor parking permit privileges be revoked after the second instance of parking permit abuse.

Councilor Brown opposed mixing punishments for parking violations and visitor parking permit abuse. If parking citations would have minimum fines of $35, he would like citations for visitor parking permit abuse to have minimum fines of $50. New legislation must be enacted, but the fine for visitor parking permit abuse need not be related to the fine for parking violations.

Ms. Steckel cautioned that more people would likely appear in Municipal Court to appeal citations with higher minimum fines, which would result in more staff time (including parking enforcement staff) for court appearances. The Municipal Judge typically had discretion in adjudicating cases.

Acting Chair Hervey observed that staff would like visitor parking permit abuse to result in revocation of permit privileges, but Councilor Brown would prefer that abusers be fined.

Councilor Brown clarified that he would like abuse fines to increase and culminate in revocation of visitor parking permits. He believed the consequences for parking permit abuse should be separate from the consequences for parking violations. He would like parking violations to have $50 fines, with minimum fines of $35; that should cover the costs of issuing and processing the citations. Fines for parking permit abuse should be handled differently, as they would be intended to prevent premeditated abuse. A minimum $50 fine

would cover the cost of processing the citation. Repeated incidents of abuse could result in revocation of the visitor parking permit.

Ms. Brewer clarified that the $50 fine for visitor parking permit abuse would be assessed against the vehicle and the person responsible for it being parked, rather than against the resident who owned the visitor parking permit. The permit revocation action would be against the permit owner.

Ms. Steckel elaborated that a visitor parking permit owner could allow two visitors to use the permit, with each visitor incurring citations for illegal parking, resulting in two citations against the parking permit and potential revocation of the permit.

Sixth Street

Councilor Brown supported staff's recommendation regarding NW/SW Sixth Street and emphasized that the east side of Sixth would not be included in a proposed RPD. He observed that residences along SW Fifth Street south of Jefferson did not have on-street parking. If those residents were not allowed to park on SW Sixth Street because of a RPD, they would have very few parking options. Ms. Steckel clarified that properties along the west side of NW Sixth Street between Van Buren and NW Polk Avenue would be within a proposed RPD. Councilor Brown considered it important that the east side of Sixth north of Van Buren not be included in a RPD.

Ms. Steckel referenced Councilor Hogg's e-mail regarding RPD parking citation fine amounts and NW/SW Sixth Street (Attachment A). She distributed e-mail testimony (Attachment B).

Paul Cauthorn expressed concern about holding property owners responsible for the actions of those who used their visitor parking permits. He noted that the Downtown area allowed three hours of free parking, and adjoining neighborhoods within the proposed RPDs would allow two hours of free parking. Many people enjoyed walking through the Downtown area and neighborhoods. He believed the parking time limits in the RPDs would cause people to be more "attached" to their vehicles, parking in the Downtown area with the longer time allowance, which would increase Downtown vehicle congestion.

Gary Angelo, College Hill Neighborhood Association President, opined that the City would not be discussing RPDs if Oregon State University (OSU) had addressed its parking and student housing issues. He supported Councilor Brown's proposal of clearly separating intentional visitor parking permit abuse and parking violations. He concurred that visitor parking permit owners should be held responsible for abuse of the permits. He urged the Committee to recommend strict rules regarding intentional visitor parking permit abuse, such as requiring that visitor parking permits be used within a specified distance of the associated residence. If citation fines did not increase for subsequent violations, there should be a serious consequence of revocation of the parking permit.

Brett Deedon, Associated Students of OSU (ASOSU) President, reviewed concerns previously expressed to the Committee, including how the proposed RPD Program expansion would affect OSU students who could not afford to live in Corvallis and commuted to OSU. OSU developed a new parking system with less-expensive parking permit options in some campus areas. He believed many OSU students often struggled financially. He understood that the proposed RPD Program expansion would increase non-resident RPD parking permit fees for neighborhoods surrounding OSU's campus where OSU students typically lived. He suggested that the City consider how to manage identified "hot spots" for students who could not afford the currently proposed on-campus parking permit fees. He noted that many of the fraternity and sorority houses were constructed many years ago and did not meet current requirements for on-site parking spaces, causing organization members and visitors to park along neighborhood streets. He suggested that it may be appropriate to consider an alternate plan for streets with large group-living facilities, which had high resident turnover and many visitors.

Councilor Brown clarified that resident and visitor parking permits for use within the proposed RPDs would cost $20. Non-resident parking permits would not be sold; outside identified "hot spots," non-residents would be able to park for free for two hours per day.

Mr. Deedon asked how far from OSU's campus people would need to go for longer-term, free parking and how the proposed PRD Program provisions would affect visitors attending evening events at the referenced group-living facilities.

Councilor Brown noted that the RPD Program regulations would be enforced Monday through Friday from 8:00 am until 5:00 pm; the regulations would not be enforced during evenings, weekends, or holidays.

In response to Mr. Deedon's inquiry, Councilor Brown said the Committee had not considered the issue of parking for Thursday evening OSU home football games. He expected the RPD Program provisions to be enforced during scheduled hours, regardless of OSU activities.

Mr. Deedon asked what action the City might take concerning parking for commuter OSU students who were in Corvallis for more than two hours per day. OSU had suggested remote parking areas, with improved shuttle service; enhanced City public transit service might also be needed.

Councilor Brown responded that the OSU Campus Master Plan included a long-term element of remote parking facilities and increased shuttle services. City and OSU cooperative efforts should enable improvement of some of those services.

Mr. Deedon supported collaboration by the City and OSU and suggested proactively considering how more funding could be allocated for Corvallis Transit System.

Acting Chair Hervey added that the City Council and the Benton County Board of Commissioners discussed possibly using a portion of the Benton County Fairgrounds property for a remote parking facility. He assured Mr. Deedon that discussions were underway to address Mr. Deedon's concerns. He acknowledged that the proposed RPD Program expansion would cause commuter OSU students to go farther from OSU's campus to find free long-term parking. He urged Mr. Deedon to speak with OSU officials about their parking fee structure so that OSU's Reser Stadium parking lot could provide inexpensive parking.

Fine Amount

Acting Chair Hervey noted that Councilor Hogg supported staff's suggested $50 RPD parking fine amount. He concurred but was hesitant to set a minimum fine amount until the expanded RPD Program was in effect for a while and the City had some experience with citations and Court appearances under the new Program provisions. He would prefer setting the fine at $50 and consider setting a $35 minimum fine during the 2015 RPD Program review.

Councilor Brown liked the proposed $35 minimum fine.

A decision regarding the fine amount was postponed until the next Committee meeting.

Service Provider, Contractor, and Non-Resident Property Owner Permits

Ms. Steckel said she initially supported the service provider parking permit concept. However, staff then realized potential problems, such as how to define a service provider, how to determine how many parking permits service providers would receive, etc. After further consideration, she was not as supportive of the service provider parking permit concept.

Acting Chair Hervey observed that the City would issue contractor parking permits to businesses with Construction Contractor Board licenses. Residents could allow service providers (house cleaners, lawn mowers, etc.) to use their visitor permits for visits longer than two hours. Non-resident property owners would also need parking permits. Councilor Brown concurred, noting that non-resident property owners must prove ownership of property within a RPD and residency outside the applicable RPD. He did not oppose visitor parking permits being used by house cleaners, babysitters, etc., who were, essentially, temporary visitors.

Ms. Steckel noted that contractor parking permits would be sold for $100 each. Non-resident owners would be able to purchase parking permits for $20.

Increasing Fines for Repeated Abusers of Visitor Parking Permits

Acting Chair Hervey noted that staff indicated a need to define visitor parking permit abuse. He could support some type of severe consequence for repeated abuse. He would prefer that the consequence not be imposed until the third offense. Revoking visitor parking permits seemed to be a "clean" consequence.

Councilor Hogg's e-mail to staff indicated support for a $50 fine with a minimum $35 fine.

Councilor Brown noted that two visitor parking permit citations could involve different cars and not necessarily indicate permit abuse. Repeated citations to the same vehicle could be more indicative of permit abuse.

Ms. Steckel agreed with Acting Chair Hervey's suggestion that staff investigate how Davis handled instances of parking permit abuse. She noted that Davis had a large parking enforcement staff, with one officer per eight-block area of RPDs. Corvallis' enforcement staff of only three officers may not be as effective as Davis' staff of numerous officers. If the resident or employer permit owner was responsible for complying with the RPD Program regulations, the City should focus on their status in defining abuse. Multiple instances of abuse related to the same property could warrant prompt action.

Councilor Brown cautioned that visitor parking permits could completely undermine the RPD Program in some neighborhoods and must be controlled early and well. He acknowledged that enforcement would require detective work by parking enforcement staff. A pattern of abuse could be unrecognized and unenforced; however, when it became obvious enough to be a neighborhood problem, revoking the visitor parking permits would be appropriate action.

Sixth Street

Acting Chair Hervey expressed support for excluding from RPDs the west side of NW/SW Sixth Street between Van Buren and Jefferson. Councilor Brown concurred.

Permit-Only Blocks

Councilor Brown would prefer that NW Jackson Avenue (Jackson) in proposed RPD J not be designated as a "hot spot"; however, he would support the Committee's majority position.

Ms. Steckel recalled that the Committee previously agreed, by a two-to-one vote, to designate Jackson as a "hot spot.

Summary of Decisions

Ms. Steckel summarized the Committee's recommendations:

- Contractor parking permit – Construction Contractor Board license required and $100 fee.
- Non-resident property owner parking permit – provide criteria to enable purchase of long-term parking permits.
- Sixth Street – exclude from RPDs west side of NW/SW Sixth between Van Buren and Jefferson.
- Visitor parking permit abuse – staff will investigate Davis' provisions for permit abuse definition and consequences.
- Fine amount – postpone until next Committee meeting decision regarding minimum fine amount.

Acting Chair Hervey referenced the staff report summary of the Committee's April 8 discussions, noting that the Committee did not reach consensus regarding resident parking permits being required for purchase of visitor parking permits. He planned to ask the Council to reverse that Committee decision.

Ms. Steckel said staff would begin developing RPD Program implementation ordinance language, based upon the Committee's decisions, for review during the Committee's May 22 meeting.

III. Other Business

A. The next regular Urban Services Committee meeting is scheduled for May 6, 2014, at 5:00 pm, in the Madison Avenue Meeting Room.

Acting Chair Hervey adjourned the meeting at 6:00 pm.

Respectfully submitted,

Councilor Richard Hervey, Acting Chair

Day, Emely

From: Holzworth, Carla
Sent: Tuesday, April 22, 2014 8:21 AM
To: Ward 3; Ward 4
Cc: Patterson, Jim; Steckel, Mary; Day, Emely
Subject: FW: USC meeting

-----Original Message-----
From: Ward 2
Sent: Tuesday, April 22, 2014 7:39 AM
To: Holzworth, Carla
Subject: USC meeting

Carla,
I will not be able to attend the USC meeting this evening. Could you please share this email with the USC. Thanks.

Fine Amounts
I agree with the staff recommendation of $50, with minimum of $35.

6th Street
I agree with the staff recommendation that the portion of 6th street from Van Buren to Jefferson Avenue be removed from RPD.

ATTACHMENT B

MAYOR & COUNCIL EMAIL

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

OSU and Near Campus Parking Issues

- *To*: <mayorandcitycouncil@xxxxxxxxxxxxxxxxxx>
- *Subject*: OSU and Near Campus Parking Issues
- *From*: Greg Giles Insurance <gilesfinancial@xxxxxxx>
- *Date*: Wed, 9 Apr 2014 08:11:29 -0700

I'm just a regular guy getting tired of reading about all the parking issues.

Here is what I think is a viable solution

Ask the university to offer $1 parking fee per term to all Staff and students – Suggest that the University cover the fee for Staff as an employee benefit.

Ask the University to assess an Infrastructure fee of $25 per student per term

Us the $25 fee to upgrade parking facilities by floating a bond to construct some parking structures around campus.

Start with structures at the North End and then the West End where parking is across from Sackett then the East end where parking is in the park now lastly at the south end between the sports Medicine building and Truax Center.

What do they have now 25,000 students

25,000 x 25 x 3 = $1,875,000 per year. Should be able to float a pretty good bond with that stream of revenue.

Use the $1 per term for enforcement and security.

Security is Paramount

They need to be well lit with emergency phones in many locations on each level.

You could even suggest that if Freshman are brining cars to campus they need to pay a $5 fee per term.

Amazing what $5 will do to keep some cars home.

The University can still limit parking to certain areas on Game days

Has this ever been discussed?

Greg Giles

Corvallis, OR 97333

- Prev by Date:**FW: 6th St Parking**
- Next by Date:**Planning Commission - Notice of Disposition (Extension)**
- Previous by thread:**HRC Meeting Agenda**
- Next by thread:**Planning Commission - Notice of Disposition (Extension)**

MAYOR & COUNCIL EMAIL

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

Public Testimony Devalued

- *To*: <city.manager@xxxxxxxxxxxxxxxxxxx>, <mayorandcitycouncil@xxxxxxxxxxxxxxxxxxx>
- *Subject*: Public Testimony Devalued
- *From*: Paul Cauthorn <paulcauthorn@xxxxxxxxx>
- *Date*: Fri, 18 Apr 2014 11:05:29 -0700

Hello Mr. Patterson,

At the previous council meeting you told the council and the public that the testimony heard at the urban services committee on February 4th was 50/50 split between those who supported the new parking scheme and those who were against the new parking scheme. Your claim was incorrect.

I suggest you and councilors review the minutes of the testimony given at that meeting. When public testimony is misrepresented as something that it was not, it devalues the time and energy of all the 100 people that went out of their way to attend that evenings meeting. It is bad enough that this council ignores public comment and refers to it as the comments of "late-comers", but to misrepresent the content to the degree that you did is entirely out-of-line.

I am confident that you are an honest person who just misspoke, and you would not intentionally mislead the council and public. I believe this council deserves to be given the facts and not just told what they want to hear. The majority of the public does not support the city council's parking scheme.

http://archive.corvallisoregon.gov/0/doc/402426/Electronic.aspx

I would appreciate, upon your review of the minutes, that you would issue to the council a correction of your statement. I would like to be included in that email.

Thank You,
Paul Cauthorn

- Prev by Date:**"Enough" documentary at the Darkside - TONIGHT at 6 pm**
- Next by Date:**Thank you for the e-mail**
- Previous by thread:**"Enough" documentary at the Darkside - TONIGHT at 6 pm**

MAYOR & COUNCIL EMAIL

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

parking

- *To*: ward2@xxxxxxxxxxxxxxxxxxxxxxxxxxxx
- *Subject*: parking
- *From*: fake_mccoy1@xxxxxxxxxxx
- *Date*: Tue, 22 Apr 2014 01:15:58 +0000 (UTC)

Mr Hogg,

I've written before about the parking plan and expressed my opinion concerning it's haste and the fact that is not well thought through.
The letter in The local Newspaper from Mr. Paul Cauthorn regarding the inappropriate way a certain Bruce Sorte fully exemplifies how we citizens feel about the councils behavior regarding this doomed to fail plan you and your members believe you are going to shove down our throat.
I will certainly add I'm singing any and all petitions to stop your plan. And you have gotten my last vote also I might add.
This plan will do nothing to remedy the parking situation. The OSU and it's power over the community is the problem. They need to provide a parking plan (even at the stadium) They continue to bilk the students at every turn with the city blessings. So the students fill the streets. Namely in front of my house every day at 845 SW 11th.
The truth is the city needs to stan up to the monster (OSU) that owns this town and tell them to provide affordable parking for students so they stop parking all over the neighborhoods!
Now!
There is really no need to respond sir.
I've seen nothing worth reading from the council and I just intend on being there on the fight to stop you.
And all of the council people. And next is make sure none of you get the seat again.
Robert McCoy

- Prev by Date:**Calling All Volunteers!**
- Next by Date:**Rogue Farms: Spring 2014 Crop Report**
- Previous by thread:**RE: Parking**
- Next by thread:**I forgot....**

Memorandum

Date: March 31, 2014

To: Urban Services Committee

From: Ken Gibb, Community Development Director

Subject: Review of Council Policy 91-7.04, Building Permits

I. ISSUE

Council Policy 91-7.04, Building Permits, is scheduled for review.

II. BACKGROUND

Council Policy 91-7.04 was originally adopted in 1975 to allow issuance of building permits in developments where public improvements have not yet been accepted by the City. This policy is an effort to facilitate approved development projects by allowing an exception which provides opportunity for early start to projects and provides more specific direction for City staff.

III. DISCUSSION

In review of this policy, feedback was solicited from Public Works and Community Development. There are no additional changes that are suggested at this time.

IV. ACTION REQUESTED

Staff recommends that Council Policy 91-7.04 be forwarded to City Council with a recommendation to approve as written.

Review and Concur:

Jim Patterson
City Manager

Mary Steckel
Public Works Director

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 7 - COMMUNITY IMPROVEMENTS

CP 91-7.04 **Building Permits Where Public Improvements are not Completed and Accepted by the City of Corvallis**

Adopted	**December 15, 1975**
Affirmed	October 7, 1991
Revised	February 22, 1994
Revised	March 20, 1995
Revised	November 20, 1995
Revised	July 21, 1997
Revised	October 18, 1999
Revised	November 19, 2001
Revised	October 20, 2003
Revised	March 20, 2006
Revised	February 17, 2009
Affirmed	February 21, 2012

7.04.010 Purpose

To establish a policy regarding issuance of building permits in developments where public improvements have not been accepted by the City. This Policy is an effort to facilitate approved development projects by allowing an exception which provides opportunity for early start to projects. In addition, this Policy exists for the following reasons:

a. Performance securities are ineffective without approved designs;
b. Secured but incomplete public improvements do not protect third parties from delays in constructing on subdivision lots;
c. Demand on infrastructure for emergency access, water, wastewater and storm water commences with building construction;
d. Punch list repairs to public improvements may result in extended service disruptions to the developer and to the public;
e. Building construction can constrain options for optimal public improvement configurations;

f. It is very important to ensure public improvement projects are finalized with respect to off-site improvements, punch list repairs, easements, as-builts and warranty initiation.

7.04.015 Definitions

Building Permit – Any construction permit issued by Development Services Division, including: Excavation & Grading, Site Utilities, Foundation, Shell, Completion, Plumbing, Mechanical, Electrical, or Building Permit. Does not include Erosion Control Permits.

Authorized – When referring to authorization from the City Engineer for Public Improvement by Private Contractor (PIPC) work to proceed, the term authorized shall mean – Approval to proceed with work based on a set of engineered drawings that have been reviewed by the City Engineer and stamped authorized for construction. Authorization does not refer to the completion of the PIPC permit checklist.

7.04.020 Policy

a. For the reasons listed above, it is the policy of the City of Corvallis that building permits should not be issued until all public improvements are completed and accepted by the City of Corvallis. To be accepted, all construction items must be fully completed, all contract payments made, as-built drawings from the engineer-of-record submitted to and accepted by the City Engineer, and the warranty period initiated.

b. For projects not involving any land division, the City recognizes that development schedules are economically important and that partial permit processes, which include phased development and deferred submittals, are project management approaches allowed by building code. For these projects, the Building Official may issue building permits when conditions 2 through 14, below, have been met.

c. Projects that involve a land division present special concern primarily due to the potential for adverse impacts to third-party lot purchasers. However, from time to time, it is considered to be in the best interest of the community and the developer to allow construction to commence in certain situations prior to the completion of public improvements. These situations may include weather-related or scheduling circumstances which are outside the control of the developer. In order to accommodate both the builder's desire to commence construction as quickly as possible and the City's need to ensure proper construction, inspection,

testing, and initial acceptance of public improvements, the Building Official may issue building permits for lots in cases when conditions 1 through 14, below, have been met:

d. Conditions:

1) The developer will submit a letter to the Building Official which outlines the reasons for the request and specifies how the conditions listed in this Policy will be met.

2) The plat has been recorded. **

3) The developer has provided a performance guarantee for the public improvements meeting the requirements of Land Development Code Section 2.4.40.09.**

4) All plans for public improvements have been authorized by the City Engineer. In order to avoid adverse impacts due to implementation of this Policy, public improvement design may require a heightened level of diligence on the part of applicant. For example, careful attention shall be given to potential utility conflicts; and conflict areas shall be investigated (as-builts reviewed, utility locations physically verified, etc) to ensure the feasibility of proposed designs.

5) The developer agrees that required corrections identified during the inspection of public improvements will be addressed in good faith within a reasonable amount of time as established by the City Engineer.

6) All required off-site improvements have been addressed to the satisfaction of the City Engineer.

7) Adequate water mains and operational fire hydrants or temporary water supplies approved by the Fire Chief are available for fire protection. Water lines open to the public system must be properly pressure tested, disinfected and accepted by the City Engineer for service to prevent danger of cross contamination.

8) The developer has submitted, in writing, a proposal indicating the lots for which there will be building permit applications submitted prior to the acceptance of the public improvements and how access to these lots, including adequate access for fire apparatus as determined by the Fire Chief, will be accomplished without damage to

underground public improvements or to the street sub-base or pavement.**

9) A written agreement between the developer and the City has been signed stating that building permits issued to the developer would not authorize connection to the City water system unless the water lines have been accepted by the City Engineer and that the building permits would not authorize connection to the City sewer system unless the sewer lines have been accepted by the City Engineer.

10) A written statement from the developer has been submitted stating that no City water will be utilized without the approval of the City.

11) A proposal from the developer has been submitted describing how wastewater generated from the building process will be managed without sewer service availability. Use of storm water facilities will not be acceptable.

12) A written agreement from the developer has been submitted stating that the project "as-built" drawings will be submitted to and accepted by the City Engineer prior to connection to the City water and sewer systems.

13) A written agreement from the developer has been submitted stating that all potential and actual lot purchasers shall be informed in writing that required public improvements have not been accepted and that the City shall not be liable regarding the timing of such acceptance and ability to connect or occupy.

14) All street identification signs have been installed to facilitate emergency response and building inspection. Any signs damaged prior to final acceptance of the project by the City shall be replaced at the developer's expense.**

**Conditions 2, 3, 8, and 14 do not apply to excavation and grading permits.

Violation of any of the above conditions will be grounds for permit revocation and/or the issuance of a "stop work" order by the Community Development Director for any construction previously authorized by a City permit in the subdivision.

Alternative arrangements which meet the intent of this Policy may be approved by the Community Development Director, except that condition 3 relating to the City Engineer's authorization of public improvement plans shall not be waived.

7.04.030 Review and Update

The Community Development Director will prepare the Council Policy review every two years for Council approval.

MEMORANDUM

April 15, 2014

TO: Urban Services Committee

FROM: Mary Steckel, Public Works Director

SUBJECT: Collaboration Recommendation to Expand Residential Parking Districts—Service Provider Permits, Fine Amounts and NW/SW Sixth Street

ISSUE

Decisions on how to proceed with the remaining Residential Parking District (RPD) program elements need to be made before ordinance language can be developed.

BACKGROUND

In a memorandum dated March 13, 2013, the Collaboration Corvallis Parking and Traffic Work Group (Work Group) recommended a RPD program design, which included retaining the ability for anyone to park free on the street within a district for up to 2 hours. Staff suggested an alternative program design that would require anyone desiring to park on the street within a district to first obtain a parking permit.

At the August 6, 2013 meeting, USC formulated a recommendation to the full City Council to expand RPDs, to not pursue a pilot district, and to not employ a petition process when making decisions about RPD expansion. At the August 19 meeting, the City Council approved those recommendations.

At the August 20, 2013 meeting, USC reviewed expenditure and revenue assumptions for the 2-hour free and permit-only program designs. They established that USC would take public input on this topic, that the goal of the RPD program should be neighborhood livability, that a phased approach was preferred, and that multiple districts should be created. USC agreed that the RPD program elements would be shared with the full Council via committee report, and that the Council vote would occur after USC developed a fully-formed proposal. On September 3, the Council approved the goal of neighborhood livability and concurred with USC's direction on the other items.

At the September 17, 2013 meeting, USC addressed parking options for various groups in the permit-only scenario and the feasibility of completing the RPD expansion by January 2014. They also deliberated on the desired level of enforcement. They came to a consensus to move forward with a permit-only program design, to target a September 2014 implementation date, and to aim for two parking enforcement trips through each of the RPDs in an eight-hour period. On October 7, the City Council heard this information and did not provide any different direction to USC.

At the October 8, 2013 meeting, USC discussed areas in the proposed RPDs that might require special consideration due to past high parking usage (hot spots) or because of parking pressures from civic facilities in the neighborhood.

At the November 5, 2013 meeting, USC agreed to assign "resident only" parking to a two-block area immediately adjacent to the Oregon State University (OSU) campus; to address the parking situation

in the proposed District C (Chintimini Park) in a separate effort with a proposed strategy to be implemented concurrent with the main expansion effort; to not offer free permits for residents; and to target a 75% parking utilization as the desired level to achieve neighborhood livability. On November 18, the City Council received a report from USC and did not offer direction different from USC's proposed approach.

At the December 3, 2013 meeting, USC came to consensus that street frontage is not the preferred permit allocation methodology; that the strategy developed for new District C (Chintimini Park) will be implemented with the rest of the Phase I expansion; and that postcards will be sent out to affected properties in January.

At the December 17, 2013 meeting, USC reviewed data on the number of parking spaces per block face in the Phase I RPD area and the milestone dates for key decisions in order to implement the expanded program in September 2014. The members agreed that annual resident permits would cost $20 and that annual non-resident permits would cost 115% of the OSU faculty annual permit price. They preferred the square-footage methodology for allocating resident permits and discussed using a different methodology for business, religious, and civic entities in an RPD. One option they considered is the allocation scheme used in the current District C for business properties, which is one permit per 400 square feet of office space.

At the January 7, 2014 meeting, USC approved the public outreach postcard text sent to affected properties in the expanded RPDs and discussed in detail the proposed guest permit program element. The topics included how 'guest' would be defined, how these permits would be allocated (per property, per address, or per resident permit) and the consequences of a transferable guest permit. USC requested staff bring back information on the parameters of a separate permit for employees of businesses located in the planned RPDs.

At the February 4, 2014 meeting, USC heard testimony from the public regarding the RPD program as currently designed.

At the March 4, 2014 meeting, staff presented a hybrid RPD program design that retains most of the elements of the proposal as discussed to date with the inclusion of 2-hour on-street parking in the proposed districts. Public testimony was heard for the remainder of the meeting time.

At the March 18, 2014 meeting, USC modified their previous RPD program proposal to allow two hours of free parking on all blocks in the Phase I area, except those that have documented parking in excess of 90% capacity, which will be restricted to permit-only parking. They also made minor adjustments to the boundaries of proposed Districts C, E, F, and J, and determined that expansion or creation of districts in the future will go through the petition process. The revised RPD program design was sent to the full Council for consideration with a recommendation to approve.

At the April 7, 2014 City Council meeting, the RPD program design developed at the previous USC meeting was discussed and the full Council approved it unanimously.

At the April 8, 2014 USC meeting, final program elements were addressed and consensus reached to require a resident permit in order to purchase a visitor permit; to allow residents on blocks designated as permit-only to purchase two visitor permits; to set the permit fees at $20 for an annual resident or visitor permit and $100 for an annual service provider or employee permit; to provide three

enforcement trips through the RPDs in a day; and to define the specific locations of the 'permit only' blocks.

DISCUSSION

USC asked staff to research other communities to aid in their discussion about how to define a service provider, whether to allow landlords to purchase service provider permits, and the fine amounts for violations and intentional abuse of the RPD program regulations. In addition, specific direction was requested by staff on which parts of NW/SW Sixth Street would be in an RPD. Each of these items is discussed in more detail below.

Service Provider Permits

At the April 8 meeting, USC began a discussion to answer the questions posed in the staff report related to Service Provider permits. Those questions are shown below.

a) What is the definition of service provider?
b) How many permits should each service provider be able to purchase?
c) Should a permit be transferable between the service provider's vehicles?
d) Is the permit valid in one or more RPDs?
e) When can the service provider permit be used?

Decisions on questions a), b), and c) were difficult to arrive at in the absence of any experience or history with this type of permit in Corvallis. Staff was asked to contact Berkeley and Davis California, and Eugene Oregon, to find out how those communities addressed these questions in their RPD programs.

None of these communities have a service provider permit. In their programs, someone providing a service to a property in an RPD uses the resident's visitor permit. Berkeley offers residents a one-day visitor permit for $2.25 each and a two-week visitor permit for $23. Davis charges $15 for an annual visitor permit that is transferable, similar to what Corvallis' program proposes. Eugene provides a number of free one-day visitor permits. Both Davis and Eugene allow an owner of a property in an RPD who is not a resident of the RPD to acquire a permit; Davis does this through a visitor permit, Eugene through a resident permit. If a person owns property in more than one RPD, s/he has to purchase a separate permit for each RPD. Eugene also offers contractors working in an RPD the ability to obtain one-day parking permits for $5 each.

Fine Amounts

The questions that staff was seeking direction on at the last meeting related to fine amounts are shown below.

a) What is the fine for violating the RPD parking regulations?
b) What is the fine amount for using guest or employee permit incorrectly?
c) What is the judicial authority to reduce fines?

The issues involved in coming to a decision on this topic are complex as the community attempts to find an appropriate balance between strict enforcement, judicial leniency, and the affordability of citations. Police Department Enforcement and Municipal Court costs are generally expected to be covered by citation revenue, so when fine amounts are reduced or eliminated there may not be adequate revenue to cover these costs. In other words, if it costs $13 for Parking Enforcement staff

to document and issue a ticket, and it costs $24 for Municipal Court staff and the Municipal Judge to hear a contested citation, process the paperwork involved and follow-up for payment, then the fine amount in a situation where the Judge finds the person guilty would ideally be no less than $37 ($24 + $13). At the same time, staff acknowledges that citations are not written to increase revenue, but instead are a legal action taken by the City designed to change behavior.

USC discussed the possibility of an escalating fine amount for repeat offenders. Staff reviewed this suggestion and determined that it would not be feasible. Parking violations are issued against the vehicle, not a person. Technology that the City is purchasing to manage parking enforcement will allow the officer to determine whether the particular vehicle had been issued a ticket previously, but will not be able to determine if it was the same person. Because of this, and because the Judge cannot impose a fine amount greater than what the officer wrote in the field, an escalating fine schedule will not work.

For background information only, staff researched citation history and found that after the parking violation fine amount was raised from $25 to $50 during 2012, the percentage of tickets that were subject to a bench appearance (appearance is in person or in writing) also increased. In 2012, about 10% of the citations issued were contested. In 2013, the number contested was just over 20%. This supports the anecdotal evidence that raising the ticket amount will result in an increased workload for both Parking Enforcement and Municipal Court. As a side note, the average of the fines levied by the Judge in those contested cases where the citation was upheld was $31.

USC asked staff to check with Berkeley, Davis, and Eugene to get information about their fines for violations and for intentional abuse of the RPD program. Berkeley has one fine amount for non-compliance which is $49. In Davis, the fine for violating the regulations is $43, and for abuse is $230. Eugene has one fine amount of $16. None of the communities has an escalating fine schedule.

In light of this information, staff recommends one fine amount for any violation of RPD regulations, set at $50, with a mandatory minimum of $35. Staff does not recommend an escalating fine schedule or a larger fine amount for intentional abuse at this time. The changes in the program design, especially in the visitor permit element, should reduce the opportunity for abuse, and it may be prudent to get some experience with the new program to determine if that is indeed the case. If abuse is still a problem in the future, staff can return to the Council with a request to change the RPD fines.

NW/SW Sixth Street

In the Work Group's original proposal, the west side of Sixth Street from Western Boulevard to Polk Avenue was included in the RPD boundaries. Since that time, there has been input from a number of sources, such as the Central Park Neighborhood Association, the Downtown Commission, the Library Board, and the general public, requesting changes to the RPD eastern boundary location.

USC removed the portion of Sixth Street that abuts the Public Library and Central Park in the proposed RPD program design that was recommended to the full Council. In testimony received at the March 18 USC meeting, the Downtown Commission asked USC to consider removing Sixth Street entirely from the RPD. The Central Park Neighborhood Association advocated for keeping Sixth Street in RPDs, but requested, at a minimum, that the residential portion of Sixth south of Jefferson Avenue remain in an RPD. USC discussed this briefly and elected to forward the topic to the full Council for discussion. The following is an excerpt from the March 18 USC meeting minutes:

Ms. Steckel noted that the Downtown Commission recommended some alterations to a RPD boundary affecting SW Sixth Street along the east side of Central Park. The Commission recommended installation of ten-hour parking meters along all portions of NW/SW Sixth Street that did not have parking management controls. The proposed RPD Program included the west side of SW Sixth Street as a RPD boundary. The Committee agreed that this issue could be decided by the City Council.

The topic was not specifically addressed at the April 7 Council meeting.

Based on decisions reached in other situations where the RPD included non-residential property in the downtown area, staff recommends that the portion of Sixth Street from Van Buren to Jefferson Avenues be removed from the RPD, as the properties along this stretch are almost all either business, civic or religious.

Permit Only Blocks

Staff wants to be sure that USC's direction was captured correctly concerning the blocks that would be designated as Permit Only. USC is asked to review the attachment showing the permit-only blocks in red, and confirm or correct the information, as needed.

NEXT STEPS

Staff will take the decisions made by USC on the items included in this staff report, along with direction provided by the City Council on April 7, and begin to draft ordinance language for final review by USC and Council. Once the ordinance language is adopted, staff will send another postcard to the affected properties alerting them to the final RPD program design and reminding them of the implementation date.

REQUESTED ACTION

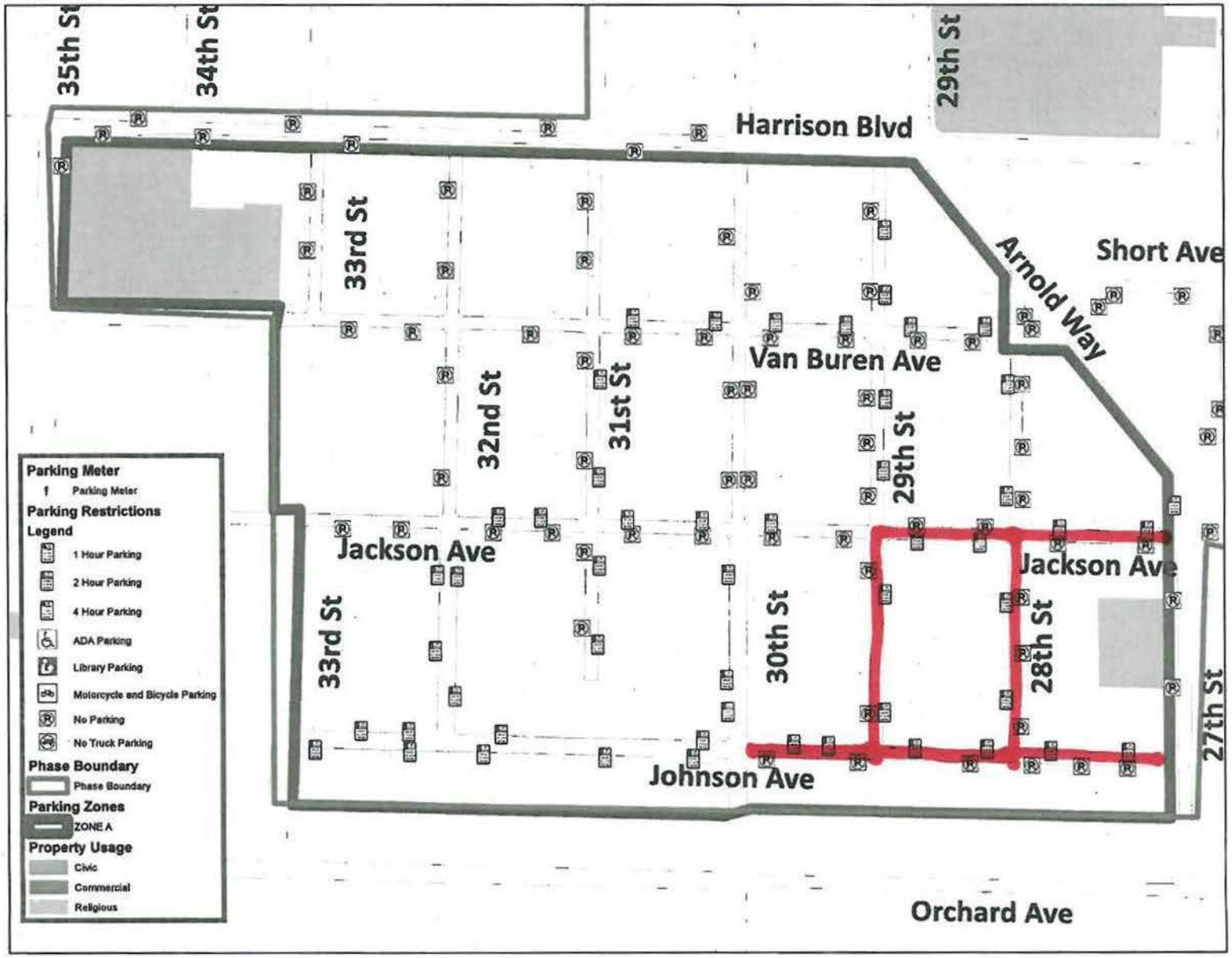
That the USC provide direction on the questions posed.

Reviewed and concur:

James A. Patterson, City Manager

Attachment A: Maps of Permit Only Blocks

Attachment A

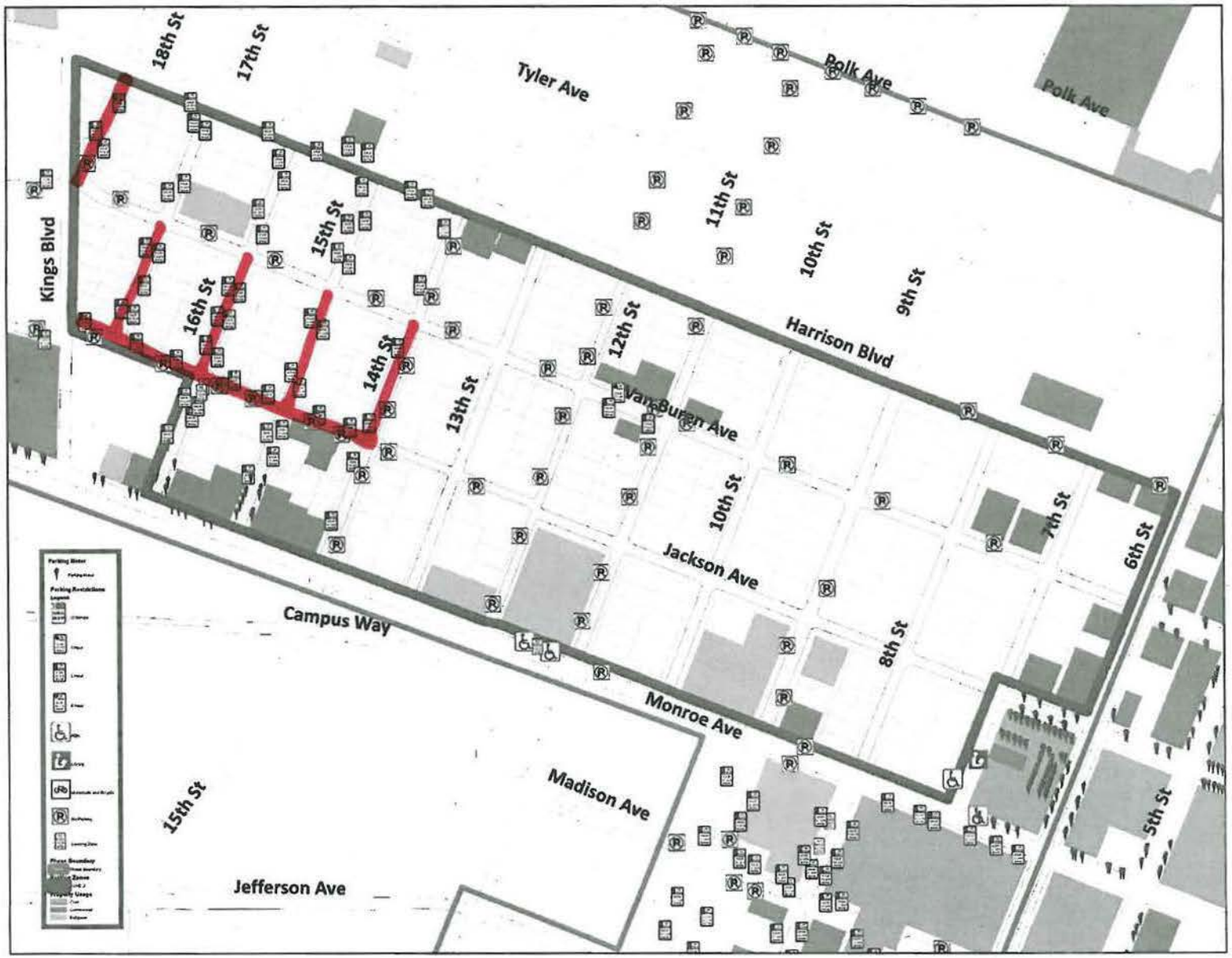


Proposed Parking Districts - ZONE A Restrictions

NORTH

Proposed Parking Districts - ZONE D Restrictions

NORTH



Proposed Parking Districts - ZONE J Restrictions

NORTH

ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
April 23, 2014

Present
Councilor Biff Traber, Chair
Councilor Hal Brauner
Councilor Joel Hirsch

Visitors
Mary Pat Parker
Visit Corvallis Executive Director

Staff
Mary Steckel, Public Works Director
Kris De Jong, Administrative Division Manager
Tom Nelson, Economic Development Manager
Marci Laurent, Management Assistant
Carrie Mullens, City Manager's Office

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	Enterprise Zone Sustainability Criteria Follow-up	Yes		
II.	Visit Corvallis Second Quarter Report			Accept the Visit Corvallis second quarter report for Fiscal Year 2013-14
III.	Downtown Corvallis Association Economic Improvement District Second Quarter Report			Accept the Downtown Corvallis Association Economic Improvement District second quarter report for Fiscal Year 2013-14
IV.	Utility Rate Structure Review			Approve a new revenue neutral rate structure for water, wastewater, and stormwater utility services, to be effective July 1, 2014
V.	Other Business Road Maintenance and Transit Fees	Yes		

Chair Traber called the meeting to order at 3:30 pm.

CONTENT OF DISCUSSION

I. Enterprise Zone Sustainability Criteria Follow-up

Mr. Nelson explained that sustainability information from each Enterprise Zone (EZ) participant was not included in the annual report since the State does not require that type of information. He noted that the City does not require applicants to meet or exceed sustainability goals to receive EZ benefits for the fourth and fifth years. The County requires applicants to identify how they have met or exceeded sustainability requirements to receive an exemption for the fourth and fifth years. The staff report identifies sustainability efforts made by each EZ participant. He added that T. Gerding met their sustainability goals and received a fourth and fifth year exemption from the County.

In response to Chair Traber's inquiries, Mr. Nelson said County requirements are clear. Applicants choose sustainability goals from a checklist and those goals must be met to attain fourth and fifth year exemptions. Future reports will include sustainability efforts along with statistical information submitted to the State.

This item presented for information only.

II. Visit Corvallis Second Quarter Report

Ms. Laurent said the staff report includes a review by the Finance Department. Staff recommends acceptance of the quarter report.

In response to Chair Traber's inquiry, Ms. Parker reported that Visit Corvallis (VC) has approximately 63 members and membership remains fairly consistent. She confirmed for Councilor Brauner that the negative amount under expenses in the financial report was related to a credit.

Ms. Parker said the new visitor guide was distributed in late March. Changes included additional editorials, information about agri-tourism, and increased relocation information. VC plans to include a printable/tear-out map of Corvallis in the next guide and is considering publishing alternatives, including printing the guide in-house. Additional updates included:

- Purchased advertising in *Travel Oregon* magazine.
- Initiated Seven Wonders campaign for Corvallis and Benton County (Alsea Falls, Finley National Wildlife Refuge, Marys Peak, Historic Downtown Corvallis, Riverfront Commemorative Park, Covered Bridges, Heart of the Willamette Wineries).
- Hired intern to focus on social media.
- Finalized marketing plan.
- Awarded additional funds to Corvallis Fall Festival and Red, White, and Blue Riverfront Festival due to the suspension of the da Vinci Days Festival.
- Formed subcommittee to review how festivals are funded and whether they increase visitation.

Councilor Hirsch commended VC for the new look of the visitor guide. He appreciated the focus on hiking, biking, and outdoor activities, and thanked Ms. Parker for taking into consideration publication suggestions made by the community. He inquired whether VC is considering financially assisting the Arts and Culture Commission (ACC) with development of a strategic plan.

Ms. Parker said the VC Board determined that the ACC request does not fit in the VC vision. VC staff has been assisting the Arts for All program with social media efforts.

Mr. Nelson added that the Pacific Power Economic Director said Pacific Power would provide financial assistance for the ACC strategic plan if it included an economic impact study. He shared that information with Parks and Recreation Director Emery.

In response to Chair Traber's inquiry, Ms. Parker said regular member meetings are not held; however, meetings with hotels are scheduled on a quarterly basis. Last fall, a large group meeting was held to collaborate on ideas and discussions about tourism and

available benefits to increase business in the community. Hotels shared ideas about activities they are willing to host. The meeting resulted in better working relationships between VC, OSU, CH2M Hill, and hotels.

The Committee unanimously recommended Council accept the Visit Corvallis second quarter report for Fiscal Year 2013-14.

III. Downtown Corvallis Association Economic Improvement District Second Quarter Report

Ms. Laurent announced that DCA Executive Director Joan Wessell had a prior commitment and could not attend the meeting. Ms. Laurent will forward questions the Committee might have to Ms. Wessell.

Ms. Laurent said the Economic Improvement District (EID) was approved in 2012. Pass through revenue for Fiscal Year 2013-14 was $83,244. The DCA uses the funds to promote commercial activity and public events in the downtown core, benefitting members of the District. The staff report includes financial information and activity narratives. Staff recommends acceptance of the quarterly report.

Councilor Hirsch requested clarification regarding the labeling on the top of page four of the financial report. He said it is confusing to have a "promotions" line item within the Promotions Category when other events are specifically listed.

In response to Chair Traber's inquiries, Ms. Laurent explained that every year some District members decide not to pay the assessment. Liens are placed against those properties at the end of each year and the lien amount is paid when the property is sold. Members are given an opportunity to opt-out of the EID. If they do not opt-out they are legally obligated to pay the assessment. Ms. Laurent will provide the lien balance amount during the next quarterly report.

In response to Councilor Brauner's inquiry, Ms. Laurent said she did not believe interest is attached to the lien amount.

Ms. Laurent said EID funds are directly passed through to the DCA and the DCA pays the City a minimal amount to process monthly EID invoices and provide accounting for the program. The $83,000 is what is expected to be paid based on assessment totals at the beginning of the year. The DCA may not receive that amount if members choose not to pay the assessment. She noted that some properties pay the entire amount at the beginning of year.

Councilor Hirsch requested information about the process the DCA implements for non-paying members prior to placing a lien on a property.

Ms. Laurent clarified for Councilor Brauner that members are asked to pay the entire annual amount by the end of April to allow time for processing end-of-the year payments and to determine which properties need to be liened. A lien is not placed on a property until after the fiscal year.

Ms. Laurent noted that the third quarter report will be presented in May. She suggested Ms. Wessell provide answers to the Committee's questions at that time.

The Committee unanimously recommended Council accept the Downtown Corvallis Association Economic Improvement District second quarter report for Fiscal Year 2013-14.

IV. Utility Rate Structure Review

Wastewater Utility

Ms. De Jong noted that the wastewater utility rate study was conducted in June 2013. Data was based on February 1, 2013 wastewater rates. If Council agrees to change the wastewater utility rate structure, staff will work with the consultant, Raftelis Financial Consultants (RFC) to incorporate current rates (as of February 1, 2014) into the rate structure to ensure a revenue neutral outcome.

Ms. De Jong said wastewater utility customer classes include single family residential, multi-family residential, group residential/fraternity/sorority, and commercial/significant industrial user (SIU). The group residential and SIU classes have different strength categories: domestic, medium, high, or very high.

The current rate structure consists of three rate components:
1. Fixed/base rate charge,
2. Consumption/volumetric rate charge adjusted by strength category, and
3. Wastewater service only charge.

The first item to consider is whether Corvallis should update the **strength category** thresholds resulting in customers remaining in their current category. RFC's analysis revealed that wastewater concentration levels are higher than the previous study. Reductions in water consumption and resulting flow to the wastewater system have caused wastewater concentrations to increase over the past decade. Each category's concentration increased relatively the same amount; therefore, the increase does not have a material effect on the wastewater strength category differentials. Staff agreed with RFC's recommendation that all strength categories be adjusted to a higher threshold to align with current concentrations. Page three of the staff report identifies new strength categories.

Chair Traber: How is strength measured?
Ms. De Jong: Data provided by the wastewater plant is analyzed, adjusted for industry standards, and based on flow.

The Committee concurred with staff's recommendation.

Ms. De Jong said the second item to consider is whether to transition **inflow and infiltration** (I/I) cost recovery from the consumption rate component to the base rate component of the rate structure. If yes, should the fixed/base rate charges allow for 75% or 100% cost recovery of I/I expenses? Using billing record data to establish estimated wastewater volumes, RFC estimated that wastewater accounts for 63% of total volume entering the wastewater plant; 37% is attributable to I/I. Under the existing rate

structure, the base rate recovers approximately 55% of I/I collection and treatment expenses. The remaining costs are covered by consumption rate revenue. This can create a problem since I/I is determined by the amount of rainfall and not customer consumption. RFC offered two options: 1) recover 75% of I/I collection and treatment costs, or 2) recover 100% of I/I costs. Staff recommended allocating 100% of I/I costs to the base rate to allow for full cost recovery from all customer classes. Rate changes are included in the staff report on page three.

Councilor Brauner: If the base rate is increased to capture 100% of the costs, the consumption rate decreases?
Ms. De Jong: Correct.

Chair Traber: Is it correct that I/I is based on rainfall and has nothing to do with customer volume? Is it also related to the fact that some parts of the community share wastewater and stormwater infrastructure and other parts of the community do not?
Ms. De Jong: I/I is determined by the amount of rainfall. There are combined storm/sewer lines in sections of the community.

Chair Traber: Where do separate stormwater lines (not combined) discharge?
Ms. Steckel: They discharge to an urban stream. Separate stormwater/wastewater systems will be created as infrastructure is replaced. Even though stormwater is discharged with a separate pipe, it currently feeds into the combined system.

Chair Traber: Collection and treatment is paid by the customer even though customers did not make the decision for infiltration to flow into the wastewater plant?
Ms. Steckel: As the combined systems get separated, costs can be better controlled since there will be fewer costs the wastewater plant needs to recover.

The Committee concurred with staff's recommendation.

Ms. De Jong said the third item is whether Corvallis should realign the **Industrial Pretreatment (IPT)** program charges to a direct-assignment model that places 60% of the expenses on class specific customers. IPT is tracked differently from other wastewater strengths in the general wastewater stream. Customers who participate in the program are responsible for pretreating their wastewater prior to discharging to the wastewater system. The IPT establishes guidelines to ensure participants perform a variety of functions to protect the general wastewater system and it requires staff to perform direct tasks related to the City's commercial customers and significant industrial users. Using cost of service principles, program costs to treat varying levels of wastewater strength entering the plant would be allocated in proportion to how they are incurred. Using City data to estimate how IPT costs are incurred, RFC recommended a direct assignment of 60% of the IPT cost to class specific customers. Staff agreed with the recommendation.

Chair Traber: Are the customers who participate in the program pretreating to a low-level strength or to the same strength as residential?
Ms. De Jong: Using Hewlett-Packard (HP) as an example, HP pretreats their wastewater prior to it entering the wastewater stream. They are still charged at the very high strength category. Their wastewater is significantly higher in concentration than

residents, but less than before pretreatment. City staff monitors HPs program and conducts additional treatment steps at the wastewater plant. Currently, everyone pays for pretreatment since it benefits the community. The recommendation places more of the direct cost (60%) to the customer who is creating the higher concentrated waste stream.

Councilor Brauner: How was 60% determined?
Ms. De Jong: RFC recommended 60% after reviewing all expenses associated with the IPT program. RFC could directly assign 60% of the costs to the SIUs. Currently, SIUs pay the same base rate as all other customers.

Chair Traber: The consultant found aspects of the program that are community-wide versus only related to SIUs?
Ms. De Jong: Exactly. The IPT program also does testing for restaurants and other high-strength waste customers.

Chair Traber: OSU is not identified as one of the three SIU customers.
Ms. De Jong: OSU is not considered a SIU. It does not mean that they do not have very high strength wastewater; they just do not need to pretreat their wastewater before discharging.

Chair Traber: What is the requirement for SIU?
Ms. Steckel: This is very technical and based on measurements. For HP and the Coffin Butte Landfill, it is related to the level of metals in the wastewater stream. Care is taken to remove ammonia, metals, and other items so the City's biological wastewater treatment process is not disturbed.

Chair Traber: Exotic materials that may be used in OSU labs are not a concern?
Ms. Steckel: OSU might be removing those materials from the sewer stream through their own capture and dispose regulations.

Chair Traber: At OSU, low level radiation samples are disposed of through wastewater.
Ms. Steckel: The categories that trigger SIU are those that will harm the biological process.

Councilor Brauner: Is OSU tested by staff?
Ms. Steckel: Yes.

The Committee concurred with staff's recommendation.

Ms. De Jong explained that the final decision relates to pursuing implementation of a **greywater system discount** as part of the rate structure change. There has been interest by some citizens for potential discounts to wastewater rates if greywater is discharged to their own property. Staff appreciates the idea of reuse and reduced flows to the wastewater plant; however, because reduced volume would be negligible and the City required infrastructure would remain the same, RFC does not recommend implementing a greywater system discount. Additional information is included in the staff report. Staff agrees with RFCs recommendation.

Councilor Hirsch said citizens suggested this for the right reasons; however, if it cannot be easily administered, it is not a community benefit. He agreed with staff's recommendation. Councilor Brauner concurred.

Chair Traber noted that the staff report refers to an indirect reward since greywater can be used for irrigation. The financial benefit is a decrease in usage volume.

Councilor Hirsch said it would be nice for the City to acknowledge citizens who utilize a greywater system and thank them for contributing to a greener planet and using water in an efficient manner.

Ms. Steckel said, from a utility maintenance perspective, encouraging greywater is not good for the wastewater treatment system. When flow decreases, the concentration increases and treatment is more intensive. Additionally, when the flow is low, material does not move as quickly and can backup.

Chair Traber: Who conducts greywater system inspections?
Ms. Steckel: A permit would be required and obtained from Development Services and a plumbing inspector would be involved.

Councilor Hirsch: Does the greywater system at First Alternative Co-op cause a problem?
Ms. Steckel: There are so few greywater systems in the community that it is not an issue. Installing a greywater system is expensive. If they were more widely utilized in the community, it could cause a problem.

The Committee <u>concurred</u> with staff's recommendation.

Ms. De Jong referred to the tables in Attachment C of the staff report. The tables represent sample monthly utility bills with different wastewater scenarios. The first table increases the base rates to recover 75% I/I expenses and the second table increases base rates to recover 100% I/I expenses.

Chair Traber: On both tables, the single family rates increase and all other categories decrease. Why does this occur? Is it related to a decrease in consumption rates?
Ms. De Jong: The current rate structure places the financial burden on non-residential customers to subsidize residential customers. The recommendation is a more true cost of service recovery method. It considers who is placing the burden on the system and charging them for that burden.

Councilor Brauner: This occurred with the water base rates also. Does it occur with stormwater rates?
Ms. Steckel: There is no impact from the stormwater rates recommendation.

Chair Traber: Single family residential was the only increase on water rates.
Ms. Steckel: The biggest difference on water rates was changing the meter equivalency on the base rate; the larger the meter, the higher the rate. Reductions are seen in consumption levels. Single family residents do not have as much consumption of wastewater so those levels decrease.

Chair Traber: Why is the base rate the same for a small and large apartment complex?
Ms. Steckel: For wastewater, there are residential or commercial customers. All residential customers have the same base rate.

Chair Traber: If there are eight times as many sources of materials (small apartment complex) flowing into the wastewater stream compared to a single family residence, why are the rates the same? Perhaps there should be a rate for multi-family residences since they produce more waste.
Ms. Steckel: The increase is captured in consumption rates.

Ms. Steckel noted that in the current system, all wastewater base rates are the same. The proposed rates separate residential from commercial.

Chair Traber: The base rate pays for the pipe from the building to the wastewater plant?
Ms. De Jong: For the collection system infrastructure.

Chair Traber: The base rate also pays for base level treatment of the expected base. The amount of expected base from a 90-unit apartment building is more than the amount expected from a single family residence. Why does this not constitute a difference in the base rate?
Ms. De Jong: On the water side, a specific infrastructure is required to serve different sized meters. The City's infrastructure increases in size to serve the needed meter size. Wastewater infrastructure is built for expected capacity to prevent sewer overflows or flooding. The same infrastructure is used for a single family residence and 90-unit apartment complex.

Chair Traber quoted from the staff report: "The base rate... should provide enough funding to ensure a functional wastewater collection and treatment... is in place for the entire community." He said minimum treatment requirements ensure wastewater disappears when it goes down the drain.

Councilor Brauner explained that the larger treatment volume is based on the wastewater volume charge. If there are extra-ordinary treatment requirements, SIU rates are designated.

Councilor Brauner: If water mains are being installed in a residential area with three-quarter inch meters, what is the size of the wastewater pipe?
Ms. Steckel: Residential wastewater pipes are four-inches, including a 90-unit apartment complex. Wastewater flows by gravity and the sewer pipes are rarely filled to capacity. The size of water pipes is related to maintaining pressure.

<u>*Stormwater Utility*</u>
Ms. De Jong referred to the staff report she distributed to the Committee (Attachment 1). She said the stormwater utility collects revenue through a fixed monthly fee based on an equivalent surface unit (ESU). Each ESU is equal to 2,750 square feet (sf) of impervious surface. A single family residential customer is charged for one ESU or $6.27/month. Non-residential customers are charged a fixed monthly rate per ESU. RFC recommended no changes and staff agrees. Staff acknowledged that annual

increases to the stormwater fixed monthly base fee will be needed to maintain viability in the future.

Chair Traber: The City knows the number of ESUs for every non-single family residential property?
Ms. De Jong: Correct.

Chair Traber: Looking at the property from above, the ESU is the approximate square footage of the impervious surface of the property; parking lots, roofs, etc.? Does this include OSU?
Ms. Steckel: Correct.

Chair Traber: At OSU, is it calculated per building or cumulative?
Ms. Steckel: Per meter.

The Committee concurred with staff's recommendation.

Councilor Brauner referred to the last page of the staff report that includes sample monthly utility bills based on the recommended cost recovery methods for water, wastewater, and stormwater. He noted that the scenario increases utility bills for single family residential customers, large apartment complexes, large retail store irrigation systems, and wastewater-only residential customers.

Ms. De Jong cautioned that the estimates are based on meters and do not account for every meter.

Councilor Brauner noted that customers with more than one meter could potentially realize more savings than is estimated. Ms. Steckel said it would depend on their meter size and consumption. There is also potential that those customers would pay more.

Ms. De Jong presented two tables comparing average monthly residential utility bills to Oregon cities surrounding Corvallis and those in similar size to Corvallis (Attachment 2). Currently, Corvallis has the lowest monthly residential utility bills in surrounding cities and cities of similar size. If the proposed rate structure is approved, Corvallis will have the second-to-lowest utility bills of surrounding cities and cities of similar size.

Next Steps

- Recommend Council approve the proposed revenue neutral rate structure at the May 5, 2014 City Council meeting.
- Staff will develop an informational campaign and work with Utility Billing to adjust the system to absorb rates.
- Present ordinance with rate schedule for adoption by Council as soon as it can be prepared.
- Implement new rate structure on July 1, 2014.

The Committee unanimously recommended Council approve a new revenue neutral rate structure for water, wastewater, and stormwater utility services, to be effective July 1, 2014.

Summary of Recommended Rate Structure

WATER
Fixed/Base Rates – Align with industry standards to recover expenses related to minimum infrastructure and treatment required to provide all customers with water service.
Private Fire – Customers with installed private fire systems pay monthly fixed charge to approximate the cost for instantaneous capacity demands in the case of a fire.
Consumption/Volumetric Rate – Incorporate industry standard peaking factors to adjust consumption/volumetric rates for expenditure recovery.
Levels/Consumption Blocks – Continue current rate structure for SFR, MFR, and irrigation-only customers. Implement a uniform consumption rate for commercial customers.
Public Fire Protection – Continue current rate structure.

WASTEWATER
Strength Category – Adjust all strength categories to align with current concentrations.
Inflow and Infiltration – Transition inflow and infiltration from the consumption rate component to the base rate component at 100% of inflow and infiltration costs to allow for full cost recovery from all customer classes.
Industrial Pretreatment – Realign charges to a direct-assignment, placing 60% of expenses on class specific customers.
Greywater System Discount – Do not implement.

STORMWATER
Fixed Monthly Fee – Continue current rate structure.

V. Other Business

Councilor Brauner suggested the Committee revisit road maintenance and transit fees related to the split between residential and non-residential percentages. He explained that the road maintenance fee was calculated on trip generation statistics with a base unit of one for residential. Of the total amount generated, 75% was to be paid by residential and 25% from non-residential. The transit fee was calculated on the cost of a gallon of fuel/month for residential, and trip generation for non-residential; the total fund amount was also split 75%-25%. If the City is moving toward full cost recovery (e.g., utility services), an argument can be made that residential fees for road maintenance and transit is subsidizing non-residential fees.

Councilor Brauner said, if the City kept the base trip rate and shifted the fund split to 60% residential and 40% non-residential, it would increase the amount of total revenue for road maintenance and transit and relieve some of the burden on single-family residential.

Ms. Steckel said, based on the assumption that a trip is a trip and everyone should pay the same fee per trip, the residential trip rate would decrease and the non-residential rate would increase.

Councilor Brauner agreed that a trip is a trip and the base rate should remain the same, but apply to everyone. This will provide revenue for road maintenance and transit without using property taxes. He requested staff consider this and schedule a discussion with this Committee when appropriate. He added that he would not be opposed to a local gas tax for needed road maintenance funding.

Ms. Steckel said staff could return with information in a few months. She cautioned that implementing the single-family trip rate to all properties could be quite significant. Councilor Brauner said a 50-50 split might be more appropriate.

Chair Traber expressed interest in reviewing a change in the percentage split for the road maintenance and transit fees. He is concerned about road maintenance and utility upgrades, and how to bring infrastructure back to an acceptable level.

Councilor Brauner said he is receiving as many complaints about the roads from commercial industry as he is from residents.

In response to Chair Traber's inquiry, Ms. Steckel said trip generation is determined by the Institute of Traffic Engineers based on a type of business.

The next Administrative Services Committee meeting is scheduled for 3:30 pm on Wednesday, May 7 in the Madison Avenue Meeting Room.

The meeting adjourned at 5:00 pm.

Respectfully submitted,

Biff Traber, Chair

ATTACHMENT 1

MEMORANDUM
April 14, 2014

To: Administrative Services Committee

From: Mary Steckel, Public Works Director

Subject: Utility Service Rate Study Review

Issue:
Council direction is needed on decision points associated with the water, wastewater and stormwater utility service rate study.

Background:
During the April 9 ASC meeting staff discussed the plan to bring Stormwater Utility rate structure information forward at the May 7 ASC meeting. A possible option was presented to move this discussion forward to the April 23 ASC meeting as part of the Wastewater Utility discussion. Information regarding the Stormwater Utility rate structure is detailed in this staff report.

Discussion:
The Stormwater Utility is responsible for installation and maintenance of the stormwater system which consists of a network of pipes, inlets, ponds, swales, open drainage ways, and urban streams that collect and convey rain water runoff to the Willamette River for the purpose of flood mitigation.

The Stormwater Utility currently collects revenue through a fixed monthly fee only; consumption rates are not incorporated in the current rate structure. Individual customer rates are calculated based on an Equivalent Surface Unit (ESU) basis. Single Family Residential customers are charged a fixed monthly rate equivalent to one ESU or 2,750 square feet of impervious surface. The current rate is $6.27 per ESU per month.

For non-residential customers, each ESU of improved premises is estimated to place approximately the same demand on the City's stormwater system as one single-family dwelling. These customers are charged a fixed monthly rate of $6.27 per 2,750 square feet of impervious surface per month.

Stormwater Utility:
RFC completed a cost of service study on the Stormwater Utility rate structure and recommended no changes at this time. They expect that annual increases to the fixed monthly base fee for stormwater services will be needed to maintain the utility's viability over the next ten years. The proposed rate increases will ensure the City's ability to maintain a stormwater infrastructure system that moves runoff efficiently through the system and minimizes localized flooding in the community.

Summary:
Discussion on the Stormwater Utility concludes the proposed rate structure changes for Corvallis's current utility rate structure. Attachment A provides a combined snapshot of how the optional water and wastewater rate scenarios would impact different customer classes on a monthly basis. The monthly stormwater fees are included as reference in reviewing each customer's total monthly utility charge.

Requested Action:
That the ASC review this information, ask questions and provide direction on whether changes should be implemented to the current Stormwater Utility rate structure.

Reviewed:

James A. Patterson, City Manager

Nancy Brewer, Finance Director

Sample Monthly Bills

Combined Scenario 1:

Increase water fixed rates based on AWWA flow rate equivalencies.
Incorporate AWWA peaking factors in water volumetric rates.
Maintain separate fire event methodology for the public fire charge.
Increase wastewater base charges to recover 75% of inflow and infiltration expenses.
Align Industrial Pretreatment Program expenses with class-specific customers.

Customer	Units	Meter size	Total Water Charge	Total Wastewater Charge	Stormwater Charge	Total Utility Charge	Monthly $ Difference
Average residential customer:							
SFR - current	6	3/4"	$ 22.04	$ 29.78	$ 6.27	$ 58.09	
SFR - proposed	6	3/4"	$ 25.00	$ 30.87	$ 6.27	$ 62.14	$ 4.05
Small apartment complex (8 apartments):							
MFR - current	30	1"	$ 86.90	$ 106.10	$ 18.18	$ 211.18	
MFR - proposed	30	1"	$ 77.99	$ 100.71	$ 18.18	$ 196.88	$ (14.30)
Large apartment complex (90 apartments):							
MFR - current	175	3"	$ 428.76	$ 567.20	$ 66.84	$ 1,062.80	
MFR - proposed	175	3"	$ 544.25	$ 522.66	$ 66.84	$ 1,133.75	$ 70.95
Restaurant:							
Commercial - current	60	1"	$ 153.80	$ 315.50	$ 6.77	$ 476.07	
Commercial - proposed	60	1"	$ 103.79	$ 301.97	$ 6.77	$ 412.53	$ (63.54)
Grocery store:							
Commercial - current	300	2"	$ 684.34	$ 1,534.70	$ 188.10	$ 2,407.14	
Commercial - proposed	300	2"	$ 429.62	$ 1,439.57	$ 188.10	$ 2,057.29	$ (349.85)
Large retail store:							
Commercial - current	35	1 1/2"	$ 109.36	$ 188.50	$ 960.56	$ 1,258.42	
Commercial - proposed	35	1 1/2"	$ 83.35	$ 183.47	$ 960.56	$ 1,227.38	$ (31.04)
Commercial business:							
Commercial - current	2100	10"	$ 4,894.90	$ 10,678.70	$ 1,098.75	$ 16,672.35	
Commercial - proposed	2100	10"	$ 4,326.74	$ 10,585.66	$ 1,098.75	$ 16,011.15	$ (661.20)
Wastewater-only Industrial business:							
Industrial (SIU) - current	1100	10"	$ -	$ 5,598.70	$ -	$ 5,598.70	
Industrial (SIU) - proposed	1100	10"	$ -	$ 5,845.66	$ -	$ 5,845.66	$ 246.96
Large retail store irrigation meter:							
Irrigation - current	30	1 1/2"	$ 101.58	$ -	$ -	$ 101.58	
Irrigation - proposed	30	1 1/2"	$ 129.91	$ -	$ -	$ 129.91	$ 28.33
Wastewater-only residential customer:							
Wastewater only - current	6	3/4"	$ -	$ 28.88	$ 6.27	$ 35.15	
Wastewater only - proposed	6	3/4"	$ -	$ 30.87	$ 6.27	$ 37.14	$ 1.99

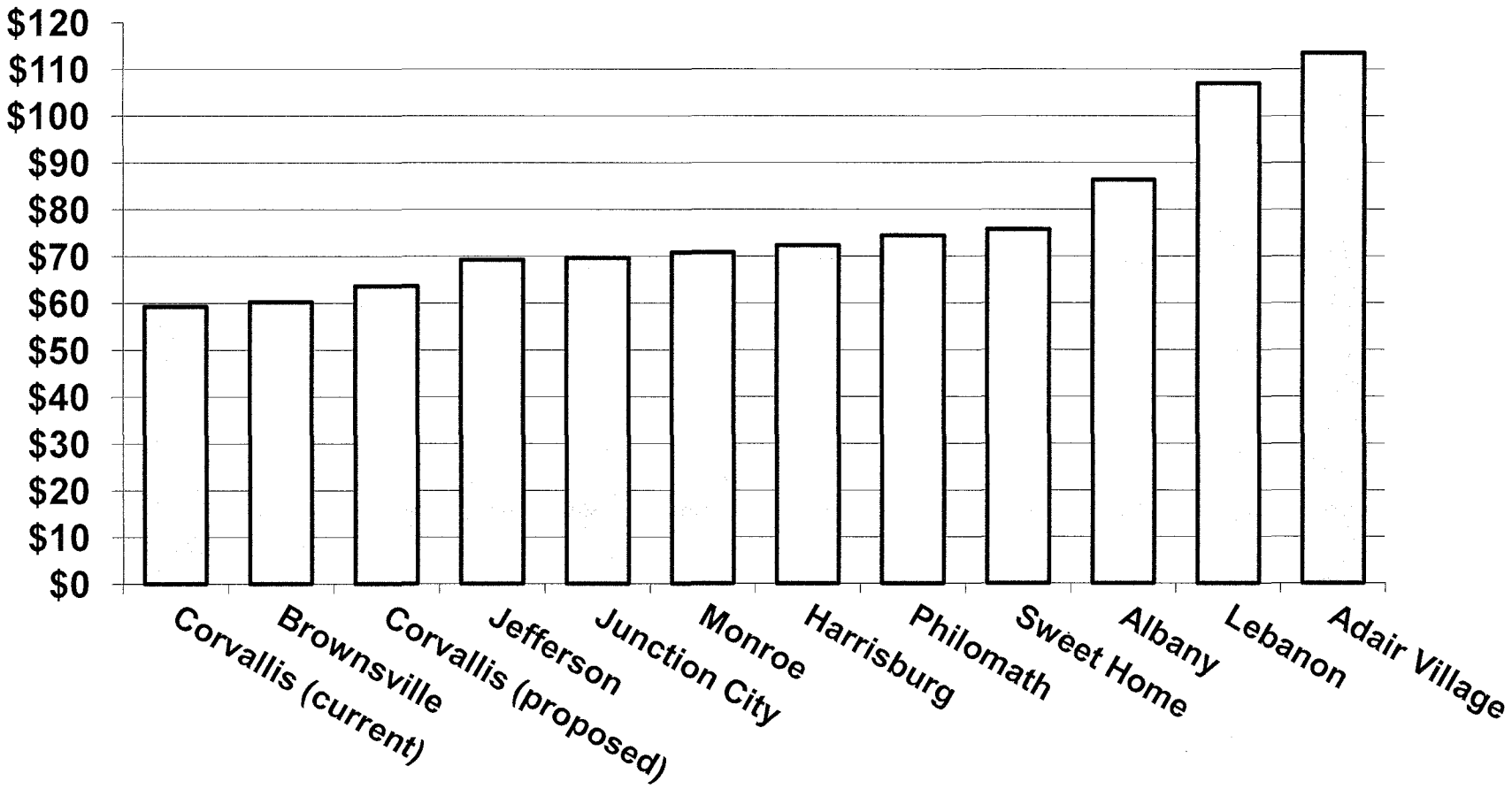
Sample Monthly Bills

Combined Scenario 2:

Increase water fixed rates based on AWWA flow rate equivalencies.
Incorporate AWWA peaking factors in water volumetric rates.
Maintain separate fire event methodology for the public fire charge.
Increase wastewater base charges to recover 100% of inflow and infiltration expenses.
Align Industrial Pretreatment Program expenses with class-specific customers.

Customer	Units	Meter size	Total Water Charge	Total Wastewater Charge	Stormwater Charge	Total Utility Charge	Monthly $ Difference
Average residential customer:							
SFR - current	6	3/4"	$ 22.04	$ 29.78	$ 6.27	$ 58.09	
SFR - proposed	6	3/4"	$ 25.00	$ 32.36	$ 6.27	$ 63.63	$ 5.54
Small apartment complex (8 apartments):							
MFR - current	30	1"	$ 86.90	$ 106.10	$ 18.18	$ 211.18	
MFR - proposed	30	1"	$ 77.99	$ 95.48	$ 18.18	$ 191.65	$ (19.53)
Large apartment complex (90 apartments):							
MFR - current	175	3"	$ 428.76	$ 567.20	$ 66.84	$ 1,062.80	
MFR - proposed	175	3"	$ 544.25	$ 476.83	$ 66.84	$ 1,087.92	$ 25.12
Restaurant:							
Commercial - current	60	1"	$ 153.80	$ 315.50	$ 6.77	$ 476.07	
Commercial - proposed	60	1"	$ 103.79	$ 288.34	$ 6.77	$ 398.90	$ (77.17)
Grocery store:							
Commercial - current	300	2"	$ 684.34	$ 1,534.70	$ 188.10	$ 2,407.14	
Commercial - proposed	300	2"	$ 429.62	$ 1,358.74	$ 188.10	$ 1,976.46	$ (430.68)
Large retail store:							
Commercial - current	35	1 1/2"	$ 109.36	$ 188.50	$ 960.56	$ 1,258.42	
Commercial - proposed	35	1 1/2"	$ 83.35	$ 176.84	$ 960.56	$ 1,220.75	$ (37.67)
Commercial business:							
Commercial - current	2100	10"	$ 4,894.90	$ 10,678.70	$ 1,098.75	$ 16,672.35	
Commercial - proposed	2100	10"	$ 4,326.74	$ 10,000.83	$ 1,098.75	$ 15,426.32	$ (1,246.03)
Wastewater-only Industrial business:							
Industrial (SIU) - current	1100	10"	$ -	$ 5,598.70	$ -	$ 5,598.70	
Industrial (SIU) - proposed	1100	10"	$ -	$ 5,540.83	$ -	$ 5,540.83	$ (57.87)
Large retail store irrigation meter:							
Irrigation - current	30	1 1/2"	$ 101.58	$ -	$ -	$ 101.58	
Irrigation - proposed	30	1 1/2"	$ 129.91	$ -	$ -	$ 129.91	$ 28.33
Wastewater-only residential customer:							
Wastewater only - current	6	3/4"	$ -	$ 28.88	$ 6.27	$ 35.15	
Wastewater only - proposed	6	3/4"	$ -	$ 32.36	$ 6.27	$ 38.63	$ 3.48

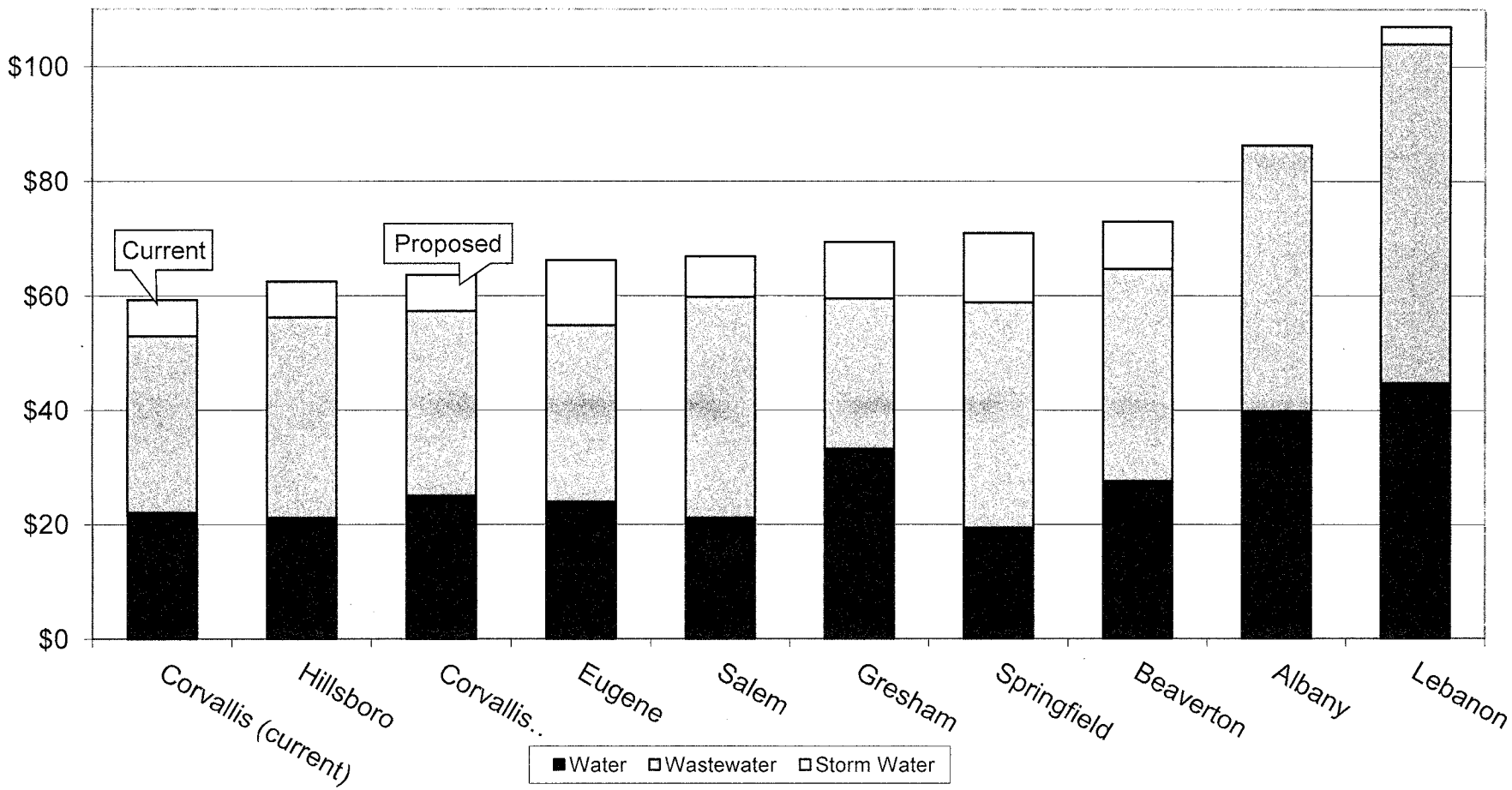
Comparison of Average Monthly Residential Utility Bill
Oregon Cities Surrounding Corvallis
(Based on 6 units of water consumption)
April 2014



Comparison of Average Monthly Residential Utility Bill
Oregon Cities Similar in Size to Corvallis

(based on consumption of 600 cu.ft. of water [6 units])

April 2014



CORVALLIS
BENTON COUNTY
ECONOMIC DEVELOPMENT OFFICE

MEMO

Date: March 25, 2014
To: City of Corvallis Administrative Services Committee (ASC)
From: Tom Nelson, Economic Development / Enterprise Zone Manager
RE: Enterprise Zone Sustainability Report

In November of last year the ASC inquired about reporting on sustainability from each of our Enterprise Zone applicants. The following are excerpts from each applicant's report that addresses their efforts toward sustainability:

NuScale:

1. Product / Services: Energy: Alternative energy and/or efficiency
   -NuScale is developing a small, modular nuclear plant which offers the benefits of carbon-free nuclear power.

2. Business Practices: Other sustainable business practices
   -NuScale's Corvallis office has recycling bins which collect paper, cans, bottles and compostable materials. The Portland office recycles paper, bottles and cans. Both offices return toner cartridges to suppliers for recycling.

3. Operations: other sustainable operational strategies
   -Bike racks encourage commuting to and from work via alternative transport. Additionally, Corvallis employees were encouraged to participate in the "DriveLessConnect" campaign.

Natural Point:

1. Natural Pont has completed consolidation of facilities that we spread out over five building spaces in non-LEED buildings into a new LEED designed building.

2. In 2012 Natural Point relocated their covered bike shelter for easier access to the building for employees. They provided better rain cover by installing a gutter system for the shelter. Bike ridership now averages 4-6 riders in the summer and 3-5 in the winter months, which accounts for 14% of employees.

3. Water use for both domestic and irrigation is closely monitored. Natural Point retained the services of a professional gardener to modify and put in place a more efficient watering program.

4. Natural Pont continues to design for efficient use of materials, and encourages suppliers to do the same. As an example, they use aluminum to make camera cases, and all cuttings from the machining process are recycled, making the development of the cases have no measurable waste. They have also designed special reusable packaging to transport semi-finished goods. This process continues to speed production and minimize waste.

T. Gerding:

1. Expand Green Building services by creating a pre-construction review document used to encourage clients to incorporate green building into their non-LEED projects.
   - They created a Pre-Construction Green Building Checklist in 2010 that is used to educate owners about potential sustainable features they can incorporate in their projects.

2. Increase sustainable building practices by increasing the number of LEED Accredited Professionals on staff from two to three.
   - A third LEED Certified Project Engineer was hired in 2009.

3. Construct new LEED certified headquarters building.
   - The new LEED Gold certified headquarters was built.

4. Incorporate green building educational signage and electronic media into the new headquarters building.
   - They created a booklet describing the key green building features, and share it with visitors, as well as at other events.

As a further update, T. Gerding applied for and received the 4th and 5th year exemption from Benton County.

The Economic Development Office will include this information in future November EZ Reports.

MEMORANDUM

DATE: April 3, 2014
TO: Administrative Services Committee
FROM: Ken Gibb, Community Development Director
SUBJECT: Second Quarter FY 13-14 Visit Corvallis Program Review

I. Issue

Review and acceptance of Visit Corvallis' second quarter report for FY 13-14.

II. Background

Visit Corvallis funding total for FY 13-14 is $388,350. This represents the dedicated 30% of the Transient Occupancy Tax (TOT) received by the City in calendar year 2012. The agency received $97,086 in the second quarter. The City's contract with Visit Corvallis requires the agency to submit quarterly reports on its activities.

Attached is the second quarter report submitted by Visit Corvallis (Attachment A). Following submittal of the quarterly report, final occupancy numbers for December were received, and Ms. Parker reports that both occupancy and average daily rate were up in December this year over last.. Financial statements (Attachment B) submitted by Visit Corvallis were reviewed by Finance Office staff and found to be in compliance with their agreement. A copy of the Finance staff review is attached (Attachment C).

Visit Corvallis has been provided with a copy of this report and invited to attend and address the Committee.

IV. Action Requested

That the Administrative Services Committee consider this report and recommend City Council approve acceptance of the second quarter report.

REVIEW AND CONCUR:

Nancy Brewer, Finance Director

REVIEW AND CONCUR:

James A. Patterson, City Manager

Visit Corvallis

Quarterly Community Report - October, November, December 2013

Executive Director's Report

After three months of increases in both occupancy and average daily rate this year over last, second quarter shows decreases in occupancy for October and November and a decrease in average daily rate in November. October was still up by 1.5% this year over last year. December's numbers are not yet available.

Second Quarter Highlights

We had a membership committee look at our current membership rate structure and benefits. We dropped restaurants to $50.00 and retail members to $25.00 per year. New benefits include new member recognition in our monthly newsletter, re-publishing press releases in blog posts, use of logo and a window decal for area businesses.

We had a membership meeting in November and invited non-members as well. We had about 35 people in attendance. It was a great way for everyone to learn about each other and discover ways we can work together to increase visitation to our area. We plan to do these quarterly.

I met with Oregon Main Street and National Main Street staff to discuss the importance of the downtown to our marketing efforts. We also had a great "familiarization" trip with Travel Oregon's Public Relations team. We made stops in our area that included Mazama Brewing, 2 Towns Cider House, Honey Creek Nectar Wine and 4 Spirits Distillery. We have had follow up conversations with staff about some of the locations we visited.

Visit Corvallis attended the Oregon Destination Marketing Organizations Winter Conference. The ODMO is a group of destination marketing professionals from all over the state who come together twice a year to share best practices and receive education on topics germane to the industry as well as to receive updates for Travel Oregon, the Oregon Restaurant and Lodging Association, ODOT and other agencies.

We began work on promoting Corvallis Culinary Week and new editorial for the new issue of the Visitor Guide. We have also been working on making our website "responsive" so it can be viewed more easily on tablets and cell phones.

On an administrative note we have completed our audit and two new Board members have agreed to be appointed to the Board until next September's elections at which point we hope the membership will vote to install them as full board members. Lonny Wonder from Benton County Fairgrounds and David Gerkman from the Hilton Garden Inn will begin attending in January 2014. Eunice Kim from the Best Western resigned for personal reasons.

Visitors Information Report

During the months of October, November and December, 2013, we greeted 663 walk-in visitors requesting information on Corvallis, the Willamette Valley and the rest of the state. We distributed 855 visitor guides, 300 Corvallis/Benton County maps, and 880 Table Tents promoting events to the lodging properties and various businesses throughout Corvallis. Leads requests received through VisitCorvallis.com, OregonWineCountry.org, and leads received in response to advertisement by both organizations totaled 2,006. The Visit Corvallis ebrochure had 137 views and the Willamette Valley Visitors Association ebrochure had 4,889 views. Overall Engagement and Conversion is up slightly from 2012/2013.

Social and Digital Media Report

VisitCorvallis.com had 51,119 visitors between October and December, 37,776 of which were unique visitors, up 40% from last year. We had 134,159 page views in the second quarter, up 29% from last year, and the average visitor viewed about 2.5 pages per visit, down slightly from last year. Our bounce rate (visits in which the person left the site after viewing a single page) is up 18% from last year. These changes are likely due to our advertising campaigns, as people visit our landing pages and move on. We are working to make our landing pages more engaging, to encourage visitors to delve deeper into our site.

Our top five traffic referrals this quarter were organic Google searches, visitors who came directly to our site, Facebook, Facebook's mobile site, and Bing. Our most popular pages, not including our home page, were the Events Calendar, Things to Do, Dining, the "Coming Up This Month" landing page and Lodging.

We sent 11,521 outclicks to our members and area businesses this quarter, with the top five receivers of traffic being the Corvallis Fall Festival, OSU's Dads Weekend, Luc, Aqua, and Block 15.

Facebook made drastic changes in their Edge Rank, which has dropped Pages' organic reach by 44% across the board. Our Facebook Page's post reach has dropped to around 5,000/post, with spikes up to 10,000 for promoted posts and the occasional viral post. However, our engagement is increasing, especially on promoted posts, and impressions (people who have seen an individual post) have climbed from around 1,500/post to around 2,400/post.

Our Twitter accounts sent 581 clicks back to our site and other brand awareness media. Pinterest generated 326 impressions, and bit.ly reports about 2,580 click-throughs on links shared using their url shortener (we have shared fewer bit.ly links this quarter because Facebook link posts are performing so much better now). We've had 2,486 views of our YouTube videos this quarter, almost doubled from last quarter. Google+ and Foursquare activity remain negligible, and as of yet, there are no analytics available for Instagram.

Visit Corvallis

Response Report for July, August and September 2013

Raw Data Reports *- What follows is an appendix detailing the raw data we collect, including our Facebook, Twitter and Google Analytics statistics, as well as real-world numbers gathered from the Visitors Center and advertising. If there are any questions about the raw data, please email Visit Corvallis at info@visitcorvallis.com.*

Brand Awareness	**October 2013**	**November 2013**	**December 2013**	**2012 Total YTD**	**2013 Total YTD**
Internet Brand Awareness					
Visit Corvallis Unique Visitors	14871	12457	12457	77,098	81689
Corvallis Blog Unique Visitors	507	441	441	1,904	2699
WVVA OR Attractions ebrochure	2666	0	0	4,658	680
WVVA Madden ebrochure	2223	0	0	1,663	582
Visit Corvallis ebrochure	75	62	62	0	1455
WVVA Internet	213	144	144	1,136	762
Google Ad Video Campaign Views	1526	0	0	0	14551
Go-Oregon.net	53	61	61	333	218
Website Orders	45	60	60	327	220
New Facebook Likes - Unliked	59	54	54	4,878	356
New E-News Subscribers	62	42	42	-32	214
New Twitter Followers	57	44	44	373	255
New YouTube Subscribers	1	3	3	2	27
Ad Brand Awareness					
WVVA Madden Spring	0	0	0	786	61
Good Housekeeping	10	0	0	1,473	51
Visit Corvallis Toll Free	5	2	2	44	28
Relocation	1	12	12	34	39
WVVA Press Release	4	1	1	52	25
WVVA National Geographic	30	0	0	582	413
WVVA OR Attractions	0	0	0	4,262	1
WVVA TORP	305	260	260	3,192	2402
WVVA TOOL	116	51	51	0	185
Total Brand Awareness	**22829**	**13694**	**13694**	**102765**	**106913**
Engagement	**October 2013**	**November 2013**	**December 2013**	**2012 Total YTD**	**2013 Total YTD**
Facebook Daily Page Engaged Users	10016	11481	11481	17,576	59045
You Tube Views	1821	540	540	652	19818
Twitter Sent Messages	234	180	180	1,181	1223
Twitter Clicks	791	601	601	2,307	6232
Twitter Re-Tweets	30	36	36	189	217
Twitter Messages Received	37	27	27	282	201
Twitter @Mentions	32	26	26	272	122
E-Newsletter Opens	3975	2332	2332	14,045	15341
E-Newsletter Clicks	1148	698	698	1,178	4659
Total Engagement	**18084**	**15921**	**15921**	**37682**	**106858**
Conversion	**October 2013**	**November 2013**	**December 2013**	**2012 Total YTD**	**2013 Total YTD**
Visitor Center Visitation	249	240	240	4,465	1375
Hotel Room Nights Booked	23	5	5	8	67
Total Events Outbound to Members**	5409	3292	3292	18,578	27305
Total Conversions	**5681**	**3537**	**3537**	**23,051**	**28747**
Total Factor*	**46594**	**33152**	**33152**	**163498**	**242518**

ATTACHMENT A VISIT CORVALLIS 2ND QT REPORT

VISIT
CORVALLIS

Second Quarter Report

(October through December, 2013)

Visit Corvallis

Balance Sheet

As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
Checking - OSUFCU	68,941.83
Money Market-OSUFCU	20,462.29
Paypal Checking	463.45
Savings - OSUFCU	5.00
Total Checking/Savings	89,872.57
Accounts Receivable	
Accounts Receivable	7,695.80
Total Accounts Receivable	7,695.80
Other Current Assets	
Petty Cash	40.00
Total Other Current Assets	40.00
Total Current Assets	97,608.37
Fixed Assets	
Accumulated Depreciation	-30,555.98
Office Equipment & Furniture	36,060.30
Total Fixed Assets	5,504.32
TOTAL ASSETS	103,112.69
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
OSU Fed Visa	1,016.15
Total Credit Cards	1,016.15
Other Current Liabilities	
Bounty of Benton Co Ticket Sale	-260.00
Corvallis Book Sales	20.00
Payroll Liabilities	-35.00
Payroll liabilities - Other	1,703.14
Payroll tax liabilities	3,283.96
Total Other Current Liabilities	4,712.10
Total Current Liabilities	5,728.25
Total Liabilities	5,728.25
Equity	
Net Assets	110,550.25
Net Income	-13,165.81
Total Equity	97,384.44
TOTAL LIABILITIES & EQUITY	103,112.69

ATTACHMENT B VISIT CORVALLIS 2ND QT REPORT

12:09 PM
01/15/14
Accrual Basis

Visit Corvallis

Profit & Loss

October through December 2013

	Oct - Dec 13
Ordinary Income/Expense	
Income	
City of Corvallis	97,086.00
Co-op Advertising Revenues	580.00
Income/Misc	100.00
Interest Income	5.64
Membership	9,624.20
Relocation Packets	9.00
Souvenir Income	4.00
Total Income	107,408.84
Expense	
Administration	12,687.29
Conferences/Education	445.61
Marketing/Advertising	9,291.49
Marketing/Community Relations	416.12
Marketing/Contract Services	1,950.00
Marketing/Dues	1,717.60
Marketing/Entertainment	123.85
Marketing/Festivals	5,106.29
Marketing/Internet	936.32
Marketing/Postage-Shipping	3,711.37
Marketing/Printing	187.50
Marketing/Promotions	-2,849.95
Marketing/Research	950.00
Marketing/Sales Trips	1,900.84
Marketing/Telephone	161.01
Marketing/Visitor Services	375.00
Payroll Expenses	34.80
Personnel	50,778.55
Total Expense	87,923.69
Net Ordinary Income	19,485.15
Net Income	**19,485.15**

ATTACHMENT B VISIT CORVALLIS 2ND QT REPORT

12:11 PM
01/15/14
Accrual Basis

Visit Corvallis

Profit & Loss Prev Year Comparison

October through December 2013

	Oct - Dec 13	Oct - Dec 12	$ Change
Ordinary Income/Expense			
Income			
City of Corvallis	97,086.00	92,820.00	4,266.00
Co-op Advertising Revenues	580.00	0.00	580.00
Income/Misc	100.00	0.00	100.00
Interest Income	5.64	7.72	-2.08
Membership	9,624.20	9,875.88	-251.68
Refund	0.00	2,130.00	-2,130.00
Relocation Packets	9.00	54.00	-45.00
Souvenir Income	4.00	30.00	-26.00
Total Income	107,408.84	104,917.60	2,491.24
Expense			
Administration	12,687.29	14,129.70	-1,442.41
Conferences/Education	445.61	1,012.50	-566.89
Marketing/Advertising	9,291.49	12,774.77	-3,483.28
Marketing/Community Relations	416.12	264.44	151.68
Marketing/Contract Services	1,950.00	3,100.00	-1,150.00
Marketing/Dues	1,717.60	1,138.95	578.65
Marketing/Entertainment	123.85	148.26	-24.41
Marketing/Festivals	5,106.29	5,871.00	-764.71
Marketing/Internet	936.32	1,867.19	-930.87
Marketing/Postage-Shipping	3,711.37	3,462.30	249.07
Marketing/Printing	187.50	225.00	-37.50
Marketing/Promotions	-2,849.95	-147.02	-2,702.93
Marketing/Research	950.00	0.00	950.00
Marketing/Sales Trips	1,900.84	0.00	1,900.84
Marketing/Telephone	161.01	153.82	7.19
Marketing/Tours	0.00	24.00	-24.00
Marketing/Visitor Services	375.00	750.20	-375.20
Payroll Expenses	34.80	26.10	8.70
Personnel	50,778.55	36,404.82	14,373.73
Total Expense	87,923.69	81,206.03	6,717.66
Net Ordinary Income	19,485.15	23,711.57	-4,226.42
Net Income	**19,485.15**	**23,711.57**	**-4,226.42**

ATTACHMENT B VISIT CORVALLIS 2ND QT REPORT

Finance Department
500 SW Madison Avenue
Corvallis, OR 97333
541-766-6990
541-754-1729

MEMORANDUM

February 24, 2014

TO: Ken Gibb, Community Development

FROM: Jeanna Yeager, Accountant

SUBJECT: Visit Corvallis Financial Report – Second Quarter, FY 13/14

This review consists of inquiries and analytical procedures and is very limited in its nature. The financial statements have not been reviewed by a Certified Public Accountant and are the representation of the management of Visit Corvallis. Visit Corvallis uses the accrual method of accounting.

During the second quarter of fiscal year 2013/2014, Visit Corvallis reported revenues of $107,409 and expenditures of $87,924, resulting in net income of $19,485. Visit Corvallis maintains a strong cash position, with current assets totaling $97,608 and current liabilities of only $5,728.

The City of Corvallis has budgeted $388,350 for Visit Corvallis for fiscal year 2013/2014 in monthly payments of $32,362. The City has funded a total of $97,086 for the second quarter, which has been accurately accounted for on the Visit Corvallis report. This represents 90% of all revenue for the quarter.

Acceptance of the Visit Corvallis quarterly report is recommended.

MEMORANDUM

DATE: April 3, 2014
TO: Administrative Services Committee
FROM: Ken Gibb, Community Development Director
SUBJECT: Downtown Corvallis Association Second Quarter FY 13-14 EID Program Review

I. Issue

Review and acceptance of Downtown Corvallis Association's Economic Improvement District Program second quarter report for FY 13-14.

II. Background

The City Council, on July 16, 2012, approved Ordinance 2012-14, amending Municipal Code Chapter 10.07 (Economic Improvement District), establishing a boundary, and imposing assessments on property within the Downtown Voluntary Economic Improvement District (EID). The EID provides specific benefits to the members of the District by promoting commercial activity and public events in the Downtown district. Pass through revenue for FY 13-14 is $83,244.

The Community Development Department administers the invoicing of EID participants, the "pass-through" payment of these program funds to the Downtown Corvallis Association (DCA), as well as the contract with the DCA. In support of these City services, the DCA pays an annual fee of $3,585. The contract requires that the DCA provide quarterly financial reports to the City that provide at a minimum, 1) a balance sheet as of the last day of the quarter, 2) a comparison of actual revenues and expenses through the quarter and 3) a brief summary of services performed.

Attached is the second quarter report submitted by the DCA (Attachment A). The DCA has been provided with a copy of this report and invited to attend and address the Committee. Ms. Wessell is unable to attend this meeting due to a conflict with the rescheduled date of this review.

IV. Action Requested

That the Administrative Services Committee consider this report and recommend City Council approve acceptance of the Downtown Corvallis Association's FY 13-14 EID Program second quarter report.

REVIEW AND CONCUR:

4/14/14

Nancy Brewer, Finance Director

REVIEW AND CONCUR:

James A. Patterson, City Manager

DOWNTOWN CORVALLIS ASSOCIATION

A Main Street Community
460 SW Madison, Suite 9
Corvallis OR 97333
PO Box 1536
Corvallis OR 97339
(541) 754-6624
FAX (541) 758-4723
www.downtowncorvallis.org

Board Members
Liz Coulombe, President
Citizens Bank
Fred Edwards, Vice-President
Knight Vision Security
Steve Hessel, Treasurer
Downtown Property Owner
John Coleman, Secretary
Coleman Jewelers
Greg Teune,
Holiday Inn Express
Luisa Arreola,
Footwise
Elizabeth Foster,
Town & Country Realty
Randy Joss,
KEZI9
Jennifer Moreland
Zooeys/Heartland Hum. Soc.
John Semadeni
Corvallis Cyclery

Joan Wessell,
Executive Director
joan@downtowncorvallis.org

Ex-Officio
City Council
Corvallis Police Dept.
Corvallis Tourism
City Planning
Corvallis Chamber
Corvallis Econ. Dev. Manager

To: City of Corvallis – Planning Department
From: Joan Wessell, Executive Director
Downtown Corvallis Association
Date: 1 March 2014
Subject: 2013-14 Quarterly Report and
2012-17 Economic Improvement District

The Downtown Corvallis Association, without ceasing, offers and delivers economic development services and oversight of issues affecting Downtown Corvallis. These services greatly benefit Downtown Corvallis business owners, managers and property owners which, in turn, benefits and enhances Downtown and the Corvallis community.

The DCA's delivery of economic development services makes Corvallis a more livable community in which to reside. Some of those services include: business enrichment workshops/seminars, recruitment & retention activities (marketing vacancies & recruiting to those vacancies), continuing education for the business community, advocacy & assistance for Downtown businesses, promotional events/activities to increase foot traffic, activities and events that provide business' with exposure to strengthen Downtown's economy, monthly Membership meetings, Downtown After Hours networking opportunities, and Downtown Red Carpet Welcomes for new businesses, etc. On a regular basis, the DCA receives written & verbal communication from businesses and members of the their appreciation for the DCA providing these vital support services.

Since submission of the last Quarterly report, The Downtown Corvallis Association has hosted/sponsored/presented three (3): Downtown After Hours networking socials, Membership Meetings, Board of Directors meetings, Design Committee, Economic Enhancement, & Promotions/Marketing Committee meetings, 8 Downtown Red Carpet Welcomes, 3 Science Pubs, and is currently planning for March 22 Rhapsody in the Vineyard wine walk and July 3rd & 4th Red White & Blues Riverfront Festival.

Downtown property owners continue submitting their (voluntary) Economic Improvement District assessments that help the staff the organization's office and keep office doors open. The DCA appreciates City Staff for collecting and passing-through EID assessments.

DOWNTOWN CORVALLIS ASSOCIATION
BALANCE SHEET
January 31, 2014

ASSETS	
Checking and Savings accounts	302,104.89
Other Current Assets	790.76
Fixed Assets	8,735.46
Façade Improvements loans	2,033.66
UF Residential loans	0.00
Interior Development Loans	22,668.16
TOTAL ASSETS	**336,332.93**
LIABILITIES & EQUITY	
Accounts Payable	0.00
Other Current Liabilities	4,326.56
Total Equity	332,006.37
TOTAL LIABILITIES & EQUITY	**336,332.93**

PROFIT AND LOSS
January 31, 2014

	Month	Year-to-Date	Budget 2013-2014	Remaining Budget
INCOME				
General Revenue	19,031.28	94,578.82	135,625.00	41,046.18
Program Revenue	1,780.00	4,031.84	4,730.00	698.16
Red, White & Blues	0.00	29,823.80	35,000.00	5,176.20
Rhapsody	665.00	14,048.00	36,000.00	21,952.00
Promotions	0.00	0.00	1,500.00	1,500.00
TOTAL INCOME	**21,476.28**	**142,482.46**	**212,855.00**	**70,372.54**
EXPENSE				
Personnel	8,523.33	55,643.00	106,020.00	50,377.00
Services and supplies	1,660.13	14,488.07	29,180.00	14,691.93
Programs	2,057.78	4,655.12	8,300.00	3,644.88
Red, White & Blues	16.07	20,453.95	16,000.00	(4,453.95)
Rhapsody	2,083.07	10,800.74	5,000.00	(5,800.74)
Promotions/OSU	83.07	474.82	500.00	25.18
TOTAL EXPENSE	**14,423.45**	**106,515.70**	**165,000.00**	**58,484.30**
NET INCOME	**7,052.83**	**35,966.76**	**47,855.00**	**11,888.24**

Plus: Beginning unrestricted cash balance	**(364.14)**
Checking/Money Market	**205,948.73**
Held in reserve - Contingency Fund	**3,000.00**
Total beginning cash	**208,584.59**
Net Excess (deficit) budgeted for 2013-2014	**256,439.59**

Downtown Corvallis Association, Inc.

Budget Comparison
As of January 31, 2014

	Month Of Jan	7/1/13 Through Jan 2014	7/1/12 Through Jan 2013	Annual Budget	Percent Annual Budget
Income					
General Revenue					
EID Receipts	6,298.85	63,080.83	73,213.81	90,000.00	70.1%
EID Contibutions	0.00	800.00	1,500.00	0.00	0.0%
Membership Dues	12,718.75	28,145.25	28,941.36	40,000.00	70.4%
Interest Income	13.68	92.74	128.61	5.00	1854.8%
Rental Income - Sublet	0.00	2,460.00	2,860.00	4,820.00	51.0%
Miscellaneous	0.00	0.00	100.00	800.00	0.0%
Reimbursed Expenses	0.00	0.00	0.00	0.00	0.0%
Program Fees	0.00	0.00	0.00	0.00	0.0%
Total General Revenue	**19,031.28**	**94,578.82**	**106,743.78**	**135,625.00**	**69.7%**
Program Revenue					
Membership Workshops	0.00	0.00	0.00	0.00	0.0%
Christmas Lights	0.00	0.00	12.50	25.00	0.0%
Website/Newsletter Advertising	0.00	0.00	0.00	0.00	0.0%
Group advertising	0.00	0.00	0.00	0.00	0.0%
Directory advertising	0.00	0.00	0.00	0.00	0.0%
Fund Raiser	1,545.00	2,653.34	2,226.80	2,500.00	106.1%
Fund Raiser - DT After Hours	235.00	1,378.50	1,222.00	2,200.00	62.7%
Design Aesthetics	0.00	0.00	0.00	5.00	0.0%
Red, White & Blue	0.00	29,823.80	33,105.59	35,000.00	85.2%
Total Program Revenue	**1,780.00**	**33,855.64**	**36,566.89**	**39,730.00**	**85.2%**
Promotions Revenue					
Promotions	0.00	0.00	200.00	1,500.00	0.0%
Rhapsody in the Vineyard	665.00	14,048.00	17,032.00	36,000.00	39.0%
Total Promotions Revenue	**665.00**	**14,048.00**	**17,232.00**	**37,500.00**	**37.5%**
TOTAL INCOME	**21,476.28**	**142,482.46**	**160,542.67**	**212,855.00**	**66.9%**

Expense					
Administration - Personnel					
Personnel	6,493.35	46,729.85	47,180.51	79,000.00	59.2%
Director - Medical Benefit	928.70	2,759.90	2,585.80	4,000.00	69.0%
Director - Expense	0.00	0.00	274.24	2,000.00	0.0%
Contract Labor	0.00	0.00	0.00	2,000.00	0.0%
Staff Expenses	0.00	0.00	0.00	2,000.00	0.0%
Volunteer - Expense	185.86	975.07	1,195.39	4,000.00	24.4%
Staff Development	0.00	77.15	498.20	2,500.00	3.1%
Payroll taxes	723.23	3,837.14	3,826.62	7,800.00	49.2%
Workers Compensation	3.39	(57.71)	55.56	320.00	-18.0%
IRA Expense	188.80	1,321.60	1,321.64	2,400.00	55.1%
Total Personnel	**8,523.33**	**55,643.00**	**56,937.96**	**106,020.00**	**52.5%**
Administration - Services & Supplies					
Accounting	175.50	1,327.50	1,665.00	3,000.00	44.3%
Accounting Review	0.00	925.00	0.00	2,300.00	40.2%
Bad Debt	0.00	0.00	0.00	0.00	0.0%
Bank Charges	0.00	0.00	0.00	10.00	0.0%
Subscriptions	0.00	60.00	60.00	350.00	17.1%
Insurance	0.00	0.00	0.00	1,200.00	0.0%
Equipment Replacement	0.00	0.00	0.00	1,800.00	0.0%
Equipment Lease	228.88	1,685.84	1,689.75	2,900.00	58.1%
Office Supplies	0.00	595.55	529.90	1,500.00	39.7%
Permits & Fees	45.00	453.00	416.00	620.00	73.1%
Postage	0.00	339.33	293.35	650.00	52.2%
Rent	810.00	5,670.00	5,670.00	9,600.00	59.1%
Utilities	63.90	464.04	494.98	850.00	54.6%
Miscellaneous	22.00	50.00	113.00	200.00	25.0%
Repair & Service Equipment	0.00	615.96	158.31	500.00	123.2%
Telephone/Cell	314.85	2,301.85	2,233.21	3,700.00	62.2%
Depreciation	0.00	0.00	0.00	0.00	0.0%
Total Services & Supplies	**1,660.13**	**14,488.07**	**13,323.50**	**29,180.00**	**49.7%**
Programs					
Membership Drive	83.06	187.93	238.45	300.00	62.6%
Red Carpet Welcome	83.07	119.12	0.00	100.00	119.1%
Downtown Updates	0.00	0.00	0.00	0.00	0.0%
Website Updates	0.00	0.00	0.00	0.00	0.0%
Meetings & Public Relations	290.86	975.56	730.96	1,500.00	65.0%
Design Committee	0.00	0.00	0.00	0.00	0.0%
Design Committee-Awards	83.07	83.07	29.98	100.00	83.1%
Mainstreet Expenses	154.57	787.54	126.57	800.00	98.4%
Mainstreet Dues	0.00	250.00	250.00	300.00	83.3%
EID Expense	0.00	123.44	147.44	0.00	0.0%
EID Task Force Expense	0.00	0.00	36.95	0.00	0.0%
EID Expense-City Collection Fee	0.00	0.00	0.00	4,500.00	0.0%
Annual Reports, proposal	0.00	0.00	0.00	0.00	0.0%
Misc. Printing	0.00	0.00	0.00	0.00	0.0%
Directory Printing	0.00	0.00	0.00	0.00	0.0%
OSU Relations	83.07	103.07	0.00	100.00	103.1%
Christmas Lights	0.00	0.00	0.00	100.00	0.0%
Flower Baskets	0.00	18.62	0.00	0.00	0.0%
Design Aesthetics	0.00	0.00	0.00	0.00	0.0%
Design Aesthetics-Reimbursement	0.00	0.00	0.00	0.00	0.0%
Fund Raiser	1,260.57	1,260.57	904.40	500.00	252.1%
Economic/Image Enhancement	19.51	746.20	0.00	0.00	0.0%
Total Programs	**2,057.78**	**4,655.12**	**2,464.75**	**8,300.00**	**56.1%**

Promotions					
Red, White & Blue	16.07	20,453.95	16,519.93	16,000.00	127.8%
Promotions	83.07	474.82	1,603.33	500.00	95.0%
Rhapsody in the Vineyard	2,083.07	10,800.74	11,926.43	5,000.00	216.0%
OSU Promotions	0.00	0.00	0.00	0.00	0.0%
Total Promotions	**2,182.21**	**31,729.51**	**30,049.69**	**21,500.00**	**147.6%**
City Economic Development					
Economic Enhancement	0.00	0.00	1,003.63	0.00	0.0%
Image Enhancement	0.00	0.00	2,133.78	0.00	0.0%
Total City Economic Development	**0.00**	**0.00**	**3,137.41**	**0.00**	**0.0%**
Total expense	**14,423.45**	**106,515.70**	**105,913.31**	**165,000.00**	**64.6%**
Excess (deficit) income over expense	**7,052.83**	**35,966.76**	**54,629.36**	**47,855.00**	

Plus: Beginning restricted/unrestricted cash balance	**(364.14)**
Checking/Money Market	**205,948.73**
Held in reserve-Contingency Fund	**3,000.00**
Total beginning cash	208,584.59
Net Excess (deficit) budgeted for 2013-2014	256,439.59

02/11/14

Downtown Corvallis Association, Inc.
Balance Sheet
As of January 31, 2014

		Jan 31, 14
ASSETS		
Current Assets		
Checking/Savings		
1010 · Cash - Umpqua Bank		26,914.81
1015 · MMF - Umpqua Bank		206,166.06
1050 · Cash - US Bank-EID		7,183.17
1104 · MMF-Citizens-Design Committee		2,649.14
1106 · Cash-Citizens-RW&B		12,372.84
1109 · MMF-Citizens-Facade/Upper Floor		
1109-1 · Designated City Funds	46,598.18	
1109-2 · Undesignated Funds	219.39	
1109 · MMF-Citizens-Facade/Upper Floor - Other	1.30	
Total 1109 · MMF-Citizens-Facade/Upper Floor		46,818.87
Total Checking/Savings		302,104.89
Other Current Assets		
1116 · Prepaid Expenses		
1120 · Rent	790.76	
Total 1116 · Prepaid Expenses		790.76
Total Other Current Assets		790.76
Total Current Assets		302,895.65
Fixed Assets		
1258 · Fixed Asset		23,979.78
1259 - Accumulated depreciation		-15,244.32
Total Fixed Assets		8,735.46
Other Assets		
1500 · Facade improvement loans		
1545 · Mod Pod	0.03	
1550 · Coleman - 2012	808.63	
1551 · Les & Barbara Boudreaux - 2012	1,225.00	
Total 1500 · Facade improvement loans		2,033.66
1800 · Interior Development Loans		
1801 · Terzo	-0.27	
1802 · Chris Martel Downtown Dental	-2.00	
1803 · Mod Pod	3.00	
1804 · Many Hands	0.05	
1805 · Oregon Coffee	-0.02	
1806 · Flat Tail	6,666.90	
1807 · Brew BQ	3,333.42	
1808 · Ron & Garnetta Day	3,000.07	
1809 · Aqua	9,667.01	
Total 1800 · Interior Development Loans		22,668.16
Total Other Assets		24,701.82
TOTAL ASSETS		**336,332.93**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2111 · Pass-thru money		718.27
2115 - Gift certificates o/s		954.44
2142 · Federal/FICA/Medicare		2,057.48
2143 · State Withholding		369.00
2144 · Federal Unemployment		38.96
2145 · State Unemployment		181.81
2146 · Workers Compensation		6.60
Total Other Current Liabilities		4,326.56

ATTACHEMNT A DCA 2ND QT EID REPORT

Downtown Corvallis Association, Inc.
Balance Sheet
As of January 31, 2014

	Jan 31, 14
Total Current Liabilities	4,326.56
Total Liabilities	4,326.56
Equity	
3312 - Reserved - City loan $	71,300.00
3318 - Undesignated funds	-3,835.80
3311 · Designated - Christmas	3,471.66
3900 · Retained Earnings	225,103.75
Net Income	35,966.76
Total Equity	332,006.37
TOTAL LIABILITIES & EQUITY	336,332.93

02/11/14

Downtown Corvallis Association, Inc.
Income Statement
January 2014

	Jan 14		Jul '13 - Jan 14	
Ordinary Income/Expense				
Income				
General Revenue				
4110 - EID Receipts	6,298.85		63,080.83	
4111 · EID Contributions	0.00		800.00	
4120 - Membership dues	12,718.75		28,145.25	
4141 - Interest income	13.68		92.74	
4195 · Rental Income - Sublet	0.00		2,460.00	
Total General Revenue		19,031.28		94,578.82
Program Revenue				
4260 - Fund Raiser				
4260-1 · Fundraiser	0.00		323.34	
4260-2 · Snowflakes	1,545.00		2,330.00	
Total 4260 - Fund Raiser		1,545.00		2,653.34
4265 · Fund Raiser - DT After Hours				
4265-1 · Entry Fees	190.00		1,055.00	
4265-2 · Bucket of Bucks	45.00		323.50	
Total 4265 · Fund Raiser - DT After Hours		235.00		1,378.50
4310 - Red, White & Blue				
4310-1 · Beer	0.00		5,521.00	
4310-2 · Gate	0.00		9,871.81	
4310-3 · Sponsors	0.00		6,360.00	
4310-4 · Vendor	0.00		7,220.99	
4310-6 · DCA Booth	0.00		850.00	
Total 4310 - Red, White & Blue		0.00		29,823.80
Total Program Revenue		1,780.00		33,855.64
Promotions Revenue				
4460 · Rhapsody in the Vineyard		665.00		14,048.00
Total Promotions Revenue		665.00		14,048.00
Total Income		21,476.28		142,482.46
Expense				
Administration				
Personnel				
5105 · Personnel	6,493.35		46,729.85	
5120 - Director-Medical Benefit	928.70		2,759.90	
5150 - Volunteer expense	185.86		975.07	
5160 - Staff Development	0.00		77.15	
5180 - Payroll Taxes	723.23		3,837.14	
5190 - Workers Compensation	3.39		-57.71	
5195 · IRA Expense	188.80		1,321.60	
Total Personnel		8,523.33		55,643.00
Services and supplies				
5410 - Accounting	175.50		1,327.50	
5415 - Accounting Review	0.00		925.00	
5440 - Subscriptions	0.00		60.00	
5460 - Office supplies	0.00		595.55	
5470 - Permits & fees	45.00		453.00	
5480 - Postage	0.00		339.33	
5490 - Rent	810.00		5,670.00	
5600 - Utilities	63.90		464.04	
5610 - Miscellaneous	22.00		50.00	
5620 - Repair & service equip.	0.00		33.91	
5630 - Telephone/Cell	314.85		2,883.90	
5456 · Equipment Lease	228.88		1,685.84	
Total Services and supplies		1,660.13		14,488.07
Total Administration		10,183.46		70,131.07

02/11/14

Downtown Corvallis Association, Inc.
Income Statement
January 2014

	Jan 14		Jul '13 - Jan 14	
Programs				
6110 - Membership Drive		83.06		187.93
6180 - Meetings & public relati		290.86		975.56
6185 · Red Carpet Welcome		83.07		119.12
6410 - Main Street Expense		154.57		787.54
6420 - Mainstreet Dues		0.00		250.00
6440 - EID Expense		0.00		123.44
6510 - Flower baskets		0.00		18.62
6590 - Fund Raiser				
6590-1 · Fundraiser	83.07		83.07	
6590-2 · Snowflakes	1,177.50		1,177.50	
Total 6590 - Fund Raiser		1,260.57		1,260.57
6191 · Design Comm.-Awards		83.07		83.07
6570 · OSU Relations		83.07		103.07
6580 · Economic/Image Enhancement		19.51		746.20
Total Programs		2,057.78		4,655.12
Promotions				
7110 - Red, White & Blue				
7110-1 · Advertising	0.00		2,000.00	
7110-2 · Entertainment	0.00		6,800.00	
7110-3 · Infrastructure	0.00		3,061.10	
7110-4 · Miscellaneous	0.00		2,890.50	
7110-5 · Beer	0.00		2,667.48	
7110-6 · T-Shirts	0.00		1,169.05	
7110-7 · Gate Expense	0.00		1,244.75	
7110-10 · Volunteer Expense	16.07		621.07	
Total 7110 - Red, White & Blue		16.07		20,453.95
7120 - Promotions		83.07		474.82
7125 · Rhapsody in Vineyard		2,083.07		10,800.74
Total Promotions		2,182.21		31,729.51
Total Expense		14,423.45		106,515.70
Net Ordinary Income		7,052.83		35,966.76
Net Income		**7,052.83**		**35,966.76**

ATTACHEMNT A DCA 2ND QT EID REPORT

MEMORANDUM
April 7, 2014

To: Administrative Services Committee

From: Mary Steckel, Public Works Director

Subject: Utility Service Rate Study Review

Issue:
Council direction is needed on decision points associated with the water, wastewater and stormwater utility service rate study.

Background:
In a memorandum dated March 25, 2014, staff requested input from the Administrative Services Committee (ASC) on whether changes should be implemented to the current Water Utility rate structure. Due to the complexity of the current rate structure, and the possibility of several different outcomes depending on the decisions made by Council, staff is presenting each utility separately. Proposed changes to the Wastewater Utility rate structure are detailed in this staff report.

It is important to note that data presented in this memorandum uses February 1, 2013 Wastewater Rates. The wastewater utility service rate study was conducted in June, 2013 and used information that was current at the time. If agreement is reached to change the Wastewater Utility rate structure, staff will work with Raftelis Financial Consultants (RFC) to incorporate current (February 1, 2014) rates into the rate structure change to ensure a revenue neutral outcome.

Discussion:
The existing utility charge for wastewater service is comprised of two pieces; one part of the charge is the fixed or base rate which is intended to recover infrastructure and minimum treatment requirements to ensure wastewater disappears when it goes down the drain. Base rate revenue should provide enough funding to ensure a functional wastewater collection and treatment system is in place for the entire community. The other part of the charge is the consumption or variable rate which recovers expenses associated with the treatment and infrastructure needed to meet customer demand above and beyond the minimum service level. Consumption revenue should recover increased treatment costs and/or infrastructure needs associated with the removal of larger volumes of wastewater.

Utility billing data, from City Services bills, helps clearly identify the percent of expenses that are currently covered with fixed or base rate revenues. Identifying the percent of expenses covered with fixed rate revenue provides staff with a better understanding of how a reduction in potable water use generates less wastewater and corresponding consumption revenues which can impact the utility's ability to meet requirements for operating and infrastructure replacement projects.

A key component of the current rate study was for RFC to complete a cost of service analysis using industry standards to determine the level of revenue that should be recovered from each customer class for the wastewater utility to cover projected expenditures.

Wastewater Utility

The Wastewater Utility has the following Customer Classes:

1. Single Family Residential
2. Multi-Family Residential
3. Group Residential/Fraternity/Sorority – Domestic, Medium, High, or Very High Strength
4. Commercial/Significant Industrial User – Domestic, Medium, High, or Very High Strength

The Wastewater Utility Rate Structure consists of the following rate components:

1. Fixed/base rate charge
2. Consumption/volumetric rate charge adjusted by strength category (Domestic, Medium, High, or Very High Strength)
3. Wastewater service only charge

The Wastewater Utility Cost of Service Analysis presents the following decision points:

1. Should Corvallis update the strength category thresholds resulting in customers remaining in their current category?
2. Should Corvallis transition inflow and infiltration cost recovery from the consumption rate component to the base rate component of the Wastewater Utility rate structure? If yes, should the fixed/base rate charges allow for 75 or 100% cost recovery of inflow and infiltration expenses?
3. Should Corvallis realign Industrial Pretreament Program charges to a direct assignment model that places 60% of expenses on class-specific customers?
4. Should Corvallis pursue the implementation of a greywater system discount on wastewater rates as part of this rate structure change?

Under the existing rate structure, RFC estimates that Corvallis recovers approximately 22% of its wastewater rate revenues from base rates. Consumption charges account for the remaining 78% and are driven by the customers' average potable water use during the winter months. This methodology assumes that if a customer's potable water use in the summer months is higher, it is due to irrigation. The existing structure calculates the average potable water use from November 30 to May 1 of each year and applies the lesser of the average or actual use to the volumetric wastewater consumption rate on May through November utility bills. In this model, revenue predictability issues facing the Water Utility are mirrored in the Wastewater Utility.

Variable costs for the Wastewater Utility increase as additional inflow and infiltration (rain water from catch basins in the combined system and ground water entering cracks in pipes anywhere in the system) enters the Wastewater Plant requiring treatment. In a cost-recovery model, the base charge rate would recover expenses related to the minimum infrastructure and wastewater treatment required to provide all customers with wastewater service, taking into account a certain level of inflow and infiltration.

As with water, a fundamental objective in developing a wastewater rate structure is to price wastewater services so that each customer pays for the service they receive in proportion to their use. Industry standard methods classify wastewater system costs according to flow (base flow and inflow/infiltration), strength (biochemical oxygen demand (BOD) and total suspended solids (TSS)), and customer services. These costs are then assigned to each customer class based on the demand the customer group places on each component of the system.

RFC's analysis of the existing wastewater strength categories (domestic, medium, high, and very-high) revealed that wastewater concentration levels are higher than in the previous study. With the reduction in water consumption and resulting flow to the wastewater system, wastewater concentrations have increased over the past decade. However, because each category's concentration increased relatively the same amount (see table on the next page), the change does not have a material effect on the wastewater strength category differentials. RFC recommended and staff agrees that all strength categories be adjusted to a higher threshold to align with current concentrations.

Wastewater Concentrations by Strength Category (mgl/l BOD/TSS)		
Strength Category	**Prior**	**Updated**
Domestic	200	250
Medium	350	425
High	750	900
Very-High	1250	1500

Decision point:

1. Should Corvallis update the strength category thresholds resulting in customers remaining in their current category?

Inflow and Infiltration (I/I)

RFC used data from billing records to establish estimated wastewater volumes and strengths by customer class. In addition, wastewater plant staff provided a plant balance analysis which helps to verify the amount of wastewater entering the plant expressed as a percentage of total plant volume, which includes wastewater, inflow and infiltration (I/I). Using this data, RFC estimates that wastewater accounts for 63% of the total volume entering the plant with the rest (37%) attributable to I/I. This is a significant portion of the annual wastewater system volume, and as such, there are significant costs associated with transporting and treating I/I.

Under the existing rate structure, the base rate provides for coverage of approximately 55% of I/I collection and treatment costs. This leaves 45% to be recovered from the consumption rate component. This can create a problematic situation as the amount of I/I is not associated in any way with customer use, but is determined by the amount of rainfall. Industry guidelines identify several accepted approaches to allocating I/I costs to customer classes. RFC reviewed the practices of other communities and suggests increasing the base rate allocation percentage of I/I costs to either 75 or 100% for Corvallis based on the number of customers and the base flows. After reviewing the data, staff recommends allocating 100% of I/I costs to the base rate. This decision provides full cost recovery for I/I from all customer classes through the base rate. Variable/consumption rates are decreased to ensure overall revenue neutrality. The table below provides a comparison of existing and proposed monthly base charge rates for 75% I/I or 100% I/I cost recovery.

Comparison of Existing Wastewater Rates to 75% I/I or 100% I/I Cost Recovery Rates					
Fixed/Base Charge	**Existing (2013)**	**75% I/I**	**Difference**	**100% I/I**	**Difference**
Residential	$ 10.70	$ 13.45	$ 2.75	$ 16.65	$ 5.95
Non-residential	$ 10.70	$ 13.45	$ 2.75	$ 16.65	$ 5.95
Significant Industrial User (SIU)	$ 10.70	$ 13.45	$ 2.75	$ 16.65	$ 5.95
% Revenue Recovery	*22%*	*28%*		*34%*	
Volume/Consumption Rates					
SFR / MFR	$ 3.18	$ 2.94	$ (0.24)	$ 2.66	$ (0.52)
Group Residential/Fraternity/Sorority					
Domestic strength wastewater	$ 3.18	$ 2.94	$ (0.24)	$ 2.66	$ (0.52)
Medium strength wastewater	$ 3.71	$ 3.44	$ (0.27)	$ 3.15	$ (0.56)
Commercial / Industrial					
Domestic strength wastewater	$ 3.18	$ 2.94	$ (0.24)	$ 2.66	$ (0.52)
Medium strength wastewater	$ 3.71	$ 3.44	$ (0.27)	$ 3.15	$ (0.56)
High strength wastewater	$ 5.08	$ 4.78	$ (0.30)	$ 4.50	$ (0.58)
Very-high strength wastewater	$ 6.87	$ 6.48	$ (0.39)	$ 6.20	$ (0.67)

Decision point:

2. Should Corvallis transition inflow and infiltration cost recovery from the consumption rate component to the base rate component of the Wastewater Utility rate structure? If yes, should the fixed/base rate charges allow for 75 or 100% cost recovery of inflow and infiltration expenses?

Industrial Pretreatment Program

Corvallis, like most utilities, has little site-specific data on the strength contributions of customers who are not subject to industrial waste monitoring. The majority of customer's wastewater travels unmonitored through the collection system to the wastewater plant making it difficult to identify the concentration of waste per unit of wastewater collected and from what source. As a result, an estimation of strength contributions by customer class generally requires the use of industry reference information. Corvallis used this industry data to set the strength thresholds in the current structure. RFC has estimated Corvallis residential/domestic concentrations for BOD and TSS at 250 mg/l, which are in the typical range for residential flows in other communities.

The Industrial Pretreatment Program (IPT) is tracked differently from the wastewater strengths in the general wastewater stream. Customers in the IPT are responsible for pre-treating their wastewater prior to discharging to the wastewater system. The IPT establishes guidelines to ensure participants perform a variety of functions that protect the general wastewater system and also requires staff to perform direct tasks related to the City's commercial customers and Significant Industrial Users (SIUs). Corvallis currently has three SIUs (Western Pulp, Valley Landfill and Hewlett Packard) who perform additional treatment steps, regulated by their individual industries, to remove or treat constituents in their wastewater before it is discharged to the City system. Using cost of service principles, the program costs to treat varying levels of wastewater strength entering the Wastewater Reclamation Plant would be allocated in proportion to how they are incurred. City staff provided data that allowed RFC to estimate how IPT costs are incurred. As a result, RFC recommended, and staff agrees with a direct assignment of 60% of IPT costs to class-specific customers.

The following table provides information on the two different options (75% I/I recovery with direct assignment of industrial pretreatment costs or 100% I/I recovery with direct assignment of industrial pretreatment costs) presented by RFC, and agreed upon by staff, to improve revenue stability for the wastewater utility.

Comparison of Existing Wastewater Rates to 75% I/I or 100% I/I and Direct Industrial Pretreatment Allocation Rates

Fixed Charge	Existing	75% I/I & Direct IPT	Difference	100% I/I & Direct IPT	Difference
Residential	$ 10.70	$ 13.41	$ 2.71	$ 16.58	$ 5.88
Non-residential	$ 10.70	$ 17.57	$ 6.87	$ 20.74	$ 10.04
Significant Industrial User (SIU)	$ 10.70	$ 631.66	$ 620.96	$ 634.83	$ 624.13
% Revenue Recovery	*22%*	*28%*		*34%*	
Volume Rates					
SFR / MFR	$ 3.18	$ 2.91	$ (0.27)	$ 2.63	$ (0.55)
Group Residential/Fraternity/Sorority					
Domestic strength wastewater	$ 3.18	$ 2.91	$ (0.27)	$ 2.63	$ (0.55)
Medium strength wastewater	$ 3.71	$ 3.40	$ (0.31)	$ 3.12	$ (0.59)
Commercial / Industrial					
Domestic strength wastewater	$ 3.18	$ 2.91	$ (0.27)	$ 2.63	$ (0.55)
Medium strength wastewater	$ 3.71	$ 3.40	$ (0.31)	$ 3.12	$ (0.59)
High strength wastewater	$ 5.08	$ 4.74	$ (0.34)	$ 4.46	$ (0.62)
Very-high strength wastewater	$ 6.87	$ 6.42	$ (0.45)	$ 6.14	$ (0.73)

The methodologies proposed by RFC create a substantial increase in SIU fixed rates, an increase to residential and non-residential fixed rates, and an across-the-board decrease in volumetric rates.

Decision point:

3. Should Corvallis realign Industrial Pretreament Program charges to a direct assignment model that places 60% of expenses on class-specific customers?

Greywater Systems

Greywater is water that is generated by certain household uses and discharged through plumbing fixtures like sinks, showers, bathtubs and clothes washing machines to a designated holding tank. This water is then used for specific non-potable purposes like irrigating lawns and gardens. Staff has received a few requests from citizens interested in a possible discount to wastewater rates on individual accounts based on the implementation and use of greywater systems on their property.

RFC completed an analysis on the benefits and costs of implementing such a program in a community of our size and with our climate. They found that utility customers who install greywater systems generally experience savings on their water bills because the re-used water reduces the amount of potable water the customer purchases from the utility. However, because wastewater bills are based on water consumption during the winter months (when irrigation generally does not occur), the impact of the gray water systems on wastewater discharge will not be evident in a customer's winter water use.

As for the impact to city-maintained infrastructure, it is likely that the reduced volume would be negligible. The wastewater system is designed to meet peak flow requirements that occur during winter months as a result of increased inflow and infiltration. Greywater systems, primarily used for summer irrigation, will have minimal effect on system capacity needs and therefore will not result in capital cost savings. In addition, because each property's black water (from toilets) still needs to be collected, some level of infrastructure needs to be installed and maintained to each property.

While there are no appreciable savings to the customer, there are potential additional costs for the utility. These include the likelihood of increased strength concentration of customer wastewater when the dilution factor provided by greywater is removed, and the administrative costs borne by the City to implement a method to inspect privately installed greywater systems on an on-going basis and update utility account information accordingly. RFC recommends, and staff agrees, that Corvallis should not implement a greywater system discount to existing wastewater rates with this rate structure change.

Decision point:

4. Should Corvallis pursue the implementation of a greywater system discount on wastewater rates as part of this rate structure change?

Summary

The existing Wastewater Utility rate structure places the majority of cost recovery burden on the consumption component of the wastewater rates. The table below provides a summary of proposed increases and decreases by customer group and topic area discussed in this staff report and reflects the proposed shift for cost recovery from the consumption component to the base rate component. Staff recognizes the difficulty in understanding how different decision points add to the complexity of understanding how an individual customer's bill will be impacted by the recommended changes. Attachment C provides a snapshot of how the optional wastewater rate scenarios would impact different customer classes on a monthly basis.

	Single Family Residential	Multi-Family Residential	Group Residential	Commercial	Significant Industrial User
Wastewater					
Update base rates to reflect 75% or 100% of I/I and direct allocation of industrial pretreatment program	↑	↑	↑	↑	↑
Update consumption rates to reflect transition of I/I and industrial pretreatment program costs to base rate	↓	↓	↓	↓	↓

Requested Action
That the ASC review this information, ask questions and provide direction on whether changes should be implemented to the current Wastewater Utility rate structure.

Reviewed:

James A. Patterson, City Manager

Nancy Brewer, Finance Director

Attachment A – February 1, 2013 Rate Schedule
Attachment B – Current (February 1, 2014) Rate Schedule
Attachment C – Sample Monthly Bills

ORDINANCE 2012-15

AN ORDINANCE RELATING TO UTILITY RATES AMENDING CORVALLIS MUNICIPAL CODE CHAPTER 3.06, "CITY SERVICES BILLING," ESTABLISHING RATES FOR 2013, AND STATING AN EFFECTIVE DATE.

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 3.06 is hereby amended as follows:

Section 3.06.140 Rates.

Effective for all utility bills rendered on or after February 1, 2013, service rates shall be as follows:

1) Rates for single family customers:

		Water Consumption Rates - per hcf				Wastewater Consumption Rate - per hcf		Storm Water
Meter Size	Base Rate	hcf	1st Level	2nd Level	3rd Level	Base Rate	All Usage	Per ESU
5/8" - 3/4"	$13.40	0-7	$1.44	$1.74	$1.79			
		8-13	1.89	2.19	2.24	$10.70	$3.18	$5.86
		≥ 14	2.39	2.69	2.74			
1.0"	$19.29	0-7	$1.44	$1.74	$1.79			
		8-13	1.89	2.19	2.24	$10.70	$3.18	$5.86
		≥ 14	2.39	2.69	2.74			
1.5"	$29.11	0-7	$1.44	$1.74	$1.79			
		8-13	1.89	2.19	2.24	$10.70	$3.18	$5.86
		≥ 14	2.39	2.69	2.74			
2.0"	$40.90	0-7	$1.44	$1.74	$1.79			
		8-13	1.89	2.19	2.24	$10.70	$3.18	$5.86
		≥ 14	2.39	2.69	2.74			
3.0"	$72.33	0-7	$1.44	$1.74	$1.79			
		8-13	1.89	2.19	2.24	$10.70	$3.18	$5.86
		≥ 14	2.39	2.69	2.74			
4.0"	$107.65	0-7	$1.44	$1.74	$1.79			
		8-13	1.89	2.19	2.24	$10.70	$3.18	$5.86
		≥ 14	2.39	2.69	2.74			
6.0"	$205.85	0-7	$1.44	$1.74	$1.79			
		8-13	1.89	2.19	2.24	$10.70	$3.18	$5.86
		≥ 14	2.39	2.69	2.74			

2) Rates for irrigation meters:

Meter Size	Base Rate	hcf	Water Consumption Rates - per hcf 1st Level	2nd Level	3rd Level
5/8" - 3/4"	$12.94	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
1.0"	19.31	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
1.5"	29.88	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
2.0"	42.55	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
3.0"	76.41	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
4.0"	114.44	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
6.0"	220.20	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
8.0"	347.09	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
10.0"	495.12	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74

3) Rates for Multi-Family:

Meter Size	Base Rate	hcf	Water Consumption Rates - per hcf 1st Level	2nd Level	3rd Level	Wastewater Consumption Rate - per hcf Base Rate	All Usage	Storm Water Per ESU
5/8" - 3/4"	$20.73	0-7	$1.72	$2.02	$2.07	$10.70	$3.18	$5.86
		8-13	1.79	2.09	2.14			
		≥ 14	2.03	2.33	2.38			
1.0"	26.00	0-18	$1.72	$2.02	$2.07	$10.70	$3.18	$5.86
		19-33	1.79	2.09	2.14			
		≥ 34	2.03	2.33	2.38			
1.5"	34.81	0-35	$1.72	$2.02	$2.07	$10.70	$3.18	$5.86
		36-65	1.79	2.09	2.14			
		≥ 66	2.03	2.33	2.38			
2.0"	45.34	0-56	$1.72	$2.02	$2.07	$10.70	$3.18	$5.86
		57-104	1.79	2.09	2.14			
		≥ 105	2.03	2.33	2.38			
3.0"	73.51	0-112	$1.72	$2.02	$2.07	$10.70	$3.18	$5.86
		113-208	1.79	2.09	2.14			
		≥ 209	2.03	2.33	2.38			
4.0"	105.17	0-175	$1.72	$2.02	$2.07	$10.70	$3.18	$5.86
		176-325	1.79	2.09	2.14			
		≥ 326	2.03	2.33	2.38			
6.0"	193.17	0-350	$1.72	$2.02	$2.07	$10.70	$3.18	$5.86
		351-650	1.79	2.09	2.14			
		≥ 651	2.03	2.33	2.38			
8.0"	298.73	0-560	$1.72	$2.02	$2.07	$10.70	$3.18	$5.86
		561-1040	1.79	2.09	2.14			
		≥ 1041	2.03	2.33	2.38			
10.0"	421.90	0-805	$1.72	$2.02	$2.07	$10.70	$3.18	$5.86
		806-1495	1.79	2.09	2.14			
		≥ 1496	2.03	2.33	2.38			

4) Rates for Group Residential/Fraternity/Sorority:
(D = Domestic; M = Medium; H = High; VH = Very High)

Meter Size	Base Rate	hcf	Water Consumption Rates - per hcf 1st Level	2nd Level	3rd Level	Wastewater Consumption Rate - per hcf Base Rate	All Usage	Storm Water Per ESU
5/8" 3/4"	$20.73	0-7	$1.72	$2.02	$2.07	$10.70	D- $3.18 M- 3.71 H- 5.08 VH- 6.87	$5.86
		8-13	1.79	2.09	2.14			
		≥ 14	2.03	2.33	2.38			
1.0"	$26.00	0-7	$1.72	$2.02	$2.07	$10.70	D- $3.18 M- 3.71 H- 5.08 VH- 6.87	$5.86
		8-13	1.79	2.09	2.14			
		≥ 14	2.03	2.33	2.38			
1.5"	$34.81	0-7	$1.72	$2.02	$2.07	$10.70	D- $3.18 M- 3.71 H- 5.08 VH- 6.87	$5.86
		8-13	1.79	2.09	2.14			
		≥ 14	2.03	2.33	2.38			
2.0"	$45.34	0-7	$1.72	$2.02	$2.07	$10.70	D- $3.18 M- 3.71 H- 5.08 VH- 6.87	$5.86
		8-13	1.79	2.09	2.14			
		≥ 14	2.03	2.33	2.38			
3.0"	$73.51	0-7	$1.72	$2.02	$2.07	$10.70	D- $3.18 M- 3.71 H- 5.08 VH- 6.87	$5.86
		8-13	1.79	2.09	2.14			
		≥ 14	2.03	2.33	2.38			
4.0"	$105.17	0-7	$1.72	$2.02	$2.07	$10.70	D- $3.18 M- 3.71 H- 5.08 VH- 6.87	$5.86
		8-13	1.79	2.09	2.14			
		≥ 14	2.03	2.33	2.38			
6.0"	$193.17	0-7	$1.72	$2.02	$2.07	$10.70	D- $3.18 M- 3.71 H- 5.08 VH- 6.87	$5.86
		8-13	1.79	2.09	2.14			
		≥ 14	2.03	2.33	2.38			
8.0"	$298.73	0-7	$1.72	$2.02	$2.07	$10.70	D- $3.18 M- 3.71 H- 5.08 VH- 6.87	$5.86
		8-13	1.79	2.09	2.14			
		≥ 14	2.03	2.33	2.38			
10.0"	$421.90	0-7	$1.72	$2.02	$2.07	$10.70	D- $3.18 M- 3.71 H- 5.08 VH- 6.87	$5.86
		8-13	1.79	2.09	2.14			
		≥ 14	2.03	2.33	2.38			

5) Rates for Commercial and all other customers:
(D = Domestic; M = Medium; H = High; VH = Very High)

Meter Size	Base Rate	hcf	Water Consumption Rates - per hcf 1st Level	2nd Level	3rd Level	Wastewater Consumption Rate - per hcf Base Rate	All Usage	Storm Water Per ESU
5/8" - 3/4"	$20.73	0-14	$1.72	$2.02	$2.07		D - $3.18	
		≥ 15	2.13	2.43	2.48	$10.70	M - 3.71	$5.86
							H - 5.08	
							VH - 6.87	
1.0"	26.00	0-43	$1.72	$2.02	$2.07		D - $3.18	
		≥ 44	2.13	2.43	2.48	$10.70	M - 3.71	$5.86
							H - 5.08	
							VH - 6.87	
1.5"	34.81	0-67	$1.72	$2.02	$2.07		D - $3.18	
		≥ 68	2.13	2.43	2.48	$10.70	M - 3.71	$5.86
							H - 5.08	
							VH - 6.87	
2.0"	45.34	0-179	$1.72	$2.02	$2.07		D - $3.18	
		≥ 180	2.13	2.43	2.48	$10.70	M - 3.71	$5.86
							H - 5.08	
							VH - 6.87	
3.0"	73.51	0-208	$1.72	$2.02	$2.07		D - $3.18	
		≥ 209	2.13	2.43	2.48	$10.70	M - 3.71	$5.86
							H - 5.08	
							VH - 6.87	
4.0"	105.17	0-341	$1.72	$2.02	$2.07		D - $3.18	
		≥ 342	2.13	2.43	2.48	$10.70	M - 3.71	$5.86
							H - 5.08	
							VH - 6.87	
6.0"	193.17	0-1,000	$1.72	$2.02	$2.07		D - $3.18	
		≥ 1,001	2.13	2.43	2.48	$10.70	M - 3.71	$5.86
							H - 5.08	
							VH - 6.87	
8.0"	298.72	0-1,040	$1.72	$2.02	$2.07		D - $3.18	
		≥ 1,041	2.13	2.43	2.48	$10.70	M - 3.71	$5.86
							H - 5.08	
							VH - 6.87	
10.0"	421.90	0-23,207	$1.72	$2.02	$2.07		D - $3.18	
		≥ 23,208	2.13	2.43	2.48	$10.70	M - 3.71	$5.86
							H - 5.08	
							VH - 6.87	
12.0"	502.71	0-23,207	$1.72	$2.02	$2.07		D - $3.18	
		≥ 23,208	2.13	2.43	2.48	$10.70	M - 3.71	$5.86
							H - 5.08	
							VH - 6.87	

5) Rates for Fire Service:

a) Standby (minimum) charges for automatic fire service. Charges are based on wet or dry sprinkling systems without hose or other connections; combined systems will pay the regular service meter minimums and the regular meter rates:

1] 2": $2.00 per month
2] 3": $3.00 per month
3] 4": $4.00 per month
4] 6": $6.00 per month
5] 8": $8.00 per month

6) Properties without a Water Meter:

a) Single family property that does not have utility provided water service and therefore has no water meter, but that has connection to the utility's wastewater service shall pay $28.88 per month, plus the applicable storm water and other City Services fees.

b) Multi-family unmetered rates shall be $28.88 per month for the one residential unit and $18.17 for each additional living unit above one, plus the applicable storm water and other City Services fees.

c) Commercial accounts with wastewater service, but no water service, shall be billed as identified in section 3.60.050 (1)(c)[5].

d) Billing for accounts where there is wastewater service, but no water service shall be billed each month, regardless of whether or not the property is vacant, as long as the property remains connected to the utility's wastewater line.

e) As provided in ORS 454.225, when wastewater charges are not paid when due, the amounts thereof, together with interest at the statutory rate and penalties from the due date, may be recovered using the procedures provided in Section 3.06.080, in an action at law brought by the City, or certified and presented to the County Assessor.

f) The liability for all accounts billed for wastewater only shall be that of the person who applied for service.

g) The City shall recover its costs and any reasonable attorney's fees in any action to recover charges pursuant to this Section.

7) Storm Water Special User Unit (per ESU to the nearest 0.1 ESU): $1.20.

(Ord. 2012- § , 2012; Ord. 2011-19 § 1, 12/19/11; Ord. 2011-04 §1, 2/07/2011; Ord. 2010-29 §1, 12/06/2010; Ord. 2009-14 §1, 12/07/2009; Ord. 2008-19 §1, 12/01/2008; Ord. 2007-26 §1 ,11/19/2007; Ord. 2007-02 §1, 02/05/2007; Ord. 2006-30 §1, 12/18/2006; Ord. 2006-07 §1, 04/03/2006)

Section 2. This ordinance shall become effective February 1, 2013.

PASSED by the City Council this 19th day of November, 2012.

APPROVED by the Mayor this 19th day of November, 2012.

EFFECTIVE this 1st day of February, 2013.

Mayor

ATTEST:

City Recorder

ORDINANCE 2013-14

AN ORDINANCE RELATING TO UTILITY RATES AMENDING CORVALLIS MUNICIPAL CODE CHAPTER 3.06, "CITY SERVICES BILLING," ESTABLISHING RATES FOR 2014, AND STATING AN EFFECTIVE DATE.

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 3.06 is hereby amended as follows:

Section 3.06.140 Rates.

Effective for all utility bills rendered on or after February 1, 2014, service rates shall be as follows:

1) Rates for single family customers:

		Water Consumption Rates - per hcf				Wastewater Consumption Rate - per hcf		Storm Water
Meter Size	Base Rate	hcf	1st Level	2nd Level	3rd Level	Base Rate	All Usage	Per ESU
5/8" - 3/4"	$13.40	0-7	$1.44	$1.74	$1.79	$11.13	$3.31	$6.27
		8-13	1.89	2.19	2.24			
		≥ 14	2.39	2.69	2.74			
1.0"	$19.29	0-7	$1.44	$1.74	$1.79	$11.13	$3.31	$6.27
		8-13	1.89	2.19	2.24			
		≥ 14	2.39	2.69	2.74			
1.5"	$29.11	0-7	$1.44	$1.74	$1.79	$11.13	$3.31	$6.27
		8-13	1.89	2.19	2.24			
		≥ 14	2.39	2.69	2.74			
2.0"	$40.90	0-7	$1.44	$1.74	$1.79	$11.13	$3.31	$6.27
		8-13	1.89	2.19	2.24			
		≥ 14	2.39	2.69	2.74			
3.0"	$72.33	0-7	$1.44	$1.74	$1.79	$11.13	$3.31	$6.27
		8-13	1.89	2.19	2.24			
		≥ 14	2.39	2.69	2.74			
4.0"	$107.65	0-7	$1.44	$1.74	$1.79	$11.13	$3.31	$6.27
		8-13	1.89	2.19	2.24			
		≥ 14	2.39	2.69	2.74			
6.0"	$205.85	0-7	$1.44	$1.74	$1.79	$11.13	$3.31	$6.27
		8-13	1.89	2.19	2.24			
		≥ 14	2.39	2.69	2.74			

2) Rates for irrigation meters:

Meter Size	Base Rate	hcf	Water Consumption Rates - per hcf 1st Level	2nd Level	3rd Level
5/8" - 3/4"	$12.94	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
1.0"	19.31	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
1.5"	29.88	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
2.0"	42.55	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
3.0"	76.41	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
4.0"	114.44	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
6.0"	220.20	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
8.0"	347.09	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74
10.0"	495.12	0-7	$1.37	$1.67	$1.72
		8-13	1.79	2.09	2.14
		≥ 14	2.39	2.69	2.74

3) Rates for Multi-Family:

Meter Size	Base Rate	hcf	Water Consumption Rates - per hcf 1st Level	2nd Level	3rd Level	Wastewater Consumption Rate - per hcf Base Rate	All Usage	Storm Water Per ESU
5/8" - 3/4"	$20.73	0-7	$1.72	$2.02	$2.07	$11.13	$3.31	$6.27
		8-13	1.79	2.09	2.14			
		≥ 14	2.03	2.33	2.38			
1.0"	26.00	0-18	$1.72	$2.02	$2.07	$11.13	$3.31	$6.27
		19-33	1.79	2.09	2.14			
		≥ 34	2.03	2.33	2.38			
1.5"	34.81	0-35	$1.72	$2.02	$2.07	$11.13	$3.31	$6.27
		36-65	1.79	2.09	2.14			
		≥ 66	2.03	2.33	2.38			
2.0"	45.34	0-56	$1.72	$2.02	$2.07	$11.13	$3.31	$6.27
		57-104	1.79	2.09	2.14			
		≥ 105	2.03	2.33	2.38			
3.0"	73.51	0-112	$1.72	$2.02	$2.07	$11.13	$3.31	$6.27
		113-208	1.79	2.09	2.14			
		≥ 209	2.03	2.33	2.38			
4.0"	105.17	0-175	$1.72	$2.02	$2.07	$11.13	$3.31	$6.27
		176-325	1.79	2.09	2.14			
		≥ 326	2.03	2.33	2.38			
6.0"	193.17	0-350	$1.72	$2.02	$2.07	$11.13	$3.31	$6.27
		351-650	1.79	2.09	2.14			
		≥ 651	2.03	2.33	2.38			
8.0"	298.73	0-560	$1.72	$2.02	$2.07	$11.13	$3.31	$6.27
		561-1040	1.79	2.09	2.14			
		≥ 1041	2.03	2.33	2.38			
10.0"	421.90	0-805	$1.72	$2.02	$2.07	$11.13	$3.31	$6.27
		806-1495	1.79	2.09	2.14			
		≥ 1496	2.03	2.33	2.38			

4) Rates for Group Residential/Fraternity/Sorority:
(D = Domestic; M = Medium; H = High; VH = Very High)

Meter Size	Base Rate	hcf	Water Consumption Rates - per hcf 1st Level	2nd Level	3rd Level	Wastewater Consumption Rate - per hcf Base Rate	All Usage	Storm Water Per ESU
5/8" 3/4"	$20.73	0-7	$1.72	$2.02	$2.07	$11.13	D- $3.31	$6.27
		8-13	1.79	2.09	2.14		M- 3.86	
		≥ 14	2.03	2.33	2.38		H- 5.28	
							VH- 7.14	
1.0"	$26.00	0-7	$1.72	$2.02	$2.07	$11.13	D- $3.31	$6.27
		8-13	1.79	2.09	2.14		M- 3.86	
		≥ 14	2.03	2.33	2.38		H- 5.28	
							VH- 7.14	
1.5"	$34.81	0-7	$1.72	$2.02	$2.07	$11.13	D- $3.31	$6.27
		8-13	1.79	2.09	2.14		M- 3.86	
		≥ 14	2.03	2.33	2.38		H- 5.28	
							VH- 7.14	
2.0"	$45.34	0-7	$1.72	$2.02	$2.07	$11.13	D- $3.31	$6.27
		8-13	1.79	2.09	2.14		M- 3.86	
		≥ 14	2.03	2.33	2.38		H- 5.28	
							VH- 7.14	
3.0"	$73.51	0-7	$1.72	$2.02	$2.07	$11.13	D- $3.31	$6.27
		8-13	1.79	2.09	2.14		M- 3.86	
		≥ 14	2.03	2.33	2.38		H- 5.28	
							VH- 7.14	
4.0"	$105.17	0-7	$1.72	$2.02	$2.07	$11.13	D- $3.31	$6.27
		8-13	1.79	2.09	2.14		M- 3.86	
		≥ 14	2.03	2.33	2.38		H- 5.28	
							VH- 7.14	
6.0"	$193.17	0-7	$1.72	$2.02	$2.07	$11.13	D- $3.31	$6.27
		8-13	1.79	2.09	2.14		M- 3.86	
		≥ 14	2.03	2.33	2.38		H- 5.28	
							VH- 7.14	
8.0"	$298.73	0-7	$1.72	$2.02	$2.07	$11.13	D- $3.31	$6.27
		8-13	1.79	2.09	2.14		M- 3.86	
		≥ 14	2.03	2.33	2.38		H- 5.28	
							VH- 7.14	
10.0"	$421.90	0-7	$1.72	$2.02	$2.07	$11.13	D- $3.31	$6.27
		8-13	1.79	2.09	2.14		M- 3.86	
		≥ 14	2.03	2.33	2.38		H- 5.28	
							VH- 7.14	

5) Rates for Commercial and all other customers:
(D = Domestic; M = Medium; H = High; VH = Very High)

Meter Size	Base Rate	hcf	Water Consumption Rates - per hcf 1st Level	2nd Level	3rd Level	Wastewater Consumption Rate - per hcf Base Rate	All Usage	Storm Water Per ESU
5/8" - 3/4"	$20.73	0-14 ≥ 15	$1.72 2.13	$2.02 2.43	$2.07 2.48	$11.13	D - $3.31 M - 3.86 H - 5.28 VH - 7.14	$6.27
1.0"	26.00	0-43 ≥ 44	$1.72 2.13	$2.02 2.43	$2.07 2.48	$11.13	D - $3.31 M - 3.86 H - 5.28 VH - 7.14	$6.27
1.5"	34.81	0-67 ≥ 68	$1.72 2.13	$2.02 2.43	$2.07 2.48	$11.13	D - $3.31 M - 3.86 H - 5.28 VH - 7.14	$6.27
2.0"	45.34	0-179 ≥ 180	$1.72 2.13	$2.02 2.43	$2.07 2.48	$11.13	D - $3.31 M - 3.86 H - 5.28 VH - 7.14	$6.27
3.0"	73.51	0-208 ≥ 209	$1.72 2.13	$2.02 2.43	$2.07 2.48	$11.13	D - $3.31 M - 3.86 H - 5.28 VH - 7.14	$6.27
4.0"	105.17	0-341 ≥ 342	$1.72 2.13	$2.02 2.43	$2.07 2.48	$11.13	D - $3.31 M - 3.86 H - 5.28 VH - 7.14	$6.27
6.0"	193.17	0-1,000 ≥ 1,001	$1.72 2.13	$2.02 2.43	$2.07 2.48	$11.13	D - $3.31 M - 3.86 H - 5.28 VH - 7.14	$6.27
8.0"	298.72	0-1,040 ≥ 1,041	$1.72 2.13	$2.02 2.43	$2.07 2.48	$11.13	D - $3.31 M - 3.86 H - 5.28 VH - 7.14	$6.27
10.0"	421.90	0-23,207 ≥ 23,208	$1.72 2.13	$2.02 2.43	$2.07 2.48	$11.13	D - $3.31 M - 3.86 H - 5.28 VH - 7.14	$6.27
12.0"	502.71	0-23,207 ≥ 23,208	$1.72 2.13	$2.02 2.43	$2.07 2.48	$11.13	D - $3.31 M - 3.86 H - 5.28 VH - 7.14	$6.27

5) Rates for Fire Service:

a) Standby (minimum) charges for automatic fire service. Charges are based on wet or dry sprinkling systems without hose or other connections; combined systems will pay the regular service meter minimums and the regular meter rates:

1] 2": $2.00 per month
2] 3": $3.00 per month
3] 4": $4.00 per month
4] 6": $6.00 per month
5] 8": $8.00 per month

6) Properties without a Water Meter:

a) Single family property that does not have utility provided water service and therefore has no water meter, but that has connection to the utility's wastewater service shall pay $30.03 per month, plus the applicable storm water and other City Services fees.

b) Multi-family unmetered rates shall be $30.03 per month for the one residential unit and $18.89 for each additional living unit above one, plus the applicable storm water and other City Services fees.

c) Commercial accounts with wastewater service, but no water service, shall be billed as identified in section 3.60.050 (1)(c)[5].

d) Billing for accounts where there is wastewater service, but no water service shall be billed each month, regardless of whether or not the property is vacant, as long as the property remains connected to the utility's wastewater line.

e) As provided in ORS 454.225, when wastewater charges are not paid when due, the amounts thereof, together with interest at the statutory rate and penalties from the due date, may be recovered using the procedures provided in Section 3.06.080, in an action at law brought by the City, or certified and presented to the County Assessor.

f) The liability for all accounts billed for wastewater only shall be that of the person who applied for service.

g) The City shall recover its costs and any reasonable attorney's fees in any action to recover charges pursuant to this Section.

7) Storm Water Special User Unit (per ESU to the nearest 0.1 ESU): $1.28.

(Ord. 2013- § , Ord. 2012-15 § 1, 2012; Ord. 2011-19 § 1, 12/19/11; Ord. 2011-04 §1, 2/07/2011; Ord. 2010-29 §1, 12/06/2010; Ord. 2009-14 §1, 12/07/2009; Ord. 2008-19 §1, 12/01/2008; Ord. 2007-26 §1 ,11/19/2007; Ord. 2007-02 §1, 02/05/2007; Ord. 2006-30 §1, 12/18/2006; Ord. 2006-07 §1, 04/03/2006)

Section 2. This ordinance shall become effective February 1, 2014.

PASSED by the City Council this 18th day of November, 2013.

APPROVED by the Mayor this 18th day of November, 2013.

EFFECTIVE this 1st day of February, 2014.

Julie Jones Manning
Mayor

ATTEST:

Carla Hogwath
City Recorder

Sample Monthly Bills

Wastewater Scenario 1:
Increase wastewater base charges to recover 75% of inflow and infiltration expenses.
Align Industrial Pretreatment Program expenses with class-specific customers.

Customer	Units	Meter size	Base Charge	Consumption Charge	Total Wastewater Charge	Monthly $ Difference
Average residential customer:						
SFR - current	6	3/4"	$ 10.70	$ 19.08	$ 29.78	
SFR - proposed	6	3/4"	$ 13.41	$ 17.46	$ 30.87	$ 1.09
Small apartment complex (8 apartments):						
MFR - current	30	1"	$ 10.70	$ 95.40	$ 106.10	
MFR - proposed	30	1"	$ 13.41	$ 87.30	$ 100.71	$ (5.39)
Large apartment complex (90 apartments):						
MFR - current	175	3"	$ 10.70	$ 556.50	$ 567.20	
MFR - proposed	175	3"	$ 13.41	$ 509.25	$ 522.66	$ (44.54)
Restaurant:						
Commercial - current	60	1"	$ 10.70	$ 304.80	$ 315.50	
Commercial - proposed	60	1"	$ 17.57	$ 284.40	$ 301.97	$ (13.53)
Grocery store:						
Commercial - current	300	2"	$ 10.70	$ 1,524.00	$ 1,534.70	
Commercial - proposed	300	2"	$ 17.57	$ 1,422.00	$ 1,439.57	$ (95.13)
Large retail store:						
Commercial - current	35	1 1/2"	$ 10.70	$ 177.80	$ 188.50	
Commercial - proposed	35	1 1/2"	$ 17.57	$ 165.90	$ 183.47	$ (5.03)
Industrial business:						
Industrial (SIU) - current	1100	10"	$ 10.70	$ 5,588.00	$ 5,598.70	
Industrial (SIU) - proposed	1100	10"	$ 631.66	$ 5,214.00	$ 5,845.66	$ 246.96
Wastewater only:						
Wastewater only - current	6	3/4"	$ 28.88	$ -	$ 28.88	
Wastewater only - proposed	6	3/4"	$ 30.87	$ -	$ 30.87	$ 1.99

Attachment C

Sample Monthly Bills

Wastewater Scenario 2:
Increase wastewater base charges to recover 100% of inflow and infiltration expenses.
Align Industrial Pretreatment Program expenses with class-specific customers.

Customer	Units	Meter size	Base Charge	Consumption Charge	Total Wastewater Charge	Monthly $ Difference
Average residential customer:						
SFR - current	6	3/4"	$ 10.70	$ 19.08	$ 29.78	
SFR - proposed	6	3/4"	$ 16.58	$ 15.78	$ 32.36	$ 2.58
Small apartment complex (8 apartments):						
MFR - current	30	1"	$ 10.70	$ 95.40	$ 106.10	
MFR - proposed	30	1"	$ 16.58	$ 78.90	$ 95.48	$ (10.62)
Large apartment complex (90 apartments):						
MFR - current	175	3"	$ 10.70	$ 556.50	$ 567.20	
MFR - proposed	175	3"	$ 16.58	$ 460.25	$ 476.83	$ (90.37)
Restaurant:						
Commercial - current	60	1"	$ 10.70	$ 304.80	$ 315.50	
Commercial - proposed	60	1"	$ 20.74	$ 267.60	$ 288.34	$ (27.16)
Grocery store:						
Commercial - current	300	2"	$ 10.70	$ 1,524.00	$ 1,534.70	
Commercial - proposed	300	2"	$ 20.74	$ 1,338.00	$ 1,358.74	$ (175.96)
Large retail store:						
Commercial - current	35	1 1/2"	$ 10.70	$ 177.80	$ 188.50	
Commercial - proposed	35	1 1/2"	$ 20.74	$ 156.10	$ 176.84	$ (11.66)
Industrial business:						
Industrial (SIU) - current	1100	10"	$ 10.70	$ 5,588.00	$ 5,598.70	
Industrial (SIU) - proposed	1100	10"	$ 634.83	$ 4,906.00	$ 5,540.83	$ (57.87)
Wastewater only:						
Wastewater only - current	6	3/4"	$ 28.88	$ -	$ 28.88	
Wastewater only - proposed	6	3/4"	$ 32.36	$ -	$ 32.36	$ 3.48

MEMORANDUM
April 21, 2014

To: Mayor and City Council
From: Mary Steckel, Public Works Director
Subject: Old Peak Meadow Habitat Enhancement Grant, Corvallis Forest

Issue:

The Coast Range Stewardship Fund, through Cascade Pacific Resource Conservation and Development (CPRCD), has offered a grant to the City of Corvallis. City Council action is required to accept these funds.

Background:

Protecting the health and diversity of the forest and its ecosystems and managing the Corvallis Forest to provide a diversity of terrestrial habitats are among the Guiding Principles of the Corvallis Forest Stewardship Plan (CFSP) (adopted by the City Council in 2006, and revised and re-adopted in 2013). Several management opportunities identified in the CFSP are included in this grant such as:

- increasing levels of snags and woody debris;
- enhancing meadow and grassland habitat; and
- reducing the presence of invasive weeds.

CPRCD administers a grant program for the Siuslaw National Forest titled the Coast Range Stewardship Fund to fund projects on non-federal lands near or adjacent to the Siuslaw National Forest that provide benefit to the National Forest lands and restore or enhance resources on non-federal lands. The City applied for $43,112 in grant funds to supplement current funds for implementation of the identified projects. The grant was approved through the Coast Range Stewardship Fund and will fund approximately seventy-five percent of the costs of project implementation.

Discussion:

This grant offer was not known at the time the FY 2013/14 budget was prepared; however appropriations exist to allow the project to begin this spring. The City Council is asked to approve a resolution accepting the grant and authorize the City Manager to sign the grant agreement. The grant requires a 25% City match which will be provided as direct expenses of $5,978 and required in-kind services of $6,455.

Recommendation:
That the City Council adopt the attached resolution authorizing the City Manager to execute the grant agreement and any future related amendments.

Review and concur:

Nancy Brewer, Finance Director — 4/29/14 Date

James A. Patterson, City Manager — 4/29/14 Date

RESOLUTION 2014-____

A resolution submitted by Councilor _____.

Minutes of the Meeting of May 5, 2014, continued.

WHEREAS, the City of Corvallis has received a grant in the amount of $43,112 from the Coast Range Stewardship Fund administered by Cascade Pacific Resource Conservation and Development (CPRCD) to procure contract services and supplies to implement meadow habitat enhancement projects on the Corvallis Forest, and;

WHEREAS, the City has appropriations to implement the grant funded work, and the local match share; and

WHEREAS, the grant was unanticipated at the time the fiscal year 2013-2014 budget was adopted;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to accept the grant offered by CPRCD and authorizes the City Manager to execute the grant agreement and all associated amendments for the Old Peak Meadow Habitat Enhancement project.

_____
Councilor

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

RECEIVED

APR 30 2014

CITY MANAGERS OFFICE
CITY OF CORVALLIS

To: City Council **April 28, 2014**
From: Dan Brown, Ward 4

SUBJECT: Summary of City Council Work Session on April 21, 2014

1. The City Attorney told Council and Planning Commission members that the update of *OSU Campus Master Plan* (CMP) can be as comprehensive as the Council wishes it to be. This far in advance, the Council has plenty of time to communicate expectations to OSU, but since the revision will later become a land use application, the urgency of the 120 day rule will then apply.

2. OSU representatives introduced the idea that the revised plan should be entitled the *OSU District Plan* instead of *OSU Campus Master Plan.* This change reflects the meaning that the plan is more than an institutional planning document for OSU; it is also an agreement between OSU and the City of Corvallis.

3. The CMP was the first application for the current format:

a. Overall, the impact of OSU development over the past few years has not been mitigated through the implementation of plans identified in the CMP. Instead, parking and traffic in neighborhoods have gotten much worse. Excess demand for off-campus student housing has stressed the community. Since the CMP was approved by the Council, many parking spaces in Sector C have been eliminated without convenient replacements,

b. Mitigation goals are pretty clearly stated. However, the application of standards identified in the CMP (parking utilization, alternative transportation modes, shuttle service, etc.) have not mitigated off-campus problems caused by university development. Contingency plans identified in the CMP (remote parking, financial support for parking districts, etc.) have not been initiated.

c. Monitoring of the impacts and of the mitigation strategies has not been completed. In some cases, not started and in other cases started then discontinued. More important, the data which was gathered has not been used effectively to mitigate impacts. Monitoring declined as impacts increased.

d. Communicating with the City and with the public, as well as involving Corvallis citizens in Campus decision processes have not been developed as discussed in the CMP.

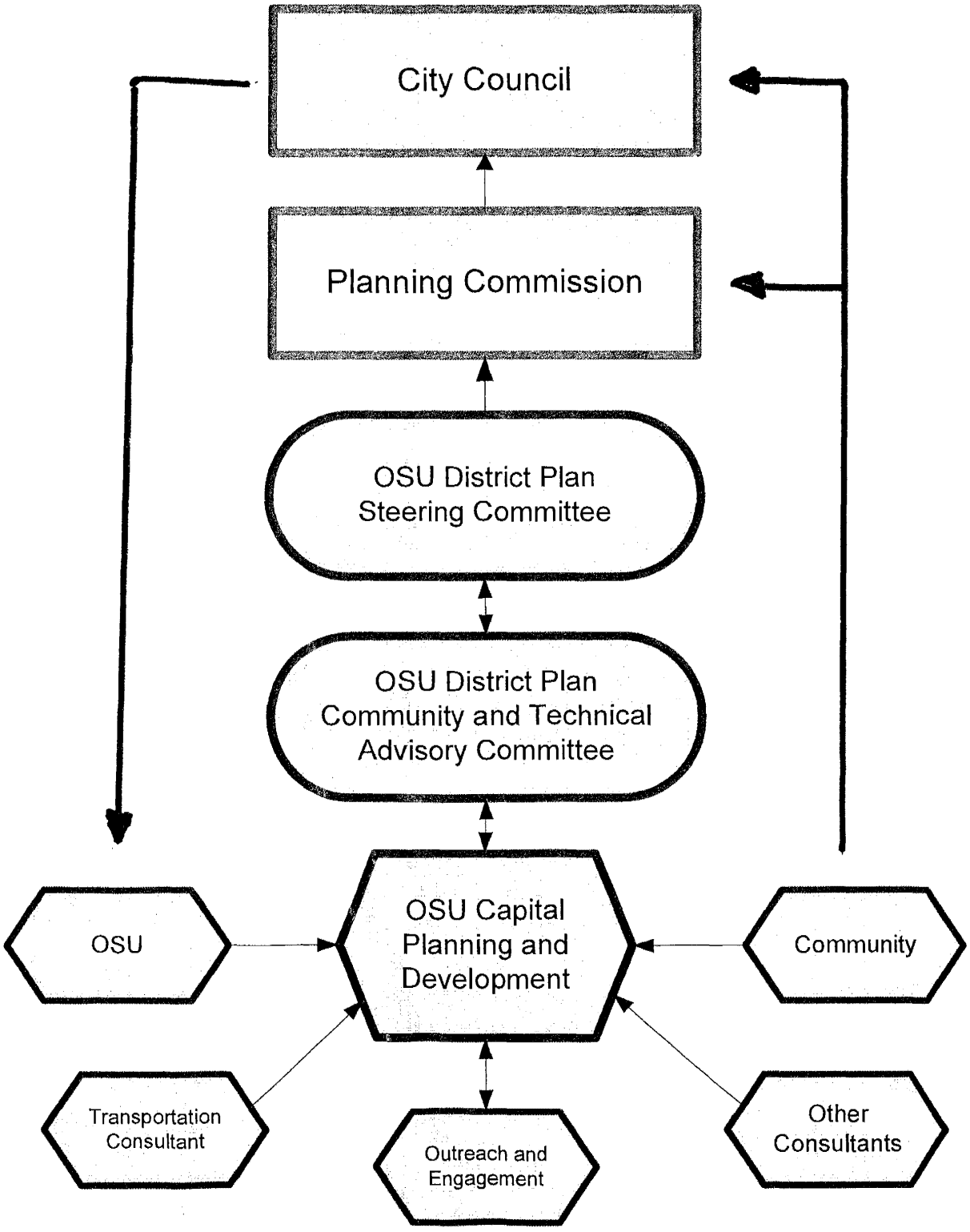
Reflecting on the experience with the current CMP, the conclusion was that there was substantial room for improvement in designing and implementing the next plan, ATTACHMENT I is a visual interpretation based on the format of the 1-14-2014 Council work session on *Vision 2020.* ATTACHMENT II is adapted from the OSU handout to show additional communication flows which are important to the Council. ATTACHMENT III is a *Gazette-Times* article about the work session.

ATTACHMENT I

2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
			We have lost ground since 2005 ☹	**Barely out of the starting blocks**	**About one-third of the way there**	**About halfway there** ☺	**Two thirds of the way there. Right on track for 2015.**	**Goals nearly realized**	**Goals realized** ☺

Issue	Progress
I. Mitigation: • Parking • Traffic • Off-Campus Demand for Student Housing	■■➔
II. Processes and Structures: Plans: •Parking Plan •Parking Management Program •Permit Pricing Program •Traffic Plan •Shuttle Service •Historic Preservation Plan •Enrollment Forecast Committees: •Traffic and Parking Task Force •Campus Planning Committee •Historic Preservation Task Force Policies: •Charter Statement Standards: •85% and 95% Parking Rules	■■■■■■➔
III. Monitoring: •Annual Parking Study •Annual Traffic Study •Student Enrollment	■■■■■➔
IV. Communication w/Community: •Annual Meetings	■■■➔
•Neighborhood Associations	■■■➔
V. Miscellaneous: •Alternative Transportation •Land Acquisition	

OSU District Plan Decision Tree



April 18, 2014

Council looks at issues for OSU plan

Councilors discuss concerns about parking, housing

By JAMES DAY
CORVALLIS GAZETTE-TIMES

The Corvallis City Council met Monday night with officials from Oregon State University in a work session that discussed the upcoming revision of the university's Campus Master Plan.

No decisions were made, given it was a work session, and there were no fireworks per se, but councilors clearly wanted to put OSU on notice that the city has no intention of rubber-stamping their plan.

"The Campus Master Plan includes a mitigation process," said Ward 4 Councilor Dan Brown, who distributed a 34-page document containing his thoughts and expectations for the update, which is intended to guide the university's development for the next 10 years.

"Mitigation is good. We need to focus on parking and traffic and mitigate to make things better."

Ward 1 Councilor Penny York, who spearheaded an amendment at the April 7 council meeting on parking districts that would require city staff to negotiate with OSU on financial assistance, was even more explicit on the parking issues.

"The language (in the current CMP) about reducing parking impacts is not working," York said. "We need to require OSU to replace any parking that goes away and provide additional parking if more students and employees are added."

'I've read the excuses, but those weren't adequate for me.'
BRUCE SORTE
WARD 7 COUNCILOR

York noted that the current CMP requires OSU to start planning for new on-campus parking once utilization hits 85 percent.

"This has not worked," York. "OSU can make parking less desirable, and it can make sure 85 percent is never reached by them using our streets."

Ward 7 Councilor Bruce Sorte, meanwhile, challenged the university's decision to close the four housing co-ops at the end of this school year.

"I've read the excuses, but those weren't adequate for me," Sorte said. "The residents learn to manage themselves, which is very valuable because otherwise they might wind up in my neighborhood, and then I have to teach them."

OSU planning manager David Dodson and university architect Kurt Pawlowski were on hand.

Dodson essentially agreed that the issues raised by the councilors were valid. He mentioned parking, housing, neighborhood transportation management and working with neighbors as key areas that the university needs to address.

"The next 10 years are both remarkable and frightening in terms of the transformation of OSU," said Pawlowski, who came to Corvallis in November from the University of Washington.

Pawlowski noted that much of OSU's future growth will be in its E-campus and in Bend.

"We need to work on the renewal of existing buildings, reinvesting in them. We won't be able to build our way into the future."

Whether the plan that OSU puts forward meets city expectations will be determined by a series of meetings, including eight more that involve the council, the Planning Commission, or both. Three members of the Planning Commission sat in on Monday's meeting.

The new CMP is scheduled to be adopted in December of 2015.

Gazette-Times, April 22, 2014, p.1,6.

ATTACHMENT III

MEMORANDUM

To:	**Mayor and City Council**
From:	**Ken Gibb, Community Development Director**
Date:	**April 29, 2014**
Subject:	**Planning Commission's Density Calculation Recommendation in Conjunction with the Package #1 Land Development Code Amendments**

The Planning Commission held a public hearing on March 19, 2014, to receive testimony and consider a package of Land Development Code (LDC) Amendments that were initiated by the City Council on October 7, 2013. The record was held open that evening and the Planning Commission returned to deliberate on the package of code amendments (aka "Package #1) on April 16, 2014. The Package #1 code amendments contain the following four sets of recommendations:

1. Recommended change to the timing of the annual land use fee review called for in the Land Development Code (Section 1.2.100.02);
2. Recommended LDC Amendments from the Corvallis/OSU Collaboration Work Groups, which are supported by the Steering Committee and City Council;
3. Recommended LDC Amendments to facilitate code-compliant alterations within approved Planned Developments and for certain areas subject to Planned Development Overlay Zones; and
4. Recommended changes to LDC Chapter 2.9 to facilitate certain types of historic reviews.

The Planning Commission deliberated on April 16, 2014, and prepared a recommendation for the City Council's consideration. A public hearing will be scheduled soon (perhaps June 16th) for the City Council to consider Package #1, but before that can occur, direction is needed regarding one of the items of discussion. The Planning Commission's recommendations regarding Package #1 will not require an additional mailing of "Measure 56" notices, because none of the changes proposed would further limit or prohibit uses permitted within a zoning district beyond what was initially included in the Package #1 proposal. Measure 56 was passed by statewide ballot in 1998. The measure requires cities and counties to provide affected property owners with notice if a proposed change in a land use regulation would serve to limit or prohibit previously allowed uses.

One item that was discussed as part of Package #1 was the Neighborhood Planning Work Group's recommendation regarding rounding in density calculations. Testimony was received that suggested that the practice of rounding in calculating density should be eliminated, other testimony supported the current methodology for calculating density. Although the Planning Commission ultimately did not recommend that rounding be eliminated, the Commission made a recommendation that the calculation of density and resultant impacts based on the provisions in the Land Development Code should be studied and a comprehensive approach to

density be developed to provide better clarity and certainty to all parties in regards to allowed residential densities. (see **Exhibit I** regarding density calculations, which is an excerpt from staff responses to Planning Commission questions) The Planning Commission and staff discussed the possibility of asking the Technical Advisory Team (TAT) that is working on the Package #2 code amendments to take up the issue of density and to develop a recommended approach as part of their work. Based upon the nature of this change, and the potential impact to property owners, it is likely that a "Measure 56" notice would be required to be sent to all property owners that might be negatively affected by the change. "Measure 56" notices would need to be mailed at least 20 days prior to the first public hearing to consider such a change to the density provisions in the LDC.

Upon further reflection, and with consultation with the Project Manager for the Package #2 code amendments, staff believe that tasking the TAT with this additional work item may not be the best approach, given the aggressive schedule and ambitious agenda already assigned to the TAT. Tasking the TAT with developing a solution to the complex density calculation question poses the danger that the group could be significantly occupied with this additional item, and might not accomplish the many other key elements of Package #2, which includes design standards to address the compatibility of infill development within existing neighborhoods. For these reasons, staff suggest that staff be charged with the development of a new approach to density calculations, which can be considered through the public adoption process (and refined or revised as deemed appropriate). Based on public testimony, and concerns expressed by decision makers, the goal will be to develop an approach to regulate residential density in a manner that is less complex, and more transparent, than the current system. As the concept is developed, staff would hold a work session with the Planning Commission to solicit feedback on the new approach, prior to beginning the adoption process. (Among the approaches that would be considered would be to move to a minimum-lot-size-only standard, as is done in many other cities in Oregon.) If the City Council concurs with the Planning Commission's recommendation to develop a new approach to density calculations, staff offer the following options for moving forward with the Planning Commission's recommendation regarding density calculation, and ask for Council direction as to how to proceed with this item:

1. **Instruct staff to develop a new approach to density calculations, to be included in the Package #1 LDC Amendments, which will be considered by the City Council at an upcoming public hearing (yet to be scheduled).**

Pro: Would provide the most expeditious path to adoption of a new approach to density calculations.

Con: Would delay the adoption of the other items in Package #1. Staff cannot say precisely how long it would take to develop a new density methodology, but it would likely take at least an additional month, and perhaps longer. It is likely that incorporation of a new density methodology into the LDC would require state-required Measure 56 notices to be mailed to all owners of residential property in the City prior to the public hearing on this item (20 days prior to the hearing). The Measure 56 notices that were mailed

regarding the Planning Commission's consideration of the Package #1 Code Amendments were sent to every property owner in the City and cost approximately $14,000.

If the new density methodology proves to be controversial, time spent revising and refining this proposal, and potential appeals, could significantly delay adoption of the other measures in Package #1. Conversely, appeal of the other items in Package #1 could delay implementation of a new density methodology.

2. **Instruct staff to develop a new approach to density calculations as a "stand-alone" Land Development Code Amendment item, to be considered and adopted on a separate schedule from other code amendment packages.**

Pro: Would not complicate the adoption of other code amendment items. Work could begin soon on this item.

Con: Without a specific timeline, it would be complicated to schedule and consider this item outside the schedules for Packages #1 and #2. A separate Measure 56 notice would likely be required, which would add to City costs for this approach, as discussed above.

3. **Instruct staff to develop a new approach to density calculations to be considered concurrently with the Package #2 LDC Amendments (as described on page 2 of this memo), which are tentatively anticipated to be considered beginning in September of 2014. A separate land use case number, staff report, and process could be used to consider the revised density provisions separate from, but concurrent with, the Package #2 code amendments.**

Pro: Would allow timely development and consideration of new density standards, but would be separated from the Package #2 items such that Package #2 would not be vulnerable on appeal if the density standards were appealed, or vice versa. Would allow for cost savings, because one "Measure 56" notice could be sent regarding Package #2 and density items. Concurrent timelines would allow the development of a new density approach and design standards to be coordinated and informed by one another.

Con: Would delay consideration of new density provisions until September of 2014.

4. **Instruct the Technical Advisory Team to develop a new approach to density calculations as part of their work on Package #2.**

Pro: Would allow for advisory team involvement in the development of a new approach for density calculations.

Con: Technical Advisory Team members were not expecting to be tasked with this complex topic. Adding this item to their work program could result in significant delays and may require a longer commitment than TAT members initially signed on for.

Adding this item into the Package #2 code amendments could result in delayed implementation of the other items, particularly if one or the other is appealed. However, the TAT could work on this item separately, in a separate, but concurrent package to reduce the likelihood of delay by appeal.

Recommendation

Given the considerations outlined above, staff recommend Option 3, to instruct staff to develop a new approach to density calculations to be considered by the Planning Commission and City Council concurrently with the Package #2 LDC Amendments.

Exhibit I:

I. Excerpt from April 10, 2014, Memorandum from Staff responding to Questions Asked by Planning Commissioners

Review and Concur:

Jim Patterson, Corvallis City Manager

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

MEMORANDUM

DATE: April 10, 2014

TO: Planning Commission

FROM: Planning Division Staff

SUBJECT: Staff Reponses to Planning Commission Questions Regarding Land Development Code Text Amendments (LDT13-00002 and LDT13-00003)

During the March 19, 2014, Planning Commission public hearing for the Land Development Code text amendment applications noted above, the Planning Commission provided several questions for Staff to respond to.

This memorandum provides additional clarification for the proposed code amendments and addresses questions raised by the Planning Commission at the March 19, 2014, public hearing.

1. **Density Calculations** (Daniels, Sessions)

   The March 7, 2014, Staff Report to the Planning Commission includes Attachment B, which contains a September 30, 2013, Staff Memorandum to the Mayor and City Council, from Community Development Director Ken Gibb. The memorandum discusses Item 2-9, which provides final direction from the Neighborhood Planning Workgroup, on amending the rounding provisions of the Land Development Code definition for "Density Calculation". Initial discussions at the Neighborhood Planning Workgroup meetings included consideration of a request to fully eliminate the rounding provisions altogether. However, the final recommendation from the Neighborhood Planning Workgroup, as approved by City Council for inclusion in Package #1, did not consider a full elimination of the rounding provisions, but rather, focused specifically on the rounding provisions relative to minimum density for development occurring in older, established neighborhoods.

The final Neighborhood Planning Workgroup recommendation was to eliminate the requirement to round up when calculating minimum density, and instead, to provide an option, that when calculating minimum density, results of 0.5 or greater may be rounded down for development occurring in areas Annexed prior to January 1, 1950. That is the proposal presented by Staff as part of this text amendment package.

In testimony presented to the Neighborhood Planning Workgroup, to the City Council, and as part of the March 19, 2014, Planning Commission public hearing, concerns were raised about the rounding provisions relative to maximum density and how the current LDC allowance could result in development patterns that exceed the established Comprehensive Plan and Land Development Code specified density maximums. While the Work Group recommended code amendments do not include consideration of changes to rounding provisions for maximum density, Staff are providing additional discussion below, to aid in the Planning Commission's deliberations.

Staff note that public testimony received concerning the topic of rounding maximum density includes important community concerns that both support (see Jeff Hess and Melanie Place testimony, April 2, 2014, Written Testimony packet), and identify concerns with (see Carolyn Miller testimony, April 2, 2014, Written Testimony packet), changes to the Density Calculation methodology. These important community concerns are reflected in various Comprehensive Plan policies, as noted below:

3.2.1
The desired land use pattern within the Corvallis Urban Growth Boundary will emphasize:

A. Preservation of significant open space and natural features;
B. Efficient use of land;
C. Efficient use of energy and other resources;
D. Compact Urban Form;
E. Efficient provision of transportation and other public services; and
F. Neighborhoods with a mix of uses, diversity of housing types, pedestrian scale, a defined center, and shared public areas.

9.3.5
Residential developments shall conform to the density ranges specified by the Comprehensive Plan and be of housing types permitted by the applicable zoning district.

4.5.1
The City shall encourage the use of density transfers as a means of preventing the development of significant resource sites and potentially hazardous locations, to mitigate the potential negative effects of hillside development, and/or to maximize the availability of open space.

4.5.3

In reviewing density transfers, the City shall minimize compatibility conflicts between the area within a site that is to receive the increased density and the current or future off-site development that may abut the density receiving area. Mechanisms to permit density transfer shall:

A. Provide special development standards for the area receiving the transferred density; and
B. Limit the change in permitted building type, in the area receiving the transferred density, to building types permitted in the next more intensive residential district.

9.5.j
Housing affordability may be enhanced through the implementation of legislative or programmatic tools focused on the development and continued availability of affordable units. Such tools include, but are not limited to: inclusionary housing programs; systems development charge offset programs; Bancroft bonding for infrastructure development; facilitation of, or incentives for, accessory dwelling unit development; minimum lot and/or building size restrictions; reduced development requirements (e.g., on-site parking reductions); density bonuses; a property tax exemption program; creation of a community land trust; loan programs for the creation of new affordable housing; and other forms of direct assistance to developers of affordable housing.

9.5.15
The City shall evaluate increasing the minimum density in low density residential districts.

9.6.3
The City shall amend the Land Development Code to encourage the following in the Downtown Residential Neighborhood:

A. Building to the higher end of the allowed density range through intensive site utilization;
B. Reduction of on-site parking requirements; and
C. Maintenance of historic character.

11.7.7
The City should seek appropriate opportunities for increasing residential density and providing industrial and commercial development along existing and proposed transit routes.

12.2.3
The City shall require all future subdivisions, planned developments, and other major developments, plus commercial and industrial development, be designed to reduce demands for artificial heating, cooling, and lighting by considering topography, microclimates, vegetation, and site and structure orientation which maximizes southern exposure. The City shall develop incentive programs for those developments that demonstrate sound energy conservation design and/or construction, such as density incentives or similar programs.

12.2.7
The City shall encourage the development of high density uses that are significantly less dependent on automobile transportation.

14.3.1
Infill and redevelopment within urban areas shall be preferable to annexations.

These Comprehensive Plan policies illustrate a variety of goals for the City's land development management system, including promoting compact development to make more efficient use of land and other resources, ensuring development is consistent with planned densities, maintaining compatibility between existing and new development, and maintaining neighborhood character. However, Comprehensive Plan Policies are not directly considered as applicable decision criteria for most land use decisions. Instead, the Land Development Code was developed to implement the Comprehensive Plan, and to balance the varied and sometimes conflicting goals within the Comprehensive Plan. Whether the existing LDC strikes an appropriate balance between the different goals evident from this brief analysis of Comprehensive Plan Policies is an arguable question. It is ultimately the City Council's decision, informed by a recommendation from the Planning Commission, regarding appropriate changes to the LDC to ensure consistency with the Comprehensive Plan and the community's vision for its future.

Attachment A is a copy of a January 30, 2013, memorandum to the Mayor and City Council, from Community Development Director Ken Gibb, which discusses what staff were able to determine regarding the legislative history of the rounding provisions for Density Calculations. Essentially, it is believed that inclusion of this provision formalized the current practice at the time for determining minimum and maximum densities when calculations yielded fractional results. It should be noted that rounding decimals in this manner is the standard practice that staff use for making determinations of applicable code requirements in other areas of code interpretation where calculations are required, such as in determining minimum and maximum parking requirements.

It should also be noted that, whenever rounding up occurs for fractions of 0.5 or above, as required per section c (fractions) of the definition of "Density Calculation" in Chapter 1.6 of the LDC, the result will exceed the maximum density of the zone. This is because the fractional result represents the actual maximum density, per the density range allowed within the zone. Here is an example:

For a lot that is 5,663 sq. ft. in size in the RS-9 Zone, the maximum allowed density can be determined as follows

- Maximum density allowed in the RS-9 Zone is 12 dwelling units/acre
- 5,663 sq. ft. = 0.13 acre
- 0.13 X 12 = 1.56 dwellings permitted (rounded up to 2)

1.56 dwelling units represents the highest density allowed at 12 units/acre, for the example lot mentioned above. However, the definition of "Density Calculations, c. Fractions" within Chapter 1.6 of the LDC states, "When the sum of the dwelling units is a fraction of a dwelling unit, and the fraction is equal to or greater than 0.5, an additional dwelling unit shall be required (minimum density)

or allowed (maximum density)...." Based on this language in the LDC, staff do not see that there is discretion in how these calculations should be conducted.

On an individual lot basis, rounding up can result in a density figure for the lot which is in excess of the density allowed in a zone. However, when calculating densities for a larger development, such as a subdivision, the rounding factor is much less significant (see **Attachments B and C** for illustrations of density calculations for individual lots and city blocks based on existing LDC provisions). Another factor is that minimum lot size requirements within a zone are sometimes a limiting factor for calculating density, and sometimes not.

Staff note the following options relative to the proposed amendments to the rounding provisions of the Density Calculation definition:

1. <u>Maintain existing Density Calculation rounding provisions that allow an additional dwelling unit when the calculation is equal to 0.5 or more of a dwelling unit</u>
   - Discussion: The current provision will allow one additional dwelling unit for any given development scenario, of a development site of any size, where the calculation is equal to or greater than 0.5. The compatibility impacts of one additional unit are much more pronounced on a small development site within an existing neighborhood or subdivision, as compared to a large, multiple acre development site, that is distant from established neighborhoods. The pronounced effect on older established neighborhoods may be further exacerbated where the existing density is closer to the minimum density than the maximum density, and redevelopment occurs at, or exceeds maximum density due to the rounding provision.

     Refer to **Attachments B and C** for an example of how density rounding can impact development at the site and block level, based on existing density. As noted in Attachments B and C, the current rounding provisions may allow maximum density to be exceeded on an individual development site within a residential block, while the overall density of the block remains below the maximum density. Continued redevelopment of this block, using the rounding provisions, could result in a development pattern that exceeds maximum density, if all property owners take advantage of the rounding provisions (RS-9 example). It should be noted that these results are somewhat dependent on the specific circumstances of this particular block and so are not universally applicable throughout the RS-9 zone. The RS-12 block study shows that, under the current rules, even the most intensive redevelopment possible of this particular block would result in development within the RS-12 density range of 12 – 20 units / acre.

- Analysis: Maintaining the existing rounding provisions encourages redevelopment within existing neighborhoods by providing an incentive for property owners to intensify development on their properties. However, as noted above, the rounding provision associated with maximum density allows the maximum density of the Zone to be exceeded at the development site level, in some instances, which conflicts with Comprehensive Plan policy 9.3.5. It is recommended that if this option is chosen, a footnote be included in the density provisions for each residential zone to explain how the density range may be exceeded in some instances, so that the public is informed of this possibility.

2. Adopt Neighborhood Planning Workgroup recommendations, as presented by Staff in the March 7, 2014, Staff Report to Planning Commission

- Discussion: Refer to the March 7, 2014, Staff Report to Planning Commission, for a Staff analysis of the pros and cons of adopting these changes.

3. Maintain the Neighborhood Planning Work Group's recommendation, as proposed in the March 7, 2014 Staff Report, but include an additional requirement that states that in no case shall the number of units developed on any development site exceed the maximum density permitted by the underlying Zone and Comprehensive Plan designation.

- Discussion: Addition of a footnote that prohibits exceeding the maximum density, regardless of how the density calculation methodology is constructed, would ensure that development at any scale falls within the minimum and maximum density of the subject Zone.
- Analysis: This would not conflict with the recommendation of the Neighborhood Planning Workgroup, and would be consistent with Comprehensive Plan policy 9.3.5. However, this provision would effectively put in place a new minimum lot size standard for all residential zones with a specified maximum density, which could have significant implications on a community-wide basis. For example, the minimum lot size for the RS-6 zone would effectively increase from 3,500 sq. ft. for single detached and 2,500 sq. ft. for multiple units on one lot to 7,260 sq. ft. per unit. Although existing developed single dwelling properties within that zone on lots smaller than 7,260 sq. ft. could be redeveloped because they would be considered legal nonconforming lots of record, existing multiple units on a single lot less than 7,260 sq. ft. in size would only be able to reconstruct a single unit under the nonconformities provisions. Additionally, new development in the RS-6 Zone would

require a minimum lot size of 7,260 sq. ft. for a single dwelling unit, thereby forcing a greater consumption of land, a less compact development pattern, and higher land costs per dwelling unit.

4. Amend Staff's March 7, 2014, recommendation, to remove rounding provision that allows maximum density calculations meeting or exceeding 0.5 units to be rounded up for one additional unit
   - Discussion: The results of this option would be similar to those described under Option 3 above.
   - Analysis: This provides an additional change to the rounding provisions, not included in the Neighborhood Planning Workgroup's recommendation. This change would ensure that the rounding provisions comply with Comprehensive Plan policy 9.3.5.

The last two options go beyond what was recommended by the Neighborhood Planning Workgroup, and widen the scope of the discussion by considering how the proposed change impacts community goals related to infill development, compact urban form, energy and transportation use, and overall residential density throughout the community. However, each of these last two options also eliminates the rounding provision for the calculation of density, so that Comprehensive Plan Policy 9.3.5 is satisfied. This provides a more predictable outcome for neighbors who are expecting density to fall within the ranges prescribed by the underlying Zone. However, as explained above, simply eliminating the provision that allows rounding up a density calculation could have significant community-wide consequences, and therefore the last two options are not recommended at this time. A more comprehensive review of the topic of residential density, and revisions to the applicable provisions in the LDC may be warranted, and could be included in the Package # 2 code amendments project discussed below.

The Neighborhood Planning Workgroup's efforts have resulted in an additional set of proposed Land Development Code amendments ("Package #2"), which are anticipated to be presented to decision makers later this year. The additional proposed amendments are discussed in Attachment B to the March 7, 2014, Staff Report to the Planning Commission, and include a list of Residential design and development standards, intended to address compatibility issues associated with redevelopment in existing, established neighborhoods. A Residential Design Standards Technical Assistance Team ("TAT") has been formed to begin to evaluate potential Residential Design Standards that will become part of Package # 2. Initial research includes a deeper look at how existing standards such as density and lot area requirements can have an effect on neighborhood character.

Conclusion: Options 2, 3, and 4 maintain the Neighborhood Planning Workgroup's recommendation related to the rounding provisions, while some options go beyond that, and address concerns about the maximum density

rounding provisions raised in the public testimony. Additional proposed amendments in this Package # 1, as well as forthcoming recommendations as part of Package # 2 are intended to further address neighborhood compatibility concerns associated with redevelopment and infill development in existing neighborhoods.

MEMORANDUM

DATE: January 30, 2013

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director

RE: Council Request – rounding of density calculations & moratorium information

BACKGOUND:

Council requested follow-up information related to testimony received at the January 22, 2013 City Council meeting from Mr. Jeff Hess that addressed how residential densities are calculated. Mr. Hess also requested that the City Council hold a public hearing on a proposal to institute a development moratorium.

DISCUSSION:

In his written communication, Mr. Hess stated that:

"In 2008 the Corvallis city council amended the local Land Development Code (LDC) in such a way that the maximum development density allowed in each zone district was doubled while the stated maximum density remained the same. It's believed this amendment was a mistake passed without council appreciating the impact of what they were voting for. Because the amendment introduced rounding in the definition of "Density Calculation", the maximum density now changes with the number of units built. For example, a duplex in RS-9 now has a maximum allowed density of 16 units/acre while a single unit has a maximum allowed density of 24 units/acre. Meanwhile the LDC continues to state the pre-2008 maximum of 12 units/acre"

Actually, rounding related to density calculations was adopted into the LDC prior to 2008. The 2008 LDC amendments addressed rounding related to other LDC calculations. Staff notes that part of the 2008 LDC amendment package was dropped because of a LUBA appeal and therefore the rounding methodology was not expanded beyond the previously legislated density calculations.

There were two previous LDC changes that addressed density calculations, both of which became effective in the 2006 LDC Update package implementation. First, as part of the 2000 LDC Update Phase 1, the methodology to calculate gross density for a Minor Land Partition site was changed to include in their acreage calculation 50 percent of the area of any street rights-of-way that front the subject site (for the distance the streets front the subject site). Also, a definition of net density was developed to "net" out that portion(s) of a development site that was precluded from development, e.g. natural features protection areas or conservation areas.

Secondly, as part of the 2004 LDC Phase III Update (also included in the 2006 LDC Update implementation package but worked on in the early 2000s), the following provision was added to the density calculation language:

EXHIBIT 1 PAGE 9

When the sum of the dwelling units is a fraction of a dwelling unit, and the fraction is equal to or greater than 0.5, an additional dwelling unit shall be required (minimum density) or allowed (maximum density). If the fraction is less than 0.5, an additional dwelling unit shall not be required or allowed.

We haven't been able to fully review the extensive background material (thousands of pages) related to both of these projects but based on the review to date and in talking with former staff members who worked on this project, these changes officially ratified past practice, i.e. using the mathematical approach of rounding to the nearest whole number and/or addressed the City's long stated policies of encouraging compact and efficient use of land and providing more affordable housing opportunities.

The 2004 rounding approach as it applies to density calculations does not "double density" on a wholesale basis. In certain circumstances, the rounding approach would allow two dwelling units where one would otherwise be allowed. However, for calculations of density with a maximum allowed density that is more than two units, the difference between a result reached by rounding vs. a result reached by allowing the nearest whole number would never be more than one unit. In approximately half of these instances (i.e. where the result contains a fraction less than ½ unit) the result of the density calculation with rounding would be the same as the nearest whole number method because in both instances staff would round down to the nearest whole number. Because of this, the effect of "rounding" is most acute for small infill properties, where the difference between one and two dwelling units has the most impact. The Neighborhood Planning Work Group is currently exploring a number of potential measures that would address the compatibility of small infill development, in addition to the change in parking requirements for four- and five-bedroom dwelling units that has already been put in place.

The provisions in the 2000 and 2004 LDC Phases I and III Update packages (implemented in 2006) were conducted through an extensive and open public process that directly involved many community members, Planning Commissioners and City Councilors as project work group members. The work product was subject to public workshops and hearings, with several opportunities for public input. The density calculation changes were publicly available although they didn't get as much attention as other portions of very large packages. There may be perspectives that view the results of these changes as having unintended consequences a decade later, but the changes were intentional, i.e. not an oversight, and designed as a mechanism to assist decision makers and the public in determining density standards and to implement Comprehensive Plan policies.

The Avery Addition Neighborhood Association has submitted a list of proposals to the Collaboration Corvallis' Neighborhood Planning Work Group. This list includes a proposal to change the LDC to not allow rounding as it pertains to density calculations.

The Neighborhood Planning Work Group is currently looking at the concept of neighborhood oriented design standards which in part respond to some of the other suggestions from the Avery Addition group and other members of the public. Staff notes that the Work Group will review the rounding issue during the month of February.

Mr. Hess also requested that the City Council place a 120 day moratorium on development. Attached is memorandum from the City Attorney's Office related to moratoria. This memorandum was distributed in early 2012 in response to questions about the legal aspects of a local government declaring a moratorium.

MEMORANDUM

DATE: **September 10, 2013**

TO: **Mayor and City Council**

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

RE: **Council Request – rounding of density calculations**

Councilor Hogg requested that staff provide background regarding the density rounding provision in the Land Development Code and possible options.

Attached is a copy of the information related to this topic that was provided to the City Council in the February 4, 2013 meeting packet. As noted in that memorandum, the Neighborhood Planning Work Group was scheduled to take up a series of proposals from the Avery Addition Neighborhood in February. This included a proposal to eliminate "rounding up" for density calculation purposes.

The Work Group proposed a series of recommendations to address concerns raised by the Avery Addition Neighborhood as well as other community members. In addition to the rounding question, these proposals addressed:

- Increasing parking requirements for 4/5 bedroom units (enacted in late 2012)
- Recommending LDC changes to define unusable areas in Lot Line Adjustment proposals
- Recommending additional setbacks for single attached units
- Recommending that the option to include 50% of the street right-of-way for density calculations be eliminated
- Recommending increasing public notice requirements for Major Lot Development Option requests
- Recommending that neighborhood design standards be developed in order to enhance the compatibility of infill projects. Components of the standards could include maximum floor area ratios, setbacks that are based on existing development patterns, several standards related to roof articulation, horizontal building offsets, building differentiation of projects with multiple buildings, enhanced pedestrian features, window coverage and other design elements. Additional standards related to off-street parking design are also recommended.

Regarding rounding for density calculation purposes, the Work Group recommended that property owners have the option to round down in order to meet minimum density requirements, e.g., if the minimum was 1.5 units the owner could choose to round down to 1 unit. The Work Group did not recommend that the current rounding provision be eliminated from the LDC.

The Neighborhood Planning Work Group recommendations were approved by the Collaboration Steering Committee in and forwarded to the City of Corvallis for action.

Next steps regarding the LDC related Collaboration Project recommendations will be a prioritization of items for the next round of Code updates. This is scheduled for the October 7 City Council meeting. Staff will be recommending that several of the items identified above be included in the next LDC update package including the rounding recommendation. Through the public process and subsequent deliberations, the Planning Commission and City Council will have the opportunity to accept, reject or change the various Collaboration recommendations prior to taking final action on the LDC amendment package.

Review and Concur:

_____

Jim Patterson, City Manager

MEMORANDUM

DATE: December 29, 2013

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director

RE: Follow-up Information

As part of Visitor Proposition testimony at the December 16, 2013 Council meeting related to density rounding and maximum density values in residential zones, Mr. Jeff Hess stated that the issue is not being addressed by Staff or the City Council and that he did not know how to bring his issue forward any further.

Staff notes the following:

- As described in a September 30, 2013 memorandum to the City Council and as the discussed at the October 7, 2013 Council meeting, Collaboration Corvallis recommendations (from the Neighborhood Planning Workgroup) included a series of proposals that will impact infill project density.

- These include increasing parking requirements for 4/5 bedroom non-single family residential projects (in place for more than a year) and several recommendations that will be considered by the LDC Package # 1.

- Package # 1 includes:

  - revising lot line adjustment criteria to not allow adding "unusable" areas in order to meet minimum lot sizes

  - increasing setback requirements for single attached units

  - changing density calculations for replats and minor land partitions to not count 50% of the abutting rights-or-way

  - increasing public notice areas for certain land use applications

  - changing minimum density standards for infill development

In large part these recommendations were a response to testimony from Mr. Hess and the Avery Addition Neighborhood Association (AANA). In addition, another recommendation related to public noticing of demolition applications has been approved by the Collaboration Steering Committee and will be considered for implementation by the City in the upcoming months. Finally, the Collaboration recommendation related to neighborhood design standards will be developed in 2014 for Planning Commission and City Council consideration as LDC Package #2. It will address several concerns raised by the AANA to the Neighborhood Planning Work Group.

- As described in Attachment 2 of the September 30 memorandum referenced above, the Neighborhood Planning Work Group considered testimony from Mr. Hess that proposed eliminating the LDC's density rounding provision entirely. The Work Group ultimately recommended that project developers be allowed to round down density calculations in order to meet minimum density requirements but didn't propose eliminating the rounding option for maximum density calculations. As directed by the City Council, this recommendation will be incorporated into LDC Package #1 that will be considered by the Planning Commission in early 2014 and forwarded to the City Council for a final decision.

- There will be an opportunity for the public to participate in the eventual outcome of this recommendation. As I noted in response to the Council following Visitor Proposition comments made by Mr. Hess at the October 21, 2013 meeting, citizens could propose a different approach regarding maximum density calculations through the public hearing process for LDC Package #1.

Review and Concur:

_____

Jim Patterson, City Manager

Excerpt From 10/24 E-Mail to the Mayor and City Council

During Mr. Hess's comments regarding rounding provisions in the LDC, Councilor Sorte inquired about the Collaboration recommendations related to density rounding. As I indicated at the meeting, there was a recommendation regarding this matter but that it did not fully match up with the Avery Addition's proposal. Below is the excerpt from Attachment 2 of the staff report to the Council (October 7 meeting) that describes the Collaboration recommendation.

The Work Group recommends that the City of Corvallis amend the Corvallis Land Development Code to allow the redevelopment of residential infill properties at densities that are otherwise below minimum required density.

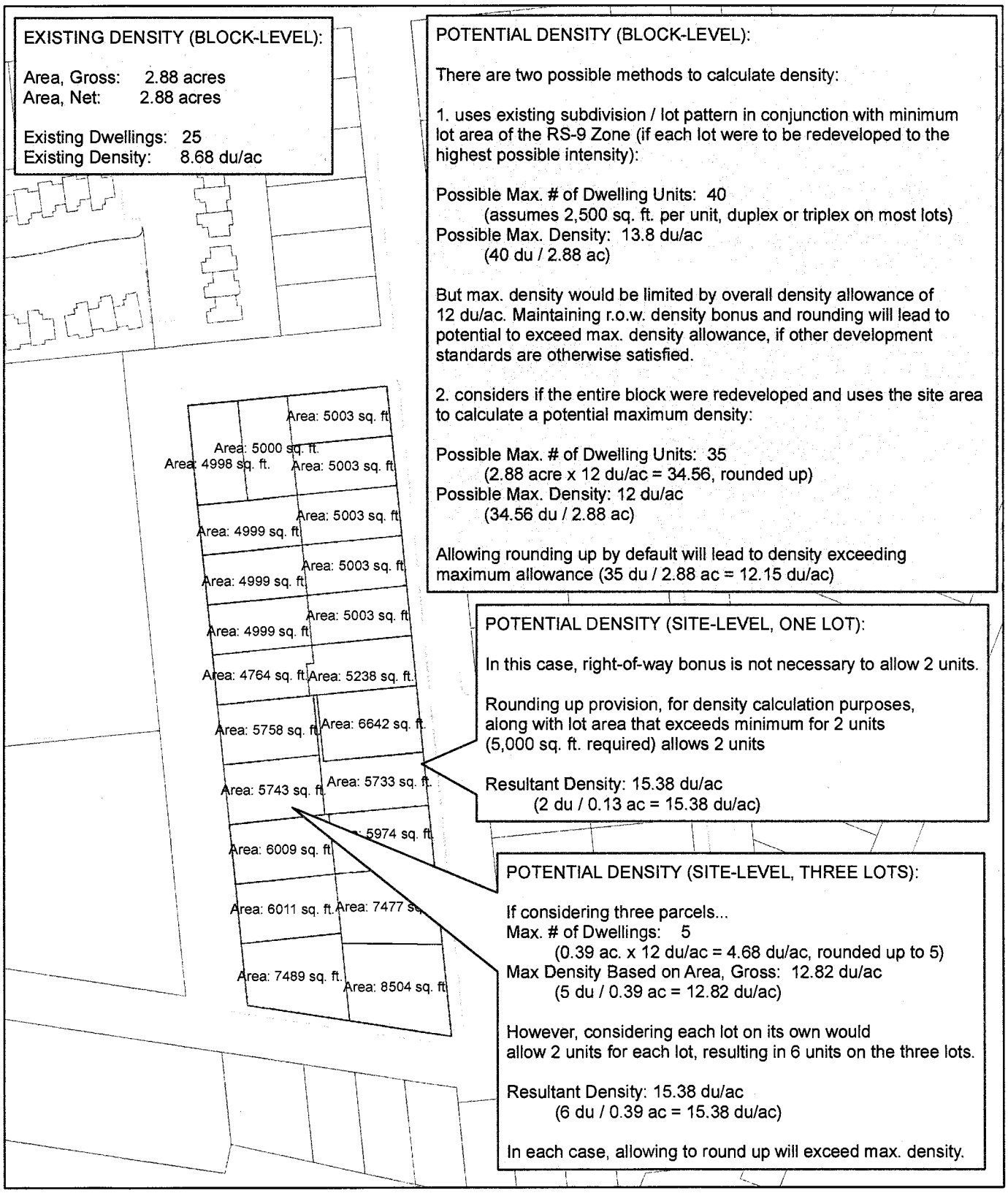
Basis for Recommendation

The Work Group discussed the existing provisions in the Corvallis Land Development Code that permit "rounding up" to the next whole number when the density calculation for a property results in a fraction of 0.5 or greater. For example, if the calculated maximum density for a given parcel of land was 1.5 units, the owner could build up to two units. A request to eliminate this provision was presented to the Work Group through public testimony.

While a recommendation to that affect was not adopted, the Work Group also discussed the merits of facilitating redevelopment of infill properties at densities that may be closer to the original development patterns, particularly in older historic neighborhoods surrounding the Oregon State University campus. Rather than addressing scenarios related to maximum density, the subject recommendation would not require density intensification. For example, if the calculated minimum required density was 1.5, the owner could choose to "round down" to 1 unit. This option is intended to help foster the preservation of original development patterns, particularly in historic neighborhoods.

Density Analysis (RS-9 Sample)

Density Range: 6 - 12 dwellings per acre



EXISTING DENSITY (BLOCK-LEVEL):

Area, Gross: 2.88 acres
Area, Net: 2.88 acres

Existing Dwellings: 25
Existing Density: 8.68 du/ac

POTENTIAL DENSITY (BLOCK-LEVEL):

There are two possible methods to calculate density:

1. uses existing subdivision / lot pattern in conjunction with minimum lot area of the RS-9 Zone (if each lot were to be redeveloped to the highest possible intensity):

Possible Max. # of Dwelling Units: 40
(assumes 2,500 sq. ft. per unit, duplex or triplex on most lots)
Possible Max. Density: 13.8 du/ac
(40 du / 2.88 ac)

But max. density would be limited by overall density allowance of 12 du/ac. Maintaining r.o.w. density bonus and rounding will lead to potential to exceed max. density allowance, if other development standards are otherwise satisfied.

2. considers if the entire block were redeveloped and uses the site area to calculate a potential maximum density:

Possible Max. # of Dwelling Units: 35
(2.88 acre x 12 du/ac = 34.56, rounded up)
Possible Max. Density: 12 du/ac
(34.56 du / 2.88 ac)

Allowing rounding up by default will lead to density exceeding maximum allowance (35 du / 2.88 ac = 12.15 du/ac)

POTENTIAL DENSITY (SITE-LEVEL, ONE LOT):

In this case, right-of-way bonus is not necessary to allow 2 units.

Rounding up provision, for density calculation purposes, along with lot area that exceeds minimum for 2 units (5,000 sq. ft. required) allows 2 units

Resultant Density: 15.38 du/ac
(2 du / 0.13 ac = 15.38 du/ac)

POTENTIAL DENSITY (SITE-LEVEL, THREE LOTS):

If considering three parcels...
Max. # of Dwellings: 5
(0.39 ac. x 12 du/ac = 4.68 du/ac, rounded up to 5)
Max Density Based on Area, Gross: 12.82 du/ac
(5 du / 0.39 ac = 12.82 du/ac)

However, considering each lot on its own would allow 2 units for each lot, resulting in 6 units on the three lots.

Resultant Density: 15.38 du/ac
(6 du / 0.39 ac = 15.38 du/ac)

In each case, allowing to round up will exceed max. density.

0 70 140 210 Feet

Corvallis Planning Division
501 SW Madison Ave
Corvallis, OR 97333
541.766.6908
Planning@CorvallisOregon.gov

ATTACHMENT B

Density Analysis (RS-12 Sample)

Density Range: 12 - 20 dwellings per acre

EXISTING DENSITY (BLOCK-LEVEL):

Area, Gross: 1.42 acres
Area, Net: 1.42 acres

Existing Dwellings: 11
Existing Density: 7.75 du/ac

POTENTIAL DENSITY (BLOCK-LEVEL):

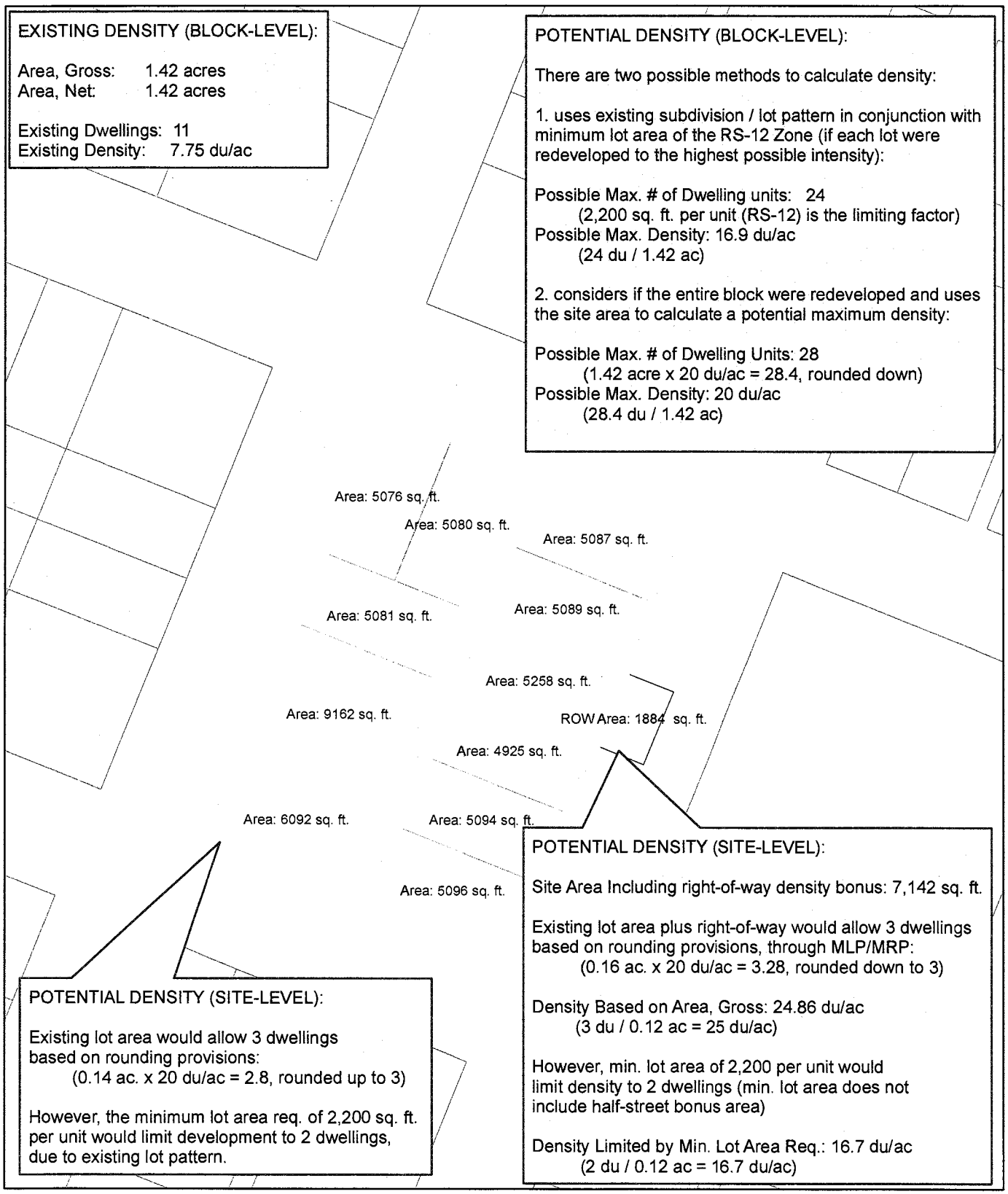
There are two possible methods to calculate density:

1. uses existing subdivision / lot pattern in conjunction with minimum lot area of the RS-12 Zone (if each lot were redeveloped to the highest possible intensity):

Possible Max. # of Dwelling units: 24
(2,200 sq. ft. per unit (RS-12) is the limiting factor)
Possible Max. Density: 16.9 du/ac
(24 du / 1.42 ac)

2. considers if the entire block were redeveloped and uses the site area to calculate a potential maximum density:

Possible Max. # of Dwelling Units: 28
(1.42 acre x 20 du/ac = 28.4, rounded down)
Possible Max. Density: 20 du/ac
(28.4 du / 1.42 ac)



POTENTIAL DENSITY (SITE-LEVEL):

Site Area Including right-of-way density bonus: 7,142 sq. ft.

Existing lot area plus right-of-way would allow 3 dwellings based on rounding provisions, through MLP/MRP:
(0.16 ac. x 20 du/ac = 3.28, rounded down to 3)

Density Based on Area, Gross: 24.86 du/ac
(3 du / 0.12 ac = 25 du/ac)

However, min. lot area of 2,200 per unit would limit density to 2 dwellings (min. lot area does not include half-street bonus area)

Density Limited by Min. Lot Area Req.: 16.7 du/ac
(2 du / 0.12 ac = 16.7 du/ac)

POTENTIAL DENSITY (SITE-LEVEL):

Existing lot area would allow 3 dwellings based on rounding provisions:
(0.14 ac. x 20 du/ac = 2.8, rounded up to 3)

However, the minimum lot area req. of 2,200 sq. ft. per unit would limit development to 2 dwellings, due to existing lot pattern.

0 40 80 120 Feet

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ATTACHMENT C

MEMORANDUM

April 25, 2014

TO: Mayor and City Council

FROM: Mary Steckel, Public Works Director

SUBJECT: Englewood Avenue On-street Parking

ISSUE

Parking restrictions required as a Condition of Approval for the Sparrow Hill subdivision were not implemented as required in 2006, and this work now needs to be completed.

BACKGROUND

In 2004, the subject area was annexed and an application to construct the subdivision was approved. In October 2005, a permit was issued for the public improvements required for the subdivision, such as streets, water and wastewater infrastructure, and signage. The signs required to be installed with the subdivision are shown on the approved construction plans, and include Stop signs at three intersections, street name signs, and No Parking signs to restrict parking to one side of the street on 57th Street, 58th Street, and Englewood Avenue. In October 2006, the public improvements were accepted, but all of the required signage had not been installed.

In February 2014, the City and the Ward 1 Councilor were contacted by residents of this area with concerns about unsafe driving conditions on the street. The call to Public Works described the situation that cars parked on both sides of the street left little room for cars to get through and no room for the large vehicles working at the construction sites in the neighborhood. The resident recalled that parking was supposed to be restricted to one side of the street and wanted someone to look into it. Staff in the Community Development and Public Works Departments investigated the situation and found that the Conditions of Approval for the subdivision did restrict parking to one side. Signage describing that restriction should have been installed before the subdivision received the final City approvals, but this step was missed by Public Works.

Once City staff was aware of the mistake, a plan was developed to install the required signage. Letters were to be sent to the Sparrow Hill residents informing them about the situation and describing the signs that would be installed as soon as possible. Unfortunately, the work order to install the signs reached the Public Works Street Maintenance crew before letters preparing the neighborhood for the change could be sent out. After the signs restricting parking to one side of the street were installed, many more residents called in to complain about the change. Staff immediately removed the signs and agreed to meet with the residents to discuss their concerns.

DISCUSSION

The west side of Englewood Avenue is a standard 28-foot-wide street, but it narrows to 25 feet wide near the intersection with 58th Street and remains 25 feet wide to the eastern end intersection with 57th Street (aerial photo attached). The street width was narrowed in this subdivision to accommodate natural features on the north side. The Land Development Code stipulates that a 25-foot-wide street will have parking on only one side. This is to provide sufficient access for emergency vehicles to travel quickly and safely when responding to an event.

On April 1, 2014, staff from the Public Works and Fire Departments met with the residents of the Sparrow Hill neighborhood. The purpose of the meeting was to provide the history of what occurred to date related to on-street parking, to hear the residents' concerns, to share what staff could and couldn't do moving forward, and to try to achieve a consensus on which actions to pursue.

The concerns expressed by residents included:

Driveways are too short to accommodate larger vehicles.
Parked cars block the view when backing out of driveways making it difficult to see.
Vehicles move more quickly down the street when cars are parked only on one side.
Vehicles don't stop at the Stop sign on Englewood at 57th.
There was no disclosure from developer that on-street parking would be restricted.
Property values are lower because of limited parking and signs/posts in front yards.
Vehicles from Grand Oaks use Englewood as a cut-through to get to 53rd Street.

The majority of the neighborhood meeting was focused on the parking options. Staff did not have the discretion to change the Conditions of Approval, and therefore parking would have to be restricted. However, staff could offer the residents the choice of which side on Englewood and 57th to allow parking. In addition, with no driveway access on the 58th Street stub-out to the south of Englewood, staff could offer parking on both sides of this street until it is built out at some point in the future. After discussion, it was determined that an anonymous survey would be the best mechanism to gather the residents' preferences on these questions.

Staff also spoke to the concerns about speeding at the meeting. Enforcement staff would be notified for patrols in the area and copies of the Neighborhood Traffic Calming Policy were distributed. Regarding the Stop sign at Englewood and 57th, staff pointed out that if cars parked on the west side of 57th that would restrict the sight distance at the intersection and create a deterrent to rolling through the Stop sign.

After the meeting, a survey was created and distributed to twenty properties with a response deadline of April 25, 2014. A reminder about the survey was sent halfway through the response period. Fifteen properties responded and the majority elected to install No Parking signs on the north side of Englewood and the east side of 57th Street, and to allow parking on both sides of 58th Street. City staff will proceed with the No Parking sign installation in May and will consult with the neighborhood on the placement of the signs.

REQUESTED ACTION

None. This report is provided for information only.

Reviewed and concur:

James A. Patterson, City Manager

Attachment

ENGLEWOOD AVENUE
58TH STREET
57TH STREET

ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS

May 1, 2014

MEETING DATE	AGENDA ITEM
May 7	• da Vinci Days Loan and Annual Report • Parks and Recreation Department Cost Recovery Update • Council Policy Review and Recommendation: • 95-4.10, "Public Library Gifts and Donations Policy"
May 21	• Enterprise Zone: E-Commerce • Land Use Application Fee Review • Neighborhood/Property Maintenance Code Program
June 4	• Land Use Application Fee Review – Public Comment Opportunity • Third Quarter Operating Report • Board and Commission Sunset Review: • Economic Development Commission
June 18	• Visit Corvallis Third Quarter Report • Downtown Corvallis Association Economic Improvement District Third Quarter Report • Republic Services Annual Report
July 9	• Council Policy Review and Recommendation: • 96-6.03, "Economic Development Policies"
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	• FY 2013-14 Parks and Recreation Department Cost Recovery Review
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:
  - 98-2.10, "Use of E-Mail by Mayor and City Council" (Jan 15) — 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

May 1, 2014

MEETING DATE	AGENDA ITEM
May 6	• Liquor License Annual Renewals • Majestic Theatre Annual Report • Council Policy Review and Recommendation: • 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library"
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

June 17	• Council Policy Reviews and Recommendations:
	  • 92-5.04, "Hate/Bias Violence"
	  • 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"

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"
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

- Council Policy Review and Recommendation:
  - 99-4.14, "Use of City Hall Plaza and Kiosk" — CMO
- 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
- Sunset Review: Committee for Citizen Involvement — Community Development

Regular Meeting Date and Location:
Tuesday of Council week, 2:00 pm – Madison Avenue Meeting Room

URBAN SERVICES COMMITTEE
SCHEDULED ITEMS

May 1, 2014

MEETING DATE	AGENDA ITEM
May 6	• Residential Parking Districts
May 20	• Residential Parking Districts • Cleveland Avenue Traffic Analysis

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 • Demolition Permit Changes - Collaboration Recommendation
July 8	• Transportation System Plan update (continued)
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:
  - 91-7.08, "Sidewalk Policy" — Public Works
  - 91-9.03, "Parking Permit Fees" — Public Works
- Municipal Code Review: Chapter 8.13, "Mobile Food Units" — Community Development

Regular Meeting Date and Location:
Tuesday of Council week, 5:00 pm – Madison Avenue Meeting Room

UPCOMING MEETINGS OF INTEREST

City of Corvallis

MAY – AUGUST 2014
(Updated May 1, 2014)

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	**5:30 pm**	**City Council Executive Session**	**Downtown Fire Station**	
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	
8	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	
8	*5:30 pm*	*Residential Design Standards Technical Action Team*	*Madison Avenue Mtg Rm*	
10	10:00 am	Government Comment Corner	Library Lobby - Penny York	
~~12~~	~~3:00 pm~~	~~Economic Development Cmsn~~	~~Madison Avenue Mtg Rm~~	
~~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	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	work session
15	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
17		No Government Comment Corner		
19	**6:30 pm**	**City Council (Executive Session immediately follows)**	**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	4:00 pm	Public Art Selection Commission	Parks and Rec Conf Room	
21	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
21	7:00 pm	Planning Commission	Downtown Fire Station	
22	11:00 am	Public Participation Task Force	Madison Avenue Mtg Rm	
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~~ Osborn Aquatic Center	
28	***TBD***	***City Council Work Session***	***Madison Avenue Mtg Rm***	***PC/HRC interviews (tentative)***
29	***5:00 pm***	***City Council Work Session***	***Madison Avenue Mtg Rm***	***PC/HRC interviews***
31		No Government Comment Corner		

JUNE 2014

Date	Time	Group	Location	Subject/Note
2	**6:30 pm**	**City Council**	**Downtown Fire Station**	
3	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
3	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
3	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
3	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
4	3:00 pm	Community Police Review Board	Walnut Community Room	
4	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
4	7:00 pm	Planning Commission	Downtown Fire Station	
4	7:30 pm	Library Board	Library Board Room	
6	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
7		No Government Comment Corner		
9	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
9	***7:00 pm***	***City Council Work Session***	***Madison Avenue Mtg Rm***	***Public Participation Task Force recommendations***
10	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
10	6:30 pm	Historic Resources Commission	Downtown Fire Station	
11	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
12	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
14	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
16	**6:30 pm**	**City Council**	**Downtown Fire Station**	
17	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
17	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
18	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
18	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
18	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
18	7:00 pm	Planning Commission	Downtown Fire Station	
19	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
21		No Government Comment Corner		
24	5:15 pm	Cmsn for Martin Luther King, Jr.	Osborn Aquatic Center	
25	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm	
28	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	

JULY 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*	
5		*No Government Comment Corner*		
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*	
12	*10:00 am*	*Government Comment Corner*	*Library Lobby - PennyYork*	
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*	*Downtown Fire Station*
18	*7:00 pm*	*Planning 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*
23	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*
23	*5:15 pm*	*Watershed Management Adv Cmsn*	*Madison Avenue Mtg Rm*
22	*5:15 pm*	*Cmsn for Martin Luther King, Jr.*	*Osborn Aquatic Center*
26		*No Government Comment Corner*	

AUGUST 2014

Date	Time	Group	Location	Subject/Note
1	*7:00 am*	*Bicycle and Pedestrian Adv Cmsn*	*Madison Avenue Mtg Rm*	
2		*No Government Comment Corner*		
4	***6:30 pm***	***City Council***	***Downtown Fire Station***	
5	*7:00 am*	*Airport Commission*	*Madison Avenue Mtg Rm*	
5	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
5	*4:00 pm*	*Downtown Parking Committee*	*Downtown Fire Station*	
5	*5:00 pm*	*Urban Services Committee*	*Madison Avenue Mtg Rm*	
6	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
6	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
6	*7:30 pm*	*Library Board*	*Library Board Room*	
9		*No Government Comment Corner*		
11	*3:00 pm*	*Economic Development Cmsn*	*Madison Avenue Mtg Rm*	
12	*8:20 am*	*Citizens Advisory Cmsn on Transit*	*Madison Avenue Mtg Rm*	
12	*6:30 pm*	*Historic Resources Commission*	*Downtown Fire Station*	
13	*5:30 pm*	*Downtown Commission*	*Madison Avenue Mtg Rm*	
14	*8:30 am*	*Citizens Advisory Cmsn on Civic Beautification and Urban Forestry*	*Parks and Rec Conf Room*	
16	*10:00 am*	*Government Comment Corner*	*Library Lobby - Mike Beilstein*	
18	***6:30 pm***	***City Council***	***Downtown Fire Station***	
19	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
19	*5:00 pm*	*Urban Services Committee*	*Madison Avenue Mtg Rm*	
20	*12:00 pm*	*Housing and Comm Dev Cmsn*	*Madison Avenue Mtg Rm*	
20	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
20	*5:30 pm*	*Arts and Culture Commission*	*Parks and Rec Conf Room*	
20	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
21	*6:30 pm*	*Parks, Natural Areas and Rec Brd*	*Downtown Fire Station*	
23	*10:00 am*	*Government Comment Corner*	*Library Lobby - Julie Manning*	
26	*5:15 pm*	*Cmsn for Martin Luther King, Jr.*	Osborn Aquatic Center	
27	*5:15 pm*	*Watershed Management Adv Cmsn*	*Madison Avenue Mtg Rm*	
30		*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

MEMORANDUM

April 29, 2014

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director

RE: Public Hearing to Receive Comments on the City's Draft FY 14-15 CDBG/HOME Program Action Plan

I. Issue

Staff of the Community Development Department, under the guidance of the City's Housing and Community Development Commission, have completed the attached draft FY 14-15 Action Plan for City Council review and public comment during a May 5 public hearing. Following the hearing the approved/adopted Action Plan will be forwarded to the U.S. Department of Housing and Urban Development for review and acceptance.

II. Background

When 2000 Census figures confirmed that the population of Corvallis had surpassed 50,000 the City, in FY 00-01, became an Entitlement Community for Community Development Block Grant (CDBG) funding provided by the U.S. Department of Housing and Urban Development (HUD). Then in FY 01-02, the City became a Participating Jurisdiction for the HOME Investment Partnerships (HOME) Program, a housing-focused entitlement program also operated by HUD. In earlier years these two federal programs provided Corvallis with community development resources that totaled approximately $1 million annually; in recent years the total received from the two programs has dropped to $750,000 to $800,000.

CDBG and HOME funds, and the activities they support, are intended to carry out four primary federally-established program goals:

- Provide decent, safe and affordable housing;
- Alleviate the problems of excessive rent burdens, homelessness, and deteriorating housing;
- Establish and maintain a suitable living environment; and
- Provide expanded economic opportunities.

In meeting these goals through the expenditure of program funds, the focus of each type of CDBG or HOME activity carried out by a local jurisdiction must be to provide benefit primarily to people with low incomes (incomes below 80% of the area median income). In addition, where HOME funds are used to support rental housing activities, beneficiaries must generally have incomes at or below 60% of the Corvallis median.

Periodically each HUD entitlement jurisdiction must create a five-year Consolidated Plan document that 1) identifies the jurisdiction's existing community resources as well as its most pressing housing and community development needs; 2) outlines a set of goals to be met and strategies to be undertaken in an effort to address identified needs over a five year period; and 3) describes the specific types of actions that will be taken to carry out the longer-term strategies. The City is now operating under the first year of its current Consolidated Plan, which covers the fiscal years 2013-14 through 2017-18. The draft Action Plan under consideration describes the activities that will be carried out or supported by the City during FY 2014-15, which is year two of the Consolidated Plan.

The draft FY 14-15 Action Plan was developed with guidance from the City's Housing and Community Development Commission during February and March, and was made available for public review beginning in early April. In order to provide an opportunity for those who participated in the first public hearing and subsequent consultations to review the Action Plan's content and verify that their comments have been considered, staff provided direct notice of the Plan's availability to interested parties, and also published an extensive Plan summary in the Gazette-Times. The full hard copy text of the draft Plan has been available for review in the Housing Division office, and it has also been posted to and available for download from the City's Web site. Notice of the May 5 hearing, and of the Plan's availability for public review, was published in the Corvallis Gazette-Times on April 5 and April 19.

III. Discussion

HUD has notified the City that $509,401 in CDBG funding and $278,985 in HOME funding will be awarded for our use during FY 14-15. The draft FY 14-15 Action Plan describes the steps the City will take between July 1, 2014 and June 30, 2015 to continue carrying out the five-year Consolidated Plan's strategies, and also details how the awarded CDBG and HOME funding will be allocated to support new and ongoing activities and programs. As directed by the FY 13-14 through FY 17-18 Consolidated Plan period, the City's delivery of its CDBG and HOME resources will be focused on addressing five priority needs:

1. Providing affordable housing opportunities;
2. Maintaining the quality of affordable housing;
3. Addressing homelessness;
4. Helping people with special needs; and
5. Helping people with low incomes

As identified in the Strategic Plan section of the Consolidated Plan document, four overarching goals will be addressed through the expenditure of federal funds during the five-year Plan period:

1. Create and retain affordable housing opportunities;
2. Maintain the quality of affordable housing;
3. Support achievement of the *Benton County Ten Year Plan to Address Homelessness*; and
4. Support agencies that provide direct services to low income and special needs populations.

As has been the City's policy for the expenditure of funds from the CDBG and HOME programs in the past, FY 14-15 efforts will continue to focus on assisting or supporting the delivery of assistance to those with the lowest incomes whenever practical and possible. Within the housing elements of the City's programs this will mean working to support projects and activities that will assist people with low, very low and extremely low incomes, as well as individuals and families who are homeless. Among those who will be considered within these groups are people with special needs such as a severe mental illness or physical disability, survivors of domestic violence, chronic substance abusers, homeless youths, persons with HIV/AIDS, veterans, and the elderly and frail elderly.

Activities that will provide capital funding support for community facilities (e.g., a homeless youth transitional facility), or direct funding of non-profit social service agency operations through the Human Services Fund, will also maintain the areas of focus described above. Again priority will be given as much as possible to projects that will assist those with the lowest incomes.

IV. Action Plan Overview

The priorities and goals established in the City's five-year Consolidated Plan, and the actions the City will undertake to address them during FY 14-15, are summarized in the Action Plan's Executive Summary section. The proposed funding allocation strategy, which includes both CDBG and HOME resources, can be found on page two of the Executive Summary (and a more thorough explanation of the allocation of resources can be found on pages 31 through 51 of the draft Action Plan). The following table reflects specific/numeric five-year Consolidated Plan goals as well as the projected one-year progress toward the achievement of those goals that will result from carrying out Action Plan activities during both FY 13-14 and FY 14-15.

Goal	*Five-year Target*	*Five-year Goals*	*Initiated in and/or Projected for FY 13-14*	*FY 14-15 Goals*
Create and retain affordable housing opportunities	Rental opportunities created/retained:	25	39	0
	Owner opportunities created:	10	6	0
	Homebuyer assistance loans:	40	15	10
	TOTAL:	**75**	**60**	**10**
Maintain the quality of affordable housing	Rental units rehabilitated:	85	50	10
	Owner units rehabilitated:	50	7	7
	TOTAL:	**135**	**57**	**17**
Support the goals of the *Benton County Ten Year Plan to Address Homelessness*	Public facility beneficiaries:	400	400	10
	Homeless service beneficiaries:	2,000	1,166	825
	Homeless shelter beneficiaries:	500	100	140
	Homeless supportive housing:	5	0	0
	TOTAL:	**2,905**	**1,666**	**975**
Support agencies that provide direct services	Non-homeless service beneficiaries:	12,000	6,452	5,702
	Other beneficiaries (microbusiness):	25	16	0
	TOTAL:	**12,025**	**6,468**	**5,702**

Plan Resources and Distribution

As noted earlier, during FY 14-15 the City will receive $509,401 in funding through HUD's Community Development Block Grant program, and $278,985 through the HOME Investment Partnerships program. Another $100,000 is expected to be received through the repayment of CDBG-funded loans the City has extended since FY 00-01, and $10,000 in HOME loan repayment income from similar loans is included in the budget. These revenues must be utilized (as "Program Income") during the year to support activities described in the Action Plan. Finally, as identified in the Action Plan, $100,000 in CDBG resources allocated but not fully spent in prior years on loan programs and program administration, is also being budgeted to support assistance activities in FY 14-15. A total of $998,386 is being proposed for allocation in FY 14-15 to fund a variety of loan programs, grants for capital projects and social services, and program delivery and administration.

The draft FY 14-15 Action Plan's housing-related activity priorities will focus primarily 1) on the creation of affordable housing opportunities through the provision of down payment assistance loans, and 2) on the rehabilitation of owner- and renter-occupied housing that is affordable to low income and/or special needs Corvallis residents. Assistance will be provided in the form of both grants and loans to undertake a variety of housing activities. Programmatically, CDBG activities will focus on providing loans to underwrite owner-occupied housing rehabilitation, loans to assist with home purchases, a grant to support the Jackson Street Youth Shelter's acquisition of a homeless youth transitional facility, and support for the delivery of social services by non-profit agencies. HOME activities will include housing rehabilitation and operating funding for affordable housing development. Both of these HOME activities will assist Willamette Neighborhood Housing Services, which functions under the City's HOME program as a Community Housing Development Organization (CHDO) and as such is eligible for direct funding reservations. Both HOME and CDBG also provide funding to cover administrative and overhead costs borne by the City in delivering these programs.

The programmatic mix of grants, loans, and administrative funding from both FY 14-15 federal sources is projected below.

Affordable Housing Project Assistance Grants:	$220,000	22.0%
Housing Rehab and Purchase Loan Programs:	430,000	43.1%
Community Facility Capital Funding:	75,000	7.5%
Human Services Fund Support:	75,000	7.5%
CHDO Operating Support:	13,500	1.4%
Program Administration:	150,600	15.1%
Program/Project Contingencies:	34,286	3.4%
TOTAL	$998,386	

Allocation Process and Activity Descriptions

From January through mid-March, 2014, Housing staff and the HCDC carried out a proposal review process to identify the activities that the Commission feels should receive funding from the FY 14-15 CDBG and HOME programs. Capital and non-capital requests for funds from both programs were considered; social services funding requests from the CDBG Human Services Fund were also considered. The recommended FY 14-15 proposed recipients, activities and HCDC-recommended funding amounts are found in the Executive Summary on page 2, and on pages 35 through 40 of the draft Action Plan document.

CDBG Human Services Fund Requests

Eight proposals seeking support from the CDBG Human Services Fund were received and considered by the HCDC during a presentation session held the evening of February 18, 2014. Six of those proposals were recommended for funding by the HCDC. The total of $75,000 recommended for allocations represents the full amount allowed under CDBG regulations, which cap such allocations at 15% of the annual award.

CDBG & HOME Capital Project Requests

Two capital proposals, one seeking funding from the CDBG program and one requesting funding from the HOME program, were considered by the Housing and Community Development Commission during the presentation session on February 19.

The CDBG capital proposal was submitted by the Jackson Street Youth Shelter, and will support that agency's acquisition of a single family home to serve as a transitional living facility for homeless youths aged 18 to 20. The Commission has recommended funding in the amount of $75,000 for this project. The HOME capital funding proposal was received from Willamette Neighborhood Housing Services (WNHS). The project, for which an award of $220,000 has been recommended by the HCDC, will provide rehabilitation funding for WNHS's ten-unit Pickford Leonard affordable housing project.

Non-capital Request

One other non-capital proposal for HOME funds from WNHS sought operating funding for the agency as a Community Housing Development Organization (CHDO) for purposes of the City's HOME program. The City may allocate up to 5% of its annual HOME resources to support administrative costs related to the affordable housing development efforts of CHDOs. The HCDC is recommending that WNHS receive $13,500 from the City's FY 14-15 HOME award.

City-operated Housing Loan Programs

Continued funding has been allocated in the draft Action Plan to support the City's two owner-occupied housing rehabilitation loan programs (totaling $220,000) and its down payment assistance loan programs ($120,000). In addition to the amounts that will be available for loans, the CDBG budget also includes $90,000 for loan program delivery, which covers a portion of the Housing Division's costs to oversee the programs and projects supported by City loans.

Program Administration and Contingency Budgets

Both the CDBG program and the HOME program allow a percentage of the annual awards and program income amounts to be used to cover costs related to overall program administration. The CDBG administrative cap is 20%, and the full cap amount of $121,800 has been budgeted for this expenditure category. The HOME program administrative cap is 10%, and the cap amount of $28,800 has been budgeted.

V. Action Requested

The Corvallis Housing and Community Development Commission has reviewed the draft FY 14-15 Action Plan, and has recommended that the City Council approve the Plan as drafted. Staff request that the City Council take the following actions:

1. Approve and adopt the FY 14-15 Action Plan, as written or with Council-desired modifications;

2. Authorize the Mayor to sign CDBG and HOME application and certification documents, as stipulated by HUD, which will be submitted as elements of the approved Action Plan;

3. Authorize staff to submit the completed Action Plan to HUD for review and approval.

Review and Concur:

James A. Patterson, City Manager

Attachments: Draft FY 14-15 Action Plan

Corvallis City Council

Review Draft:

FY 14-15 One-Year Action Plan

for the

City of Corvallis

Community Development Block Grant Program

and

HOME Investment Partnerships Program

Draft Prepared for the Council's Review on May 5, 2014
Prepared by Staff of the City of Corvallis Housing Division

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Corvallis Consolidated Plan presents a vision for affordable housing and low income community development activities for the period beginning July 2013 and ending June 2018. Using that document as its strategic foundation, this one-year Action Plan for the City's Fiscal Year 2014-15 outlines an approach for the allocation of federal funding provided to the City of Corvallis by the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program, and through the HOME Investment Partnerships (HOME) Program. The goals and strategies outlined in the Consolidated Plan, and the activities described in the FY 2014-15 Action Plan are based on priorities established by the Corvallis Housing and Community Development Commission and staff of the City's Community Development Department/Housing Division through a combination of research and data analysis, agency and expert consultation, and citizen participation.

2. Summarize the objectives and outcomes identified in the Plan

The Corvallis Consolidated Plan outlines a set of five-year objectives and strategies that the City will pursue through the application of its federal CDBG and HOME program resources, as well as through participation with local providers in the network that coordinates the community's system of program and service delivery efforts.

Based on research, data analysis, consultation and citizen participation, the Consolidated Plan identifies five general priority needs on which the City will focus its resources over the five year Plan period:

1. Providing affordable housing opportunities
2. Maintaining the quality of affordable housing
3. Addressing homelessness
4. Helping people with special needs
5. Helping people with low incomes

In order to address these needs, the Consolidated Plan identifies four goals to provide guidance for the City's investments of both financial resources and technical assistance. These goals are to:

1. Create and retain affordable housing opportunities
2. Maintain the quality of affordable housing
3. Support achievement of the goals of the Benton County Ten Year Plan to Address Homelessness
4. Support agencies that provide direct services to low income and special needs populations

HUD has identified a series of outcomes to be achieved through the application of the resources it provides. The primary outcomes that will be achieved as the City provides funding for and/or carries out activities during FY 2014-15 will include improving the availability, accessibility and affordability of

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housing, and creating or enhancing suitable living environments. Detailed descriptions of the foregoing priority needs, goals, and anticipated outcomes can be found in the Consolidated Plan document, available on the City's Web site at www.corvallisoregon.gov/CDBGandHOME.

The following table contains the proposed uses of federal funds for the City's FY 14-15. A more detailed set of descriptions of these activities is contained in later sections of this Action Plan.

FY 14-15 Detailed CDBG and HOME Sources and Uses Table

SOURCES		**CDBG**	**HOME**
Annual Allocation		509,401	278,985
Program Income		100,000	10,000
Prior Year Resources		100,000	-
	TOTAL	**709,401**	**288,985**
USES			
Administration		121,800	28,800
Rehab Program Delivery		90,000	-
	Subtotal	211,800	28,800
Loan Programs			
Down Payment Assistance		120,000	-
Essential Repair (Rehab)		170,000	-
Neighborhood Improvement (Rehab)		50,000	-
	Subtotal	340,000	-
Capital Projects by Others			
Jackson Street Transitional Facility		75,000	-
WNHS Pickford Leonard Rehab		-	220,000
	Subtotal	75,000	220,000
Human Services			
Corvallis Daytime Drop-in Center		11,000	-
Corvallis Homeless Shelter Coalition		13,000	-
Furniture Share		11,000	-
Parent Enhancement Program		10,000	-
South Corvallis Food Bank		19,000	-
Work Unlimited		11,000	-
	Subtotal	75,000	-
Other			
CHDO Operating		-	13,500
Project Delivery		-	19,500
Contingency		7,601	7,185
	Subtotal	7,601	40,185
	TOTAL	**709,401**	**288,985**

3. Evaluation of past performance

The goals and projects identified in the City's five-year Consolidated Plan and this FY 2014-15 Action Plan represent both a continuation and an evolution of the goals that have been included in the City's Consolidated Plans since it became a CDBG entitlement community in 2000 and a HOME participating jurisdiction in 2001. Addressing the community's need for affordable housing, especially for households with very low and extremely low incomes, has been a priority Consolidated Plan goal since program inception, and because housing costs have increased and resulting cost burdens for lower income households have worsened in recent years, goals both to create new affordable opportunities, and to maintain the quality of affordable units that currently exist, have been included in the current five-year Consolidated Plan.

Providing funding and technical assistance to agencies that serve people who are homeless has also been a goal of prior Consolidated Plans. In 2009, the *Benton County Ten Year Plan to Address Homelessness* was completed by a consortium of community representatives, and was subsequently adopted by the Corvallis City Council. In order to continue the City's participation in the strong community network that has been formed to carry out the goals and actions of the *Ten Year Plan*, the current Consolidated Plan explicitly identifies addressing homelessness as a priority need, and providing support for the *Ten Year Plan* as a key Consolidated Plan goal. Much of the financial support that will be delivered to agencies through the CDBG-funded FY 2014-15 Human Services Fund program will be focused on the homelessness priorities of the *Ten Year Plan*.

Finally, the City's current Consolidated Plan continues to give priority to addressing the needs of low income and special needs populations, primarily through the delivery of housing assistance loans and support for social services. As housing in Corvallis has become generally less affordable in recent years, the availability of public and private resources to help those with low incomes and special needs has declined, leaving a growing gap in programs and services to meet community needs. Given this trend, the Consolidated Plan and the current FY 2014-15 Action Plan seek to continue providing resources to help address these needs.

4. Summary of Citizen Participation Process and consultation process

The City followed its published Citizen Participation Plan in carrying out the process used to develop this FY 2014-15 Action Plan. That Citizen Participation Plan calls for the City to conduct two annual public hearings in order to receive community input about needs, priorities and potential projects as it prepares each one-year Action Plan. In addition to holding these public hearings the City, through its Community Development Department/Housing Division and its Housing and Community Development Commission, practices ongoing but much less formal outreach to social service providers, agency clients, loan program participants, and citizens in general as it carries out and/or monitors each year's Action Plan activities, participates in community and stakeholder meetings, and delivers housing- and other program-related information and referral services.

In practice the citizen participation process under which the City's Consolidated Plan and this FY 2014-15 Action Plan were developed began many years ago as prior Consolidated Plans were implemented. Since 2000, each year's Action Plan hearing has been advertised as an opportunity to influence the next Consolidated Plan and its priorities; many identified actions in earlier Plans were intended to help the City define or refine goals for future Plans. As noted above, the citizen participation process for this Action Plan combined formal public hearings with less formal meetings and discussions about needs and

solutions. The goals in the City's FY 2013-2018 Consolidated Plan are very much reflective of a comprehensive, additive approach to gathering public input, and the actions the City will carry out or support through implementation of its FY 2014-15 Action Plan are a direct result of the discussions in which City staff have participated, and of the ideas and testimony the City has received through its more formal processes.

5. Summary of public comments

Two hearing attendees provided comments during the first Action Plan public hearing, which was conducted by the Corvallis City Council on January 6, 2014:

- The first person to testify stated her preference for the City investing its CDBG and HOME resources in large projects that meet multiple needs rather than smaller, more targeted projects and activities. As opportunities arise and projects that are compliant with federal program rules are identified, the City has invested and will continue to invest in such large projects. No such projectcs were proposed for FY 2014-15.
- The second person to testify spoke on behalf of the South Corvallis Food Bank, noting the benefits it has received from past City support and her hope that continued Community Development Block Grant funding would be provided during the City's FY 14-15. That program has been identified for continued funding in the FY 14-15 Action Plan.

The second Consolidated Plan/Action Plan public hearing was held on April 21, 2014. XXXXX hearing attendees provided comments for consideration by the Corvallis City Council.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments provided during the first public hearing that were not accepted; . . . .

7. Summary

The Action Plan that follows outlines the activities the City of Corvallis will undertake or support during the one-year period beginning July 1, 2014 to address identified community needs. Consistent with the current Consolidated Plan, the City's efforts will focus on creating, retaining and maintaining affordable housing opportunities, on overcoming and preventing homelessness, and on supporting efforts to meet the needs of low income and special needs populations.

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PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Agency Role	Name	Department/Agency
Lead Agency	CORVALLIS	
CDBG Administrator	CORVALLIS	Community Development Department/Housing Division
HOPWA Administrator		
HOME Administrator	CORVALLIS	Community Development Department/Housing Division
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative

The City of Corvallis, through its Community Development Department/Housing Division, is the lead agency for delivery of the Community Development Block Grant and HOME Investment Partnerships program funding to be delivered through this Action Plan for the City's fiscal year 2014-2015.

Consolidated Plan Public Contact Information

City of Corvallis contact for Consolidated Plan, Action Plan, CDBG Program, HOME Program:
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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Corvallis and the public and private entities that focus on affordable housing, homelessness, health care, and related services generally coordinate their efforts well, as reflected in the narratives that follow. Initiatives such as the implementation of a Benton County 211 Info system and the adoption of a local Ten Year Plan to Address Homelessness highlight efforts to coordinate services that will extend through the period of this Consolidated Plan. Other coordination efforts, anticipated or in place, are described below.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The most visible effort to enhance coordination of housing and services efforts among providers and government entities is the ongoing work of the oversight committee for the Benton County Ten Year Plan to Address Homelessness. That Plan was adopted by the City of Corvallis and Benton County in 2008, and those two entities jointly chair the oversight committee. The committee continues to provide guidance and coordination among agencies that deliver homeless shelter and services, affordable housing, health and mental health services, and other related programs in Corvallis.

A very clear example of the coordination that has arisen out of the Ten Year Plan in the last two years is the Adult Services Team (AST). The AST is a body comprised of Benton County health, mental health, drug and alcohol, and corrections staff, Samaritan Health Services, the Oregon Department of Human Services, homeless services and affordable housing providers, in addition to other specialties as needed to address the individual needs of clients being assisted. The intent of the AST is to help homeless or near homeless individuals and families overcome or better, prevent conditions that result in homelessness by facilitating access to comprehensive community-based services with the goal of stabilizing lives.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City is a regular participant in Continuum of Care planning efforts conducted by Community Services Consortium (CSC), the Continuum of Care and Community Action Agency for Benton, Linn and Lincoln counties. In addition, CSC is a regular contributor to the City's Consolidated Plan and Action Plan development efforts, with their expertise in homelessness issues and provision of data regarding homeless populations being critical elements of Consolidate Plan content. Finally, because both CSC and the City of Corvallis are represented on the oversight committee for the Benton County Ten Year Plan to Address Homelessness, a high level of coordination is and will continue to be achieved with regard to

implementing activities and programs to address homelessness among individuals, families, veterans and unaccompanied youth.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Corvallis is not a recipient of ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

The listing that follows contains agencies that were consulted during the development of the City's FY 13-14 through FY 17-18 CDBG/HOME Consolidated Plan, during the development of this FY 14-15 Action Plan, and in most cases, for purposes of developing both documents. Please note that the order in which agencies appear in the following pages was not intended to suggest that the input of one was considered to have priority over others.

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1	**Agency/Group/Organization**	**Linn Benton Housing Authority**
	Agency/Group/Organization Type	Housing PHA Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Linn Benton Housing Authority (LBHA) was consulted for information regarding Section 8 voucher use in Corvallis, the types and numbers of targeted vouchers in use, the size and makeup of the waiting list, and barriers to the use of vouchers in Corvallis. The information provided by the agency is captured in the pertinent sections of the Consolidated Plan. Because the City and LBHA speak relatively frequently and coordinate efforts to assist underserved populations through collaborative work on existing committees, it is anticipated that coordination will continue and improve as this Consolidated Plan is implemented.
2	**Agency/Group/Organization**	**Corvallis Homeless Shelter Coalition**
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty Strategy

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Corvallis Homeless Shelter Coalition (CHSC) was consulted for input on homeless counts and demographics as well as needs for shelter, services and supportive housing. Information provided has been integrated into pertinent sections of the Consolidated Plan. The City and the CHSC will continue to work cooperatively to identify opportunities to expand shelter and supportive services for people who are homeless/chronically homeless.
3	**Agency/Group/Organization**	**Willamette Neighborhood Housing Services**
	Agency/Group/Organization Type	Housing Services-Education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Willamette Neighborhood Housing Services (WNHS) is the Community Housing Development Organization (CHDO) for the City's HOME program, and interacts on an ongoing basis with City staff both on affordable housing project-specific points of discussion and on a broader affordable housing needs and planning level. Rental housing market assessment work commissioned by WNHS was used in the market analysis section of the Consolidated Plan. The agency's Executive Director is also a member of the oversight committee for the Benton County Ten Year Plan to Address Homelessness, and provided public hearing testimony during the Consolidated Plan development process.
4	**Agency/Group/Organization**	**Benton Habitat for Humanity**
	Agency/Group/Organization Type	Housing Services – Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City consults frequently with Benton Habitat for Humanity on both housing and homelessness needs and strategies through work on individual projects and joint participation on the oversight committee for the Benton County Ten Year Plan to Address Homelessness. The City's work to consult and collaborate with this agency will continue with the intent of improving the lives of low income members of the Corvallis community.
5	**Agency/Group/Organization**	**Northwest Housing Alternatives**
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultations with Northwest Housing Alternatives were productive in the City's decision to provide CDBG and HOME funding to support rehabilitation of the Section 8-subsidized Julian Apartments in Corvallis, addressing affordable housing and the need for such housing by the disabled and elderly residents of the Julian.
6	**Agency/Group/Organization**	**Community Services Consortium**
	Agency/Group/Organization Type	Housing Services-homeless Services-Education Services-Employment Regional organization Planning organization

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	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As the Continuum of Care organization with jurisdiction in Corvallis as well as Benton and Linn counties, Community Services Consortium was consulted directly for input about homelessness data, needs and existing programs, as well as general housing and housing market information. The agency is a participant on the oversight committee for the Benton County Ten Year Plan to Address Homelessness. The agency also provides services in support of employment and economic development, plans for which were utilized in the Consolidated Plan sections on those topics. This consultation/coordination/collaboration work will continue throughout the five year Consolidated Plan period and beyond.
7	**Agency/Group/Organization**	**Jackson Street Youth Shelter**
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Unaccompanied youth Homelessness Strategy

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City staff consult regularly with the Executive Director and staff of the Jackson Street Youth Shelter on the housing and shelter needs of homeless youth in Corvallis. The agency is also a participant on the oversight committee for the Benton County Ten Year Plan to Address Homelessness. The City is currently providing technical assistance to this agency toward the achievement of its goal to create permanent supportive housing opportunities for youths ready to move from shelter.
8	**Agency/Group/Organization**	**State of Oregon Department of Human Services**
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Child Welfare Agency Other government - State
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Information and plans relative to the services for children, the elderly and people with disabilities were consulted and were valuable to the process of assessing both the needs of homeless families with children and of non-homeless special needs populations.
9	**Agency/Group/Organization**	**Benton County**
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Publicly Funded Institution/System of Care Other government - County

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	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Various representatives of Benton County were consulted directly for input into the healthcare and services needs of many of the populations described in the Consolidated Plan. The County and City also share leadership of the oversight committee for the Benton County Ten Year Plan to Address Homelessness, and through that body continue to assess needs for homeless shelter and services, affordable housing, and health and mental health care for individuals and families. City and County consultation and collaboration will continue to occur on various fronts on an ongoing basis.
10	**Agency/Group/Organization**	**Oregon Health Authority**
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Health Agency Other government - State
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Information and plans relative to health-related services for children, the elderly, people with HIV/AIDS and people with disabilities were consulted and were valuable to the process of assessing the needs of these non-homeless special needs populations.

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11	**Agency/Group/Organization**	**Oregon Cascades West Council of Governments**
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Services-Employment Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Cascades West Council of Governments staff and published materials were consulted for purposes of special needs service needs assessments, housing needs, and economic development plans and needs. The agency includes both an Office of Senior and Disability Services and an Office of Economic Development, both of which are responsible for the development of plans and implementation of programs in the multi-county area that includes Corvallis. The City's Consolidated Plan will offer opportunities to target City funding on activities that will jointly benefit Corvallis residents who are clients of the Council of Governments.
12	**Agency/Group/Organization**	**Home Life, Inc.**
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City and Home Life have worked closely together for many years to carry out housing and services projects to serve developmentally disabled members of the community. Consultation on the needs of that population was beneficial to the housing needs and non-homeless special needs assessment sections of the Consolidated Plan. The City anticipates that it will continue to work in partnership with Home Life in future years to carry out Consolidated Plan strategies for the population it serves.
13	**Agency/Group/Organization**	**Center Against Rape and Domestic Violence**
	Agency/Group/Organization Type	Housing Services - Housing Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Center Against Rape and Domestic Violence (CARDV) is the primary provider of domestic violence shelter and services in Corvallis. The City has supported CARDV and its program efforts through technical assistance, capital project funding, and operational support for over 30 years. Consultation with CARDV was used to inform both the housing needs assessment and homelessness strategy sections of the Consolidated Plan. It is anticipated that the City's support of CARDV will continue, and will in turn help address the housing and service needs of survivors of domestic violence.
14	**Agency/Group/Organization**	**Community Outreach, Inc.**
	Agency/Group/Organization Type	Housing Services-Children Services-Persons with Disabilities Services-homeless

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	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Outreach, Inc. (COI) is the primary provider in Corvallis of comprehensive homeless shelter and services for individuals, veterans and families. The input of COI's Executive Director was valuable to the assessment of housing and homeless needs in the community as well as for developing the Consolidated Plan's homelessness strategy.
15	**Agency/Group/Organization**	**Linn Benton Community College**
	Agency/Group/Organization Type	Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has provided CDBG funding for the LBCC Microbusiness program in recent years, and consults on an ongoing basis about the needs of the low income participants it serves and the benefits they achieve by learning to conceptualize and then carry out creation of a microenterprise.

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16	**Agency/Group/Organization**	**City of Corvallis**
	Agency/Group/Organization Type	Housing Services - Housing Services-Employment Service-Fair Housing Other government - Local Planning organization Business Leaders Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Various City divisions within the Community Development Department, and other departments in the organization were consulted to gain insights into employment and economic development needs, infrastructure and public facility needs, housing affordability and conditions, fair housing issues, lead paint issues and practices, and the impacts of land use planning and policies on housing affordability. This consultation and coordination is and will continue to be ongoing.
17	**Agency/Group/Organization**	**Fair Housing Council of Oregon**
	Agency/Group/Organization Type	Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Fair Housing

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City works with the Fair Housing Council of Oregon each year to carry out fair housing training activities for area landlords and tenants, and consults on the types and frequency of fair housing-related calls they receive from Corvallis residents. This consultation has and will continue to provide direction for future fair housing training, outreach and testing efforts.
18	**Agency/Group/Organization**	**Samaritan Health Services**
	Agency/Group/Organization Type	Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with Samaritan Health Services focused on the organization's ongoing efforts to avoid discharging medical patients into homelessness through a cooperative program operated by homeless shelter provider Community Outreach Inc. The organization is also represented on the oversight committee of the Benton County Ten Year Plan to Address Homelessness and as such, will continue to participate in improving the system that provides homeless shelter and related services in Corvallis.
19	**Agency/Group/Organization**	**U.S. Department of Housing and Urban Development**
	Agency/Group/Organization Type	Housing Other government - Federal
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Much of the data presented throughout this Consolidated Plan was provided to the City through HUD's eCon Planning Suite, the electronic template that forms the basis for Plan development. The data includes both American Community Survey (ACS) information drawn directly from the U.S. Census Bureau, and ACS data that HUD has analyzed more deeply as part of its Community Housing Affordability Strategy compilation. City staff will continue to work closely with HUD's Portland field office to evaluate projects, plans and annual reports to ensure compliance with the regulations of the CDBG and HOME programs.

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20	**Agency/Group/Organization**	**Oregon Housing and Community Services**
	Agency/Group/Organization Type	Housing Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Consolidated Plan for the State of Oregon, prepared jointly by Oregon Housing and Community Services (OHCS) and the Oregon Business Development Department, was consulted in preparing the Corvallis Consolidated Plan. OHCS is currently in the process of identifying regional priorities for the affordable housing funding they deliver to communities throughout Oregon. The City is participating in discussions with OHCS regarding the Benton/Linn county region and will continue this consultation through its completion. Future coordination of plans and resource investments will be important for the creation of financially viable affordable housing projects in Corvallis.
21	**Agency/Group/Organization**	**United Way of Benton and Lincoln Counties**
	Agency/Group/Organization Type	Regional organization Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	United Way's most recent "Community Conversations About Need in Benton County" report provided background data and information for the housing and homelessness sections of the Consolidated Plan. United Way's Executive Director is a member of the oversight committee for the Benton County Ten Year Plan to Address Homelessness, and the agency also manages the allocation of City (non-federal) Social Services funding to Corvallis non-profit agencies. City/United Way coordination of homelessness and other funding allocation strategies will continue throughout the period of this Consolidated Plan.
22	**Agency/Group/Organization**	**Journum, Inc.**
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Journum is a non-profit agency that provides case management services to veterans. A local representative working in Corvallis and Benton County assists veterans both with finding housing, and with remaining housed. Consultation with this representative was helpful for the housing- and veterans- related sections of the Consolidated Plan, and also helped to inform the Homelessness Strategy that will be implemented through the Plan.
23	**Agency/Group/Organization**	**Corvallis School District 509J**
	Agency/Group/Organization Type	Housing Services-Children Services-homeless Services-Education Other government - Local
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Corvallis School District employs a Family Outreach Advocate to work with homeless and highly mobile students residing in the Corvallis district. The Advocate is also a member of the oversight committee for the Benton County Ten Year Plan to Address Homelessness and through that body provided information related to homeless families and their needs for the homelessness strategy section of this Plan.
24	**Agency/Group/Organization**	**Corvallis Housing and Community Development Commission**
	Agency/Group/Organization Type	Housing Planning organization Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Corvallis Housing and Community Development Commission (HCDC) is a citizen volunteer board that provides oversight to the City's Housing Division and its work to carry out the development and execution of five-year Consolidated Plans and one-year Action Plans. Members have expertise in housing, social services end economic development; the HCDC considers applications from agencies seeking CDBG and HOME funding for capital projects and social service operations, and recommends allocations to the City Council for consideration to become part of each year's Action Plan. Consultation with the HCDC and its members occurs and will continue on an ongoing basis.

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25	**Agency/Group/Organization**	**Old Mill Center for Children and Families**
	Agency/Group/Organization Type	Services-Children Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Old Mill is a non-profit provider of services focused on children and families, most of whom are low income and many of whom are or have been homeless. The agency received CDBG operational support during the City's FY 12-13 and provided information through monthly and quarterly reporting that was relevant to the sections of the Consolidated Plan that address the needs of families with children.
26	**Agency/Group/Organization**	**South Corvallis Food Bank**
	Agency/Group/Organization Type	Services-homeless Low Income Food Pantry
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The South Corvallis Food Bank receives CDBG funding to support the provision of food boxes to low income, homeless and special needs persons in South Corvallis. Information reported by the agency was used for the homeless and non-homeless special needs discussions in the Consolidated Plan; the agency is identified to receive CDBG funding during FY 13-14 to continue the delivery of its services.
27	**Agency/Group/Organization**	**Parent Enhancement Program**
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Parent Enhancement Program is a non-profit provider of education and case management services for pregnant and parenting teens and young adults. The agency's periodic reports to the City as a recipient CDBG operational funding continue to be useful in developing Consolidated Plan sections that address the needs of children and their families.
28	**Agency/Group/Organization**	**Corvallis Daytime Drop-in Center**
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-homeless Services-Health Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Needs - Veterans HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Corvallis Daytime Drop-in Center (CDDC) provides a variety of support services to homeless persons and people with other special needs through their downtown Corvallis drop-in facility. The agency's Director and a board member participate on the oversight committee of the Benton County Ten Year Plan to Address Homelessness and have provided Consolidated Plan input through that body.
29	**Agency/Group/Organization**	**Work Unlimited**
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Anti-poverty Strategy

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Work Unlimited provides supportive services, including vocational training, to disabled residents of Corvallis including the residents of the 52-unit Benton Plaza affordable elderly/disabled apartments. Information provided by the agency has been used for the housing and market analysis, non-homeless special needs, and anti-poverty sections of the Consolidated Plan.
30	**Agency/Group/Organization**	**Furniture Share**
	Agency/Group/Organization Type	Furniture/household item provider
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Furniture Share is a current recipient of CDBG operational funding to support their delivery of no-cost furniture and household items to low income and special needs populations in Corvallis. Information provided by the agency has been used for the non-homeless special needs section of the Consolidated Plan.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

There were no agency types not consulted in preparing the Corvallis Consolidated Plan, which forms the basis of this Action Plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Community Services Consortium	The goals of the City's Strategic Plan with regard to addressing homelessness are supportive of and align with much of the intent of the local intent of the Balance of State Continuum of Care Plan. The plans are mutually supportive in that both intend to support continued implementation of the Benton County Ten Year Plan to Address Homelessness.

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Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
State of Oregon Consolidated Plan	Oregon Housing and Community Services	Although Corvallis affordable housing projects are not eligible for state CDBG or HOME funding allocations, it is common that local investments of funding from one or both of those sources acts as an incentive for the state's investment of Low Income Housing Tax Credits or other affordable housing resources. Current priorities for state affordable housing investments in Corvallis and the two-county Benton/Linn area are under discussion; the City is a participant in those discussions and it appears that its Strategic Plan goals are well positioned to align with the state priorities that will emerge.
Benton County 10 Year Plan to Address Homelessness	Benton County and City of Corvallis	An explicit goal of the Corvallis Consolidated Plan/Strategic Plan is to "Support achievement of the goals of the Benton County Ten Year Plan to Address Homelessness." That goal establishes a direct link between the goals, strategies and actions found in both plans.

Table 3 – Other local / regional / federal planning efforts

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AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City followed its published Citizen Participation Plan in carrying out the process to develop this FY 14-15 Action Plan. That Citizen Participation Plan calls for the City to conduct two annual public hearings in order to receive community input about needs, priorities and potential projects as it prepares each one-year Action Plan. In addition to holding these public hearings the City, through its Community Development Department/Housing Division and its Housing and Community Development Commission, practices ongoing but much less formal outreach to social service providers, agency clients, loan program participants, and citizens in general as it carries out and/or monitors each year's Action Plan activities, participates in community and stakeholder meetings, and delivers housing- and other program-related information and referral services.

In practice the citizen participation process under which the City's current Consolidated Plan and this FY 2014-15 Action Plan were developed began many years ago as prior Consolidated Plans were implemented. Since 2000, each year's Action Plan hearing has been advertised as an opportunity to influence the next Consolidated Plan and its priorities; many identified actions in earlier Plans were intended to help the City define or refine goals for future Plans. As noted above, the citizen participation process for this Action Plan combined formal public hearings with less formal meetings and discussions about needs and solutions. The goals in the City's FY 2013-2018 Consolidated Plan are very much reflective of a comprehensive, additive approach to gathering public input, and the actions the City will carry out or support through implementation of its FY 2014-15 Action Plan are a direct result of the discussions in which City staff have participated, and of the ideas and testimony the City has received through its more formal processes.

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Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Public Meeting	Non-targeted/ broad community	Participation in the first of the two Action Plan public hearings was lighter than is typical, with only two members of the community providing testimony. It is because of this recently declining level of participation in public hearings, and the City's history with past public outreach meetings held in neighborhood centers for which there were few or often no attendees, that this year's Plan development process focused more on gleaning ideas about needs and priorities from community meetings, many held for other purposes, or through direct discussions with stakeholders, program partners, and other members of the community.	Two hearing attendees provided comments during the first Action Plan public hearing, which was conducted by the Corvallis City Council on January 6, 2014. The first person to testify stated her preference for the City investing its CDBG and HOME resources in large projects that meet multiple needs rather than smaller, more targeted projects and activities. As opportunities arise and projects that are compliant with federal program rules are identified, the City has invested and will continue to invest in such large projects. No such projects were proposed for FY 2014-15. The second person to testify spoke on behalf of the South Corvallis Food Bank, noting the benefits it has received from past City support and her hope that continued Community Development Block Grant funding would be provided during the City's FY 14-15. That program has been identified for continued funding in the FY 14-15 Action Plan. Comments received during the second public hearing . . .	There were no comments provided during the public hearings that were not accepted.

Table 4 – Citizen Participation Outreach

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Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

HUD has informed the City of Corvallis that its CDBG award for FY 2014-15 will be **$509,401**, and that its HOME award will be **$278,985**. Projections of awards for the remainder of the Consolidated Plan period (three years) hold these figures flat at their FY 2014-15 levels. Program income estimates represent amounts anticipated to be repaid to the City from amortized loans provided to home owners and housing providers in prior years. Prior year CDBG resources represent amounts that have been allocated to specific activities or programs in past years (e.g., program administration, rehabilitation loan programs, down payment loan programs) where those amounts were not fully expended. Those unexpended balances are typically carried over to the next program year and applied to those same housing assistance loan programs.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	$509,401	$100,000	$100,000	$709,401	$1,528,200	This set of estimates is based on 1) guidance provided by HUD relative to the City's FY 14-15 federal awards, 2) past experience with loan repayments, and 3) anticipated prior year resources committed to housing rehabilitation activities that will not be spent prior to the end of FY 13-14. The expected amount available for the remainder of the ConPlan period is based on a simple projection of the FY 14-15 annual allocation amount.

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	$278,985	$10,000	0	$288,985	$837,000	This set of estimates is based on 1) guidance provided by HUD relative to the City's FY 14-15 federal awards, and 2) past experience with loan repayments. The expected amount available for the remainder of the ConPlan is a simple projection of the FY 14-15 annual allocation amount.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City will provide CDBG and HOME funding to a variety of programs and activities over the FY 2014-15 Action Plan period. Each program or activity type brings with it a varying level of ability to leverage the City's investment of federal funds. HOME program requirements stipulate that non-federal match equivalent to 25% of the City's HOME investments in projects is to be identified. Some of the projects the City has funded with HOME resources since program inception have very easily generated their own required 25% match plus additional match above that level, which has been "banked" and applied as needed to other projects that might not have generated enough match. Other activities carried out with non-federal City, State or local funding have also generated considerable match since program inception, as has the City's provision of land for several affordable housing projects. As reported in the City's Consolidated Annual Performance Evaluation Report for its FY 12-13, through the end of that year a total of $3,972,913 in HOME funds requiring a 25% match had been disbursed to projects, setting the total match

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requirement at $993,231. Actual match generated through the various means described above, again through the end of FY 12-13, totaled $2,882,193, or 290% of the amount required to meet HOME match regulations.

CDBG-funded projects do not carry the match requirements that apply to the HOME program, but many activities generate leverage nonetheless. Among the City's typical CDBG investments, its funding of public services likely generates the greatest amount of leverage. It is not uncommon for a non-profit operated program to receive an award of approximately $10,000 in City CDBG funding, and then to raise the balance of the $50,000, $200,000 or $500,000 or more needed for the funded program from foundations, grants or local contributions. Depending on the size and scope of a rental housing rehabilitation project, significant additional owner or local investments may also be leveraged in order to make the project feasible. And finally, the City's down payment assistance loan program investments are also typically highly leveraged, with assisted purchaser investments of savings in amounts equal to or greater than the City's loan amount being common.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

In years past the City has been in a position to donate or sell surplus land for less than market value in order to facilitate the development of affordable housing or community facility projects. The City currently has no surplus land for such sale or use, so this Action Plan does not anticipate making land available to address the needs identified in the current Consolidated Plan.

Discussion

As described above, the City's balance of HOME match exceeds the level needed to meet requirements related to HOME allocations during FY 13-14. The HOME allocation of $220,000 to a CHDO 10-unit housing rehabilitation project that has been identified in this Action Plan is neither expected nor required to leverage additional match. Identified allocations of CDBG funding to public services, non-profit capital projects and down payment assistance loans, budgeted in this Plan at $270,000, are expected to leverage approximately $670,000 in non-City funding.

Generally speaking, the City has been and anticipates that it will continue to be effective and successful in leveraging its use of CDBG and HOME resources. It also anticipates continuing to implement a project and activity funding strategy that looks to maximize the use of its federal resources as loans rather than as grants. Clearly some activities, such as the funding of public services, cannot support loans for purposes of operating funding. But other activities such as housing rehabilitation or construction often have the capacity to carry some or all of the City's investment as a no- or low-interest, long-term subsidy or short-term construction loan. In the face of declining federal awards, this strategy has become an important offset, and a means to continue to invest in the housing and community development needs of low income residents.

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Create and Retain Affordable Housing Opportunities	2013	2017	Affordable Housing Homeless Non-Homeless Special Needs		Providing Affordable Housing Opportunities	CDBG: $120,000	Direct Financial Assistance to Homebuyers: 10 Households Assisted
2	Maintain the Quality of Affordable Housing	2013	2017	Affordable Housing Non-Homeless Special Needs		Maintaining the Quality of Affordable Housing	CDBG: $220,000 HOME: $220,000	Rental units rehabilitated: 10 Household Housing Unit Homeowner Housing Rehabilitated: 7 Household Housing Unit
3	Support Goals of the Ten Year Homelessness Plan	2013	2017	Affordable Housing Homeless Non-Housing Community Development		Addressing Homelessness Helping People with Special Needs Helping People with Low Incomes	CDBG: $99,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 825 Persons Assisted Homeless Person Overnight Shelter: 140 Persons Assisted

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Support Agencies That Provide Direct Services	2013	2017	Homeless Non-Homeless Special Needs Non-Housing Community Development		Helping People with Special Needs Helping People with Low Incomes	CDBG: $51,000	Public service activities other than Low/Moderate Income Housing Benefit: 5,702 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	Create and Retain Affordable Housing Opportunities
	Goal Description	Provide funding and technical support to assist in the development and/or acquisition of housing that is affordable to low, very low and extremely low income families.
2	**Goal Name**	Maintain the Quality of Affordable Housing
	Goal Description	Provide funding and technical support to assist in the rehabilitation of housing that is occupied by low, very low and extremely low income families.
3	**Goal Name**	Support Goals of the Ten Year Homelessness Plan
	Goal Description	Provide funding and technical support to assist in carrying out projects and activities that have been identified as priorities in the Benton *County Ten Year Plan to Address Homelessness*.
4	**Goal Name**	Support Agencies That Provide Direct Services
	Goal Description	Provide funding and technical assistance to agencies that provide public services to the homeless, individuals with special needs, and individuals who are low, very low or extremely low income.

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Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

While it will not be the case that HOME funding will be utilized to achieve all of the following goals for the provision of affordable housing, the City anticipates that it will assist a total of 12 extremely low income families (income less than 30% AMI), six low income families (30% to 50% AMI, which the City refers to as very low income), and nine moderate income families (50% to 80% AMI, which the City refers to as low income) over the one-year Action Plan period that will constitute the City's FY 14-15. A total of 27 low and moderate income families will be assisted. Families that are anticipated to be assisted by tenancy and assistance type include:

- Renters: 10 families, all of which will be assisted through the rehabilitation of existing units.
- Owners: 17 families, with ten assisted through the provision of down payment assistance and seven assisted through housing rehabilitation activities.

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AP-35 Projects – 91.220(d)

Introduction

This section lists and describes the projects the City of Corvallis Community Development Block Grant and HOME Investment Partnerships programs will carry out and/or fund during the City's fiscal year FY 13-14.

Table 7 – Project Information

#	Project Name
1	Home Ownership Assistance
2	Essential Repair Loan Program
3	Neighborhood Improvement Loan Program
4	Jackson Street Youth Shelter Transitional Living Facility
5	Human Services Fund
6	CDBG Program Planning and Administration
7	Housing Rehabilitation Program Delivery
8	Pickford Leonard Affordable Housing Rehabilitation
9	CHDO Operating Funding for Willamette Neighborhood Housing Services
10	HOME Program Administration

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Funding allocation priorities are intended to address the Strategic Plan priorities established in the City's FY 2013 - 2018 Consolidated Plan. As has been typical in past years, the primary obstacle to addressing underserved needs in Corvallis is a lack of funding adequate to address the housing, services and other community development needs of low income citizens.

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Projects

AP-38 Projects Summary

Project Summary Information

No.	Project	Goals Supported	Geographic Areas	Needs Addressed	Funding
1	Home Ownership Assistance	Create and Retain Affordable Housing Opportunities		Providing Affordable Housing Opportunities Helping People with Low Incomes	CDBG : $120,000
	Description	Provide assistance to low income purchasers of homes in Corvallis by delivering a down payment assistance loan program.			
	Target Date for Completion	06/30/2014			
	Estimate the number and type of families that will benefit from the proposed activities	This project will assist ten low income families with their purchase of a home in Corvallis.			
	Location Description	Addresses unknown at this time. The project will assist families City-wide.			
	Planned Activities	Provide ten down payment assistance loans to low income families.			
2	Essential Repair Loan Program	Maintain the Quality of Affordable Housing		Maintaining the Quality of Affordable Housing Helping People with Low Incomes	CDBG : $170,000
	Description	Provide no-interest deferred payment loans to very low and extremely low income home owners to fund the needed rehabilitation of their homes.			
	Target Date for Completion	06/30/2014			
	Estimate the number and type of families that will	Activities conducted under this project will assist five very low and extremely low income families.			

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	benefit from the proposed activities				
	Location Description	No addresses have been identified for this project. It will provide loans on a City-wide basis.			
	Planned Activities	Provide no-interest deferred payment loans to very low and extremely low income home owners to fund the needed rehabilitation of their homes.			
3	Neighborhood Improvement Program	Maintain the Quality of Affordable Housing		Maintaining the Quality of Affordable Housing Helping People with Low Incomes	CDBG : $50,000
	Description	Provide low or no-interest amortized loans to low income home owners to fund the needed rehabilitation of their homes.			
	Target Date for Completion	06/30/2014			
	Estimate the number and type of families that will benefit from the proposed activities	Two low income families will benefit from activities under this project.			
	Location Description	No locations have been identified. The project will be delivered on a City-wide basis.			
	Planned Activities	Provide low or no-interest amortized loans to low income home owners to fund the needed rehabilitation of their homes.			
4	Human Services Fund	Support Goals of the Ten Year Homelessness Plan Support Agencies That Provide Direct Services		Addressing Homelessness Helping People with Special Needs Helping People with Low Incomes	CDBG : $75,000
	Description	Provide funding to support the operation of six non-profit organizations serving the homeless and other low income populations.			
	Target Date for Completion	06/30/2014			
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 6,500 low, very low and extremely low income individuals will benefit from the activities that will be supported under this project.			
	Location Description	This project will support activities that will operate on a City-wide basis.			

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	Planned Activities	Provide funding to support the operation of six non-profit organizations serving the homeless and other low income populations.			
5	Jackson Street Youth Shelter Transitional Living Facility	Support Goals of the Ten Year Homelessness Plan Support Agencies That Provide Direct Services		Addressing Homelessness Helping People with Special Needs Helping People with Low Incomes	CDBG : $75,000
	Description	Provide funding to support the acquisition of a property to be utilized by the Jackson Street Youth Shelter to provide a transitional living facility that will provide transitional shelter and related services to homeless youths ages 18 to 20. Up to ten homeless individuals will be served annually.			
	Target Date for Completion	06/30/2014			
	Estimate the number and type of families that will benefit from the proposed activities	Up to ten homeless youths, ages 18 to 20, will benefit from this project on an annual basis.			
	Location Description	The property to be acquired is located at 605 NW 17th Street in Corvallis.			
	Planned Activities	Provide funding to support the acquisition of a property to be utilized by the Jackson Street Youth Shelter to provide a transitional living facility that will provide transitional shelter and related services to homeless youths ages 18 to 20. Up to ten homeless individuals will be served annually.			
6	CDBG Program Administration and Planning	Create and Retain Affordable Housing Opportunities Maintain the Quality of Affordable Housing Support Goals of the Ten Year Homelessness Plan Support Agencies That Provide Direct Services		Providing Affordable Housing Opportunities Maintaining the Quality of Affordable Housing Addressing Homelessness Helping People with Special Needs Helping People with Low Incomes	CDBG : $121,800
	Description	This project will fund the administration of the City's CDBG program, including the delivery of projects and activities identified in this Action Plan during FY 14-15; the reporting on activities			

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		carried out during FY 13-14; and planning for the uses of CDBG funding during FY 15-16.			
	Target Date for Completion	06/30/2014			
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only, and will not provide a direct benefit. Beneficiaries of the projects and activities it supports will be reported within each direct assistance activity.			
	Location Description	This project will support administration, planning, reporting, and the delivery projects and activities on a City-wide basis.			
	Planned Activities	This project will fund the administration of the City's CDBG program, including the delivery of projects and activities identified in this Action Plan during FY 14-15; the reporting on activities carried out during FY 13-14; and planning for the uses of CDBG funding during FY 15-16.			
7	Housing Rehabilitation Program Delivery	Maintain the Quality of Affordable Housing		Maintaining the Quality of Affordable Housing Helping People with Special Needs Helping People with Low Incomes	CDBG : $90,000
	Description	This project will support the delivery of the City's housing rehabilitation loan and grant programs.			
	Target Date for Completion	06/30/2014			
	Estimate the number and type of families that will benefit from the proposed activities	This project will not provide direct benefit to families; beneficiaries will be reported within the activities supported through this project.			
	Location Description	This project will assist activities to be delivered on a City-wide basis.			
	Planned Activities	This project will support the delivery of the City's housing rehabilitation loan and grant programs.			
8	Leonard Pickford Affordable Housing Rehabilitation	Maintain the Quality of Affordable Housing		Maintaining the Quality of Affordable Housing Helping People with Special Needs Helping People with Low Incomes	HOME : $220,000
	Description	Provide HOME funding to support Willamette Neighborhood Housing Services in its rehabilitation of ten units of housing occupied by very low income tenants.			

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	Target Date for Completion	06/30/2014			
	Estimate the number and type of families that will benefit from the proposed activities	The project consists of ten units, each of which is currently occupied and will be occupied upon project completion. It is anticipated that no relocation or displacement will be triggered by the project, and that occupants will be able to remain in their units for the duration of the project.			
	Location Description	Various addresses in southeast Corvallis between SE Pickford and SE Leonard.			
	Planned Activities	Provide HOME funding to support Willamette Neighborhood Housing Services in its rehabilitation of ten units of housing occupied by very low income tenants. Project activities will focus on rehabilitating the exterior envelopes (siding and windows) of the five buildings that occupy the project site, improving energy efficiency, and improving living conditions by addressing indoor air quality issues.			
9	CHDO Operating Funding for Willamette Neighborhood Housing Services	Create and Retain Affordable Housing Opportunities Maintain the Quality of Affordable Housing Support Goals of the Ten Year Homelessness Plan		Providing Affordable Housing Opportunities Maintaining the Quality of Affordable Housing Addressing Homelessness Helping People with Special Needs Helping People with Low Incomes	HOME : $13,500
	Description	Provide CHDO Operating Funding to Willamette Neighborhood Housing Services, the City's Community Housing Development Organization, to support the agency's organizational efforts to develop affordable housing in Corvallis.			
	Target Date for Completion	06/30/2014			
	Estimate the number and type of families that will benefit from the proposed activities	This project will not provide direct benefits to families. The benefits will be realized in the future development of affordable housing, and beneficiaries of that housing will be reported as activities receive support through the City's HOME and/or CDBG program.			
	Location Description	This project will support development capacity for projects to be developed City-wide.			
	Planned Activities	Provide CHDO Operating Funding to Willamette Neighborhood Housing Services, the City's Community Housing Development Organization, to support the agency's organizational efforts to develop affordable housing in Corvallis.			

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10	HOME Program Administration				HOME : $28,800
	Description	This project will fund the administration of the City's HOME program, including the delivery of projects and activities identified in this Action Plan during FY 14-15; the reporting on activities carried out during FY 13-14; and planning for the uses of HOME funding during FY 15-16.			
	Target Date for Completion	06/30/2014			
	Estimate the number and type of families that will benefit from the proposed activities	This project will not provide direct benefit to families; beneficiaries of activities and projects supported through this administrative project will be reported within those individual activities.			
	Location Description	This project will support the administration of a program that operates on a City-wide basis.			
	Planned Activities	This project will fund the administration of the City's HOME program, including the delivery of projects and activities identified in this Action Plan during FY 14-15; the reporting on activities carried out during FY 13-14; and planning for the uses of HOME funding during FY 15-16.			

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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Corvallis does not distribute resources from its Community Development Block Grant or HOME Investment Partnerships programs through geographic targeting.

Rationale for the priorities for allocating investments geographically

Corvallis does not distribute resources from its Community Development Block Grant or HOME Investment Partnerships programs through geographic targeting.

Discussion

Geographically the City of Corvallis is relatively small, so housing developments, community facilities or public services activities are typically intended to provide community-wide benefits. Similarly, housing rehabilitation and homebuyer assistance programs are designed to assist citizens with need regardless of where they reside or intend to purchase a home. Because the city is small and in order to continue to provide flexibility in our approach to funding capital projects and public services activities, Corvallis has not prioritized specific geographic areas for the investment of federal funds.

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Over the five-year Consolidated Plan period it is anticipated that housing opportunities for people who are homeless, as well as the production of new units for persons who are homeless and non-homeless persons, will be assisted with resources from the City's Community Development Block Grant program and/or its HOME Investment Partnerships program. The process utilized by the City to allocate funding from these programs begins with an annual Request for Proposals process during which potential projects are reviewed and evaluated for readiness to proceed. The projects included in this Action Plan have been evaluated for compliance with program requirements, and have been determined to be ready to proceed.

It is often the case that projects are only in a conceptual stage at the time proposals are due for the City's allocation process. Typically with these potential projects, City staff will meet with and provide technical assistance for owners/sponsors to help them prepare for a future application process. Thus, although the current Action Plan contains no one-year goals for homeless housing, nor for the production of new units, there are a number of projects under discussion at this time that would provide affordable housing in both of these categories during the five-year Consolidated Plan period.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	27
Special-Needs	0
Total	27

Table 8 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	17
Acquisition of Existing Units	10
Total	27

Table 9 - One Year Goals for Affordable Housing by Support Type

Discussion

During the period of this FY 14-15 Action Plan, City CDBG and HOME funding for affordable housing activities will be delivered through two general mechanisms: 1) direct loan assistance to low income owners and purchasers of Corvallis homes, and 2) housing rehabilitation activities being conducted by a non-profit owner of existing, affordable Corvallis rental housing. A total of 17 owner-occupied and ten renter-occupied units will be assisted during FY 14-15.

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AP-60 Public Housing – 91.220(h)

Introduction

There are no units of public housing in Corvallis.

Actions planned during the next year to address the needs to public housing

This narrative is not applicable as there are no units of public housing in Corvallis.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

This narrative is not applicable as there are no units of public housing in Corvallis.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

Discussion

This narrative is not applicable as there are no units of public housing in Corvallis.

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AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Many of the activities the City will support and/or carry out during FY 14-15 will intend specifically to address aspects of homelessness in Corvallis. Other activities may primarily be intended to address non-homelessness issues (e.g., housing rehabilitation) but will in many cases assist indirectly in the prevention of homelessness by supporting the provision of affordable, quality housing.

The activities described below will include investments from the City's Community Development Block Grant program and its HOME Investment Partnerships program. Both CDBG and HOME will provide capital project investments; CDBG will also provide funding under the "public services" category of eligibility. Locally the program name "Human Services Fund" is used to describe the source of the City's provision of CDBG assistance that meets CDBG public services criteria.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

During FY 14-15 the City's Community Development Block Grant (CDBG) program, through that program's Human Services Fund (HSF), will provide $11,000 to the **Corvallis Daytime Drop-in Center** to underwrite a portion of the organization's costs of operation. This program primarily serves both sheltered and unsheltered homeless persons, and also serves non-homeless low income persons. Clients served may also have a mental illness, alcohol or other drug addiction, or co-occurring disorders. Services of the Corvallis Daytime Drop-in Center include:

- Information and referral to services and resources including healthcare, housing, food, shelter, clothing, transportation and other basic needs;
- Assistance replacing birth certificates and other identification documents;
- A post office box so that people with no stable address may receive mail;
- Life skills and goal setting assistance;
- Mental health counseling, provided by a licensed clinical social worker;
- Coordinating short-term work opportunities to provide small levels of client income.

The Corvallis Daytime Drop-in Center projects that it will provide services to 825 individuals in FY 14-15.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Human Services Fund award to the Corvallis Daytime Drop-in Center described above will also address this set of needs. In addition, a second award will specifically address the delivery of emergency shelter and related services.

The **Corvallis Homeless Shelter Coalition** will receive funding in the amount of $13,000 to support operation of a homeless men's cold weather shelter. The shelter will operate for five months beginning in November through March, and will offer approximately 40 shelter beds each night. In addition to offering shelter beds, this activity will provide information and referral services to connect clients with needed assistance services. The Coalition anticipates that 140 homeless men will receive shelter and services during FY 14-15.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

No capital projects to create permanent housing were proposed to the City for FY 14-15 funding. However, both of the activities described in the sections above are expected to help homeless persons gain quick access to shelter, and then through the provision of information and referral services, help them secure transitional and/or permanent housing opportunities as they become available.

One capital project, the **Jackson Street Youth Shelter** Transitional Living Facility, will receive a CDBG award of $75,000 to assist with the purchase of a single family home to provide a transitional living facility and associated supportive services to an estimated ten youths, ages 18 to 20, during FY 14-15.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Three activities that will receive City CDBG or HOME support during FY 14-15 will help low income individuals and families avoid becoming homeless by either meeting non-housing needs at reduced cost levels, offering case management and supportive services, or offering permanent rental housing opportunities at affordable rent levels.

CDBG Human Services Fund support in the amount of $11,000 will help **Work Unlimited** deliver its Supported Living Program, which operates in the Benton Plaza, an affordable downtown apartment building that provides housing for persons with disabilities and the elderly. The program provides comprehensive case management and day-to-day living services to individuals with severe/chronic mental illness or other disabilities or life challenges. Services will include medication reminders; transportation to doctor appointments; assistance with paperwork required to access Social Security, food stamps, energy assistance and other benefits programs; representative payee services and money management assistance; and life skills training and counseling. Work Unlimited anticipates that it will serve 56 individuals in FY 14-15, six of whom will be very low income and 50 of whom will be extremely low income.

HOME capital funding in the amount of $220,000 will be provided to **Willamette Neighborhood Housing Services**, owner of the 10-unit Pickford Leonard affordable housing development in southeast Corvallis.

This investment will fund the rehabilitation of units with a focus on generally improving living conditions, extending the life of the building envelopes, improving indoor air quality, and improving energy efficiency. All of the occupants of Pickford Leonard qualify as very low or extremely low income. Like other investments of capital funding, in addition to benefitting 10 households in FY 14-15 (all of which will be considered to be "HOME-assisted") this project's benefits will extend to many additional households in future years.

The final FY 14-15 investment that will help keep people from becoming homeless will provide CDBG Human Services Fund support, in the amount of $19,000, to the **South Corvallis Food Bank**. With HSF funding to support its operations, the Food Bank anticipates that it will provide free food boxes to low, very low and primarily, to extremely low income residents of South Corvallis. Lowering monthly food costs is of benefit to individuals and families who do not have resources that are adequate to cover all of their costs of food, transportation, medical care and housing. The Food Bank anticipates that it will serve 3,511 individuals during FY 14-15; most of these beneficiaries will have incomes that qualify as extremely low income.

Discussion

Two additional activities that are not intended to address homelessness directly but that may have some impact will also be supported by CDBG investments in FY 14-15.

The first will support **Furniture Share**, an organization that collects donated used but still useable furniture and household items and then in turn, distributes those materials to low income Corvallis households. All of the persons benefitting from this program are low income, and most are extremely low income or have special needs. Some clients are transitioning from homelessness, or are survivors of domestic violence moving into permanent housing. Furniture Share will receive $11,000 in Human Services Fund support, and anticipates providing assistance to 1,725 individuals during FY 14-15.

The second activity, the **Parent Enhancement Program**, will receive Human Services Fund support in the amount of $10,000 to provide assistance to pregnant and parenting teens and young adults who are low income Corvallis residents. Services will include case management and support, educational classes, mentoring, social activities, home visits, transportation, and distribution of infant and child safety equipment. Programs are offered in both English and Spanish, and are actively marketed through outreach to Hispanic/Latino members of the community. The Parent Enhancement Program anticipates that it will serve 410 individuals during FY 14-15.

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AP-75 Barriers to Affordable Housing – 91.220(j)

Introduction

While identifying *potential* barriers to affordable housing may be relatively easy, assessing the magnitude of the impacts of those barriers and implementing tools to overcome them is generally quite complex. In addition to the complexity of implementation, it may also be the case that the effects of policy changes, ordinance revisions, and new assistance programs may not be seen or measurable in the housing market for many years. Regardless of those impediments to assessing impacts, however, several initiatives have been or are being undertaken to address current affordability barriers in Corvallis.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The FY 2013 - 2018 Corvallis Consolidated Plan notes that several actions intended to address barriers to affordable housing are currently in place or are being implemented in Corvallis. Some directly effective tools are small-scale in nature, consisting of the City's provision of CDBG and/or HOME financial assistance to low income households or to housing projects that will serve low income households. During FY 14-15 these tools will be applied to:

- Assist ten low income households with the purchase of a home in Corvallis by providing them with low- or no-interest down payment assistance loans.
- Provide loans to two low income and five very low (or lower) income Corvallis home owners to finance critical home repairs and upgrades, including weatherization, energy efficiency, and accessibility.
- Provide direct HOME funding to a non-profit owner of Corvallis rental housing whose units are committed to providing long term affordability. A total of ten units will be rehabilitated during FY 14-15; all ten units will provide affordable housing for very low or extremely low income families.

Recent local policy changes include modifications to the City's Land Development Code intended to 1) add flexibility for site design and public improvements; 2) allow minor revisions to approved Planned Developments and Conditional Developments without requiring an additional land use review process; and 3) add higher density residentially-zoned districts to the areas in which Accessory Dwelling Units are permitted. Although these amendments were not implemented specifically to address barriers to affordability, housing costs and affordability were considered in moving them forward, and it is anticipated that the flexibility they will bring to the residential development process will have the potential to reduce costs of building new housing.

Three other projects or initiatives will continue to move forward during FY 14-15, and all are anticipated to affect housing affordability either directly or indirectly:

- Oregon State University (OSU) has put in place a requirement that beginning with fall term 2014, incoming freshmen must live on campus. Toward that end, the University has nearly completed the process of developing a new dormitory to provide housing for 300 students.
- In addition to completion of several hundred new rental units by private developers since late 2012, plans have either been approved or are under review for developments that would build another approximately 500 additional rental units in the next few years. The recently completed units and the majority of those currently planned are or will be intended to provide housing for OSU students.
- The Corvallis City Council has established a goal for its current term that states: *By the end of 2013, the Council will have access to comprehensive and objective information about the demands for housing in the Corvallis Urban Growth Boundary and the causes of the current housing mix. By the end of 2014, the Council will create policies, regulations, and strategies to help meet the housing needs of those who live here or wish to live here.* While this goal will be intended to address many aspects of the Corvallis housing market, addressing affordability and barriers thereto is expected to be a major component of this work effort.

Discussion

As reflected in the narrative above, housing affordability and barriers that may be present in the market are of concern to the Corvallis community and its policy makers. During FY 14-15 and the years beyond it is anticipated that the public sector, the private sector, and public/private initiatives will combine to evaluate and then reduce existing barriers. New private sector housing development has perhaps the greatest potential to address affordability as new units come on line and the City's recently-low rental vacancy rate begins to return to a "healthy" level. Although it will be difficult to measure directly, this release of market pressure combined with continuing efforts on the part of the City to add development flexibility in general, and to provide targeted financial assistance for specific low income housing activities, should work positively to improve housing affordability in Corvallis.

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AP-85 Other Actions – 91.220(k)

Introduction

The narratives that follow outline steps the City of Corvallis, primarily through its Community Development Department/Housing Division's implementation of this Action Plan, will address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead-based paint hazards, reduce the number of poverty-level families, assist in the development of the community's institutional structure, and enhance the coordination of public/private housing and services efforts.

Actions planned to address obstacles to meeting underserved needs

A number of obstacles to meeting underserved needs have been identified the City's FY 2013 - 2018 Consolidated Plan document on which this Action Plan is based. Underlying each obstacle is an inherent lack of financial capacity to completely, or adequately meet community needs. Other obstacles, both related and unrelated to financial capacity, also exist and will be addressed by the City within the scope of its resources during FY 14-15.

A primary underserved need in Corvallis is the need for affordable housing, especially by households and families with extremely low and very low incomes. While overcoming the obstacles that create this need is well beyond the scope of this Action Plan, several elements of the Plan are intended to address needs and continue the City's efforts in the area of creating or preserving affordable housing. Resources being allocated by this Action Plan will fund the rehabilitation of both owner- and renter-occupied housing, opportunities for home ownership, and services to meet the non-housing needs of lower income community members. The City, as a member of the oversight committee for the *Benton County Ten Year Plan to Address Homelessness*, will also work on a community and committee priority to identify opportunities to increase the availability of both rent assistance, and assisted rental opportunities in Corvallis.

Another set of underserved needs revolves around people who are homeless in Corvallis. While comprehensive shelter and services exist during the winter months, from April through October there is a lack of shelter capacity for individuals and families where alcohol and/or other drugs are being used actively. In order to address obstacles to creating a year-round shelter facility, ideally to be co-located with a drop-in center and community kitchen facilities, the City Council and City staff have worked with the Corvallis Homeless Shelter Coalition to identify and secure a building to serve as a permanent facility. The Coalition is currently utilizing the facility for the provision of their cold weather shelter, but intend at some point in the next five years to demolish and then rebuild it as a structure better suited to their broader, long-term shelter and service goals. The technical assistance being provided to the Coalition during this process assumes that they may request Community Development Block Grant funding to assist with their facility project at some time in the future.

Another common obstacle to meeting many underserved needs is a person for family in need's lack of information about existing services and how to access them. The *211 Info* system launched in 2010 to serve Benton, Linn and Lincoln counties is designed to address this obstacle, and is steadily gaining users. City staff will continue to coordinate with United Way of Benton and Lincoln Counties, the lead local agency in the *211 Info* effort, to publicize the availability of the system, and to make sure information about City resources is kept up to date.

Actions planned to foster and maintain affordable housing

During FY 14-15 the City will use CDBG and HOME resources to undertake a number of actions intended to foster and maintain affordable housing. These actions were described in detail earlier, in section AP-55 – Affordable Housing. Included among those actions are:

- Providing down payment assistance loans to help ten low income families purchase a home;
- Investing in the rehabilitation of 10 units of affordable rental housing units occupied by very low and extremely low income families;
- Providing financial assistance to seven low, very low and extremely low income home owners to help them rehabilitate their homes.

Actions planned to reduce lead-based paint hazards

The City operates its housing rehabilitation and acquisition programs in compliance with current federal and state lead safe housing regulations, and will continue to do so during FY 14-15. Specific aspects of this compliance, and of other efforts to address lead-based paint hazards, will include:

- Continuing to address and eliminate lead paint hazards using appropriate practices as they are encountered in the City's housing rehabilitation and acquisition loan and grant programs;
- Continuing to offer the City's recognized expertise in addressing lead hazards to contractors, property owners, and others who have interest or might be affected;
- Providing general informational resources on lead paint and lead hazards to recipients of City loans, loan applicants, and community members;
- Continuing to work as a member of the statewide Healthy Homes initiative, an effort to integrate services targeted at addressing issues in homes that contribute to health problems of residents.

Actions planned to reduce the number of poverty-level families

During FY 14-15 the City will lead efforts or provide assistance in the community to reduce the number of poverty-level families. Among these will be:

- Providing CDBG Human Services Fund assistance to non-profit agencies that serve people who are homeless, have special needs, or are low income;
- Maintaining staff awareness of local public and private job training and assistance resources and programs, and connecting low income citizens to those programs as opportunities to do so arise;
- Continuing to carry out the City Economic Development Office's goal of supporting business development and job creation;
- Ensuring that the Corvallis Living Wage Ordinance is implemented in contracts between the City and its service providers.

Actions planned to develop institutional structure

As noted earlier in the Institutional Delivery Structure section of the City's FY 2013 - 2018 Consolidated Plan, residents of Corvallis enjoy a comprehensive and effective service delivery system. While it is typical that existing services are unable to completely meet all of the needs they are designed to serve, there are few if any needed services that do not exist at all.

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In order to further develop the institutional structure the City will continue to provide CDBG and local funding to agencies that serve target populations in order to help bring stability to those organizations, and to support service expansion as needs increase. People who are homeless/chronically homeless, populations with high levels of need relative to the capacity of the current institutional structure, will benefit as that structure improves its ability to provide broader and more stable year-round shelter and services. During FY 14-15 the City's role in improving this capacity will be focused on 1) continuing to play an integral role in carrying out the priorities of the *Benton County Ten Year Plan to Address Homelessness*, and 2) providing technical assistance to the Corvallis Homeless Shelter Coalition as they develop a concept for a year-round shelter, daytime drop-in center and soup kitchen facility.

Actions planned to enhance coordination between public and private housing and social service agencies

Like the institutional structure for service delivery, coordination between public and private housing and social service agencies is well-established and strong in Corvallis. This coordination helps ensure that there is very little overlap in services, and that the resources of agencies serving low income community members are applied efficiently. During FY 14-15 the City's efforts to enhance coordination will include:

- Meeting regularly with non-profit affordable and special needs housing developers and providers to assess community needs, identify opportunities to address them, and plan and design affordable housing projects for both short- and long-term implementation;
- Ensuring that the Corvallis City Council remains aware of the types and extent of housing and services needs in the community by coordinating annual public hearings and input processes;
- Implementing the initiatives of the recently-established Corvallis/Benton County Economic Development Office, the goals of which will be to 1) provide for a diverse local economy through programs which start, develop, retain and expand enterprises which will, in turn, increase the supply of family wage jobs, and expand the property tax base; 2) attract private and public capital investment to create, enhance and maintain local infrastructure; and 3) provide facilities, services and programs that attract visitors to the Corvallis community.
- Continuing to participate in priority setting and action implementation as a member of the oversight committee for the *Benton County Ten Year Plan to Address Homelessness*. That committee includes representatives of the local Continuum of Care organization, homeless services providers, local government and law enforcement, private affordable housing developers and owners, and healthcare providers.

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Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

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HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

   The City of Corvallis does not intent to invest or use HOME funds in any way that is not identified as eligible under 24 CFR 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

   The City's resale/recapture guidelines are included in its Consolidated Plan covering the five fiscal year period beginning with FY 2013-14 and ending with FY 2017-18.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

   The City's resale/recapture guidelines are included in its Consolidated Plan covering the five fiscal year period beginning with FY 2013-14 and ending with FY 2017-18.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

   To date the City of Corvallis has not used HOME funds to refinance existing debt secured by multifamily housing in conjunction with an investment of HOME for rehabilitation of that housing. No such investment is contemplated for the City's FY 2014-15.

   The following guidelines will be applied in the event the City receives and approves a request for funding of such an activity in the future. In addition to the use of HOME funds to refinance multifamily housing, the units being refinanced must also need rehabilitation in order to:

1. Alleviate deficiencies that may degrade structural integrity;
2. Address lead-based paint hazards;
3. Create or improve accessibility, livability and/or usability of tenants;
4. Extend the useful life of the building(s);
5. Meet HUD Housing Quality Standards and the City’s applicable Rehabilitation Standards; and/or
6. Improve energy efficiency.

   Further, the amount of the City’s HOME assistance allocated to the rehabilitation portion of the activity will typically not be less than 15% of the total HOME investment, but may be as low as 10% where the long term benefit to low income renters supports such a decision.

DRAFT

Corvallis Forest/Rock Creek Watershed Annual Tour
Wednesday, May 21, 2013
5:00-8:00pm

The free, annual tour of the City-owned property near Marys Peak will take place Wed., May 21, beginning at 5:00 p.m. This is a rare opportunity to visit an area that is normally restricted to the public and to view upcoming and ongoing management activities in the Corvallis Forest. Buses will leave City Hall, 501 SW Madison Ave., at 5:00 p.m. sharp and will return about 8:00 p.m. **Space is limited and preregistration is required. Call Corvallis Public Works at 541-766-6916 or email:** public.works@corvallisoregon.gov.

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

May 5, 2014

To: Mayor Manning and Members of the Corvallis City Council

From: League of Women Voters of Corvallis, Ann Brodie, President
Shelly Murphy, Community Planning Chair

Re: Residential Density Calculations

The LWV of Corvallis supports comprehensive planning, effectively implemented. In order to improve the clarity and effective implementation of Land Development Code (LDC) requirements pertaining to residential density, we request that City Council direct Staff to take the following actions:

1. Conduct a comprehensive review of existing residential density standards, and
2. Propose changes that will make the Land Development Code clear and transparent regarding the number of dwelling units allowed in residential zones.

Currently in the LDC, minimum and maximum density in units per acre is stated for each zone, but in actuality, due to complex density calculations to establish the net area, required setbacks, and the rounding up of fractions, the number of units allowed is extremely difficult for anyone dealing with the Code to determine.

The Fractions definition in the LDC – the practice of adding an additional dwelling unit when the sum of dwelling units is .5 or greater – was added as a housekeeping amendment to the LDC in 2000 and went into effect in 2006. This rounding practice has resulted, in many cases, in an increase in the stated maximum density and has had unintended consequences for neighborhood character and livability especially as infill occurs in established neighborhoods. League believes that the practice of rounding in this manner should cease so that the stated density is not exceeded.

This is a complicated issue and needs to be looked at in conjunction with an examination of citywide densities and their ramifications. Currently, according to Staff, Corvallis determines its densities differently from other Oregon cities. Our practices should be examined also by comparison studies of how we are different and why. We urge you to direct Staff to include proposed solutions to these residential density issues in the LDC amendments that are now being considered.

Track your trips at **DriveLessConnect.com** and watch your financial savings go up and your CO2 emissions go down! You also can search for bike buddies or carpool / vanpool options, whether for your regular commute to work or school, or a one-time trip anywhere in Oregon (and beyond!)

Sign up for FREE at **DriveLessConnect.com**, or simply log in if you're already a member! Click on "Ridematch" in the top blue bar to create a trip. Click on "Calendar" to track your trips.

It's that easy.

City of Corvallis Transportation Program

Cascades West RideShare

No matter how you "Get There," you can WIN prizes donated by our generous sponsors

GRAND PRIZES

(Track just 5 trips or more to be eligible)

- **Overnight stay for 2 at the Chinook Winds Casino in beautiful Lincoln City!** Plus a prize package that includes:
  - Dinner for 2 at the Rogue River Steakhouse and headliner show tickets for 2!
- **Overnight stay for 2 at Chinook Winds,** plus golf for 2 at the resort's golf course!
- **iPad Air!**
- **iPad Mini!**

OTHER PRIZES

(Track just 1 trip to be eligible)

- SamFit, 1 three-month gym membership plus 1 punch card for attending fitness classes
- Enterprise CarShare, 2 free annual memberships
- Corvallis-Albany Farmers Market tokens
- Cycolopia, 2 bike repair gift cards
- First Alternative Co-op, 5 gift cards
- Footwise, 1 gift card
- Great Harvest, 2 gift cards for free sandwiches
- Five Star Sports, 3 gift cards
- Audible.com, 5 free e-books
- McMenamins, 1 gift card
- Novak's restaurant, Albany, 1 gift card
- Peak Sports gift card
- Cycle Solutions gift card
- Loafer's Station, Albany, 1 gift card
- Sibling Revelry, 1 wallet made from a bike tire, plus 2 BPA-free water bottles
- Stoker's Vitaworld, 5 gift cards
- Woodstock's Pizza, 6 gift cards
- New Morning Bakery, 1 gift card

GET There!

Corvallis

May 5-16, 2014

Drive Less! Save Money! Win Prizes!

Bike, Bus, Carpool/Vanpool, Telecommute, Walk or Skate and WIN prizes, no matter how you get there!

Win Prizes!

The City of Corvallis, Cascades West Rideshare, local businesses, and your Employee Transportation Coordinator (ETC) encourage you to leave your single-occupancy vehicle (SOV) at home and travel to work, school or shopping ANOTHER WAY! Do this at least once during May 5-16, and you'll be eligible to win terrific PRIZES! Each day you register a trip by cycling, walking, carpool/vanpool, transit or telecommuting, you increase your chance of winning:

- An overnight stay for 2 at **Chinook Winds Casino Resort in beautiful Lincoln City!** Prize package includes dinner for 2 in the Rogue River **Steakhouse** and headline show **tickets** for 2!
- A second winner will take home an overnight stay at **Chinook Winds** plus **golf** for 2 at the resort!
- An **iPad Air!**
- An **iPad Mini!**

Track 5 trips at **DriveLessConnect.com** to be eligible for these great prizes, and track just 1 trip to be eligible for gift certificates to local restaurants and more!

Special thanks to all of our sponsors, Employee Transportation Coordinators and partner organizations!

Chinook Winds CASINO RESORT

OSU Oregon State UNIVERSITY

CROWBAR

AMERICAN DREAM PIZZA

CH2MHILL

Getting there another way costs less:

- Compare your costs at *www.rideshareonline.com/commuters/calculator.html*
- Riding a bike costs pennies per day and Corvallis buses are fareless!
- Active transportation is part of a healthy lifestyle and helps you arrive at your destination more alert and invigorated.
- Commute time on the bus or a shared ride becomes free time to read, rest, or catch up, if you're not driving.

For information on your transportation options, contact your organization's ETC or the City of Corvallis Transportation Program at 541-754-1730 or Gregory.Wilson@corvallisoregon.gov. And, check out the Get There Corvallis website for more event details: CorvallisOregon.gov/GetThere

Bus!

Bike!

Walk!

Carpool/Vanpool!

Telecommute!

Schedule of Events:

Mon. May 5	Light it Up! Free bike lights for cyclists at several Corvallis locations. Details at CorvallisOregon.gov/GetThere.
Every Tuesday in May	Free bike repair workshops, 7-8 p.m., main meeting room, Corvallis Benton County Public Library (645 NW Monroe). Details at Corvallis.libguides.com/bikes.
Wed. May 7	Bike to School Day, 509J School District Safe Routes to School Program. See csd509j.net for details.
Thurs. May 8	"Bike Touring with Kids: A How-To," 7 p.m., free, Corvallis Benton County Public Library.
Fri. May 9	Transit Appreciation Breakfast! Free treats and safety lights at the Downtown Transit Center, 7-9 a.m. Route info at CorvallisTransit.com.
Tues. May 13	Bicycle law clinic, free, 7-8:30 p.m. at the Madison Avenue Meeting Room, 500 SW Madison Ave.
Wed. May 14	Panel on living car-free, free, 7 p.m., main meeting room, Corvallis Benton County Public Library. Also, OSU Alternative Transportation Day; see OregonState.edu/ssi.
Thurs. May 15	Bike Movie Night, Darkside Theatre, see DarksideCinema.com for details.
Fri. May 16	Bike to Work Day! Free bagels and coffee at the Corvallis Skate Park, by Philomath/Riverfront paths, 7-9 a.m.