CORVALLIS
CITY COUNCIL AGENDA

June 2, 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)(d)(i)(status of employment)(status of labor negotiations)(status of employment-related performance)

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PROCLAMATION / PRESENTATION / RECOGNITION

A. Public Participation Task Force Recommendations

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

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

A. Reading of Minutes
1. City Council Meeting – May 19, 2014
2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
   a. Airport Commission – May 6, 2014
   b. Bicycle and Pedestrian Advisory Commission – May 2, 2014
   c. Citizens Advisory Commission on Civic Beautification and Urban Forestry – May 8, 2014

d. Corvallis-Benton County Public Library Board – May 7, 2014
e. Downtown Parking Committee – May 6, 2014
f. Economic Development Commission – April 21, 2014
g. Historic Resources Commission – May 13, 2014
h. Public Participation Task Force – May 15 and May 22, 2014

B. Confirmation of Appointment to Arts and Culture Commission (Robinson)

C. Announcement of vacancies on advisory boards, commissions, and committees (Budget Commission - French; Economic Development Commission - Spinrad)

D. Confirmation of an Executive Session on June 2, 2014, at 5:30 pm under ORS 192.660(2)(a)(d)(i)(status of employment)(status of labor negotiations)(status of employment-related performance)

E. Schedule an Executive Session at 5:45 pm on June 16, 2014, under ORS 192.660(2)(a)(e) (status of employment) (status of real property transaction)

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. UNFINISHED BUSINESS

A. Selection of Historic Resources Commissioners and Planning Commissioners [direction]

B. Utility Rate Structure
ACTION: *An ordinance implementing a new utility rate structure and stating an effective date* [direction]

C. Downtown Parking Structure
ACTION: *A resolution authorizing a condominium earnest money agreement* [direction]
ACTION: *A resolution leasing condominium parking spaces* [direction]

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

A. Human Services Committee – None

B. Urban Services Committee – May 20, 2014

1. Cleveland Avenue Traffic Analysis [information]
2. Council Policy Review and Recommendation: 91-7.08, "Sidewalk Policy" [direction]
3. Residential Parking Districts
ACTION: *An ordinance implementing Residential Parking Districts and stating an effective date* [direction]

C. Administrative Services Committee – None

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

B. Council Reports

C. Staff Reports

1. Council Request Follow-up Report – May 29, 2014

XI. NEW BUSINESS

A. A possible motion relating to employment of a public officer (after Executive Session) [direction]

B. Enterprise Zone – e-commerce
ACTION: *A resolution designating the Benton/Corvallis Enterprise Zone for electronic commerce,* **to be read by the City Attorney** [direction]

C. A possible motion relating to a real property transaction [direction]

XII. PUBLIC HEARINGS – 7:30 pm

A. A public hearing to consider State Revenue Sharing Funds for Fiscal Year 2014-2015
ACTION: *A resolution authorizing receipt of State Revenue Sharing Funds as general revenue in the General Fund,* **to be read by the City Attorney** [direction]

B. A public hearing to consider a Fiscal Year 2014-15 budget
ACTION: *A resolution levying taxes and appropriating a budget for Fiscal Year 2014-2015,* **to be read by the City Attorney** [direction]

XIII. ADJOURNMENT

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

A Community That Honors Diversity

CITY OF CORVALLIS

ACTIVITY CALENDAR

JUNE 2 - 14, 2014

MONDAY, JUNE 2

- City Council Executive Session– 5:30 pm – Downtown Fire Station, 400 NW Harrison Boulevard
- Public Participation Task Force – 6:15 pm – Fire Administration Conference Room, 645 NW Harrison Boulevard
- City Council – 6:30 pm – Downtown Fire Station, 400 NW Harrison Boulevard

TUESDAY, JUNE 3

- 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

WEDNESDAY, JUNE 4

- Community Police Review Board – 3:00 pm – Walnut Community Room, 4950 NW Fair Oaks Drive
- 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, JUNE 6

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

SATURDAY, JUNE 7

- No Government Comment Corner

MONDAY, JUNE 9

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

- City Council Work Session – 7:00 pm – Madison Avenue Meeting Room, 500 SW Madison Avenue (Public Participation Task Force recommendations)

TUESDAY, JUNE 10

- 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, JUNE 11

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

THURSDAY, JUNE 12

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

SATURDAY, JUNE 14

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

City of Corvallis Public Participation Task Force

Final Recommendations

May 22, 2014

PUBLIC PARTICIPATION TASK FORCE

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

City Council Liaison—(see City of Corvallis, Council Policy Manual 2.08.010.) A City Councilor appointed by the Mayor to serve as a liaison to a City advisory board, commission, or task force for a specific time period. Council liaisons serve to establish two-way communication conduits between the full City Council and the groups. In most cases, liaisons are not voting members but information-sharers for the City Council.

City Council Standing Committee—permanent committees that address the range of issues coming to the City Council for consideration. Committees are: Administrative Services, Human Services, and Urban Services and consist of three Councilors each.

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

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, responsibilities to work with neighborhoods and other duties.

Departmental Advisory Committee—An ongoing administrative or technical committee appointed by City department directors to work with city staff on matters involving specialized expertise or a very specific area of concern. (See page 22.)

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. (See Section VI.)

Sunsetting—the process by which the City Council reviews most advisory boards to ascertain whether or not they should continue to function.

Task Force—A committee formed to achieve a particular goal with a specific charge, usually serving for a limited time. Often established by City Council resolution, usually appointed by the Mayor, but sometimes established and appointed by department heads or staff.

ACRONYMS

AAB	Airport Advisory Board
AC	Airport Commission
AC	Appeals Commission
ACC	Arts and Culture Commission
ACAB	Arts and Culture Advisory Board
A/DAC	Airport Departmental Advisory Committee
BA	Board of Appeals
BC	Budget Commission
BPAB	Bicycle and Pedestrian Advisory Board
BPAC	Bicycle and Pedestrian Advisory Commission
CACOT	Citizen Advisory Commission on Transit
CAMPO	Corvallis Area Metropolitan Planning Organization
CIDAB	Community Involvement and Diversity Advisory Board
CIP	Capital Improvement Program
CIP/DAC	Capital Improvement Program Departmental Advisory Committee
CBUF	Civic Beautification and Urban Forestry
CBUF/DAC	Civic Beautification and Urban Forestry Departmental Advisory Committee
CMLK	Commission for Martin Luther King, Jr.
CCI	Committee for Citizen Involvement
CPRAB	Community Police Review Advisory Board
CPRB	Community Police Review Board
DAB	Downtown Advisory Board
DAC	Departmental Advisory Committee
DC	Downtown Commission
EDAB	Economic Development Advisory Board
EDC	Economic Development Commission
HCDAB	Housing and Community Development Advisory Board
HCDC	Housing and Community Development Commission
HRC	Historic Resources Commission
LDHB	Land Development Hearings Board
LDHC	Land Development Hearings Commission
MLKAB	Martin Luther King, Jr. Advisory Board
MTAB	Multi-Modal Transportation Advisory Board
PASC	Public Art Selection Commission
PC	Planning Commission
ODOT	Oregon Department Of Transportation
OSU	Oregon State University
PNARB	Parks Natural Areas and Recreation Board
PNARAB	Parks Natural Areas and Recreation Advisory Board
PPTF	Public Participation Task Force
RNG	Registered Neighborhood Group
TAB	Transit Advisory Board
WMAC	Watershed Management Advisory Commission
WM/DAC	Watershed Management Departmental Advisory Committee
WSAB	Water Systems Advisory Board

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 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 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 systematic 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 im-

prove 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."

COMMENT ON THE CHARGE:
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. For the most part, this draft document will address each area sequentially by number.

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.

III. GUIDING PRINCIPLES FOR PUBLIC ENGAGEMENT

The Corvallis 2020 vision document includes the following statements about our community:

- "Boards, commissions, and task forces are the primary working groups that evaluate, draft, and recommend plans and legislation to the City Council."
- "In 2020, Corvallis will be…a highly livable city which employs local benchmarks to measure progress in areas such as housing, economic vitality, educational quality, environmental quality, and overall quality of life; …blessed with an involved citizenry that actively participates in public policy and decision making; 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. We believe that these guiding principles are a formalization of what City Council, staff, and community members have been attempting to do. It provides a standard to point to when we don't meet our expectations of ourselves.

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 Respect** - 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 y respeto** - 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 and Pacific Northwest cities, we noted that a larger city (Bend) operates with 13 advisory boards and commissions; a smaller city (Ashland) operates with 15; and Bellingham, Washington, a somewhat larger university city similar to Corvallis, has 21. Corvallis currently supports 22 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."*

No recommendation. 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 either by changing them to Departmental Advisory Committees (detailed on p. 22) or by incorporation into another committee or community organization to increase the effectiveness and efficiency in

the board and commission system. The chart in Appendix V. 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 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 systematic 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 systematic community member advice or recommendations. 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
- Transportation systems planning and decisions
- Water systems planning and decisions.
- Public safety

See further discussion at Recommendation B, of Charge 1d.

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 (AC).** 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.

OPTION A: Change to Departmental Advisory Committee for aviation concerns, with economic development activities transitioned to the Economic Development Commission.
OPTION B: Continue as an advisory board, with a liaison from the Airport Advisory Board to the Economic Development Advisory Board.

- **Arts and Culture Commission (ACC).** This committee is charged with advising City Council on all matters relating to arts and culture. City-supported arts organizations include the Majestic Theater and the Arts Center, and to some extent Visit Corvallis.
  RECOMMENDATIONS: Strengthen the formal communications related to city-funded arts and culture related entities by requiring annual reporting to this committee. Move the responsibilities of the Public Art Selection Commission to this body, and have the ACC use a subcommittee process to add persons as required for art selection work/decisions.

  Bicycle and Pedestrian Advisory Commission (BPAC). This commission has very effectively advocated for bike and pedestrian interests in Corvallis for many years. In other communities (e.g., Ashland, OR and Bellingham, WA), a Transportation Advisory Board was created to comprehensively address multi-modal transportation issues and provide advice and recommendations on transportation system policy and investment choices. Properly structured, this could strengthen and increase the voices for multi-modal transportation.
  OPTION A: Create a Multi-Modal Transportation Advisory Board that may use subcommittees for specific segments of the transportation system.
  OPTION B: Continue as an advisory board.

- **Board of Appeals (BA)**. Our only suggestion is to change the name to "Appeals Commission," if there are no legal obstacles to doing so (see Charge 3, Recommendation B1)

- **Budget Commission (BC).** This commission includes City Council and community members and is currently limited to reviewing the proposed annual budget. Based on our review of the budget processes in the City of Eugene and other municipalities, we believe there are changes that would improve the effectiveness of this commission.

  RECOMMENDATIONS: Expand the scope to include study of financial issues facing the City, development of recommendations for the Council, and review of 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 (CIP).**
  RECOMMENDATIONS: Change scope to that of a Departmental Advisory Committee. Change the membership so that the body is made up mostly of representatives from other boards and commissions, such as Planning, Budget, Multi-Modal Transportation, Water, and Parks, Natural Areas, and Recreation Boards, plus two or three community members with relevant technical knowledge or experience.

- **Citizens Advisory Commission on Transit (CACOT).** This commission serves to provide input on the City's public transit system. Greater efficiencies could be achieved through a more comprehensive approach to multi-modal transportation with the formation of a Multi-modal Transportation Advisory Board, which would assume the current responsibilities of this advisory commission.
  OPTION A: Create a new Multimodal Transportation Advisory Board that may use subcommittees for specific segments of the transportation system.
  OPTION B: Continue as an advisory board.

- **Commission for Martin Luther King Jr. (CMLK).** This commission 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, and the dedicated work of current and past Commission members over the last 27 years.

  We do believe there is a greater opportunity to advise the City Council on inclusion and diversity issue that align with fostering awareness of principles and practices championed by Dr. King, in addition to the January event honoring his work and memory.

  RECOMMENDATION: City Council work with the advisory board to: 1) broaden its scope, goals, and responsibilities to address relevant diversity, equity, and inclusion issues and events in our community throughout the year; 2) work much more collaboratively with the university, Benton County, and the school district and the proposed Citizen Involvement and Diversity Advisory Board; and 3) explore the feasibility of a future county, university, and city advisory body at which time the CMLK would be sunsetted.

- **Commission on Civic Beautification and Urban Forestry (CBUF).** This commission focuses primarily on street trees and beautification projects with the City.

This active commission may be more efficient and cost-effective as a Departmental Advisory Committee.
RECOMMENDATION: Change this body from a commission to a Departmental Advisory Committee.

- **Committee for Citizen Involvement (CCI).** This committee was established as a means of addressing the Oregon Land Use System Goal One. We noted that there appears to have been no activity in this committee recently. Educating community members about land use planning is an important piece of engaging the community. Additional resources may be generated and supported by incorporating the CCI charge in a newly formed Community Involvement and Diversity Advisory Board. (see Recommendation B, below)
  RECOMMENDATION: Sunset the current CCI and create a new Community Involvement and Diversity Advisory Board.

- **Community Police Review Board (CPRB).** This board deals specifically with community member complaints. We have identified an opportunity for greater public participation in all matters related to public safety.
  RECOMMENDATION: Do further research on increasing the scope of this board or including its responsibilities with the establishment of a Public Safety Advisory Board.

- **Downtown Commission (DC).** This 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 and signage projects, redevelopment and housing projects, and accessibility and public parking.
  OPTION A: Continue with current responsibilities as is.
  OPTION B: Include the Downtown Commission as part of the Economic Development Commission's responsibility.
  OPTION C: Maintain this commission and incorporate the Downtown Parking Commission, possibly as a sub-committee.

- **Downtown Parking Commission (DPC).** This commission is narrowly focused on downtown parking and promoting multi-modal transportation. Two members of the Downtown Commission serve on this committee, with some evidence that it may be operating as a subcommittee of the Downtown Commission.
  OPTION A: Incorporate its responsibilities into the Downtown Commission and cease listing it as a separate board.
  OPTION B: Incorporate its responsibilities as part of the recommended Multi-modal Transportation Advisory Board.

- **Economic Development Commission (EDC).** This 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.
  OPTION A: Continue with current responsibilities as is.
  OPTION B: Incorporate the responsibilities of the Downtown Commission.
  OPTION D: Move the economic development-related matters of the Airport Commission to the EDC.
  OPTION E: Add a liaison from the Airport Advisory Board to the EDC.

- **Historic Resources Commission (HRC)** and **Planning Commission (PC).** Both of these commissions are quasi-judicial.
  RECOMMENDATIONS: Increase collaborative work by scheduling 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 (LDHB).** This board is currently, in effect, a subcommittee of the Planning Commission.
  RECOMMENDATION: Codify that fact and cease listing it as a separate board.

- **Public Art Selection Commission (PASC).** This commission provides expertise in the review and approval of public art installations. One member of the Arts and Culture Commission serves on this commission.
  RECOMMENDATION: Have the Arts and Culture Advisory Board assume this committee's responsibilities, with a sub-committee to carry out the duties of public art selection.

- **Watershed Management Advisory Commission (WMAC).** This commission is focused primarily on the forest and streams of the city's Rock Creek Watershed. It is a primarily a technical committee that may be more cost-effectively organized.
  OPTION A: Include this commission's charge as part of a more broadly scoped Water Systems Advisory Board, or
  OPTION B: Change this body from a commission to a Departmental Advisory Committee, and add "Rock Creek" to its name.

Recommendation B: The City has significant gaps in the current City board and commission system, and may wish to consider four new advisory boards (in prioritized order) to increase effectiveness of community member input and decision making. We suggest

a membership of 11-12 persons to these new, more broadly scoped boards both to increase community involvement and to accommodate the wider range of issues.

- Community Involvement and Diversity Advisory Board (CIDAB)
  This board would assume the Goal One responsibility of the current Committee for Citizen Involvement (recommended for sunsetting) but would have a broader scope and responsibilities, including:
  - Use of a subcommittee to work with members of the Planning Commission and the Historic Resources Commission regarding changes and improvements to address the Land Use Goal 1, Citizen Involvement,
  - Diversity and inclusion, making sure this group is bringing in all parts of our community,
  - Access to city government, including community member primer on public participation, testimony, and the land use planning process,
  - Development of trainings and orientation recommendations for boards, commissions, Registered Neighborhood Groups, and community members,
  - Outreach to and liaison with Registered Neighborhood Groups,
  - Implementation or further work on PPTF recommendations, as recommended by the City Council,
  - Additional responsibilities related to Registered Neighborhood Groups in Section VI,
  - Ongoing responsibility for the review and improvement of the Board and Commission system and other public participation practices.

  The PPTF gave serious consideration to having the CIDAB assume the responsibilities of the Martin Luther King Jr. Commission. Although there could be future consideration of that, we believe doing so now would overburden the CIDAB, as a new board, with too many expectations and responsibilities.

- Multi-Modal Transportation Advisory Board (MTAB)
  Transportation issues exist in our community that would benefit from community input on comprehensive issues in a broader way. While some of these impact only small numbers of individuals directly, we are all affected because these issues affect our ability to access areas of our community, our city budget and other services, and housing issues. Examples include the fact that many areas in our city are not developed to city standards, lacking sidewalks, adequate roads, or adequate drainage; the growing impact of OSU overflow parking; and emergency response to weather issues.

The MTAB would assume the current responsibilities of the Bicycle and Pedestrian Advisory Committee and the Citizens Advisory Committee on Transit. This will align Corvallis with the multi-modal approach already taken by both the Corvallis Area Metropolitan Planning Organization (CAMPO) and the Oregon Department of Transportation (ODOT). It will be important to ensure that the needs and issues of users and advocates of pedestrian travel, bicycles, and transit continue to have a strong voice on this advisory board and in the community.

This board would both advise the City Council and Planning Commission on transportation-related issues, and work with city staff to plan for a transportation system that enhances Corvallis' livability, character, and natural environment. The work of this board would relate to safety, planning, funding, and advocacy for an effective multimodal transportation system of streets as well as sidewalks and trails. This focus will enable people to move easily through the city as pedestrians or using bicycles, transit, or other vehicles and allow us to create a less auto-dependent community.

Specific areas of work will include:

- Involvement in and review of multimodal transportation planning (public transit, vehicle, bicycle, pedestrian, trails), such as the Transportation Master Plan, parking plans, and Capital Improvement Plan transportation projects,
- Review of individual transportation projects while being developed and prior to inclusion in the CIP, proposals going before the Planning Commission, or individual projects required on a fast-track basis,
- Review of accessibility issues in the transportation systems for individuals with mobility, visual, or other challenges,
- Use of the Healthy Streets, Healthy Streams Handbook and recommendations,
- Coordination with regional transportation planning,
- Reviewing and advising the City Council on bicyclist and pedestrian issues and ensuring that they are integrated into the overall transportation needs of the community,
- Reviewing and making recommendations concerning transit, including route changes, service expansion, shelter placement, and funding strategies.

The MTAB may use subcommittees to focus on any of these areas.

- Water Systems Advisory Board (WSAB)

There is currently no board or commission related to the city's three primary water system functions: drinking water, wastewater, and storm water. The Watershed Management Advisory Commission (WMAC) is the only existing advisory body related to water systems, and its primary duty is to provide advice to the City Council and city staff regarding the Forest Stewardship Plan, which deals primarily with forestry issues in the Rock Creek Watershed basin. WMAC provides no advice regarding watershed issues anywhere else in the city and its other surrounding watersheds.

Water systems issues, including policy development, policy and code interpretation, planning for drinking water supplies, treatment and distribution, wastewater collection, treatment and release, plus watershed and storm water management--have significant long-term effects on the lives of all Corvallis community members. Currently public input on these issues is obtained through task forces, public hearings and project specific outreach. A Water Systems Advisory Board could provide technical expertise to the department, much as the current Watershed Management Advisory Commission does. It would also provide a clear, timely and consistent access point for public input to the department on drinking water, wastewater, and storm water policies, programs, and projects. A Water Systems Advisory Board should provide advice to the City Council and staff in the following areas:

- Water quality and treatment,
- Waste water treatment and release,
- Storm water management, including piped drainage systems, streams, and mitigation structures built on both public and private lands,
- Equipment and piping inspection and repair planning,
- Watershed protections and functions,
- Input to Capital Improvement Program for all related potential projects,
- Natural features management and issues that relate to water within the city.

Building maintenance and construction planning should NOT be covered by this board.

- Public Safety Advisory Board

The PPTF identified public safety (police and fire services) as having a significant gap where the council does not receive systematic advice from community members. However, the task force believes that addressing this gap would be a significant undertaking, and should be done via a separate public process. A Public Safety Advisory Board could provide the council with advice in the following areas:

- Emergency preparedness, such as with Registered Neighborhood Groups
- Fire Dept. CIP projects, Police Dept. CIP projects, Fire Department strategic MP,
- Act in an advisory capacity to City Council, the Chief of Police, the Fire Chief, and the City Manager on police and fire policy and resource issues.

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. In some cities, if a new committee is formed, another is sunsetted. 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 departmental 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 serve for limited durations.

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 and departmental advisory committees 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 reporting with an annual review and a proposed work plan for the following year, with approval required by the 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. Board, commission, and committee members should be surveyed annually regarding resource support.

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 the following 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 *(see Appendix VI*) 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: advisory board, commission, task force, and departmental advisory committee.

Any of these committees may consider forming sub-committees. If one board is being merged into another, the continuing board will bear the responsibility for forming a subcommittee and establishing the scope of the subcommittee's work. (i.e., the board being merged does not continue to exist as a sub-committee of the continuing board).

Other limited-duration work groups or technical advisory teams 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 groups or 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 Ad-

visory 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. Departmental Advisory Committee (DAC)

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 City Council. They advise department staff and the City Council, and provide agility in responding to community issues.

The PPTF recommendations include the options of transitioning the following current boards and commissions to department advisory committees: the Airport Commission, the Commission on Civic Beautification and Urban Forestry; the Capital Improvement Program Commission; and the Watershed Management Advisory Commission.

Characteristics of a Departmental Advisory Committee would include the following:

- Open, noticed public meetings (such as the Infill Task Force meetings) that allow public feedback/input. Decisions on frequency of meetings to be decided by committee members and staff, with the minimum being quarterly.
- Appointments recommended by the Mayor and the department head to the City Council standing committee for approval by the full City Council. The Mayor and department head will be expected to take into account both technical expertise or knowledge and diversity and inclusiveness considerations. Open advertising/recruitment advised.
- Not established by ordinance. Reviewed every year by council standing committee for continuation or revision.
- Minutes taken; will always go to the department's City Council standing committee.
- Number of committee members up to department head, but a range might be five to seven persons. Appointees do not serve terms but may need to have a maximum number of years of service.
- Works with the department staff, but also periodically reports to the City Council standing committee. Can make periodic reports to full council as well.

Type of Group	Function	Appointed by	Duration of Group	Examples
Advisory Boards	Provide advice and information to City Council on a specific topic of city relevance	Mayor	As specified in the enabling ordinance	Arts and Culture Advisory Board, Economic Development Advisory Board
Commissions	A standing committee with decision-making authority	City Council	As specified in the enabling ordinance	Planning Commission, Historic Resources Commission
Departmental Advisory Committees	Work with city staff on matters involving specialized expertise of a technical nature	Mayor and Department Directors, with City Council approval	As determined by the department head with approval by Mayor and City Council	Airport Departmental Advisory Committee, Civic Beautification and Urban Forestry Departmental Advisory Committee
Task Forces	Address a particular goal with a specific charge	Usually appointed by Mayor, but sometimes by Department Directors	Generally serve for a limited time	Public Participation Task Force

If adopted, the changes recommended for types of boards, commissions, or committees would result in the following name changes:

1. Airport Commission (AC) to Airport Advisory Board (AAB) or Airport Departmental Advisory Committee (ADAC)
2. Arts and Culture Commission (ACC) to Arts and Culture Advisory Board (ACAB)
3. Bicycle and Pedestrian Advisory Commission (BPAC) to Bicycle and Pedestrian Advisory Board (BPAB)
4. Board of Appeals (BA) to Appeals Commission (AC)
5. Capital Improvement Program Commission (CIP) to Capital Improvement Departmental Advisory Committee (CIDAC)
6. Citizens Advisory Commission on Transit (CACOT) to Transit Advisory Board (TAB)
7. Commission for Martin Luther King Jr. (CMLK) to Martin Luther King Jr. Advisory Board (MLKAB)
8. Commission on Civic Beautification and Urban Forestry (CBUF) to Civic Beautification and Urban Forestry Advisory Board, or Civic Beautification and Urban Forestry Departmental Advisory Committee (CBUFDAC)
9. Committee for Citizen Involvement (CCI) to Community Involvement and Diversity Advisory Board (CIDAB)

10. Community Police Review Board (CPRB) to Community Police Review Advisory Board (CPRAB)
11. Downtown Commission (DC) to Downtown Advisory Board (DAB)
12. Economic Development Commission (EDC) to Economic Development Advisory Board (EDAB)
13. Housing and Community Development Commission (HCDC) to Housing and Community Development Advisory Board (HCDAB)
14. Land Development Hearings Board (LDHB) to Land Development Hearings Commission (LDHC)
15. Parks, Natural Areas and Recreation Board (PNARB) to Parks, Natural Areas and Recreation Advisory Board (PNARAB)
16. Watershed Management Advisory Commission (WMAC) to Watershed Management Departmental Advisory Committee (MDAC)

    The names for the Budget Commission (BC), Corvallis-Benton County Library Board, Historic Resources Commission (HRC), and Planning Commission (PC) would remain the same.

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 Access and Opportunities Section V**

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 A: Streamline advisory 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 B: Provide enhanced outreach (see Section V, Access and Opportunities) and orientation activities (already recommended) will maximize the effective participation of community member volunteers.

Recommendation C: Increase the use of liaisons from boards or commissions to other boards or commissions, which will improve communications and break down the "silo" effect. The Planning Commission, for example, currently has liaison assignments to the HRC, HCDC, CCI, and CIP Commission. Possible new liaison assignments could be from PNARB to CBUF, ACC, and the new CIDAB; from CIDAB to the CMLK, or from the AC to the EDC.

Recommendation D: Expand 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: We recommend an immediate sunsetting of the Committee for Citizen Involvement (CCI), and the transfer of its Goal One responsibility to a new and more broadly focused Community Involvement and Diversity Board (CIDAB) as described in Recommendation B of Charge 1c earlier in this document.

The current configuration of the CCI limits the work of the committee to address Goal One of the Oregon land use system and could be better met as a specific responsibility of a new Community Involvement and Diversity Board (CIDAB).

Charge 8: **See Neighborhoods, Section VI**

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.

Recommendations for Collaborative Democracy:

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 and in all ways act respectfully towards people giving testimony.
When the need arises to limit testimony, employ methods that are predictable and discreet. One of the most-repeated negative comments the Task Force received from many persons was dislike for the current timing clock used at City Council meetings to limit testimony. Almost everyone understands the need to have some kind of time limits on testimony, but most would prefer that it be done directly by a person rather than electronically.

The City of Pasadena, CA 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. In the city of Falls Church, VA, timing of visitor comment is done by a staff member, who pleasantly but firmly tells speakers they have exceeded time allocations. At Corvallis Planning Commission meetings, the Chair moderates and limits testimony as needed herself, without the use of any electronic devices.

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, at what point a presentation will occur (e.g., during "Presentations" or "Public hearings"), and 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.

Recommendations for Diversity:

1. Use the term "community member" instead of "citizen" whenever possible, in all City documents and references.
The city of Corvallis includes significant numbers of people living and working here who are not U.S. citizens but are residents and community members. They are eligible to serve as volunteers on boards and commissions and are users of city services.

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."*

Recommendations for Openness and Respect:

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 current contact information for board, commission, committee, and task force chairs, as well as the staff person providing primary support.
- Include a link on the "Mayor and City Council" web page for each councilor to specify what means of contact are available and that 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.
- Ask the CIDAB to research and recommend ways for the City Council, its three standing committees, and City boards and commissions to involve and obtain feed-

back from persons or populations for whom testimony at formal meetings is either not possible or is too intimidating.

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, improve online applications and increase awareness of specific vacancies and steps on how to become involved.
- Actively seek nominees from varied age groups, socioeconomic, racial, and ethnic backgrounds.
- Continue to seek input from current Commission and Advisory Board chairs and department staff for potential nominees to fill vacancy.
- Seek additional channels to 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

Recommendation for Inclusiveness:

1. 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.

Recommendation for Accountability:

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

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."*

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) <u>Partner with each other and the City in meeting the needs of their communities and those of the larger City community</u>.

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 in 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. We would like to see a more expansive view and holistic approach taken on neighborhood groups and that Registered Neighborhood Groups. As used herein the term Registered Neighborhood Groups is meant to include what are currently neighborhood associations, homeowners associations, and any other neighborhood group that brings people sharing a geographic region together. These groups are formed to enhance neighborhood livability and build community through connecting neighbors to neighbors, including owners, renters, businesses, faith-based groups, and others who reside in that geographic area.

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 to sustain active neighborhoods:

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.

2. Neighborhood Empowerment Grant Program

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). Funding for the former City of Corvallis program and similar programs in cities such as Lake Oswego, Bend, or Eugene ranges from $10,000 to $60,000.

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, possi-

bly 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

As is done in other cities the Task Force contacted, we recommend creation of 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 to sustain active neighborhoods:

1. RNG manual

Develop and encourage RNGs to actively use an RNG 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 include 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 sustain 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 function of CIDAB.

3. Resource library

Start building an online library of 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 having items in the collection at the Corvallis-Benton Public Library related to this purpose.

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).

Electronic connections recommendations

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 be a resource in creating new RNGs, such as defining boundaries and providing templates for bylaws.

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 by RNG leaders and active members to share successes and accomplishments as well as challenges. City staff and elected officials could attend if requested.

3. Annual RNG recognition process
    a) 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).

b) 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 Reporting: 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. <u>City Councilor communication</u>

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 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

a) 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.

b) CIDAB should work with staff to develop a web page on the City Web site that provides the following resources for RNGs:

- An interactive map to connect individuals to their RNG,
- Updated brochure on how to form an RNG with the City's assistance,
- 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,
- 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,
- 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,
- A who do you call list. See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/Who%20to%20Call.pdf,
- List of local city and community spaces available for RNG meetings,
- A guide to City departments and services. See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/GuideAug2010.pdf ,
- Links to relevant Benton County, 509J Corvallis School District, and OSU resources and services,
- A link to the City's Land Use education guide,

- Templates for meeting agendas and minutes, bylaws, etc.,
- 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 this content would be assembled 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:

- Improved 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.

Recommendations:

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.

VII. COST ANALYSIS AND IMPLICATIONS

The effective engagement of community members can have significant and positive impacts on the city. While there are direct costs in the support of the public participation process, the net effect of a well-functioning public participation process increases the likelihood of decisions that are better understood and supported by the community. This process can result in long term savings in city resources. Current costs were provided by Department Directors and included in a table in Appendix II. Estimated net effects are projected on the table.

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.

The cost implications of this set of recommendations are dependent on a variety of factors. The one-time costs that are part of staff responsibilities in an ongoing, regularly changing City government (such as name modifications or limited changes in legal or code language) should not be included.

- Cost implications are dependent on which option the City Council decides to implement. Any choice to leave the system "as-is" has no net budget impact. The cost estimates reviewed in this analysis were provided by department directors. Actual fixed costs include the hiring of note taking recorders to prepare the minutes.

- Cost implications are also dependent on the implementation and timing of any changes. In addition, costs are dependent on the amount of work that volunteers can do by working with staff.

- In the past, the Commission for Martin Luther King, Jr. has been allocated funding (recently $10,000) for the purpose of its charge. This is the only commission that receives dedicated funding. We recommend that the newly charged Martin Luther King Jr. Advisory Board meet with their Council standing committee to review best use of these funds as a result of the proposed broadened scope of this committee and to determine the amount of funding needed to meet their charge.

Cost implications of re-organizing advisory boards and commissions (Charge 1.a. – 1.d.):

<u>1. No significant changes in recommendation/no significant cost implications: Planning Commission, Historic Resources Commission, Community Police Review Board, Board of Appeals</u>

<u>2. Limited changes in recommendation/some increases in Department staff support costs: Budget Commission, Commission for Martin Luther King Jr.</u>

- Additional Budget Commission meetings in the fall may require limited staff resources.

- Support for CMLK would be reinstituted; this support was formerly provided.

3. Mergers and combinations in recommendation/limited cost implications:
Arts and Culture Commission and Public Arts Selection Commission; Downtown Commission and Downtown Parking Commission; Planning Commission and Land Development Hearings Board.

- Combining these committees would provide limited decreases in staffing costs in supporting Departments and City Recorder's office.

4. Changes to Departmental Advisory Committees in recommendation/limited cost implications.
Capital Improvement Program Commission, Airport Commission; Watershed Management Advisory Commission, Commission on Civic Beautification and Urban Forestry.

- We anticipate a one-time cost for set-up and implementation of the changes.

- We anticipate a reduction in costs over time as committees operate in new structure (selection of members, lower replacement costs, less paperwork, efficiency of operations) in Departments and City Recorder's office.

5. Significant mergers, changes, or transfers of responsibilities in recommendation/limited impact on costs.
a. Sunsetting the Commission for Citizen Involvement and the formation of the new Community Involvement and Diversity Board. (includes addressing Charge 7)

- We anticipate a one-time staff costs for sunsetting the CCI and for setting up and starting the CIDAB. Initial staff support costs for start-up of CIDAB should be similar to staff time formerly used to support the CCI.

- If the CIDAB is going to work to implement the PPTF recommendations for its responsibilities, additional staff support will be required, up to .5 FTE staff position. This is dependent on timing for implementation as well as future year budgets.

b. Formation of the Multi-Modal Transportation Advisory Board including the merger of the responsibilities of the Citizen Advisory Commission on Transit and the Bicycle and Pedestrian Advisory Commission.

- We anticipate one-time staff costs in the Department as well as in the City Recorder's office for sunsetting and for setting up the new board.

- Once implemented, there should be either no increase in staff support or possibly less staff time required.

c. Formation of the Water Systems Advisory Board.

- We anticipate one-time staff costs for setting up this new board. The new board will require new staff support time, but given the other changes suggested in this

recommendation that impact the Department, limited staff cost increases (if any) are anticipated.

d. Other possible mergers such as the Downtown Commission and the Economic Development Commission and incorporation of economic development related activities from the Airport Commission.

- We anticipate one-time staff costs to implement any of the possible options. Over time, implementation of any of the options should decrease staff support costs and increase efficiency.

Cost implications of recommendations on formation, evaluation, revision, sunsetting, relationship to operating departments and the role of the council liaison.

(Charge 2a. – f., 3, 4)

If implemented, all of the recommendations accepted should decrease costs over time. These changes should increase the efficiency of City and Council operations and enhance the use of volunteer time and technical expertise and advice.

Cost implications of recommendations related to access and opportunities.

(Section V. Charge 5 a. – b.)

Many of the recommendations in this section can be implemented with little cost by making changes in current operating policies and procedures. Others would require additional staff support to the Mayor as well as the City Recorder's office, to both implement recommendations for one-time costs as well as ongoing staff support. Those costs will need to be built into future budget requests.

Cost implications of recommendations related to reducing the use of staff support and maximizing the use of volunteers. (Charge 6 a. - b.)

Based on the research and discussion of the Public Participation Task Force over the last nine months, we have come to the conclusion that reducing staff support while maximizing volunteers can be difficult to achieve simultaneously. We believe that over time our recommendations will significantly increase and help to maximize the use of community volunteers. However, in order to do that in an appropriate and significant manner staff support is critical. Specifically, increased staff will be needed in order to support to the CIDAB and its responsibilities in both involving community members in city operations and in providing assistance and support to neighborhood organizations.

Cost implications of recommendations related to Neighborhood Associations.

(Section VI- Charge 8)

To implement the recommended changes will over time require dedicated staff time and city resources that will have to be considered in future budget requests including the following:

- Neighborhood Empowerment Grant Program: Other communities in Oregon have and do dedicate significantly more resources to similar programs than Corvallis has done in the past. Examples include Lake Oswego, Bend, and Eugene with budgets ranging from $38,000 up to $60,000. We recommend annual funding from $25,000 to $30,000 be considered.

- Other budget support costs would include a small budget of $5,000 - $10,000 available annually to provide ongoing support to neighborhoods.

- Over time, additional staff support of approximately .5 FTE (as noted earlier) may be required to support the proposed neighborhood program, as well as support to the additional CIDAB responsibilities.

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Appendix I
Overview of Research Process

This appendix details the process the PPTF followed in order to create our recommendations and report. We did our best to gather and incorporate public input through surveys, public meetings, and public documents available on the web. PPTF Chair Kent Daniels endeavored to visit as many board and commission meetings as possible to learn about current activity. Due to time constraints, we were unable to attend meetings of every board and commission.

- 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 in Oregon: Eugene, West Linn, Salem, Bend, Albany, Lake Oswego, Springfield, Woodburn, McMinnville, and Ashland and cities outside Oregon: Pasadena, CA, Bellingham, WA, and Ithaca, NY.

- 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

- The Task Force received public testimony during its regular meetings and through e-mail. Numerous members of the community offered their input.

- Electronic 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.

- 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.

- 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.

- April 28, 2014 public meeting to present and receive feedback on the draft recommendations. Approximately 60 community members attended and were asked to discuss the following questions: do you see any missed opportunities in the draft recommendations? Which recommendations concern you? Which recommendations do you support and are especially excited about? Feedback about the meeting included many positive comments about the discussion format.

II. Current Board and Commissions Cost Estimates

Rough cost estimates were provided by Department Directors and other city staff and assembled for comparison in the table below. A consistent methodology was not provided for the development of these estimates. However, these figures do provide a context for evaluating the proposed recommendations.

Committee	Department	Current cost estimates	Option A	Option B
Budget Commission	Finance (estimated, varies)	$20,000	$20,000	$20,000
Historic Resources Commission	Community Dev($3k per HPP)	$80,000	$80,000	$80,000
Planning Commission	Community Dev (estimated, varies)	$60,000	$60,000	$60,000
Planning Commission	Public Works	$264,760	$211,808	$211,808
Board of Appeals	Community Dev- *no data provided*			
Land Dev Hearings Board	Community Dev (per appeal hearing)	$3,000	$0	$0
Airport	Public Works- costs provided	$6,250	$6,250	$0
Arts & Culture	Parks & Rec- costs provided	$3,143	$3,143	$3,143
Bike & Pedestrian	Public Works- costs provided	$12,800	$0	$ 12,800
Capital Improvement Projects	Public Works- costs provided	$3,800	$0	$0
Civic Beaut. & Urban Forestry	Parks & Rec- costs provided	$5,366	$0	$0
Comm. For Citizen Involvement	Community Dev- costs provided	$8,000	$0	$0
Corvallis-Benton Library	Library- costs provided	$6,178	$6,178	$6,178
Downtown Parking	Public Works- costs provided	$4,170	$0	$0
Downtown Commission	Community Dev- costs provided	$14,200	$0	$14,200
Economic Development	City Manager- *est., no data provided*	$14,000	$14,000	$14,000
Housing and Community Dev	Community Dev- costs provided	$10,000	$10,000	$10,000
Martin Luther King Jr.	City Manager- costs provided	$1,800	$7,000	$7,000
Parks & Natural Areas	Parks & Rec- costs provided	$16,800	$16,800	$16,800
Community Police Review	Police- estimate, costs provided	$1,000	$1,000	$1,000
Public Arts Selection	Parks & Rec- costs provided	$1,844	$0	$0
Transit	Public Works- costs provided	$7,960	$0	$7,960
Watershed Management	Public Works- costs provided	$8,360		$8,360
Comm. Involvement & Diversity	Community Dev- estimate	$0	$10,000	$10,000
Multi-Modal Transportation	Public Works- estimate	$0	$12,000	$0
Water Systems	Public Works- estimate	$0	$8,000	$8,000
	TOTAL	**$473,431**	**$470,388**	**$495,451**

III. Board and Commission Survey Summary

Overview

The purpose of the board and commission survey was to learn about some of the current practices of boards and commissions in the areas of process and organization as well as communication with City Council and with the public. The survey also served as a forum for current board and commission members to provide feedback on areas of growth for the board and commission system.

The survey was sent in November 2013 and board and commission members were given 3 weeks to respond to the survey. The survey saw 85 total respondents with all boards and commissions having at least one member respond. The results of the board and commission survey helped to inform the recommendations. Complete survey data is available in the City of Corvallis Archives of the PPTF May 22, 2014 meeting.

Note: There are 174 total members on all boards/commissions. Some members are on more than one. The survey had a 48.9% response rate.

Corvallis Boards & Commission Feedback Survey - Themes

Process & Organization

1) Need/desire for orientation/training, 36% report having an orientation, 64% do not or are unsure if they receive an orientation
2) Strategic goal setting is needed, 42% of respondents were unsure or said their B&C does not set annual goals
3) General need for consistency in process (how to run meetings, public meeting law, annual planning/goal setting, roles of commissions, City Council liaisons, etc.)
4) Confusion on what was meant by diversity, most commissions lack racial/ethnic diversity, age diversity, and SES diversity
5) Great relationships and communication with city staff, boards and commissions are largely very happy with staff support, collaboration, and interaction, over-whelmingly positive responses on city staff, 93% report having an appropriate working relationship with city staff
6) Desire for a more inclusive, transparent process for filing vacancies
7) 88% feel valued and appreciated despite no formal appreciation/celebration process

Communication

1) Engagement with citizens is largely passive through holding public meetings, 40% do not have strategies or are unsure of strategies for collecting citizen input
2) More structured communication to City Council would help, e.g. annual presentation to Council
    a. 82% report understanding the role of the City Council liaison but 51% are unsure if the liaison communicates regularly to City Council and 72% report having adequate communication with City Council
    b. Some liaisons collect items that B&C want to have reported to City Council
    c. Remove the 3 minute timer, extend the amount of time allotted for hearing from B&Cs
3) Some respondents commented on the need for members of the City Council to demonstrate active listening during presentations or testimony. The current perception by some respondents is that testimony is not valued.
4) Interest in annual gathering of B&Cs to reduce silos and increase knowledge among B&Cs of each other's work.

IV. Neighborhood Groups Survey Summary and Raw Data

Overview

The purpose of the Neighborhood Associations (NA) survey was to compare and contrast what the PPTF had learned from other cities on the function of their NAs with the experience of active members of Corvallis NAs. The survey contained a balance of requests for responses to specific ideas and open-ended questions. Complete survey data is available in the City of Corvallis Archives of the PPTF May 22, 2014 meeting.

The initial distribution was sent to the list of leaders in the City's Neighborhood Associations, and was announced at the Neighborhood Summit convened by several of the NAs bordering the OSU campus on February 5, 2014. Of the initial 93 responses we received, about 90% were from NA members near to campus. We later learned that distribution of the survey announcement to Willamette Landing Homeowner Association, and South Corvallis, and Tunison NAs had failed to reach the intended recipients. We took this as an opportunity to get additional information on near campus versus away from campus foci, and reopened the survey to these three South Corvallis organizations. The second round received an additional 28 responses. Clearly 28 responses from South Corvallis cannot be considered to represent all of the NAs located away from campus. Our hope is that in noting the differences, we can call attention to the impact of NAs current pattern of focus on land use and the difference in needs and interests of neighborhoods across the City based on proximity to campus and neighborhood personality and interest.

Results

As indicated in the responses to question #3, "**What activities and issue areas are you interested in having your NA work on?"** there was broad agreement that NAs should work on transportation and traffic issues (81% of all respondents) and land use/development (76% of all respondents). There also was substantial agreement on a number of other issue areas:

- Neighborhood watch/public safety/crime prevention - 52%
- Neighborhood beautification (landscaping, clean ups, tree plantings, etc.) - 55%
- Block parties and social gatherings - 49% (46% near campus / 61% away from campus)
- Coordinating raking, shoveling, and other assistance to elderly or otherwise vulnerable neighbors - 48% (41% near campus/71% away from campus)

Question #5 showed broad agreement on the desire for the City providing the following resources/services:

- Annual training/orientation for neighborhood leaders
- Free meeting space
- Neighborhood empowerment grants

- Resource manual with information about land development code, meeting agenda templates, meeting minute templates, goal setting, outreach and marketing strategies, facilitation techniques, etc.

Question #7, "**What type of communication would you like to have with other neighborhood groups and the city?"** also revealed substantial city wide agreement with the following responses:

- Quarterly gatherings with Neighborhood Association leaders – 58%
- City Council liaison assigned to each NA – 53%
- Annual work session with City Council, Mayor and NA leadership – 54%
- Ability to provide a 10-15 minute annual update to Council. – 57%

A common theme, throughout the survey comments, was a desire for City Council to listen to what NAs are saying and to act upon the information they receive.

Near Campus / Away from Campus Responses

The comparison of near campus NA responses with South Corvallis responses showed some interesting differences. Note we have included percentage of respondents along with the noted responses. In the case of information that came from questions with lists of topics provided, we believe that a response rate of around 50% or higher is significant. For the open ended questions with self-identified issues, we believe that responses greater than 15% are worth noting. Analysis of the open ended questions was done by establishing categories of response and noting the number of responses that appear to fall into those categories.

Issues Important to Central NAs but not so much to Away from Campus NAs

- Code enforcement issues – 59%
- Traffic / Parking / Traffic Safety – 42% (of self-identified issues)
- Infill / Development / LDC issues – 33% (of self-identified issues)
- Foster Leadership Development / Willingness – 19% (of self-identified issues)
- Land Development Code Education / Action – 15% (of self-identified issues)

Resources Important to Central NAs but not so much to Away from Campus NAs

- Manual with information on Land Development Code and running effective meetings
- Website for your Neighborhood Association

Issues Important to Outside NAs but not so much to Central NAs

- Disaster preparedness and response – 64%
- Neighbor exchanges for neighbors to borrow items like ladders, canopies, tools, etc. – 75%
- Continue our community building activities – 26% (of self-identified issues)
- Safe Bike / Walking paths- 19% (of self-identified issues)Food Availability / gardens – 15% (of self-identified issues)
- Complaints about not being able to drag and drop – relates to question #5 and may have impacted priorities – 30%

- We already have many of these items (especially communication) – relates to question #5 – 40%
- List Serve – as a means of communication with City (low rank may relate to both South Corvallis and Tunison already having list serves independent of City sponsorship)
- Food Access – 14% (of self-identified issues)
- Free Space for Community Events– 14% (of self-identified issues)
- Love that we act for each other– 14% (of self-identified issues)
- Speed Control Measures (SE 3rd) – 14% (of self-identified issues)

Resources Important to Outside NAs but not so much to Central NAs

- Yearly dumpster service available for neighborhood clean-ups

V. Board and Commissions Changes: Options Chart

We acknowledge that City Council must prioritize recommendations and the use of resources for public participation effectiveness. The table below 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.)
- 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 Committees are not included on the boards and commissions list and will be more cost-effective than currently organized.

	Option A		**Option B**		**No changes**
	4 commissions 11 advisory boards ***Total*** 15, plus 2 departmental advisory committees		4 commissions 12 advisory boards ***Total*** 16**,** plus 4 departmental advisory committees		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) **Civic Beautification & Urban Forestry Departmental Advisory** Corvallis-Benton County Public Library Advisory Board Housing & Community Development Advisory Board Martin Luther King, Jr. Advisory Board Parks, Natural Areas & Recreation Advisory Board Police Review Advisory Board		**Arts and Culture Advisory Board** (merge Public Art Selection) **Community Involvement and Diversity Advisory Board** (expand scope, sunset Committee for Citizen Involvement) **Civic Beautification & Urban Forestry Departmental Advisory** Corvallis-Benton County Public Library Advisory Board Martin Luther King, Jr. Advisory Board Parks, Natural Areas & Recreation Advisory Board Police Review Advisory Board		Arts & Culture CBUF CCI MLK Library Police Review PNARB Public Art Selection

continued	**Option A**		**Option B**		**No changes**
Urban Services Comm.	Appeals Commission (Board of Appeals) **CIP Departmental Advisory** Historic Resources Commission **Multi-Modal Transportation Advisory Board** (includes Bicycle & Pedestrian, Citizen Advisory Commission on Transit, possibly Downtown Parking) **Planning Commission** (merge Land Development Hearings Board) **Water Systems Advisory Board** (merge Watershed Management Advisory Commission)		Appeals Commission Bicycle & Pedestrian Advisory Board **CIP Departmental Advisory** Historic Resources Commission Housing & Community Development Advisory Board **Planning Commission** (merge Land Development Hearings) Transit Advisory Board Watershed Management Department Advisory **Water Systems Advisory Board**		Appeals Commission Bicycle and Pedestrian Capital Improvements Program (CIP) Downtown Parking Housing and Community Development Historic Resources Land Development Hearings Planning Commission Transit
ASC	Airport Advisory Board Budget Commission Downtown Advisory Board Economic Development Advisory Board		**Airport Departmental Advisory** Budget Commission **Economic Development Advisory Board** (merge Downtown Comm.) **Option C: Downtown Advisory Board** (merge with Downtown Parking) **Option D:** Economic Development Advisory Board (merge economic matters of Airport Commission) **Option E:** Economic Development Advisory Board (add liaison from Airport Advisory Board)		Airport Budget Downtown Economic Development Watershed Management

VI. Example of suggested minute taking format and orientation

Suggestions related to Board and Commission member orientation

1. Any orientation or training for new Board and Commission volunteers needs to include a component that emphasizes the public nature of their role as quasi-official city representatives. Anything individual members say at their meetings, or to the press, or in other contexts can and likely will become public knowledge and/or record. Meeting minutes, for example, are public records.

2. Training should emphasize the expectation that boards and commissions respect the work and roles of other boards and commissions.

   • Refrain from remarks that negatively characterize, belittle, or otherwise denigrate the work or motives of others.
   • Encourage regular and ongoing communication among boards, particularly when one board embarks on work that may affect or involve the roles and activities of another or others.
   • Seek to directly address and resolve perceived conflicts and concerns about work of other boards via chair-to-chair communication whenever possible.

3. Training should also emphasize that collaboration between boards is strongly encouraged and welcomed.

4. City Councils establish new boards to advise them on issues deemed significant and important for the full community. This does not mean a new board is therefore more important or valuable than other advisory boards, which were established by previous councils on the same premise.

Suggestion for minute taking format (next page)

CITY OF CORVALLIS
(name of Board or Commission) Minutes
Date/Time DRAFT

Members present		
Members absent		
Staff		
Visitors		

Agenda Item	**Key Discussion Points**	**Action* Or Information Only**
1. Welcome & introductions, Chair	• The meeting was called to order at _____. •	•
2. Visitor's propositions	(name of speaker): • (name of speaker) •	•
3. Item, person responsible	• •	•
4. Item, person responsible	• •	•
5. Item, person responsible	• •	•
6. Next agenda, Chair	• •	•
7. Adjourn	• The meeting was adjourned at _____.	

Respectfully submitted, Chair

Next Meeting(s):

Attachments:
* Record the maker of the motion. Note decisions made by consensus.

Respectfully submitted, Chair

Next Meeting(s):

Attachments:
* Record the maker of the motion. Note decisions made by consensus.

Appendix VII
Board/Commission Annual Report and Proposed Work Plan Template

(Date) Corvallis (name of advisory board/commission/TF)
Annual Report and Proposed Work Plan:

Try to limit to one to two pages; addenda are optional.

Members:
Staff/ Council Liaisons:

Purpose/Mission (from enabling ordinance):
Example: Advises the City Council and Planning Commission on transportation related issues and works with City staff to proactively plan for a transportation system that enhances Corvallis livability, character and natural environment.

Prior Year Report:
Work completed
Recommendations, reports, projects, major issues resolved
Work in progress
Recommendations, reports, projects, major issues under review

Next Year Proposed Work Plan:
Regular work (ongoing or annual)

- List by task, project or goal

Description may include timeline, needed resources beyond standard, expected result

- Ex.: <u>Review annual Traffic Mitigation Report and make recommendation to Urban Services</u>

Receive report and recommendation from staff in September, discuss and receive testimony September and October, submit recommendation to USC in November

Special work for this year

- List by task, project or goal (new or continuing?) Description may include timeline, needed resources, expected result
- Ex.: <u>Begin discussions in preparation for revision of Plan for Upgrading Streets to Code</u>
    - Review existing plan and data concerning results and concerns
    - Implement first steps of public outreach and review
    - Develop a plan for public outreach and review
    - Receive staff's first draft of plan
    - Resources include scheduled staff time, budgeted costs for public meeting
    - Eventual results should be a cost-effective plan to improve safety on neighborhood streets

Resources:
Were resources (staff, volunteers, funds) adequate to complete your work in the prior year? Why or why not? Are different resources needed to meet your proposed work for the next year? If not, what changes do you propose?

Appendix VIII
Themed public comments from Public Meeting #2

Complete minutes from the April 28, 2014 public meeting are available in the City of Corvallis, Archives of the May 15, 2014 PPTF meeting, page 13.

Sorted by City Council Charge

Charge: The Task Force will consider the issues below in their study and deliberations. The Task Force will develop alternative options to recommend to the City Council for improving the effectiveness and efficiency of the City's board and commission system.

1. The number and scope of boards and commissions

a. Combining boards, addressing gaps

i. Consistent use of committee names

- The definitions of advisory committees, commissions, and task forces are nice. Gives more clarity and consistency to the process.
- Clarification of definitions is good. Consistency allows for how much a citizen
  wants to get involved-participate.
- The changes in names are clarifications of authority . it would be clarity to the process. It makes for reasonable expectations. Step in the right direction. I don't really know what our authority is.

ii. Reducing number of advisory boards and commissions

- Lessen committees 13 vs. 22 - makes sense
- Reducing the number of boards and commissions provides less opportunity for involvement and creates less opportunity for specialization
- Concern is that things are very hard to get things done, things take so long to accomplish with city government, feels that they will get less done by being part of a larger group as a result of having members with different goals and interests, competing interests means less will get done, if you can't reach consensus you can never make a recommendation
- If you have larger commissions, there are more subcommittees, more meetings, and more work
- I would rather focus on my specific interests than to have my interests spread out more.
- Why is it a problem or not a source of pride that we have more commissions than other cities? If they don't need to. What is the scope of the problem? What is the source of the problem?
- Combining of commissions: more work for commissioners? Don't overwhelm.

- The PPTF did a good job combining groups. Nothing was missed.

iii. Visualizing proposed changes

- Have a scheme of what are all the boards and commissions, have a chart of the standing committees, it's not always clear how standing committees and boards and commissions relate. Create an organizational chart of how the city operates and works.
- Wanted flow chart to understand how current boards and commissions are related to City Council compared to how new would be

b. Specific areas of advisory boards and commissions

i. Airport

- Don't understand proposed changes to Airport Commission.
- Airport Commission will need to talk at their next meeting and send in feedback late next week.
- Airport Commission is concerned with Option B- it is a self sustaining commission and should remain a stand-alone commission and not a Department Advisory Board.
- Airport Commission is self-funded by federal money plus fees paid by airport users - no chance to save money there.

ii. Arts, Beautification, Parks

- Arts and Culture/PNARB/CBUF/Downtown Arts should all be one commission (just one commission for Parks and Recreation) and have sub-groups that deal with the specifics.
- A lot of beautification groups could be consolidated – arts, CBUF.
- The Public Art Selection Commission could operate as a subcommittee of the Arts & Culture Commission. But, in general, merging groups will mean a loss of voice for some.

iii. Budget

- Budget Commission - Talk about getting discussion earlier. Would that just make for lots more meetings all year? (Not necessarily, for example LBCC has a November meeting about the big challenges and concepts. This informs the administrative development of budgets)
- Should the budget commission do all the advising?
- Likes recommendation for Budget Commission.

iv. Diversity, Inclusion, Involvement

- Where is the city's investment in diversity? I have not seen any point person for diversity with the city. Who has responsibility for supporting each advisory committee or commission? All of the advisory

committees and commissions need to have a city staff member with job duties aligned with the advisory committee or commission.

- I'm wondering if there are enough people to fill the spaces in the boards and commissions. What is the rationale for merging? Does it have anything to do with not having enough people to fill the spaces?
- CIDAB- Diversity should be replaced with Inclusiveness. Diversity has a specific meaning and that is not the intent of this group.
- Like CIDAB - good to encourage broad citizen involvement
- CIDAB Group can't meet the needs of the list to support the RNG's. Seems that would be staff work and not the work of volunteers (i.e. create website, etc)
- Like CIDAB. Likes the focus on outreach and helping folks feel comfortable in approaching government.
- Still lots of work to be done – CIDAB.
- MLK Commission not very active commission and now broadening scope, feels it should be a part of a diversity board (sub-group) not a stand-alone commission (a part of new CCI)
- CCI should merge with MLK Commission
- MLK – could someone tell me about this? Promoting diversity is good, but ghettoizing it might be a problem, it could keep the issues of diversity out of the other committees.
- MLK Commission is very, very specialized, why was it not merged?

v. <u>Economic Development, Business, Downtown</u>

- Downtown Corvallis issues will not get addresses if the new system is put in place.
- Downtown Commission works on more than just economic items and that body of work may be lost if the Downtown Commission combines with Economic Development, they talk about housing downtown, signage, accessibility downtown, etc. Will this work be able to be continued?
- The Downtown Commission does very specific work.
- The Downtown Parking Committee is part of the Downtown Commission and its very specific issues that the Downtown Parking Committee works on. If we're looking for citizen involvement, having narrower focuses is helpful so where people know where to go.
- Downtown Parking is already a part of the Downtown Commission- should not be a recommendation because that is already the case.

- Would like to have seen the Economic Development Commission more fleshed out and what additional work they could take on being addressed.

vi. Putting the Downtown Commission under the EDC would be a disservice to the downtown. The EDC is about bigger picture economic issues. We'll lose the heart of the downtown by putting it under EDC. There are issues specific to the downtown that need to be addressed; they would get lost under the EDC. The Downtown Commission is a neighborhood-based commission, a combination of businesses and residents.

c. Planning

- Planning Merge with Land Development is good.

d. Public Safety

- Public Safety Advisory Board is vague- not sure it is needed
- We don't have an advisory board for the Fire Dept.
- The Community Policing Forum is advisory to the Police Dept., and they are adamantly opposed to merging with Public Safety. I'm not a fan of getting greater efficiencies by merging boards and commissions.

e. Transportation

- Overarching Transportation Board is a good recommendation (will ensure better communication and planning with all groups together).
- Transportation could be 9 members with each 1/3 have a representation of 3

- Use liaisons between transport groups.
- Like - Transportation – the possibility of review of road construction early on.
- Like Opportunity to merge all transportation committees into one.
- Makes sense to have parking as part of Transit.
- Concern about how new Transit Board would function and still be able to maintain the voices of the boards that are merging into it.
- Downtown Parking Commission is really more focused on traffic and transit, which should be kept under the Urban Services Committee, rather than the ASC. Also, it should continue to meet on an as needed basis. The issues it deals with are very specific. It could be part of the proposed Transportation Advisory Board.
- BPAC
    - Would cars be the 800 lb gorilla? Would parking really be included in Transportation Advisory Board? Maybe that would be a distraction. Transportation should include how do you reduce car traffic, the need for parking?
    - Has concerns BPAC. However, maybe the combination suggested might be a good way of making sure that bike and pedestrian interests are heard in the context of all transport decisions.
    - She notes the need to have a 21st century vision for public transportation. She notes that staffing changes in recent years have led to staff less focused on bike transit. Thus the proposed merger comes at a particularly

bad time. She complained that currently staff is not following procedures established in the past to bring items through BPAC.
    - Will there be an adequate voice for bicycles on transportation--he is afraid that the BPAC voice will become ambiguous; Currently Corvallis received the Gold level from American Bicycle League because we have an active bicycle advisory. If combined will we stand the chance of losing this level.
    - Implications if Bike and Peds is consolidated? Bike and Peds tend to be given second place to cars. The new one is a jump, a leap of faith. If they combine into transportation broadly – it would be interesting to see the composition of the body. Would it just be people interested in parking and cars?
    - Bikes and pedestrians do not have same interests.

f. Water

- How do building plans fit in with Water Advisory Board- does not fit and does not make sense.
- The idea of simplifying appeals to me, but, as a novice, I think that the proposed efficiencies and streamlining may be enough to get us where we want to go. I think having a Water Systems Advisory Board is important, and it's going to be increasingly important.
- Like - Water Systems Board
- No need for a Water Advisory Board- there is no need. Knows where this recommendation came from and it is not a widely shared concern.
- Watershed
    - Watershed should be a part of the Water Board.
    - WMAC doesn't want to be included in Water Advisory Board. Not a fit for them. WMAC is about Forest Management. Putting them in with a Water group would make their role a small one in a group that doesn't deal with similar issues. Would be willing to look at becoming a DAB. Prefer staying as is.
    - Doesn't like WMAC becoming a DAB. They work on issues that public is interested in. People can't go into the Corvallis Forest. As a DAB they wouldn't have to meet open meeting laws. Likes idea of a subcommittee of Water Advisory Group.
    - Watershed as a Department Advisory Board is a good recommendation.

g. What is missing from the recommendations?

- We seemed to be missing anything that addresses City Energy and Resource Use. No concise way for citizens to advise the City on this topic.
- Make task force on communications.

- Lack of discussion about energy use and greenhouse gasses and how the City will work to reduce.

h. Department Advisory Committees, Subcommittees

- How could subcommittees be used to do some of the work for the whole board?
- These recommendations will require more staff time with the additional boards and now sub-committees.
- It's important to define what they are and who they report to, who are they advising? How is the advice received?
- Concern about loss of public meetings when commission turns into an Advisory Board.
- Concern about Department Advisory Boards- what is the notice meeting process, who would appoint and what does that process look like, concerns department directors would stack the advisory boards with like-minded people.

i. Advisory boards and commissions – general comments

- Need different levels of public participation that require various level of time commitment.
- What is the meeting schedule that makes sense for each group? Not all groups need to meet monthly.

2. The formation, evaluation, revision and sunsetting processes

a. Appointment

- Overarching boards should have even representatives from the sub-groups so not one issue/viewpoint dominates the bigger boards that have sub-groups. Have to be thoughtful in the appointment process.
- I resent telling the mayor how he or she should do their appointments for boards or commissions.
- I don't really like having the Mayor do all the appointments. I think there needs to be a better process for the appointments.
- It's good to have recommendations go to the Mayor for the appointments.
- More transparent openings/advertisements for Board and Commission appointment process.
- Question about a non-resident having a voice, but no vote. A community member works here and has a business here, but does not live here. - perhaps they could be on an advisory.
- Maybe make a commission fluid. Example A commission could have 8, with 4 be consultants or "on call" for their specialty.
- He has served on non-profits where the board members jobs were to interview a person with a specialty vs. having the person on the board. The board member

would report back the information. It simplified having people coming in and presenting all the time.

- Like - Better publication of openings on Boards.
- Like - Access and opportunities. Happy with focus on outreach to make volunteer opportunities known.
- Do not expand boards to include a non-voting member outside of Corvallis- there is no real need to rationale.

b. Work plans/reports to Council standing committees

- Is Goal setting really needed?
- Report back to council quarterly vs. once a year - a written report.
- Some people are action people and some people are goal people.
- How would the relationship between the standing committees and boards and commissions work? The check in process might keep the boards focused on work (example: making sure that the TAB didn't just focus on car issues, but continued to keep transit and other issues considered).
- Report needs to be clearer about tie between council goals and board goals.
- Sunsetting is not defined.

3. Relationship with City operating departments

- What is legitimate city business versus work for the commissions and boards to do? What should city staff role be? What is a professional role for the city the play? What is a reasonable amount of work for a board or commission to do? Make sure that the amount of work that is put on boards and commissions is reasonable. Make sure that work load is sustainable for boards and commissions.

4. Council liaison role

- Liaisons positions important
- Council liaison – what does that mean? Those are city councilors. More clarity would be good. It might be better to have the relationship between the advisory board and the standing committee.
- The proposed change in boards strengthening relationships with standing committees would help.
- The council liaison position could go away.
- All those meetings for city councilors – how do you do all these meetings?

5. Opportunities to advise the City Council

a. Training/orientation

- Trainings should be available to everyone, but shouldn't be mandatory.
- 101 guides on participating is a good thing if done right.

- Likes big picture about streamlining. Also, looking forward to getting guidance on how to react to public and learning about records requirements. Learn about what's legal.
- From PC: it would be really helpful for us if community members had better access and understanding of land use issues.
- These recommendations are good. I didn't have a clue. After 2 meetings, and no orientation, I was made vice chair.
- Clarifying questions about orientation and training: new members only, or also for recruitment? It could be a good tool.
- There could be a 'TED' talk about an advisory board, so people know what it is about. Videos about each B&C.
- Encourage various advisory boards to attend meetings of other advisory boards. Go to the community; don't necessarily expect people to come to public meetings.
- Some communities show a film for jurors, so you know in advance what is going to happen and why. That could be good for advisory boards. It wouldn't require everyone to come together. What we have now just isn't working.
- It would be good to have a video about giving public testimony. In person is good, but a video would be available any time. A good recruitment tool.
- Orientation needs to be clear. Outgoing chair needs to bring along the new person.
- We need to have a shared community-wide calendar so different groups can see what's happening and they can coordinate their activities. An annual meeting of boards and commissions would enable people to do this.
- Currently there isn't adequate training.
- It would be useful if one of the outcomes was an educational video that Citizens can view to serve as an entrée into engagement. This would be useful for new community members as well as folks becoming vaguely aware of the possibilities.
- No orientation makes the group more dependent on staff. That is inefficient. There needs to be more transparency, more clarity.
- Likes the idea for B&C training for chairs. As an example, offer a webinar so it can fit into the lives of people with busy schedules.
- What is the process of our city government? All felt that a "101" class in city government process was a good idea from land use to presenting an idea correctly, and using the correct language to council.
- City councilor training should be mandatory.
- Citizen 101 request should include how to organize and establish an RNG.
- You may not be prepared if a development comes up AFTER a required training that you haven't attended.

b. Use of the term community member to replace citizen

- Did not like the change of the word citizen to community member

- Like the change to community member.

c. City Council

- I would like to see more diversity on our City Council, it's important to bring people up from various levels of community leadership.
- I'm concerned when we only have one City Councilor run for a seat. Part of the goal for this was to increase participation, correct?
- If City Council was a paid position, it would be more diverse.
- If businesses gave people time off to participate in City Council or encourage people to publicly participate, there would be more diverse representation.

d. City Council and B&C meetings

- A recommendation from the task force that B&C meetings be held at a more friendly time. (example Bike/Ped meets at 7AM)
- Create some structure and transparency around the agenda items and goals that the City and boards and commissions work on, how are these items decided upon? Who can suggest agenda items, what are the pathways for a person to suggest agenda items? Sometimes the agenda items come from City staff, sometimes they come from City Council.
- Southtown block parties- they talk about lots of issues; different settings are good.
- Like The possibility of translation for participants.
- Offering translation service is a budget issue – not a PPTF issue.
- PC has a large workload. Depending the intensity of the project, difficult to plan for workload and length of meetings – how could childcare work?
- I like the narrative minutes. I skip through things that don't interest me, but I want to see details. The PPTF minutes aren't informative to me. They make it hard to decipher what happened.
- All meetings should be publicized and open. You will only get people attending because something is close to their heart, close to their life.
- All meetings should be audio recorded, that way minutes don't have to be taken.
- Larger meetings, child care, suggest investment in food for children.
- Flexible meeting times- how do you get everyone as part of the circle? I have young children. It's difficult when a meeting is at 7 am.
- Like the idea of green, yellow, red light as opposed to 3 minute timer with the chime that is disruptive. Like the idea of a more subtle time keeping mechanism.
- I like the idea of having different locations for City Council meetings, get out into different communities.
- Could City Council have meetings on campus? Have a City Council meeting in Milam Hall, that would be kind of fun.

- How are agenda items decided? If council raises an issue, how does the city assign that? How are agenda items selected and decided upon?

e. Communication

- Better communication as stated in power point. Do all new boards and commissions have recording requirements so notes can be viewed by others? Would like this piece of public record preserved.
- Reaching university students – what methods should be used?
- How did you know about this? Emails, through affiliation. Public participation: if I weren't already involved I might not have known about this meeting. Could there be flyers? The city doesn't have an active Facebook presence, so can't do that kind of notice.
- It will be interesting to see what methods are effective to reach diverse groups: renters, low income, etc.
- Recommendation that elected officials use City email and not personal emails. More transparent.
- Are you sure the commissions should be changed? Process for reporting to council and council actually listening needs to be better.
- Is the issue that City Council does not listen, not that the current system is not effective?

f. Group testimony

- Also, community groups should have equal time with a developer.
- I like the idea of having a group present testimony as a united front vs. repetitive testimony from individuals.
- A group could organize a presentation and present it as a group.

g. Guiding Principles

- Creating a community friendly atmosphere so folks feel welcomed to attend meetings.
- In Charge V, make it clear that guiding principles and associated recommendations will apply to all board and commission meetings.
- Like the Guiding Principles, a Respect as a stand-alone (in diversity sentence).
- In the Collaborative Democracy section, part 3, clarify who the staff contacts are for boards and commissions so community members know who to notify if they and their group plan to make a group presentation

h. Technology

- I have tried to find stuff in the website, it really needs to be more accessible.
- Can city council packet be provided in specific sections, not just the whole thing?
- Likes the idea of increased access to City information on website- improve website especially searching archives.

- Audio files seem to currently have a problem.
- In general, make sure the projector works and that community members know who to contact if they want to use the projector for their testimony.
- Technology excludes people of age and ethnicity.

i. Volunteers

- The new recommendations will limit the opportunity for volunteers to do their job
- The goal is not to (should not be to) burn people out in boards and commissions before they have the opportunity to run for City Council. Developing our community members as leaders is important.
- How do the boards and commissions and neighborhood groups fit into city government as a whole?
- Be sure this work preserves the opportunity for volunteers to make decisions.

j. General comments about participation and advising Council

- Like the overall conversation about having public participation as a topic of conversation. Suggests that we follow through on any issues and provide means by which issues can come up and be dealt with in the future.
- There needs to be lots of ways for public participation, not only through boards and commission. Having larger scopes for boards and commissions would mean that you'd have more work and more likely to only have retired folks interested in serving on boards and commissions. Try having events that are one time things with food and childcare that people could come to get involved.
- It is possible people from Corvallis want to participate too much and can't get anything done.
- If you go back to an earlier time: village meeting. This is a way to make democracy work better in our time using current tools.
- We need to take this to the kids, to the schools. They need to know the importance of public participation. Let's broaden this to everyone.
- We have an engaged population – at least some groups, but not all. We need to reach all. Not everyone needs to go to a boring meeting and watch a PowerPoint – we need to do it in ways that don't give us barriers.
- For a lot of our community members – they just don't think they could be involved. They might be concerned because some are international, speak another language, or may be undocumented.

6. Cost factors

- What's missing is a budget. The recommendations need associated costs. How much is currently being spent? Each of the 3 options on the chart needs a cost breakdown.
- Surprised that the work did not include an estimate of what it costs to operate the current boards and commissions compared to what the new cost will be.

- There is a lack of discussion about cost savings, want to see more clearly where the cost savings will happen.
- I don't think there's going to be a significant enough fiscal impact to justify making the changes in boards and commissions that are being proposed. The way we're doing it now seems to work, and we're not going to save much money by making changes. We won't really see much in terms of cost savings, but we could be more efficient if the streamlining recommendations were implemented.
- RNG recommendation is very costly for the City.
- Offering translation service is a budget issue – not a PPTF issue
- Efficiency can free up time and this is good.

7. Committee for Citizen Involvement

- CCI - underutilized, members meet infrequently and don't know what they're supposed to do - currently no staff support - staff member is clearly too busy to help them - group non fulfilling its purpose.
- CCI should merge with MLK Commission.

8. Neighborhood associations

a. Registered Neighborhood Groups

- I like the basic framework for organizing NAs. I like having focused staff time for answering questions from NAs. It would be nice to have someone on staff to answer your questions, such as detailed land use questions.
- I'm excited about giving formal recognition to NAs. The City has no recognition of them, except for fees for Land Use appeals. I agree the requirements should be lower for RNGs. When there's a citizen organization that represents a specific community, like Casa Latinos Unidos, or a grassroots group like the Infill Task Force, they should be able to get recognition as a Registered Community Group, and we should open up the opportunities to them, as well.
- One of the benefits I like is formalized updating of contacts. This needs to be part of the process. There's no longer a City ombudsman position that people can take their problems to.
- Excited about RNG's and the opportunity. This information being online would be awesome.
- Neighborhood group meetings need to be open and advertised and each RNG needs to be a group representative of the neighborhood.
- I liked many of the recommendations for the neighborhood groups, gives more structure and guidance, encourages it to happen, it's good to be more planful about neighborhood group formation, gives more information about what neighborhoods could be doing.
- RNGs, needs and concerns: A place to hold meeting. The fire station makes us pay. What if they reduce the price? Lower income neighborhoods still can't af-

ford. Some community areas that don't feel empowered can't get informed. Are some neighborhoods left out in the decision-making process, i.e. land use. It appears there is a gap for neighbors to voice their concerns. Do Neighborhood Associations have a closer association with council vs. a Neighborhood Watch? Would a neighborhood that is not an RNG still have a voice?

- Like - RNG's recommendations, especially the list serve (Google groups).
- Could we find a way to engage businesses into RNGs? (This led to a bit of a discussion focused on this being a good idea.) Seconded businesses in RNG's.
- RNG required list is too extensive and quarterly meetings for RNG leadership is too frequent (makes once or twice a year)
- I have a problem with RNGs. It seems like there are a lot of requirements for a group to become an RNG, especially for smaller NAs. It could exclude some smaller groups. There are hoops to jump through for not much benefit.
- Feel recommendation for the RNG's is dictating a lot of requirements.
- RNG recommendation is very costly for the City.

b. Empowerment grants

- I'm excited about the Empowerment Grants. I'm interested in connections throughout the community, getting to know neighbors next door and across the community.
- I'd like to use the Empowerment Grant to paint the curbs. When road repairs were done on my street, they failed to paint the curbs. So the students park everywhere.

c. Predevelopment meeting

- Developers would appreciate having the dialogue with neighbors, so they would know up front what people want instead of the developer having to go back to the drawing board later in the process.
- The process without having a pre-development meeting with the Union being built worked well. The iterations that took place worked well. The changes were made based on public input. I don't think the pre-development, pre-application meetings are needed. The Union is a project with a large footprint and a potential large impact (290 beds in the Union) and the process produced changes that have greatly reduced the impact of the building. The process was very open and worked well.
- Earlier meetings with developers is good.
- We don't feel the training should be required or that the pre-development, pre-application meeting is needed because the process seems to work well already.
- The goal of the meeting between developers and neighborhood groups is to develop a collaborative and constructive framework, to create a better understanding

of neighborhood concerns. The attitude should be, "We're here to make things as neighborhood-friendly as possible."

- Having neighborhood groups meet with developers would require a change in the code.

f. General comments on neighborhood needs/issues

- Like - Free Meeting spaces
- Like - Neighborhoods. Whole section. Empowerment. Gives neighborhood more of a voice and incentive to work towards something. Communication liaison. Trainings.
- Neighborhood groups are a great way to foster initial involvement in the community. Neighborhood groups are a comfortable level of involvement. Neighborhood involvement could be the beginning.
- Helping with mailings isn't needed, and liability insurance coverage isn't needed. There's a concern that the city might take over NAs. We want to stress maintaining our autonomy. Free meeting space is essential, and bringing NA leaders together is important.
- What mechanisms does a neighborhood, that is not in place RNG, get represented?

  In the recommendation regarding having neighborhood groups meet with developers as the first step in the development process, what is the purpose? Where would the meeting between neighbors and developers happen in the process? This section needs more detail.

General comments about PPTF, recommendations

a. Overall recommendations, document

- This is a comprehensive plan.
- Did the PPTF base the recommendations on theory or reality?
- The PPTF work is overshooting.
- I'm generally excited about the report as a whole. I think there will be good outcomes.
- Overall, it's a very good effort.
- It's comprehensive, has good content, and represents a lot of hard work.
- This is the best study of the issue we've had in a long time.
- I wondered about the rationale behind the options; there needs to be justification presented for each option.
- Wow, took on a lot of work, impressive scope.
- Walden Pond, Thoreau tells us to simplify, simplify, simplify – these recommendations seem to make things more cumbersome and not as simple.
- No changes to anything suggested.

b. Specific changes to document, details

- The task force should find a better definition for decision-making.
- Strive for consistency, clarifying, training, expectations. Format of minutes a good idea.
- Clarifying question: the numbers don't seem right on the proposals: department advisory committees aren't counted in the totals.
- Would like to see the introduction relate to world changes and our needing to live differently. Would like us to include how this reorganization can serve the needed changes.
- Chart needs clarity - more clear on which are merging. What does bold type mean on Chart?
- Numbers of commissions in don't add up.
- Include a draft of the minutes template in the recommendation to council (was missing from the draft recommendation and people wanted to see the template to determine if it would fit the needs of their commission)

c. PPTF process

- Liked the PPTF process, asked lots of questions, did surveys, encouraged feed-back through public meetings.
- Did anyone visit all of the boards and commission meetings to see and understand what they do?
- Process not objective if a current board can complain and have decision to merge be changed.
- There seemed to be a disconnect by some members of the boards and commission of why the questions on the PPTF survey were there?

d. General comments

- Could the task force put together some priorities about what is most important?
- I like the way the Corvallis Sustainability Coalition has structured their groups in action teams, each with a specific focus. That way, people with specific interests can give input. We need to use the Sustainability Coalition as a way for people to provide input.
- How do the boards and commissions dovetail with city government? How do neighborhood associations become a functional part of city government? How do we nurture community leaders to becoming government leaders?
- It feels like we don't have enough preparation to the document to be able to comment.
- City policy is very new to me, just taking in information.
- Streamlining is great. This would increase communication and increase opportu-nities.

LWV Corvallis
PO Box 1679, Corvallis, OR 97339-1679
541-757-1728 • http://www.lwv.corvallis.or.us

May 29, 2014

To: Mayor Julie Manning and Members of the City Council

From: Ann Brodie, Laura LahmEvenson, Co-presidents
League of Women Voters of Corvallis

Re: Proposed Expenditure of Public Funds for Parking Garage

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

Regarding proposedpublic funding of a downtownparking garage through a public/private partnership, we are concerned about the lack of public process to determine the public funding obligations of the garage. This significant project has not undergone the public scrutiny such a proposal warrants.

Taxpayers deserve to have detailed information about the nature of the partnership and all the cost factors and risks involved, as taxpayers are ultimately responsible for repaying the bonds that are sold.

The League of Women Voters of Corvallis requests that:

1. City Council delay their decision until the proposed project has been more thoroughly reviewed and discussed, and
2. City Council direct staff to establish and set up a public hearing process for this proposal

We believe the whole community will be better served with a public process with a widely advertised advance notice.

Thank you for your consideration of this request.

Cc: City Manager Jim Patterson

CITY OF CORVALLIS
COUNCIL ACTION MINUTES
May 19, 2014

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Executive Session 1. Labor update 2. Possible real property transaction Page 186	 Yes Yes		
New Business 1. Possible real property transaction Page 186			• Approved making contents of ES concerning hotel/parking garage project available to the public
Proclamation/Presentation/Recognition 1. Proclamation of Older Americans Month – May 2014 2. Proclamation of Historic Preservation Month – May 2014 Page 187			• Proclaimed • Proclaimed
Visitors' Propositions 1. Benton Center (Joyce) 2. Lack of communication re: vegetation removal (Nemanic) 3. Open carry in parks (Amador, Nash) 4. RPDs (Kadas, Hortsch, Meehan, Wydronek, Haines, Miller, Cauthorn, Deedon) Pages 187-189	 Yes Yes Yes Yes		
Consent Agenda Page 189			
HSC Meeting of May 6, 2014 1. Liquor License Annual Renewals 2. Majestic Theater Annual Report 3. CPRR 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library" Page190			• Approved renewals passed U • Adopted report passed U • Amended policy passed U
USC Meeting of May 6, 2014 1. RPDs Pages 190-191	 Yes		
ASC Meeting of May 7, 2014 1. CPRR 95-4.10, "Public Library Gifs and Donations Policy" 2. Parks and Recreation Cost Recovery Update 3. daVinci Days Loan and Annual Report Pages 191-192	 Yes		• Affirmed policy passed U • Approved report and suspended loan payment for one year passed U

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Other Related Matters 1. Risk Management appropriations 2. 2011 Operating Levy Fund closure 3. Supplemental Budget: Parks and Recreation Page192			• RESOLUTION 2014-13 passed U • RESOLUTION 2014-14 passed U • RESOLUTION 2014-15 passed U
Mayor's Reports 1. Corvallis/Uzhhorod photo exhibit Page192	Yes		
Council Reports 1. Housing Study Survey (Brown) 2. Fraud (Sorte) 3. Open carry signatures (Traber) 4. PPTF (Hervey) Pages 192-193	Yes Yes Yes Yes		
Staff Reports 1. City Manager's Report – April 2014 2. EDMBAR – April 2014 Page 193	Yes Yes		
Executive Session 1. Possible real property transaction 2. Status of employment of a public officer/employment related performance 3. Pending litigation or litigation likely to be filed Page 193	Yes Yes Yes		

Glossary of Terms

ASC	Administrative Services Committee
CPRR	Council Policy Review and Recommendation
EDMBAR	Economic Development Monthly Business Report
ES	Executive Session
HSC	Human Services Committee
RPD	Residential Parking District
U	Unanimous
USC	Urban Services Committee

CITY OF CORVALLIS
COUNCIL ACTION MINUTES
May 19, 2014

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

Council entered executive session at 5:30 pm. Human Resources Director Altmann Hughes briefed the Council on the status of labor negotiations for the American Federation of State, County, and Municipal Employees; and the Corvallis Police Officers Association. Economic Development Manager Nelson briefed the Council on the status of a potential real property transaction. Mayor Manning recessed the meeting at 6:28 pm.

I. CALL TO ORDER

The regular meeting of the City Council of the City of Corvallis, Oregon was called to order at 6:33 pm on May 19, 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 Beilstein, Brown, Hervey, Hirsch, Hogg, Sorte, Traber, York

ABSENT: Councilor Brauner

Mayor Manning directed Councilors' attention to items at their places, including a memo from Deb Kadas concerning Residential Parking Districts (RPDs) (Attachment A), a memo from Councilor Brown concerning RPDs (Attachment B), information concerning Older Americans Month (Attachment C), a flyer from the Cascades West Council of Governments (OCWCOG) concerning programs and services (Attachment D), and a flyer concerning a Corvallis/Uzhhorod photo exhibit and opening reception at the Library on June 3 (Attachment E).

XI. NEW BUSINESS

A. Councilors Sorte and Hirsch, respectively, moved and seconded to make the contents of the May 19, 2014, Executive Session concerning a proposed downtown hotel and parking garage project available to the public. The motion passed unanimously. Mayor Manning noted the item will be on the agenda for the June 2, 2014, Council meeting.

IV. PROCLAMATION/PRESENTATION/RECOGNITION

A. Proclamation of Older Americans Month – May 2014

Mayor Manning read the proclamation.

OCWCOG Executive Director Fred Abousleman and Program Director of Senior and Disabled Services Scott Bond reviewed OCWCOG's programs and services, noting the handouts distributed to Council (Attachments C and D).

B. Proclamation of Historic Preservation Month – May 2014

Mayor Manning read the proclamation.

Historic Resources Commission (HRC) Vice Chair Lori Stephens updated Council on HRC activities, including recommending updates to historic preservation provisions in the Land Development Code and creation of a $5,000 pass-through matching grant fund to assist Corvallis property owners with preserving historic buildings.

V. VISITORS' PROPOSITIONS

Peggy Joyce said she is a community member on the Benton Center Project Planning Committee. She encouraged Council to support the continued integrity and presence of the Benton Center in its current location. In response to Councilor Beilstein's inquiry, Ms. Joyce said the prospects for improving parking at the site have yet to be decided.

Sarah Nemanic read from a prepared statement concerning a lack of communication about vegetation removal near Timberhill (Attachment F). In response to Councilor Brown's inquiry, Ms. Nemanic said the subject property is where the power line runs up the hill north of the intersection of Kings and Walnut Boulevards. Councilor Traber requested a Council Follow Up concerning the matter.

Carolina Amador read from a prepared statement concerning open carry of guns in parks (Attachment G). Councilor Hirsch said he was sympathetic to Ms. Amador's cause and he requested a Council Follow Up about options and Oregon precedents; Councilor Traber agreed. In response to Councilor Traber's inquiry, Ms. Amador said with the exception of Bend, the cities she surveyed had citywide restrictions; Bend's ban is exclusive to parks. City Manager Patterson said since the issue was raised at the last Council meeting, Police Chief Sassaman spoke to the City Attorney's Office. The matter is complicated and it appears some cities have taken actions that may or may not be enforceable. Staff will further research options and report back to Council.

Jonathan Nash said he was concerned that large portions of the city are within 1,000 feet of a school, but the boundaries are ambiguous, so police officers do not always know where they end. Mr. Patterson said clearly defining those areas could be part of the open carry review process.

Deb Kadas read from her handout concerning RPDs (Attachment A). Councilor Beilstein said the area Ms. Kadas cited does not meet red zone criteria because residents do not use all the available spaces. Ms. Kadas said on the previous Saturday, she observed all available parking in the area was filled. She noted on 31st Street between Jackson and Van Buren, there are ten houses, but only two have driveways, so most residents must park in the street. In response to

Councilor York's inquiry, Ms. Kadas said she believes Oregon State University (OSU) is not providing enough desirable, adequate, and affordable parking. In response to Councilor Hogg's suggestion, Ms. Kadas said she would attend the May 20 Urban Services Committee meeting to share her perspective.

Jerry Hortsch read from a prepared statement concerning RPDs (Attachment H). In response to Councilor Sorte's inquiry, Mr. Hortsch said if parking permits were based on kitchens, he believed allocating 1.5 permits for each of his cottages would be fair. In response to Councilor Brown's inquiry, Mr. Hortsch said if there were more kitchens than available parking, the City could choose to limit the number of permits issued. Mr. Hortsch said he did not know of other solutions for prioritizing the limited number of parking spaces.

Marty Meehan recently learned about items being added to RPDs and he was concerned about inequities. Councilor Brown recommended Mr. Meehan review the meeting packet for the May 20 Urban Services Committee meeting for additional information.

John Wydronek referred to an email he sent to Councilors and said he was concerned renters were not being considered. He asked Council to base RPDs on kitchens or residences and he did not support the requirement to have a Construction Contractors Board license to purchase a permit. In response to Councilor Hervey's request, Mr. Wydronek agreed to re-send his email to the Ward 3 email address.

Ken Haines said the RPD plan impacts livability, which has decreased over time. He said obtaining guest permits for visitors and service providers would be a hassle. He has not seen an increase in police or parking enforcement in his neighborhood, but he has noticed increased speeding. In response to Councilor Sorte's inquiry, Mr. Haines said he often must park two or three blocks away from his home if he leaves during the day.

Ed Miller expressed concerns about livability and parking for service providers and visitors. He said the plan should benefit neighbors who are impacted by OSU and regulations should not decrease livability. Rather, the RPD program should be structured such that 85% to 90% of the permits are straightforward, with a solid process to allow exceptions as needed. Mr. Miller said OSU should double the number of shuttle buses to provide more frequent service and parking on campus should be free. Mayor Manning noted OSU officials recently indicated their plan to increase the frequency of shuttles.

Paul Cauthorn said neighborhood livability is the issue and justifying RPDs is disingenuous because it does not aid livability. He noted Corvallis promotes alternative transportation, including bicycling, but if a person chooses to not have a car, s/he cannot obtain a guest pass. He agreed guest passes can be problematic, especially for those who have home medical care providers, such as hospice workers. In response to Councilor Beilstein's inquiry, Mr. Cauthorn said he believes the existing RPD program is preferable to what is being proposed. Councilor Sorte observed the two-hour approach was created to address Mr. Cauthorn's points. Councilor Sorte said parking in proposed RPDs is already difficult for service providers. Mr. Cauthorn agreed finding a space can be challenging, but some parking is usually available.

Brett Deedon, OSU Student Body President, said parking for residents of Greek houses is a major concern and parking for those who live in the area should be guaranteed. He agreed the problem needs to be addressed, but he opined the proposed plan is not feasible. In response to Councilor York's inquiry, Mr. Deedon said student organizations are lobbying the University to provide adequate, affordable parking on campus. In response to Mr. Deedon's comments about

campus parking options being discussed by OSU, Councilor York noted satellite parking has been allowed for more than eight years as part of the University's Master Plan. Councilor Sorte said OSU student government could be helpful by providing information about how Greek houses are affected; Mr. Deedon agreed to follow up. Councilor Brown said Council is concerned about students as citizens and residents of the community. He said the dialog needs to focus on the supply of parking spaces in the various parking districts and there are not enough spaces for everyone to have a car.

VI. CONSENT AGENDA

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

A. Reading of Minutes
   1. City Council Meeting – May 5, 2014
   2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Corvallis-Benton County Public Library – April 2, 2014
      b. Housing and Community Development Commission – April 16, 2014
      c. Planning Commission – April 16, 2014
      d. Public Participation Task Force – April 28 and May 1 and 8, 2014
      e. Watershed Management Advisory Commission – April 23, 2014

B. Announcement of appointment to Arts and Culture Commission (Robinson)

C. Approval of an application for an Off-Premise Sales liquor license for Amandeep Vivk and Kulwant Kaur, members of GV Hospitality Group, LLC, dba Comfort Suites, 1730 NW Ninth Street (New Outlet)

D. Schedule public hearings for June 2, 2014 to consider State Revenue Sharing Funds for Fiscal Year 2014-15 and a Fiscal Year 2014-15 budget

E. Schedule a public hearing for June 16, 2014 to consider a Land Development Code amendment

F. Confirmation of Executive Sessions at 5:30 pm on May 19, 2014 under ORS 192.660(2)(d) (e) (status of labor negotiations) (status of real property transaction) and immediately following the May 19, 2014 meeting under ORS 192.660(2)(a) (e)(h)(i) (status of employment of a public officer) (status of real property transaction)(status of pending litigation or litigation likely to be filed) (status of employment-related performance)

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

The motion passed unanimously.

VII. ITEMS REMOVED FROM CONSENT AGENDA – None.

VIII. UNFINISHED BUSINESS – None.

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

A. Human Services Committee – May 6, 2014

1. Liquor License Annual Renewals

   Councilors York and Beilstein, respectively, moved and seconded to approve all of the applicants for the annual liquor license renewal and submit a favorable approval recommendation to the Oregon Liquor Control Commission. The motion passed unanimously.

2. Majestic Theater Annual Report

   Councilors York and Beilstein, respectively, moved and seconded to accept the Majestic Theater Management, Inc. 2013 Annual Report. The motion passed unanimously.

3. Council Policy Review and Recommendation: 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library"

   Councilors York and Sorte, respectively, moved and seconded to amend Council Policy 99-4.13, "Internet Access Policy for the Corvallis-Benton County Public Library," as recommended by staff. The motion passed unanimously.

B. Urban Services Committee (USC) – May 6, 2014

1. Residential Parking Districts

   Councilor Hogg said the Committee continued RPD discussions. He noted consideration was given to creating a plan that equitably distributes limited parking spaces, ensuring there is an effective way to administer the plan, and making sure the appropriate enforcement mechanisms are in place. Additional recommendations from the May 6 meeting were to remove the west side of the 400 block of NW 6th Street from District E; removal of the option for a contractor or service provider parking permit, instead allowing residents to purchase short-term permits valid for up to two weeks for $2 per day; establishing parking violation fines of $50 that the municipal judge could reduce to $35; and establishing a system where parking enforcement officers could document suspected abuse. Councilor Hogg said the Committee requested any additional direction from Council so feedback can be considered at the May 20 USC meeting. The final proposed ordinance is expected to be presented at the June 2 Council meeting.

   Councilor Sorte reiterated his solution from the beginning has been to eliminate all parking districts. He expressed concern about neighborhood speeds and safety, and said the plan as drafted does not address long-term parking needs. Councilor Sorte did not believe resident-only permits are a solution and prefers basing permits on kitchens instead of square footage. He also does not believe the penalty should be as high as is proposed and remote lots need to be established.

Councilor Beilstein said the square footage allocation formula is discriminatory. He will support the majority decision, but if the allocation formula in the final proposal is based on square footage he will seek to amend it.

Councilor York noted Council agreed its first priority is livability and she added that she also cares about equity. She expressed concern that apartment renters would receive fewer permits compared with those renting single family homes. Councilor York said a narrow exception basis should be established for instances of inequity, such as those raised in earlier citizen testimony.

Councilor Traber said the Committee might consider an "either/or" calculation based on lot square footage and number of kitchens; whichever was greater would determine the number of permits issued. He also supported an exception process so appeals could be made to Council or USC.

Councilor Brown referred to Ms. Kadas' handout (Attachment A). He observed the area under discussion is in his Ward and the matter is expected to be discussed at the next USC meeting. Councilor Brown also referred to his handout (Attachment B), noting the transition from today to what the RPDs will be at the end of 2014 will not be smooth. He believes it is contingent upon the City to monitor problems and quickly follow up so they are addressed in a timely manner.

Councilor Hervey said visitor permits will be discussed at the next USC meeting and he expressed interest in an allocation method other than lot square footage.

Councilor Sorte noted OSU recently closed parking lots slated for development so surveying could be completed. There was no warning about the closure and the impact of reduced parking became immediately apparent.

C. Administrative Services Committee – May 7, 2014

1. Council Policy Review and Recommendation: 95-4.10, "Public Library Gifts and Donations Policy"

   Councilors Hirsch and Traber, respectively, moved and seconded to affirm 95-4.10, "Public Library Gifts and Donations Policy."

   In response to Councilor Sorte's inquiry, Library Director Rawles said the Library rarely sends donated items to surplus for sale, but it is her understanding that revenue comes back to the Library. Most items that are no longer needed are books, which are sold through the Friends of the Library's Annual Book Sale. Those funds go back to the Friends, who in turn support Library activities.

   The motion passed unanimously.

2. Parks and Recreation Department Cost Recovery Update

   Councilor Hirsch commended Parks and Recreation for successfully implementing the cost recovery program. Highlights include creation of a family assistance reserve funded through grants, donations, participant fees, and fundraising; finding and implementing alternative revenue methods; increasing marketing of facility rentals;

and working with Friends of Corvallis Parks and Recreation to fund projects and programs. The item is for information only.

3. da Vinci Days Loan and Annual Report

Councilors Hirsch and Traber, respectively, moved and seconded to approve the da Vinci Days Annual Report for 2012-2013 and suspend the da Vinci Days bridge loan payment for one year while the da Vinci Days organization completes its re-invention process. The motion passed unanimously.

D. Other Related Matters

1. Mr. Fewel read a resolution transferring $200,000 in risk management appropriations from Contingencies to the City Manager's Office.

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

RESOLUTION 2014-13 passed unanimously.

2. Mr. Fewel read a resolution closing the 2011 Operating Levy Fund.

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

RESOLUTION 2014-14 passed unanimously.

3. Mr. Fewel read a resolution appropriating a supplemental budget increasing General Fund appropriations by $103,270 for Parks and Recreation.

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

RESOLUTION 2014-15 passed unanimously.

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

Mayor Manning noted the Corvallis/Uzhhorod photo exhibit and reception on June 3 as highlighted in Attachment E.

B. Council Reports

Councilor Brown said the Housing Study Committee's housing survey was underway, with 1,094 surveys completed thus far. The study will provide information about Corvallis' housing market and reasons why many who work in the city do not live here.

Councilor Sorte said he received an audit questionnaire regarding fraud. He announced that he will not tolerate fraud and he encouraged anyone aware of fraud to report it.

Councilor Traber noted 138 names are included on the handout supporting testimony regarding concerns about open carry of guns in parks (Attachment G).

Councilor Hervey said the final Public Participation Task Force recommendation report is expected on May 30 and he will distribute it to Mayor and Council. He noted the recommendations will come to Council on June 2 and a work session to discuss the topic is planned for June 9.

C. Staff Reports

1. City Manager's Report – April 2014

2. Economic Development Monthly Business Activity Report – April 2014

XII. PUBLIC HEARINGS – None.

XIII. ADJOURNMENT

The meeting adjourned at 8:32 pm.

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

Council entered executive session at 8:35 pm. Council was briefed on matters pertaining to a possible real property transaction, status of employment of a public officer/status of employment-related performance, and pending litigation or litigation likely to be filed. Mayor Manning adjourned the Executive Session at 9:55 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

To: Corvallis City Council

From: Deb Kadas, and other Property Owners in Parking District A

Date: May 19, 2014

We thank the City Council and City Staff for their careful work to design the new Residential Parking District Program. That said, we ask tonight that you take one small, additional step to protect our neighborhood from the impact of your decisions.

As we all know, commuter parking problems never go away; they just shift to new neighborhoods. We believe our historic 31st and Jackson area neighborhood especially will be negatively impacted by the proposed new parking regulations, as they now stand.

The recommended permit-only "red zone" within the Parking District A, quite rightly addresses the problems caused by 2-hour parking restrictions in that area. Commuters looking for free, short-term parking have made that neighborhood seem like a shopping mall parking lot during holiday season. But in addressing that problem, planners are creating the same problem in another place. When short-term parking is prohibited in the Red Zone, our neighborhood will be next in line for people hunting for free, close-in parking. Only 2 blocks from the campus entrance, our neighborhood will become the new hot parking lot for commuters.

To make matters worse, OSU's major new classroom building off 30th will attract hundreds of additional students to this entrance, even as OSU removes another 102 parking spaces at its northwest boundary. Commuters heading to class will find sharply reduced parking, and of course they will go the extra block and hunt for spaces in our neighborhood...creating even worse chronic parking and traffic problems.

However, this prospect can be prevented by thoughtful action now.

For these reasons, we unanimously request that the permit-only red zone in Parking District A be expanded to include 31st Street, from Van Buren south to the end of the cul de sac, and Jackson from 29th Street to 32nd Street. (Please see suggested amendment to City Ordinance attached.)

Even as we thank you for your action, we acknowledge that parking is a cascading problem; each regulation pushes cars into the next neighborhood, and the next. So we additionally suggest that the new program include grass root, neighborhood mechanisms to: 1) expand permit-only red zones; 2) add new districts; and 3) address unintended consequences. An adaptive management program should be established to quickly respond to problem areas, and staff should be directed to assist neighborhoods to protect themselves from the effects of these changes.

Thank you for your time and attention!

Deb Kadas and 100% of property owners on the referenced blocks (see map and signature pages)

We recommend the following amended language to **Section 6.15.041 Creation of permit-only areas.**

1) District "A." NW 28th, NW 29th, and NW 30th Streets between NW Johnson and NW Jackson Avenues; NW 31st Street between its southerly end and NW Van Buren Avenue ; NW Johnson between NW 27th and NW 30th Streets; and NW Jackson Avenue between NW 27th and NW 32nd Streets.

Jackson Avenue and

We, Parking District A property owners all living on 31st Street , respectfully request the Corvallis City Council to address our concern regarding the Proposed Parking District, as outlined on the previous page, and take appropriate action with our City staff. Thank you.

ADDRESS	NAME (print & sign)	DATE
3105 NW Jackson (corner 31st)	Deb Kadas Jeff Paulson	5-16-14
	[signature]	
~~110~~ 107 NW 31st Street	Susan & Todd Brown by e-mail proxy - see attached	
121 NW 31st Street	John Butich & Geo Ann Callahan [signature]	5-16-14
130 NW 31ST ST.	MARTIN MEEHAN [signature]	5-16-14
132 NW 31st Street	Cécile Meehan [signature]	5.16.14
147 NW 31st Street	Frank Moore Kathleen Dean Moore	
	[signature]	5-16-14
154 NW 31st Street	[signature] Mike Mix	
	Marilyn Henderson (By e-mail proxy)	
205 NW 31st Street	Tim Budd [signature]	5-16-14
	Elizabeth H Budd [signature]	
218 NW 31st Street	Nicholas Testa [signature]	5-16-14
221 NW 31st Street	Sheri Puckette Robert Puckette	
	[signature]	5-16-14

225 NW 31st Street	Jean Riley JACK E. Riley	
	Jean E. Riley Jack E Riley	5-18-14
233 NW 31st Street	Kelly Amsberry	5-16-14
	Kelly Amsberry	
235 NW 31st Street	Bob Meinke	
	Bob Meinke	5-17-14
236 NW 31st Street	Richard Sandler	5-16-14
	[illegible]	
244 NW 31st Street	Doris P. Charles	5-18-14
	Doris P. Charles	
249 NW 31st Street	Christine Stillger	5.16.14
	Christine Stillger	
110 NW 31st Street	Jackson Cassady [illegible] Kyle Cassady. Kyle Cassady	5.18.14
228 NW 31st Street	Amelia Ann Tatala-Beck. [illegible]	5.18.14
	Marcus T. Beck [illegible]	

2960 NW Jackson [illegible] Paul Berg 5-18-14

154 NW 30th St (Corner of 30th & Jackson) [illegible] Patrick Gorman

154 NW 30th St [illegible] Elena Gorman 5-18-14

206 NW 30th St. [illegible] Ron Seymour 5-18-14

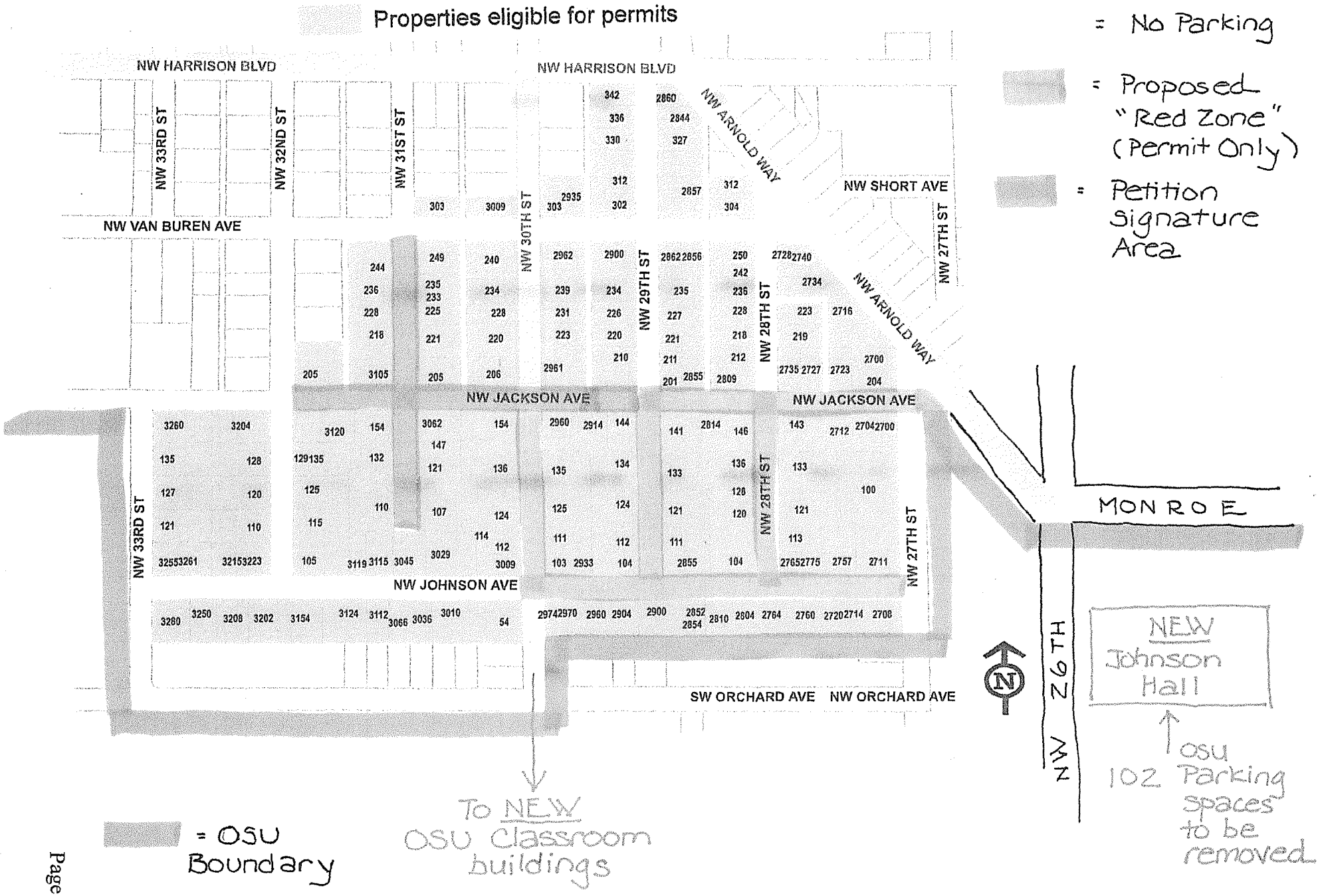
206 NW 30th St [illegible] Mary Austin-Seymour 5-18-14

3120 Jackson Dave Schnebly - by email proxy (see attached)

2961 Jackson George & Blou Carman - by email proxy (see attached

3062 Jackson Bart Anderson [illegible]

Residential Parking District A - EXISTING



107 NW 31st

Deb Kadas < debkadas@[redacted]

Fwd: Parking District Meeting

1 message

Deb Kadas < debkadas@[redacted] Sun, May 18, 2014 at 9:25 PM
To: Deb Kadas <debkadas@[redacted]

On Wed, May 14, 2014 at 8:30 PM, Susan Brown <susan.j.brown@[redacted] wrote:
Deb,
Thank you, both for your invitation and willingness to address the latest on this issue. Todd and I are currently in St. Louis visiting my mother, so unfortunately, we will not be able to join you Friday eve. However, i too was concerned about what I read just before we left, so we trust your judgement and will be glad to support whatever the neighborhood decides. We return home on the 22 nd.

Thanks again. Susan

107 NW 31st

Deb Kadas < debkadas@[redacted]

Fwd: Draft Letter attached

1 message

Deb Kadas < debkadas@[redacted] Sun, May 18, 2014 at 9:42 PM
To: Deb Kadas <debkadas@[redacted]

On Sun, May 18, 2014 at 7:47 PM, Todd Brown <todd.g.brown@[redacted] wrote:
Great work Deb. We fully support your efforts. Good luck tomorrow night.

Todd
Sent from my iPad

154 NW 31st Street

Deb Kadas < debkadas@[redacted]

Parking district testimony

1 message

Marilyn Henderson < marilyn.henderson@[redacted] Sun, May 18, 2014 at 1:37 PM
To: "debkadas@[redacted] <debkadas@[redacted]

Hi Deb,

Though I am here having fun in Paris, Mike has been keeping me apprised of the outcome of the meeting on Friday. I have read your letter and would like to add my support.

Thanks for taking this on.

Marilyn

Sent from my iPad

2961 Jackson

Deb Kadas < debkadas@[redacted]

Proposed addition to Red Zone in Parking District A

1 message

Deb Kadas < debkadas@[redacted] Mon, May 19, 2014 at 1:56 PM
To: Deb Kadas <debkadas@[redacted]

On Mon, May 19, 2014 at 11:59 AM, George Carman <georgec@[redacted] wrote:

Deb,

BLou and I agree with the neighborhood position you're presenting to the City Council tonight. Because we are out of town today, please add our names to your neighborhood list. We are in full support of your position.

Best Regards,

George and BLou Carman

Gmail

Deb Kadas < debkadas@[redacted]

3120 Jackson St, N.W. Parking

1 message

TwoHips2 < twohips2@[redacted] Mon, May 19, 2014 at 12:20 PM
To: Kadas Deb <debkad[redacted]

Deb:

Recently I received a notice from the City of Corvallis concerning proposed parking restrictions in the area of our property at 3120 Jackson Street, NW in Corvallis.

Your call to me this morning indicating the neighborhood support and description of the plan is appreciated.

I would like to support the neighborhood request to have my property (3120 Jackson St, NW) included in the new permit-only Red Zone of Parking District "A".

I do not know what fee will be imposed for the proposed permit, however I would assume that permits would only be issued to homeowners or tenants living in that area.

I support the plan and let me know when details are available.

Thanks,

Dave Schnebly
541-[redacted]
541-[redacted]

[redacted]
Albany, Oregon 97321

To: City Council **May 19, 2014**
From: Dan Brown

Subject: RPD MONITORING AND UPDATE

It is not clear to me what exactly is on tonight's City Council agenda with regard to RPD approval. The concerns I express below may come up tonight or may be more appropriate at tomorrow's USC meeting.

Situation:

Implementation of the Residential Parking District plan will most likely make residents and the City government aware that there are some consequences from shifting commuter parking around as well as some bugs in the design of the RPD program. Left unattended, they will cause distress among our citizens.

Proposal:

In my opinion, the City should deal with concerns right away, as soon as we become aware of them.

- I propose that Public Works staff monitor citizens' concerns and report them to USC in a timely manner.

- I propose that we direct staff to allow citizens in affected areas to petition the City ASAP for expansions of districts and expansions of red zones right away.

OREGON CASCADES WEST
Council of Governments

Senior and Disability Services
1400 Queen Ave SE • Suite 206 • Albany, OR 97322
(541) 967-8630 TTY/Voice • 1-800-638-0510 TTY/Voice

203 N Main St • Toledo, OR 97391
(541) 336-2289 • (541) 336-8103 TTY/Voice • (800) 282-6194

aaa
Area Agency on Aging

MEMORANDUM

DATE: May 19th, 2014

TO: City of Corvallis, City Council Members

FROM: Scott Bond, Director, Senior and Disability Services for Linn, Benton and Lincoln County

RE: Older American's Month

Thank you for helping us celebrate Older American's Month.

Attached you will find information regarding our Aging and Disability Resource Connection (ADRC) as well as local information about Senior Meals and client statistics.

If you have any questions, please feel free to contact me.

MEMBER GOVERNMENTS — COUNTIES: Benton, Lincoln and Linn **CITIES:** Adair Village, Albany, Brownsville, Corvallis, Depoe Bay, Halsey, Harrisburg, Lebanon, Lincoln City, Millersburg, Monroe, Newport, Philomath, Scio, Siletz, Sweet Home, Tangent, Toledo, Waldport, Yachats **OTHER:** Confederated Tribes of Siletz, Port of Newport and Port of Toledo

ADRC Aging and Disability Resource Connection

Call summary

Contact date from 04-01-2014 to 04-30-2014

I&R agency: All

I&R agent: All
Location type: Consumer
Caller Location: All

Caller: All

Call Type: All

Unduplicated Consumers	Total Number Of Calls	Incomplete	Complete	% Complete
613	807	28	779	97

Caller

	Total	Percent
Agency	212	26
Caregiver	7	1
Comunity gatekeeper	48	6
Consumer with disability	129	16
Family Member	167	21
Friend/Neighbor	30	4
Senior consumer	128	16
Other	15	2
Unspecified	71	9

Method of Contact

	Total	Percent
E-Mail	79	10
Fax	13	2
Mail	3	0
Phone	601	74
TTY	0	0
In person	39	5
Other	1	0
Unspecified	71	9

Type of Call

	Total	Percent
Assistance	23	3
Information	221	27
Referral	298	37
Information & Assistance	115	14
Information & Referral	118	15
Information, Referral & Assistance	7	1
Referral & Assistance	4	0
Unspecified	21	3

Referral Source

	Total	Percent
1-855-OREADRC	1	0
AARP	0	0
ADRC	29	4
Alternative Residential	3	0
APD	5	1
Attorney/Legal Service	3	0
Brochure	1	0
Faith Based Organization	2	0
Family member	78	10
Friend/Neighbor	22	3
Gatekeeper	2	0
HCBS/Social Service agency	88	11
Hospital	48	6
Independent Living Center	1	0
Internet website	12	1
Law Enforcement	4	0
Library	0	0
MD/Health Professional	45	6
MDS Section Q	0	0
Newspaper	1	0
Nursing Facility/ICF_MR	22	3
Radio	0	0
Rapid Needs Assessment	4	0
Self	295	37
Senior Center	1	0
Social Worker	17	2
Senior Farmers Market	0	0
Television	1	0
Other	35	4
Unspecified	87	11

Following are the actual numbers for FY 2012-2013 (excluding the shelf stable meal boxes) and the projected numbers of meals and clients to be served in FY 2013-2014. In addition to these meals, we provided 685 meal boxes (Blizzard Boxes) each containing 5 complete shelf stable meals to our homebound clients.

Fiscal Year July-June	MOW Served		MOW Clients Unduplicated		Dining Room Meals Served		Dining Room Clients Unduplicated		Total Meals Served	
	FY 12-13	*FY 13-14*	*FY 12-13*	*FY 13-14*	*FY 12-13*	*FY 13-14*	*FY 12-13*	*FY 13-14*	*FY 12-13*	*FY 13-14*
Linn Cty (Total)	**97,552**	**108,666**	**635**	**708**	**16,326**	**17,268**	**476**	**431**	**113,878**	**125,934**
Albany	39,369	45,462	275	323	3,431	3,582	115	77	42,800	49,044
Lebanon	32,780	34,617	186	208	6,622	7,140	221	221	39,402	41,757
Mill City	3,609	2,814	26	13	2,159	2,385	42	42	5,768	5,199
South Linn	5,817	7,401	49	54	2,390	2,196	62	55	8,207	9,597
Sweet Home	15,977	18,372	99	110	1,724	1,965	36	36	17,701	20,337
Benton Cty (Total)	**21,056**	**21,312**	**187**	**174**	**3,599**	**3,390**	**80**	**54**	**24,655**	**24,702**
Corvallis	21,056	21,312	187	174	3,599	3,390	80	54	24,655	24,702
Lincoln Cty (Total)	**36,681**	**43,554**	**238**	**317**	**13,521**	**14,166**	**205**	**237**	**50,202**	**57,720**
Lincoln City	15,142	16,569	81	128	3,612	3,753	59	78	18,754	20,322
Newport	9,694	14,184	68	91	3,376	2,883	50	47	13,070	17,067
Siletz-Toledo	4,789	5,634	37	47	3,390	4,431	52	56	8,179	10,065
Waldport	7,056	7,167	52	51	3,143	3,099	44	56	10,199	10,266

Lebanon *also serves Crabtree, Lacomb, and Scio.*

Mill City *serves Gates and Lyons.* ***South Linn*** *serves Brownsville, Halsey, Harrisburg, Peoria and Shedd.* ***Corvallis*** *also serves Philomath and Adair Village.* ***Sweet Home*** *also serves Foster and Crawfordsville.*

Lincoln City *also serves Depoe Bay, Gleneden Beach, Otis and Rose Lodge.* ***Newport*** *also serves South Beach.*

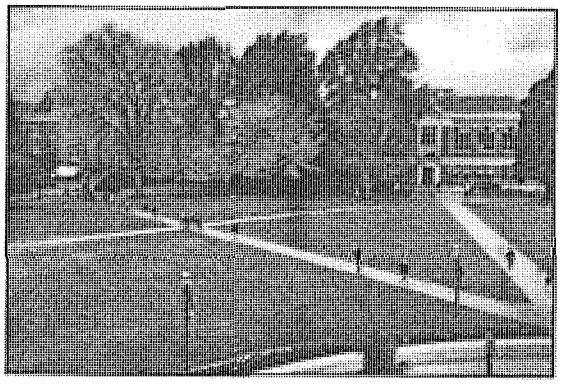
Siletz/Toledo *also serves Logsden.* ***Waldport*** *also serves Yachats.*

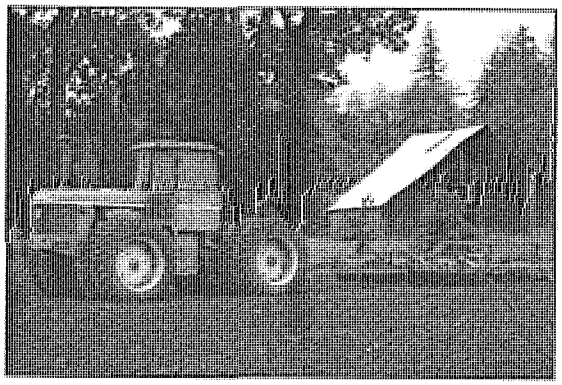
Client numbers by County BENTON

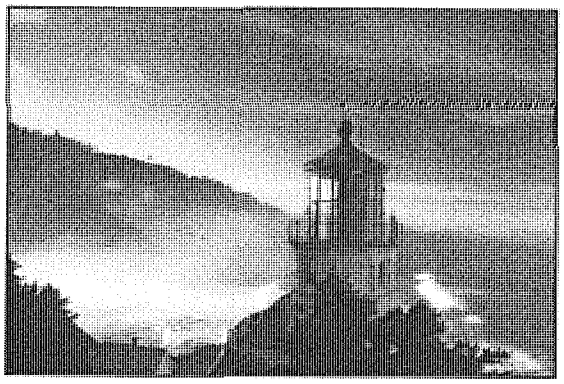
Fiscal Year July-June	Medicaid LTC Clients		Financial and Medical Program Clients		Total Clients Served	
BENTON COUNTY	*12-13*	*13-14*	*12-13*	*13-14*	*12-13*	*13-14*
TOTAL	**277**	**361**	**1493**	**1524**	**1770**	**1885**
Alpine	0	0	0	0	0	0
Alsea	4	4	27	28	31	32
Blodgett	3	1	12	11	15	12
Corvallis	232	316	1189	1201	1421	1517
Kings Valley	0	0	0	0	0	0
Monroe	6	11	78	88	84	99
Philomath	32	29	187	196	219	225

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

REVIEW OF SERVICES AND PROJECTS







OCWCOG helps communities collaborate to solve problems and connects member governments, businesses and individuals with a wide array of resources.

OCWCOG was created by local governments and port districts within Linn, Benton and Lincoln Counties, and the Confederated Tribes of Siletz Indians. It is governed by a Board of Directors representing 25 member jurisdictions.

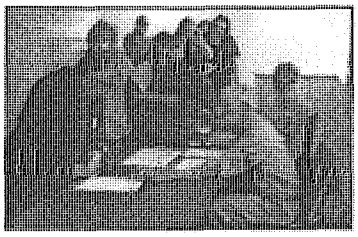
By pooling resources through OCWCOG, services to the public can be provided more cost effectively and efficiently. OCWCOG also serves as a forum for cross-jurisdictional cooperation.

Oregon law (ORS 190.010) authorizes OCWCOG to carry out, on behalf of our member governments, programs and services those governments might otherwise provide. Over the years, OCWCOG has assisted our members in a variety of areas from public safety, public health, and emergency preparedness to the suite of services that are described in the following pages.

SENIOR AND DISABILITY SERVICES

Long-Term Care Coordination

The Long-Term Care Program helps seniors and people with disabilities access financial, medical, and care resources emphasizing client choice, maximum independence, and cost effectiveness.



Case managers work with clients and families to develop a care plan and living arrangements appropriate for each individual.

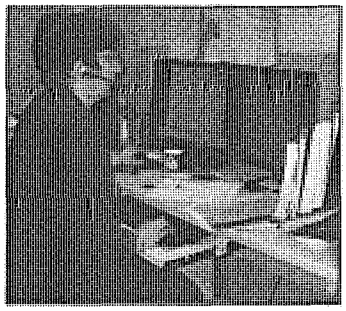
OCWCOG provides a variety of related services including licensing adult foster homes, managing in-home care services, and offering support to family caregivers.

- **OCWCOG assists more than 10,000 seniors and younger people with physical disabilities with long-term care coordination per year.**
- **OCWCOG continues to participate in the development of the regional Coordinated Care Organization (CCO). The CCO seeks to improve medical care, reduce growth in medical costs, improve coordination between medical providers and improve patient health.**
- **The Hospital to Home (H2H) Care Transition Program was expanded to include both Lebanon and Albany hospitals. Recently discharged patients receive support to avoid unnecessary re-hospitalizations.**

Aging & Disability Resources Connections (ADRC)

The ADRC is a call center that connects seniors, people with disabilities, and their families to resources.

The ADRC has Options Counselors that assist community members with long-term care planning for themselves or a family member.



ADRC assists more than 11,000 area residents per year.

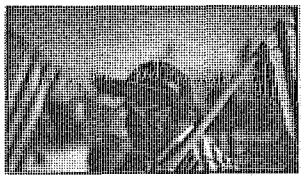
Adult Protective Services (APS)

OCWCOG provides support to vulnerable elders and persons with disabilities who are neglected or abused. Staff investigate alleged abuse, neglect, or exploitation and work with law enforcement and human service partners to ensure safety and ongoing well-being for seniors and people with disabilities.

OCWCOG staff investigates over 500 cases of abuse, neglect or exploitation per year.

Veterans Services

OCWCOG assists the 7,000 Benton County Veterans and their families with health care and other benefit applications.



The Benton Veterans office files new claims resulting in over $12 million in benefits for veterans in our region.

SENIOR AND DISABILITY SERVICES

Healthy Aging Programs

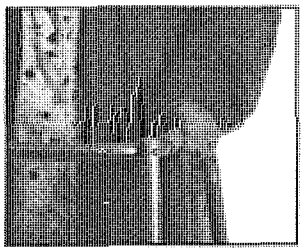
OCWCOG is an active partner in a variety of initiatives to help older adults manage chronic conditions such as high blood pressure, arthritis, diabetes, and depression.

- **OCWCOG participates in a University of Washington research project that explores how exercise stabilizes or improves cognitive function for people with Alzheimer's or other dementias.**
- **OCWCOG manages the STEPS program that offers training and support to people who employ a home care worker.**

RSVP of Lincoln County

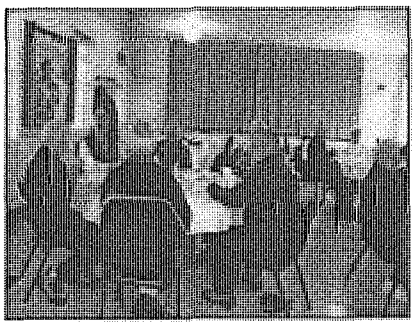
OCWCOG sponsors the Retired and Senior Volunteer Program (RSVP) of Lincoln County. Working with community agencies, the program provides services that include Medicare Benefits Counseling, Prescription Assistance, help with obtaining durable equipment and providing older adults in the community with a one-on-one Friendly Visitor Program.

- **Volunteers give more than 70,000 hours to help 2000 seniors and 50 agencies.**
- **Nearly 400 volunteers provide services valued at over $1.5 million.**



Meals on Wheels Programs

The Senior Meals Dining Room Program serves hot, nutritious noon meals to seniors in Albany, Brownsville, Mill City, Sweet Home, Lebanon, Corvallis, Lincoln City, Newport, Toledo, Waldport and Siletz.



The Meals on Wheels Program delivers meals to homebound seniors and disabled persons anywhere in the three-county area who are unable to get to a community dining room. OCWCOG is proud to be one of the few programs nationwide that offers two entrée options each day.

- **The programs serves more than 180,000 meals per year.**
- **Benton County was added to the pet food delivery program which provides donated pet food for animal companions to those receiving home delivered meals.**
- **OCWCOG Provides nutritional education at meal sites.**
- **OCWCOG distributes community garden produce at dining sites.**

TRANSPORTATION SERVICES

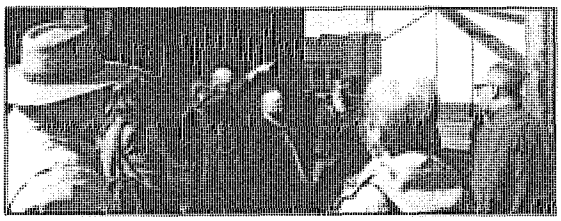
OCWCOG works to improve the region's transportation system through tracking emerging issues, service planning, and advocacy. OCWCOG also assists members and transportation service providers with transportation planning, grant writing, and management of funds. OCWCOG staffs several transportation entities and programs.

Regional Transportation Planning and Priority Setting

Cascades West Area Commission on Transportation (CWACT) provides a regional forum for transportation dialogue and coordination for transportation investments.

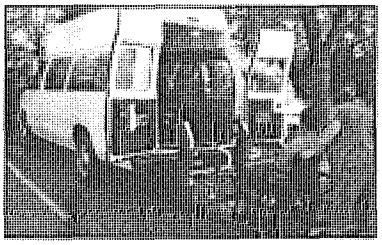
Corvallis Area Metropolitan Planning Organization (CAMPO) is responsible for coordinated transportation planning and programming in Corvallis, Philomath, Adair Village and surrounding Benton County area.

- **The CWACT agenda includes changes to the State Transportation Improvement Program, prioritization of Connect Oregon IV projects, and the update of the Oregon Freight Plan.**



Cascades West RideLine

RideLine coordinates non-emergency medical transportation for low income seniors, people with disabilities, and others receiving Medicaid services.

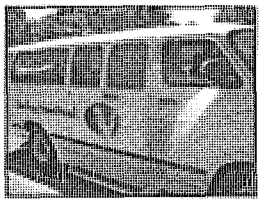


- **RideLine coordinates over 75,000 rides per year.**
- **OCWCOG works with the new Coordinated Care Organization to plan for better integration of RideLine services with the new health care system.**

Transportation Demand Management (TDM Program)

TDM supports carpooling, vanpooling and advocates for travel options. More than one million vehicle miles are saved annually through the vanpools serving the communities in our region. OCWCOG is the regional administrator for the State's online ride matching service, Drive Less Connect (DLC).

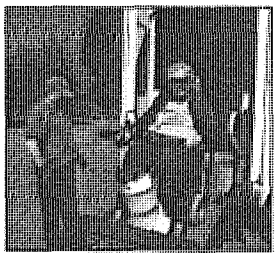
- **Connecting Communities**
- **15 routes / 51 vanpools**
- **Coordinating carpools**
- **Drive Less Connect**
- **Safe routes to School**



Linn County Special Transportation

OCWCOG coordinates the Linn County Special Transportation Program that provides funding for and seeks to improve transportation for seniors and people with disabilities. OCWCOG works to implement the Coordinated Public Transit - Human Services Transportation Plan for Linn County.

- **The program provides more than 180,000 rides per year.**
- **The program improved service by allocating $800,000 in State grant funds to a dozen transportation providers.**



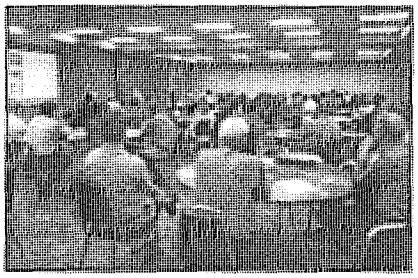
COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

OCWCOG provides the region's economic development strategy, works on priority efforts under a regional action plan, and promotes coordinated economic development efforts.

OCWCOG supports local economic development initiatives through research, grant writing, project development and management, and technical assistance.

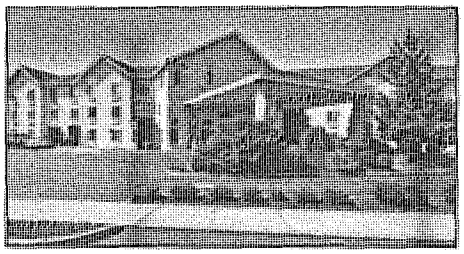
As the Cascades West Economic Development District, OCWCOG hosted 100 partners at a regional forum to consider how to accelerate innovation.



- **20 prime industrial sites were brought into the State's Site Certification Program.**
- **Our six-city industrial wetlands permit proposal was submitted for regulatory consideration.**
- **The Industrial Lands Preparedness/Wetlands Mitigation project was recognized by the Governor's Regulatory Streamlining and Simplification Program.**

Business Lending

As part of our mission to stimulate investment and job growth, OCWCOG makes loans to new and expanding businesses that cannot obtain adequate bank financing.

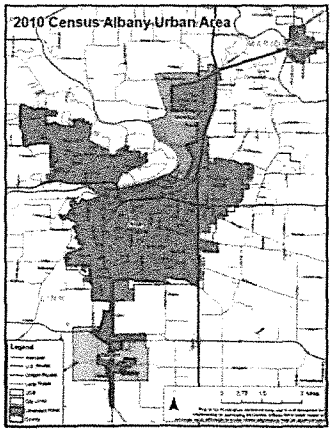


Current portfolio:
112 loans
$32 million

- **6 loan funds for small businesses**
- **775 businesses assisted**
- **$100 million plus lent**
- **4250 jobs created/retained**

Planning Services and Facilities Development

OCWCOG provides goal setting, strategic and land use planning, and GIS services to our members.



OCWCOG helps the communities in our region plan for and develop water, wastewater and other public facilities. Our expertise includes grant writing, grant management, and labor standards monitoring.

For example:

- **OCWCOG assisted Benton County with the CDGB-funded construction of the new Monroe Library.**
- **OCWCOG supported a multi-jurisdictional planning effort that became a new Metropolitan Planning Organization (MPO). The new Albany Area MPO includes Albany, Tangent, Millersburg, Jefferson, and portions of Linn, Benton, and Marion Counties.**

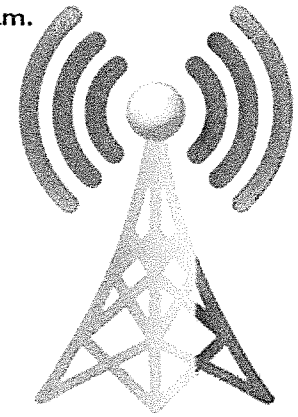
TECHNOLOGY & ADMIN SERVICES

OCWCOG provides comprehensive technology services to local governments, districts and non-profit organizations throughout the region. Services range from assistance with network and telecom operations to full support and management of IT services including network design, web sites, computer purchasing, installation, and software. Specialized services such as custom police computers, library systems, and technology grant writing are also provided.

Technology Services hosts regional information technology forums for IT managers and staff throughout the region to share best practices and explore opportunities for cross-jurisdictional collaboration.

In addition to supporting programs within the Council of Governments, the OCWCOG administration team is available to assist our members and partners with human resources, finance, organizational management, and related services.

- **Technology Services completed an analysis of broadband services within the three-county region. The analysis will serve as the foundation for evaluating strategies to enhance regional broadband capacity and collaboration between member governments.**
- **OCWCOG provides technology support to ten member governments, a fire district and one non-profit supported by the Tech Services Team.**



MEMBER JURISDICTIONS

Cities of:

Adair Village, Albany, Brownsville, Corvallis, Depoe Bay, Halsey, Harrisburg, Lebanon, Lincoln City, Millersburg, Monroe, Newport, Philomath, Scio, Siletz, Sweet Home, Tangent, Toledo, Waldport, Yachats

Counties of:

Benton, Linn, and Lincoln

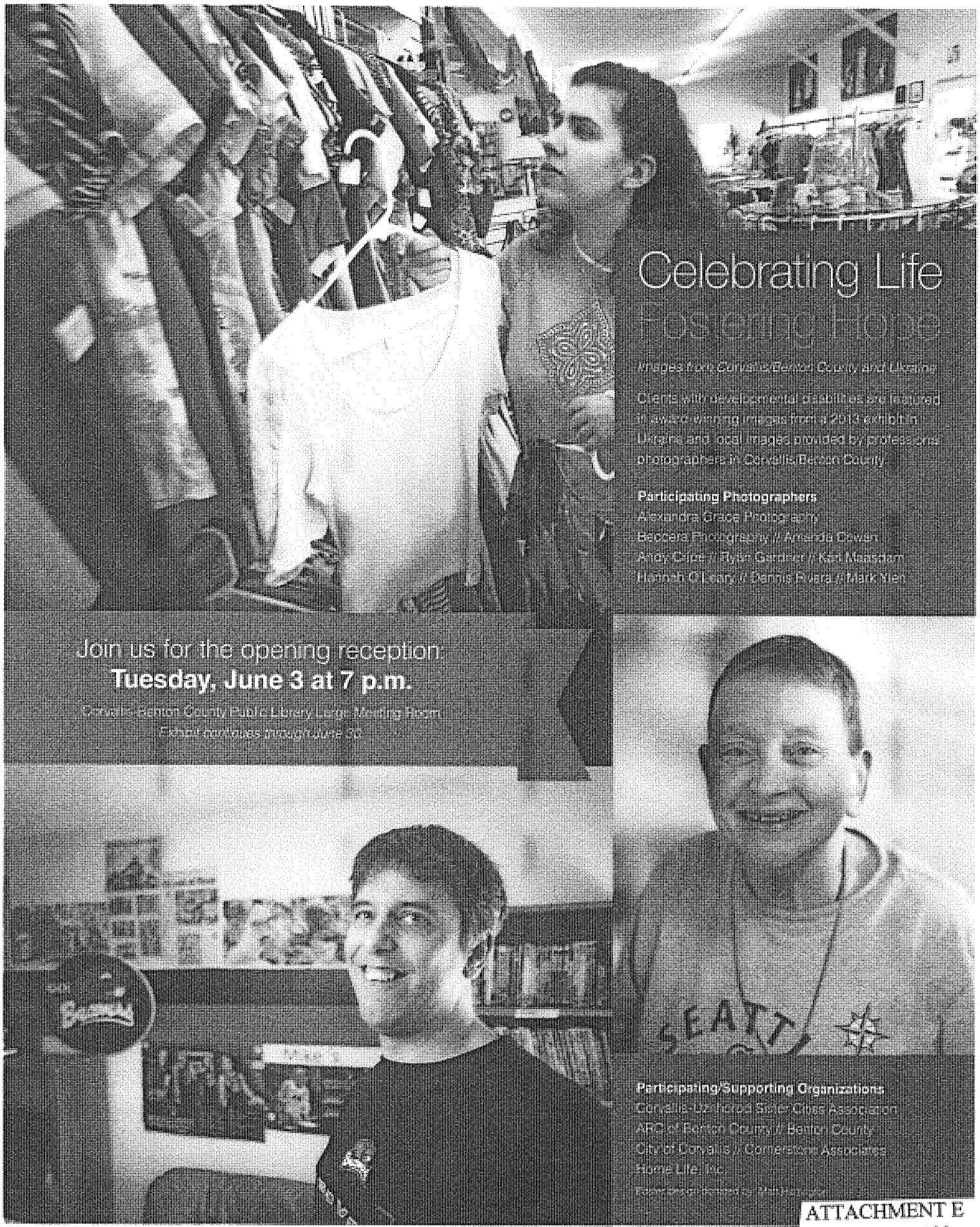
The Confederated Tribes of Siletz Indians
and
The Port of Newport

OCWCOG OFFICES

Main Office
1400 Queen Avenue SE, Ste. 201
Albany, Oregon 97322
541-967-8720

Lincoln County Office
203 N Main Street
Toledo, Oregon 97391
1-800-354-1095; 541-336-2289

Benton County Office
304 SW 4th Street
Corvallis, Oregon 97333
541-758-1595


Celebrating Life
Fostering Hope
Images from Corvallis/Benton County and Ukraine
Clients with developmental disabilities are featured in award-winning images from a 2013 exhibit in Ukraine and local images provided by professional photographers in Corvallis/Benton County.
Participating Photographers
Alexandra Grace Photography
Beccara Photography // Amanda Cowan
Andy Cripe // Ryan Gardner // Ken Maasdam
Hannah O'Leary // Dennis Rivera // Mark Yien
Join us for the opening reception:
Tuesday, June 3 at 7 p.m.
Corvallis-Benton County Public Library Large Meeting Room
Exhibit continues through June 30
Participating/Supporting Organizations
Corvallis-Lanfranco Sister Cities Association
ARC of Benton County // Benton County
City of Corvallis // Cornerstone Associates
Home Life, Inc.

ATTACHMENT E

Rec'd from Sarah Nemanic 5/19/14

I am requesting that the City address lack of communication with constituents regarding land use planning and development adjacent to their homes. We have requested notification regarding a specific land use case, and have not been kept informed of updates. If there is no efficient way for City staff to meet this need, then letting us know that we would need to continue to request updates would be appreciated. To give you context, here is an example.

On March 4, 2013 vegetation removal occurred within a Highly Protected Significant Vegetation Area, Riparian area, and Partially Protected Significant Vegetation Area 4 on a 211.43 acre parcel; Assessor's Map 1152200, Tax Lot 3500. This removal was reported to the City by multiple landowners in the vicinity, VIO13-0086. Removal continued until mid-April, when additional complaints by neighbors were recorded as VIO13-00199, 00452, 00201, 00202, 00203. The City inspector went on-site and violations were confirmed.

On April 16; a Stop Work Order was issued to the owners, GPA1, LLC under VIO13-00199. A formal notice of violation issued on April 25. The City informed some of us about this outcome, and many of the homeowners requested to remain informed about this issue. There have been updates to the case without communication to us.

The owners appealed the Stop Work Order on May 2 and May 7, 2013, and a vegetation assessment was completed September 9th, 2013 by Pacific Habitat Services with specific recommendations for mitigation including specific reseeding. They stated this reseeding would be best if done is Late September, which was 3 weeks after the report was generated. The property owners submitted a response on September 12, 2013 in which they stated that they would not follow LDC section 4.12.100 and have mitigation partially completed by 90 days of the notice because they wanted the timing of the mitigation to take into account the science of the mitigation/seed planting. However their own experts recommended the seed planting mitigation within the 90 days as required by LDC 4.12.100. Another meeting was held October 03, 2013, after the recommended idea time frame for seed planting mitigation was to have occurred.

Most recently, on April 18, 2014 the City uploaded mitigation requirements to the Case History; this also was not communicated to homeowners or the Timber Ridge Neighborhood Association. If this had been communicated to us at the time it was available in early September 2013, we might have been able to bring the inconsistency of the property owner's response to the city to help repair the damage done to the land within our city.

In the case history it is apparent the land managers of TL3500 lack an understanding of the City Code. On April 15, 2013 the case history entry reports that the land manager stated "City Natural Features Maps were only approximations and held no substance until site specific delineations were made by private party professionals." While this misunderstanding was corrected by the City, it is illustrative. Understandably, City inspectors cannot be on this site every day to correct any other missteps, or to applaud good efforts. Therefore, it is important that property owners abutting this property be aware of its status so that we may provide appropriate information to the City. Neighborhood associations are partners with the City to help keep Corvallis the amazing city that it is; please let us be partners, and keep communications open!
Thank you for your time.

Corvallis City Council
501 SW Madison Ave
Corvallis, OR 97333

May 19, 2014

Dear Council Members,

On the afternoon of April 28, 2014, a man openly carrying a handgun came to the playground at Cloverland Park with two children. Police were called and the man left before they arrived. The event raised our awareness of our law enforcement's current inability to monitor the lawful or unlawful use of handguns within our city limits, as well as the unregulated nature of open carry. This letter is a request for the council to enact a citywide ban on open carry.

No Background Check for Open Carry:

Currently, there is no license or background check required to openly carry a handgun in Oregon. Because guns can be purchased through private sales without background checks, the public and the police have no way of knowing if a person openly carrying a gun is doing so lawfully. This is a frightening loophole. An open carry ban in Corvallis would eliminate this problem.

Our Police Need to Enforce the Law:

Recently, in response to a different open carry situation in Corvallis, our police department attempted to speak with a man about the gun he was carrying in a public area. Based on our current rules and regulations, the individual was able to sue the department for an illegal stop.

Our police department's current inability to even question someone about the gun they carry is a serious roadblock for law enforcement. Banning open carry would enable our police officers to do their job.

The 1000 Feet Rule:

Openly carried firearms are already prohibited within 1,000 feet of any public school. Given this, the open carry incident at Cloverland Park on April 28th may have been illegal given the park's proximity to Jefferson Elementary School.

Corvallis is a small town. There are many areas that are within 1,000 feet of a school. The simple solution to ambiguous boundaries would be to enact a citywide ban on open carry. Other Oregon municipalities have enacted similar regulations, for example, Astoria, Beaverton, Multnomah County, Newport, Oregon City, Portland, Salem, and Tigard ban open loaded carry, and Bend bans open carry in parks.

Gun Related Deaths:

We, a group of concerned citizens of Corvallis, in no way want to limit the reasonable rights of citizens of Corvallis. We do, however, want to prevent people from bringing lethal weapons & poor judgment into places where these weapons are completely unnecessary, posing a risk for escalating conflict, causing fear among our children, and most seriously, causing an accident.

There are more than 30,000 firearm-related deaths in the US each year (CDC report), and it is only a matter of time until there is a serious incident here in Corvallis. Corvallis is a proactive community with forward-thinking laws that make our community a safe and wonderful place to live. But if a major firearms-related incident occurs here in our town, none of us will want to look back to today and say "why didn't we do something to give our law enforcement the power to prevent this unnecessary tragedy from happening?"

Thank you for your time and consideration of these issues.

Sincerely,

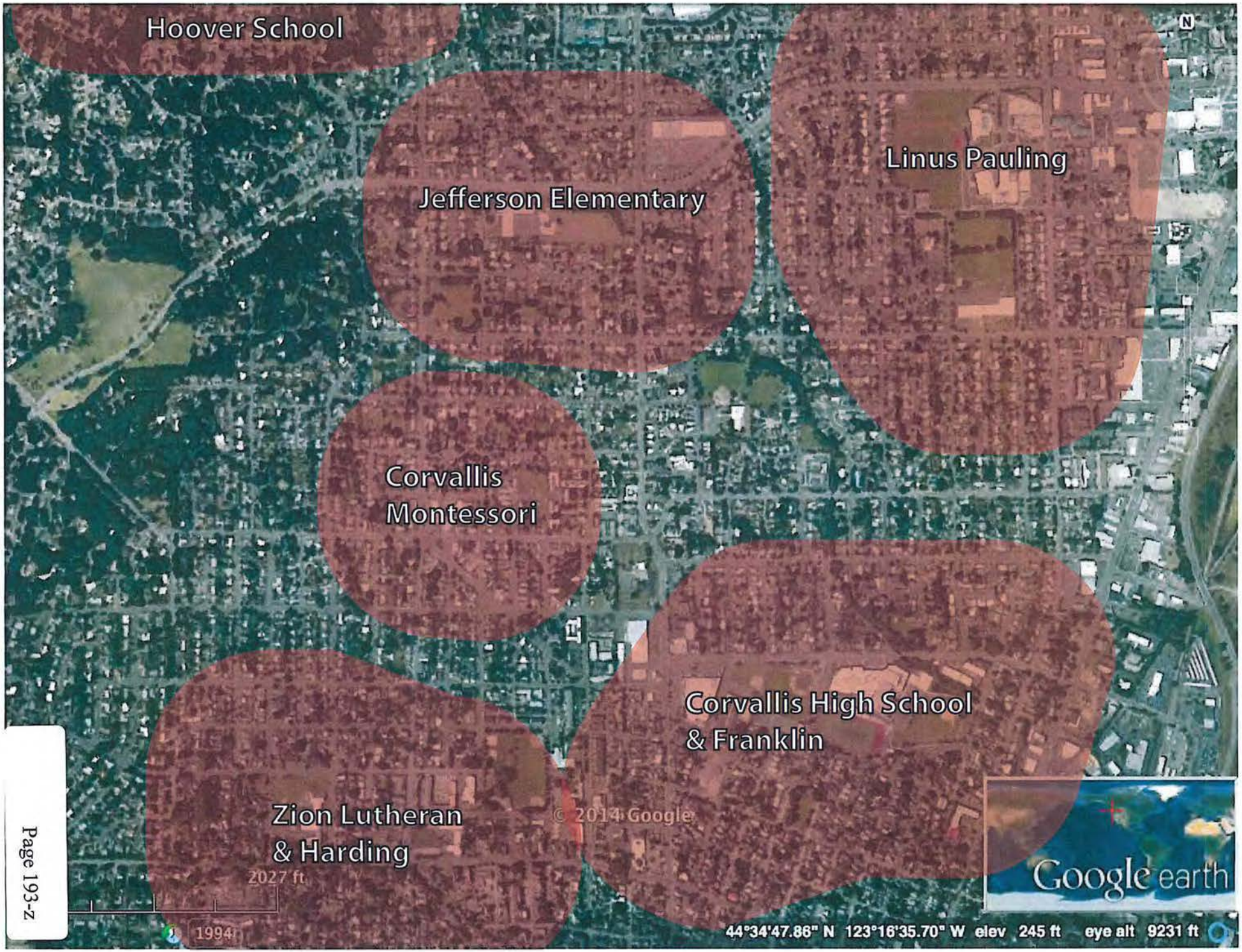
Kathy Alexander
Nancy Allen
Carolina Amador (Ward 7)
Christy Anderson Brekken (Ward 6)
Courtney Armentrout (Ward 7)
Meghna Babbar-Sebens (Ward 2)
Benjamin Barnett
Shawnde Bausch (Ward 8)
Kara Becerra
Deborah Bella (Ward 7)
Patricia Berman (Ward 9)
Lorie Blackman
Bryan Bliss (Ward 8)
Michelle Bliss (Ward 8)
Carolyn Breece
Jessica Broadley
Rita Brown (Ward 5)
Judy Butler (Ward 1)
Maileen Celis
Francis Celis
Dudley Chelton (Ward 8)
Susan Chelton (Ward 8)
Melissa Cheyney
Susan Chung (Ward 8)
Kyle Cole
Christine Dashiell (Ward 5)
Ilana Dickson
Emily Dixon
Stephen Drake (Ward 4)
Jason Duckles (Ward 2)
Nina Erlich-Williams
Steven Esbensen (Ward 8)
Tim Felling (Ward 4)
Brigid Gearen (Ward 7)
Liv Gifford (Ward 7)
Erin Gilbert (Ward 7)
Dee Gillen
Leanne Giordono (Ward 4)
Kathryn Goldberg (Ward 6)
Laura Pagano Gouy (Ward 3)
Betty and Robert Griffiths (Ward 8)
Dana Guenther
Merrick Halller (Ward 4)
Kimberly Hannigan-Downs (Ward 6)

Kristi Hart
Sabrina Haswell
Mary Elizabeth Heaney
Emily Helpenstell
Alison Hendler
Angela Hibbard
David Hill (Ward 7)
Paul Hochfeld (Ward 7)
Patricia Lorraine Ispas (Ward 8)
Judy Johns
Peggy Kavanagh (Ward 6)
Anthea Kreston (Ward 2)
Jacquelyn Kwon
Chinh Le
Jim Lerczak (Ward 7)
Heidi Lewis
Jan Liebeskind
Kathleen Lin
Sarah Lipow (Ward 3)
Jenny Lorang (Ward 5)
Laura Lundeen
Sussanne Maleki (Ward 3)
Flor Marquina (Ward 7)
Ilene McClelland
Megan McClelland (Ward 8)
Sarah Finger McDonald (Ward 6)
David Mellinger (Ward 7)
Heather Merfeld (Ward 6)
Annie Mildrexler (Ward 8)
Juliette Mulholland (Ward 1)
Maria Murphy
Jonathan Nash (Ward 7)
Heidi Nevin
Tara Nierenberg (Ward 7)
Anne Nolin (Ward 4)
Kari O'Connell (Ward 7)
Tuba Ozkan-Haller (Ward 4)
Clayton Paulson (Ward 8)
Laura Peterson (Ward 8)
Jamie Petts
Dave Petts
Nancy Pliskin (Ward 8)
Barbara Popoff (Ward 8)
Jill Marie Popowski (Ward 1)
Laura Power (Ward 7)
Angela Purviance (Ward 5)
Jeanean Rauch
Kristen Reeve
Todd Reeve
Kevin Riley (Ward 3)
Elizabeth Riley (Ward 3)
Michael Rodriguez (Ward 7)
Roger Samelson (Ward 8)
Erin Scheessele (Ward 7)
Katherine Seeburger (Ward 7)
Robert Shearman (Ward 7)
Chris Singer
Bill Smyth (Ward 5)
Julie Stenson
Cosimo Storniolo
John Sulzmann (Ward 9)
Rachel Teadora Barnett
Janet M. Throop (Ward 6)
Sarah Tuttle (Ward 2)
Lynn Ward
Meredith Weir
Lisa Wells (Ward 7)
Dorthe Wildenschild (Ward 7)
Scott Williams (Ward 7)
Sara Zeman (Ward 8)

Additional Signees to Open Carry Ban Letter to Corvallis City Council - May 19, 2014

Massimo Bionaz
Winnie Catbagan
Jiyao Chen
Lorenzo Ciannelli
Carrie Colmenares
Jose Colmenares
Alison Feldmann-Iles (Ward 4)
Anna Greschner
Dimitri Greschner
Leslie Hammond (Ward 3)
Zhangqiog Jian
Brett Johnson
Lisa Langeliers
Xianyong Liu
Clint Mattox
Joe Michel
Elisa Monaco
Rachael Mueller (Ward 4)
Amélie Ollivier
Eleana Price
Trevor Rogers (Ward 3)
Catalina Segura
Helen Tennican
Elif Tural

Zoom-in on gun-free school zones in Corvallis



May 19, 2014

My name is Jerry Hortsch. The owner of the 9 cottages on the NE corner of 14th and Harrison. I have a very serious problem with the parking limitations in the proposed Residential Parking District. The proposed maximum parking permits for these 9 cottages is a total of "2" parking permits. As proposed, this would have an effect on the lifestyle of residents and place an economic burden on the property owner. This property has no off-street parking. They were built in 1929, and conformed to the standards of the City of Corvallis at that time.

I would like for the residents of these cottages be treated the same as residents in dwelling units throughout the parking districts. The basis of issuing 1 permit for each 2,500 sq. ft. (min. 2 permits) appears discriminatory, a resident in a single cottage on a 2,500 sq. ft. lot can get a max. of 2 permits, and yet this proposal would only give the residents a max. of 2 permits for all 9 cottages. Why would 9 cottages on 9 separate lots get a max. of 18 permits, while 9 cottages on 1 lot would only get a max. of 2 permits? There are many other properties that will have similar problems as the 9 cottages and residents at 14th and Harrison.

In fairness to the residents and property owners in the proposed RPD. I am asking the City Council to retain the present rule of allowing 3 permits for up to 1 kitchen in a dwelling unit.

Sincerely,

Jerry Hortsch
(541) [redacted]
jerryhortsch@[redacted]

AIRPORT COMMISSION
MINUTES
May 6, 2014
DRAFT

Present
Rod Berklund, Chair
Lanny Zoeller, Vice-Chair
Louise Parsons
Todd Brown
Douglas Warrick
Paul Woods
Biff Traber, Council Liaison

Absent
Bill Gleaves, excused
Bill Dean

Staff
Dan Mason, Public Works
Lisa Scherf, Public Works

Visitors
Jack Mykrantz

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Open Meeting/Introductions	X		
II. Review of April 1, 2014 Minutes			Approved
III. Visitor Comments	X		
IV. Old Business • None	N/A		
V. New Business • Sunset Review • Public Participation Task Force Discussion			Recommended continuing the Airport Commission for another 4 years. Recommended that the Airport Commission appoint a commission member to act as a liaison to the Economic Development Commission
VI. Information Sharing • Update on the Airport Industrial Park • Update on the Airport • Update on the City Council • Monthly Financial Report			

CONTENT OF DISCUSSION

I. Open Meeting/Introductions

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

II. Review of Minutes

Commissioner Zoeller moved to approve the April 1 minutes. Commissioner Parsons seconded the motion and the minutes were approved unanimously.

III. Visitor Comments

Visitor Jack Mykrantz reported that Premier Jets has sublet the Helicopter Transport Services, Inc. (HTSI) hangar.

IV. Old Business

None.

V. New Business

Sunset Review

Mr. Mason provided an overview of the staff report, highlighting what the Airport Commission has accomplished over the last four years and what it plans to accomplish over the next four years. **Commissioner Zoeller moved to recommend to the Urban Services Committee to recommend to City Council that the Airport Commission continue for another four years. Commissioner Brown seconded the motion, which passed unanimously.**

Public Participation Task Force Discussion

Chair Berklund reported that he and Commissioners Woods, Zoeller, and Parsons attended the Public Participation Task Force (PPTF) public meeting on April 28. One of the options discussed was combining the Airport Commission with the rest of the economic development activity into one Commission. Councilor Traber provided background on the PPTF's charge and noted that they plan to present recommendations to the City Council in June. The City Council plans to discuss the recommendations at a June 9 work session. Commissioner Berklund said that at the public meeting he requested time for the Airport Commission to have a full discussion on the recommendations. He opined that the Airport Commission should stay as is or that the economic development activities related to the Airport Industrial Park be moved to the Economic Development Commission. He suggested that liaisons between the two commissions could also be useful. Commissioner Zoeller stated that he and Commissioner Berklund were emphatic at the PPTF meeting about the need to keep the Airport Commission at the level of an advisory board rather than a department advisory committee. Councilor Traber stated that no matter what the outcome from the PPTF, it would be helpful for someone from the Airport Commission to act as a liaison to the Economic Development Commission. **Commissioner Zoeller made a motion to recommend that the Airport Commission remain as it is and to recommend that a position be created in the Airport Commission that will act as a liaison to the Economic Development Commission and that the position rotate quarterly between Airport Commission members. Commissioner Parsons seconded the motion, which passed unanimously.**

VI. Information Sharing

Update on the Airport Industrial Park

Mr. Mason reported the following:

- 2 Towns Cider has moved into the WKL Building in the Airport Industrial Park and is operating.
- Two companies have shown interest in the Plastech building - one for growing medical marijuana and one for producing hot sauce.

Update on the Airport

Mr. Mason reported the following:

- Staff is replacing the flowers and shrubs in front of the main hangar, as well as installing a drip system in those beds.
- The City requested that negotiations between Corvallis Aero Service (CAS) and the City resume. No contact has been received by the City with the attorney for CAS as of this meeting.
- A large sinkhole has developed near a drain in the field. City staff will replace the catch basin after the grass harvest.
- CAS expressed interest in hosting a meeting for stakeholders in the Airport and the Industrial Park.
- Staff is updating the Airport's Capital Improvement projects with the Federal Aviation Administration (FAA), which has earmarked $4.5 million for 2017 to rehabilitate Runway 9/27.

In response to a question, Mr. Mason said that the FAA doesn't believe the Pavement Condition Index rating for the ramp warrants replacement of it.

Update on the City Council

Councilor Traber reported the following:

- In addition to the work discussed earlier in the meeting, the PPTF has been working on ways to strengthen neighborhood associations. Recommendations will be presented to the Council on June 2 and the Commissioners are welcome to attend.
- The Budget Commission forwarded their budget recommendations to the City Council.
- Economic Development Manager Tom Nelson presented his annual report on the Enterprise Zone. Last year a question about the sustainability criteria was raised at the Administrative Services Committee. More specific criteria will be included in the future.

Monthly Financial Report

There were no comments on the report.

The meeting was adjourned at 8:06 a.m.

NEXT MEETING: June 3, 2014, 7:00 a.m., Madison Avenue Meeting Room

BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
MINUTES
May 2, 2014

DRAFT

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

Staff
Greg Wilson, Public Works
Lisa Scherf, Public Works
Bruce Moser, Public Works

Visitors
Laura Duncan Allen
Dave Robinowitz
Ben Roberts

Absent

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of April 4, 2014 Minutes			Approved with amendments
III. Visitor Comments	X		
IV. Old Business • None	N/A		
V. New Business • Sidewalk Council Policy Revisions • Bicycle Corral Procedures Review	X		BPAC recommended that the bicycle corral pilot run for six months
VI. Information Sharing • Grant Avenue Grind-Inlay Project	X		
VII. Commission Requests and Reports			N/A
VIII. Pending Items			N/A

CONTENT OF DISCUSSION

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

II. Review of Minutes

Chair Upton clarified that the subcommittee did not specify green colored paint or paving for the bicycle lanes on Circle Boulevard near Highway 99W and 9th Street; the recommendation was simply for green colored pavement. He also noted that the goal is to "prevent conflicts" at the Bi-Mart entrance, not highlight them. Finally, he noted that the curb cut providing access between Highway 99W and the multi-modal path is closer to 100 yards from the intersection, not 100 feet. **Commissioner Holmes moved to approve the April 4 minutes as amended. Commissioner Schultz seconded the motion and the amended minutes were approved unanimously.**

III. Visitor Comments

Laura Duncan Allen stated that when she rides westbound over the Harrison Boulevard bridge she prefers riding on the sidewalk and reported that there is a large amount of gravel on the sidewalk at the west end of the bridge. She also noted that there is a tree in the sidewalk on the east side of 5th Street between Madison and Jefferson Avenues that is missing a grate. Finally, she asked if an effort could be made to increase automobile driver awareness of the need to yield to pedestrians in crosswalks.

IV. Old Business

None.

V. New Business

Sidewalk Council Policy Revisions

Bruce Moser, Street Maintenance Supervisor, stated that the Urban Services committee had directed him to apprise the BPAC of proposed changes to the City's sidewalk policy, Council Policy 91-7.08. He presented the overarching goals of the policy and the funding source used for sidewalk maintenance. Commissioner Schultz asked about surface maintenance issues and Mr. Moser stated that a separate City code addresses the responsibility of adjacent property owners to keep the sidewalk surface clear of debris, snow, and gravel. Chair Upton asked if the City was moving away from the district approach and Mr. Moser stated that they may be returning to it next year, with a focus on the College Hill area. Following the implementation of the sidewalk maintenance fee in 2011, the number of citizen complaints from dispersed areas throughout the city required him to focus his crew's efforts on immediate sidewalk safety hazards, rather than districts. Further, the downtown area had required a two year focus to get caught up on needed repairs. The sidewalk maintenance fee revenue is approximately $144,000 annually and Street funds have been added to provide sufficient funding for accomplishing repair/replacement of the identified safety hazards each fiscal year. In response to a question, Mr. Moser said that he tries to address an entire block face if a complaint is received about an area within the block. The Commission did not recommend any changes to the proposed revisions.

Bicycle Corral Procedures Review

Chair Upton provided background on the bicycle corral project, noting that within the past several months BPAC, the Downtown Parking Committee, and the Downtown Commission recommended the City install a pilot corral without a fee from bicyclists. Ms. Scherf confirmed that Public Works has agreed to install a pilot project and provided information on the proposed location for the corral. Mr. Wilson presented a diagram of the corral's layout, noting that the City will pay for the installation of the corral and maintain it during the pilot period. The documents

presented to the Commission are drafts intended for use with an eventual program that would involve adjacent businesses sponsoring the installation and maintenance of additional corrals.

Chair Upton noted that the policy and procedure references bicycle parking demand warranting the addition of a bicycle corral. He recommended that it also include requests from adjacent business owners. Chair Upton also asked if the Commission could see the design standards referenced by the policy, and Mr. Wilson stated they will vary by location. Chair Upton questioned the need to call out in the procedure that 3rd and 4th Streets will not be considered for these corrals. He understands that it would be difficult to do, but to state that outright in the policy is too limiting. In response to a question about the $100 application fee, Ms. Scherf stated that staff surveyed Portland and Eugene, in addition to looking at the anticipated staff costs. She stated that the fee is similar to the one for sidewalk cafes, which also impact the right-of-way. Chair Upton questioned if funding for this program should be limited to the Parking Fund or if there should be outside funding available as well. Ms. Scherf stated that the goal was to be clear that funding would not come from the Street Fund. Chair Upton asked if requesting half of the cost of the installation from the applicant is consistent with other municipalities and Ms. Scherf affirmed that it is. Chair Upton suggested that when a request for an installation is received, staff consider how much existing bicycle parking is on the same side of the street as the request, rather than both sides of the street. He noted that bicycle parking is more valuable when it's on the same side of the street as a destination. Commissioner Bovee questioned performing maintenance every other week. Ms. Scherf stated that it is a standard schedule in other municipalities.

After discussion, the Commission supported the draft documents with recommended changes and decided that the pilot should run for six months.

VI. Information Sharing

Grant Avenue Grind-Inlay Project

Mr. Moser provided details on the resurfacing project for Grant Avenue. He explained that grind-inlay is a process that grinds off the top layer of asphalt and then replaces it with new asphalt. He noted that staff will add bicycle lanes to Grant Avenue between 9th and 10th Streets with the grind-inlay project, which will require the removal of parking on one side of the street. Ms. Scherf noted that staff has been surveying parking usage in the area. The results of this, along with the fact that the parking is already on the south of the street west of 10th Street on Grant Avenue, lead staff to conclude that retaining parking on the south side makes the most sense. Ms. Duncan Allen expressed concern that the grind-inlay process often leaves a seam in the bicycle lane, which creates a hazard for bicyclists. Mr. Moser stated that crews try to line that seam up with the edge of the bicycle lane striping.

Chair Upton reported that he attended the Oregon Alternative Transportation Summit, which was held in Portland. He attended a session on data collection which stressed that it was important to not rely on volunteers doing counts. Ms. Scherf and Mr. Wilson also attended the Summit.

Ms. Scherf reported that the Public Participation Task Force (PPTF) has developed a draft set of recommendations. Councilor Beilstein noted that one possibility the PPTF is suggesting is to combine a number of commissions into one overarching transportation advisory board. Some are supportive of the concept while others are concerned about losing the focus that individual commissions provide.

Ms Scherf reported that staff received a pre-award notice from ODOT for funding the Marys River Path.

Commissioner Schultz reported that the recommendations for the bicycle friendly map are nearly ready. The group had the map reviewed by a bicycle shop, the Corvallis Sustainability Coalition, the Mid Valley Bicycle Club, OSU's Alternative Transportation Advisory Committee and the Benton County Bicycle Advisory Committee. Mr. Wilson will meet with Benton County's GIS (Geographic Information System) group to produce the map. The Commission discussed some of the specific areas on the map, including whether to identify 30th or 31st Street as the most bicycle friendly route across Harrison Boulevard.

Referring to a visitor concern from a previous meeting, Commissioner Christie reported that she has not seen many bicyclists on the sidewalks downtown, but has seen a number of riders going the wrong way on 2nd Street.

VII. Commission Requests and Reports
None.

VIII. Pending Items
None discussed.

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

NEXT MEETING: June 6, 2014, 7:00 a.m., Madison Avenue Meeting Room

DRAFT

CITY OF CORVALLIS
MINUTES OF THE CIVIC BEAUTIFICATION & URBAN FORESTRY ADVISORY COMMISSION
MAY 8, 2014

Attendance
Matt Sanchez, Chair
Owen Dell, Vice Chair
Ross Parkerson
Ruby Moon
Norm Brown, OSU Liaison (until 10:00am)

Absent/Excused
Angelica Rehkugler
Brian Kreft
Becky Goslow
Larry Passmore
Tim Brewer
Joel Hirsch, City Council Liaison

Staff
Jude Geist, Parks Supervisor
John Hinkle, Urban Forester AIC
David Wilber, Recorder
Jacqueline Rochefort, Park Planner

Guests

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations
III.	Vegetation Presentation	Information only.
IV.	Approval of April 10, 2014 Meeting Minutes	Tabled for quorum.
V.	Visitors' Propositions	None.
VI.	Staff Reports- If Questions	Information only.
VII.	City Council / OSU Liaison Reports	Information only.
VIII.	Recommendation for second Sweetgum at 6th and Adams	Tabled for quorum.
IX.	CBUF Sunset Review Discussion	Information only.
X.	IVPM Plan Review	Information only.
XI.	Education Outreach Subcommittee Update/Discussion	Information only.
XII.	Adjournment	The next meeting will be held June 12, 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 8:34 a.m.

II. INTRODUCTIONS.

Board members introduced themselves.

III. VEGETATION PRESENTATION.

Sanchez mentioned the new Oregon Wildflowers app, which is available for Smartphones, costs $8, and can identify over 8,000 species.

IV. APPROVAL OF APRIL 10, 2014 MEETING MINUTES.

Approval of the April 10, 2014 minutes was tabled for purposes of quorum.

V. VISITORS' PROPOSITIONS. None.

VI. STAFF REPORTS – IF QUESTIONS.

Sanchez asked how many people had applied for the Urban Forester position. Geist related that 26 applicants had met the minimum requirements. Geist added that applicants' locations were varied, including areas such as Hawaii and New York in addition to Oregon and its neighbors. Geist informed members that a CBUF member will be involved in the interview process.

Geist discussed the Central Park clean up and Spring Garden Festival, noting that the booth looked great and his sons enjoyed the Tree Tag Hunt. Parkerson asked how Tree Tag was received overall. Dell confirmed it was a great experience for those involved, adding that they were excited and happy to be learning and earning medallions. Parkerson inquired as to whether the tags were still in place. Hinkle explained they had been pulled down as they tend to fall off when left in place long-term. Dell offered thanks to Tim Brewer for putting the tags up and taking them down, and to Sanchez for the passports and gifts. Sanchez said that next spring it should be put in the Spring/Summer Activity Guide. Dell encourages getting publicity this way, and mentions that Goslow, Dave Livingston, and Sanchez may be able to supply photos from the event for PR use.

Moon mentioned she was working the event table with Goslow selling spring flowering bulbs, and though most folks most were not ready to make their decisions day-of they would still be placing orders by June 15th. Moon has reached out to Betty regarding payment processing options. Additionally, Moon suggested that a minimum of three people work the table in the future as more assistance would have been helpful.

VII. CITY COUNCIL / OSU LIAISON REPORTS.

Brown discussed the recent Earth Day Festival on campus, involving outreach and education for Urban Forestry. This covered the Heritage Tree Program and its recipient last year for OSU, historic trees, ecosystem services, and the value of trees on campus.

Brown also discussed the recent Arbor Day planting of a Jefferson Elm near the new building under construction by the Memorial Union.

Moon queried as to removals of trees on campus, for the 15th street project. Brown explained that removals are largely only with the city's portion of the project, rather than the campus, and that the campus itself is mostly putting trees in.

Parkerson asked as to whether plaques had been placed at work sites detailing what work is being done. Brown explained such had not occurred as the project is still in the destruction phase.

Dell mentioned that folks are typically unhappy by default when municipal trees are taken out, and wondered if signage could be placed explaining what was going in regarding the flow of trees. Dell believes this could be an educational opportunity as well as an opportunity to defuse some concerns proactively, and is something the Education Outreach Subcommittee could discuss. Dell also mentioned possibly placing the CBUF logo on informational signage throughout Corvallis. Moon explained that in the past, signage had been placed when trees were being removed and new trees were coming in. Hinkle explained such is used for large projects, projects downtown, and for every time a removal is over 6" in diameter. In these situations, information is present pertaining to removal and replacement as well as the reason for removal, and a phone number is also listed for questions.

Moon broached the possibility of the local newspapers writing articles on just what Urban Forestry is, so as to engage personal, public, and civic involvement during this very active time of year. Dell mentioned that the lack of awareness is definitely a trigger point. Moon discussed pertinent issues regarding property owners in terms of rental properties. Parkerson mentioned this would be part of the Urban Forester's charge, to attend meetings and to push the philosophy and importance of trees. Geist agrees this is an important part of community development, and that Hinkle has been doing such advocacy in the interim. Hinkle has been attending weekly Community Development meetings, being consulted for checking for the right species, as well as issues pertaining to driveways and infrastructure. This typically involves interaction with Community Development, but seldom the developer directly.

VIII. RECOMMENDATION FOR SECOND SWEETGUM AT 6TH AND ADAMS.

Though initial discussion began, said discussion was tabled for purposes of quorum.

IX. CBUF SUNSET REVIEW DISCUSSION

Geist presented the current listings of accomplishments, asking members as to anything which was missed, as well as the question of which specifics should be highlighted in the memo regarding the key accomplishments during all 4 years.

Parkerson asked why CBUF had stopped doing Insights to Gardening. Geist explained this was due to members getting burned out due to the amount of time and energy required. Moon felt that since more energy is present now, that such public outreach possibly warranted revisiting.

Geist recommended highlighting the Tree City USA Award, along with its continuity and significance. Geist also wants to be sure to highlight something that shows the engagement of the community and its general stewardship.

Regarding future goals, Geist wants to highlight a focus on renewed engagement. Sanchez stated the importance of educating people in a sustainable way. Moon queried as to the option of possibly bringing back grants. Sanchez queried as to the possible use of the old pamphlets which were used in the neighborhood program. Hinkle felt the NeighborWoods tree replacement lists served this purpose well.

Moon queried as to whether donations brought in would be considered an accomplishment. Geist explained this was important and would be represented.

Dell discussed the Public Participation Task Force's recommendations regarding Corvallis adopting uniform language pertaining to classifications which, if adopted, would reclassify CBUF as an Advisory Board.

Geist called for feedback as to what are shared responsibilities of other boards and commissions. PNARB and BPAC are two areas to look into regarding shared responsibilities.

Geist asked what responsibilities might be added to CBUF's charge. Growing and furthering the endowment will likely be added to such.

X. IVPM PLAN REVIEW.

An overview of form #1 was discussed. Brown queried as to the process for bringing forth concerns. Geist discussed changing the text to what has been done, rather than what would be done. Dell will supply information regarding such soon. Geist reminded members that the deadline for such was the end of the current week.

Dell discussed issues pertaining to the public's awareness of pesticides, and felt education regarding the responsible use of such could be advantageous. The mention was made that over 250 staff hours were spent cleaning Central Park last week.

XI. EDUCATION OUTREACH SUBCOMMITTEE UPDATE/DISCUSSION.

Moon discussed presenting to Friends of Parks and Recreation at their next meeting and emailed Betty Griffiths in hopes of doing such. This is of importance in terms of proper processing of bulb package orders, specifically involving those who want to pay via credit card. There also is some question as to the terminology to use as donations cannot be tax-deductible if goods are being received by the donor.

Parkerson announced that after 12 years of service, he would be stepping down from CBUF at the end of this term. Geist requested that Parkerson attend the next CBUF meeting to provide time to verify the term expiration as no prior notice had been given. Parkerson agreed to attend the next meeting.

Dell mentioned that a better system was needed for indoctrinating new members to CBUF. He asked members to think about how they might best orient newcomers, while explaining who they are and what they do.

XII. ADJOURNMENT: The meeting was adjourned at 10:30 a.m.

CORVALLIS-BENTON COUNTY PUBLIC LIBRARY BOARD MINUTES
May 7, 2014

Board Present	Staff Present
Scott Elmshaeuser, Chair	Carolyn Rawles, Library Director
Jacque Schreck, Vice-Chair	Felicia Uhden, Access Services Manager
Jennifer Alexander	Andrew Cherbas, Extensions & Technology Manager
Hal Brauner	Mary Finnegan, Adult & Youth Services Manager
Katherine Bremser	Lori Johnston, Circulation Supervisor
Martha Fraundorf	
Paula Krane	Linda Hart, Senior Administrative Specialist
Cheryl Maze	
Jana Kay Slater	
Steve Stephenson	
Excused:	**Visitor:**
Linda Modrell	None
Sravya Tadepilli	
Carol Klamkin	

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	7:30 pm	
Visitors' Propositions		None
Minutes: April 2, 2014		Approved as corrected
Library Board Packet	x	
Director's Report	x	
Division Manager Reports	x	
Board Reports • Friends of the Library Board • Foundation Board	 x x	
Information Sharing	x	
Adjournment	8:25 pm	

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Scott Elmshaeuser called the meeting to order at 7:30 pm.

II. VISITORS' PROPOSITIONS

None.

III. APPROVAL OF MINUTES

With the correction of one misspelled word and the deletion of Jennifer Alexander from the team that will work with Carolyn Rawles on orientation for new Board members, Jacque Schreck moved and Jana Kay Slater seconded the minutes be approved as corrected. Motion carried.

IV. LIBRARY BOARD PACKET QUESTIONS AND COMMENTS

Jacque asked about Axis 360 and the TrafficFlow software, both mentioned in the Library Board Report. Felicia Uhden, Access Services Manager, explained that Axis 360 is Baker and Taylor's download software for eBooks, videos and audio files. It uses a different interface than Overdrive, which is the current software used by the library, and Axis 360 also has materials from some different publishers. She said the library has been exploring other options for downloading materials. Having two different software suppliers will allow patrons to download from Overdrive or search a different vendor to find a particular title.

Felicia explained that TrafficFlow software records how many people are entering the building, and also how many are using the stairs and elevators. The sensors count how many times the signal is broken to record the numbers. In the past, Staff had to personally look at the counter to get the number; this software records the information for staff.

Jacque noted there are always so many lectures, events and other activities taking place in Corvallis, and she estimates at least 60% of these take place in the Main Meeting Room of the library. Katherine Bremser mentioned she had seen an ad for an event taking place in Library on a Sunday, and Carolyn confirmed that some groups are being allowed to rent the Main Meeting Room on Sunday, even though the library is closed and there is no staff on duty. She explained that when the Library first eliminated Sunday hours, no reservations were accepted for Sunday use of the meeting room.

Scott thanked Katherine for attending the Library's presentation to the Budget Commission, stating it was good to have another board member there.

Scott referenced the Board calendar that Carolyn had prepared and distributed. He said there were three items from the March board discussions that needed follow-up. The first item was the Outreach Subcommittee planning for the June 22 reinstatement of Sunday hours at the library. Martha Fraundorf reported the group thought of several activities and reviewed them with Carolyn. Cheryl Maze will do some advertising in the *Gazette-Times*, produce some sign boards, post information on the Friends web page, and advertise at the Farmer's Market on June 21. On Sunday, there will be a sign board at the front steps of the library, possibly with balloons, to let people know the library is open. The group is planning a treasure or scavenger hunt through the library to familiarize patrons with the layout and what is available. In addition, there will be coloring pages for kids, some behind the scenes tours, and there may be music but they haven't found anyone yet. Cheryl asked if anyone knew of someone who would play outside for free that day. Paula Krane suggested the Corvallis Community Band. There will be refreshments in the lobby rather than in a meeting room to keep people in the main part of the Library. Carolyn said the library will buy the refreshments. She noted Kristin Starnes has already designed a poster to put on foam core, on the electronic reader board, on the Library and Friends web pages and Facebook page, and the Bookmobile will be at the Farmers Market on June 21. Cheryl asked for PDF of poster, and she will use it to coordinate her advertising efforts. Martha said there is a need for

volunteers to staff the event: People to hand out cookies, hand out treasure hunt sheets, collect them and hand out prizes. She would welcome ideas for prizes for kids. Jacque suggested bookmarks with new library hours as a prize or a giveaway. Dollar Tree and the Oriental Trading Company were recommended as places to buy inexpensive giveaways. Martha said Cheryl was going to take pictures of people showing their library cards. Cheryl asked about borrowing crayons from the Youth area and using the Story Room for coloring. She said board members should be greeting people at the Monroe Street entrance. Martha said she was trying to limit amount of work that library staff has to do, and said volunteers would be working a 2-hour shift. Scott confirmed there will be a signup sheet next meeting for work locations and times.

Scott asked about the status of an orientation training meeting. Jacque said the Public Participation Task Force (PPTF) should have completed its work soon, and they are including orientation in their recommendations. Carolyn noted there is specific training for library board members outside of whatever the PPTF recommends. Scott commented that the board is making good progress on the goals list.

V. DIRECTOR'S REPORT

Carolyn presented the updated board calendar. As requested, she had added the Council Policy updates that will be due in 2015 and 2016, so now all policies are on the calendar. She asked if the board felt the Friends book sale should be there; board members felt the calendar should only list board activities. Carolyn will also add the exact date of each event and activity.

Carolyn had a follow-up meeting with OrangeBoy on data gathering for the new Strategic Plan. She said we will do some data gathering with an email survey to patrons. She asked if it would be ineffective to do the survey in the summer, because of potential low return. It cannot happen before July 1 because that is when budget is available. Hal noted that an email survey would still reach people, even if they are on vacation. Scott suggested August would be a good time as things start to ramp up.

Carolyn asked what the board would like to do with the data – do they want to go through it during regular board meetings? Separate meeting? Everyone involved? Just a few? Other people from the community? Steve Stephenson asked for clarification of the task. Carolyn said the board could be the primary planning committee with subcommittees that have outside people on them. Jacque said that is what was done the last time the Library did this kind of survey, and the committee included outside people who had a role in the Library; the group met during the day. She thought it was helpful, the people had good insights and brought a different point of view and different experience. She likes the mixture of people, and then at the board meeting the members would share information. Theresa Landers and Carolyn selected the people – county, Latino, business, staff, board, religious community, about 10 people in total. They met once a month during lunch time; there was a particular topic or question addressed at each meeting.

Martha said that if there is a lot of data, it should probably be discussed at a separate meeting rather than a board meeting. Paula suggested having a couple of work sessions. Jennifer asked if the board will be involved in both the data gathering and the analysis. Carolyn said the contractor will do the data gathering; they will go through the data with the staff, provide some analysis, and the staff and board will do further data analysis. She said there may be a need for a facilitator to help. Martha said she feels the board should be able to suggest items to be included in the data gathering process; Carolyn agreed. Jacque asked if it would be helpful to have a meeting before the planning process begins to decide what the process should be, what the board and staff see as the future need, how are branches going to be involved, etc. She thought it might be good to have people from the branches involved with their input. Jacque asked if everyone could have a copy of the plan that was done before; Carolyn believes she has copies and will forward to board members. She would like to have the plan completed by June 30, 2015 and it would then go to Council for approval and adoption.

Carolyn stated that from preliminary information she has received, the PPTF is not recommending that the Library Board be abolished or modified. Their recommendations have not yet been finalized to go to Council; that body will decide what to accept out of the report. One idea from PPTF is different reporting relationships for

boards that would have the boards tied closer to council subcommittees. Scott asked if any other boards have the county relationship; Carolyn said library is really the only City/County service other than some aspects of Fire. Hal said the Airport Commission has representatives from both, but it is on city-owned property within the county, so different from library. Carolyn noted the Budget Commission did not vote to include funding for PPTF in the budget.

The library is not included in a parking district as of now. Right now the plan is for 2 hours free parking in the neighborhood; this creates an issue of where staff will park. She said the parking lot by City Hall has 18 spots allocated as library parking. These could be used by staff. She believes the spaces are marked Library. She said staff is working to understand what is needed for staff parking, and may allocate some spots in the garage for staff. Staff who start work at 3 p.m. will not have issues because enforcement ends at 5 p.m. Saturday is enforced for meters, but not parking districts; Sunday is not. Urban Services Committee will bring recommendations to Council on May 19 or June 2. Once approved, Public Works will need to put up signs, etc. by September.

The Library Budget presentation to the Budget Commission went well; very informed questions were asked. Budget Commission member Elizabeth French asked about challenges in managing the purchase of the various formats and how those decisions are made. Karlye Butcher asked about the decision to cut a division manager. It was a good chance to talk to them about the library.

The Library recruited for three part-time positions for community library specialists; they received over 60 qualified applicants, many with Master of Library Science (MLS) degrees.

VII. DIVISION MANAGER REPORTS

Extension Services: Andrew reported the countdown for the summer reading program has begun; there are lots of supplies in the Extensions office. Branches are marketing the summer programs. The new website was launched to staff last week; he plans to release to the public to test in 2 weeks, then it will go live. Carolyn said that she, Andrew and Lindy Brown have been looking at refreshed logos. She will present these soon to the board.

Adult and Youth Services: Mary reported that April was extremely busy with lots of programs for youth and adults. May is bike month; the Bike Collective conducted a program to show how to change a tire and perform some other basic repairs. The Bike Collective was very pleased with the opportunity to present the program.

Cheryl said she highly recommends the collection of aluminum foil dinosaurs now on display. Mary said the collections belong to young readers and the display boxes were a gift from the Friends in honor of last year's Summer Reading participants.

Access Services: Felicia will be recruiting soon for a full time LS3, who will work in Circulation. The Belluschi Wing will be refurbished the week before Memorial Day. Staff is getting everything ready, pulling out some selections in the collection and placing them in various spots. The woodwork is going to be refinished and the room painted.

Circulation: Lori Johnston report the Food for Fines drive collected over 1,700 pounds of food. It isn't a record, but it was a successful food drive.

IX. BOARD REPORTS

Friends of the Library: Jacque said the group met at the Monroe Library in April. There are two new board members, Katherine Inman and returning former member Lois Malango, who will take care of Benton Books. The December book sale has been rescheduled for June 28 in Corvallis and will be called the "Sizzling Summer Reading Sale." Monroe rescheduled its book sale for August 22, which is the annual Founders Day celebration in Monroe. The fundraising event in early April at Pastini's raised over $800 for the library. It was the biggest fundraising event this Pastini's had even done. Friends will not renew its Chamber of Commerce membership.

The group's next meeting will be June 11 and it will be their annual meeting. Friends will also be at the Farmer's Market on June 21 to help promote the Sunday library hours.

Foundation Board: Steve reported the last meeting was primarily housekeeping. The annual donor recognition luncheon will be held on October 23 at noon, with Librarian Bonnie Brzozowski speaking about the future of libraries. A light lunch will be served. He stated there will be two (2) vacancies on the Foundation Board, and encouraged library board members to suggest people or apply themselves. One of the departing board members is also a secretary, so that position will be open. The Foundation board meets 4-5 times a year. Their next meeting will be June 30.

XII. INFORMATION SHARING

Scott reminded members of the volunteer recognition event next Friday, May 16, and encouraged everyone to attend.

XI. ADJOURNMENT

The meeting was adjourned at 8:25 pm.

NEXT MEETING: June 4, 2014 7:30 pm

DOWNTOWN PARKING COMMITTEE
MINUTES
May 6, 2014
DRAFT

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

Staff
Lisa Scherf, Public Works

Visitors
Bill Burden

Absent

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of April 1, 2014 Minutes			Approved
III. Visitor Comments	X		
IV. Old Business • 4th Street Parking Survey		X	
V. New Business • Bicycle Corral Procedures Review			Approved procedure documents with revisions; approved pilot corral schematic
VI. Information Sharing	X		
VII. Committee Requests and Reports	N/A		
VIII. Pending Items	N/A		

CONTENT OF DISCUSSION

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

II. Review of Minutes
Committee Member White moved to approve the April 1 minutes. Committee Member Heuchert seconded the motion and the minutes were approved unanimously.

III. Visitor Comments

Visitor Bill Burden expressed frustration with the temporary removal of parking on 11th Street in conjunction with the reconstruction of 15th Street. He felt that the change was not adequately communicated. Chair Upton noted that 11th Street is outside of the Downtown Parking Committee's purview, and Ms. Scherf stated that she would bring the issue to parking enforcement and the project manager's attention.

IV. Old Business

4th Street Parking Survey

Ms. Scherf presented her plans to send a postcard with a link to an online survey regarding the parking issues on 4th Street between Fillmore and Polk Avenues. The survey will extend south to Tyler Avenue and include Fillmore between 4th and 5th Streets and Polk between 3rd and 5th Streets. Councilor Sorte provided a suggestion on rewording one of the questions.

V. New Business

Bicycle Corral Procedures Review

Chair Upton provided background on this project and noted that the Bicycle and Pedestrian Advisory Commission (BPAC) has both reviewed the application documents and recommended installing a pilot bicycle corral. Chair Upton also reported that Public Works is willing to go ahead with a pilot corral. He stated that staff recommends installing the pilot at Jackson Avenue and 2nd Street for a six-month period. The Downtown Parking Committee Members agreed.

Next, Chair Upton presented the application process for new corrals after the pilot. The Chair noted some changes that BPAC recommended, particularly the removal of a sentence denying usage of 3rd or 4th Streets for bicycle corrals. The Committee agreed. He also clarified that funding comes only from the City's Parking Fund.

The Committee discussed the application process, which includes noting how much bicycle parking is available in a given area, and where people can request the corrals. The Committee discussed some minor changes to the application.

The Committee discussed the maintenance agreement. Committee Member Uerlings expressed concern as a business owner as to the liability of the adjacent business. Ms. Scherf agreed to take another look at the procedures and forms developed by Eugene and Portland for these installations. Committee Member Heuchert noted that the corrals could create difficulty for the street sweepers, as they will need to swerve out before reaching the corrals.

VI. Information Sharing

The Committee discussed the recent Public Participation Task Force (PPTF) meeting. The Committee members agreed that combining the DPC with other boards and/or commissions would not be advantageous.

Chair Upton reported that he has heard complaints from motorcyclists in regard to parking downtown. He asked if it would be worthwhile to change the Corvallis Municipal Code to allow motorcycles to use regular parking spaces, or to use more of the small "leftover" areas that cannot be used for cars for motorcycle parking. These are the same areas initially under consideration for

bicycle corrals. Committee Member White suggested that perhaps some spaces could be designated for either car or motorcycle parking. The Committee will discuss this at a future meeting.

VII. Committee Requests and Reports

None.

VIII. Pending Items

None.

The meeting was adjourned at 5:15 p.m.

NEXT MEETING: June 3, 2014, 4:00 p.m., Downtown Fire Station #1

CITY OF CORVALLIS
ECONOMIC DEVELOPMENT COMMISSION SPECIAL MEETING
Minutes – April 21, 2014

Present
Elizabeth French, Chair
Pat Lampton
Nick Fowler
Ann Buchele
Jay Dixon
Skip Rung
Tim Weber
Rick Spinrad
Biff Traber, Council Liaison

Excused Absence
Jason Bradford

Staff
Tom Nelson, Economic Development Manager
Amy Jauron, Economic Development Officer
David Wilber, Recorder

Visitors
Ron Adams
Frances Chen
Jim Coonan
Ilene Kleinsorge
Mark Lieberman
John Turner

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order/Introductions	
II.	Approval of Minutes: • March 31, 2014	Approved, as drafted.
III	Visitor Comments	None
IV	OSU Advantage Accelerator	Presentation, discussion
V	Regional Accelerator & Innovation Network (RAIN) Update	Presentation, discussion
VI	Adjournment	Adjourned at 7:07 pm

CONTENT OF DISCUSSION

I. CALL TO ORDER.
Chair French called the meeting to order at 5:15 pm.

II. APPROVAL OF MINUTES – April 21, 2014.
The minutes were approved as drafted by a 7:0:1 vote (7 for, 0 against, 1 abstention).

Chair Elizabeth French stated that she will be stepping down from her position as Chair at the end of her current term. The current Vice Chair is interested in the role of Chair once the proper procedures for such have occurred. If such is successful, EDC will then be seeking candidates for the role of Vice Chair.

III. VISITOR COMMENTS. None

IV. OSU ADVANTAGE ACCELERATOR – INTRODUCTION, OVERVIEW, AND UPDATE (Mark Lieberman and John Turner).

Ilene Kleinsorge introduced and welcomed Mark Lieberman and John Turner of the OSU Advantage Accelerator, which has been active since January of 2013.

Turner serves as a teacher and co-director who brings 30 years of experience regarding intellectual property including 21 years at Hewlett-Packard in technological and management roles. Turner has served as a consultant for tech start-ups, and has been a member of the College of Business Faculty at OSU on the clean technology track for the past 9 years.

Lieberman joined the Accelerator in Spring of 2013, and previously served as the Executive Director for the Business Technology Center (BTC) in Los Angeles County, is the founder of Los Angeles County Technology Week, and has experience as a business consultant and venture capital banker with a focus on entrepreneurship. Lieberman has guided over 150 new companies to success, served as a member of President Obama's Rank Review Committee for 2010, and has earned an M.B.A. and Ed.D. from Pepperdine University.

Lieberman explained that the mission statement and goal of the Advantage Accelerator is to assist and guide entrepreneurs who have a tech-based focus, and specified that such services are available to members of the local community as well as those based at OSU. He explained that the Advantage Accelerator is a process and platform to: evaluate, educate and inform, provide resources, and foster connections. Services include: bi-weekly 1:1 advising sessions, access to research interns, a monthly CEO roundtable, access to a local business mentor or industry expert, providing a business model canvas, finance preparation, and eligibility to apply to the University Development Fund. This fund has a base award of $25,000, and over $600,000 was awarded in 2013.

The Accelerator is divided into three key phases.

Phase One involves recognizing opportunities, developing prototypes, examining markets (including industries and competitors), understanding customers and value propositions, as well as establishing a value chain including early financial models. Additional information regarding the 9 pertinent segments regarding providing proofs and reducing uncertainty are available online at businessmodelgeneration.com.

Phase Two focuses on Business Building, and involves: receiving customer feedback on prototypes, completion of lean canvas, milestone development, understanding the customers' relationships, as well as channeling and pairing with strategic partners.

Phase Three involves completing the first product and business model canvas, validation of model assumptions in deep dive, developing full financials, and providing a fully honed and pitch-ready product.

Lieberman explained that the Accelerator is itself a start-up, and shared the following findings they have learned along the way. More vigor is required in Phase Two (Business Building), including enhanced expectations of client companies, more time on portfolio focus – involving a pitch deck and milestone plan, extension of the Mentor program, and generally making sure that those involved are provided adequate time outside the lab and inside the boardroom.

Turner highlighted a number of current Accelerator companies which include: Agility Robotics, Bauer Labs, Beet, Galaxy – Single Molecule Diffraction, IFT, MuTherm, NRG, Oil Ex Tech, Onboard Dynamics Inc, Tally, Valliscor, and Waste2Watergy. Turner noted these businesses represent a broad base, including those with focuses in the Pharmaceutical, Solar Energy, and Robotics fields among others. Turner then went on to share more detailed information regarding three of these.

Onboard Dynamics, which hails from OSU Cascades Engineering (Chris Hansen PI, with Rita Hansen), compresses natural gas overnight from utility lines for vehicular use, and has received an ARPA-E grant of 1 million, and additional funding of 3.6 million.

Valliscor (Rich Carter PI, Mike Standen) provides ultra-pure fluoridated building blocks for pharmaceutical products at low cost.

MuTherm, a.k.a. MicroTherm (Mohammed Ghavini PI) provides a flameless source of heat via microchannel combustor, with a key market being natural gas pipelines which can be used to power themselves, rather than via battery. Additional information is available online at mutherm.com

Turner discussed the Advantage Accelerator Ecosystem, which includes partnerships with: Corvallis-Benton County Economic Development Office, NETL, OEN (Oregon Entrepreneurs' Network), ONAMI, Oregon Best, RAIN (oregonrain.ingo), WIN (Willamette Innovators' Network), and the Willamette Angel Conference. Turner noted that OEN is State-wide, currently involving roughly 40 entities and will become much bigger in the coming year. Turner then introduced Frances Chen who has served as an intern within the Accelerator.

Chen spoke positively of her experience with the Accelerator, specifying that it brought her real-world business experience, as well as provided perspectives in terms of identifying markets and consumers. She squarely credits her involvement with the Accelerator for a recent offer from a company in Seattle, and felt that it gave her assistance in a number of ways such as providing opportunities to apply knowledge, to network, and to identify personal strengths. She explained that the mentorship involved, access to entrepreneurs, and ability to forge personal connections within a structured yet flexible environment were incredibly helpful. Chen then called for questions.

The following are the Chair's questions (Q) and Chen's responses (A).

Q: When applying for the internship program, what expectations did you have and were they met?
A: I was unclear of the details going in, but knew that I wanted real-world business experience prior to graduation. I would highly recommend the Accelerator.
Q: Firstly, congratulations on your offer in Seattle. Regarding this, what would make this area more attractive? I ask in regards to the challenge of retaining talent cultivated in Corvallis.
A: Seattle is my dream city so, other than location, I can't think of anything. I would recommend using alumni connections to help keep cultivated talent in the local community.

Turner discussed contributions that interns had made in the Accelerator program. These include: Brown at Onboard creating an equation to quantify payback on investment, Koch

at MuTherm developing a business model and identifying potential partner companies, West at Valliscor evaluating 8 markets and identifying 2 for initial focus, and Chen and Ullstad at Waste2Watergy working with market evaluation and ROI, as well as identifying the “sweet spot” as being midsized breweries and food processors.

Lieberman discussed that he believes in selling benefits rather than selling features, and identified the following as benefits available from the Accelerator program: advice and resources which are tailored to each individual focus, developing an implementation plan (rather than a business plan), learning from other emerging companies to help reinforce that entrepreneurship is a team sport, accelerating the commercialization of concepts (hypothesize, test, pivot), and providing a business model canvas. Lieberman also feels this model is ideal for technologists as it is based in scientific method.

In the Accelerator's first year, 35 applicants were involved, as well as 16 clients, and 9 interns. A low estimate of 1:1 advising is 200 hours. There were over 2000 hours of intern research. The first year also involved 16 community mentors and 3 executives-in-residence.

Turner provided target numbers for involvement for 2013 and 2015.

	2013	2015
Students involved	250	400
Alumni involved	25	50
Companies and Resources involved	30	60
Fundable Start-ups created	3	4

Turner specified that the definition of “fundable” applies to those start-ups which are receiving investment, then providing information regarding the results of the Accelerator's first year. In such, 12 jobs have been created, 33 companies have received resources, and almost $1 million in grants has been received with revenue generated at 400,000. More than 400 students have been involved, as well as 29 alumni and volunteers. Pertaining to client performance, the target goal is 75% remaining on-track and the actual figure for that in the first year is 55% with 2 of those graduating in 2014 staying in existence.

Start-up Ecosystem Challenges identified are: a lack of C-Level (CEO) talent, a need to expand the service provider network beyond Corvallis, and a need for more infrastructure and space for scaling up.

Accelerator improvement plans at present include: right-sizing the program content to the number of companies served, increasing strategic partnerships with a technology focus, ongoing development with RAIN, working on sustainable business models, the construction of a new facility to add client office and lab space in 2015, exploring new student intern roles, expanding the network of mentors, industry experts, and collaborators, as well as continuing to work with the Student Fund and Angel Fund. Additional information on the Accelerator is available at: oregonstate.edu/accelerator

The following are the questions posed to Lieberman and Turner (Q) and their responses (A).

Q: How do you know when the start-ups are “ready to fly”?
A: There are a number of criteria for this, including 8 points both good and bad; this

information is available on the website.

Q: How do you identify C-Level talent, and how do you provide enough opportunities to interns to stay in the local economy?

A: Identifying C-Level talent takes time and greatly involves infrastructure. Talented CEOs will come when they see opportunities are here. Local retention will be based largely on a love of the location, and the alumni base can be used to assist with this.

Q: In working to make Corvallis a technological hub, how can the Accelerator change to assist in terms of keeping cultivated talent in the local Oregon-centric community?

A: It is our belief that if companies create wealth, jobs will follow. It's the city's and community's job to help those people stay. We also have hope that interns will become employees.

Q: How do we make folks think of OSU and Corvallis as a location for technological start-ups and commerce?

A: While important, that is less of an Accelerator issue. It is more our focus to cultivate talent, forging connections and playing matchmaker in a sense.

V. REGIONAL ACCELERATOR AND INNOVATION NETWORK (RAIN) – INTRODUCTION AND OVERVIEW (Jim Coonan).

Ron Adams introduced and welcomed Jim Coonan, the Interim Executive Director of RAIN.

RAIN is based in the South Willamette Valley, is responsible for 3.75 million in funding and involves a focus on growing and retaining jobs in the region. Adams has prior experience with the Willamette Angel Conference and the Governor's Solution Center, as well as in the fields of venture capital and entrepreneurship.

Coonan discussed that RAIN has a regional approach toward an innovation economy, focusing on how to get and keep money and jobs within the community. A key focus of this is linking cities and universities to help provide additional assistance for entrepreneurs. Another focus of RAIN is the creation of export-based businesses that can grow, which is incredibly important as the Kaufman study shows the vast majority of job growth comes from companies that are less than five years old.

Coonan stated the importance of turning ideas into jobs, and that the “throw enough money at a good idea” model is very insufficient. The most successful approach has been shown to be a small investment of money which is given with a large amount of people-based resources such as mentors and structure. The main goal here is to harness the resources of the region to work together to maximize growth. To this end, Coonan discussed that following the success of the Corvallis Accelerator which began in July 2013, a Eugene Accelerator will be launching in May 2014. Work will continue to create a continuum of capital resources in the region, and a working group has been established to evaluate current gaps and to make recommendations for implementation in 2015.

Coonan discussed the question of talent retention. “Post-graduation, where do they go?” Information points largely toward entrepreneurs are going to the locations they want to live in first and foremost. The Corvallis area is a great place to live with a low cost of living, and these things bring an already strong appeal. One key aspect to enhancing this strong base is linking Accelerators to each other, to communities, to assets, and to a mentor database with is navigable and intelligible, with another key aspect being the development of a clear marketing message. An RFP has been issued toward developing just that. The goal is to position the region as an ideal place to go because the network and building blocks are already present and in place. Legislative support exists to this end, along with

financial support in the amounts of 1.25 and 2.5 million respectively. Matching funds are being sought in a 1:1 proportion. The ultimate goal is the creation of a sustainable infrastructure. Coonan then called for questions.

The following are the questions posed to Coonan (Q) and his responses (A).

Q: Is this area limited, and if so – how?

A: The area's infrastructure is limited, but there is no limitation in terms of good ideas. We largely need to work toward bringing in investors, who in turn bring in other investors when the area builds momentum.

Q: What might be the place for Federal money?

A: I feel that local is always best first. Federal money could be involved in building brick-and-mortar locations when such applies.

Q: As this sort of strategy can sometimes be a hard sell as it's longer-term and somewhat invisible to citizens, do we have examples of communities that have done this well? Also, how do we involve and engage younger folks' involvement?

A: It's largely a question of how to position in the eyes of the relevant audience of entrepreneurs and investors. Some ideas toward this end are: holding events that create buzz, rolling out publicity with an educational component, showcasing those graduating from the Accelerator program via functions to promote public knowledge, and generally celebrating ideas from students, as well as hiring a marketing consultant to help get the news out.

Q: Early on, da Vinci Days had a focus, or at least component, on local technology and enterprise, but later on there was less of that community's involvement. What can be done to prevent that sort of situation from occurring again?

A: The area needs to speak with one voice, one message, to stump issues and stories that have a cohesive core and message. A recent great opportunity to build upon is the recent story on the OSU Accelerator in January's Portland Business Journal.

X. ADJOURNMENT.

The meeting adjourned at 7:07 pm.

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

DRAFT
CITY OF CORVALLIS
HISTORIC RESOURCES COMMISSION MINUTES
May 13, 2014

Present
Geoffrey Wathen, Chair
Lori Stephens, Vice Chair
Eric Hand
Charles Robinson
Cathy Kerr
Rosalind Keeney
Kristin Bertilson (*left at 8:10pm*)
Tyler Jacobsen
Jim Ridlington, Planning Comm. Liaison

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

Absent/Excused
Roen Hogg, Council Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Held for Further Review	Recommendations
I.	Visitor Propositions		
II.	Public Hearings A. Stutz House (HPP14-00005) B. Horner House (HPP14-00004) C. OSU Johnson Hall (HPP14-00003)		All applications approved, as conditioned.
III.	Minutes Review A. April 8, 2014		Approved as drafted
IV.	Other Business/Information Sharing A. HRC Work Plan B. Historic Preservation Month		Information only
VI.	Adjournment – 9:45pm		

Attachments to the May 13, 2014 minutes:

A. OSU Johnson Hall PowerPoint, presented on behalf of the applicant by Jon Schleuning, design principle of SRG Partnership, Inc.

CONTENT OF DISCUSSION

Chair Geoffrey Wathen called the Corvallis Historic Resources Commission to order at 6:35 p.m. in the Corvallis Downtown Fire Station Meeting Room, 400 NW Harrison Blvd.

I. VISITOR PROPOSITIONS: There were none.

II. PUBLIC HEARINGS –A. Stutz House (HPP14-00005); Alteration or New Construction; 529 NW 34th Street.

A. **Opening and Procedures:**
Chair Wathen 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.

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

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

The Chair opened the public hearing.

B. Declarations by the Commission: Conflicts of Interest, Ex Parte Contacts, Site visits, or Objections on Jurisdictional Grounds

1. Conflicts of Interest - none
2. Ex Parte Contacts – none
3. Site Visits – by Commissioners Bertelson (drove by the front side of the property and walked around to see the windows and future placement of the shutters); Jacobsen, Robinson, Stephens, Kerr (all noted the same as Bertelson); and Keeney (she also drove around the neighborhood and looked at other structures with shutters).
4. Rebuttal of disclosures – none
5. Objections on Jurisdictional Grounds - none

C. Staff Overview:

Associate Planner Metz said that the case before the Commission is for Historic Preservation Permit approval to add up to 14 pairs of shutters consisting of six on the west (front) building elevation, two on the north, one on the south, and five on the east elevations. The location of the Stutz House is at 529 NW 34th Street. It is on Tax lot 300 of Benton County Assessor's Map 11-5-34-BC. It is a Historic/Contributing resource located within the College Hill West National Historic District.

D. Legal Declaration:

Deputy City Attorney David Coulombe stated that the Commission would 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 feel 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:

The Chair reminded the applicant that the presentation should be limited to a total of 15 minutes.

Josh Smith, owner/applicant, said that the proposal is to install nine sets of shutters consistent with the original blue print drawings. They will likely install five additional sets of shutters on the rear façade of the house, which are not on those original blueprints, as Phase II of the project. The shutters will be constructed of wood and will be contemporary to a Colonial Revival style house. They spent a lot of time researching this so they would get the right shutter design and style. The intent is to match the original blue print design as closely as possible. In the proportion of the panels, there was a misread of the application in that staff said that the shutters were close in design to those depicted on the blue prints. They are exactly as depicted on the drawing, with the 20-60-20% partition of the bottom panels. They will be used for decorative purposes, and are not meant to be functional, closing shutters.

Commissioner Stephens commended Mr. Smith on the good job done on the application, and said she appreciates all the time they spent researching and putting the proposal together. Mr. Smith indicated that his wife had done most of the work.

Commissioner Jacobsen asked if the shutters could be made functional. Mr. Smith said that they would be able to swing on the hinges, and are mounted to the side of the house. They could be unhooked and closed, but it is not their intention to do so. There are fire safety issues with this, and they would be ensuring that they meet fire and life safety code requirements.

In response to a question from Commissioner Kerr relating to the discrepancy of the depiction of proposed shutter "A" on A-27 as opposed to the shutters depicted on the actual blueprint, Mr. Smith said that the representational picture was of a different shutter model. He directed attention to the Applicant Response statement shown on page A-8 (Attachment A.9 in Staff Report) which states the correct dimensions for the panel shutters which will be consistent with those shown on the blueprint drawing.

Chair Wathen also commended the applicant on a clear and well-researched application.

F. Complete Staff Report:

Planner Metz said that the subject resource is known as the Stutz House and was built in1939. It is located in the College Hill West National Historic District. The survey form included with the packet identifies its historic architectural style as Georgian Style Colonial Revival, and it is identified as a significant historic resource due to its good condition and high level of historic integrity. As the applicant has stated, they included some original blueprint drawings of the existing structure that identified nine pairs of shutters. They are proposing to match as best as possible those nine, as well as add five pairs of shutters on the backside of the house which were not originally portrayed in the blueprints.

In reviewing this application, the HRC must consider a number of review criteria as outlined in full in the staff report. Planner Metz highlighted a few of those that were most pertinent. In terms of the requirements for facades, building materials, architectural details, and pattern of window and door openings, staff find that the proposed shutters and associated hardware complement the primary structure and are consistent with the documented building materials and design. The existing window and door openings will not be modified. Staff is comfortable with the applicant's explanation about the depiction of the shutters not being the actual configuration which will be installed and which will match those shown on the blueprints. Additionally, recommended Condition of Approval 2 requires the applicant to consult with staff about fire and life safety considerations related to operation of the shutters. Staff recommends approval of the application, as presented and conditioned.

G. Public Testimony in favor of the application: none

H. Public Testimony in opposition of the application: none

I. Neutral testimony: none.

J. Additional Questions for Staff: none

K. Rebuttal by Applicant:

L. Sur-rebuttal:

M. Additional time for applicant to submit final argument:

The applicant waived the additional time to submit additional argument. The Chair noted that there were no requests for a continuation or to hold the record open.

N. Close the public hearing:

Hearing no objection, Chair Wathen declared the public hearing closed.

O. Discussion and Action by the Commission:

MOTION:

Commissioner Keeney **moved** to approve the Stutz House Historic Preservation Permit application (HPP14-00005), as conditioned in the May 2, 2014, staff report to the Historic Resources Commission. This motion is based on findings in support of the application presented in the May 2, 2014, staff report to the Commission, and findings in support of the application made by the Commission during deliberations on the request. The motion was seconded by Commissioner Jacobsen.

Commissioner Jacobsen said that the fact that the shutters would match those depicted in the original blueprints for the home makes it easy to determine the appropriateness of the application.

The motion was **passed** unanimously.

P. Appeal Period:
Chair Wathen stated that any participant not satisfied with this decision may appeal to the City Council within 12 days of the date that the Notice of Disposition is signed.

II. PUBLIC HEARINGS –B. Horner House (HPP14-00004); Alteration or New Construction; 343 SW 8th Street.

A. Opening and Procedures:
Chair Wathen 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.

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

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

The Chair opened the public hearing.

B. Declarations by the Commission: Conflicts of Interest, Ex Parte Contacts, Site visits, or Objections on Jurisdictional Grounds

1. Conflicts of Interest: none
2. Ex Parte Contacts: none
3. Site Visits: By all Commissioners. Commissioner Keeney said she drove to the site, looked at the front and side of the building, and drove down the alley to look at the actual location of the project. Commissioners Hand and Kerr did the same thing. Commissioner Stephens said she noted that on the south side facing Adams it appeared offset from the gable. She also noted how on the rear façade the door is offset from where the stairs come up and noted the porch layout. Commissioner Robinson said he observed essentially the same things. Commissioner Jacobsen said he had walked around the building and made contact with the applicants but did not discuss the application. Chair Wathen said he noted the layout of the porch and noted that the porch and the door do not face a public right of way.
4. Rebuttal of disclosures – none
5. Objections on Jurisdictional Grounds - none

C. Staff Overview:

Associate Planner Metz said that the case before the Commission is for Historic Preservation Permit application approval for relocating an existing window and door, and replacing an existing window along the east-facing, rear façade. He made a point of clarification that in a recent conversation with the applicant he now understood that the relocated window will be replaced by a new dual-paned window but will be matching the design, dimensions and size of the existing one. The location of the Horner House is 343 SW 8th Street, and is on Tax Lot 1101 of Benton County Assessor's Map 12-5-02 BB. It is individually listed as a Historic Resource in the local register. The owners/applicants are William and Sue Ann Meyer.

D. Legal Declaration:

Deputy City Attorney David Coulombe stated that the Commission would 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 feel 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:

The Chair reminded the applicant that the presentation should be limited to a total of 15 minutes.

Bill Meyer introduced his wife as well as Deb Kadas who did the design work on the project. He stated that his contractor was Brian Molloy. He thanked staff for the work they did in preparing the staff report. He stated that he and his wife moved from Virginia to Corvallis last spring, and purchased the Horner House in September 2013. They wanted to remodel the kitchen, which would involve swapping locations of a door and a window to make for easier entry and access into the kitchen. Additionally, moving the door would bring it into more alignment with the staircase coming up to the porch. They are proposing to place the two windows - which are now separated by the door - side by side which is like the design characteristics of the other three sets of paired windows around the house. He provided one correction to the staff report in that both windows will be replaced with in-kind dual-paned windows both the same size as the smaller window. All trim will be reused or matched in kind.

Commissioner Jacobsen asked the applicant if he was still going to use the original door. Deb Kadas, designer, said that the existing door was not an original door but was a double-paned newer door which likely was similar to what was there originally. Her suggestion was to change the hingeing on the door so that it would swing into the corner rather than swinging into the middle of the room. In order to do this, she recommended that they fill the screw holes, rebore for new ones, etc. However, the contractor said that for probably less money he could get a replacement door exactly like it that was already bored and hinged appropriately. It will look exactly the same, except it will be hinged differently. It will be a new wood door with hardware that will look more historically appropriate.

In response to a question from Commissioner Kerr, the applicant said that the application referenced other windows which might be replaced in the future and were included in a bid. They are not included as part of the current application.

Commissioner Hand asked what was on the interior side of the wall under discussion, and why they were not wishing to reuse the same windows. The applicant said that the current configuration is that

the door swings into a three foot-wide partition wall. On the other side of the partition wall is the larger window. The kitchen was likely remodeled in the 1980's. They are proposing to replace the windows because they want them both to be of the smaller size and to match each other.

Commissioner Stephens expressed her appreciation for their interest in the house and their intention to live in it.

F. Complete Staff Report:

Planner Metz said the subject house, known as the Horner House, was built in 1905 and added to the Corvallis Register of Historic Landmarks and Districts in 1989. It was noted as a significant historic resource due to it being an example of turn-of-the-century transitional architecture with a high level of historic integrity. The applicant did a good job of explaining and outlining what is being proposed with the new arrangement of the door and windows. The intent is to create a pairing of the windows, with a better alignment of the door with the staircase leading up to the recessed porch.

Planner Metz then highlighted some of the staff analysis of the review criteria. With regard to consideration of the general review criteria, while there do not seem to be any historic photographs of the area subject to the modifications, staff assume that the current design reflects the original design. However, the fact that the two windows are of different sizes does indicate that there is a possibility that there were modifications at some point; it is speculation about what the original design might have been. As far as the list of the 14 specific review criteria, the most significant are those related to facades, pattern of door and window openings, and building orientation. The area that is proposed to be modified is located underneath a recessed back porch that leads to the kitchen. It faces an alley located on the east side and is not significantly visible from the nearest public street, which is Adams Avenue. The existing pattern of windows and door openings would be altered as described. However, as the applicant identified in his overview, the alteration will mimic the other existing window pairings. Staff find this to be compatible with the criteria. As far as building orientation, there is no proposed modification. In terms of building materials and architectural details, the applicant will reuse the existing door or replace in kind. The replacement windows will match the dimension, materials and style of the southernmost window, with the exception that they will be dual-paned. They will reuse as much trim as possible or replace it in kind. Staff find that the alterations will meet all applicable review criteria. Based on this analysis, staff recommend approval as conditioned.

Commissioner Hand said that he was confused about whether they were determined to be original windows or not. Planner Metz said that staff could not fully establish whether they were original or replacements. Commissioner Hand said that it seemed Ms. Kadas believed that they were not original, which was not reflected in the staff report.

G. Public Testimony in favor of the application: none

H. Public Testimony in opposition of the application: none

I. Neutral testimony: none.

J. Additional Questions for Staff:

K. Rebuttal by Applicant: none

L. Sur-rebuttal: none

M. Additional time for applicant to submit final argument: The applicant waived the additional time to submit additional argument.

The Chair noted that there were no requests for a continuation or to hold the record open.

N. Close the public hearing:
Hearing no objections, Chair Wathen closed the public hearing.

O. Discussion and Action by the Commission:

MOTION: Commissioner Bertilson **moved** to approve the Horner House Historic Preservation Permit application (HPP14-00004), as conditioned in the May 2, 2014, staff report to the Historic Resources Commission. This motion is based on findings in support of the application presented in the May 2, 2014, staff report to the Commission, and findings in support of the application made by the Commission during deliberations on the request. The motion was seconded by Commissioner Stephens.

Commissioner Bertilson said that the change will actually match the historic style better, and it does not affect any visual from the public street.

The motion **passed** unanimously.

P. Appeal Period:
Chair Wathen stated that any participant not satisfied with this decision may appeal to the City Council within 12 days of the date that the Notice of Disposition is signed.

II. PUBLIC HEARINGS –C. OSU Johnson Hall (HPP14-00003); Alteration or New Construction; SW 26th Street, OSU Campus.

A. Opening and Procedures:
Chair Wathen 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.

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.

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The Chair opened the public hearing.

B. Declarations by the Commission: Conflicts of Interest, Ex Parte Contacts, Site visits, or Objections on Jurisdictional Grounds

1. Conflicts of Interest: Commissioner Robinson said that as an employee of OSU's College of Engineering he has been involved in discussions about the building and is recusing himself from consideration of the application.
2. Ex Parte Contacts: none.
3. Site Visits: Commissioner Bertilson visited the site, walked around and looked at other buildings. Commissioner Stephens walked around the site and noted the black walnuts being taken down. She also noted all of the parking spaces that would be taken away, and the other buildings around the site. Commissioner Kerr said that in addition to what has already been declared she also took in another tour of OSU to look at compatibility issues cited in the application. Commissioner Hand said he was familiar with the site. Commissioner Keeney said she walked around the site and noted the trees and the area that has the mechanical equipment located in it. She also noted the loss of parking. Chair Wathen noted all of the same items.
4. Rebuttal of disclosures – none
5. Objections on Jurisdictional Grounds - none

C. Staff Overview:

Associate Planner Richardson said that the case before the Commission is for Historic Preservation Permit approval to construct a three-story 60,000 sq.ft. building to be used for research and classroom purposes, and to make related site improvements adjacent to the building. Site improvements include landscaping and expanding Engineering Square and Engineering Walk, constructing a new plaza/entry on 26th Street, and expanding the walkway/plaza area adjacent to the proposed building along NW Park Terrace Street. The subject site is a parking lot on the east side of NW 26th Street and the west side of NW Park Terrace Street. The building would be south of the OSU Ocean Administration Building (101 SW 26th Street) and north of Ballard Extension Hall (2591 SW Campus Way). This area is within the OSU National Register Historic District, and does not carry a specific Historic Classification since it is a parking lot.

D. Legal Declaration:

Deputy City Attorney David Coulombe stated that the Commission would 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 feel 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:

The Chair reminded the applicant that the presentation should be limited to a total of 15 minutes.

Jon Schleuning, design principle of SRG Partnership, Inc., presented on behalf of the applicant. He used a visual presentation as the basis for his remarks **(Attachment A).** They are the architects responsible for the project and the submittal. He thanked the Commission for the opportunity to have the discussion and review the project. It is an intriguing project for them, and they have been working on campus for the past twenty years on various projects such as the Valley Library, Richardson Hall

and others. This has probably been their most challenging project to date on campus because of the conditions that exist. The project is in the northern perimeter of the Historic District, in the transition zone between the community and the central core of campus. What is interesting is that they have had to deal with two scales as they look at compatibility issues. One is the 170-acre campus, 83 diverse buildings that exist, with 59 contributing resources. There are 19 different architectural styles and an extremely broad 70-year Period of Significance. This Period of Significance terminated almost 60 years ago, so there is a gap between the buildings that are being built to day on campus and the types of buildings that are represented by the contributing resources in the OSU Historic District. The second scale relates to the particular site which is a nine-acre plot with Monroe Avenue to the north, Memorial Place to the east, Campus Way to the south, and 26th Street to the west. There are four existing buildings and two residential-type buildings on the site. There are three contributing resources, which are quite small and all very different from each other. The six buildings that will be contiguous with the proposed building have six quite different architectural styles. They include the Ocean Administration building, Ballard Hall, Plageman Student Health Center, and the Kelley Engineering Center. Adjacent on the opposite side of 26th Street are Bates Hall and Wilkinson Hall. These all have different styles and shapes. The question that is presented is how to comply with compatibility. The ordinance, as they interpret it, implies that the project should be compatible with what exists. Since there is no specific contributing resource architectural style as they are all so diverse, one has to deal with the Period of Significance which is equally as difficult since it is a 70-year period. The ordinance gives no preference to any particular style nor does it have any prescribed design direction. What they have tried to do is to develop a 21st century, functional, state of the art research science building that will hopefully blend with the buildings that surround it. Their intent is to <u>not</u> construct a building #7 that will stand out from the others. Their intent is for it to be quiet and constrained, and to draw upon the pieces that constitute compatibility without mimicking or echoing any building in particular. It should be a building that reinforces the neighborhood and does not speak for itself.

The building is set at 60,000 square feet. Two-thirds of that is devoted to scientific research work with heavy fume hoods. The top two floors are open research labs. One-third of the building is for the undergraduate program, and is called the Hub. It will have a very active, highly centralized function, of which every student in the College of Engineering will pass through on a regular basis throughout their entire college experience. The fact that this building will integrate undergraduate functions with a very sophisticated research facility is part of the culture of the OSU College of Engineering. Thus, this is a very exciting opportunity.

In order to find compatibility and address it in a logical way, they looked at three different components: architectural character, building scale, and development patterns.

Mr. Schleuning first addressed architectural character. With the great diversity of the 59 contributing resources, they tried to find generic commonalities and settled on six of them: simple forms; three part composition with a base, middle and top; red brick walls with accents of cast stone; identifiable building entries; and reinforcement of the campus edges and landscape. He focused his comments on three of the items which were brought up in the staff report: the three part composition; building entries; and building orientation, and used the visuals to focus on issues of scale, design and orientation. He noted that the buildings had gotten notably larger during the later years of the Period of Significance. They did not wish to deal with the architectural character compatibility issue through caricature, and felt it important not to build a building that pretends to be historical but looks like it is out of scale. The building elevations show the campus red brick, vertical windows, strong corners, and the ability to divide the building. The north elevation shows the intention of a façade which breaks the building up into three buildings. Rather than placing a heavy brick topping over the top of this façade, which would make it look like a warehouse or would overpower the rest of the building, design devices were used to try to scale down the building and break it up. He went on to point out

how the entries were strengthened by increasing their vertical importance. All of these devices exist on campus, and so they are ways in which the building can be made more compatible. One device that was extremely intentional was the parapet and how the building silhouettes against the sky. He compared the similarities with Ballard Hall and with Kelley Engineering. The intent is to create unification and not something completely different.

The second, and likely most important, issue is how to address scale of a building which is twice the size of the surrounding contributing resources. He compared Ocean Administration, Plageman, and Ballard with the proposed Johnson Hall noting that though they were all three stories, Johnson Hall was proposed to be 20 feet taller. The height is driven by the needs of the engineering sciences facilities. The approach is to keep the building simple but have it step down to where it meets the major public assembly area which is the public square to the south. This two-story element on the south side relates to the height of Ballard and is intended to mitigate between the height of Kelley Engineering and the other buildings. The porch is an extremely important element and it is scaled not for the entry but for the plaza in Engineering Square.

Lastly, the development patterns north of Campus Way are distinctly different from the rest of campus. The small areas are bigger than the big quads that are in the core. He showed the visual depicting the movement patterns between Kelley and Johnson Hall and how the entries are reinforced but in a quiet way. They were also anticipating future growth as the site continues to develop. Landscape elements are consistent with what have been used on previous projects, meeting OSU standards.

In conclusion, they are attempting to achieve a quiet but strong building that will be fundamental to this portion of campus, and yet will resonate with the buildings that are adjacent to it.

Commissioner Stephens said she likes the design and believes it is creative and sensitive to the surroundings. Her issues are two: she believes the trees should not be taken out though she understands they will be putting in new plantings; and her larger issue is with the impact on parking. OSU will be getting rid of 102 spaces and those parking spots will be found elsewhere in the community, in areas that are already overcrowded with parking. Since there is intent to develop this site even more, OSU has got to address this issue. Mr. Schleuning acknowledged both issues as real, but said that the two trees in question are in decline and it would be difficult to salvage them. There is general agreement that they should be "euthanized". He then addressed another issue which was with the existing electrical substation. It is obsolete, but incredibly expensive to remove and relocate it. It is OSU's intent to eventually remove it when dollars are available. That area then can become a gateway, or portal. When that happens, there will be an opportunity to be creative and make it a very nice gateway into the engineering complex.

The issue of parking is a campus-wide issue. OSU is obviously aware of it and is working towards finding a solution to it. Clearly, it needs to be addressed and is an ongoing issue. Commissioner Stephens said she appreciated this information as well as the images they have shown in their presentation which has helped her to understand their approach to meeting the compatibility criteria. She added that OSU is shooting itself in the foot by not providing more parking since people come to OSU because of the community surrounding it – a quiet, cute community. The parking issue is degrading it and needs to be addressed. Mr. Schleuning said that though this is certainly an issue, the magic of OSU is that it is a walking campus. Campus needs to build on these lots to preserve the walking distance between classes. Otherwise, decentralization would lead to losing the sense of it being a walking campus.

Commissioner Hand said that, in general, he likes the design but has concern with two aspects. He struggles to find compatibility with surrounding buildings in the design of the south elevation at the

entrance. There is no precedence for having the deck and a flat roof over the entrance that he has seen. It seems out of place in the Historic District. The second concern he has is with the narrow window strips highlighted on the north and west elevations. He asked whether there was an interior space usage need for making the windows of those dimensions and type. Mr. Schleuning said he would respond to the second question first. The north elevation, more than any other, expresses the nature of the building and how the building is designed from the inside out. Science buildings have to be designed in this fashion. On each of the upper floors, there is a series of three large open lab areas that get light from both the north and south. The orientation of the building to the east-west is to capture and harvest as much natural daylighting as possible. The larger windows are located in the open lab suites. The narrow windows and the brick panels in between are interior support or store rooms. The slot-like windows obtain a bit of light but they also break up the flatness and scale of the building. The larger windows that occur in between are the ones that are capturing as much of that north light as possible, supporting a more sustainable approach to lighting.

Mr. Schleuning then addressed Commissioner Hand's concerns related to the south entrance. Oregon State campus does not have a successful south-facing courtyard. The library is north facing and casts a shadow on the plaza in front of it. Memorial Union casts a shadow on its open space. The intent with this project is to create a space without that shadow so that students can take advantage of accessing the sun. The atrium of Kelley Engineering is the heart of the engineering program; it is packed with students any time of the day. This will complement that area. The intent is to have synergy between the two buildings so that the courtyard itself will be active at all times, with movement back and forth across Engineering Square. The porch element is not scaled for the entry to the building; it is scaled for the courtyard. It is a model that goes back to Greek and Roman architecture, having the colonnade. It gives the ability to have shelter from the elements. The height of the porch aligns with the frieze element that exists on Ballard and aligns roughly with the roofline of Plageman. It is used as a terracing device that helps bring the scale down so that one is not looking at a large building from the courtyard area, but rather something that is more human in scale.

Commissioner Hand said that in looking at the windows from second floor up on the north and west elevations he believes that they lose the vertical cohesion with being offset from the windows on the first floor. He referred to Attachment A-29 showing a variety of building elevations, and said they seemed to have a consistency to the proportion of the windows and the layout with the vertical alignment of the windows. All of the examples shown have windows that are vertically aligned and without a changing in the proportion of windows. On the south and east elevations of the proposed building, the windows on all three floors do align. Mr. Schleuning explained that all three floors along the east elevation contain faculty offices, and the windows do align vertically. Though interior space usage with the labs on the upper floors drives the design of the north and west elevations, they also intended to create some variety on the exterior of the building to break up the big mass of building into smaller pieces. Commissioner Hand referred to Attachment A-32 for illustration of the various elevations, and noted that the bottom right picture of the west elevation seemed the least compatible with the surrounding buildings and the precedent set forth by the graphics in the presentation.

Mr. Schleuning said that this gets back to the underlying issue of what is compatibility. Is it compatible with the Period of Significance, or does this one aspect make it not compatible? There is a richness of diversity in the District. The issue is trying to express the building and not trying to fit the building into a series of prototypes that may or may not occur. They believe that the building is compatible and does meet the criteria of compatibility. Further, there is integrity to the building and the intent of design. Commissioner Hand said that his concern is with hearing and seeing two different messages: one is that there is a wide variety of styles on campus and compatibility cannot be achieved by mimicking any one particular style, yet the illustrations used show that there is some consistency to the windows having vertical alignment and consistent window sizing. Mr. Schleuning said he appreciated Commissioner Hand's comments and observations, but they would likely have to

agree to disagree about their approaches to achieving compatibility. It is certainly not their intent to do something different just for the sake of doing it differently, but they were trying to respond to how the building acts inside its space and relates to the adjacent spaces.

Commissioner Kerr said that the courtyard area does not seem to have much green space and is mostly hardscape. In other areas of campus, especially in the quads, there is much more grass. The hardscape might intensify the amount of heat during the summer, as opposed to providing some cool and shade. She asked why they have moved away from friendlier, greener spaces. Mr. Schleuning said that it was an intentional decision to move away from grass to a hardscape. The plaza serves as a connection between the Kelley Engineering atrium and the front entry of the hub itself. There will be a lot of movement through this square and it is a space that will be used for various events and displays. The surface needs to be able to take the activity. Pioneer Square in Portland is an excellent example of a hardscaped area designed for similar types of use. It would be next to impossible to preserve a grass surface in this area with the intensity of activity and traffic patterns. For reference, the plaza will be about 160 feet wide by 180 feet in length. He is confident that the end result, as designed, will be a plaza that looks good, lasts well, and functions in a dynamic way for the college and campus.

Commissioner Kerr asked about the mechanical penthouse area at the top of the building. The illustrations depict a long rectangular form that looks very tall, but there is not much detail on how it will look. Mr. Schleuning said that this is a building type that is driven by exhaust air fume hoods and has a lot of roof top equipment. Their hope is to minimize it through screening and trying to keep it as simple as possible. The thought is to pull it away from the parapet wall as much as is possible, so it steps back. The metal screening panels are of a flat warm grey color which much of the time will match Oregon skies. They are lowering it to meet code requirements, and hopefully the flatness will be a contrast to the brick. There will be two exhaust stacks that come out on the west end, and there will be a small screen on the north side of the building that is not within the enclosure.

Commissioner Jacobsen asked for further clarification about the windows. He asked if there was any way that the narrow slit windows could be made wider, or more symmetrical with the windows below them. Commissioner Hand added that the narrowness of the windows adds to the building appearing taller than it really is. Mr. Schleuning said that the window locations on the upper floors are fixed because they are in 10ft. x 10ft. rooms with equipment on both sides. On the lower level, the rooms are offices and the windows are aligned with those offices and designed to get as much daylight as possible into those rooms. Commissioner Jacobsen said that the windows change with every elevation which is unlike what the other buildings in the historical district have. Mr. Schleuning said that this gets back to the point of having a building that tries to have its facades reinforce and emphasize the different contexts they are in. There are four different contexts that occur with each of the elevations. What happens in the north context is the intent to capture as much of the light as is possible. On the east side, it is trying to reflect the idea that faculty offices are located along this wall. On the south side, it is trying to create a compatibility with the square. On the street side, it is trying to create a street image and a street reflection. The commonalities on all elevations are the brick material and the verticality of the windows. They tried very hard not to have an "object" building, but instead to have a building that complements the environment around it and what is next to it.

The Chair noted, for the record, that Commissioner Bertilson left the meeting at 8:10pm for a prior commitment.

Chair Wathen said that though he understands it is not within the Commission's purview, he agreed with Commissioner Stephens' comments about parking. When parking is taken away from this part of

campus it pushes it into the northern residential communities. This will also impact the ability for parents to have short-term pick up and drop off parking for the child development center located in Bates Hall.

Chair Wathen further said he was concerned a bit about massing, in that this building will be taller than Ballard and Plageman which are the two buildings currently more visible from Monroe Avenue. This building will create an increase in the visual buildup of campus. Rather than stepping up gradually toward the larger buildings more central to campus, this large building will be more on the periphery. Mr. Schleuning said that this cannot be rebutted because it is a fact. The issue that really drives this project is campus' need for additional engineering space. Their enrolment has increased, and it is a premier program nationally. The Engineering department is landlocked in terms of how it can expand. This area is a prime location in that it is in proximity to almost all of the other engineering functions and buildings. Consolidation is a very important consideration for the department. The second factor is that both Ballard and Plageman were built 90 years ago, in the 1920's. Contemporary buildings have higher floor height. It would not be possible to build a functional engineering building of a similar height to Ballard or Plageman. Most campuses face this very same issue, along with the issues with parking.

Commissioner Hand referred to the windows shown on the north elevation and asked if there was any design possibility of reconfiguring interior space usage of floors two and three so that the windows could be in alignment with the lower storefront windows and of a similar width. Mr. Schleuning said that the windows are there for a purpose and that contriving to move them would have a domino effect on the project.

Commissioner Keeney asked if the parking situation could be addressed through adding a Condition of Approval. Planner Richardson said he could address this during his presentation.

Chair Wathen thanked Mr. Schleuning for his thorough presentation, and Mr. Schleuning thanked the commissioners for their thoughtful questions.

F. Complete Staff Report:

Planner Richardson said that there had been a lot of good questions, and the applicant's presentation and response to those questions was thorough and detailed. Many of the issues discussed were identified in the staff report as notable. Therefore, he would highlight some points in the staff report that he felt important to bring out.

To begin with, staff analysis of the application found that – on balance – the proposal satisfied the applicable review criteria for historic compatibility. In looking at the general review criteria, i.e. whether or not the proposed design is historically compatible based on design and style and consistency with characteristics of the Historic District, staff found that it did satisfy those criteria. As the applicant mentioned, the subject site is surrounded by six adjacent buildings. Three of the buildings are contributing resources, and three are not. They are of a variety of ages and architectural styles. The proposed design is one that attempts to achieve compatibility by standing back and being reserved rather than trying to emulate a particular architectural style. The simple building of rectangular forms of the red brick exterior, and the scale and massings all seemed appropriate to the surrounding buildings by providing a transition from the south to the north in terms of height, and then relating the south port to the proposed building related to Ballard Hall. Staff found it historically compatible.

He went on to raise two points with respect to the compatibility criteria in Land Development Code section 2.9.100.04.b.3: Building height and building orientation. Since the windows were thoroughly

discussed he would not address that unless there were questions. In terms of building height, the proposed building would be 53 feet in height to the parapet. The application drawings show that the height of the building to the top of the mechanical penthouse is 68 feet. However, the applicant is aware that if they exceed the height limitation for Sector C, OSU zone, which is 60 feet, they will need to obtain a Campus Master Plan minor adjustment to request to vary from that standard, which would then allow them to build to 66 feet in height, or a 10% increase over the standard. A Condition of Approval has been included with staff's recommendation which would require them to obtain that approval. A commissioner had questions about the height of the building and whether it would be an abrupt transition from areas to the north moving to the south. In the OSU Zone, Sector C, as well as for the other Sectors, there are transition areas as one moves from the interior of campus towards the north or south: these are primary and secondary transition areas. Right along Monroe Avenue, the height limitation would be 35 feet. The proposed building is in the secondary transition area and would allow for a building of up to 60 feet in height. In the interior of campus, a building could be constructed of up to 112 feet in height. The transition areas are built into the Land Development Code.

In terms of building orientation criteria, staff struggled a bit with formulating its recommendations for compatibility. The building has such a prominent face onto the Engineering Plaza to the south with the colonnade and the porch. The entrances facing the streets - 26th street in particular - were much more subdued than what seems to be typical on campus for entrances facing streets. Staff struggled over whether or not that compatibility based on consideration of the Building Orientation criterion was achieved. In the end, staff analysis did find that compatibility was achieved based on consideration of that criterion. This was based on a broader perspective that it was common within a district for a building to have multiple entrances and double fronts, and to have really prominent entrances onto quads and plaza areas. There is also a walkway and a direct path to the 26th Street entrance, which clearly indicates that this is a way into the building.

He then addressed the commissioner question related to whether there could be a condition of approval that would require some future building to provide additional parking. He said that that would not be possible because parking on campus is governed by the Land Development Code. A 90% utilization rate of the parking spaces on campus would require OSU to construct new parking. Every year, OSU performs a parking utilization study which is then submitted to the City. They have to meet that threshold before parking requirements kick in.

Commissioner Kerr asked whether that threshold was 90% of parking spaces on campus or 90% of the neighborhood parking spaces. Planner Richardson stated that the thresholds were applied to campus parking spaces only.

G. Public Testimony in favor of the application: none

H. Public Testimony in opposition of the application: none

I. Neutral testimony: none.

J. Additional Questions for Staff:
Commissioner Keeney asked if there was an entry on the north side of the building. Planner Richardson said that the entrance on the north side leads to a mechanical room. Persons coming from Monroe Avenue would walk along either the 26th Street or Park Terrace sidewalks to enter via those entrances. The criterion requires that entrances face streets, and this proposal satisfies that criterion. The north side faces a parking lot.

K. Rebuttal by Applicant: none

L. Sur-rebuttal: none

M. Additional time for applicant to submit final argument:
The applicant waived the additional time to submit additional argument.

N. Close the public hearing:
The Chair noted that there were no requests for a continuation or to hold the record open. Hearing no objections, Chair Wathen closed the public hearing.

O. Discussion and Action by the Commission:
Commissioner Hand said that he was very torn on this application. He wanted to approve it because he likes the overall general approach, but on the issue of compatibility he finds fault with the design approach for the windows, especially on the north and west elevations. West elevation windows give it more of a temple look and it does not look like an OSU building. He referred to Attachment A-29 with the variety of buildings built over the years that all look like they belong on campus. He understands that the interior does direct some of these design choices, but he believed they could have designed around it and made it more compatible.

Commissioner Stephens said that the Commission, in the past, had approved a building that had windows that were totally out of alignment and did not have a clear pattern. When she views this building's elevations, she sees the windows as a shadow relief, and the larger space between the windows as the column. It appears balanced to her, and gives a vertical appearance. She did not think it would be an improvement to change the narrow windows.

Commissioner Hand passed around a sketch of windows that portrayed his vision of what the windows should look like. Deputy City Attorney Coulombe cited language in Section 2.9.100.04.b.3 addressing compatibility issues for structures and site elements. He said that if one looked at the individual items listed in "a-n", he noted that the reference to achieving compatibility with "existing surrounding compatible Designated Historic Resources" is not present for item g. relating to patterns of window and door openings. He said that this might have some bearing on the discussion. Commissioner Hand countered that windows affect scale and proportion which does have that reference. Commissioner Stephens argued that the windows bring the building down in scale, rather than having wider, taller windows that continue from the base on up. The design gives the building a heavier base as seen around campus with buildings that had daylight basements, and then a lighter portion on top. She believes it to be well proportioned. The height helps to mitigate how tall the Kelley Engineering building looks. In terms of the covered portico on the south elevation, she believes that there are other examples of that on campus but could not recall which ones.

Commissioner Jacobsen said that taking into consideration that there are other factors that the commissioners do not know about which govern how the space is used on the interior, he is still concerned about compromising the historical integrity of the District by allowing what is, in effect, another architectural style: the "generic" style. Instead of giving a nod to what is already there, the applicant says it meets compatibility because of one or two elements, such as the use of red brick. It is not enough for just one or two elements to be met. He is weighing the needs of the building with the integrity of the Historic District.

Commissioner Stephens said that a lot of the buildings on the northern side of campus are from the 1950's, though there are a few of the older buildings there as well. This building seems to try to relate to these as well as to the older style. This building is more appropriate in this location because of the buildings in the 1950's era.

Commissioner Hand said that those comments were fair and accurate. However, even those buildings from the 1950's era have some consistency to the windows that relate back to other buildings on campus. There are other mixed-use buildings on campus in a wide variety of styles and approaches in designs, but the windows seem to be an area of consistency.

Commissioner Keeney said that her gut feeling is that it is a quiet building and does not want to call attention to itself. It feels more compatible because of this.

Commissioner Stephens added that the building facades still seem to retain the pattern and rhythm of the other buildings, if one looks at it as negative and positive space. Commissioner Hand said he could see that on the south elevation, but the west elevation seems to have a different rhythm.

Chair Wathen said he has found the applicant's explanation to be adequate in terms of his concerns related to massing and scale, along with staff's comments related to OSU sectors' zones of transition. It seemed the windows are the one part of the design that is still of concern to some.

MOTION: Commissioner Stephens **moved** to approve the Johnson Hall Historic Preservation Permit application (HPP14-00003), as conditioned in the May 2, 2014, staff report to the Historic Resources Commission. This motion is based on findings in support of the application presented in the May 2, 2014, staff report to the Commission, and findings in support of the application made by the Commission during deliberations on the request. The motion was seconded by Commissioner Kerr.

Commissioner Hand said he would not be proposing a condition for redesign of the windows because it would likely trigger having to reconsider the application.

The motion was **passed,** with Commissioner Hand dissenting.

III. MINUTES REVIEW.

A. April 8, 2014: Commissioner Robinson **moved** approval of the minutes as drafted. Commissioner Jacobsen seconded the motion which **passed** unanimously.

IV. OTHER BUSINESS/INFORMATION SHARING:

A. HRC Work Plan

Planner Richardson referred to his memorandum of May 5, 2014, entitled "Updating the HRC Work Plan and Creating a Historic Preservation Plan." Due to the lateness of the hour, he suggested that they focus on starting the conversation and getting commissioner feedback related to development of a Historic Preservation Plan, and where it might fit on the work plan priority list. The only apparent funding for the project would likely be through a SHPO Certified Local Government (CLG) program grant. Typically, the City gets between $10-14,000 a year from this. He had talked with Salem and Cottage Grove, and learned that they had used about $10,000 for development of a plan, along with staff time on top of this which likely exceeded more than the grant monies. The CLG grant would be used for hiring a consultant to help with the effort.

Commissioners offered the following comments:

- This work item has been on the work plan list for a long time; none of the commissioners have time to do it, nor does staff. The only way it will get done is with the help of a consultant.
- It does not seem that this would directly help the HRC with its work.
- Since any plan would have to be adopted by City Council, it makes historic preservation a

priority and elevates the work in the eyes of the Council as well as the community.

- It potentially would elevate a discussion of and provide a mechanism for regulating demolition of buildings through amending the codes.
- It is like a Vision 2020 plan, or the Corvallis Comprehensive Plan. It would initiate a community-wide discussion of the importance of historic preservation.
- It would identify goals, and have a timeline for accomplishing goals related to historic preservation.
- Obviously, accomplishing goals, or an action plan, would still be subject to available funding.
- The effectiveness of developing and having a Historic Preservation Plan is that it will elevate the public profile of what historic preservation is for the benefit of the City Council, so that there is a better understanding of the value of the work and issues surrounding it.
- Historic preservation awareness is important for the integrity of the community.
- Bringing a diverse bunch of people together in developing a plan increases community awareness and acceptance of historic preservation efforts.
- A better use of the CLG monies might be to identify certain action items already on the work plan and use the monies to accomplish those items. The incentive program for repairs is also very important to preservation work, and might be expanded.

Planner Richardson said the purpose for a plan can change depending on a community's needs and values. In response to a question about how the Commission usually uses the CLG program grants, he said that, in general, about $5,000 is used for "pass-through" grants to homeowners, as incentives to repair historic structures; with the balance used for commissioner training opportunities, support of Historic Preservation month activities, and off-setting staff time. Several commissioners noted that the incentive for homeowners to make repairs and improvements was an important part of preservation efforts.

It was agreed that staff would gather samples of Historic Preservation Plans and put them into an "e-folder" which could be accessed by commissioners. Commissioners can then review those plans and be prepared for a discussion at the next meeting. In the meantime, Planner Richardson said he would pass on the commissioners' comments to Community Development Director Gibb.

B. Historic Preservation Month Update:

Commissioner Keeney showed the posters she had put together for the Footwise window display during Historic Preservation Month. There were a total of 8 posters, and she was commended for her work. They are available for use for other appropriate activities.

The Mayor would be reading a proclamation related to historic preservation at the May 19, 2014, City Council meeting and commissioners were invited to attend. The awards ceremony would be at the Whiteside Theater that week.

C. Other Information:

In response to a question from Commissioner Hand related to how to deal with inaccuracies in applications, such as with the Horner application where some of the application information seemed to differ from what was really happening, Planner Richardson said that the Commission can make a determination that discrepancies make enough of a difference that either the application could be denied, due to inadequate information to make a decision, or - short of that - the public hearing could be continued. Commissioners should not deem an application complete or not complete, as that determination is up to staff.

Chair Wathen announced that he would not be renewing his term on the Commission because of other responsibilities he needed to tend to. He appreciated the opportunity to serve and will look forward to a time when he can do it again.

V. ADJOURNMENT:

The meeting was adjourned at 9:42p.m. The next meeting will be on Tuesday, June 10, 2014; at 6:30pm, in the Downtown Fire Station, 400 NW Harrison Blvd.

Attachment A - 1

HISTORIC PRESERVATION PERMIT APPLICATION

JOHNSON HALL
OREGON STATE UNIVERSITY

14 APRIL 2014

SRG

HISTORIC PRESERVATION PERMIT APPLICATION

JOHNSON HALL
OREGON STATE UNIVERSITY

14 APRIL 2014

The application is organized into seven different sections. The application Form and Checklist is attached separately.

I. Proposal & Project Description
II. Compliance with City Codes and Ordinances (LDC 2.9.90.06)
III. HRC-Level Review (LDC 2.9.100.04.a)
IV. Compatibility Criteria: General (LDC 2.9.100.04.b.1 & 2)
V. Compatibility Criteria: Specific Elements (LDC 2.9.100.04.b.3)
VI. Summary
VII. Appendix

APPLICANT	LOCATION	DISTRICT	COMPREHENSIVE PLAN DESIGNATION
Eric Wilson, Principal, SRG Partnership, Inc. David Dodson, University Land Use Planning Manager Oregon State University	Existing north parking lot north of Kelley Engineering Center and Ballard Extension Hall, Main Campus, Oregon State University	Oregon State University National Historic District	Public Institutional

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I. PROPOSAL & PROJECT DESCRIPTION

Proposal: Pursuant to **Section 2.9 – Historic Preservation Provisions**, Oregon State University (OSU) requests approval of a Historic Preservation Permit for new construction of Johnson Hall and related site development within the OSU National Historic District. The development provides much needed research and academic facilities for the OSU College of Engineering (COE). In addition to the building, the project includes landscape improvements to the area, including the expansion of Engineering Square and Engineering Walk, a new plaza/entry on 26th Street, and the extension of a pedestrian-oriented north-south walkway along SW Park Terrace.

Site: The project is located at the northern edge of the OSU Historic District. The site occupies a portion of an existing parking lot and is bordered on the south by Kelley Engineering Center and Ballard Extension Hall, on the west by SW 26th Street, on the north by the Ocean Administration Building, and on the east by SW Park Terrace and the back side of Plageman Student Health Center. Ballard Extension Hall, Plageman Student Health Center, and the Ocean Administration buildings are identified as Contributing Resources within the Historic District.

Project Schedule: Due to immediate demand for research and academic facilities, Johnson Hall is scheduled to begin construction in Fall 2014 with completion and occupancy in Spring 2016.

I. PROPOSAL & PROJECT DESCRIPTION

(continued)

Project Purpose: At 80,000 gross square feet (gsf), the three-story Johnson Hall provides critically needed research and academic facilities for OSU's rapidly expanding College of Engineering. The building is designed to recruit and retain outstanding research investigators, faculty, staff, and students to its nationally-renowned engineering program. The facility consists of approximately 36,000 assignable square feet (asf) in three distinct and interrelated functions:

a.) **Research** (22,000 asf): Johnson Hall establishes the new home for the School of Chemical, Biological and Environmental Engineering (CBEE) currently distributed among five existing buildings. The new facility contains two floors of state-of-the-art, 21st century research labs designed to encourage multi-disciplinary interaction and COE's practicum-based curriculum.

b.) **Undergraduate Support** (11,000 asf): Johnson Hall consolidates undergraduate academic support activities (the Hub) with Kelley Engineering Center to provide the COE with an integrated, highly-visible, and interactive public space.

c.) **University Classroom** (3,000 asf): The building program includes a 120 seat University classroom that complements the campus classroom inventory and accommodates science-related lectures and presentations.

I. PROPOSAL & PROJECT DESCRIPTION

(continued)

Project Description: The design for Johnson Hall balances contemporary and innovative research-academic functions within a traditional context that enhances the historic character of the central campus and "Engineering Triangle". The building is located in a 3-acre block at the northern perimeter of the OSU Historic District. The immediate area contains four existing, relevant structures – Kelley Engineering Center, Ballard Extension Hall, Plageman Student Health Center, and the Ocean Administration Building. These buildings represent a diverse collection of ages, scales, and architectural styles. Ballard (1920, Italian Renaissance), Plageman (1936, International), and Ocean Administration (1936, Spanish Colonial) are Contributing Resources within the Historic District. Kelley (2004, Contemporary/Modern) is a Noncontributing Resource and is the largest; and two non-traditional buildings, Bates Hall (1982) and Wilkinson Hall (1973) are contiguous across 26th Street.

Johnson Hall relates to the campus at two different scales: a general OSU Historic District scale and the specific Building Site Context. The building is designed as a restrained, classically-influenced structure compatible with the general historic vocabulary while quietly integrating with its idiosyncratic and eclectic neighbors (see section IV: Compatibility Criteria – General). In addition, individual architectural components are equally compatible with the historic criteria (see V. Compatibility Criteria: Specific Elements).

The site improvements unify existing and future development within the College of Engineering. The building orientation provides a direct functional link with Kelley Engineering Center; enhances Engineering Square as a significant open space, responds to fundamental sustainability criteria, optimizes future development, and minimizes site and parking disruption. In addition to Kelley Engineering Center, pedestrian connections are improved to all surrounding destinations including Engineering Walk, SW Campus Way, and SW 26th Street. Landscape improvements include the expansion of Engineering Square, an entry plaza at SW 26th Street, an extension of the north-south pedestrian way along SW Park Terrace, and lawns, shrub plantings, specimen trees, and appropriate exterior lighting and furniture. The construction replaces two large black walnut trees in decline (given their age and condition) with a new, more appropriate heritage tree. The existing parking is reduced from 308 to 180 spaces and 89 bike parking spaces are added, half of which are covered. The building service area is screened with brick enclosure walls, designed to share with a future building.

The following submittal addresses the detailed criteria outlined in **Chapter 2.9 Historic Preservation Provisions** of the City of Corvallis Land Development Code.

II. COMPLIANCE WITH CITY CODES & ORDINANCES

SECTION 2.9.90.06 – Review Criteria

a. **General Review Criteria for All Historic Preservation Permits** – All Historic Preservation Permits shall comply with the Building Code, as adopted and amended by the State of Oregon, and other applicable state and local Codes and ordinances related to building, development, fire, health, and safety, including other provisions of this Code. [illegible]

Response: The new OSU Johnson Hall will comply with the State Building Code and other applicable state and local codes and ordinances, including requirements for fire access, utilities, street trees, and similar items.

III. HRC-LEVEL REVIEW

2.9.100.04 –

Alteration or New Construction Processes and Review Criteria for an HRC-level Historic Preservation Permit.

[illegible]

Response: The new OSU Johnson Hall requires an HRC-level review. The new, state-of-the-art research facility for Chemical, Biological and Environmental Engineering suggests flexibility in the interpretation of specific requirements set forth by the ordinance.

IV. COMPATIBILITY CRITERIA: GENERAL

SECTION 3.9.100.06 –

Alteration or New Construction Permanent and Review Criteria for an HRC - Intl Historic Preservation Permit

b. Review Criteria

1. General - The Alteration or New Construction Historic Preservation Permit request shall be evaluated against the review criteria listed below. These criteria are intended to ensure that the design or style of the Alteration or New Construction is compatible with that of the existing Designated Historic Resources, if in existence, and proposed in part to remain, and with fully existing surroundings, compatible Designated Historic Resources, if applicable. Consideration shall be given to:

   a) Architectural design or style

2. In general, the proposed Alteration or New Construction shall:

   b) Be compatible with the historic characteristics of the Designated Historic Resources and/or district, as applicable, based on a consideration of the exterior.

Response: The new OSU Johnson Hall is compatible with the existing Designated Historic District and its surrounding Designated Contributing Historic Resources. The OSU Historic District consists of multiple buildings and diverse architectural styles. Its 70-year "Period of Significance" extends from 1888 to 1957 and embraces a diversity of structures incorporating 19 different architectural styles. The OSU Historic Preservation Plan (HPP) cites a total of 89 Resources within the District, of which 59 are Contributing Resources. As a result, there is no single building model, nor prescribed design style. The criteria for compliance is "compatibility", measured against a series of common characteristics appropriate to the Historic District and the design of the proposed building. The architectural design and style of Johnson Hall complements and enhances the District at two distinct scales: the general OSU Historic District scale and the more specific Building Site Context scale:

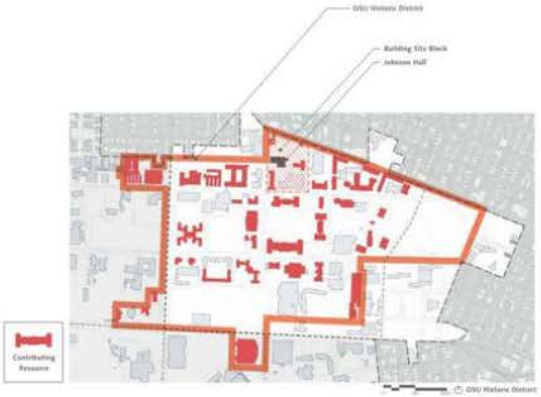
OSU Historic District. At this scale, Johnson Hall reflects the careful integration of the following historic characteristics that are common within the OSU Historic District:

- Simple, rectangular building forms and massings.
- A standard, three-part composition consisting of base, middle and top.
- Strong, ordered building masses and bearing walls with vertically-aligned openings.
- A restrained selection of building materials consisting of red brick walls with quiet accents of precast concrete at the building base, cornice, arches, and windows heads and sills.
- Easily identifiable building entries.
- Balanced campus edges and compatible, campus-standard landscape elements.

IV. COMPATIBILITY CRITERIA: GENERAL

OSU HISTORIC DISTRICT

- 170 Acres
- 93 Buildings
- 59 Contributing Resources
- 19 Architectural Styles



IV. COMPATIBILITY CRITERIA: GENERAL

OSU HISTORIC DISTRICT
TYPICAL CONTRIBUTING RESOURCES

Common Characteristics:

- Simple, rectangular building forms and massings
- A standard, three-part composition consisting of base, middle and top
- Strong, ordered building masses, bearing walls, and vertically aligned openings
- A restrained selection of building materials consisting of red brick walls with quiet accents of cast stone at the building base, cornice, arches, and windows heads and sills
- Easily identifiable building entries
- Balanced of campus edges and compatible, campus-standard landscape elements

Attachment A - 2

IV. COMPATIBILITY CRITERIA: GENERAL

BUILDING SITE CONTEXT

- 9 Axis Block
- 4 Existing Buildings, 2 Residential Types
- 3 Contributing Resources
- 4 Architectural Styles

Building Site Context. The Johnson Hall site is located at the northern perimeter of the OSU Historic District. The National Register of Historic Places Nomination Form describes the buildings within the District into several Groupings. The specific building site is described in the registration form as:

> "General location: on the north side of the district include the Oceanic and Atmospheric Sciences Administration Building, Plageman Student Health Center, Kidd Family Study Center, and the Kelley Engineering Center. Two small houses (Fred Wilcox street and house the Asian and Pacific Islander cultural Center and the Black cultural Center."

The new construction interacts with its existing relevant structures, 3 of which are historic Contributing Resources:

- **Ocean Administration Building (1936, Spanish Colonial Style, 8,000 gsf, Contributing Resource)**
- **Plageman Student Health Center (1936, International Style, 24,000 gsf, Contributing Resource)**
- **Ballard Extension Hall (1920, Italian Renaissance, 36,000 gsf, Contributing Resource)**
- **Kelley Engineering Center (2005, Post modern, 150,000 gsf, Noncontributing)**
- **Wilkinson Hall (1973, Modern, 41,000 gsf, Noncontributing)**
- **Bates Hall (1992, Modern, 18,000 gsf, Noncontributing)**

Johnson Hall bridges this odd blend of building types, architectural styles and scales. Three of the six existing buildings are Contributing Resources and no other Contributing Resources fall within a 400 foot radius of the building site. On the south and east, the new building relates directly to Kelley Engineering Center and the back sides of Ballard and Plageman. On the west, Johnson Hall relates to Ballard and Ocean Administration (small-scale and eclectic architectural styles) bracketing each end, and with Bates & Wilkinson across SW 26th Street, and finally, on the north, the building addresses the existing parking lot.

Johnson Hall is designed as a restrained, classically-influenced structure that a.) combines the general historic characteristics that define the OSU Historic District, b.) integrates common elements of its immediate neighbors, and c.) establishes a major district campus open space of human scale and interaction.

As described in **Chapter 2.9 Historic Preservation Provisions**, Johnson Hall clearly meets the "compatibility" criteria at both the general **OSU Historic District** scale and the specific **Building Site Context scale**.

IV. COMPATIBILITY CRITERIA: GENERAL

BUILDING SITE CONTEXT

V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

SECTION 3.9.100.04 -

Alteration or New Construction Permanent and Review Criteria for an HRC - Intl Historic Preservation Permit.

b. Review Criteria

3. **Compatibility criteria for Alterations and New Construction** - Compatibility considerations shall include the items listed in "a – n" below, as applicable, and relative to the applicable Period of Significance. Alteration or New Construction shall complement the architectural design or style of the primary resource. If in existence and proposed in part to remain, and any existing surrounding compatible Designated Historic Resources, Individual Building Items (evaluated "a – n" below, for Individually Noncontributing resources in a National Register of Historic Places Historic District or resources within each Historic District that are not classified because the resources for the Historic District is a list on the basis, Alteration or New Construction activities shall be evaluated for compatibility with the architectural design or style of any existing Historic/Contributing resource as the it or above resources, applicable to subdivisions of the applicable Historic District's Period of Significance.

Response: Johnson Hall responds to the compatibility intent of this section, especially as related to its Immediate Contributing Resources and the applicable Period of Significance. Of the 14 design elements "a – n" listed in the ordinance, 10 items are relevant and 4 are not applicable:

a) facades	h) building orientation
b) building materials	i) site development
c) architectural details	j) accessory structures
d) scale & proportion	k) garages
e) height	l) chemical treatments
f) roof shape	m) archeological resources
g) pattern of windows	n) differentiation

V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

c) **Facades** - Additional features, such as balconies, porches, bay windows, dormers, or roof decks shall be added, removed, or designed to complement the primary structure and any existing surrounding compatible Designated Historic Resources. Particular attention should be paid to those facades that are significantly visible from public areas, including alleys. Architectural features associated with the Designated Historic Resource's existing building design or style shall be avoided.

Response: Johnson Hall establishes a cohesive design that complements the overall spirit of the Historic District and is compatible with its diverse Contributing and Noncontributing neighbors. Each building elevation combines the basic design characteristics listed in Section IV: Compatibility Criteria – General and addresses their specific campus context:

South Elevation: This façade provides the northern edge to Engineering Square and relocates the building's significant public activities (the undergraduate HUB). The building "steps down" to the square embedding with a south-facing porch that provides shelter, sun protection and College identity to this prominent campus open space.

West Elevation (SW 26th Street): This facade is designed as part of a broad, linked streetscape treatment at each end by two very different, and centrally sited, historic buildings (Ballard Extension Hall and Ocean Administration, both Contributing Resources). The elevation highlights the University character on the first floor and the building entrance anticipates a more generous campus entry point with the eventual removal of the electrical substation.

North Elevation: This facade expresses the building's predominant laboratory/research functions. Six major lab suites are visible on floors 2 and 3; the first floor is more undifferentiated and includes the brick-screened service yard on the west end at SW 26th.

East Elevation: This façade shows the building mass "stepping down" to Engineering Square and visually complementing the smaller scale of Ballard Extension Hall and Plageman Student Health Center. The elevation reflects the CH2M office suites at east end of the building that face the existing Engineering Triangle.

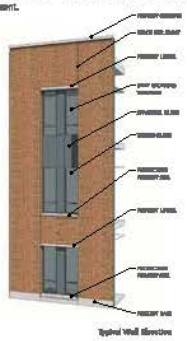
V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

c) **Facades** - continued

V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

d) **Building Materials** - Building materials shall be reflective of and complementary to, those found on the existing primary Designated Historic Resource, if it exists, and proposed in public areas, and any existing surrounding compatible Designated Historic Resources. Siding materials of vertical board, plywood, cement stucco, stonelike, textured concrete block, and vinyl shall be avoided, unless demonstrated to being consistent with the original design style, or structure of the Designated Historic Resource.

Response: The building materials on Johnson Hall complement those found within the Historic District and defined in section IV: Compatibility Criteria – General. Specific materials include red brick, precast concrete accents for the building base, cornice, entries, and window heads and sills; dark anodized aluminum (or fiberglass) window and door frames; and transparent (non-reflective) glazing with matching spandrel panels. A simple metal panel system, set back from the major building facades, encloses the roof-top mechanical equipment.



Typical Wall Elevation

e) **Architectural Details** - This criteria applies to existing buildings and is not applicable for this review.

Attachment A - 3

V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

f) **Scale and Proportion** - The size and proportions of the Alteration or New Construction shall be compatible with existing structures on the site, if to remain and proposed to remain, and with any surrounding compatible structures. New additions or New Construction shall generally be smaller than the Impacted Designated Historic Resource, if it exists and proposed to remain. In an instance where an addition or New Construction is proposed to be larger than the original Designated Historic Resource, it shall be designed such that no single element is visually larger than the original Designated Historic Resource, if its existing and proposed to remain, or any existing surrounding compatible Designated Historic Resources.

Response: Building scale and proportion are two important characteristics that define the Johnson Hall design. With only four significant structures existing on the block, the new building mitigates their divergent building massings, height, eclectic architectural character, and age (see section IV: Compatibility Criteria – General). The neighboring facility most relevant in function, scale, and student activity is Kelley Engineering, the only Noncontributing Resource of the four. As a result, Johnson Hall is understated, and carefully proportioned. The design utilizes classical principles to blend the building vocabularies and reinforce the edges of the surrounding public open spaces. The building mass "steps down" to Engineering Square and provides a protective, south-facing porch that complements the scale of both Ballard Extension Hall and Plageman Health Center.

Articulated Massing

Massing Diagram

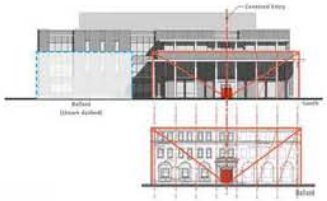
V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

f) **Scale and Proportion** - continued

Johnson Hall- South Elevation/ Ballard Hall South Elevation: Shows how the prominent south elevation of Johnson Hall matches the seven bay divisions and centralized entry of the south elevation of Ballard Hall. Compatibility is met through adopting a similar bay division and entry location as the contributing Ballard Hall

The Typical Window Bay Ballard/ Typical Window Bay Johnson Hall: Shows compatibility through centralized widow groupings per each bay typical

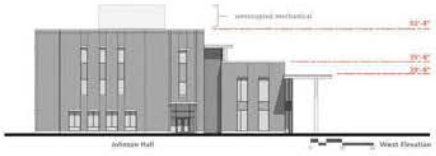
Street elevation: Shows compatibility in how the south side building massing of Johnson Hall is deliberately scaled down (stepped) to be in scale with Ballard Hall



V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

g) **Height** - To the extent possible, the height of the Alterations or New Construction shall not exceed that of the existing primary Designated Historic Resource, if it exists, and proposed to part to remain, and any existing surrounding compatible Designated Historic Resources. However, second story additions are allowed provided they are consistent with the height standards of the underlying zoning designation and other chapters of this Code, and provided they are consistent with the other review criteria contained herein.

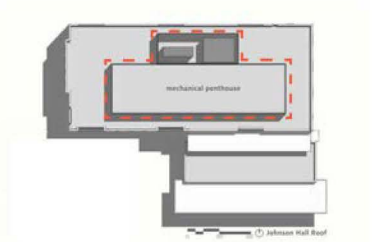
Response: Johnson Hall exceeds the height of the adjacent Contributing Resources, however, it is within the 60-foot limit designated for the area. The building further provides a compatible transition with its immediate neighbors – Kelley Engineering Center (65 feet), Ballard Extension Hall (35 feet), and Plageman Student Health Center (28 feet). Similar to many high-performance research facilities, Johnson Hall requires rooftop space for mechanical systems; these elements are setback from the exterior facades as much as possible and screened from view.



V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

f) Roof Shape - New roofs shall match the pitch and shape of the original Designated Historic Resource, if in existence and proposed in part to remain, or any existing surrounding compatible Designated Historic Resources.

Response: Johnson Hall's flat roof responds to the major building function -- research labs with rooftop mechanical needs. The parapet profile intentionally matches those of its three neighbors -- Ballard Extension Hall, Plageman Student Health Center and Kelley Engineering Center-- and minimizes the confusion of further design diversity.



V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

g) Pattern of Window and Door Openings- To the extent possible window and door openings shall be compatible with the original features of the existing Designated Historic Resource, if in existence and proposed in part to remain, in form (size, proportion, detailing), materials, type, pattern, and placement of openings.

Response: The pattern of window and door openings on Johnson Hall is consistent and compatible with the Historic District criteria described in section IV. Compatibility Criteria - General. The design features a regular rhythm of vertically-aligned openings recessed in the brick façade and producing a richness of shadows and building mass to reinforce the expression of traditional masonry construction. The percentage of opening to wall area conforms with applicable building codes and standards outlined in Chapter 3.36 of the LDC. The pattern, quantity, and character of the openings vary with each elevation depending on orientation -- balancing site context, views, natural daylight, and energy consumption.

The building has three major, easily identifiable main entries on the south, west, and east elevations; the north elevation contains building service/mechanical access only.

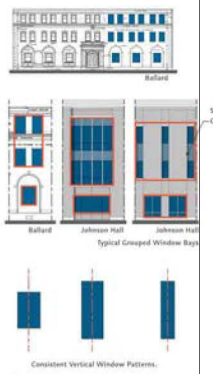
South Entry: The south-facing entry porch has the greatest window area consistent with the program needs, the concentration of day-long public activities, and the desired visual connection to Kelley Engineering Center atrium.

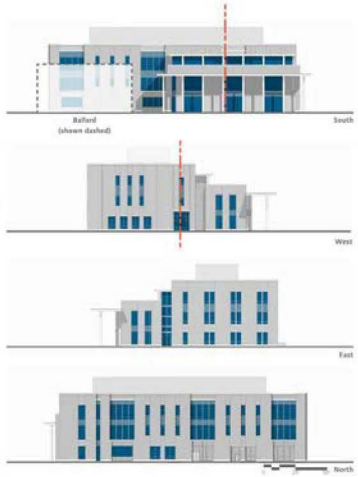
West Entry: This major public entry provides direct access from SW 26th Street to the University classroom and building circulation network. The design anticipates future changes along SW 26th including the relocation of the existing electrical substation on the south (thereby creating a major pedestrian portal to the campus via Engineering Walk).

East Entry: This major public entry is contiguous to the evolving north-south pedestrian axis along SW Park Terrace and provides access from the existing parking lot and the Engineering Triangle.

V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

g) Pattern of Window and Door Openings (continued)



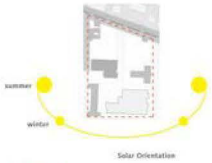


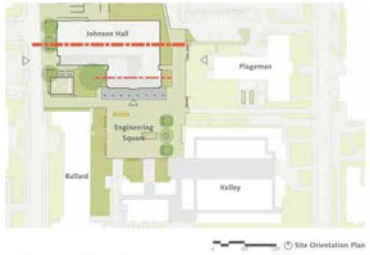
V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

h) Building Orientation - Building orientation shall be compatible with existing development patterns on the Designated Historic Resource site, if in existence and proposed in part to remain, and any existing surrounding compatible Designated Historic Resources. In general, Alteration or New Construction shall be sited to minimize impacts to facade(s) of the Designated Historic Resource that are significantly visible from public areas, including alleys.

Response: The building orientation is compatible with development patterns in the district and responsive to four important design criteria.

1. Direct connection between the building's major undergraduate function (the Hub) and the student atrium at Kelley Engineering Center.
2. The expansion and enhancement of Engineering Square as a prominent outdoor gathering space for the campus and the College of Engineering and providing direct connections to existing pedestrian corridors.
3. Primary solar orientation consistent with sustainable design principles and supportive of the University and College's national recognition as a leader in environmental stewardship.
4. Minimum disruption and impact on existing landscape and parking.





V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

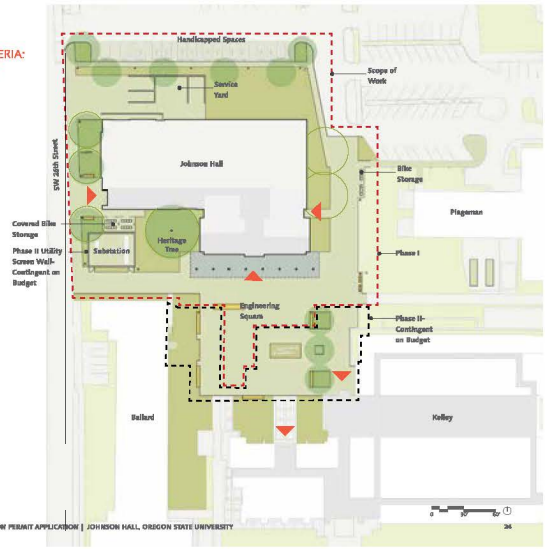
i) Site Development - To the extent practicable, given other applicable development standards, such as standards in this Code for building coverage, setbacks, landscaping, sidewalk and street tree locations, the Alteration or New Construction shall maintain existing site development patterns, if in existence and proposed in part to remain.

Response: The Johnson Hall site development unifies existing and future buildings within the OSU College of Engineering. The building orientation anchors Engineering Square with an inviting and sheltering south-facing colonnade or porch, and maximizes direct connections to the Kelley entry. The defined Square provides the Engineering community with a distinctive, flexible open space designed to accommodate a variety of campus activities, daily tours, special events, ceremonies, and informal places to sit and socialize. It is situated at a pedestrian crossroads connecting the north-south axis to Memorial Quad and the east-west axis of Engineering Walk.

The building site occupies the southern portion of an existing parking lot. Site improvements reduce the existing parking from 268 to 166 spaces (a net loss of 102, but with 11 additional handicapped-accessible spaces), adds 60 new bicycle parking places (2/3 covered), and removes 11 trees. The tree removal includes two large black walnut trees in decline (given their age and condition), which are replaced with a new, more appropriate heritage tree at the southwest corner of the building.

V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

i) Site Development - (continued)



Attachment A - 4

V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

j) **Accessory Structures/Structures** - Accessory Development Regulations and Items such as exterior lighting, walls, fences, awnings, and landscaping that are associated with an Alteration or New Construction Historic Preservation Permit application, shall be visually compatible with the architectural design or style of the existing Designated Historic Resource, if in existence and proposed in part to remain, and are compatible Designated Historic Resources within the District, as applicable.

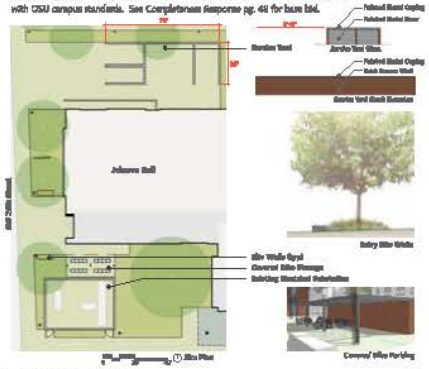
Site Walls

k) **Gauges**
Since there are no gauges structures, this criteria is not applicable for this review.

l) **Cleaned or Dyeing Treatments**
Since there are no cleaned or physical treatments, this criteria is not applicable for this review

m) **Archaeological Resources**
Since there are no archaeological resources on site, this criteria is not applicable for this review.

Response: The Johnson Hall project includes several accessory structures. This includes a free-standing, brick screen wall around building service, matching the building. All other landscape features (bicycle parking, ornamental light poles, benches, seat walls, trash receptacles, etc.) are compatible with the Historic District criteria and are in compliance with OSU campus standards. See Compliance Response pg. 46 for base list.



V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

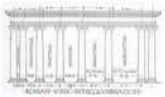
d) **Differentiation** - New Contributing buildings and additions to buildings shall be differentiated from the portions of the site's existing Designated Historic Resource(s) inside the applicable Period of Significance. However, they also shall be compatible with said Designated Historic Resource's Historically Significant materials, design or style elements, features, size, scale, proportion, and massing to protect the historic integrity of the Designated Historic Resource and its environment. The differentiation may be subtle and may be accomplished between the Historically Significant portions and the new construction with variations in wall or roof alignment, offsets, roof pitch, or roof height. Alternatively, differentiation may be accomplished by a visual change in surface, such as a molding strip or other element that acts as an interface between the Historically Significant and the new portions.

Response: The two-story, south-facing public porch is the defining feature of Johnson Hall, anchoring and identifying Engineering Square as the "College Hearth". Its symbolic presence underscores the facility's unique functions and dynamic characteristics. Every engineering student at OSU, undergraduate and beyond, will experience this facility. Student activities occur day and night; campus tours for prospective students, parents, faculty and visitor groups emanate from this location on a daily basis, special events and ceremonies bring the square to life. Johnson Hall, combined with Kelley Engineering Center, creates a focal point of campus vitality and activity. The colonnade draws its inspiration from numerous porches throughout the campus, including the grand loggia on the Memorial Union. Most significantly, it's form represents a universal and classical design element that reflects and complements the OSU Historic District past and future.

View from Ballard

V. COMPATIBILITY CRITERIA: SPECIFIC ELEMENTS

d) **Differentiation** - Continued



Kent Lodge

Hesbrook Lodge

Attachment A - 5

VI. SUMMARY

Site Model

Chapter 2.8 - Historic Preservation Provisions of the Corvallis Land Development Code outlines the applicable policies and general criteria for compliance. While specific for singular Historic Resources, the ordinance is more general regarding requirements for a larger, multi-building Historic District. To ensure compliance, the ordinance establishes a measure of "compatibility" with existing Designated Resource(s), in this case a District, and includes 14 general architectural items. In all cases, the criteria for compliance is to "be compatible" or "to complement" multiple existing Historic Resources within the District.

The OSU Historic District consists of 63 buildings of which 59 are designated Contributing Resources. These buildings were constructed over a 70-year "Period of Significance" spanning from 1888 through 1957 and include 19 different architectural styles. No single building model nor prescribed design style is established to define the compliance criteria beyond a measure of general "compatibility".

To ensure compliance with the provisions and the intent of the ordinance, Johnson Hall has established "compatibility" on two distinct and different scales: a general OSU Historic District scale and a more specific Building Site-Context scale. At the same time, the new building reflects a high-performance, 21st century engineering facility appropriate for the recruitment and retention of faculty, students, research investigators, staff, and community support. Johnson Hall represents an important new addition to the University and the College of Engineering and clearly meets the criteria outlined in Chapter 2.8 Historic Preservation Provisions of the City of Corvallis Land Development Code.

VI. SUMMARY

OSU HISTORIC DISTRICT
TYPICAL CONTRIBUTING RESOURCES

Common Characteristics:

- Simple, rectangular building forms and massing
- A minimal, 3 no-part composition consisting of base, middle and top
- Strong, ordered building masses, bearing walls, and vertically aligned openings
- A minimal selection of building materials consisting of red brick walls with quiet accents of stone trims at the building base, corners, entries, and windows heads and sills
- Fully identifiable to living entry
- Addition of campus signs and compatible, campus-standard landscape elements

Johnson Hall

VII. APPENDIX

SUBSTATIONS

3D IMAGES

SERVICE & EMERGENCY VEHICLE ACCESS

North

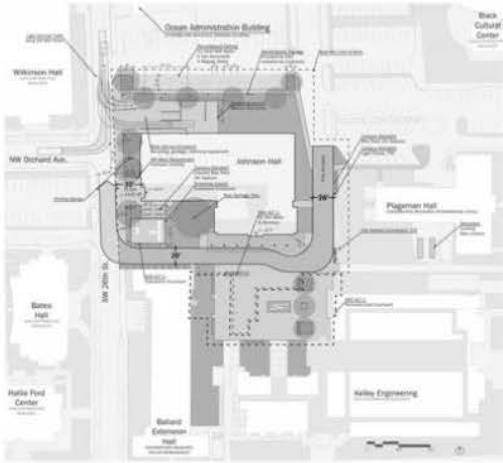
East

ELEVATIONS
3D IMAGES
SERVICE & EMERGENCY VEHICLE ACCESS
COMPLETENESS RESPONSE

ELEVATIONS
3D IMAGES
SERVICE & EMERGENCY VEHICLE ACCESS
COMPLETENESS RESPONSE

View from Ballard
View from Plageman
View from Monroe
View from SW 26th

ELEVATIONS
3D IMAGES
SERVICE & EMERGENCY VEHICLE ACCESS
COMPLETENESS RESPONSE



ELEVATIONS
3D IMAGES
SERVICE & EMERGENCY VEHICLE ACCESS
COMPLETENESS RESPONSE

HISTORIC PRESERVATION PERMIT APPLICATION - COMPLETENESS RESPONSE

JOHNSON HALL
OREGON STATE UNIVERSITY

14 APRIL 2014

This is a response to the Johnson Hall Historic Preservation Permit (HPP14-00003) completeness review letter. It is organized by staff planning comment, where appropriate a reference has been made to the Historic Preservation Permit Application document.

CRITERIA - SECTION 2.9.90.06A

1. The application should include streetscape plan that demonstrates how street standards in LDC Chapter 3.38 will be achieved, such as the number and location of street trees. This streetscape plan should identify and propose mitigation for any conflict between required street trees and utilities. If possible, existing site plans can be revised to illustrate the above.

Response: The street trees along SW 26th are planted in designated tree planting areas with a minimum 5' setback from hard surface paving. Medium canopy trees are spaced 30' on center, interrupted only by paving for the building service area, entry plaza, existing substation and Engineering Walk. Trees are coordinated with utilities and light standards to minimize conflicts. To mitigate any loss of required trees, an equivalent number are provided within the developed setback area and elsewhere within the open space.

Required Trees
SW 26th St. 8 med. Trees
SW Park Terrace 2 med. Trees

Provided Trees
SW 26th St. 4 med. Trees
SW Park Terrace 1 med. tree
Development S. 1 large tree
Development N. 4 med Trees
Courtyard (add project scope) 3 trees

CRITERIA - SECTION 2.9.90.06A

2. The parking area north of the proposed building is proposed to be reconfigured and cannot standards with respect to parking area should be met. The includes parking space site and landscaping. Please refer to LDC Sections 4.2.30, 4.2.40 and 4.2.50 for landscaping requirements (not all of these will apply).

Response: The parking lot north of Johnson Hall is reconfigured with 16 new parking stalls. There is a combination of accessible and standard spaces to meet code requirements. The portions of the existing lot with new parking stalls meet landscaping standards under LDC Sections 4.2.30, 4.2.40 and 4.2.50. A total of 104 standard parking stalls are displaced by the project.

CRITERIA - SECTION 2.9.90.06A

3. A portion of SW Park Terrace is proposed to be vacated. Please include a graphic that shows the area proposed to be vacated.

Response: The building development reduces the existing parking lot and allows the southern portion of SW Park Terrace to be reconstructed as a pedestrian collector. The street will not be vacated but constructed to modified street standards consistent with the proposed pedestrian and emergency vehicle use.

Partial Site Plan

CRITERIA - SECTION 2.9.90.06A

4. Site plans show that the project boundary only includes a portion of Engineering Square. Is this the only segment of the square proposed to be built at this time? If not, the entire area proposed to be built should be included with the subject application.

Response: The Phase 1 base project scope ties the project into the existing Engineering Square and shows the extent of new construction. The project goal is to redevelop additional portions of the square (see attached drawing) if funding is available.

Partial Site Plan

GENERAL REVIEW CRITERIA - SECTIONS 2.9.100.04.B.1-2

5. Page 10 of the application states that the OSU Historic Preservation Plan organizes the District in 10 groupings, and the subject site is in Group 9. With respect to groupings, please reference the National Register Nomination Form in addition to the OSU HPP.

Response: The National Register Nomination Form is referenced in the current text (see page 10)..

6. Page 10 of the application states that the proposed building relates to multiple adjacent buildings. Please explain how it "relates," e.g. design, scale, or simply proximity. Predominately proximity and scale - few common features.

Response: Due to its diverse site context, Johnson Hall relates to its neighbors in proximity only. The National Register of Historic Places Nomination Form and the OSU Historic Preservation Plan (HPP) refer to this site in a residual manner, different from the more identifiable historic areas or categories on campus. The six buildings adjacent to Johnson Hall represent six different architectural styles. Similarly, the three (3) Contributing Resources are distinctly different from each other (Italian Renaissance, International, and Spanish Colonial) and provide no consistent historical pattern. Any commonality relates to their modest scale, especially relative to the adjacent Kelley Engineering Center.

Johnson Hall seeks common ground to bring together these competing conditions. Compatibility with the District is achieved through a blend of generic architectural elements, development patterns consistent with the historic Engineering Triangle, the neighborhood scale and defined, pedestrian friendly open space currently missing in the immediate area.

Attachment A - 7

GENERAL REVIEW CRITERIA - SECTIONS 2.9.100.04.B.1-2

7. When responding to LDC Sections 2.9.100.04.b.1 and b.2, the application narrative should provide a conclusory explanation of how, in general terms, the design or style of the proposed building and site development are compatible with surrounding design, style, and scale comparable Designated Historic Resources.

Response: The approximately 170 acre OSU Historic District contains 83 Resources, 59 Contributing Resources, and 19 different architectural styles within a 70-year Period of Significance (1888 – 1957). The ordinance identifies no preferred style nor prescribes any specific design direction. The three (3) Contributing and three (3) Noncontributing Resources in the immediate area differ significantly in design style and building size. Compatibility, in this diverse context, must be defined in general terms and address architectural character, building mass and scale, and historic development patterns. Johnson Hall mitigates the existing building differences and seeks compatibility in three important ways:

- The building's architectural character is generic and understated, seeking general compatibility with the District's Period of Significance without mimicking any specific historical design style.
- The building's scale, mass and height are de-emphasized, seeking common ties between the smaller scales and proportions of the adjacent Contributing Resources and Johnson and Kelley Engineering.
- The site development plan reinforces the historic organizational patterns north of Campus Way and connects physically and functionally with the College of Engineering (COE) and the Engineering Triangle.

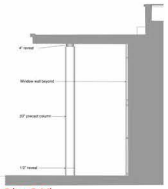
Existing Context

COMPATIBILITY CRITERIA FOR STRUCTURES AND SITE ELEMENTS SECTION 2.9.100.04.B.3

8. **FACADES:** Please provide a more detailed explanation of how the architectural features on the proposed building "complement" surrounding buildings. In particular, please provide more information regarding the south columns, such as size, shape, design details, and further explanation regarding how the south porch and columns are historically compatible. Focus on south elevations, south facing porch and public outdoor space.

Response: Johnson Hall unifies the academic character of the area by integrating generic design components consistent with the OSU Historic District (see page 7). The four building façades are related but different and respond to very different site and program conditions (see pages 13 and 14).

The south façade is notably different and its design intent is described more fully under criteria **Differentiation** (pages 26 and 27). The colonnaded south porch forms the northern boundary of Engineering Square and is scaled in proportion to that space. Currently, the OSU campus does not have a single, significant south-facing public space; and Johnson Hall, in conjunction with an enhanced Engineering Square, provides an important campus addition. Johnson Hall contains a central destination (the HUB) for all undergraduate engineering programs and its south-facing orientation and proximity to the Kelley Engineering provide the essential ingredients for an active, flexible public outdoor space. The form is a long-standing expression of classical design (porticoes, loggias, etc.) and has an existing presence on campus (see page 27).



Column Detail

Section Looking North

Section Looking West

COMPATIBILITY CRITERIA FOR STRUCTURES AND SITE ELEMENTS SECTION 2.9.100.04.B.3

9. The application states that the proposed building includes a base, Middle, and Top, which is typical of most OSU buildings. On most Contributing buildings the Base, Middle, and Top are very distinct, and on the subject building the middle and top blend together with little to distinguish the two, making it challenging to argue that the proposed building is historically compatible for inclusion of this design characteristic. Please respond to this concern by providing additional explanation in the narrative.

Response: Base, Middle and Top are generic terms commonly referenced in classical architecture and not referenced in either Chapters 2.9 or 3.36 of the ordinance. There are numerous expressions on campus over the 70-year Period of Significance. Johnson Hall incorporates a generic interpretation of this organizational device, intentionally understating the expression of "Top".

This is an important distinction as Johnson Hall seeks to minimize its greater height and mass and not to overwhelm its two adjacent, smaller scale Contributing Resources (an important factor in the ordinance under **Scale and Proportion**). Instead, the lower scale porch at Engineering Square aligns with a design element on Ballard Extension and the roof line at Plageman Student Health Center. In addition, Johnson Hall incorporates a simple parapet detail unifying all adjacent building silhouettes, including Kelley Engineering (see page 19). Johnson Hall complies with the ordinance as judged "against the attributes of the applicable Historic District's Period of Significance" and meets the District's compatibility criteria.

COMPATIBILITY CRITERIA FOR STRUCTURES AND SITE ELEMENTS SECTION 2.9.100.04.B.3

10. Typically, OSU buildings that front streets have a strong orientation and a main entrance facing the street. The proposed building has a secondary entrance facing SW 26th Street. To satisfy the Facades and Building Orientation challenge criteria, it would seem that the street facing entrance should be more prominent.

Response: Johnson Hall has three main entrances, each fronting a major pedestrian street and each serving specific campus and program needs. Each entrance is different, yet equally important, and reflects their respective site conditions and context.

West: SW 26th Street serves as a major campus pedestrian pathway, and Johnson Hall's west entrance provides direct access to the building's single university classroom. The existing buildings along SW 26th Street have very subdued entries including the two Contributing Resources (Ballard Extension and Ocean Administration). Wilkinson has none and Bates more dominantly faces the vehicular drop-off to the north. To over-emphasize the Johnson Hall west entrance similar to other commonly applied campus models seems inappropriate and out of context. Instead, pending the relocation of the obsolete electrical substation, the project anticipates a major campus pedestrian portal at the entry to Engineering Walk.

South: Johnson Hall's south entrance fronts directly on Engineering Walk and Engineering Square. It provides direct access to the building's undergraduate engineering activities (the HUB), to Kelley Engineering and its student atrium, and to the major engineering facilities to the east. The south-facing porch responds in scale and function to activities related to Engineering Square.

East: Johnson Hall's east entrance aligns with the pedestrian pathway along SW Park Terrace. It faces east towards Engineering Triangle and provides direct and more formal access to the CBEE departmental and research faculty offices.

West Entry
SW 26th St.

South Entry
Courtyard

East Entry
SW Park Terrace Pl.

COMPATIBILITY CRITERIA FOR STRUCTURES AND SITE ELEMENTS SECTION 2.9.100.04.B.3

11. **SCALE AND PROPORTION:** The application should include a narrative that explains the graphics on page 17 of the application.

Response: A brief narrative describing the graphic analysis is contained in the current text (see page 17).

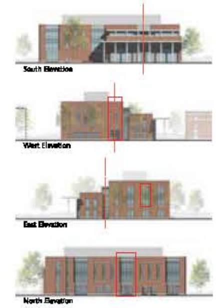
12. **HEIGHT:** The proposed building is in the Sector C Secondary Transition area, which has a height limitation of 60-ft. The proposed building exceeds the 60-ft height limit, and this issue will need to be addressed with revised plans.

Response: The building parapet height defined by the exterior brick facades is 52'-8". The Land Development Code (Section 3.36.60.01.d) permits building projections not used for human occupancy up to 1.5 times the maximum building height of the Sector. The mechanical penthouse is unoccupied and exists for the sole purpose of sheltering mechanical equipment essential to the building's function.

COMPATIBILITY CRITERIA FOR STRUCTURES AND SITE ELEMENTS SECTION 2.9.100.04.B.3

13. **PATTERN OF WINDOW DOOR OPENINGS:** Long, vertical windows that span multiple floors are not typical on Contributing buildings within the OSU District, nor are the large "glass walls". To help demonstrate compatibility based on the above criterion, please provide additional explanation regarding how these window features are consistent with characteristics of the OSU District during its Period of Significance.

Response: Window patterns and openings help establish building character and scale. Most of the buildings developed in OSU's Period of Significance (1888 - 1957) are considerably smaller in size, width and floor-to-floor height than today's new academic-research facilities. Johnson Hall is a typical example with its larger mass, broader footprint and greater floor heights. The ordinance addresses this issue in Section 2.9.100.04 when it suggests that "flexibility in new building design may be considered to accommodate contemporary uses". Johnson Hall is a major research facility with large, open laboratory suites. The window patterns, including the "large glass walls", minimize the building size and scale while providing natural daylight into the large, interior research spaces. Visually, the building's length and mass is reduced into smaller elements compatible with the adjacent Contributing Resources while responding to the building's contemporary functional needs and sustainable design objectives.



South Elevation

West Elevation

East Elevation

North Elevation

Sackett Hall OSU

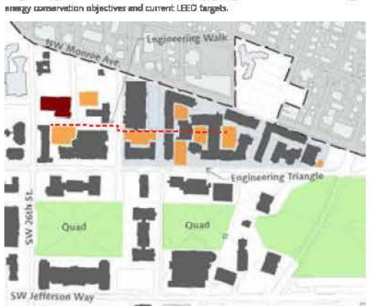
Graf Hall OSU

Hawley Hall OSU

COMPATIBILITY CRITERIA FOR STRUCTURES AND SITE ELEMENTS SECTION 2.9.100.04.B.3

14. **BUILDING ORIENTATION:** This criterion requires building orientation to be compatible with existing development patterns. Please describe relevant development patterns within the development site area of the District and explain how the proposal is compatible with them. For example, this part of the narrative should address the relationship of the proposed and existing buildings to plazas and streets. It should also identify examples of any other Contributing buildings on campus that abut streets, but that do not provide prominent primary entrances oriented toward those streets, as proposed with the subject building.

Response: Johnson hall combines OSU campus development patterns (buildings fronting streets, quads, plazas and public open space) and historic neighborhood scale evidenced at the Engineering Triangle). The building faces three important pedestrian streets (SW 26th, Engineering Walk, and SW Park Terrace) and provides main entrances on each. Similar development patterns occur on campus; and often, prominent building entries do not occur on the major street frontage. Notable examples include the Memorial Union and Ballard Extension. In addition, the building orientation addresses optimum sustainable design strategies (E-W solar orientation, natural daylighting, etc.) fundamental in meeting energy conservation objectives and current LEED targets.



COMPATIBILITY CRITERIA FOR STRUCTURES AND SITE ELEMENTS SECTION 2.9.100.04.B.3

15. **SITE DEVELOPMENT:** Please provide information that can be used to determine if trees proposed to be removed are Historically Significant, based on the definition of Historically Significant Tree in LDC Chapter 1.6: Definitions.

Response: Ten trees are removed to accommodate the construction of Johnson Hall. None of the trees meet the definition of a Historically Significant Tree defined in Chapter 1.6 of the Corvallis Land Development Code (LDC). There is no evidence that any of the trees removed are correlated to an historically significant event that contributed to Corvallis' history; mark the site of a historic event; or are fundamentally related to the work achievements or life story of a person or group, organization, or institution that has made a significant contribution to the city, county, state or nation. None of the trees removed are individually listed as Designated Historic Resources. All of the trees removed are within the OSU National Historic District. Three are located within a public or private street right-of-way and none of these are over 50 years old or meet the definition of a Significant Tree as defined in Chapter 1.6 of the LDC.

16. **ACCESSORY DEVELOPMENT:** Please include a specification sheet for proposed light poles and details of proposed seat walls (materials and dimensions).

Response: New exterior light standards associated with the project will follow the OSU campus standard described in Chapter 3.36.50.16 of the Land Development Code. Locations are not yet determined and will be confirmed through the permit process.

OSU Standard - site seating

OSU Standard - site lighting

COMPATIBILITY CRITERIA FOR STRUCTURES AND SITE ELEMENTS SECTION 2.9.100.04.B.3

17. Please provide more information on the size, materials, and design of proposed bicycle shelters, as well as the number of proposed bicycle spaces covered and uncovered. This is requested to help ensure that Code required bicycle parking facilities are included in the proposed site design.

Response: The project provides a total of sixty (60) additional bicycle parking spaces. Bicycle parking required by the Land Use Code is based on classrooms and required vehicle parking. The total required spaces include 24 for the 3 classrooms plus 25% of the required auto parking calculation for a total project requirement of 59 spaces. The proposal includes 2/3 covered spaces adjacent to the substation on NW 26th and 1/3 uncovered spaces east of the pedestrian mall at SW Park Terrace.

Bike Parking - alternate project scope

Bike Parking - base project scope

18. Please include dimensions of proposed ground-level enclosures.

Response: Dimensions for ground level enclosures are contained in the current text (see page 25)

19. **PUBLIC WORKS COMMENTS:** Please see the attached memo from Ted Reese, Public Works Engineer. The application should be revised as necessary to demonstrate the ability to provide emergency access and required street trees.

Response: Comments from Ted Reese related to engineering requirements for the project are noted and will be addressed through the permit process rather than the historic permit application.

CITY OF CORVALLIS
Public Participation Task Force Minutes
May 15, 2014 - DRAFT

Members Present:	Kent Daniels, Chair; Annette Mills, Vice Chair; Emily Bowling; Lee Eckroth; Becky Goslow; Rocio Munoz; Brenda VanDevelder; Richard Hervey; Penny York
Members Absent:	George Brown
Staff:	Mary Beth Altmann Hughes, Human Resources Director; Terry Nix, Scribe
Visitors:	BA Beierle

Agenda Item	***Key Discussion Points***	***Action or Information Only***
1. Check in, introductions, ground rules	• The meeting began at 11:05 a.m.	
2. Review today's agenda: changes or additions	• No changes	
3. Review/approve 4/28/14 public forum draft minutes and 5/1/14 draft minutes		• Approval of minutes was held to the next meeting.
4. Continue revising draft recommendations document for May 23 final to staff for inclusion in 6/2/2014 City Council meeting packet	• Final review and revision of Sections I through V of the draft recommendations document.	• Brenda will make final revisions to sections I through V based on the discussion.
5. Community member comments or suggestions	• BA Beierle introduced herself and said she was present to observe. TF members noted that BA is active in the community. She said her interests include historic resources, land use, good government, economic development, and preservation.	

Agenda Item	***Key Discussion Points***	***Action or Information Only***
6. Continue work on draft document (Attachment A)	• Brief review of the Neighborhoods section. Any suggested changes should be submitted prior to the next meeting. • Review and revision of the draft Cost Analysis and Implications text and table. • Richard relayed a concern from a community member that there is no opportunity for input into the budget process prior to department allocations being decided. The TF discussed cost implications of expanding the process. • There is a $10,000 annual allocation to the MLK Commission for an event. The event is included in the group's charge. The TF will discuss a recommendation at the next meeting. • Review and revision of the Appendices section. • E-mails and background information not included in the Appendices section should be included in the archives section of the City's website. • The recommendations document should include links to the survey raw data as well as some reference to the archives.	• Emily will submit recommended changes for the Neighborhoods section for final review at the next meeting. • Brenda will verify some of the figures used and make revisions to the Cost Analysis and Implications section for final review at the next meeting. • Mary Beth will forward copies of e-mails and background info used by the TF to Carla for inclusion in the permanent record (Attachment B). • Emily/Brenda will rework the Appendices section for final review at the next meeting. • Penny will email a template for discussion point minutes for the Appendices.

Agenda Item	***Key Discussion Points***	***Action or Information Only***
7. Timeline, responsibilities and roles for PPTF and others for critical path from April 29 to December 31, 2014		
8. Check-out: Time well used? Everyone prepared? Everyone heard? Meeting process okay? What can be done better? Next meeting agenda items?	• The recommendations document will be presented to the City Council on June 2. The presentation should be about 10 minutes in length. Kent and Annette will do the opening and TTF members will briefly discuss the sections they worked on. It is important that all or most of the TF members have a role in the presentation.	• The next meeting will be held on May 22, 2014, 11:00 a.m., at the Madison Avenue Meeting Room. The agenda will focus on final review of the Cost Analysis, Neighborhoods and Appendices sections of the recommendation document. • A social event for TF members was tentatively scheduled for June 8. • The meeting ended at 1:15 p.m.

Respectfully submitted: Kent Daniels, Chair

Next Meeting: May 22, 2014

PPTF 5/15/14 Minutes
Attachment A

City of Corvallis Public Participation Task Force

(DRAFT) Recommendations

May 12, 2014

PUBLIC PARTICIPATION TASK FORCE

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

City Council volunteers:
Councilor Penny York
Councilor Richard Hervey

Staff volunteer:
Mary Beth Altmann-Hughes

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II. CITY COUNCIL GOAL AND CHARGE TO TASK FORCE

III. GUIDING PRINCIPLES FOR PUBLIC ENGAGEMENT

IV. BOARDS AND COMMISSIONS

V. ACCESS AND OPPORTUNITIES

VI. NEIGHBORHOODS

VII. COST IMPLICATIONS

APPENDICES:

- **I. Neighborhood Connections Process**
- **II. Neighborhood Groups Survey Results**
- **III. Benefits document (Lake Oswego)**
- **IV. Research process**
- **V. Discussion point minutes example**
- **VI. Board/Commission changes: Options Chart**
- **VII. Recipient list for draft PPTF recommendations, and Notes from April 28, 2014 public meeting**
- **VIII. Draft Template, Board/Commission Annual Report and Proposed Work Plan**
- **IX. Parking Lot**
- **X. Other: Councilor Brown's chart; other communications to PPTF (e.g., docs from City Manager and Department Heads)**

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

City Council Liaison—(see City of Corvallis, Council Policy Manual 2.08.010.) A City Councilor appointed by the Mayor to serve as a liaison to a City advisory board, commission, or task force for a specific time period. Council liaisons serve to establish two-way communication conduits between the full City Council and the groups. In most cases, liaisons are not voting members but information-sharers for the City Council.

City Council Standing Committee—one of three permanent committees that address the range of issues coming to the City Council for consideration. The committees are the Administrative Services, Human Services, and Urban Services Committees, and consist of three Councilors each.

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

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, responsibilities to work with neighborhoods and other duties.

Department Advisory Committee—An ongoing administrative or technical committee appointed by City department directors (with Council approval) to work with city staff on matters involving specialized expertise or a very specific area of concern. (See detailed explanation on page 21.)

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.

Sunsetting—the process by which the City Council reviews advisory boards to ascertain whether or not they should continue to function (occurs every five years).

Task Force—A committee formed to achieve a particular goal with a specific charge, usually serving for a limited time. Often established by City Council resolution, usually appointed by the Mayor, but sometimes established and appointed by department heads or staff.

ACRONYMS

PPTF
RNG
CIDAB
ACC
BPAC
CACOT

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 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 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 systematic 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."

COMMENT ON THE CHARGE:
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. For the most part, this draft document will address each area sequentially by number.

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 statements about our community:

- "Boards, commissions, and task forces are the primary working groups that evaluate, draft, and recommend plans and legislation to the city council."
- "In 2020, Corvallis will be…a highly livable city which employs local benchmarks to measure progress in areas such as housing, economic vitality, educational quality, environmental quality, and overall quality of life; …blessed with an involved citizenry that actively participates in public policy and decision making; 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 Respect** - 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 y respeto -** 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 and Pacific Northwest cities, we noted that a larger city (Bend) operates with 13 advisory boards and commissions; a smaller city (Ashland) operates with 15; and Bellingham, Washington, a somewhat larger university city similar to Corvallis, has 21. Corvallis currently supports 22 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."*
No recommendation: 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 either by changing them

to Departmental Advisory Committees (detailed on p. 20) or by incorporation into another committee or community organization to increase the effectiveness and efficiency in the board and commission system. The chart in Appendix VI 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 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 systematic 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 systematic community member advice or recommendations. 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
- Transportation systems planning and decisions
- Water systems planning and decisions.
- Public safety

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 (AC).** 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.
  OPTION A: Change to Department Advisory Committee for aviation concerns, with economic development activities transitioned to the Economic Development Commission.
  OPTION B: Continue as an advisory board, with a liaison from the Airport Advisory Board to the Economic Development Advisory Board.

- **Arts and Culture Commission (ACC).** This committee is charged with advising City Council on all matters relating to arts and culture. City-supported arts organizations include the Majestic Theater and the Arts Center, and to some extent Visit Corvallis.
  RECOMMENDATIONS: Strengthen the formal communications related to city-funded arts and culture related entities by requiring annual reporting to this committee. Move the responsibilities of the Public Art Selection Commission to this body, and have the ACC use a subcommittee process to add persons as required for art selection work/decisions.

- **Bicycle and Pedestrian Advisory Commission (BPAC).** This commission has very effectively advocated for bike and pedestrian interests in Corvallis for many years. In other communities (e.g., Ashland, OR and Bellingham, WA), a Transportation Advisory Board was created to comprehensively address multi-modal transportation issues and provide advice and recommendations on transportation system policy and investment choices.
  OPTION A: Create a Multimodal Transportation Advisory Board, with subcommittees for specific segments of the transportation system. Properly structured, this could strengthen and increase the voices for multimodal transportation.
  OPTION B: Continue as an advisory board.

- **Board of Appeals (BA)**. Our only suggestion is to change the name to "Appeals Commission," if there are no legal obstacles to doing so (see Charge 3, Recommendation B1, on p.20.)

- **Budget Commission (BC).** This commission includes City Council and community members and is currently limited to reviewing the proposed annual budget. Based on our review of the budget processes in the City of Eugene and other municipalities, we believe there are changes that would improve the effectiveness of this commission.

RECOMMENDATIONS: Expand the scope to include study of financial issues facing the City, development of recommendations for the Council, and review of 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 (CIP)**
  RECOMMENDATIONS: Change scope to that of a Departmental Advisory Committee. Change the membership so that the body is made up mostly of representatives from other boards and commissions, including Planning, Budget, Multimodal Transportation, Water, and Parks, Natural Areas, and Recreation Boards, plus two or three community members with relevant technical knowledge or experience.

- **Citizens Advisory Commission on Transit (CACOT).** This commission serves to provide input on the City's public transit system. Greater efficiencies could be achieved through a more comprehensive approach to multi-modal transportation with the formation of a Multimodal Transportation Advisory Board, which would assume the current responsibilities of this advisory commission.
  OPTION A: Create a new Multimodal Transportation Advisory Board with a subcommittee structure.
  OPTION B: Continue as an advisory board.

- **Commission for Martin Luther King Jr. (MLKC)** . This commission 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, and the dedicated work of current and past Commission members over the last 27 years.

  We do believe there is a greater opportunity to advise the City Council on inclusion and diversity issue that align with fostering awareness of principles and practices championed by Dr. King, in addition to the January event honoring his work and memory.

  RECOMMENDATION: City Council work with the advisory board to: 1) broaden its scope, goals, and responsibilities to address relevant diversity issues and events in our community throughout the year; 2) work much more collaboratively with the university, Benton County, and the school district and the proposed Citizen Involvement and Diversity Advisory Board; and 3) explore the feasibility of a future county, university, and city advisory body.

- **Commission on Civic Beautification and Urban Forestry (CBUF)** This commission focuses primarily on street trees and beautification projects with the City. This active commission may be more efficient and cost-effective as a Departmental Advisory Committee.
  RECOMMENDATION: Change this body from a commission to a Departmental Advisory Committee.

- **Committee for Citizen Involvement (CCI)** This committee was established as a means of addressing the Oregon Land Use System Goal One. We noted that there appears to have been no activity in this committee since December 2012, and, prior to that time, meetings were held on a quarterly basis. Educating community members about land use planning is an important piece of engaging the community. Additional resources may be generated and supported by incorporating the CCI charge in a newly formed Community Involvement and Diversity Advisory Board (see page 15).
  RECOMMENDATION: Sunset the current CCI and create a new Community Involvement and Diversity Advisory Board.

- **Community Police Review Board (CPRB)**. This board deals specifically with community member complaints. We have identified an opportunity for greater public participation in all matters related to public safety.
  RECOMMENDATION: Do further research on increasing the scope of this board or including its responsibilities with the establishment of a Public Safety Advisory Board.

- **Downtown Commission (DC).** This 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 and signage projects, redevelopment and housing projects, and accessibility and public parking.
  OPTION A: Continue with current responsibilities as is.
  OPTION B: Include the Downtown Commission as part of the Economic Development Commission's responsibility.
  OPTION C: Maintain this commission and incorporate the Downtown Parking Commission as a subcommittee.

- **Downtown Parking Commission.** This commission is narrowly focused on downtown parking and promoting multi-modal transportation. Two members of the Downtown Commission serve on this committee, with some evidence that it may be operating as a subcommittee of the Downtown Commission.

OPTION A: Incorporate its responsibilities into the Downtown Commission and cease listing it as a separate board.
OPTION B: Incorporate its responsibilities as part of the recommended Multi-modal Transportation Advisory Board.

- **Economic Development Commission (EDC).** This 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.
  OPTION A: Continue with current responsibilities as is.
  OPTION B: Incorporate the responsibilities of the Downtown Commission.
  OPTION C: Move the economic development-related matters of the Airport Commission to this committee
  OPTION D: Add a liaison from the Airport Advisory Board to this committee.

- **Historic Resources Commission (HRC)** and **Planning Commission (PC).** Both of these commissions are quasi-judicial.
  RECOMMENDATIONS: Increase collaborative work by scheduling 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 (LDHB).** This board is currently, in effect, a subcommittee of the Planning Commission.
  RECOMMENDATION: Codify that fact and cease listing it as a separate board.

- **Public Art Selection Commission (PASC).** This commission provides expertise in the review and approval of public art installations. One member of the Arts and Culture Commission serves on this commission.
  RECOMMENDATION: Have the Arts and Culture Advisory Boad assume this committee's responsibilities, with a subcommittee to carry out the duties of public art selection.

- **Watershed Management Advisory Commission (WMAC).** This commission is focused primarily on the forest and streams of the city's Rock Creek Watershed. It is a primarily a technical committee that may be more cost-effectively organized.
  OPTION A: Include this commission's charge as part of a more broadly scoped Water Systems Advisory Board, or
  OPTION B: Change this body from a commission to a Department Advisory Committee, and add "Rock Creek" to its name.

Charge 1c: *"Identify significant areas of City Council responsibility where the Council doesn't receive systematic 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 B: The City has significant gaps in the current City board and commission system, and may wish to consider four new advisory boards (in prioritized order) to increase effectiveness of community member input and decision making. We suggest a membership of 11-12 persons to these new, more broadly scoped boards both to increase community involvement and to accommodate the wider range of issues.

- Citizen Involvement and Diversity Advisory Board (CIDAB)

  This board would assume the Goal One responsibility of the current Committee for Citizen Involvement (recommended for sunsetting) but would have a broader scope and responsibilities, including:

  - Use of a subcommittee to work with members of the Planning Commission and the Historic Resources Commission regarding changes and improvements to address the Land Use Goal 1, Citizen Involvement.
  - Diversity and inclusion, making sure this group is bringing in all parts of our community
  - 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,
  - Implementation or further work on PPTF recommendations, as recommended by the City Council,
  - Ongoing responsibility for the review and improvement of the Board and Commission system and other public participation practices

  The PPTF gave serious consideration to having the CIDAB assume the responsibilities of the Martin Luther King Jr. Commission. Although there could be future consideration of that, we believe doing so now would overburden the CIDAB, as a new board, with too many expectations and responsibilities.

- Multimodal Transportation Advisory Board (MTAB)

  Transportation issues exist in our community that would benefit from community input on comprehensive issues in a broader way. While some of these impact only small numbers of individuals directly, we are all affected because these issues

affect our ability to access areas of our community, our city budget and other services, and housing issues. Examples include the fact that many areas in our city are not developed to city standards, lacking sidewalks, adequate roads, or adequate drainage; the growing impact of OSU overflow parking; and emergency response to weather issues.

The MTAB would assume the current responsibilities of the Bicycle and Pedestrian Advisory Committee and the Citizens' Advisory Committee on Transit. This will align Corvallis with the multimodal approach already taken by both the Corvallis Area Metropolitan Planning Organization (CAMPO) and the Oregon Department of Transportation (ODOT). It will be important to ensure that the needs and issues of the users and advocates of pedestrian travel, bicycles, and transit continue to have a strong voice on this advisory board and in this community.

This board would both advise the City Council and Planning Commission on transportation-related issues, and work with city staff to plan for a transportation system that enhances Corvallis's livability, character, and natural environment. The work of this board would relate to safety, planning, funding, and advocacy for an effective multimodal transportation system of streets as well as sidewalks and trails. This focus will enable people to move easily through the city as pedestrians or using bicycles, transit, or other vehicles and allow us to create a less auto-dependent community.

Specific areas of work will include:

- Involvement in and review of multimodal transportation planning (public transit, vehicle, bicycle, pedestrian, trails), such as the Transportation Master Plan, parking plans, and Capital Improvement Plan transportation projects
- Review of individual transportation projects while being developed and prior to inclusion in the CIP, proposals going before the Planning Commission, or individual projects required on a fast-track basis.
- Review of accessibility issues in the transportation systems for individuals with mobility, visual, or other challenges
- Use of the Healthy Streets, Healthy Streams Handbook and recommendations
- Coordination with regional transportation planning
- Reviewing and advising the City Council on bicyclist and pedestrian issues and ensuring that they are integrated into the overall transportation needs of the community.

- Reviewing and making recommendations concerning transit, including route changes, service expansion, shelter placement, and funding strategies.

The MTAB may use subcommittees to focus on any of these areas.

- Water Systems Advisory Board

There is currently no board or commission related to the city's three primary water system functions: drinking water, wastewater, and stormwater. The Watershed Management Advisory Commission (WMAC) is the only existing advisory body related to water systems, and its primary duty is to provide advice to the City Council and city staff regarding the Stewardship Plan, which deals primarily with forestry issues in the Rock Creek Watershed basin. WMAC provides no advice regarding watershed issues anywhere else in the city and its other surrounding watersheds, or for the Rock Creek Treatment Facility and infrastructure itself.

Water systems issues—including policy development, existing policy and code interpretations, and planning for drinking water supplies and treatment, wastewater treatment and release, plus watershed and storm water management--have significant long-term effects on the lives of all Corvallis community members. Such a new advisory board would provide clear means for public access, as well as the potential for influencing or being involved in the decision-making process at the critical early phases of policy and design. Such public participation is currently missing in most projects involving drinking water, wastewater, and stormwater. The public needs better access to the decision-making process for policies, programs, and projects being considered, and for costs related to these programs and projects. A Water Systems Advisory Board should provide advice to the City Council and staff in the following areas:

- Water quality and treatment
- Waste water treatment and release
- Storm water management, including piped drainage systems, streams, and mitigation structures built on both public and private lands
- Watershed protections and functions
- Input to the Capital Improvement Program for all related potential projects
- Natural features management and issues that relate to water within the city.

Building maintenance and construction planning should NOT be covered by this board.

- Public Safety Advisory Board

The PPTF identified public safety (police and fire services) as having a significant gap where the council does not receive systematic advice from community members.

However, the task force believes that addressing this gap would be a significant undertaking, and should be done via a separate public process. A Public Safety Advisory Board could provide the council with advice in the following areas:

- Emergency preparedness (with neighborhood associations)
- Fire Dept. CIP projects, Police Dept. CIP projects, Fire Department strategic MP
- Act in an advisory capacity to City Council, the Chief of Police, the Fire Chief, and the City Manager on police and fire policy and resource issues.

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. In some cities, if a new committee is formed, another is sunsetted. 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 serve for limited durations.

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 and departmental advisory committees 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 reporting with an annual review and a proposed work plan for the following year, with approval required by the 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. Board, commission, and committee members should be surveyed annually regarding resource support.

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 the following 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 *(see Appendix V*) 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: advisory board, commission, task force, and departmental advisory committee.

Any of these committees may consider forming sub-committees. If one board is being merged into another, the continuing board will bear the responsibility for forming a subcommittee and establishing the scope of the subcommittee's work. (i.e., the board being merged does not continue to exist as a subcommittee of the continuing board).

Other limited-duration work groups or technical advisory teams 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 groups or 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 Committee (DAC)

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 City Council. They advise department staff and the City Council, and provide agility in responding to community issues.

The PPTF recommendations include the options of transitioning the following current boards and commissions to department advisory committees: the Airport Commission, the Commission on Civic Beautification and Urban Forestry; the Capital Improvement Program Commission; and the Watershed Management Advisory Commission.

Characteristics of a Department Advisory Committee would include the following:

- Open, noticed public meetings (such as the Infill Task Force meetings) that allow public feedback/input. Decisions on frequency of meetings to be decided by committee members and staff, with the minimum being quarterly.
- Appointments recommended by the department head to the city council standing committee for approval by the full city council. Department head will be expected to take into account both technical expertise or knowledge and diversity and inclusiveness considerations. Open advertising/recruitment advised.
- Not established by ordinance. Reviewed every year by council standing committee for continuation/revision.
- Minutes taken; will always go to the department's City Council standing committee.
- Number of committee members up to department head, but a range might be five to seven persons. Appointees do not serve terms but may need to have a maximum number of years of service.
- Works with the department staff, but also periodically reports to the City Council standing committee. Can make periodic reports to full council as well.

If adopted, the changes recommended for types of boards, commissions, or committees would result in the following name changes:

1. Airport Commission (AC) to Airport Advisory Board (AAB) or Airport Department Advisory Committee (ADAC)
2. Arts and Culture Commission (ACC) to Arts and Culture Advisory Board (ACAB)
3. Bicycle and Pedestrian Advisory Commission (BPAC) to Bicycle and Pedestrian Advisory Board (BPAB)
4. Board of Appeals (BA) to Appeals Commission (AC)
5. Capital Improvement Program Commission (CIP) to Capital Improvement Department Advisory Committee (CIDAC)
6. Citizens Advisory Commission on Transit (CACOT) to Transit Advisory Board (TAB)
7. Commission for Martin Luther King Jr. to Martin Luther King Jr. Advisory Board
8. Commission on Civic Beautification and Urban Forestry (CBUF) to Civic Beautification and Urban Forestry Advisory Board, or Civic Beautification and Urban Forestry Department Advisory Committee (CBUFDAC
9. Committee for Citizen Involvement (CCI) to Community Involvement and Diversity Advisory Board (CIDAB)
10. Community Police Review Board (CPRB) to Community Police Revew Advisory Board (CPRAB)
11. Downtown Commission (DC) to Downtown Advisory Board (DAB)
12. Economic Development Commission (EDC) to Economic Development Advisory Board (EDAB)
13. Housing and Community Development Commission (HCDC) to Housing and Community Development Advisory Board (HCDAB)
14. Land Development Hearings Board (LDHB) to Land Development Hearings Commission (LDHC)
15. Parks, Natural Areas and Recreation Board (PNARB) to Parks, Natural Areas and Recreation Advisory Board (PNARAB)
16. Watershed Management Advisory Commission (WMAC) to Watershed Management Department Advisory Committee (MDAC)
    The names for the Budget Commission (BC), Corvallis-Benton County Library Board, Historic Resources Commission (HRC), and Planning Commission (PC) would remain the same.

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 Access and Opportunities Section V, p. 22**

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 A: Streamlining advisory 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 B: Providing enhanced outreach (see Section V, Access and Opportunities) and orientation activities (already recommended) will maximize the effective participation of community member volunteers.

Recommendation C: Increase the use of liaisons from boards or commissions to other boards or commissions, to improve communications and break down the "silo" effect. The Planning Commission, for example, currently has liaison assignments to the HRC, HCDC, CCI, and CIP Commission. Possible new liaison assignments could be from PNARB to CBUF, ACC, and the new CIDAB; from CIDAB to the MLKC, or from the AC to the EDC.

Recommendation D: 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: We recommend an immediate sunsetting of the CCI, and the transfer of its Goal One responsibility to a new and more broadly focused Community Involvement and Diversity Board (CIDAB).

The current configuration of the Committee for Citizen Involvement limits the work of the committee to addressing Goal One of the Oregon land use system. We believe that goal could be better met as a specific responsibility of a new Community Involvement

and Diversity Board (CIDAB), as described in Recommendation B of Charge 1c (page 15).

Charge 8: **See Neighborhoods, Section VI, p. 26**

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.

Recommendations for Collaborative Democracy:

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 and in all ways act respectfully towards people giving testimony.

When the need arises to limit testimony, employ methods that are predictable and discreet. One of the most-repeated negative comments the Task Force received from many persons was dislike for the current timing clock used at City Council meetings to limit testimony. Almost everyone understands the need to have some kind of time limits on testimony, but most would prefer that it be done directly by a person rather than electronically.

The City of Pasadena, CA 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. In the city of Falls Church, VA, timing of visitor comment is done by a staff member, who pleasantly but firmly tells speakers they have exceeded time allocations. At Corvallis Planning Commission meetings, the Chair moderates and limits testimony as needed herself, without the use of any electronic devices.

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, at what point a presentation will occur (e.g., during "Presentations" or "Public hearings"), and 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.

Recommendations for Diversity:

1. Use the term "community member" instead of "citizen" whenever possible, in all City documents and references. The city of Corvallis includes significant numbers of people living and working here who are not U.S. citizens but are residents and community members. They are eligible to serve as volunteers on boards and commissions and are users of city services.

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."*

Recommendations for Openness and Respect:

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 current contact information for board,

commission, committee, and task force chairs, as well as the staff person providing primary support.

- 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.
- Ask the CIDAB to research and recommend ways for the City Council, its three standing committees, and City boards and commissions to involve and obtain feedback from persons or populations for whom testimony at formal meetings is either not possible or is too intimidating.

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 chairs and department staff 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

Recommendation for Inclusiveness: 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.

Recommendation for Accountability: 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: *"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 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 in 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.

<u>Primary recommendations</u>:

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

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). Funding for the former City of Corvallis program and similar programs in cities such as Lake Oswego, Bend, or Eugene ranges from $10,000 to $60,000.

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 pro-

mote 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

As is done in other cities the Task Force contacted, we recommend creation of 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 sustain 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).

Electronic connections recommendations

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 ac-

tive 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.

VII. COST ANALYSIS AND IMPLICATIONS

To be developed and included in final recommendation.

Cost implications:

- Overhead cost of appointing, running, and maintaining considerably lower than for a commission or advisory board.

Costs for re-appointments and ongoing operation would be reduced by not requiring terms and allowing a smaller number of appointees

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.

II. Neighborhood Groups Survey Results

To be incluced with final recommendation

III. Benefits document (Lake Oswego)

Following page.

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).

IV. 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. <u>Survey feedback from current members of boards and commissions</u>

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. <u>Feedback from Mayor, City Manager, Department Directors</u>

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. <u>Public meetings</u>

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. <u>Information sharing with existing advisory boards and commissions</u>

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

V. Discussion point minutes example

To be included in final recommendation.

VI. Board/Commissions Changes: Options Chart

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.)
- 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 Committees are not included on the boards and commissions list and will be more cost-effective than currently organized.

	Option A		Option B		No changes
	4 commissions 11 advisory boards ***Total*** 15, plus 2 department advisory committees		4 commissions 12 advisory boards ***Total*** 16**,** plus 4 department advisory committees		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) **Civic Beautification & Urban Forestry Department Advisory** Corvallis-Benton County Public Library Advisory Board Housing & Community Development Advisory Board Martin Luther King, Jr. Advisory Board Parks, Natural Areas & Recreation Advisory Board Police Review Advisory Board		**Arts and Culture Advisory Board** (merge Public Art selection) **Community Involvement and Diversity Advisory Board** (expand scope, sunset Committee for Citizen Involvement) **Civic Beautification & Urban Forestry Department Advisory** Corvallis-Benton County Public Library Advisory Board Martin Luther King, Jr. Advisory Board Parks, Natural Areas & Recreation Advisory Board Police Review Advisory Board		Arts & Culture CBUF CCI MLK Library Police Review PNAR Public Art Selection
Urban Services Comm.	Appeals Commission (Board of Appeals) **CIP Department Advisory** Historic Resources Commission **Planning Commission** (merge Land Development Hearings Board) **Transportation Advisory Board** (includes Bicycle & Pedestrian, Citizen Advisory Commission on Transit, possibly Downtown Parking) **Water Systems Advisory Board** (merge Watershed Management Advisory Commission)		Appeals Commission Bicycle & Pedestrian Advisory Board **CIP Department Advisory** Historic Resources Commission Housing & Community Development Advisory Board **Planning Commission** (merge Land Development Hearings) Transit Advisory Board Watershed Management Department Advisory **Water Systems Advisory Board**		Appeals Commission Bicycle and Pedestrian Capital Improvements Program (CIP) Downtown Parking Housing and Community Development Historic Resources Land Development Hearings Planning Commission Transit

ASC	Airport Advisory Board Budget Commission **Economic Development Advisory Board** (merge Downtown Comm.)		**Airport Department Advisory** Budget Commission **Downtown Advisory Board** (merge Downtown Parking) **Economic Development Advisory Board** (merge Airport-related work)		Airport Budget Downtown Economic Development Watershed Management

Appendix VII
Draft Implementation Plan

Appendix VIII
Draft Board/Commission Annual Report and Proposed Work Plan

(Date) Corvallis (name of advisory board/commission/TF)
Annual Report and Proposed Work Plan:

Try to limit to one to two pages; addenda are optional.

Members:
Staff/ Council Liaisons:

Purpose/Mission (from enabling ordinance):
Example: Advises the City Council and Planning Commission on transportation related issues and works with City staff to proactively plan for a transportation system that enhances Corvallis livability, character and natural environment.

Prior Year Report:
Work completed
Recommendations, reports, projects, major issues resolved
Work in progress
Recommendations, reports, projects, major issues under review

Next Year Proposed Work Plan:
Regular work (ongoing or annual)

- List by task, project or goal
  Description may include timeline, needed resources beyond standard, expected result
- Ex.: <u>Review annual Traffic Mitigation Report and make recommendation to Urban Services</u>
  Receive report and recommendation from staff in September, discuss and receive testimony September and October, submit recommendation to USC in November

Special work for this year

- List by task, project or goal (new or continuing?)
  Description may include timeline, needed resources, expected result
- Ex.: <u>Begin discussions in preparation for revision of Plan for Upgrading Streets to Code</u>
  - Review existing plan and data concerning results and concerns
  - Implement first steps of public outreach and review
  - Develop a plan for public outreach and review
  - Receive staff's first draft of plan
  - Resources include scheduled staff time, and budgeted costs for one public meeting
  - Eventual results should be a cost-effective plan to improve safety on neighborhood streets

Resources:

- Were resources (staff, volunteers, funds) adequate to complete your work in the prior year? Why or why not?
- Are different resources needed to meet your proposed work for the next year? If not, what changes do you propose?

Appendix IX
Parking Lot

The ideas or subjects listed below are topics or suggestions made that may be worth considering, but fell outside the scope or charge of our task force.

1. Many requests for a clear city organization chart that shows how the city is organized and how boards, commissions, and task forces fit into that structure.

2. The lack of any board or commission coverage of anything dealing with energy and resource use.

3. The need for a clear, updated contact list for board and commission chairs and staff supporting each board or commission.

4. Many suggestions or queries regarding the consideration of joint city/county/OSU boards and commissions, like the Library Board. Possible suggested areas of collaboration included transportation, natural areas and parks, watersheds and drainagesheds.

5. Have more individual board and commission positions appointed by other organizations, as with the Library Board (half by Benton County), or Parks, Natural Areas, and Recreation Board (1 by the Greenbelt Land Trust, 1 by the 509J School District).

6. Watershed Advisory Commission should be involved with other watersheds in the city, not just Rock Creek.

Appendix X
Other

Recipient list, draft PPTF recommendations:

1. PPTF
2. Carla Holzworth (Mayor, City Council, City Manager, Department Heads, Board and Commission members, staff)
3. League of Women Voters
4. Infill Task Force
5. Karen Levy Kuhn, Benton-Linn Health Equity Alliance listserv
6. Courtney Cloyd and contacts
7. Sustainability listserv (1500)
8. Healthy Streets, Healthy Streams Task Force
9. Jim Moorefield, Willamette Neighborhood Housing Services
10. Posted on PPTF website

From: jim.e.mitchell
Sent: Wednesday, May 14, 2014 3:14 PM
To: Altmann Hughes, Mary Beth
Cc: Holzworth, Carla
Subject: Fwd: PPTF meeting last night

Hi Marybeth.
I was looking at the PPTF archives and can't see that my comments (below) were forwarded to the task force. If they were not, please do so and let me know. Hopefully they are not too late for consideration.

I see in the 5/8 draft that there is a reconfigured advisory board, the Multimodal Transportation Advisory Board (MTAB) and although the revised charge is better since it is not so narrowly focused on planning, I am still concerned that individual modal "voices" not being heard and that recruiting volunteers to be on the board would be difficult. Again, this model would increase staff work needed to support the new board and the modal subcommittees.

Thanks.
Jim

From: "jim e mitchell"
To: "marybeth altmannhughes"
Sent: Tuesday, April 29, 2014 10:29:53 PM
Subject: PPTF meeting last night

Hi Mary Beth,

I was nice meeting you last night. I have a few more comments I'd like you to share with the Task Force:

Advisory Boards Charge

The charge for the new proposed Advisory Boards/Commissions emphasizes involvement in planning projects ranging from Master Plans to infrastructure construction plans. I have had experience with that range and wonder why new council advisory bodies would be needed if primarily for these types of projects. The infrastructure Master Plans and other major planning projects (e.g. Downtown Parking Plan, South Corvallis Area Refinement Plan, 9th Street Improvement Plan, Airport and Airport Industrial Park plans) include a extensive public and stakeholder participation processes and often include the development of ad hoc task forces/technical advisory groups. Because these planning projects are periodic (10-20 years) establishing an advisory committee with this as a primary charge seems unnecessary. Even smaller planning efforts, like a neighborhood traffic calming project, transit system changes, or removal of parking to add a bike lane, include a public process. A current example is the Healthy Streets/Healthy Streams planning project.

It is difficult to imagine what these new advisory boards would do on an on-going basis when there is no planning project occurring.

I believe it is better to form ad hoc task forces/committees to help with public participation for the occasional planning projects and then sunset them at the conclusion of the process. The existing advisory commissions are the right scale and have the appropriate level of knowledge for assisting the council and staff with the on-going service level and operational issues that are much more frequent issues for our community.

Transportation Advisory Board

I have concerns with the recommendation to form a Transportation Advisory Board with subcommittees for the various transportation modes. As mentioned above, outside of very infrequent planning projects, I'm not sure what the Board would be doing other than reviewing recommendations from the subcommittees when they are forwarded for council consideration. Inserting another level of review and consultation would not streamline the process or save staff resources. Although the subcommittees may still attract enthusiasts, advocates and other volunteers willing to dedicate their personal time and efforts for the community, I suspect it will be difficult to recruit members to the Board.

Further, I don't understand how this structure would reduce staff resources and recording costs. Rather than staffing the two Commissions and one Committee currently in place (Bike/Ped, Transit and the Downtown Parking Committee), staff could end up with five committees to support - the public transit, vehicle, bikes, and pedestrian subcommittees (page 13) - and the Board. Additionally, as Austin and Betty pointed out last night, relegating the bicycle and pedestrian advisory groups to subcommittees below the level of a council advisory committee will make it more difficult to maintain the Gold Level Bicycle and Pedestrian Friendly Community awards Corvallis has long enjoyed. It may also make it more difficult to compete for state and federal grant funds.

I support the recommendations represented by Option B in the draft recommendations.

Format of Minutes

You suggested that I review the format of minutes being used by the PPTF to see the recommended standard format. I dislike the table format. It is more difficult to read and track, especially when there is much discussion being captured and the narrow center column goes onto multiple pages (see March 27th). Also, this format will require more paper for those who want hard copy versions resulting in a sustainability loss. I like what PW was doing for the Commissions I supported: there was a summary table on the first page and minutes in paragraph form following. The summary table provides an overview – an Executive Summary, in essence - and is often all a decision-maker needs, but the following detail provides more information for controversial or complex issues. It also provides a better archive history that I found extremely valuable at times when I was working.

I do not support the recommendation to standardize the meeting minutes in a table format.

Thanks for giving me the opportunity to provide more in depth comments for the Task Force to consider.

Jim

From: Kenton Daniels
Sent: Thursday, May 15, 2014 8:50 PM
To: Holzworth, Carla
Cc: Altmann Hughes, Mary Beth
Subject: Fwd:

Begin forwarded message:

From: Kenton Daniels
Subject: Fwd:
Date: May 6, 2014 at 10:26:20 AM PDT
To: Emily Bowling, George Brown, Becki Goslow, Richard Hervey, Annette Mills, Rocio Munoz, Brenda VanDevelder , Penny York, Mary Beth Altmann Hughes

Begin forwarded message:

From: "Altmann Hughes, Mary Beth"
Subject: Fwd:
Date: May 6, 2014 at 10:07:43 AM PDT
To: Kenton Daniels

See below.

Begin forwarded message:

From: Rod.Berklund
Date: May 6, 2014 at 9:23:44 AM PDT
To: Marybeth Altmann Hughes
Cc: Dan Mason

At this morning's Airport Commission meeting, the Commission voted unanimously to recommend the following to the Public Participation Task Force:

1. The Airport Commission should remain "AS IS" .
2. One Airport Commission member should be a liaison to the Economic Development Commission. The designated member would rotate among the Airport Commission members on a schedule to be determined by the Commission at a future date.

From: Kenton Daniels
Sent: Thursday, May 15, 2014 8:51 PM
To: Holzworth, Carla
Cc: Altmann Hughes, Mary Beth
Subject: Fwd: Comments on the April 17 PPTF draft report

another

Begin forwarded message:

From: "Altmann Hughes, Mary Beth"
Subject: FW: Comments on the April 17 PPTF draft report
Date: May 12, 2014 at 8:18:50 AM PDT
To: 'Kenton Daniels'

FYI

From: Charles Bruce
Sent: Monday, May 12, 2014 7:45 AM
To: Altmann Hughes, Mary Beth
Subject: Comments on the April 17 PPTF draft report

Hi, Sorry for the late comments but we were out of town for 2 weeks. One correction on the page 14 table. Under the right hand No Change column, the Watershed Management Commission is under the wing of the USC, not ASC. I believe the Airport Commission may also be under USC.

Thanks for all your good work on this and to the Task Force!

Charlie Bruce
1625 NW 17th.
Corvallis

From: Kenton Daniels
Sent: Thursday, May 15, 2014 8:46 PM
To: Holzworth, Carla
Subject: Fwd: Watershed Management Advisory Commission changes

another.

Begin forwarded message:

From: David Eckert
Subject: Watershed Management Advisory Commission changes
Date: April 30, 2014 at 9:31:33 PM PDT
To: Kenton Daniels
Cc: Annette Mills, "VanDevelder, Brenda"

Kent -

Thank you and your PPTF for the excellent meeting earlier this week.

At the PPTF meeting, I expressed my strong reservations with the recommendation that the Watershed

Management Advisory Commission becomes a Department Advisory Board. I expressed concerned that the following changes would result:

1. The meetings do not need to be publically announced
2. The meetings do not need to be open to the public
3. There are no provisions requiring that the public needs to know what is on the agenda
4. There are no provisions guaranteeing the public the right to provide testimony
5. No minutes are required and therefore the public has no official way to know what was discussed or decided at the meeting
6. The Board reports to the Public Works Director, not to City Council
7. The Board is appointed by the Public Works Director, not the Mayor

It was stated by a member of my discussion group that this Commission has had "problems" with public participation. While this statement may be true, the context of the statement in line with the recommendation by the Watershed Management Advisory Commission requesting that it become a Department Advisory board, thus shrouding the commission in secrecy bothered me very much.

Since the Corvallis Watershed is off-limits to the public except by guided tour with Public Works and since the decisions made about the care of the forest has significant consequences, not just upon the water quality, but on the entire ecosystem of Marys Peak, I believe that it would be unethical to shroud the entire process of management of that forest in secrecy. With the recommendation B to turn the Commission into a Departmental Advisory Board, the public would be permanently shut out of any knowledge of what is happening in the Corvallis Forest. And with secrecy, abuse always follows. For that reason, I will be speaking against this proposal to make this Commission a Department Advisory Board and I will be actively soliciting other people and organizations to do the same.

My recommendation is that the Watershed Management Advisory Commission become a subcommittee of the Water Advisory Committee (WAC) and submit its advice to the WAC in the same manner that the Council Standing Committees report to Council. Since the management of the forest has everything to do with clean water for drinking, I believe the final advice to City Council should come from the WAC.

Please share this with your PPTF members.

Thank you for all of your hard work on this process.

Dave Eckert
228 NW 28th Street
Corvallis, OR 97330

From: Kenton Daniels
Sent: Thursday, May 15, 2014 8:47 PM
To: Holzworth, Carla
Subject: Fwd: PPTF Comments

another

Begin forwarded message:

From: "Altmann Hughes, Mary Beth"
Subject: FW: PPTF Comments
Date: May 2, 2014 at 10:05:24 AM PDT
To: 'Kenton Daniels'

More comments from public meeting.

From: Jessica McDonald
Sent: Friday, May 02, 2014 9:24 AM
To: Altmann Hughes, Mary Beth
Subject: PPTF Comments

Hi Marybeth –

I was at Monday's PPTF meeting at the library, and wanted to make sure that I sent in my written comments about the task force recommendations. Please fine them attached.

Thank you,
Jessica

Jessica McDonald
Development Director | Greenbelt Land Trust
101 SW Western Blvd., Ste. 111 Corvallis, OR 97333 | 541.752.9609
www.greenbeltlandtrust.org | 541.207.5528 (c)

Preserving lands in the mid-Willamette Valley.

PPTF Comments
April 28th, 2014
Re: Watershed Management Advisory Commission

First off – thank you for taking on the task of evaluating and enhancement of the public participating process throughout the City's Boards and Commissions. In addition, I appreciate your work to streamline the work of City volunteers and staff, and clarify procedures and guidelines to help our Committees work more effectively.

I am here today acting as a representative of the Watershed Management Advisory Commission, of which I am vice-chair. The WMAC, which meets monthly, has reviewed the PPTF's draft recommendations and would like to make a formal statement in response to those recommendations that concern the WMAC.

First – a little background about the WMAC. Many of you might know that the City of Corvallis owns 2,350 acres on the flanks of Marys Peak, and you have surely turned on your tap and drank from its reservoir during the year. However, you might not know the extent of the work being done to manage this vast tract of forests, rivers, prairie, and roads (without use of any tax income from the City of Corvallis). Some of the highlights from fiscal year 2012/2013 include:

- Provided to City Council an updated Corvallis Forest Stewardship Plan after a comprehensive year-long update process
- 85 acres were thinned, netting $362,346 that goes back into the management of the forest
- Conducted marbled murrelet and northern spotted owl surveys
- Conducted stream temperature surveys to track the impact of the reservoir and spillway
- Organized a bridge replacement and channel restoration in Rock Creek

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

These accomplishments are a direct result of leveraging resources. The City currently has a ¼ time staff member to oversee the Corvallis Forest. With limited resources and a significant landscape that needs to be managed day in and day out, the WMAC has been able to assist Staff on an array of tasks, including annual workplans that integrate public education/outreach, restoration management, budgeting, wildlife assessments, and water quality evaluations.

As noted, the Corvallis Forest and the work of the WMAC is about so much more than the water that flows through your tap. Our work is about maintaining and enhancing dynamic ecosystem. We feel that, under the auspices of a Water Systems Advisory Board, the function and effectiveness of the WMAC would be lost. The WMAC recommends to the PPTF that our role be either maintained as an Advisory Board or restructured to be a Department Advisory Committee.

Jessica McDonald
WMAC Vice-Chair

CITY OF CORVALLIS
Public Participation Task Force Minutes
May 22, 2014 - DRAFT

Members Present:	Annette Mills, Vice Chair; Emily Bowling; Becki Goslow; Richard Hervey; Brenda VanDevelder; Penny York; Rocio Munoz
Members Absent:	Kent Daniels, Chair; George Brown; Lee Eckroth
Staff:	Mary Beth Altmann Hughes, Human Resources Director; Terry Nix, Scribe
Visitors:	Jim Day, Gazette-Times

Agenda Item	***Key Discussion Points***	***Action or Information Only***
1. Check in, introductions, ground rules	• The meeting began at 11:05 a.m.	
2. Review today's agenda: changes or additions	• There were no changes.	
3. Review/approve 5/8/14 meeting draft minutes		• Motion by Penny, seconded by Richard, to approve the minutes; motion passed unanimously.
4. Continue revising draft recommendations document for May 23 final to staff for inclusion in 6/2/2014 City Council meeting packet	• Final review, revision and approval of the Guiding Principles and Boards & Commissions sections. • Because one of the Mayor's duties is to make appointments, the TF will recommend that departmental advisory committees be appointed by the Mayor and department head with approval by City Council. • A chart outlining the four types of committees helps provide clarity and will be included in the B&C section.	• Brenda will make changes to the document based on the discussion.

Agenda Item	***Key Discussion Points***	***Action or Information Only***
	• Final review, revision and approval of the Neighborhoods section. • Final review, revision and approval of the Cost Analysis section. • There has been discussion about the annual allocation to the MLK Commission for an event. The event is included in their charge. The TF will recommend that the MLK Commission meet with their Council standing committee to review the best use of funds and determine the amount of funding needed to meet their charge.	
5. Community member comments or suggestions	• There were no community comments.	
6. Continue work on draft document	• Final review, revision and approval of the Appendices section. • The Current Boards & Commissions Cost Estimates table includes very rough cost estimates. Because a consistent methodology was not established for the development of these estimates, there is variation in how the figures were provided by staff. The table shows that the City is spending a significant amount on B&C and provides a context for evaluating the recommendations.	• Brenda will make changes to the document based on the discussion.

Agenda Item	***Key Discussion Points***	***Action or Information Only***
	• The recommendations will include links to the survey raw data and minutes from the two public meetings. Themed comments from the second public meeting will be included in the recommendations document. • The options Chart will be revised to include all of the options addressed in the recommendations.	
7. Approve final PPTF recommendations document		• Motion by Brenda, seconded by Becki, to approve the recommendations of the Public Participation Task Force and forward them to the City Council; motion passed unanimously.
8. Timeline, responsibilities and roles for PPTF at June 2, 2014 City Council presentation.	• Annette reported on meetings she and Kent have had with the City Manager, the Mayor, and some of the Councilors. • The presentation to the City Council should take about 10 minutes with additional time for Q&A. • The presentation will include an Introduction (Kent & Annette), Guiding Principles (Rocio & Becki), Boards & Commissions Process (Brenda & Kent), Neighborhood Association Process (Emily & George), and Closing (Kent & Annette).	• Brenda will send out the presentation from the April 28th public meeting as a Google document so the group can edit it for use in the June 2 presentation to the City Council. • TF members are also encouraged to attend the City Council work session on June 9.

Agenda Item	***Key Discussion Points***	***Action or Information Only***
	• There isn't generally a time for public testimony at Council work sessions; however, it could be helpful if TF members are available at the work session to answer Council questions.	
7. Check-out: Time well used? Everyone prepared? Everyone heard? Meeting process okay? What can be done better? Next meeting agenda items?		
8. Adjournment	• The meeting was adjourned at 1:15 p.m.	

Respectfully submitted: Annette Mills, Vice Chair

ATTACHMENTS:

Attachment A – Neighborhood survey results
Attachment B – Boards and Commissions survey results
Attachment C – Recommendations Document
Attachment D - Feedback from Airport Commission

My Report

Last Modified: 03/16/2014

1. What Neighborhood Association are you a part of?

Text Response
Garfield Park Neighborhood Association
Chintimini
Chinitimini
Brooklane
Avery Homestead
College Hill NA
Brooklane Neighborhood Association
We have not formalized as a Neighborhood Association yet?
Brooklane
Central Park Neighborhood Association
Whithem Hill but I was part of Harding until 2 months ago
Brooklane NA
Central Park
central park n.a.
Central Park
cpna
Avery Addition
None
Central Park
CPNA
Central Park Neighborhood Association
JANA
JANA
JANA
JANA
Rebuild the boardwalk off of Brooklane
Jobs Addition Neighborhood Association (JANA)
JANA
JANA
JANA
JANA
JANA
JANA (Jobs Addition Neighborhood Association)
Tunison Neighborhood Association
JANA
Brooklane
CHNA
College Hill
College Hill Neighborhood Association
College Hill
College Hill
College Hill
JANA
College Hill
College Hill
JANA
College Hill Neighborhood Association
College Hill Neighborhood Association

College Hill
College Hill Neighborhood Association
Friends of Witham Oaks, if it counts
College Hill Neighborhood Association
JANA
College Hill
Harding
Harding
Harding NA
Harding Neighborhood
Harding
Harding Neighborhood
college hill
Harding
College Hill
Harding neighborhood
College Hill
Harding
Harding
Willamette Landing
none
None
JANA
Harding
Harding
We don't have one.
Cedarhurst
None, yet. I'm working with others to form one.
Harding
Cedarhurst
Central Park Neighborhood Association
Avery Addition
Central Park Neighborhood Association
Central Park
central Park NA
Avery Homestead
Central park
Central Park
College Hill
CACOT
Skyline west
Pleasant Street Neighborhood Association
Job's Addition (JANA)
College Hill NA
Central Park Neighborhood Association
South Corvallis
Tunison park
South Corvallis
South Corvallis
Tunison Neighborhood Association
South Corvallis
S. Corvallis

This table has more than 100 rows. Click here to view all responses

Statistic	Value

Total Responses	121

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

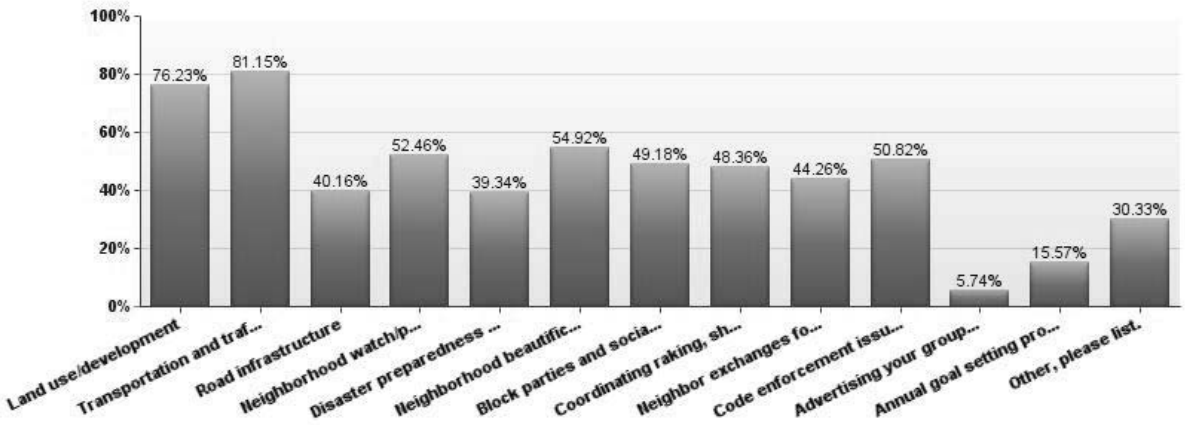
Text Response
Since 2009 at its inception
years
4 years
forever
13 - 14 years
5-7 years
3 years? 4?
N/A
Informally for 10 years; more formally for 2 years.
More than two years.
I was part of the Harding neighborhood for two years.
Over a year
Since it started
about 2 years
3 years
2 yr
over 10 years
N/A
since it was reactivated
1 year
15 years
5 YEARS
almost 8 years
??? lived here 37 years
Several years
Since the boardwalk got removed
Sinceit's inception in 2003: 11 years
6 years
10+ years
One month
been receiving emails for at least 10 years, but lived in the neighborhood for 23 years
18 years
10 years or so, I think
3 years
14 years
?? A year of two??
2 years
2 years
14 years
23 years
1 year
5 years
several years
Since its inception
3 yeara
6 years
10 years
11 yrs
10 yrs
5 years
Since inception
Many years

12 years
Two years
since the beginning
Since it's inception
2 years
2years
2 years
2 years
since it was created
2 years
10 yrs.
I've lived in Corvallis for 33 years
Two years, since inception
6 years
not applicable
N/A
Six yers
since inception - 2 years
since it started
Associated with for roughly 20+ years
no time
1 year
2000
Less than two years.
12 years
3 years
Since it began
8 yrs.
Since it's inception around 1996
6 mo.
6 months
as long as we have lived here and it has been available. 20 years
6 months
20+ years with our most recent activities being about emergency preparedness.
Have lived in this neighborhood for 30 years although we are not very active.
about 10 years
13 years
2-3 years
About eleven and three quarter years plus or minus 1000 hours
2 months?
5 years
3-4 years
Less than 1 year
1 year
last summer
20 years
3 years
~3 years

This table has more than 100 rows. Click here to view all responses

Statistic	Value
Total Responses	117

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



#	Answer	Bar	Response	%
1	Land use/development		93	76%
2	Transportation and traffic issues		99	81%
3	Road infrastructure		49	40%
4	Neighborhood watch/public safety/crime prevention		64	52%
5	Disaster preparedness and response		48	39%
6	Neighborhood beautification (landscaping, clean ups, tree plantings, etc.)		67	55%
7	Block parties and social gatherings		60	49%
8	Coordinating raking, shoveling, and other assistance to elderly or otherwise vulnerable neighbors		59	48%
9	Neighbor exchanges for neighbors to borrow items like ladders, canopies, tools, etc.		54	44%
10	Code enforcement issues		62	51%
11	Advertising your group at a Farmers' Market or other community event		7	6%
12	Annual goal setting process		19	16%
13	Other, please list.		37	30%

Other, please list.
impact of 509J facilities on neighborhood livability
City assistance without influence. Also, all the above are good ideas but require different amounts of formality.
Wild animimal control. I think that a lot of people in the neighborhood have concerns about the number of deer in the neighborhood.
Boardwalk at Mary's River Park…replacement
deep concern over commercialization of our neighborhood--tearing down perfectly good homes to build massive structures for students.--which decreases quality of life and simply destroys existing neighborhoods. OSU should supply much more housing for its students, as do the Big Ten universities, for example.
Strong neighborhood leadership to facilitate the above
To stop the rampant growth the City of Corvallis and the City Counselors are promoting and supporting
Protect Corvallis historic legacy including historic houses and other neighborhood features. Protect neighborhood integrity and stability and encourage owner occupied residences. Power is in numbers so have neighborhood associations collaborate on common issues and take a larger policy role.
figuring out a way to allow/grandfarther older multiple use homes (duplexes, etc) retian their use even if city paperwork does not reflect htis, as long as houses are safe etc. otehrwise, they get torn down and more student cookie cutter condos go up.
Rebuild the boardwalk off of Brooklane
Projects like hanging bat boxes, bluebird boxes, owl boxes in appropriate location s in the neighborhood; training on the civic process, how to testify effectively at Council meetings, etc.; inter-association events (communal picnic?); coordinating communications with the City, Greek community, and the property management group spearheaded by Jerry Duerksen (were you even aware of that one?).
Currently parking, kids driving too fast, and theft
Removing fees for residents to park in their district.
Cigarette butts from OSU students, litter also.
Keeping the Harding distrinct livable for everyone especially those living in a more permanent way.
residential parking
Public Art & Placemaking Knowledge sharing/Friendly atmosphere
Loose dogs are a safety barrier for disabled people (me) and frail elderly citizens. The Harding school grounds are posted with 10 signs that read, "No Dogs Allowed On School Grounds." How is the leash law enforced? Who is required to comply? Where can disabled or elderly people go in Corvallis to be away from loose dogs?
Address this: student housing (rentals and apartment houses) should not look like a third world trash heap at any time.

please note: I am old and in poor health, and, hence can't participate in some of the activities listed above
Dogs: noise, waste, leashes, owner responsibilities. Also any other noise issues.
challenge of parking due to proximity to OSU Campus
parking
Preserving historic structures both within and without the Avery-Helm Historic District; participating in the Master Steward Program
A limited access emergency exit that could be via the yet to be developed Fair Oaks extension to the Firehouse #5.
There are only nine house on our street and we all know each other and do much of what is listed above.
Controlling increases in property taxes
working with the City to get a free or affordable rate for use of the Tunison Community Center
Adding an alternate method to town - perhaps a bridge from Wake Robin to Brooklane?
Safe paths to downtown, economice development including health affordable foods for S. Corvallis residents. Street art
Facilitate communication among neighbors
Street Murals, Improving the health of those in the neighborhood, Encouraging Bike Riding, Safe Paths to Southtown, Covered bus stop for middle and high schoolers
Noise issues - church and after school activities that take place off of school grounds where there is not a buffer between the residents and the noise
The Tunison area bike path along the railroad to Allen Street (Avenue?) and general area improvement.
Language classes. I don't know as much Spanish as I need.
Making NA's less bureaucratic to establish. We are simply neighbors, afterall. / Knowing we have real weight on decisions.
Encouraging volunteerism in WIll. Park and encouraging Parks Dept to do things in Will. Pk that benefit SE Corvallis.

Statistic	Value
Min Value	1
Max Value	13
Total Responses	122

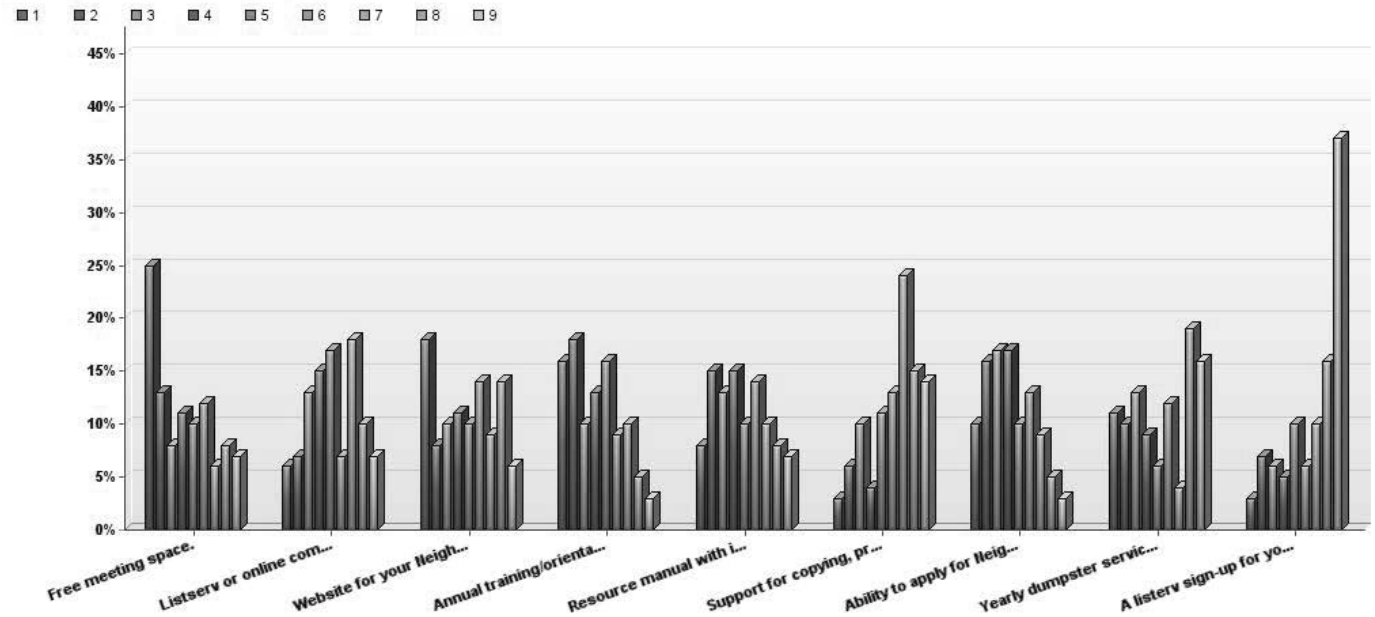
4. Please provide additional feedback about the activity and issue areas your Neighborhood Association has worked on or would like to work on. Please include the top few activities and issue areas your Neighborhood Association is interested in.

Text Response
Elimination of traffic circle; traffic issues; more activities to bring neighbors together;
Traffic/parking(OSU imposition and poor LDC and planning), Noise(parties,pedestrians) and trash(broken glass and furniture)
On going maintenance of Little Fields Park, participated in the land use process concerning so called "7th St. Station"
Our neighborhood has become most active around the active increase in OSUs population and the sudden changes in our city as a result. It feels like everything is happening that we don't like to a place that is very special to us. We would like things to slow down or stop until our city is able to adquately assess the situation and not be jumping around having to put fires out and getting run over by developer
Our tradtional boundaries cover a huge area. There has been so much infill in recent decades that it might be best to split into smaller NAs. We have helped disseminate information about City Council meetings and development projects that affect our neighborhood.
Bringing back Neighborhood Improvement Grants
Our NA is focused on the land use/development and code issues. Individual neighborhoods within the larger NA focus on the block parties, helping out neighbors, and borrowing items.
Current design standards are allow incompatible infill. Residential parking is increasingly difficult due to OSU growth. Livability issues: noise, trash, furniture in streets.
parking districts with two-hour free visitor parking. and see above comment.
Land use, beautification, code enforcement, traffic
Difficult to answer as we haven't had a neighborhood assoc. meeting or gathering for 4 years
"This is what a house looks like" We need neighborhoods that look like neighborhoods and have a mix of buildings, not neighborhoods dominated by large corporate developers who displace OSU's cancerously rampant growth onto each neighborhood
maintain quality and scale of Historic district and surrounding community development 11
Previous Activities: Assumed the lead in rezoning neighborhood during Comp Plan Update, partnered with adjacent neighborhood to establish Corvallis's first historic neighborhood. Members participated on OSU/Corvallis Working Committees. Current Priorities: First and foremost need to rezone to lesser density and establish parking district. Create incentives to keep homeowners in their homes. Protect historic values.
DENSITY - removing single family dwellings and replacing with large apartments and the associated parking issues
Our association would benefit from doing positive outreach to college students in addition to the noise code notifications. I'd like to see more beautification efforts, too, like clean-up days, etc. Housing and parking issues always need work, and it's good we have a voice in the evolution of our neighborhood.
to aovid parking districts.....does not solve problem, jsut creates new problems
JANA helped with the Photo Survey of Neighborhoods and would like to pursue a HIstoric District (at least, I would!), even if Historic District Lite. Everybody's uptight about parking (me, not so much because we bike almost everywhere, all the time), but that's a big issue. Scrape-offs of our little old houses--exaclty the OPPOSITE of what this town acknowldeges it needs, more small, affordable, single-family housing.
Parking, traffic control, idiots in bikes with no safety equipment
I think most neighbors are interested in preserving the "historical" character of the JANA neighborhood. They are also extremely concerned about the issues that arise because of large increases in the student population in this area and the resulting traffic and party problems.
Getting more support from the City and County so that we can use the under utilized facilities (Tunison Community Center) for meetings and community service.
Franklin Park Upkeep, OSU caused parking challenges
Marys River Boardwalk and "rightsizing" the developments going in along Brooklane
Oregon State using our neighborhood as a parking lot - We need to eliminate free 2 hour parking. My property taxes are way to high, not to be able to provide parking for my friends, etc.
See above, but there is support for one free parking pass for each house. Additional passes would cost. Also, better road maintenance such as snow removal and paving/sealing and sewers.
parking and traffic, OSU-neighborhood relationships, rental property upkeep
Not really clear on what our association does. Have only heard about parking. About time to find out.
I am most interested in livability issues as OSU expands. (parking, tearing down historic homes to build townhomes, etc) I feel the city needs more regulation to prevent a "student ghetto" around OSU.
mostly parking
parking
student housing, land use and parking/traffic issues
Reducing traffic/parking woes, beautification, social
OSU students/staff street parking; traffic on Harrison Blvd (especially with Campus Crest approval); bike traffic on the stretch of Harrison Blvd. from 36th to 29th light...very dangerous.
Our neighborhood is involved with many of the activities listed above, but largely just within our neighborhood itself and not requring the official Neighborhood Association structure. The Neighborhood Association is needed for larger issues such as the ones I checked off above. We can clean up our yards, lend tools to each other and plan parties on our own!
Code enforcement and path clean-up
Parking has been a big area. I think we were the first to have 2 hour parking and permits for home owners.
town and gown issues are the biggest concern
It boils down to the volunteer levels and interest of people in each neighborhood.
Pocket park at 30th and Lincoln
Parking and safety. With the highly congested parking, the city needs to considered "no parking" on one side of many streets as a fire engine or ambulance might be

delayed with cars parked on both sides of the street. Also, speed in neighborhoods need to be clarified and cameras that monitor and is due speeding tickets are sorely needed.
I'm concerned about the growth in population, housing developments, and traffic in Corvallis and how it is affecting/changing the quality of life on a daily basis. I would like to know how the city is planning to protect the community from overdevelopment and sprawl.
student housing/noiseissues, , parking issues, traffic issues
How the City disaster preparedness updates and bulletins can be automatically forwarded to our association web site for subsequent delivery to neighbors.
N/A we crrently don't have an association
Public safety, historic preservation, student rentals
Having a meaningful response from the city to Neighborhood groups
Cedarhurst hasn't held a meeting for quite a while - but I'd say two issues are student parking and problems w/ accessing 35th street due high vehicle speeds on 35th in a 25mph zone w/ limited site distance due to on street parking.
The biggest issue for me at least is parking and the possibility of establishing a parking district for residents.
The neighborhood is threatened by out of date code and zoning. Poorly designed student housing is a problem not appreciated by city staff or the city council.
Parking
zoning; parking; rental prop. maintenance; traffic; neighborliness
Creating a historic district, creating a small park, downzoning
Parking and development
Land use/ development (zoning and new construction) Parking (none available during days OSU is in session)
Our neighborhood is concerned about maintaining its existence as a family-oriented place to live.
We aare just formally reorganizing our neighborhood association with new members taking the lead. Roads are a big issue for us.
The ever increasing traffic on Highland is probably our top, and possibly only, primary concern. The traffic keeps getting worse with no particular solution in sight.
The primary issues that CHNA has been involved in and continues to be involved are related to cut-through traffic due to insufficient routing around OSU; maintaining the cohesion between the historical neighborhoods north and south of Harrison Blvd-- keeping the arterial street from becoming an arterial highway; dealing with increased commuter parking and parking search in the neighborhood; dealing with OSU's growth and the increased nearby high-density student housing; livability issues related to impact of increased traffic, parking, and single-family home conversions to rentals; and keeping the very fragile traditional neighborhood feel and lifestyle intact.;
Encouraging continuation of Parking District "C" which has greatly helped our community
South Corvallis Neighbors has worked on a large myriad of issues and activities. We have promoted feeding families with food insecurity. We have encouraged community building. We keep each other up to date on issues. We share resources. It's actually kind of nice even if it is less organized than some others.
We have worked on beautification and plan to continue working on them. We would like more support from the City. Last year we had to supply all the tools and rent and dumpster. We didn't have enough tools to get all the work done.
Ecomic Development, slowing down 3rd street (s.Corvallis) Neighborhood art including street mural, healthy affordable food
we would like safe bike route into downtown, redefine the plan for Crystal Lk Dr to a public walkway and not a major feeder street, like to create low income housing and a shopping center for a cafe and small specialty food shops at the old auction yard.
Maintaining Willamette Park & Crystal Lake Sports Cmoplex for trail users. Getting potable water to all areas of the park/sports fields. Concerns regarding bus service & speeds in various areas of Route 6.
Our neighborhood is pretty decentralized and there appears to be little desire or need for an Association to "represent" us. So communication is key, with people doing st
We worked to have a bike path from Avery Park to the Tunison Neighborhood added to the CIP list, try to promote neighborliness by having monthly gatherings, helped start a monthly free family meal program called Corvallis Family Table, Starting to have Neighborhood Beautification Days a few times each year, About to start the process to create a City sanctioned street mural in our neighborhood, Working with other Southtowners to improve S 3rd St. for bicyclists and pedestrians.
Bike/Pedestrian trail from Tunison Park to Avery Park--because biking to town on busy Hwy 99 is risky. We need City to support, materially, a grocery store in Southtown
The extent of our organization is a small email list that has moved onto Nextdoor.com and has consisted of contractor recommendations and discussions of a couple car breakins
sidewalk infill, parking issues
The Tunison group seems to have a busy agenda working on the immediate area as well as helping low income people.
kWe do a summer garden food exchange and give away
S.H.A.R.E. has met for produce sharing and swapping. We've cooperatively raised potatoes and beans together and combined for a bulk purchase of grains and beans as well. The listserv has advertised for housing and odd used goods, done some community organizing as well.
We already have a free meeting space and you are using the website so I put these at bottom of list. I don't have enough knowledge to rand the itmes below. Do not use
Bike path, neighborhood clean-up of common spaces, park improvements, community involvement
Neighborhood annual picnic have happened due to a few who eagerly invited others to their place. Good turn out.
Park stuff that Benifits Southtown, better paths for biking walking in and out of the bottlenect at Avery/CLD (ODOT interface)

Statistic	Value
Total Responses	76

5. Please rank the resources you would find most useful. Please drag and drop these items to represent your rank order.



#	Answer	1	2	3	4	5	6	7	8	9	Total Responses
1	Free meeting space.	25	13	8	11	10	12	6	8	7	100
2	Listserv or online community system sanctioned by the city.	6	7	13	15	17	7	18	10	7	100
3	Website for your Neighborhood Association.	18	8	10	11	10	14	9	14	6	100
4	Annual training/orientation for neighborhood leaders on how to engage in city government, participate in land development issues, utilize city website, facilitate meetings, and establish goals and vision.	16	18	10	13	16	9	10	5	3	100
5	Resource manual with information about land development code, meeting agenda templates, meeting minutes templates, goal setting, outreach and marketing strategies, facilitation techniques, etc.	8	15	13	15	10	14	10	8	7	100
6	Support for copying, printing, or mailings for meetings or events.	3	6	10	4	11	13	24	15	14	100
7	Ability to apply for Neighborhood Empowerment grants for neighborhood improvement projects.	10	16	17	17	10	13	9	5	3	100
8	Yearly dumpster service available for neighborhood clean-ups.	11	10	13	9	6	12	4	19	16	100
9	A listerv sign-up for your Neighborhood Association on the city website.	3	7	6	5	10	6	10	16	37	100
	Total	100	100	100	100	100	100	100	100	100	-

Statistic	Free meeting space.	Listserv or online community system sanctioned by the city.	Website for your Neighborhood Association.	Annual training/orientation for neighborhood leaders on how to engage in city government, participate in land development issues, utilize city website, facilitate meetings, and establish goals and vision.	Resource manual with information about land development code, meeting agenda templates, meeting minutes templates, goal setting, outreach and marketing strategies, facilitation techniques, etc.	Support for copying, printing, or mailings for meetings or events.	Ability to apply for Neighborhood Empowerment grants for neighborhood improvement projects.	Yearly dumpster service available for neighborhood clean-ups.	A listerv sign-up for your Neighborhood Association on the city website.
Min Value	1	1	1	1	1	1	1	1	1
Max Value	9	9	9	9	9	9	9	9	9
Mean	4.10	5.15	4.71	4.05	4.68	6.08	4.19	5.32	6.72
Variance	7.06	5.10	6.81	5.28	5.63	5.02	4.70	7.80	6.32
Standard Deviation	2.66	2.26	2.61	2.30	2.37	2.24	2.17	2.79	2.51
Total Responses	100	100	100	100	100	100	100	100	100

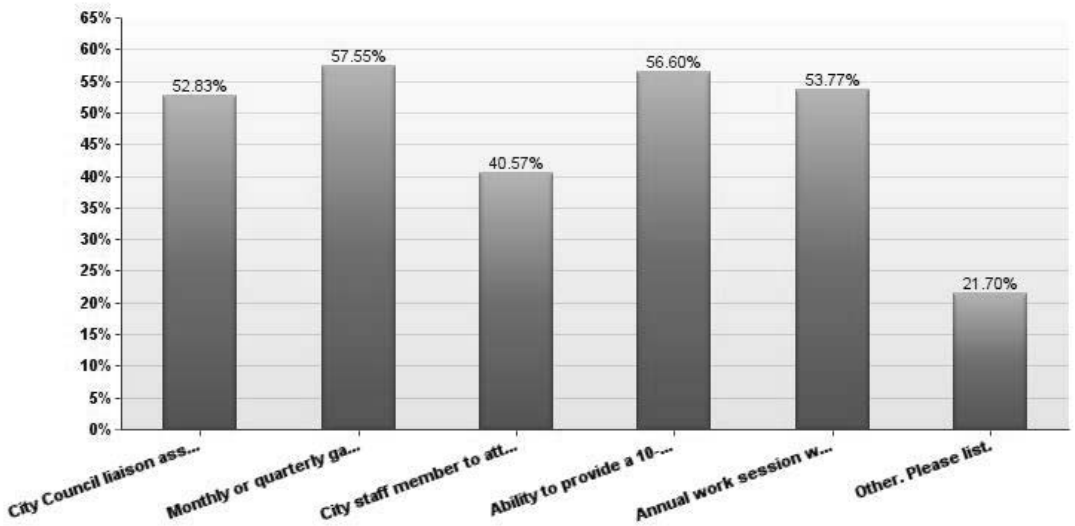
6. Please provide additional feedback about resources that would allow your Neighborhood Association to be more effective and successful. Would any resources be helpful that are not included above?

Text Response
hae dity councilor attend our meetings; maps of neighborhood showing addresses, names of property owners, phone numbers and email addresses of owners and residents, whether house is rented or owner occupied;
I can't figure out how to rank, so. Free meeting space. 10-12 dumpsters in June, 3-4 in December. Enpowerment grants are nice.
no way to rank the above, but the last one is first on my list
Teach us how to access the names and addresses of all the owners of homes in our NA boundary so that we can email/mail them info about our Association.
Notices in city publications about how to sign up for listservs or whom to contact to join a NA. These should be listed in every mailing from the city, or at least several times/year.
City staff assistance in organizing a Neighborhood Association.
The listserv sign-up would be great but only if it was linked to from the city website, not on the city website itself, not requiring the city's sanction, and if the names and emails that people submit are available only to the NA, not the city.
City assistance with communication: free meeting space; dedicated website for each NA; NA Leaders website and quarterly meetings; Dedicated City staff (0.5 FTE) to support NA actions, answer questions.
Since we don't have a grid system, it is harder to get to know the neighbors so ways we can communicat better are needed.
I think the city should help foster NAs, but should not be involved with them. They should not be or seem to be part of the official city structure.
Would like easy access to the city's historical neighborhood/home surveys that used to be online.
Can't think of any other than finding a strong leader
How to fund a full time staff position to counteract the deleterious affects of the 2 new positions for 'Economic Development' (I.e. the rape of our community)
Work sessions and training on development code, historic districts, how to engage in effective policy advocacy
have a city council person take more involvment in neighborhood concerns, answer emails.....
It seems like fund raising to match federal funds is the big need. If that falls through, maybe a volunteer work force with a better design than let time may be needed.
The web site might do it, but a way for NAs to hear about shut-ins or elderly or others who might need help with yard work, or a lift to the grocery store, or...
I couldn't drag and drop, my ranking is as follows 1, 7, 8, all others ranked the same
NListening to and caring about our neighborhood parking challenges. Holding OSU accountable for the increase in student cars and decreasing on campus parking availability.
Address the parking issue in college Hill, more and more "nice" homes are becoming dumpy rentals, as home owners do not like the vroom-vroom that goes on all day long with people circling the blocjk,trying to get parking and almost hurting pedestrians in the process.
Free wifi in neighborhood for universal conectivity
city staff to support neighborhood associations, the city's assoc contact list is years old and no support is offered,
No
I think it would help most if the City Council and City staff would actually take action on issues brought up by the Associations instead of just seeming to listen, then ignoring the concerns brought up. That is what they do now. The list of resources above will not really help with the problem. Our Associations are effective at collecting and presenting our concerns, but the Council and City staff (not to mention OSU) are NOT effective at taking action to solve the probelms.
If someone opther than me would step up to lead the Witham Hill Neighborhood Association
The ability for all members to vote on goals and objectives, not just those who go to meetings. A web site would work for this.
Direct, accurate and timely information about topics relevant to our neighborhood and adjacent neighborhoods so that we can be well informed!
Facebook is huge and the primary tool used by our association even though it is a private individual volunteering their time. The city weblinks are too static and limit enthusiasm and participation.
Volunteers to monitor and report addresses that need to prune scrubs and trees. Wet leaves on sidewalks can make walking hazardous. Apparently those currently responsible for overseeing these things do not have ample helpers to review our neighborhood and enforce city policy.
Risk management assistance for sidewalk safety, arbor care.
Ward meetings
No
A paid community advocate (similar to economic development office) that would act as a community resource in time &/or expertise intensive matters (LDC, land use in general, etc.).
A neighborhood advocate trained in law and land development code. Developers and city staff simply run over neighborhoods lacking resources.
direct access to applications for advisory boards, task forces, etc. City Council and staff take our concerns seriously
for the representative(s) on City Council to remember they are REPRESENTING, not just voting their own opinions!
Per the previous response we have a small, fairly tight, neighborhood and after Item 3 not sure there is much need/interest.
Meeting space is less important, because we have a good free space already.
We already do some things on that list, so they aren't needed. Clean up day sounds neat, as does free space for the community members to use.
In my ranking, 1-4 are equally extremely important. 5-9 are equally stupid and unnecessary.
Wasn't able to drag and drop: 1, 7, 8, 2, 6, 4, 9, 3, 5
need help with organization, keeping records, setting up meetings
Agree with the ones listed above.
We already have a listserv; we don't need one sanctioned by the city, but having info about it on a city website would be great; the G-T has refused to mention it (seeing it as

competition?)
Using Firefox and couldn't rank the resources, they would be 1, 7, 8, 4, 3, 2, 6, 5, 9
Nextdoor website works fine; no need for City website or listserv
Nextdoor is a great resource that eliminates the need for listserv or website - the city should work with them and encourage everyone to join (no, I'm not affiliated with them ;-))
The meeting space needs to be in the neighborhood. Otherwise, we'll just use a restaurant table that is handy to us.
Opportunities to speak with City officials and employees as guests at meetings.
Richard Hervey is tremendously informative to neighbors, and Torsten Pihl does our listserv, so we don't CURRENTLY need those.

Statistic	Value
Total Responses	50

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



#	Answer	Bar	Response	%
1	City Council liaison assigned to each Neighborhood Association.		56	53%
2	Monthly or quarterly gathering of Neighborhood Association leaders.		61	58%
3	City staff member to attend a meeting of your Neighborhood Association.		43	41%
4	Ability to provide a 10-15 minute annual update to City Council.		60	57%
5	Annual work session with City Council, Mayor, and Neighborhood Associations leadership.		57	54%
6	Other. Please list.		23	22%

Other. Please list.
Ability to take items off of council packet and email it to association members; list of who to contact to get particular tasks done such as repair of potholes, sidewalks, trimming street trees,
All are good ideas, but control of NA's needs to stay in the hands of the NA's and their members
A functional city web-site would be very useful. It is very hard to navigate and find things. An updated list of NA contacts would be helpful.
welcoming attitude by city to concerns of NA's over all issues.
A real effort to use Vision 20/20 to create our vision BEFORE allowing other people's visions to be put in place first.
Please note our City Counselor does not respond to emails or telephone calls regarding setting up a meeting with the neighborhood.
Dedicated City Staff (0.5 FTE) to answer questions; assist with data-gathering; arrange annual training in City planning and decision-making processes.
Have our City Councilperson show up
Meetings with building development staff
Website for all neighborhoods to share information
As I mentioned earlier, it would be helpful to have City staff actually do something about the concerns we raise
Quarterly gathering of NA's, NOT monthly
All of these!!
Annual neighborhood mtg. and reps to serve on city committess and communicate with city on issues as needed
A city council/neighborhood association leaders meeting held separate from other city council agenda. i.e. Focused and concise.
We would like to continually reinforce the traffic issue on Highland.
Quarterly NA Leader gatherings would be sufficient; our City Councilor has been and should continue to be available as liaison to our NA.
It would be really nice if the City Council actually listened to the concerns of the community. A recent annexation has created some considerable distrust of council. The citizens were subject to a confididence game, and it feels ikky.
We have a city councilor who sends and receives emails on our listserv about stuff we care about. We don't need another layer of bureaucracy.
I'm so new to this(and only peripherally involved) that all the above sound beneficial.
Our council person is very involved iin what's going on in the 'hood' (Richard Hervey)
The meetings that I've been to with our councilor and city department heads were excellent! Do you still do those?
I'd like to spank them for being outrageous NIMBYs and spank them again for the way they continue to perpetuate stigmas of Southtown. That anti-Campus Crest campaign entitled, elitist nimbyism was atrocious. I commend the city on not capitulating to their provincial, self-serving demands. And I'm disappointed in the bordering councilors who forsook their city-wide responsibilities in order to look good to thier constituents.

Statistic	Value

Min Value	1
Max Value	6
Total Responses	106

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

Text Response
email. I am unclear as to what is being requested.
Individual testimony at meetings seems not listened to, and formalizing the roles of the NA's and their officers may reduce individual testimony by recognizing NA reps and not the individuals
better and more accessible city website on all issues, especially land use. Now the city's website is harder to use than before. No removal of massive e-files from city website when city voting in progress.
I would like to form a committee that looks at the 'big' picture for land development and begins implementing plans for preserving buildings or spaces that we value and maintains the charm that we have had for a very long time and is now threatened.
person-to-person meetings. email.
Email
Our NAs already have a City Council liaison - our ward representative on the Council. Our current Council representative has been very responsive to us and any issues that have come up, and communication with her is excellent. This is a marked improvement over the recent past, so perhaps Council members are the ones who need some training on listening to the concerns of the people they are elected to represent. Top communication format: face to face occasional meetings, with email for items that need a quick response. Quarterly NA leader meetings would be useful.
Quarterly NA meetings with City Councilor(s). Improve City website navigation tools: it's hard to find information in current system.
Would like city councilors to take group field trips to each other's wards. Each councilor could point out their concerns/issues. Would like to try a true council forum whereby everyone sits in a circle and gets a chance to speak from their heart about a certain issue. Each person has a few minutes to express their concerns, longings. Sounds woo woo but it could encourage deeper listening, conflict resolution and consensus building
The best form of communication is face to face but that is difficult considering all the meetings already being held. Email just doesn't seem to do the job. Perhaps an interactive web site between all of the above, but again, everyone has about enough of this to contend with.
The City government is out of touch. You want involvement? Then actually listen to the people who live here, not the developers who pour money into city coffers.
Need to establish semi annual meetings between City Council Members and Neighborhood Association leaders. Similarly with City Department Heads or relevant staff as needed.
would like communication with someone other than our ward councilman, who has different goals than many of us
Face-to-face meetings and email communication with City staff would be fantastic. It would be nice to have someone else besides our City councilor with whom we could communicate as a group.
Websites and email
It would be creepy if the city was overly involved in our neighborhood association. it would be good to know that someone in the city is accessible to work with.
Currently our city councilor is hands off our JANA group. He doesn't answer my emails. He said he won't read our JANA listserv comments because he doesn't want to be biased.
I feel the neighborhood associations do not have any impact on city planning. I do not feel we are listened to.
I like getting updates by e-mail from our representatives.
email, occasional meetings (semi annual ?)
liaison
email
again, I think neighborhood issues are being communicated effectively to the City - everyone knows we are concernced about inadequate parking due to lack of infrastructure being provided by OSU, code and tenant behavorial violations in rentals, tearing down of single family houses to build rooming houses and unregulated dormitories. The City Council, City staff and OSU need to do something about these problems and stop pretending that more communication is what is needed!
E-mail lists and a NA website would be great. One website would be fine, with one link being just the leaders of each NA
unknown
The City Council says it wants input from the citizens. It then disregards it.
Our leadership would have to answer this one.
Web forum and listserv
email and internet
see above
Should be proactive in soliciting neighborhood input on such things as the parking; the response of the Urban Resource Committee to recent suggestions of including those impacted but not included in the district was a dismal discovery.
Email, yearly meeting
E-mail
I want citizen input to actually make a difference, which it currently does not. They don't listen to regular citizens. Get rid of staff bosses.
In person city staff/council update on issues affecting neighborhood
Residents should know their voices will be heard. That is the whole point of our representative democracy.
e-mail, face-to-fce
The open meetings with our Council Rep (and I have attended two) are generally not useful. Being on the electronic mailing list is good as current events can easily be sent to our neighbors.
I think both City Staff and City Council need to give more weight to the public input and testimony from the NA's, and understand the each of the neighborhoods have different needs anc concerns.
I have no idea what this question means, so I cannot provide a reasonable answer. Who wrote this quesiton? What does it mean? What do you really want to know? I'd like to respond, but it is very unclear what is being asked. Any answer could be misconstrued.

Why is The Man's involvement in Neighborhood Associations necessary? When we need something from him, we'll let him know.
Our Councillor is a regular contributor to our listserve (on google groups)
Being a Ward 2 neighborhood in Ward 3, it would be great to have more connection with Ward 2.
email, listserve
short informal informational meetings
Email communication is very important. City personnel meeting with neighborhood groups (it took over 7 years to finally get Public Works to sit down with a group of neighbors).
There's plenty of avenues for citizen engagement with the city, we don't need more committees, assignments, etc. The main function of the neighborhood association is to facilitate neighbors working with each other.
I would love to see gatherings of other neighborhood leaders for the purpose of discussing best practices about how to build and strengthen neighborhood groups and to learn what other neighborhoods are doing. Face to face interactions between City staff, Council and Neighborhood groups.
email (listserv?); staff attending a meeting
Hopefully the need to get the city involved in anything would be rare, but it would be nice to have someone who's job is to help people get to the right people when something does need taking care of
I don't know enough at this point to comment.
An occasional (maybe quarterly) presence at a meeting and email are fine for communication
Face to face. Email.
Having an on going dialog with city counsil, mayor and other associations, where we can voice our concerns either on a regular basis.
listserv, liaison with the city council
Repeating: Our current councilor and list serv volunteer are amazing, so we currently have amazing communication.

Statistic	Value
Total Responses	56

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

Text Response
An association is only as strong as its members. If officers are not out recruiting their replacement the association will die. Members respond when the leaders work on what the members want. That means association leaders need to be talking to members often. That work is more important than anything the city can do. What is needed our leaders who are willing to knock on doors and ask what concerns members have. Also, the association goals need to be positive and supported by at least 80% of the membership.
Vigilance in keeping NA power with the NA's, and minimizing theCity's influence of NA activities.
most important thing is ability to easily create NA's (signing up online) and then being able to access happenings of other NA's and city online as well (easily).
I think we need a process whereby citizens are informed enough to not get swindled into voting for an annexation that results in big problems for the city.;especially when said city changes the zoning afterwards and makes its citizens feel like they are skirting the process.
When a neighborhood association calls attention to a problem, the city council should take it seriously. When neighbors notify the city that developers are not following codes or are deviating from agreements, the city employees should remember that they work for us and not the developers.
City should encourage formation of Neighborhood Associations and citizen participation in them.
Better promotion of NAs with maps and contact information at City Hall kiosk, city TV, G-T, and prominently on city website. Easy to find link to NA maps and contacts on city website, with link to external NA website and listserv signup. Privacy is important so people can communicate confidentially about city issues without the city viewing the information.
Council should adopt an administrative standard requiring developers to meet with NA(s) adjacent to proposed project and incorporate results into the project plans before any permits are issued. In other words, "No meeting with NA, no permit."
NAs often come into being out of concern with or even anger over city decisions (e.g., 7th st station, campus crest, Sather annexation, new and very often rather ugly student apartments (actually, dorm-like arrangements).
Thanks for all the hard work. The main goal is to get good city councilors that care about all the wards and the neighbors that care about preservation.
Avery Addition has a leader but she is not a participant or a representative for us. How do we remove her, find new leadership and move forward?
Collorabation Corvallis is a joke. OSU is NOT paying its fair share, nor is the Hospital. The new Parking areas are dead wrong. I (luckily) do not live in any of them and I still see them as a worsening of the problem, not a solution.
I believe that the number 1 issue facing neighborhoods near OSU is the loss of historic resources and inappropriate development. Some of the historic neighborhoods need to be rezone to protect the historic features. The City Council and Planning Commission need to address these issues proactively which it has never done.
City services like the use of a under utilized community center should be more affordable. $36/hour. We leave the room as clean as we found it and use the lights and bathroom in an already climate controlled room. I can't figure out why it is so expensive.
Our neighborhood association is diluted by the large number of new rentals in our neighborhood
a city staff person as liaison to the associations
Do something! Stop talking about it! I mean the CIty and OSU!
We do nbot havea Witham Hill Neighborhood Assocaiton, because, while there is plenty of interest, no one else has stepped up to take the leadership role. I do not filling out more paperwork!ll.
It's hard to get to meetings, so web-based communications would really help those of us that are interested, but unable to attend very many meetings.
I had not heard of the Public Participation Task Force before today. Educate us; get the GT on board or use social media.
Associations are great for bringing problems and concerns to the attention of our city manager but the city manager is the one who must decide what action to take and either delegate his/her personnel to solve the problem or recruit volunteers to do the job if city personnel and finances are not available.
I want to walk in Corvallis without being jumped on or chased by a loose dog !
zoning issues
Would be nice to have maps of boundaries and names for the associations along with contacts.
Strength of the Neighborhood Assoc. is up to the citizens involved. Anything to ease xfer of information is a good idea.
Empowerment and earnest representation
Citizen committees are appointed (including the planning commission) and their hard work and recommendations are ignored by city staff and the council.
Keep them independent from the city. Let them be a force unto themselves and maybe they would actually have a meaningful role in city government.
Now it's remedial for the Witham Oaks neighborhoods; how will you repair the hurt?
I, Elizabeth Waldron, I not received any emails from the City's "Public Participation" meeting.
The sense in the NA is that City Staff and City Council are not taking input from the NA seriously nor giving much weight to it in their decision-making process that has a direct impact on NA livability.
Take us seriously
Thank you for doing this. Right now getting more support, especially affordable use of the Tunison Community Center is my priority. Not only for meetings, but community development programming like Corvallis Family Table, group meetings, classes, work parties, etc.
S Corvallis is a treasure of committed citizens and natural beauty, I'd like to see some restrictions on signage on 99 and more large conifers along with other plantings on 99. We also want a slower speed limit up to Lincoln school to create a more neighborly feeling. 99 is so fast it separates the sides of the street
South Corvallis has specific needs that are not always addressed. Concerns about lack of services in our area (such as reasonable grocery store - 1st Alternative Co-Op, 7-11, Circle K do not meet the needs of the neighborhood). Concerns that if a major earthquake was to occur Lincoln School is our emergency services center. Baed on the earthquake studies down over the past decade, Lincoln School will be flattened. What is the secondary plan? What happens if we lose the bridges?
I would like if more City staff would show more respect for neighborhood groups and the work that they are doing to build community. A large portion of our dealings with City staff consist of us asking for help/support and being told that there is nothing the City can do to help. We need a culture change within the ranks of those employed by the City. My hope is that increasing the amount of contact between City staff, Council and Neighborhoods will result in a better understanding of where each group is coming from and foster a new age of cooperation amongst all parties resulting in a better Corvallis for all.
Tunison NA helps sponsor Mesa Familiar, an important social service/charity in South Cvo; yet it has to pay the city rent on the the community center and the county a food service license; this is not helpful

Same as above.
I like the fact that much of our neighborhood 'business' happens on a casual basis, with different folks organizing things they care about. We've hosted a Polst form meeting, a cob oven building meal, and others have donesimilar sorts of things. I'm not a fan of formal "meetings".
Lots of regulations is a burden and off-putting to the average citizen, so keep it simple. Ease will open the door to more involvement by residents.
Thanks!

Statistic	Value
Total Responses	41

My Report

Last Modified: 11/24/2013

1. 1.) On which board or commission do you serve?

Text Response
Bicycle and Pedestrian Advisory Commission
Airport Commission
CACOT
Corvallis Watershed Management Advisory Commission
downtown parking
CACOT
Library
Bicycle and Pedestrian Advisory Commission
Corvallis-Benton County Public Library Board
Bike and Pededtrian Commission
Corvallis Benton County Library Board
Airport Commission
Capital Improvements
Watershed Management Advisory Commission
Airport Commission
Airport Commission
Capital Improvement Program commission
Parks Natural Areas and Recreation and CIP
Corvallis/Benton County Library Board
Citizens Advisory Commission on Transit
Arts and Culture
Beautification and urban forestry CBUF
CBUF
MLK commission
Planning Commission
Parks and Natural Areas
public art selection
PNARB
CBUF
Martin Luther King
Capital Improvement Commission
WMAC
BPAC
Library
Planning Commission
Downtown Commission
Planning Commission
planning
Arts & Culture Commission
Historic Resource Commission
Historic Resources
Historic Resources Commission
Planning Commission
HRC
Public Art Commision
downtown commission
The Library Board
Watershed Management Advisory Commission

Planning commission and liason to historic resource commission
Arts and Culture Commission
Downtown Parking Commission
HCDC
Airport Commission
HCDC
Corvallis-Benton County Public Library Board
Library Board
HCDC
CCI
Finance
Budget Commission
Community Police Review Board
Citizen Advisory Commission on Civic Beautification & Urban Forestry (CBUF)
Budget Commission
Parks, Natural Areas and Recreation
budget commission
Community Police Review Board
Budget
Parks, Natural Areas & Recreaction
Planning Commision
Corvallis Police Review Board
Arts and Culture Commission
Downtown Commission
Board of Appeals
Board of Appeals
CBUF
Community Police Review Board
HCDC
Rock Creek Watershed Management Advisory Commission
Civic Beautification & Urban Forestry (CBUF)
Landmarks
Economic Development
Economic development and budget
Economic Development Commission
Economic Development Commission
Economic Development

Statistic	Value
Total Responses	85

2. 2.) My board/commission understands our purpose.

#	Answer	Bar	Response	%
1	Yes		79	93%
2	No		2	2%
3	Unsure		4	5%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.12
Variance	0.20
Standard Deviation	0.45
Total Responses	85

3. 3.) My board/commission sets annual goals.

#	Answer	Bar	Response	%
1	Yes		49	58%
2	No		24	28%
3	Unsure		12	14%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.56
Variance	0.53
Standard Deviation	0.73
Total Responses	85

4. 4.) My board/commission is diverse and represents the community we serve.

#	Answer	Bar	Response	%
1	Yes. If yes, please explain why.		52	61%
2	No. If no, please explain why not.		17	20%
4	Unsure. If unsure, please provide additional comments.		16	19%
	Total		85	

Yes. If yes, please explain why.	No. If no, please explain why not.	Unsure. If unsure, please provide additional comments.
Both pilots and non-pilots particapate	No, we're all white and middle class.	I am unclear about the term "diverse" in this context -- with regard to what?
The members of the downtown parking commission represent a variety of businesses and places throughout downtown.	Most members are very avid bicyclists.	Our commissioners fill vacant seats with folks we know from within our natural resources communities-- this is in part why our Commission tends to work very well together. On the other hand, there are lots of opinions on forest management and watershed stewardship, and some may be silent from time to time.
Different stakeholders, both CTS riders and non riders, participate. We also get feedback from First Student and the drivers periodically.	Rural Benton County is not well represented -- many of us are from Corvallis. Many of us are older, white, educated...	The commision members tend to be aviation oriented, which is necessary, but may not reflect the broader community.
5 city residents and 5 county residents. Varied ages, genders, backrounds.	PNARB needs more young individuals and at least one youth	The word diverse is unclear. We do not have any minorities on our committee. Nor am I familiar with us working with minorities.
We have a variety of ages, ethnicities, genders, and an equal membership of city and county members	7 men two women no minorities racial or ethnic	not diverse with respect to race, is with gender and age
All aspects of airport and industrial park are represented. backgrounds od members are diverse.	No minority representation and commission is primarily male.	I think this commission can benefit from the input of low-income members of our community. I don't know what the income levels of our commissioners are, but I think this voice is underrepresented
We have representatives from industry (engineering/environmental, construction, finance), lalay people, and representatives from council and other commisions.	Various demographic profiles from various parts of the city but no minorities	People on the board represent a variety of ages, family situations, and ideas. All board members are open minded and want to consider all ideas an perspectives. However, many board members seem to be affluent or middle class. I wonder if we're missing representation from the lower income population. We could also use representation from college-age individuals and perhaps more input from people who do not speak English as their first language.
The airport is an improtant entity to Corvallis especiall y with the increasing functions that OSU is responsible for. On game days the tarmac is full of private planes from Business bJets to small aircraft.	We have an open seat currently and are looking to fill it with someone from the business community.	The members of the board are all caucasian. But the board does represent a wide range of organizations in the community.
Commission is made up of experts (engineers, developers, contractors, planning, finance), former city councilors and other community members.	There are only two people of color on the board and very few (if any) people from the outside of Corvallis branches.	We are pretty much comprised older white people, retired, democrat, etc.
We strive to have a community cross-section of members representing both the private and public sectors	We need greater representation from arts organizations	The board has varying representation, but I do not have enough specific information about each member to determine adequate representation.
The Arts and Culture has works to have represntatives from the major arts/culture areas. Our appt. are by the Mayor and her success in finding representatives from these groups varies.	It represents the community but not very diverse	We have one African American member but no Hispanic or Asian members.
CBUF has a representation of arborists, master gardeners, osu liaison, citizens at large, and an osu student	The board members are mostly women, many are retired, except for one, none has young children in schools and cannot relate to the bugdet issues as reflected on schools and libraries relationships	If we are to represent the entire city on downtown issues, we may be too heavily weighted to just downtown stakeholders.
Adequate number of committed board members from all sorts of different backgrounds.	Mostly retired individuals. No people with young families or students.	City has large number of hispanic people but no one is on the board
Good mix of our community artist, business, color-wise.	Should consider havingan OSU student on the Board	Represents the community; however, the community is not particularly diverse in many ways
We have a good mix of experience and perspective with our Board members.	No gender diversity; no Latino/a representation given the population; no youth or post secondary representation; no OSU rep	I think the Commission understands its topic as it relates to the community. I don't know that it looks like the community across all metrics.
Seems to be a good mix of young and old, public and private sector, professionals and laypeople, and diverse interests and skills.	More focus on subject matter experts.	
Our commission is probably the most diverse of any the city has.		
Members represent different types of expertise relating to watershed issues and interfacing		

with the City		
We have broad representation and active participation		
includes business owners, students, full-time, part-time workers plus retired people, young parents, both genders		
We have representatives from the interested groups from downtown: businesses, property owners, housing, arts, historic preservation and residents		
It seems to, though the required preference for familiarity with history, preservation, and planning naturally limit membership to a subset of the population.		
Wide variety of ages and backgrounds.		
Members from different sectors of the community: architectural, community, design and history/academic		
Our commission has a mix of design professionals and non-professionals, young and old, and male and female. Some have more background in historic preservation than others, but we all have an interest in historic preservation in our community.		
Our commission is represented by the Arts Center, OSU, working artists from the community, both men and women, and older and younger citizens.		
representitives from Business, Social groups and downtown residents and downtown property owners		
Members represent a diverse range of both technical expertise and community involvement including OSU.		
People from all around town and with different backgrounds serve.		
Individuals from different sectors, and consumers		
For HCDC we have realtor, banker, homeowner, contractor on the commission - all integral areas of the housing ind.		
We come from different professional backgrounds and have different relationships with City		
Have the commissioners are elected by voters in the nine wards. The other commissioners are appointed by the mayor(s), usually over a span of at least two such elected leaders.		
Representatives come from city business, interested citizens and students, city staff, OSU, as well as tree and landscape professionals. Age ranges from retirees through mid-level working professionals to college students. Gender seems rather equally balanced.		
The Mayor has chosen a diverse group		
Because these the makeup of board is as diverse as our community.		
embers live in various locations within city and have multiple and varied experience with city planning and in vocations.		
The board decides on technical issues of the code that are not resolved between the city building department and property owners.		
I met all of the existing board members. While the board has a general understanding of building and construction issues, the board is a cross-section of public, commercial, academic, and City experience.		
Professionally diverse and by age and a mix of neighborhoods		
Yes, we listen to and analyze the needs of several organizations that serve our city		
Involved citizens with diverse experience and knowledge in plants and trees		
There are specific areas for each position.		
The mayor has done a good job with		

appointments to ensure this		
Major business sectors, public education, and government all represented		

Statistic	Value
Min Value	1
Max Value	4
Mean	1.76
Variance	1.32
Standard Deviation	1.15
Total Responses	85

5. 5.) New members of my board/commission receive an orientation or meeting with the chair.

#	Answer	Bar	Response	%
1	Yes		31	36%
2	No		32	38%
3	Unsure		22	26%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.89
Variance	0.62
Standard Deviation	0.79
Total Responses	85

6. 6.) The chair and vice chair, in collaboration with city staff, set the agenda for my board/commission.

#	Answer	Bar	Response	%
1	Yes		58	68%
2	No		11	13%
3	Unsure		16	19%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.51
Variance	0.63
Standard Deviation	0.80
Total Responses	85

7. 7.) The citizens who serve on my board/commission make decisions in collaboration with city staff.

#	Answer	Bar	Response	%
1	Yes		73	86%
2	No		9	11%
3	Unsure		3	4%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.18
Variance	0.22
Standard Deviation	0.47
Total Responses	85

8. 8.) My board/commission has an appropriate working relationship with city staff.

#	Answer	Bar	Response	%
1	Yes. If yes, what is working well?		79	93%
2	No. If no, what improvements can be made?		6	7%
	Total		85	

Yes. If yes, what is working well?	No. If no, what improvements can be made?
City staff is extremely helpful and responsive to commission requests; they share information and communicate very well.	The Board should be functioning more on its own. City staffer ends up leading/talking too much due to commission not having strong enough leader.
The city staff with whom we work are exceptional and they never begrudge the time spent working after hours with us.	We had a good working relationship, but our commission no longer receives much staff support. City staff do not attend the meetings, but are available for some support functions that require the city such as purchasing. We set our own agenda and keep our own minutes without staff support.
There seems to be good rapport between staff and commissioners. Staff follows up on requests and other items as needed. Staff really keep us on track.	Members of my board heard short monthly reports from different departments within Library, but do not work together
Respect, no micromanaging, camraderie	The purpose of the committee is unclear and so everything else is a struggle.
They always follow through on any tasks we ask them to do and they always keep us in the loop via email.	I've only attended one meeting so not syre
The Director is a key player. A County Commissioner and City Council member regularly attend. Library staff is always present. City admin staff also attend at times.	We don't work with the staff
Staff provide critical info, help with research, provide minutes from meetings	
Several staff attend meetings. Divisions provide written updates. The Director brings current issues to the board. We regularly review policies.	
Staff are highly competent and have great knowledge. Airport manager is the best we have ever had!	
Greg Gescher does a great job of being an intermediary between commision and City staff.	
City Staff work closely with Commissioners, and are responsive to their questions/needs.	
There is very good communication between the commission and staff.	
Dan Mason is our staff person and is well versed on State and Federal funding that we are qualifored for.	
City staff does an excellent job of educating the commission and identifying issues to be addressed.	
Parks Director consult with chair & check in on issues CIP staff consults with chair	
Co-operation between the staff and our board	
Our staff liaison, keeps us informed on city policies, advices us if she thinks we are headed in a direction the city might not support and is actively engaged at meetings	
Our parks supervisor, city arborist, and urban forester attend every meeting and answers to any questions that are brought up. Our job is to help the city staff make decisions with an input, that input is heard and acted upon	
They either participate with us on projects or provide information on how a project will be successful	
communication	
Trust and collaborative approach to discussing stff/commission issues	
Monthly meetings with good regular attendance by board and staff facilitates open discussion at meetins.	
City staff are very willing to work on projects and provide information for the Board.	
Great support from staff. They listen well, support good ideas, take action to make them happen. I'm impressed.	
Staff do a great job of putting together a complex package of information and coordinating a year long process	
we are a team along wi9th the consultants	
professional, respectful, cordial relations	
Staff provides background information, does requested research, works closely with subcommittees. They bring us items for discussion and they respond to issues the commissioners raise.	
all	
god balance of technical guidance without being directive	
Karen is awesome. Great resource, contributes where/when needed, efficient	

and effective.	
Bob Richardson is excellent. He is succinct in his presentations providing only relevant information.	
Staff prepares excellent documents for review and consideration by Commissioners. Staff understands and presents the issues extrmely well, expediting the process.	
Communication and openness are ongoing.	
We communicate well with each other. They keep us informed of issues. If we have questions or want to go down a certain path, they are there to help us.	
The city staff we work with are well organized and completely informed. We mainly work with Parks and Recs Stephen DeGhetto.	
Great communication and transparency	
We get updates from the divisions' directors every week.	
Coordination on agendas, planning, reporting, respectful relationship at meetings, staff sometime bring cookies!	
We work very closely with city staff as they generate all the reports that we read.	
The ACC IS supported by Parks and Rec. Karen Emery guides us with info about city policy and process.	
Good communication	
The staff is friendly and professional.	
Dan Mason does a great job keeping the commission informed; is responsive to requests.	
Staff is outstanding - the biggest reason the HCDC commission is so good.	
Reports from library staff at each meeting and in our meeting packet. Appropriate level of guidance and information sharing from library director.	
We are presented with quality information that is unbaised. Kent Weiss does an excellent job at keeping us well informed and aiding commissioners in digesting information through the context of HUD and similar regulations.	
Staff is responsive to commissioners requests for information. Commissioners get to ask all the questions they want. At end of each budget cycle we debrief on how to make it better the following year.	
City Parks staff attend each meeting and clairification questions and discussions happen regularly	
Staff is very helpful always with questions	
Committees to work on specific goals. Brainstorming discussions to identify goals.	
Good open dialogue with the Chief of Police	
The staff provides a wealth of information and is clearly open to feedback, suggestions, and guidance through our board review process.	
Staff is very effecient and prepares through reports.	
In particular, staff assigned to the board provides necessary and timely information for meetings and is always accessible should questions arise. Effective relationships with police chief(s) and other law enforcement officers and city manager(s).	
Our staff have really supported us with information, funding assistance, in-kind help and positive reinforcement generally. She goes out of her way to help us do our job.	
Great participation and communication by all.	
The city staff keeps the board updated on an annual basis of any changes in board members or the city code that is relevant to our board.	
Staff is very open about issues, and prepares documentation that fully outlines the facts and arguments.	
Staff supports our ideas and provides help and time in off hours to meet	
Minutes taken; meeting place is prepared; timely notification of meetings	
Seems to have good open communication and clear agenda	
Commissioners make decisions as individuals while considering and valuing input from staff.	
working with urban forester	
Tes	
The staff are committed to the goals/metrics/tactics in the council-approved CEDC strategy. They are also excellent people!	
Good staff connectivity and easy access to broader staff community when needed	
While the city's economic development office is small, both staff are actively engaged with the Commission	

We have shared objectives and work collaboratively to achieve them.	
City staff and Council liaison present at each meeting	

Statistic	Value
Min Value	1
Max Value	2
Mean	1.07
Variance	0.07
Standard Deviation	0.26
Total Responses	85

9. 9.) I feel my contributions to my board/commission are valued and appreciated.

#	Answer	Bar	Response	%
1	Yes		74	88%
2	No		3	4%
3	Unsure		7	8%
	Total		84	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.20
Variance	0.33
Standard Deviation	0.58
Total Responses	84

10. 10.) Please provide any additional comments or feedback you have about the Organization and Process of your board/commission.

Text Response
I think it would be really good for CACOT to set annual goals for itself. When we are not busy with route changes or other timely work, it seems like there is not a lot of content on which to focus. We don't have a strategic direction.
This commission has worked well for decades as it is presently configured. Members have contributed, voluntarily, much to the library system's great success. Please don't change it.
We don't set annual goals, but we do set many short term goals.
We lack a strategic plan/ goals. Too many decisions/issues without a broader context.
We recently developed committees to set objectives for the board for the coming year. Our committee is recommending enhanced orientation for new and current board members and further clarification of our role, both for the city and the county.
The airport commission is quite free of politics and philosophical conflicts. We are a fairly-specialized body and that helps us to stay focused and efficient.
We rechartered in the SPring and believe we have set a clear vision of what it is we need to acheive.
We have good meetings that stay on track, and orderly discuss issues, thanks to the leadership.
I appreciate the process and community involvement in all City boards/commissions. I think we are fortunate to live in a community that values community involvement.
Setting yearly goals and having each board member work on one or more goals is helpful. Sometimes the problem is limited staff time to devote to helping the volunteers be most effective.
We understand that our role is to advise...it is sometimes frustrating that the advise is not implemented, nor is there sufficient feedback in those instances.
I am currently satisfied with our commission, we have a lot of great ideas that will positively impact the city of corvallis in all aspects possible.
We have a new chair for CBUF. One new area that we are re-establishing is an education subcommittee. How to educate our community of all age groups...about sustainability, proper planting of trees/shrubs. CBUF has been GREAT about including additional public support on projects--The Downtown clean up included Dox Church and local citizens. The Art Center planting included local citizens, students from Crescent Valley, and local Gaia-a local land business. I enjoy serving on this committee.
The Planning Commission needs to take more leadership in giving direction to long-range planning needs and goals and to addressing planning issues in our community, besides simply reacting to applicant proposals that come before us. I am also concerned about Planning Commissioner attendance. Recent decisions about applications of intense interest to our citizens have been made by 7, 7, 5, and 5 commissioners even though we are a 9 person body.
I think our commission is moving in the right direction. We have gone over City Policy, made good revisions, and have better understanding of our mission. We are working to be more pro-active within our limited "powers."
There are times I feel we receive information that pushes us toward a decision that was expected. If the Board makes a recommendation, it is not always followed or acted upon.
I'm a brand new member of CBUF, so I'm not sure about all the policies and procedures yet. I'm coming up to speed. Hope my feedback is helpful. Overall things seem to be going well, and there is a feeling that CBUF is enjoying a renaissance of sorts with new folks and projects coming on board.
We have a vibrant and active commission that has support of the community, but the city's support is not particularly obvious. There were attempts to sunset the commission and staff support was withdrawn. It does not give the appearance of support for diversity from the city. If the city supports citizen involvement and wants to make the most of the countless volunteer hours offered to it by its citizens, some level of staff involvement is needed to make the most of these contributions. It is hard for the boards and commissions to be responsive to the city's needs and for the city to benefit from the work being done if there is little or no staff involvement to connect the work back to the city's mission. Citizen involvement and ownership over city governance is worthwhile and worthy at least a small investment of the city's time and resources. There are areas where the city could more efficiently use their resources, but cutting back support for boards and commissions is not one of those areas.
Excellent working relationships with each other, staff, consultant, and community members.
We also do training whenever new members come on board, and we discuss our role, responsibilities, and what's working/not as ongoing training informally throughout the year.
The Commission and the City Planning staff work well together to review and rule on the many different issues placed before the Commission. Staff is invaluable in preparing the documents for review.
For the most part, I believe the HRC works well. However, the forms and paperwork that people have to fill out seem a bit cumbersome and perhaps a bit intimidating for some people.
I feel that the commissions I serve on fulfill a real need for citizen input and provide citizen decisions for development.
My main interest in serving on the Airport Commission is the promotion of economic development in the Airport Industrial Park. I would like more opportunities for the commission to focus on that aspect.
New members receive an orientation with the library director, but the board chair was not present. I am fairly new to the library board, but so far it seems to operate as I envisioned a good board would. Recently board members have asked for additional clarification about our purpose and role, so we can set goals and carry out our board member duties appropriately. We are getting that clarification through discussions with the library director and with ourselves. I believe every board member is interested in hearing more from the community. We keep our eyes and ears open, but it would also be great if citizens knew they could contact us with feedback. There are rarely any visitors at library board meetings.
The committee has been sporadic at best. I do not feel it is a good use of anyone's time. There also does not really seem to be a well understood purpose. Of the meetings that were held, we seemed to flounder on what we wanted to accomplish. I think if it were to be reinstated, the requirements, knowledge, skills required of committee memebers should be clearer.
The next series of questions (11 onward) are not applicable to the Budget Commission, given that it has no "Council liaison," unless you want to count all nine of the Councilors on the Budget Commission. :-)
Our role is to review the citizen complaint process to insure that CPD has followed policy in the handling of a complaint. I have served on the Board since 2008 and there have only been one or two referrals to the Board. Mostly we meet and approve the minutes of the last meeting, review complains and commendations for the quarter and then adjourn.
In my opinion, the Budget Commission acts only as a rubber stamp on City Council Decisions. At least one City Councilor has mentioned publicly that it doesn't matter what the Budget Commission says, the City Council makes all the decisions. While I guess this is true, it's not very good for our morale! More than one Budget Commissioner is ready to quit due to this issue.
The process of the commission seems to be improving this year as we have had more input, been involved in the budget process a little more than last year. Could still improve with more input.
Weird to deliberate with elects who will ultimately make their own decision regardless of citizen input. Of course they always have that power but sharing the commissioner role with the elects is a bit odd.

Sometimes the staff reports are TOO through. Could be boiled down to just the essence of the case to be presented.
It could be seen as a positive that we don't have a lot of business, as that could be considered an indication that citizens who have disputes with or complaints about their interactions with law enforcement have had their concerns handled to their satisfaction at levels that must be utilized preceding bringing their complaints to the board. On the other hand, not having a lot of business could be an indication that citizens might consider it's too much of a hassle to take all the necessary steps. Not knowing which is the case has been a board concern.
We sometimes are handicapped in our work without a full complement of members. Would like to improve the process for filling vacancies so that they can be filled as soon as possible.
I am not sure if I bring enough to the commission. What I do bring appears to be valued.
there is an appreciation and support for ideas and action. The board and staff work well together and are getting many action items accomplished.
Board could work more with public and the Community Policing Forum. Need to let people know. that board exists.
I feel it is an important board/commission in hearing and looking at funding for several programs/projects within our city from a diverrse group of people that have a vested interest in supporting what is best for our city
A pleasure to work with a conscientious group of community volunteers working for the protection of the Rock Creek water quality and Corvallis Forest. Staff quite competent, communicative, good to work with and does not attempt to lead the body or individuals in any particular direction.
I am new to the commission and would like for there to be more opportunity to get to know the other commission members better and there does not appear to be a way for that to happen.
While we don't have (per above answer) an annual goals process, we do have a strategy and metrics that are regularly reviewed, and we respond to comments/questions/suggestions from the City Council and the public. The goals process should revolve about keeping the strategy/metrics current.
Weakest link is the city council liaison. Not clear that there is any communication back to city council.
I appreciate that the objectives for our Commission are relatively clear. I have been a part of other civic groups in which the primary objective seemed to be the conversation. I don't mean for this comment to be flip. I believe that we as a community often take an academic &/or political approach to issues that gets in the way of material accomplishment. This condition may be an indication of the affluence of time and resource that we have historically enjoyed. It may also be the result of other areas of endeavor being inherently less objective than Economic Development.

Statistic	Value
Total Responses	44

11. 11.) I understand the role of the City Council liaison on my board/commission.

#	Answer	Bar	Response	%
1	Yes		70	82%
2	No		5	6%
3	Unsure		10	12%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.29
Variance	0.45
Standard Deviation	0.67
Total Responses	85

12. 12.) Our City Council liaison communicates to City Council regularly on behalf of my board/commission.

#	Answer	Bar	Response	%
1	Yes		39	46%
2	No		3	4%
3	Unsure		43	51%
	Total		85	

Statistic	Value
Min Value	1
Max Value	3
Mean	2.05
Variance	0.97
Standard Deviation	0.99
Total Responses	85

13. 13.) My board/commission has provided input or direction to City Council in the last year.

#	Answer	Bar	Response	%
1	Yes. If yes, please provide details below.		58	68%
2	No		6	7%
3	Unsure		21	25%
	Total		85	

Yes. If yes, please provide details below.
Our chair (or proxy) reports to the City Council every year.
I believe we have made recommendations on a smoking policy and perhaps exclusion as well, but that may be been longer than a year ago.
Input on several occasions to council and budget comm re levy and the annual budget. Monthly meeting minutes are shared.
We regularly attend Council meetings for various reasons but mostly associated with budgetary matters
Submitted a goal for council goal setting process. Not sure what else
Budget, policy revisions
airport plan and various "housekeeping" items, subject to our review, such as approval of leases
Indirectly, we approve the Capital Improvements plan which then gets passed on to the budget commision who makes suggestion to the Council.
Passing the Corvallis Forest Plan, adopted by City Council in Summer of 2013
We recently completed comprehensive planning for the airport and industrial park.
Regarding upgrades to the runway, taxiway,and buildings.
Capital Improvement Program plan is submitted annually to the City Council.
Parking Disricts around Senior Center and Orleans Park use
We had an opportunity to update Council on our goals and progress
Councilman Hirsch always confirms--"Do you want me to take this/that information and share with council".
unresovled planning issues list provide to council by staff. We should be doing more to communicate and work with the City Council on long range and community planning issues.
Submitted a letter addressing the issue of contracting out park maint. to businesses
Revisions to the policy governing our commission were made and discussed at the Committee level, soon to go to full council.
Orleans site for waste water treatment -- still in negotiations.
The CIP recommendations are part og the budget process which the City Council works on.
update on forest plan; update with annual review
Specific statement regarding importance of long-range planner
Requests for CIF and input for Council goal setting
Various
CC took out recommendations about adding community development dollars onto the proposed levy, and I believe that CC takes our votes and recommendations seriously.
About the budget.
City Council reviewed and adopted an updated City Forest plan developed.
the last 2 decisions of planning commission are before city council.
We have provided a brief update of our work. We have not been formally asked for input.
Through recommendations such as CDBG, exceptions to policy, drafts
Revision of the Airport Handbook which was adopted and approved by the Council.
Recommendations of the allocation of funds and selection of projects.
We recommend the budget and the tax rate for the coming fiscal year.
Input and recommendation on development of a Heritage Tree Program, Input and recommendation on right of way tree appraised values and tree for fee option for development
Budget deliberated and passed
The commission has provided information on creating a park district, naming a park, looking at cost savings and creating a friends organization.
Commenting on and asking questions about the budget and process
Proposed budget document.
The board has provided guidance and feedback to the council on a wide-array of topics.
Regarding planning code changes and capitol improvements.
When asked to address a specific issue or provide input, we have complied in a timely manner
tree for fee project Heritage tree program
Submitted Revised Forest Management Plan and related documents
ongoing discussion with Joel Hirsch

We provided a report on the strategy with both answers to council questions and a look ahead to next steps
Was not able to give much direction
Responding to the Council's direction for the Commission
We reported to the Council this month on our progress and plans
Update presentation in November Council meeting

Statistic	Value
Min Value	1
Max Value	3
Mean	1.56
Variance	0.75
Standard Deviation	0.87
Total Responses	85

14. 14.) My board/commission has adequate communication with City Council.

#	Answer	Bar	Response	%
1	Yes. If yes, what is working well?		58	72%
2	No. If no, what suggestions do you have?		23	28%
	Total		81	

Yes. If yes, what is working well?	No. If no, what suggestions do you have?
As long as we have have an annual opportunity to 1) share commission perspective with Council and 2) consider Council opinions and respond to questions and concerns, then we're good to go and modeling a good process.	Honestly, I am not sure about the amount of communication, so I'm going to say in the spirit of improvement, that it could be better.
Maybe more of an update from City Council will be good on a regular (monthly) basis, but overall communication seems ok.	unknown
see question 13	I'm not sure what communication we actually have, except through the director and the city manager....
Our representative does a good job of being involved and representing library concerns.	I am not sure if we really need it, though. Our Council liaison is a great person, but rarely attends or talks at our meetings - though maybe he really is just supposed to be there in case we have questions?
Our council rep is very effective at this.	Only if we go to the meetng and then we only get the dreaded 3 minutes. Could make better connections if each Board was given a 10 minutes time slot at a Council meeting once a yar.
Council liason is articulate, has a high level of interest, and supports our goals	This is neither yes or no - the dpeartment heads communicates well - our council liaison is less reliable in communicating
Our representative from Council keeps both ends informed.	I always appreciate attendance to an aspect of our voice to the city. However, it is understandable if the council member cannot make a meeting. Interactions are positive and Joel has excellent input
Biff Traber is our connection with City Council and does a great job communicating.	Whatever communication occurs is mostly through staff or only involves the chair as far as I know. In 1 1/2 years on the Planning Commission I have personally had little if any intereaction with anyone on the Council about policies or issues the Commission addreesses.
Councilman Hirsch is our liaison. He is doing a great job.	Our liaison is not always at Board meetings, but he does read minutes. His own opinions are different from the Board but he speaks for us when necessary.
Joel listens and takes information back to Council	The City Council could better use the commission in council business around diversity issues.
Penny is an active and valued participant. She always attends the meetings and openly communicates with us. I appreciate her presence!	Seems to, but without an "unsure" option here I guess I'm left to reply in the negative simply because I don't have a real sense of how information is shared in both directions.
staff and liason convey what is going on at council level	I don't know of any communication between Historic Resources and City Council.
The liaison reports on Council matters that relate to downtown. He attends our meetings and listens to discussions on downtown issues/concerns/projects	We are a quasi juducial commission making recommendations regarding Historic Resources. The City Council has the ability to accept or overrule our recommendations.
Though more would be helpful	I think it would help for the liason to simply state that at the HRC meetings what they have communicated about the HRC to the City Council. I'm not sure how the City Council feels about the HRC.
Council liaison participation	It would be helpful to have a structured type of communication, i.e. Annual or bi-annual presentation to city council with agenda time allocated for the topic of this commission's charge
Our CC liaison has regular and valuable input at our meetings.	I wish our board had a representative in each of the City Council meetings open to public
Unsure.	Unsure. I have not seen the City Council liason at meetings regularly.
communication	not sure...we haven't met in a very long time
We have open communication, particularly about the budget.	Could always be improvements in communication
This commission has limited need for communication but can work through our Council liason as needed.	I think there is a widely held perception that certain Councilors will not be engaged in discusion.
For the most part the council endorses our decisions.	Might be a good idea to have a Commision m,ember attend council meeting on a monthly basis?
Through our liasion	I'm actually not sure about this question.
We participate in meetings together. We have had work study sessions together.	
To date, the council member of the Board serves that role.	
Joel provides regular updates on council activities and city initiatives	
City Council is part of Budget Commission, so this doesn't really apply	
There seems to be a good flow of information in both directions.	
We have a council person on the committee.	
from all indications. council rep serves as communication conduit between board and city council	
Not direct communication. Staff and liason work adequately on our behalf.	

Our board meets once annually unless needed more by the City. Communication with the Council is not critical on a frequent basis.	
While there have been no recent appeals to the Board, I believe that the last Board orientation set a stable groundwork for communication to the Council.	
They trust us to be good dtewards of the Forest and Watershed and we respect their full basket of responsibility	
discussion with Joel Hirsch and montly meetings	
Excellent past and present council liaisons. Presentations to City Council - have been annual, should perhaps be every 6 months.	
Annual updates.	
I think their is a majority Council belief that the work of our Commission is important to the future economic foundation of the community	

Statistic	Value
Min Value	1
Max Value	2
Mean	1.28
Variance	0.21
Standard Deviation	0.45
Total Responses	81

15. 15.) My board/commission has strategies for collecting citizen input.

#	Answer	Bar	Response	%
1	Yes. If yes, please provide your strategies below.		50	60%
2	No		17	20%
3	Unsure		17	20%
	Total		84	

Yes. If yes, please provide your strategies below.
Each meeting is open and hearings with consideration to changes to CTS service are posted online and in local media outlets.
Monthly meetings where public has the opportunity to give input. Sometimes have surveys. Citizens write/email as well.
We have time for visitor comments for non-agenda items and we welcome comments on agenda items as well.
Only visitor input and informally asking people
Open forum for public input.
At every meeting we provide time for public participation/questions, and have done a number of public meetings/tours to collect input.
We communicate with pilots on the field and they attend meeting regulary.
Public hearings
No real strategy except inviting individuals to come and testify at the meetings
We conduct surveys
we are about to bring in a consultant who will have mtgs with the major arts and culture organizations as well as aopen forum
This year, we piloted having citizens vote on Civic Beautification lawns. The return was successful. Citizen's enjoyed nominating people for this award. We also invited citizens to be active participants with cleaning up Central Park.
Stakeholders meetings on issues - specifically the survey on what citizens wanted from Parks and the cost recovery process.
We have connections and collaboration with other community organizations.
CIP Commission holds at least one public meeting to get input/suggestions, and advertisements are used in the newspaper.
WMAC hosts annual watershed tour (approx 50-100 people); open monthly meetings; sometimes collaborate with other like groups in the area at their functions
extensive opportunities for public input, careful cultivation of welcoming and neutral atmosphere.
Announcements for meetings and advance notice for public hearings on large issues. We have also used polls and surveys.we are always welcoming to visitors...although we don't have many.
significant lead time notifications for land use decisions
Currently conducting a survey in partnership with the OPAL group at Oregon State. Will be engaging citizens during our strategic planning process over the next 6 months.
Public has an opportunity to speak in all public meetings and submit materials through the planning office.
Notices are provided to affected community members and there is an opportunity for their participation during our monthly meetings.
All issues placed before us ARE citizen originated.
Our chair encourages maximal public input and interacts with citizens at public meetings in a very effective way.
open to the public imput
Monthly public meeting has a period of public comments, annual city forest tour, outreach to groups and cooperators .
It is an open meeting that takes place at a scheduled time and date published in GT.
Outreach to arts organizations, citizen input surveys
Visitors are invited to address the commission at the monthly meetings.
We hold at least two public hearings during budget development process, where citizens can speak, or write, or email.
Outreach with master gardeners, parks voluenteers, neighborhood associations, and tabeling at communnity events
Annual Citizen Questionaire
We have held meetings on the trails plan that were open to the public. Our meetings are open to the public. We reach out to interested organizations and encourage their feedback and participation.
We have time at each meeting for citizen input.
The department makesan effort to receive citizen input on major work as well as providing an opportunity for citizen testimony at each board meeting.
Public input in written form and in person at meetings.
This refers to "NO" - only way to make a comment is to indicate YES. Citizens are informed of the board's purpose when there are questions regarding interactions with law enforcement.after but there are no strategies specifically to collect input absent a situation brought to the board.
In addition to always providing a time for public comment on our agendas, we regularly invite citizens who are a part of the arts and culture community to visit our meetings and explain their or their organization's activities and mission, and discuss possibilities for collaboration efforts. Additionally, we have hosted several networking events for the entire arts and culture community. Finally, on an ongoing basis we individually reach out to and visit with artistic and cultural organizations and their leaders, learning what they do and explaining our role and activities.
Upcoming survey
we are forming an education outreach program
Various Community Outreach efforts being discussed and prioritized presently; forest tours; presentations to schools and itnerested paties; continued advertising of public meeting times

members meet with local garden groups, discuss community programs
We usually have guest presenters, many of whom requested time. We also had a public meeting at OSU to review the ED strategy.
Regular public input opportunities at monthly meetings
We routinely have informed opinion brought to the Commission on a variety of topics related to Economic Development. We have a visitors comments part of our agenda each meeting.
Public comment period at each meeting, interest groups invited to provide presentations

Statistic	Value
Min Value	1
Max Value	3
Mean	1.61
Variance	0.65
Standard Deviation	0.81
Total Responses	84

16. 16.) My board/commission meetings regularly have visitors.

#	Answer	Bar	Response	%
1	Yes		53	63%
2	No		30	36%
3	Unsure		1	1%
	Total		84	

Statistic	Value
Min Value	1
Max Value	3
Mean	1.38
Variance	0.26
Standard Deviation	0.51
Total Responses	84

17. 17.) Please provide any additional comments or feedback you have about the Communication for your board/commission (to City Council and with local citizens).

Text Response
While not so many people come to the meetings we do get emails and written input regularly especially about favorable experiences with the library system
We are developing a process for citizen input to update the library's strategic plan. I think that one or two of the recently formed committees are looking at ways to engage / inform citizens.
All entities in the city have a financial challenge. Efficiency, coupled with high standards, is important. Corvallis airport is in a unique situation in being self-sustaining. Our operations are governed by FAA regulations. The airport receives federal dollars regularly. Excellent management is key to successful communications at all levels.
Once i a great while we have acitizen that complains about aircraft over the city. when we explain the procedures, altitudes, and controls , they seem to calm down and are more understanding.
Could use more information on the city web site about the various boards/commissions, what they do, why there are important, when they meet, who on the Board to contact with questions and how to get involved. Council liaions need to be more consistent in providing short verbal reports to the entire Council on a regular basis and alert the Council of issues/concerns of the advisory group. Citizens: Would be helpful for the Council to pay more attention to visitors who come to meetings to comment on an issue. The Council rarely asks questions or makes helpful comments or suggestions and usually they seem to not be paying attention. Also, they could take time later in the meeting to ask staff about the issue and discuss visitors ideas that they may want to pursue further or even to state why there are not prusuing the suggestions. Get rid of the in your face time clock. Timing is ok, but there are more friendly ways to do this without this awful timer - could be a dicrete clock that staff or the mayor has on their desk that would ding (quietly) halfway through and then at the end of the time. And 3 minutes is not enough time. It used to be 5 minutes. Four minutes would be a cmpromise here.
Our citizen input is almost entirely related to specific tree concerns that sometimes have similar results. I would like to survey citizen opinion related to urban forestry feelings.
See comments above. The Planning Commission currently is mostly a reactive body and is doing little if anything to address serious policy and planning issues. I also do not think that the Commission's time has be "used" much by staff and not at all by the City Council to address planning policy and issues. With regard to citizen input, the only thing we do as far as i know is take public comment at every meeting from whoever shows up (in addition to testimony at hearings). The Committee for Citizen Involvement is inactive as far as I know (No communication that I know of with the Planning Commission as a whole) and the Planning Commission is doing little if anything to addressCitizen Involvement even though it is Goal ONE in the State land use system.
PNARB does get concerned citizens to the regular meetings. We do send written recommendations to City Council and provide verbal input at Council meetings.
Boards and commissions serve a role representing the community on issues it has deemed to be of importance. The city council and the city staff could benefit from increased involvement and communication with the boards and commissions and allow them to serve their purpose by sharing and listening to the insights and reflections of the members. It would be good for boards and commissions along with city councilors and city staff to have at least annually a more open public forum to discuss the issues of the board and commission with all interested parties not just limit the discussion to members. There are many ways to solicit citizen input, but better input will come from real conversation than simply surveys and one way communication.
I would like to see the CIP process coordinated with the budget process so that both start involving citizens in the early fall, perhaps as one process.
This is an excellent commission whose volunteer members provide priceless service to the City.
We have seen an increase in visitors recently, and do try to invite special visitors to join us, but its not a regular happening yet.
The Historic Resources Commission greatly values the participation of community members. I'm not sure how this may be communicated better as those that may wish to participate because a change may be made to a structure around them, are provided direct notice of the opportunity.
Even though we have a liason from the City Council on the board, I don't feel like there is any communication between the two entities. I'm not sure what our liason reports. It would be good to know what he reports or perhaps after every meeting the question should be asked, "what does the HRC want to communicate to the City Council?" so the liason can pass that along.
The City Forest plan the Commission operates under has a specific section on public communication and outreach and is identifying specific tasks to improve that outreach for this fiscal year.
Great forum to let people vent their concerns.
We invite visitors to the ACC meetings to learn more about the current state of arts and culture in Corvallis. We do not attract visitors for visitor propositions because we are a new, low profile commission.
Overall the communication is great. Staff keeps members informed through emails, and updates at the meetings. There are few, if any, suprises. 5.) New members of my board/commission receive an orientation or meeting with the chair. Even though I never met with the chair, I did meet with Kent W. prior to joining the HCDC for an orientation and to receive working documents.
I had to answer "unsure" to many of these questions because I have served on this board for less than 6 months and am still learning.
We are currently forming subcommittees with specific goals. One of these subcommittees is focussing on Communication and Advocacy to envolve the entire Board in tasks identified with the help of Library Staff to advocate for the Libary and communicate with patrons, general public, and special population groups. Suggested activites board members may occupy themselves with the appropriate support of staff include, but are not limited to: • Communicate on behalf of the Library to community groups, the Chamber, City Council, other cities, and the State of Oregon. • Contribute to written, audio or video coverage of library events and issues via public media outlets, including newspapers, radio, magazines, and/or the internet.
We've all talked at length about this. Maybe more particpation in the process by the non-City Council Budget Commission members would be appropriate.
I think we would have had a better proposed levy if Council had asked the Budget Commission to help decide/discuss the details. The Budget Commission (all 18) are far more qualified in matters of fiscal decision making than the City Council alone.
Visitors are infrequent. There have been just a couple of curious individuals, and a couple of citizens who brought complaints, and a couple of citizens who did not know where to take their concerns. We have no evidence of the breadth and depth of knowledge that citizens in general have of the board and its purpose.and how the board might be of service.
I feel the City Council appreciates our work. We continually discuss and implement ways to get the word out to more citizens about our role and work, but it is difficult to gauge whether very many people are aware of us.
The Board is designed to convene whenever there are appeals. Therefore, the Board raraely meets.
Having a member of the Budget Committee on our board helps keep our reasonably close connection to the Council's business and concerns
I think it would be good for there to before outreach in the community. Workshops or informational meetings would be good so that the neighborhoods that are regulated got to know and understand what their obligation are.
More citizen feedback would be welcome

Statistic	Value

Total Responses	28

18. Additional Feedback 18.) Please provide any additional comments or suggestions you have for improving the effectiveness and efficiency of your board/commission that you would like to share.

Text Response
Why does the commission even exist?
It is the best!!
My only real concern is with the Attorney General's interpretation which prevents Board members from collectively and/or individually supporting funding measures during elections as a such. This has the effect of gaging the natural leadership within the community for tax measures. This may be the purpose of the law if not the interpretation. This needs to change. Advocacy does not stop the minute it counts. The GT editorial was correct on this. It is a tissue of hypocrisy.
We are an advisory board -- as a new member of the Board, I am still unclear about what that means and my duties within cotext of the relationship between the library district and the Corvallis library
The commission runs very efficiently, Starts on time, Stickes to task.
I appreciate the opportunity to serve on the CIP Commission. I have learned a great deal and have enormous respect for the work the city staff is doing.
Council seems poorly informed about the role and imporance of advisory committees escept for Planning Commission
We understand that our role is to advise City Council, who then direct city staff. However, our tasks often deal with more operational components of our transit system...which would better flow directly to the department involved, rather than be recommended to Council which has far more important things to deal with. Perhaps, if we ever have a true "in-house" transit system where all aspects are directly controlled by the city, we would serve more efficiently as a managing board.
More time!!
1. Meaningful discussions between the Planning Commission and the City Council. 2. Better, more structured orientation and training for new commissioners 3. Rotation of the Chair duties so that they are shared by everyone. 4. More information from staff regarding future work plans and planning work, and what the Commission's role in that work is to be. 5. Re-examination of the Citizen Involvement role for the Commission and the city as a whole for planning issues.
We do not get many updates between meetings, and we do not seem to get agendas prior to meetings.
Our own goals and work we have completed are not always given serious consideration when we receive requests from Council. I understand that they are very busy and have many boards/commissions to keep up with, but don't ask for something we have already done.
I wish I could speak as a seasoned member, but I do hope my comments as a new member are helpful.
Our commission is effective and efficient and all the boards and commssions represent many hours of free work to the city so they are by nature very efficient. The city should make decisions on boards and commissions based upon its priorities and values and not just look to cut funding where it seems easy. The places where funds could be best saved are in places that are politically harder, but would better serve the city in the long run. The city needs to look seriously at its priorities and budget and makes sustainable and responsible adjustments. The boards and commissions are not at the root of the city's financial problems and could be a big part of the solution if they were properly utilized and valued. The boards and commissions are just as valuable as they have been in previous administrations, but they are not as valued by the city as they were in previous administrations. City Councilors and city managers need to find the value in the boards and commission through active support and participation. There is a wealth of untapped insight into city issues that resides in the boards and commissions. It can be difficult to get active participation in boards and commissions, but when you have people willing to serve and offer their energy, it should always be encouraged and facilitated.
I think the planning commission does a great job meeting its mission and creating an atmosphere where all can feel comfortable testifying.
I think that our group would benefit from assigning a secretary. We often have great conversation during our meetings but often it is one or two people who move things forward in between. Having someone take notes and track the tasks might help with that.
We need specific guidelines on how to run meetings such that they are standard among boards and commissions, use of email for communication (what is and is not considered a public discussion on line), what are public records, what should meeting minutes include in the way of public discussion and input, how to handle public members that are negative or threatening.
I think the system for my 2 commissions works very well with good relations with staff and city attorney to make sure that everything works legally.
Improve transparency of how B&C vacancies are filled. Is it hard for the mayor to find candidates? Are there too many B&Cs that are too narrowly focused? All appointees should receive an orientation (ideally) or a frequently asked question form (at a minimum)
None at this time.
I was honored to have been appointed to serve on this board. I look forward to learning more about my board and my role so I can be an effective board member for the rest of my term.
Corvallis is a city that values the sustainability and the livability of its community. The city commission is responsive and supportive of these goals and demonstrates this through its support of Parks and Urban Forestry initatives and its response to the input from the Citizen Advisory Commission on Civic Beautification & Urban Forestry (CBUF). Thanks for all your efforts to keep Corvallis a great place to live!!
I would advise the City Council and City Staff to lean more on the Budget Commission members for input. There are some smart, experienced people on the Budget Commission, who are not utilized effectively.
Love the chance to participate in the well being of the community through public service. Thanks.
In my experience, many members of boards and commissions (not only my own) have little or no understanding of the work or even the existence of other boards and commissions; that is, each group is working in a silo. Addtionally, they have little grasp of city governance structure. Many of them would benefit from heightened awareness of others' work, particularly so when appropriate they can work together on issues germane to more than a single board. Some ways to overcome these constraints might be an annual all-City Boards and Commissions event or meeting, and a new member orientation booklet or write-up that is provided to anyone appointed to any board or commission. Finally, it seems very important to convey to all boards and commissions the importance of respect and support for one another's work. Many of us feel passionately about the field for which we are advocating, and an atmosphere of mutual encouragement and partnership should be emphasized, so that all groups feel equally valued in their missions to assist City Council and staff continue to make our community an even better place to live, work, and raise families. I'm not sure that larger understanding and awareness exists for most boards and commissions, outside the limits of their own group.
CBUF in my view, after many years as a member, is one of the most engaging and informative commissions in the city network. Our agenda is wide ranging from protecting and preserving the urban forest to informing the citizens on ways they may be involved and help protect and nurture their neighborhoods. Our job is to inform rather than legislate. Recently, the Heritage Tree Committee was formed to highlight the many sepecial trees and their history in our neighboroods.
I think we need to develop a historic preservation plan for Corvallis.
Enjoy serving, but it is substantial time commitment.

Statistic	Value
Total Responses	28

City of Corvallis Public Participation Task Force

Final Recommendations (final draft version)

May 22, 2014

PUBLIC PARTICIPATION TASK FORCE

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

City Council Liaison—(see City of Corvallis, Council Policy Manual 2.08.010.) A City Councilor appointed by the Mayor to serve as a liaison to a City advisory board, commission, or task force for a specific time period. Council liaisons serve to establish two-way communication conduits between the full City Council and the groups. In most cases, liaisons are not voting members but information-sharers for the City Council.

City Council Standing Committee—permanent committees that address the range of issues coming to the City Council for consideration. Committees are: Administrative Services, Human Services, and Urban Services and consist of three Councilors each.

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

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, responsibilities to work with neighborhoods and other duties.

Departmental Advisory Committee—An ongoing administrative or technical committee appointed by City department directors (with Council approval) to work with city staff on matters involving specialized expertise or a very specific area of concern. (See detailed explanation on page 21.)

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. (Detailed on page 29.)

Sunsetting—the process by which the City Council reviews most advisory boards to ascertain whether or not they should continue to function (occurs every four years).

Task Force—A committee formed to achieve a particular goal with a specific charge, usually serving for a limited time. Often established by City Council resolution, usually appointed by the Mayor, but sometimes established and appointed by department heads or staff.

ACRONYMS

AAB	Airport Advisory Board
AC	Airport Commission
AC	Appeals Commission
ACC	Arts and Culture Commission
ACAB	Arts and Culture Advisory Board
A/DAC	Airport Departmental Advisory Committee
BA	Board of Appeals
BC	Budget Commission
BPAB	Bicycle and Pedestrian Advisory Board
BPAC	Bicycle and Pedestrian Advisory Commission
CACOT	Citizen Advisory Commission on Transit
CAMPO	Corvallis Area Metropolitan Planning Organization
CIDAB	Community Involvement and Diversity Advisory Board
CIP	Capital Improvement Program
CIP/DAC	Capital Improvement Program Departmental Advisory Committee
CBUF	Civic Beautification and Urban Forestry
CBUF/DAC	Civic Beautification and Urban Forestry Departmental Advisory Committee
CMLK	Commission for Martin Luther King, Jr.
CCI	Committee for Citizen Involvement
CPRAB	Community Police Review Advisory Board
CPRB	Community Police Review Board
DAB	Downtown Advisory Board
DAC	Departmental Advisory Committee
DC	Downtown Commission
EDAB	Economic Development Advisory Board
EDC	Economic Development Commission
HCDAB	Housing and Community Development Advisory Board
HCDC	Housing and Community Development Commission
HRC	Historic Resources Commission
LDHB	Land Development Hearings Board
LDHC	Land Development Hearings Commission
MLKAB	Martin Luther King, Jr. Advisory Board
MTAB	Multi-Modal Transportation Advisory Board
PASC	Public Art Selection Commission
PC	Planning Commission
ODOT	Oregon Department Of Transportation
OSU	Oregon State University
PNARB	Parks Natural Areas and Recreation Board
PNARAB	Parks Natural Areas and Recreation Advisory Board
PPTF	Public Participation Task Force
RNG	Registered Neighborhood Group
TAB	Transit Advisory Board
WMAC	Watershed Management Advisory Commission
WM/DAC	Watershed Management Departmental Advisory Committee
WSAB	Water Systems Advisory Board

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 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 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 systematic 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 im-

prove 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."

COMMENT ON THE CHARGE:
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. For the most part, this draft document will address each area sequentially by number.

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.

III. GUIDING PRINCIPLES FOR PUBLIC ENGAGEMENT

The Corvallis 2020 vision document includes the following statements about our community:

- "Boards, commissions, and task forces are the primary working groups that evaluate, draft, and recommend plans and legislation to the city council."
- "In 2020, Corvallis will be…a highly livable city which employs local benchmarks to measure progress in areas such as housing, economic vitality, educational quality, environmental quality, and overall quality of life; …blessed with an involved citizenry that actively participates in public policy and decision making; 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. We believe that these guiding principles are a formalization of what City Council, staff, and community members have been attempting to do. It provides a standard to point to when we don't meet our expectations of ourselves.

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 Respect** - 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 y respeto** - 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 and Pacific Northwest cities, we noted that a larger city (Bend) operates with 13 advisory boards and commissions; a smaller city (Ashland) operates with 15; and Bellingham, Washington, a somewhat larger university city similar to Corvallis, has 21. Corvallis currently supports 22 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."*

No recommendation. 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 either by changing them to Departmental Advisory Committees (detailed on p. 21) or by incorporation into another committee or community organization to increase the effectiveness and efficiency in

the board and commission system. The chart in Appendix V. 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 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 systematic 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 systematic community member advice or recommendations. 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
- Transportation systems planning and decisions
- Water systems planning and decisions.
- Public safety

See further discussion at Recommendation B, of Charge 1d.

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 (AC).** 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.

OPTION A: Change to Departmental Advisory Committee for aviation concerns, with economic development activities transitioned to the Economic Development Commission.
OPTION B: Continue as an advisory board, with a liaison from the Airport Advisory Board to the Economic Development Advisory Board.

- **Arts and Culture Commission (ACC).** This committee is charged with advising City Council on all matters relating to arts and culture. City-supported arts organizations include the Majestic Theater and the Arts Center, and to some extent Visit Corvallis.
  RECOMMENDATIONS: Strengthen the formal communications related to city-funded arts and culture related entities by requiring annual reporting to this committee. Move the responsibilities of the Public Art Selection Commission to this body, and have the ACC use a subcommittee process to add persons as required for art selection work/decisions.

Bicycle and Pedestrian Advisory Commission (BPAC). This commission has very effectively advocated for bike and pedestrian interests in Corvallis for many years. In other communities (e.g., Ashland, OR and Bellingham, WA), a Transportation Advisory Board was created to comprehensively address multi-modal transportation issues and provide advice and recommendations on transportation system policy and investment choices. Properly structured, this could strengthen and increase the voices for multi-modal transportation.
OPTION A: Create a Multi-Modal Transportation Advisory Board that may use subcommittees for specific segments of the transportation system.
OPTION B: Continue as an advisory board.

- **Board of Appeals (BA)**. Our only suggestion is to change the name to "Appeals Commission," if there are no legal obstacles to doing so (see Charge 3, Recommendation B1, on p.20.)

- **Budget Commission (BC).** This commission includes City Council and community members and is currently limited to reviewing the proposed annual budget. Based on our review of the budget processes in the City of Eugene and other municipalities, we believe there are changes that would improve the effectiveness of this commission.

  RECOMMENDATIONS: Expand the scope to include study of financial issues facing the City, development of recommendations for the Council, and review of 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 (CIP).**
  RECOMMENDATIONS: Change scope to that of a Departmental Advisory Committee. Change the membership so that the body is made up mostly of representatives from other boards and commissions, such as Planning, Budget, Multi-Modal Transportation, Water, and Parks, Natural Areas, and Recreation Boards, plus two or three community members with relevant technical knowledge or experience.

- **Citizens Advisory Commission on Transit (CACOT).** This commission serves to provide input on the City's public transit system. Greater efficiencies could be achieved through a more comprehensive approach to multi-modal transportation with the formation of a Multi-modal Transportation Advisory Board, which would assume the current responsibilities of this advisory commission.
  OPTION A: Create a new Multimodal Transportation Advisory Board that may use subcommittees for specific segments of the transportation system.

  OPTION B: Continue as an advisory board.

- **Commission for Martin Luther King Jr. (CMLK).** This commission 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, and the dedicated work of current and past Commission members over the last 27 years.

  We do believe there is a greater opportunity to advise the City Council on inclusion and diversity issue that align with fostering awareness of principles and practices championed by Dr. King, in addition to the January event honoring his work and memory.

  RECOMMENDATION: City Council work with the advisory board to: 1) broaden its scope, goals, and responsibilities to address relevant diversity, equity, and inclusion issues and events in our community throughout the year; 2) work much more collaboratively with the university, Benton County, and the school district and the proposed Citizen Involvement and Diversity Advisory Board; and 3) explore the feasibility of a future county, university, and city advisory body at which time the CMLK would be sunsetted.

- **Commission on Civic Beautification and Urban Forestry (CBUF).** This commission focuses primarily on street trees and beautification projects with the City. This active commission may be more efficient and cost-effective as a Departmental Advisory Committee.
  RECOMMENDATION: Change this body from a commission to a Departmental Advisory Committee.

- **Committee for Citizen Involvement (CCI).** This committee was established as a means of addressing the Oregon Land Use System Goal One. We noted that there appears to have been no activity in this committee recently. Educating community members about land use planning is an important piece of engaging the community. Additional resources may be generated and supported by incorporating the CCI charge in a newly formed Community Involvement and Diversity Advisory Board (see page 15).
  RECOMMENDATION: Sunset the current CCI and create a new Community Involvement and Diversity Advisory Board.

- **Community Police Review Board (CPRB).** This board deals specifically with community member complaints. We have identified an opportunity for greater public participation in all matters related to public safety.
  RECOMMENDATION: Do further research on increasing the scope of this board or including its responsibilities with the establishment of a Public Safety Advisory Board.

- **Downtown Commission (DC).** This 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 and signage projects, redevelopment and housing projects, and accessibility and public parking.
  OPTION A: Continue with current responsibilities as is.
  OPTION B: Include the Downtown Commission as part of the Economic Development Commission's responsibility.
  OPTION C: Maintain this commission and incorporate the Downtown Parking Commission, possibly as a sub-committee.

- **Downtown Parking Commission (DPC).** This commission is narrowly focused on downtown parking and promoting multi-modal transportation. Two members of the Downtown Commission serve on this committee, with some evidence that it may be operating as a subcommittee of the Downtown Commission.
  OPTION A: Incorporate its responsibilities into the Downtown Commission and cease listing it as a separate board.

OPTION B: Incorporate its responsibilities as part of the recommended Multi-modal Transportation Advisory Board.

- **Economic Development Commission (EDC).** This 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.
  OPTION A: Continue with current responsibilities as is.
  OPTION B: Incorporate the responsibilities of the Downtown Commission.
  OPTION C: Move the economic development-related matters of the Airport Commission to the EDC.
  OPTION D: Add a liaison from the Airport Advisory Board to the EDC.

- **Historic Resources Commission (HRC)** and **Planning Commission (PC).** Both of these commissions are quasi-judicial.
  RECOMMENDATIONS: Increase collaborative work by scheduling 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 (LDHB).** This board is currently, in effect, a subcommittee of the Planning Commission.
  RECOMMENDATION: Codify that fact and cease listing it as a separate board.

- **Public Art Selection Commission (PASC).** This commission provides expertise in the review and approval of public art installations. One member of the Arts and Culture Commission serves on this commission.
  RECOMMENDATION: Have the Arts and Culture Advisory Board assume this committee's responsibilities, with a sub-committee to carry out the duties of public art selection.

- **Watershed Management Advisory Commission (WMAC).** This commission is focused primarily on the forest and streams of the city's Rock Creek Watershed. It is a primarily a technical committee that may be more cost-effectively organized.
  OPTION A: Include this commission's charge as part of a more broadly scoped Water Systems Advisory Board, or
  OPTION B: Change this body from a commission to a Departmental Advisory Committee, and add "Rock Creek" to its name.

Recommendation B: The City has significant gaps in the current City board and commission system, and may wish to consider four new advisory boards (in prioritized order) to increase effectiveness of community member input and decision making. We suggest a membership of 11-12 persons to these new, more broadly scoped boards both to increase community involvement and to accommodate the wider range of issues.

- Community Involvement and Diversity Advisory Board (CIDAB)
  This board would assume the Goal One responsibility of the current Committee for Citizen Involvement (recommended for sunsetting) but would have a broader scope and responsibilities, including:
  - Use of a subcommittee to work with members of the Planning Commission and the Historic Resources Commission regarding changes and improvements to address the Land Use Goal 1, Citizen Involvement,
  - Diversity and inclusion, making sure this group is bringing in all parts of our community,
  - Access to city government, including community member primer on public participation, testimony, and the land use planning process,
  - Development of trainings and orientation recommendations for boards, commissions, Registered Neighborhood Groups, and community members,
  - Outreach to and liaison with Registered Neighborhood Groups,
  - Implementation or further work on PPTF recommendations, as recommended by the City Council,
  - Additional responsibilities related to Registered Neighborhood Groups in Section VI,
  - Ongoing responsibility for the review and improvement of the Board and Commission system and other public participation practices.

  The PPTF gave serious consideration to having the CIDAB assume the responsibilities of the Martin Luther King Jr. Commission. Although there could be future consideration of that, we believe doing so now would overburden the CIDAB, as a new board, with too many expectations and responsibilities.

- Multi-Modal Transportation Advisory Board (MTAB)
  Transportation issues exist in our community that would benefit from community input on comprehensive issues in a broader way. While some of these impact only small numbers of individuals directly, we are all affected because these issues affect our ability to access areas of our community, our city budget and other services, and housing issues. Examples include the fact that many areas in our city are not developed to city standards, lacking sidewalks, adequate roads, or adequate drainage; the growing impact of OSU overflow parking; and emergency response to weather issues.

The MTAB would assume the current responsibilities of the Bicycle and Pedestrian Advisory Committee and the Citizens Advisory Committee on Transit. This will align Corvallis with the multi-modal approach already taken by both the Corvallis Area Metropolitan Planning Organization (CAMPO) and the Oregon Department of Transportation (ODOT). It will be important to ensure that the needs and issues of the users and advocates of pedestrian travel, bicycles, and transit continue to have a strong voice on this advisory board and in this community.

This board would both advise the City Council and Planning Commission on transportation-related issues, and work with city staff to plan for a transportation system that enhances Corvallis' livability, character, and natural environment. The work of this board would relate to safety, planning, funding, and advocacy for an effective multimodal transportation system of streets as well as sidewalks and trails. This focus will enable people to move easily through the city as pedestrians or using bicycles, transit, or other vehicles and allow us to create a less auto-dependent community.

Specific areas of work will include:

- Involvement in and review of multimodal transportation planning (public transit, vehicle, bicycle, pedestrian, trails), such as the Transportation Master Plan, parking plans, and Capital Improvement Plan transportation projects,
- Review of individual transportation projects while being developed and prior to inclusion in the CIP, proposals going before the Planning Commission, or individual projects required on a fast-track basis,
- Review of accessibility issues in the transportation systems for individuals with mobility, visual, or other challenges,
- Use of the Healthy Streets, Healthy Streams Handbook and recommendations,
- Coordination with regional transportation planning,
- Reviewing and advising the City Council on bicyclist and pedestrian issues and ensuring that they are integrated into the overall transportation needs of the community,
- Reviewing and making recommendations concerning transit, including route changes, service expansion, shelter placement, and funding strategies.

The MTAB may use subcommittees to focus on any of these areas.

- Water Systems Advisory Board (WSAB)

There is currently no board or commission related to the city's three primary water system functions: drinking water, wastewater, and storm water. The Watershed Management Advisory Commission (WMAC) is the only existing advisory body related to water systems, and its primary duty is to provide advice to the City Council and city staff regarding the Forest Stewardship Plan, which deals primarily with forestry issues in the Rock Creek Watershed basin. WMAC provides no advice regarding watershed issues anywhere else in the city and its other surrounding watersheds.

Water systems issues—including policy development, existing policy and code interpretations, and planning for drinking water supplies and treatment, wastewater treatment and release, plus watershed and storm water management--have significant long-term effects on the lives of all Corvallis community members. Such a new advisory board would provide clear means for public access, as well as the potential for influencing or being involved in the decision-making process at the critical early phases of policy and design. Such public participation is currently missing in most projects involving drinking water, wastewater, and storm water. The public needs better access to the decision-making process for policies, programs, and projects being considered, and for costs related to these programs and projects. A Water Systems Advisory Board should provide advice to the City Council and staff in the following areas:

- Water quality and treatment,
- Waste water treatment and release,
- Storm water management, including piped drainage systems, streams, and mitigation structures built on both public and private lands,
- Watershed protections and functions,
- Input to Capital Improvement Program for all related potential projects,
- Natural features management and issues that relate to water within the city.

Building maintenance and construction planning should NOT be covered by this board.

- Public Safety Advisory Board

The PPTF identified public safety (police and fire services) as having a significant gap where the council does not receive systematic advice from community members. However, the task force believes that addressing this gap would be a significant undertaking, and should be done via a separate public process. A Public Safety Advisory Board could provide the council with advice in the following areas:

- Emergency preparedness (with Registered Neighborhood Groups),
- Fire Dept. CIP projects, Police Dept. CIP projects, Fire Department strategic MP,

- Act in an advisory capacity to City Council, the Chief of Police, the Fire Chief, and the City Manager on police and fire policy and resource issues.

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. In some cities, if a new committee is formed, another is sunsetted. 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 departmental 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 serve for limited durations.

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 and departmental advisory committees 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 reporting with an annual review and a proposed work plan for the following year, with approval required by the 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. Board, commission, and committee members should be surveyed annually regarding resource support.

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 the following 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 *(see Appendix VI*) 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: advisory board, commission, task force, and departmental advisory committee.

Any of these committees may consider forming sub-committees. If one board is being merged into another, the continuing board will bear the responsibility for forming a subcommittee and establishing the scope of the subcommittee's work. (i.e., the board being merged does not continue to exist as a sub-committee of the continuing board).

Other limited-duration work groups or technical advisory teams 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 groups or 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 com-

pletion 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. Departmental Advisory Committee (DAC)

   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 City Council. They advise department staff and the City Council, and provide agility in responding to community issues.

   The PPTF recommendations include the options of transitioning the following current boards and commissions to department advisory committees: the Airport Commission, the Commission on Civic Beautification and Urban Forestry; the Capital Improvement Program Commission; and the Watershed Management Advisory Commission.

   Characteristics of a Departmental Advisory Committee would include the following:

   - Open, noticed public meetings (such as the Infill Task Force meetings) that allow public feedback/input. Decisions on frequency of meetings to be decided by committee members and staff, with the minimum being quarterly.
   - Appointments recommended by the department head to the city council standing committee for approval by the full city council. Department head will be expected to take into account both technical expertise or knowledge and diversity and inclusiveness considerations. Open advertising/recruitment advised.
   - Not established by ordinance. Reviewed every year by council standing committee for continuation or revision.
   - Minutes taken; will always go to the department's City Council standing committee.
   - Number of committee members up to department head, but a range might be five to seven persons. Appointees do not serve terms but may need to have a maximum number of years of service.
   - Works with the department staff, but also periodically reports to the City Council standing committee. Can make periodic reports to full council as well.

If adopted, the changes recommended for types of boards, commissions, or committees would result in the following name changes:

1. Airport Commission (AC) to Airport Advisory Board (AAB) or Airport Departmental Advisory Committee (ADAC)

2. Arts and Culture Commission (ACC) to Arts and Culture Advisory Board (ACAB)
3. Bicycle and Pedestrian Advisory Commission (BPAC) to Bicycle and Pedestrian Advisory Board (BPAB)
4. Board of Appeals (BA) to Appeals Commission (AC)
5. Capital Improvement Program Commission (CIP) to Capital Improvement Departmental Advisory Committee (CIDAC)
6. Citizens Advisory Commission on Transit (CACOT) to Transit Advisory Board (TAB)
7. Commission for Martin Luther King Jr. (CMLK) to Martin Luther King Jr. Advisory Board (MLKAB)
8. Commission on Civic Beautification and Urban Forestry (CBUF) to Civic Beautification and Urban Forestry Advisory Board, or Civic Beautification and Urban Forestry Departmental Advisory Committee (CBUFDAC)
9. Committee for Citizen Involvement (CCI) to Community Involvement and Diversity Advisory Board (CIDAB)
10. Community Police Review Board (CPRB) to Community Police Review Advisory Board (CPRAB)
11. Downtown Commission (DC) to Downtown Advisory Board (DAB)
12. Economic Development Commission (EDC) to Economic Development Advisory Board (EDAB)
13. Housing and Community Development Commission (HCDC) to Housing and Community Development Advisory Board (HCDAB)
14. Land Development Hearings Board (LDHB) to Land Development Hearings Commission (LDHC)
15. Parks, Natural Areas and Recreation Board (PNARB) to Parks, Natural Areas and Recreation Advisory Board (PNARAB)
16. Watershed Management Advisory Commission (WMAC) to Watershed Management Departmental Advisory Committee (MDAC)

    The names for the Budget Commission (BC), Corvallis-Benton County Library Board, Historic Resources Commission (HRC), and Planning Commission (PC) would remain the same.

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 Access and Opportunities Section V**

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 A: Streamlining advisory 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 B: Providing enhanced outreach (see Section V, Access and Opportunities) and orientation activities (already recommended) will maximize the effective participation of community member volunteers.

Recommendation C: Increasing the use of liaisons from boards or commissions to other boards or commissions, will improve communications and break down the "silo" effect. The Planning Commission, for example, currently has liaison assignments to the HRC, HCDC, CCI, and CIP Commission. Possible new liaison assignments could be from PNARB to CBUF, ACC, and the new CIDAB; from CIDAB to the CMLK, or from the AC to the EDC.

Recommendation D: 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: We recommend an immediate sunsetting of the Committee for Citizen Involvement (CCI), and the transfer of its Goal One responsibility to a new and more broadly focused Community Involvement and Diversity Board (CIDAB) as described in Recommendation B of Charge 1c earlier in this document.

The current configuration of the CCI limits the work of the committee to address Goal One of the Oregon land use system and could be better met as a specific responsibility of a new Community Involvement and Diversity Board (CIDAB).

Charge 8: **See Neighborhoods, Section VI**

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.

Recommendations for Collaborative Democracy:

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 and in all ways act respectfully towards people giving testimony.
When the need arises to limit testimony, employ methods that are predictable and discreet. One of the most-repeated negative comments the Task Force received from many persons was dislike for the current timing clock used at City Council meetings to limit testimony. Almost everyone understands the need to have some kind of time limits on testimony, but most would prefer that it be done directly by a person rather than electronically.

The City of Pasadena, CA 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. In the city of Falls Church, VA, timing of visitor comment is done by a staff member, who pleasantly but firmly tells speakers they have exceeded time allocations. At Corvallis Planning Commission meetings, the Chair moderates and limits testimony as needed herself, without the use of any electronic devices.

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, at what point a presentation will occur (e.g., during "Presentations" or "Public hearings"), and 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.

Recommendations for Diversity:

1. Use the term "community member" instead of "citizen" whenever possible, in all City documents and references.
The city of Corvallis includes significant numbers of people living and working here who are not U.S. citizens but are residents and community members. They are eligible to serve as volunteers on boards and commissions and are users of city services.

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."*

Recommendations for Openness and Respect:

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 current contact information for board, commission, committee, and task force chairs, as well as the staff person providing primary support.
- Include a link on the "Mayor and City Council" web page for each councilor to specify what means of contact are available and that 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.
- Ask the CIDAB to research and recommend ways for the City Council, its three standing committees, and City boards and commissions to involve and obtain feed-back from persons or populations for whom testimony at formal meetings is either not possible or is too intimidating.

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, improve online applications and increase awareness of specific vacancies and steps on how to become involved.
- Actively seek nominees from varied age groups, socioeconomic, racial, and ethnic backgrounds.
- Continue to seek input from current Commission and Advisory Board chairs and department staff for potential nominees to fill vacancy.

- Seek additional channels to 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

Recommendation for Inclusiveness:

1. 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.

Recommendation for Accountability:

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

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."*

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 in 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. We would like to see there to be a more expansive view and holistic approach taken on neighborhood groups and that Registered Neighborhood Groups to include what are currently neighborhood associations, homeowners associations, and any other neighborhood group that brings people sharing a geographic region together to work for enhanced neighborhood livability and build community through connecting neighbors to neighbors. Thus, we would like to see faith-based groups and businesses within the geographic area invited to be active participants in Registered Neighborhood Groups to increase communication and collaboration of people and groups living and working in close proximity to one another. 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 to sustain active neighborhoods:

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 IV).***

2. Neighborhood Empowerment Grant Program

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). Funding for the former City of Corvallis program and similar programs in cities such as Lake Oswego, Bend, or Eugene ranges from $10,000 to $60,000.

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

As is done in other cities the Task Force contacted, we recommend creation of 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 to sustain active neighborhoods:

1. RNG manual

Develop and encourage RNGs to actively use an RNG 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 include 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 sustain 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 function of CIDAB.

3. Resource library

Start building an online library of 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).

Electronic connections recommendations

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 see Appendix IV).***

3. Annual RNG recognition process
    a) 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).

b) 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 Reporting: 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. <u>City Councilor communication</u>

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

a) 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.

b) CIDAB should work with staff to develop a web page on the City Web site that provides the following resources for RNGs:

- An interactive map to connect individuals to their RNG,
- Updated brochure on how to form an RNG with the City's assistance,
- 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,
- 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,
- 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,
- A who do you call list. See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/Who%20to%20Call.pdf,
- List of local city and community spaces available for RNG meetings,
- A guide to City departments and services. See example from Salem, Oregon: http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/Documents/GuideAug2010.pdf ,
- Links to relevant Benton County, 509J Corvallis School District, and OSU resources and services,
- A link to the City's Land Use education guide,

- Templates for meeting agendas and minutes, bylaws, etc.,
- 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 this content would be assembled 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.

Recommendations:

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.

VII. COST ANALYSIS AND IMPLICATIONS

The effective engagement of community members can have significant and positive impacts on the city. While there are direct costs in the support of the public participation process, the net effect of a well-functioning public participation process increases the likelihood of decisions that are better understood and supported by the community. This process can result in long term savings in city resources. Current costs were provided by Department Directors and included in a table in Appendix II. Estimated net effects are projected on the table.

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.

The cost implications of this set of recommendations are dependent on a variety of factors. The one-time costs that are part of staff responsibilities in an ongoing, regularly changing City government (such as name modifications or limited changes in legal or code language) should not be included.

- Cost implications are dependent on which option the City Council decides to implement. Any choice to leave the system "as-is" has no net budget impact. The cost estimates reviewed in this analysis were provided by department directors. Actual fixed costs include the hiring of note taking recorders to prepare the minutes.

- Cost implications are also dependent on the implementation and timing of any changes. In addition, costs are dependent on the amount of work that volunteers can do by working with staff.

- In the past, the Commission for Martin Luther King Jr. has been allocated funding (recently $10,000) for the purpose of its charge. We recommend that the newly charged Martin Luther King Jr. Advisory Board meet with their Council standing committee to review best use of these funds as a result of the broadened scope of this committee and to determine the amount of funding needed to meet their charge.

Cost implications of re-organizing advisory boards and commissions (Charge 1.a. – 1.d.):

<u>1. No significant changes in recommendation/no significant cost implications: Planning Commission, Historic Resources Commission, Community Police Review Board, Board of Appeals</u>

<u>2. Limited changes in recommendation/some increases in Department staff support costs: Budget Commission, Commission for Martin Luther King Jr.</u>

- Additional Budget Commission meetings in the fall may require limited staff resources.

- Support for CMLK would be reinstituted; this support was formerly provided.

3. Mergers and combinations in recommendation/limited cost implications:
Arts and Culture Commission and Public Arts Selection Commission; Downtown Commission and Downtown Parking Commission; Planning Commission and Land Development Hearings Board.

- Combining these committees would provide limited decreases in staffing costs in supporting Departments and City Recorder's office.

4. Changes to Departmental Advisory Committees in recommendation/limited cost implications.
Capital Improvement Program Commission, Airport Commission; Watershed Management Advisory Commission, Commission on Civic Beautification and Urban Forestry.

- We anticipate a one-time cost for set-up and implementation of the changes.

- We anticipate a reduction in costs over time as committees operate in new structure (selection of members, lower replacement costs, less paperwork, efficiency of operations) in Departments and City Recorder's office.

5. Significant mergers, changes, or transfers of responsibilities in recommendation/limited impact on costs.
a. Sunsetting the Commission for Citizen Involvement and the formation of the new Community Involvement and Diversity Board. (includes addressing Charge 7)

- We anticipate a one-time staff costs for sunsetting the CCI and for setting up and starting the CIDAB. Initial staff support costs for start-up of CIDAB should be similar to staff time formerly used to support the CCI.

- If the CIDAB is going to work to implement the PPTF recommendations for its responsibilities, additional staff support will be required, up to .5 FTE staff position. This is dependent on timing for implementation as well as future year budgets.

b. Formation of the Multi-Modal Transportation Advisory Board including the merger of the responsibilities of the Citizen Advisory Commission on Transit and the Bicycle and Pedestrian Advisory Commission.

- We anticipate one-time staff costs in the Department as well as in the City Recorder's office for sunsetting and for setting up the new board.

- Once implemented, there should be either no increase in staff support or possibly less staff time required.

c. Formation of the Water Systems Advisory Board.

- We anticipate one-time staff costs for setting up this new board. The new board will require new staff support time, but given the other changes suggested in this recommendation that impact the Department, limited staff cost increases (if any) are anticipated.

d. Other possible mergers such as the Downtown Commission and the Economic Development Commission and incorporation of economic development related activities from the Airport Commission.

- We anticipate one-time staff costs to implement any of the possible options. Over time, implementation of any of the options should decrease staff support costs and increase efficiency.

Cost implications of recommendations on formation, evaluation, revision, sunsetting, relationship to operating departments and the role of the council liaison.

(Charge 2a. – f., 3, 4)

If implemented, all of the recommendations accepted should decrease costs over time. These changes should increase the efficiency of City and Council operations and enhance the use of volunteer time and technical expertise and advice.

Cost implications of recommendations related to access and opportunities.

(Section V. Charge 5 a. – b.)

Many of the recommendations in this section can be implemented with little cost by making changes in current operating policies and procedures. Others would require additional staff support to the Mayor as well as the City Recorder's office, to both implement recommendations for one-time costs as well as ongoing staff support. Those costs will need to be built into future budget requests.

Cost implications of recommendations related to reducing the use of staff support and maximizing the use of volunteers. (Charge 6 a. - b.)

Based on the research and discussion of the Public Participation Task Force over the last nine months, we have come to the conclusion that reducing staff support while maximizing volunteers can be difficult to achieve simultaneously. We believe that over time our recommendations will significantly increase and help to maximize the use of community volunteers. However, in order to do that in an appropriate and significant manner staff support is critical. Specifically, increased staff will be needed in order to support to the CIDAB and its responsibilities in both involving community members in city operations and in providing assistance and support to neighborhood organizations.

Cost implications of recommendations related to Neighborhood Associations.

(Section VI- Charge 8)

To implement the recommended changes will over time require dedicated staff time and city resources that will have to be considered in future budget requests including the following:

- Neighborhood Empowerment Grant Program: Other communities in Oregon have and do dedicate significantly more resources to similar programs than Corvallis has done in the past. Examples include Lake Oswego, Bend, and Eugene with

budgets ranging from $38,000 up to $60,000. We recommend annual funding from $25,000 to $30,000 be considered.

- Other budget support costs would include a small budget of $5,000 - $10,000 available annually to provide ongoing support to neighborhoods.
- Over time, additional staff support of approximately .5 FTE (as noted earlier) may be required to support the proposed neighborhood program, as well as support to the additional CIDAB responsibilities.

****

Appendix I

Overview of Research Process

This appendix details the process the PPTF followed in order to create our recommendations and report. We did our best to incorporate public input through surveys, public meetings, and reviewing minutes available on the web. PPTF Chair Kent Daniels endeavored to visit as many board and commissions as possible to learn about current activity. Due to time constraints, we were unable to attend meetings of every board and commission.

- 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 in Oregon: Eugene, West Linn, Salem, Bend, Albany, Lake Oswego, Springfield, and Ashland and cities outside Oregon: Pasadena, CA ,Bellingham, WA, and Ithaca, NY.

- 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

- Electronic 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.

- 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.

- 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.

- April 28, 2014 public meeting to present and receive feedback on the draft recommendations. Approximately 60 community members attended and were asked to discuss the following questions: do you see any missed opportunities in the draft recommendations? Which recommendations concern you? Which recommendations do you support and are especially excited about? Feedback about the meeting included many positive comments about the discussion format.

II. Current Board and Commissions Cost Estimates

Cost estimates were provided by Department Directors and other city staff and assembled for comparison in the table below.

Committee	Department	Cost estimate	Option A	Option B
Budget Commission	Finance (estimated, varies)	$20,000	$20,000	$20,000
Historic Resources Commission	Community Dev($3k per HPP)	$80,000	$80,000	$80,000
Planning Commission	Community Dev (estimated, varies)	$60,000	$60,000	$60,000
Planning Commission	Public Works	$264,760	$211,808	$211,808
Board of Appeals	Community Dev- *no data provided*			
Land Dev Hearings Board	Community Dev (per appeal hearing)	$3,000	$0	$0
Airport	Public Works- costs provided	$6,250	$6,250	$0
Arts & Culture	Parks & Rec- costs provided	$3,143	$3,143	$3,143
Bike & Pedestrian	Public Works- costs provided	$12,800	$0	$ 12,800
Capital Improvement Projects	Public Works- costs provided	$3,800	$0	$0
Civic Beaut. & Urban Forestry	Parks & Rec- costs provided	$5,366	$0	$0
Comm. For Citizen Involvement	Community Dev- costs provided	$8,000	$0	$0
Corvallis-Benton Library	Library- costs provided	$6,178	$6,178	$6,178
Downtown Parking	Public Works- costs provided	$4,170	$0	$0
Downtown Commission	Community Dev- costs provided	$14,200	$0	$14,200
Economic Development	City Manager- *est., no data provided*	$14,000	$14,000	$14,000
Housing and Community Dev	Community Dev- costs provided	$10,000	$10,000	$10,000
Martin Luther King Jr.	City Manager- costs provided	$1,800	$7,000	$7,000
Parks & Natural Areas	Parks & Rec- costs provided	$16,800	$16,800	$16,800
Community Police Review	Police- estimate, costs provided	$1,000	$1,000	$1,000
Public Arts Selection	Parks & Rec- costs provided	$1,844	$0	$0
Transit	Public Works- costs provided	$7,960	$0	$7,960
Watershed Management	Public Works- costs provided	$8,360		$8,360
Comm. Involvement & Diversity	Community Dev- estimate	$0	$10,000	$10,000
Multi-Modal Transportation	Public Works- estimate	$0	$12,000	$0
Water Systems	Public Works- estimate	$0	$8,000	$8,000
	TOTAL	**$473,431**	**$470,388**	**$495,451**

III. Board and Commission Survey Summary and Raw Data

Overview

The purpose of the board and commission survey was to learn about some of the current practices of boards and commissions in the areas of process and organization as well as communication with city council and with the public. The survey also served as a forum for current board and commission members to provide feedback on areas of growth for the board and commission system.

The survey was sent in November 2013 and board and commission members were given 3 weeks to respond to the survey. The survey saw 85 total respondents with all boards and commissions having at least one member respond. The results of the board and commission survey helped to inform the recommendations

Note: There are 174 total members on all boards/commissions. Some members are on more than one. The survey had a 48.9% response rate.

Corvallis Boards & Commission Feedback Survey - Themes

Process & Organization

1) Need/desire for orientation/training, 36% report having an orientation, 64% do not or are unsure if they receive an orientation
2) Strategic goal setting is needed, 42% of respondents were unsure or said their B&C does not set annual goals
3) General need for consistency in process (how to run meetings, public meeting law, annual planning/goal setting, roles of commissions, City Council liaisons, etc.)
4) Confusion on what was meant by diversity, most commissions lack racial/ethnic diversity, age diversity, and SES diversity
5) Great relationships and communication with city staff, boards and commissions are largely very happy with staff support, collaboration, and interaction, overwhelmingly positive responses on city staff, 93% report having an appropriate working relationship with city staff
6) Desire for a more inclusive, transparent process for filing vacancies
7) 88% feel valued and appreciated despite no formal appreciation/celebration process

Communication

1) Engagement with citizens is largely passive through holding public meetings, 40% do not have strategies or are unsure of strategies for collecting citizen input

2) More structured communication to City Council would help, e.g. annual presentation to Council
    a. 82% report understanding the role of the City Council liaison but 51% are unsure if the liaison communicates regularly to City Council and 72% report having adequate communication with City Council
    b. Some liaisons collect items that B&C want to have reported to City Council
    c. Remove the 3 minute timer, extend the amount of time allotted for hearing from B&Cs
3) Some respondents commented on the need for members of the City Council to demonstrate active listening during presentations or testimony. The current perception by some respondents is that testimony is not valued.
4) Interest in annual gathering of B&Cs to reduce silos and increase knowledge among B&Cs of each other's work.

My Report

Last Modified: 11/24/2013

1. 1.) On which board or commission do you serve?

Text Response
Bicycle and Pedestrian Advisory Commission
Airport Commission
CACOT
Corvallis Watershed Management Advisory Commission
downtown parking
CACOT
Library
Bicycle and Pedestrian Advisory Commission
Corvallis-Benton County Public Library Board
Bike and Pedestrian Commission
Corvallis Benton County Library Board
Airport Commission
Capital Improvements
Watershed Management Advisory Commission
Airport Commission
Airport Commission
Capital Improvement Program commission
Parks Natural Areas and Recreation and CIP
Corvallis/Benton County Library Board
Citizens Advisory Commission on Transit
Arts and Culture
Beautification and urban forestry CBUF
CBUF
MLK commission
Planning Commission
Parks and Natural Areas
public art selection
PNARB
CBUF
Martin Luther King
Capital Improvement Commission
WMAC
BPAC
Library
Planning Commission
Downtown Commission
Planning Commission
planning
Arts & Culture Commission
Historic Resource Commission
Historic Resources
Historic Resources Commission
Planning Commission
HRC
Public Art Commision
downtown commission
The Library Board
Watershed Management Advisory Commission

IV. Neighborhood Groups Survey Summary and Raw Data

Overview

The purpose of the Neighborhood Associations (NA) survey was to compare and contrast what the PPTF had learned from other cities on the function of their NAs with the experience of active members of Corvallis NAs. The survey contained a balance of requests for responses to specific ideas and open-ended questions.

The initial distribution was sent to the list of leaders in the City's Neighborhood Associations, and was announced at the Neighborhood Summit convened by several of the NAs bordering the OSU campus on February 5, 2014. Of the initial 93 responses we received, about 90% were from NA members near to campus. We later learned that distribution of the survey announcement to Willamette Landing Homeowner Association, and South Corvallis, and Tunison NAs had failed to reach the intended recipients. We took this as an opportunity to get additional information on near campus versus away from campus foci, and reopened the survey to these three South Corvallis organizations. The second round received an additional 28 responses. Clearly 28 responses from South Corvallis cannot be considered to represent all of the NAs located away from campus. Our hope is that in noting the differences, we can call attention to the impact of NAs current pattern of focus on land use and the difference in needs and interests of neighborhoods across the City based on proximity to campus and neighborhood personality and interest.

Results

As indicated in the responses to question #3, "**What activities and issue areas are you interested in having your NA work on?"** there was broad agreement that NAs should work on transportation and traffic issues (81% of all respondents) and land use/development (76% of all respondents). There also was substantial agreement on a number of other issue areas:

- Neighborhood watch/public safety/crime prevention - 52%
- Neighborhood beautification (landscaping, clean ups, tree plantings, etc.) - 55%
- Block parties and social gatherings - 49% (46% near campus / 61% away from campus)
- Coordinating raking, shoveling, and other assistance to elderly or otherwise vulnerable neighbors - 48% (41% near campus/71% away from campus)

Question #5 showed broad agreement on the desire for the City providing the following resources/services:

- Annual training/orientation for neighborhood leaders
- Free meeting space
- Neighborhood empowerment grants

- Resource manual with information about land development code, meeting agenda templates, meeting minute templates, goal setting, outreach and marketing strategies, facilitation techniques, etc.

Question #7, "**What type of communication would you like to have with other neighborhood groups and the city?"** also revealed substantial city wide agreement with the following responses:

- Quarterly gatherings with Neighborhood Association leaders – 58%
- City Council liaison assigned to each NA – 53%
- Annual work session with City Council, Mayor and NA leadership – 54%
- Ability to provide a 10-15 minute annual update to Council. – 57%

A common theme, throughout the survey comments, was a desire for City Council to listen to what NAs are saying and to act upon the information they receive.

Near Campus / Away from Campus Responses

The comparison of near campus NA responses with South Corvallis responses showed some interesting differences. Note we have included percentage of respondents along with the noted responses. In the case of information that came from questions with lists of topics provided, we believe that a response rate of around 50% or higher is significant. For the open ended questions with self-identified issues, we believe that responses greater than 15% are worth noting. Analysis of the open ended questions was done by establishing categories of response and noting the number of responses that appear to fall into those categories.

Issues Important to Central NAs but not so much to Away from Campus NAs

- Code enforcement issues – 59%
- Traffic / Parking / Traffic Safety – 42% (of self-identified issues)
- Infill / Development / LDC issues – 33% (of self-identified issues)
- Foster Leadership Development / Willingness – 19% (of self-identified issues)
- Land Development Code Education / Action – 15% (of self-identified issues)

Resources Important to Central NAs but not so much to Away from Campus NAs

- Manual with information on Land Development Code and running effective meetings
- Website for your Neighborhood Association

Issues Important to Outside NAs but not so much to Central NAs

- Disaster preparedness and response – 64%
- Neighbor exchanges for neighbors to borrow items like ladders, canopies, tools, etc. – 75%
- Continue our community building activities – 26% (of self-identified issues)
- Safe Bike / Walking paths- 19% (of self-identified issues)Food Availability / gardens – 15% (of self-identified issues)
- Complaints about not being able to drag and drop – relates to question #5 and may have impacted priorities – 30%

- We already have many of these items (especially communication) – relates to question #5 – 40%
- List Serve – as a means of communication with City (low rank may relate to both South Corvallis and Tunison already having list serves independent of City sponsorship)
- Food Access – 14% (of self-identified issues)
- Free Space for Community Events– 14% (of self-identified issues)
- Love that we act for each other– 14% (of self-identified issues)
- Speed Control Measures (SE 3rd) – 14% (of self-identified issues)

Resources Important to Outside NAs but not so much to Central NAs

- Yearly dumpster service available for neighborhood clean-ups

My Report

Last Modified: 03/16/2014

1. What Neighborhood Association are you a part of?

Text Response
Garfield Park Neighborhood Association
Chinitimini
Chinitimini
Brooklane
Avery Homestead
College Hill NA
Brooklane Neighborhood Association
We have not formalized as a Neighborhood Association yet?
Brooklane
Central Park Neighborhood Association
Whitham Hill but I was part of Harding until 2 months ago
Brooklane NA
Central Park
central park n.a.
Central Park
cpna
Avery Addition
None
Central Park
CPNA
Central Park Neighborhood Association
JANA
JANA
JANA
JANA
Rebuild the boardwalk off of Brooklane
Jobs Addition Neighborhood Association (JANA)
JANA
JANA
JANA
JANA
JANA
JANA (Jobs Addition Neighborhood Association)
Tunison Neighborhood Association
JANA
Brooklane
CHNA
College Hill
College Hill Neighborhood Association
College Hill
College Hill
College Hill
JANA
College Hill
College Hill
JANA
College Hill Neighborhood Association
College Hill Neighborhood Association

V. Board and Commissions Changes: Options Chart

We acknowledge that City Council must prioritize recommendations and the use of resources for public participation effectiveness. The table below 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.)
- 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 Committees are not included on the boards and commissions list and will be more cost-effective than currently organized.

	Option A		**Option B**		**No changes**
	4 commissions 11 advisory boards ***Total*** 15, plus 2 department advisory committees		4 commissions 12 advisory boards ***Total*** 16, plus 4 department advisory committees		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) **Civic Beautification & Urban Forestry Departmental Advisory** Corvallis-Benton County Public Library Advisory Board Housing & Community Development Advisory Board Martin Luther King, Jr. Advisory Board Parks, Natural Areas & Recreation Advisory Board Police Review Advisory Board		**Arts and Culture Advisory Board** (merge Public Art Selection) **Community Involvement and Diversity Advisory Board** (expand scope, sunset Committee for Citizen Involvement) **Civic Beautification & Urban Forestry Departmental Advisory** Corvallis-Benton County Public Library Advisory Board Martin Luther King, Jr. Advisory Board Parks, Natural Areas & Recreation Advisory Board Police Review Advisory Board		Arts & Culture CBUF CCI MLK Library Police Review PNARB Public Art Selection

continued	**Option A**		**Option B**		**No changes**
Urban Services Comm.	Appeals Commission (Board of Appeals) **CIP Departmental Advisory** Historic Resources Commission **Multi-Modal Transportation Advisory Board** (includes Bicycle & Pedestrian, Citizen Advisory Commission on Transit, possibly Downtown Parking) **Planning Commission** (merge Land Development Hearings Board) **Water Systems Advisory Board** (merge Watershed Management Advisory Commission)		Appeals Commission Bicycle & Pedestrian Advisory Board **CIP Departmental Advisory** Historic Resources Commission Housing & Community Development Advisory Board **Planning Commission** (merge Land Development Hearings) Transit Advisory Board Watershed Management Department Advisory **Water Systems Advisory Board**		Appeals Commission Bicycle and Pedestrian Capital Improvements Program (CIP) Downtown Parking Housing and Community Development Historic Resources Land Development Hearings Planning Commission Transit
ASC	Airport Advisory Board Budget Commission **Economic Development Advisory Board** (merge Downtown Comm.)		**Airport Departmental Advisory** Budget Commission **Downtown Advisory Board** (merge Downtown Parking) **Economic Development Advisory Board** (merge Airport-related work)		Airport Budget Downtown Economic Development Watershed Management

VI. Example of suggested minute taking format and orientation

Suggestions related to Board and Commission member orientation

1. Any orientation or training for new Board and Commission volunteers needs to include a component that emphasizes the public nature of their role as quasi-official city representatives. Anything individual members say at their meetings, or to the press, or in other contexts can and likely will become public knowledge and/or record. Meeting minutes, for example, are public records.

2. Training should emphasize the expectation that boards and commissions respect the work and roles of other boards and commissions.

   • Refrain from remarks that negatively characterize, belittle, or otherwise denigrate the work or motives of others.
   • Encourage regular and ongoing communication among boards, particularly when one board embarks on work that may affect or involve the roles and activities of another or others.
   • Seek to directly address and resolve perceived conflicts and concerns about work of other boards via chair-to-chair communication whenever possible.

3. Training should also emphasize that collaboration between boards is strongly encouraged and welcomed.

4. City Councils establish new boards to advise them on issues deemed significant and important for the full community. This does not mean a new board is therefore more important or valuable than other advisory boards, which were established by previous councils on the same premise.

Example of suggested minutes format from PENNY

Appendix VII
Board/Commission Annual Report and Proposed Work Plan Template

(Date) Corvallis (name of advisory board/commission/TF)
Annual Report and Proposed Work Plan:

Try to limit to one to two pages; addenda are optional.

Members:
Staff/ Council Liaisons:

Purpose/Mission (from enabling ordinance):
Example: Advises the City Council and Planning Commission on transportation related issues and works with City staff to proactively plan for a transportation system that enhances Corvallis livability, character and natural environment.

Prior Year Report:
Work completed
Recommendations, reports, projects, major issues resolved
Work in progress
Recommendations, reports, projects, major issues under review

Next Year Proposed Work Plan:
Regular work (ongoing or annual)

- List by task, project or goal

Description may include timeline, needed resources beyond standard, expected result

- Ex.: <u>Review annual Traffic Mitigation Report and make recommendation to Urban Services</u>

Receive report and recommendation from staff in September, discuss and receive testimony September and October, submit recommendation to USC in November

Special work for this year

- List by task, project or goal (new or continuing?) Description may include timeline, needed resources, expected result
- Ex.: <u>Begin discussions in preparation for revision of Plan for Upgrading Streets to Code</u>
    - Review existing plan and data concerning results and concerns
    - Implement first steps of public outreach and review
    - Develop a plan for public outreach and review
    - Receive staff's first draft of plan
    - Resources include scheduled staff time, budgeted costs for public meeting
    - Eventual results should be a cost-effective plan to improve safety on neighborhood streets

Resources:
Were resources (staff, volunteers, funds) adequate to complete your work in the prior year? Why or why not? Are different resources needed to meet your proposed work for the next year? If not, what changes do you propose?

Appendix VIII
Minutes from PPTF Public Meetings

Appendix IX
Parking Lot

The ideas or subjects listed below are topics or suggestions made that may be worth considering, but fell outside the scope or charge of the Public Participation Task Force.

1. Many requests for a clear city organization chart that shows how the city is organized and how boards, commissions, and task forces fit into that structure.

2. The lack of any board or commission coverage of anything dealing with energy and resource use.

3. The need for a clear, updated contact list for board and commission chairs and staff supporting each board or commission.

4. Many suggestions or queries regarding the consideration of joint city/county/OSU boards and commissions, like the Library Board. Possible suggested areas of collaboration included transportation, natural areas and parks, watersheds and drainagesheds.

5. Have more individual board and commission positions appointed by other organizations, as with the Library Board (half by Benton County), or Parks, Natural Areas, and Recreation Board (1 by the Greenbelt Land Trust, 1 by the 509J School District).

6. Watershed Advisory Commission should be involved with other watersheds in the city, not just Rock Creek.

7. We received feedback from the public that the City should consider creating a process for community groups to become "Registered Community Groups" so that more grassroots groups like the Infill Task Force or Casa Latinos Unidos de Benton County could receive benefits or formal recognition from the city. These groups would represent community members who are working together to represent needs and interests of particular portions of the Corvallis population or to enhance certain aspects of community livability but be composed of community members that do not share a geographic location within the City.

Appendix X
Other

Recipient list, draft PPTF recommendations:

1. PPTF
2. Carla Holzworth (Mayor, City Council, City Manager, Department Heads, Board and Commission members, staff)
3. League of Women Voters
4. Infill Task Force
5. Karen Levy Kuhn, Benton-Linn Health Equity Alliance listserv
6. Courtney Cloyd and contacts
7. Sustainability listserv (1500)
8. Healthy Streets, Healthy Streams Task Force
9. Jim Moorefield, Willamette Neighborhood Housing Services
10. Posted on PPTF website

PPTF 5/22/14 meeting
Attachment D

From: Altmann Hughes, Mary Beth
Sent: Tuesday, May 20, 2014 11:52 AM
To: Scherf, Lisa
Cc: Mason, Dan; Holzworth, Carla; 'Kenton Daniels'
Subject: RE: Feedback from Airport Commission

Hi Lisa,

One of the Airport Commissioners (Rod Berklund) emailed me and stated that this occurred. The email was sent to Kent Daniels and he sent to the full PPTF and Carla should now have the email to include with PPTF minutes.

Thanks for sending this my way to ensure we had the feedback!

MB

From: Scherf, Lisa
Sent: Tuesday, May 20, 2014 11:49 AM
To: Altmann Hughes, Mary Beth
Cc: Mason, Dan
Subject: Feedback from Airport Commission

Hi Mary Beth,

I believe there is one final meeting of the PPTF. As I'm reviewing the Airport Commission minutes from May 6, it occurred to me that we may not have passed along the recommendation from the Commission. Dan has been on vacation and is out now, and I'll be out soon for lunch and afternoon meetings and will not see Dan, so at the risk of possible duplication if he already sent you this, here you go:

Commissioner Zoeller made a motion to recommend that the Airport Commission remain as it is and to recommend that a position be created in the Airport Commission to be a liaison to the Economic Development Commission and that that position be rotated quarterly between Airport Commission members. Commissioner Parson seconded the motion, which passed unanimously.

Thanks~
Lisa

Lisa Scherf, P.E.
Transportation Services Supervisor
City of Corvallis Public Works
541-754-1759

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor

Date: May 27, 2014

Subject: Confirmation of Appointment to Arts and Culture Commission

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At our last regular meeting, I appointed the following person to the Arts and Culture Commission for the term of office stated:

Charles Robinson
Term expires June 30, 2015

I ask that you confirm this appointment at our next Council meeting, June 2, 2014.

1019

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor

Date: May 27, 2014

Subject: Vacancies on Advisory Boards, Commission, and Committees

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Elizabeth French has resigned from the Budget Commission. Her term on the Commission expires June 30, 2015.

Rick Spinrad has resigned from the Economic Development Commission, as he is moving from the area. His term on the Commission expires June 30, 2014.

I would appreciate your nominations of citizens to fill these vacancies.

1018

MEMORANDUM
May 15, 2014

To: Mayor and City Council

From: Mary Steckel, Public Works Director

Subject: Utility Service Rate Study Review

Issue:
A new ordinance is needed to enact the utility service rate study changes approved by City Council and to set rates.

Background:
During the May 5 City Council meeting a unanimous decision was reached to approve the proposed utility rate structure changes presented by staff at the April 9 and April 23 Administrative Services Committee meetings. The proposed structural changes are the result of a cost of service analysis completed on each of the three utilities and will be implemented in a revenue-neutral manner.

Discussion:
Municipal Code Section 3.06.140 Rates details base and consumption rates for each customer type as they relate to water, wastewater and stormwater services provided by the City of Corvallis. In order to implement the approved utility rate structure change, the rate schedule defined in this Section needs to be updated.

In addition, staff also addressed some housekeeping changes to this Section. They include:

1. Removal of the 5/8" meter size; the smallest meter size installed by the City of Corvallis is now a 3/4" meter. This is consistent with industry standard and reduces inventory requirements associated with maintaining parts for two different meters that are similar in size.
2. Removal of rates associated with 2" – 6" meters for Single Family Residential customers; there are no customers currently in these rate classes. Based on the topography and pressure zones in Corvallis, all Single Family customer needs can be met with a 1.5" or smaller meter.
3. Alignment of the consumption block thresholds for Group Residential/Fraternity/Sorority customers with the consumption blocks for Multi-Family Residential customers; this change removes the discrepancy between the existing signed ordinance and the electronic ordinance. There will be no change to the billing system.
4. Removal of the 12" meter size for Commercial customers; the largest meter size installed by the City of Corvallis is a 10" meter.

A revised ordinance reflecting the rate structure and housekeeping changes is attached for review.

Requested Action:
Staff recommends approval of the ordinance to implement the new water, wastewater and stormwater utility rate structure and corresponding rates to be effective July 1, 2014.

Reviewed:

James A. Patterson, City Manager

Nancy Brewer, Finance Director

ORDINANCE 2014-____

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 July 1, 2014, service rates shall be as follows:

1) Rates for single family customers:

Meter Size	Base Rate	hcf	Water Consumption Rates per hcf			Wastewater Consumption Rate per hcf		Stormwater Rate
			1st Level	2nd Level	3rd Level	Base Rate	All Usage	Per ESU
~~5/8"~~ 3/4"	~~$ 13.40~~ **$ 15.04**	0-7	~~$ 1.44~~ **$ 1.66**	~~$ 1.74~~ **$ 1.91**	~~$ 1.79~~ **$ 2.01**	~~$ 11.13~~ **$ 17.24**	~~$ 3.31~~ **$ 2.74**	$ 6.27
		8-13	~~$ 1.89~~ **$ 2.16**	~~$ 2.19~~ **$ 2.41**	~~$ 2.24~~ **$ 2.51**			
		≥14	~~$ 2.39~~ **$ 2.66**	~~$ 2.69~~ **$ 2.91**	~~$ 2.74~~ **$ 3.01**			
1.0"	~~$ 19.29~~ **$ 23.14**	0-7	~~$ 1.44~~ **$ 1.66**	~~$ 1.74~~ **$ 1.91**	~~$ 1.79~~ **$ 2.01**	~~$ 11.13~~ **$ 17.24**	~~$ 3.31~~ **$ 2.74**	$ 6.27
		8-13	~~$ 1.89~~ **$ 2.16**	~~$ 2.19~~ **$ 2.41**	~~$ 2.24~~ **$ 2.51**			
		≥14	~~$ 2.39~~ **$ 2.66**	~~$ 2.69~~ **$ 2.91**	~~$ 2.74~~ **$ 3.01**			
1.5"	~~$ 29.11~~ **$ 28.53**	0-7	~~$ 1.44~~ **$ 1.66**	~~$ 1.74~~ **$ 1.91**	~~$ 1.79~~ **$ 2.01**	~~$ 11.13~~ **$ 17.24**	~~$ 3.31~~ **$ 2.74**	$ 6.27
		8-13	~~$ 1.89~~ **$ 2.16**	~~$ 2.19~~ **$ 2.41**	~~$ 2.24~~ **$ 2.51**			
		≥14	~~$ 2.39~~ **$ 2.66**	~~$ 2.69~~ **$ 2.91**	~~$ 2.74~~ **$ 3.01**			
~~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~~ **$ 13.09**	0-7	~~$ 1.37~~ **$ 2.19**	~~$ 1.67~~ **$ 2.59**	~~$ 1.72~~ **$ 2.89**
		8-13	~~$ 1.79~~ **$ 2.85**	~~$ 2.09~~ **$ 3.25**	~~$ 2.14~~ **$ 3.55**
		≥14	~~$ 2.39~~ **$ 3.51**	~~$ 2.69~~ **$ 3.91**	~~$ 2.74~~ **$ 4.21**
1.0"	~~$ 19.31~~ **$ 20.00**	0-7	~~$ 1.37~~ **$ 2.19**	~~$ 1.67~~ **$ 2.59**	~~$ 1.72~~ **$ 2.89**
		8-13	~~$ 1.79~~ **$ 2.85**	~~$ 2.09~~ **$ 3.25**	~~$ 2.14~~ **$ 3.55**
		≥14	~~$ 2.39~~ **$ 3.51**	~~$ 2.69~~ **$ 3.91**	~~$ 2.74~~ **$ 4.21**
1.5"	~~$ 29.88~~ **$ 24.61**	0-7	~~$ 1.37~~ **$ 2.19**	~~$ 1.67~~ **$ 2.59**	~~$ 1.72~~ **$ 2.89**
		8-13	~~$ 1.79~~ **$ 2.85**	~~$ 2.09~~ **$ 3.25**	~~$ 2.14~~ **$ 3.55**
		≥14	~~$ 2.39~~ **$ 3.51**	~~$ 2.69~~ **$ 3.91**	~~$ 2.74~~ **$ 4.21**
2.0"	~~$ 42.55~~ **$ 47.37**	0-7	~~$ 1.37~~ **$ 2.19**	~~$ 1.67~~ **$ 2.59**	~~$ 1.72~~ **$ 2.89**
		8-13	~~$ 1.79~~ **$ 2.85**	~~$ 2.09~~ **$ 3.25**	~~$ 2.14~~ **$ 3.55**
		≥14	~~$ 2.39~~ **$ 3.51**	~~$ 2.69~~ **$ 3.91**	~~$ 2.74~~ **$ 4.21**
3.0"	~~$ 76.41~~ **$ 162.85**	0-7	~~$ 1.37~~ **$ 2.19**	~~$ 1.67~~ **$ 2.59**	~~$ 1.72~~ **$ 2.89**
		8-13	~~$ 1.79~~ **$ 2.85**	~~$ 2.09~~ **$ 3.25**	~~$ 2.14~~ **$ 3.55**
		≥14	~~$ 2.39~~ **$ 3.51**	~~$ 2.69~~ **$ 3.91**	~~$ 2.74~~ **$ 4.21**
4.0"	~~$ 114.44~~ **$ 278.05**	0-7	~~$ 1.37~~ **$ 2.19**	~~$ 1.67~~ **$ 2.59**	~~$ 1.72~~ **$ 2.89**
		8-13	~~$ 1.79~~ **$ 2.85**	~~$ 2.09~~ **$ 3.25**	~~$ 2.14~~ **$ 3.55**
		≥14	~~$ 2.39~~ **$ 3.51**	~~$ 2.69~~ **$ 3.91**	~~$ 2.74~~ **$ 4.21**
6.0"	~~$ 220.20~~ **$ 462.38**	0-7	~~$ 1.37~~ **$ 2.19**	~~$ 1.67~~ **$ 2.59**	~~$ 1.72~~ **$ 2.89**
		8-13	~~$ 1.79~~ **$ 2.85**	~~$ 2.09~~ **$ 3.25**	~~$ 2.14~~ **$ 3.55**
		≥14	~~$ 2.39~~ **$ 3.51**	~~$ 2.69~~ **$ 3.91**	~~$ 2.74~~ **$ 4.21**

8.0"	~~$ 347.09~~ **$ 738.87**	0-7	~~$ 1.37~~ **$ 2.19**	~~$ 1.67~~ **$ 2.59**	~~$ 1.72~~ **$ 2.89**
		8-13	~~$ 1.79~~ **$ 2.85**	~~$ 2.09~~ **$ 3.25**	~~$ 2.14~~ **$ 3.55**
		≥14	~~$ 2.39~~ **$ 3.51**	~~$ 2.69~~ **$ 3.91**	~~$ 2.74~~ **$ 4.21**
10.0"	~~$ 495.12~~ **$1,061.44**	0-7	~~$ 1.37~~ **$ 2.19**	~~$ 1.67~~ **$ 2.59**	~~$ 1.72~~ **$ 2.89**
		8-13	~~$ 1.79~~ **$ 2.85**	~~$ 2.09~~ **$ 3.25**	~~$ 2.14~~ **$ 3.55**
		≥14	~~$ 2.39~~ **$ 3.51**	~~$ 2.69~~ **$ 3.91**	~~$ 2.74~~ **$ 4.21**

3) Rates for Multi-Family:

Meter Size	Base Rate	hcf	Water Consumption Rates per hcf			Wastewater Consumption Rate per hcf		Storm Water
			1st Level	2nd Level	3rd Level	Base Rate	All Usage	Per ESU
~~5/8"~~ 3/4"	~~$ 20.73~~ **$ 22.33**	0-7	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 17.24**	~~$ 3.31~~ **$ 2.74**	$ 6.27
		8-13	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**			
		≥14	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**			
1.0"	~~$ 26.00~~ **$ 34.79**	0-18	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 17.24**	~~$ 3.31~~ **$ 2.74**	$ 6.27
		19-33	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**			
		≥34	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**			
1.5"	~~$ 34.81~~ **$ 43.10**	0-35	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 17.24**	~~$ 3.31~~ **$ 2.74**	$ 6.27
		36-65	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**			
		≥66	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**			
2.0"	~~$ 45.34~~ **$ 84.62**	0-56	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 17.24**	~~$ 3.31~~ **$ 2.74**	$ 6.27
		57-104	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**			
		≥105	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**			
3.0"	~~$ 73.51~~ **$ 292.25**	0-112	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 17.24**	~~$ 3.31~~ **$ 2.74**	$ 6.27
		113-208	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**			
		≥209	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**			

4.0"	~~$ 105.17~~ **$ 499.87**	0-175	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 17.24**	~~$ 3.31~~ **$ 2.74**	$ 6.27
		176-325	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**			
		≥326	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**			
6.0"	~~$ 193.17~~ **$ 832.08**	0-350	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 17.24**	~~$ 3.31~~ **$ 2.74**	$ 6.27
		351-650	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**			
		≥651	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**			
8.0"	~~$ 298.73~~ **$1,330.39**	0-560	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 17.24**	~~$ 3.31~~ **$ 2.74**	$ 6.27
		561-1040	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**			
		≥1041	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**			
10.0"	~~$ 421.90~~ **$1,911.74**	0-805	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 17.24**	~~$ 3.31~~ **$ 2.74**	$ 6.27
		806-1495	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**			
		≥1496	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**			

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			Wastewater Consumption Rates per hcf		Storm Water
			1st Level	2nd Level	3rd Level	Base Rate	All Usage	Per ESU
~~5/8"~~ 3/4"	~~$ 20.73~~ **$ 22.33**	0-7	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.31~~ **$ 17.24**	D - ~~$3.31~~ **$2.74**	$ 6.27
		8-13	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**		M - ~~$3.86~~ **$3.24**	
		≥14	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**		H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
1.0"	~~$ 26.00~~ **$ 34.79**	~~0-7~~ **0-18**	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.31~~ **$ 17.24**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~8-13~~ **19-33**	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**		M - ~~$3.86~~ **$3.24**	
		~~≥14~~ **≥34**	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**		H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	

1.5"	~~$ 34.81~~ **$ 43.10**	~~0-7~~ **0-35**	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.31~~ **$ 17.24**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~8-13~~ **36-65**	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**		M - ~~$3.86~~ **$3.24**	
		~~≥14~~ **≥66**	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**		H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
2.0"	~~$ 45.34~~ **$ 84.62**	~~0-7~~ **0-56**	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.31~~ **$ 17.24**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~8-13~~ **57-104**	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**		M - ~~$3.86~~ **$3.24**	
		~~≥14~~ **≥105**	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**		H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
3.0"	~~$ 73.51~~ **$ 292.25**	~~0-7~~ **0-112**	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.31~~ **$ 17.24**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~8-13~~ **113-208**	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**		M - ~~$3.86~~ **$3.24**	
		~~≥14~~ **≥209**	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**		H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
4.0"	~~$ 105.17~~ **$ 499.87**	~~0-7~~ **0-175**	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.31~~ **$ 17.24**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~8-13~~ **176-325**	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**		M - ~~$3.86~~ **$3.24**	
		~~≥14~~ **≥326**	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**		H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
6.0"	~~$ 193.17~~ **$ 832.08**	~~0-7~~ **0-350**	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.31~~ **$ 17.24**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~8-13~~ **351-650**	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**		M - ~~$3.86~~ **$3.24**	
		~~≥14~~ **≥651**	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**		H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
8.0"	~~$ 298.73~~ **$1,330.39**	~~0-7~~ **0-560**	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.31~~ **$ 17.24**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~8-13~~ **561-1040**	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**		M - ~~$3.86~~ **$3.24**	
		~~≥14~~ **≥1041**	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**		H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	

10.0"	~~$ 421.90~~ **$1,911.74**	~~0-7~~ **0-805**	~~$ 1.72~~ **$ 1.20**	~~$ 2.02~~ **$ 1.45**	~~$ 2.07~~ **$ 1.55**	~~$ 11.31~~ **$ 17.24**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~8-13~~ **806-1495**	~~$ 1.79~~ **$ 1.32**	~~$ 2.09~~ **$ 1.57**	~~$ 2.14~~ **$ 1.67**		M - ~~$3.86~~ **$3.24**	
		~~≥14~~ **≥1496**	~~$ 2.03~~ **$ 1.44**	~~$ 2.33~~ **$ 1.69**	~~$ 2.38~~ **$ 1.79**		H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	

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			Wastewater Consumption Rates per hcf		Storm Water
			1st Level	2nd Level	3rd Level	Base Rate	All Usage	Per ESU
~~5/8"~~ - 3/4"	~~$ 20.73~~ **$ 22.33**	~~0-14~~ **≥0**	~~$ 1.72~~ **$ 1.15**	~~$ 2.02~~ **$ 1.35**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 21.57**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~≥15~~	~~$ 2.13~~	~~$ 2.43~~	~~$ 2.48~~		M - ~~$3.86~~ **$3.24**	
							H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
1.0"	~~$ 26.00~~ **$ 34.79**	~~0-43~~ **≥0**	~~$ 1.72~~ **$ 1.15**	~~$ 2.02~~ **$ 1.35**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 21.57**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~≥44~~	~~$ 2.13~~	~~$ 2.43~~	~~$ 2.48~~		M - ~~$3.86~~ **$3.24**	
							H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
1.5"	~~$ 34.81~~ **$ 43.10**	~~0-67~~ **≥0**	~~$ 1.72~~ **$ 1.15**	~~$ 2.02~~ **$ 1.35**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 21.57**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~≥68~~	~~$ 2.13~~	~~$ 2.43~~	~~$ 2.48~~		M - ~~$3.86~~ **$3.24**	
							H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
2.0"	~~$ 45.34~~ **$ 84.62**	~~0-179~~ **≥0**	~~$ 1.72~~ **$ 1.15**	~~$ 2.02~~ **$ 1.35**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 21.57**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~≥180~~	~~$ 2.13~~	~~$ 2.43~~	~~$ 2.48~~		M - ~~$3.86~~ **$3.24**	
							H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	

3.0"	~~$ 73.51~~ **$ 292.25**	~~0-208~~ **≥0**	~~$ 1.72~~ **$ 1.15**	~~$ 2.02~~ **$ 1.35**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 21.57**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~≥209~~	~~$ 2.13~~	~~$ 2.43~~	~~$ 2.48~~		M - ~~$3.86~~ **$3.24**	
							H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
4.0"	~~$ 105.17~~ **$ 499.87**	~~0-341~~ **≥0**	~~$ 1.72~~ **$ 1.15**	~~$ 2.02~~ **$ 1.35**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 21.57**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~≥342~~	~~$ 2.13~~	~~$ 2.43~~	~~$ 2.48~~		M - ~~$3.86~~ **$3.24**	
							H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
6.0"	~~$ 193.17~~ **$ 832.08**	~~0-1000~~ **≥0**	~~$ 1.72~~ **$ 1.15**	~~$ 2.02~~ **$ 1.35**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 21.57**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~≥1001~~	~~$ 2.13~~	~~$ 2.43~~	~~$ 2.48~~		M - ~~$3.86~~ **$3.24**	
							H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
8.0"	~~$ 298.72~~ **$1,330.39**	~~0-1040~~ **≥0**	~~$ 1.72~~ **$ 1.15**	~~$ 2.02~~ **$ 1.35**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 21.57**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~≥1041~~	~~$ 2.13~~	~~$ 2.43~~	~~$ 2.48~~		M - ~~$3.86~~ **$3.24**	
							H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
10.0"	~~$ 421.90~~ **$1,911.74**	~~0-23207~~ **≥0**	~~$ 1.72~~ **$ 1.15**	~~$ 2.02~~ **$ 1.35**	~~$ 2.07~~ **$ 1.55**	~~$ 11.13~~ **$ 21.57**	D - ~~$3.31~~ **$2.74**	$ 6.27
		~~≥23208~~	~~$ 2.13~~	~~$ 2.43~~	~~$ 2.48~~		M - ~~$3.86~~ **$3.24**	
							H - ~~$5.28~~ **$4.64**	
							VH - ~~$7.14~~ **$6.39**	
~~12.0"~~	~~$ 502.71~~	~~0-23207~~	~~$ 1.72~~	~~$ 2.02~~	~~$ 2.07~~	~~$ 11.13~~	~~D - $3.31~~	~~$ 6.27~~
		~~≥23208~~	~~$ 2.13~~	~~$ 2.43~~	~~$ 2.48~~		~~M - $3.86~~	
							~~H - $5.28~~	
							~~VH - $7.14~~	

6) 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~~ **$3.02** per month
2] 3": ~~$3.00~~ **$10.55** per month
3] 4": ~~$4.00~~ **$18.09** per month
4] 6": ~~$6.00~~ **$30.15** per month
5] 8": ~~$8.00~~ **$48.24** per month

7) 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~~ **$33.68** per month, plus the applicable storm water and other City Services fees.

b) Multi-family unmetered rates shall be ~~$30.03~~ **$33.68** per month for the one residential unit and ~~$18.89~~ **$16.44** 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.

8) Storm Water Special User Unit (per ESU to the nearest 0.1 ESU): $1.28.

(Ord. No. 2014- , § ; Ord. 2013-14, § 1, 11/18/2013; 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 July 1, 2014.

PASSED by the City Council this _____ day of _____, 2014.

APPROVED by the Mayor this _____ day of _____, 2014.

EFFECTIVE this _____ day of _____, 2014.

_____
Mayor

ATTEST:

_____
City Recorder

Memorandum

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

To: Mayor and City Council
From: Tom Nelson, Economic Development Manager
Date: May 29, 2014
RE: Downtown Hotel and Parking Garage Property Negotiation

Background

In fall of 2013, local developers approached the City proposing a public-private partnership for the development of a hotel and parking garage in downtown Corvallis. Due to the need to build a parking structure to accommodate a downtown hotel, the project cannot compete with hotel developments on Greenfield sites that have surface parking. Therefore, the developers asked that the City purchase a condominium share of the parking garage that would also accommodate public parking. The City Council met in Executive Session three times to discuss this property negotiation, and each time directed staff to continue working on the deal. At its May 19, 2014 regular City Council meeting, staff was directed to bring the necessary documents and legislation to the June 2, 2014, City Council meeting to be considered for approval.

Discussion

The City is being asked to enter into a property purchase of a condominium share of a parking garage estimated to cost $7.2 million to construct, with the City's share being $4.2 million for an approximate 86% of the structure. The City is also being asked to lease the structure back to the hotel for operations and maintenance of the structure for $70,000 per year. The lease agreement includes an opportunity to receive 25% of the revenues over and above $150,000 per year beginning in year eleven for the life of the lease.

Staff Proposal

Staff has investigated the elements of this proposed deal, and projects that revenue from the additional transient room tax, property tax to the City, and lease revenue will more than pay the debt service for this project over the life of the loan. Staff proposes that if initial revenues are not sufficient to cover debt service, any General Fund contribution be considered a loan to the project, and be repaid with future transient room tax revenue. Staff believes that the benefits of entering into these property agreements far outweigh any risk to the City over the life of the loan. These benefits include:

- A vacant property that has been dormant and unutilized for over two decades will be developed with a $23 million investment, increasing assessed value and subsequent local tax collection.
- An estimated $525,000 in System Development Charges and permits will be paid to the City during construction.
- An estimated $180,000 will be collected in taxes per year by overlapping jurisdictions.
- An estimated $100,000 will be collected in transient room taxes per year for Tourism.
- An estimated $3 – 4 million per year will be added to the local economy due to additional overnight stays.
- The project will be constructed, owned, and operated by local investors.
- The project is estimated to create 150 construction and 50 vendor jobs.
- The project is estimated to create 20 full-time and 20 part-time hotel jobs.
- The project will add much needed upscale hotel rooms which will allow for more and larger conferences, keeping hotel stays in Corvallis.
- The project will add much needed parking capacity to downtown.
- The City does not need to purchase property or construct, operate, and maintain a parking structure.
- The project compliments other downtown development and will accelerate additional downtown investment as did the City's riverfront project, increasing downtown business activity.
- Financing costs for capital projects are currently at historically low levels.
- Financing does not require the use of existing resources.
- Once the debt is repaid, it is estimated that more than $300,000 per year will be gained for the general fund.

If the project is not approved, none of these benefits will be achieved, and the site will remain vacant, leaving a major gap in the riverfront development plan.

Staff Recommendation

A resolution for an Earnest Money agreement to purchase the property and a resolution for a lease agreement are being offered for Council approval. Based on the findings listed above and in the resolutions, staff recommends adoption of both resolutions.

Review and Concur:

James A. Patterson
City Manager

RESOLUTION 2014 - _____

A RESOLUTION DIRECTING THE CORVALLIS CITY MANAGER TO ENTER INTO AN EARNEST MONEY AGREEMENT FOR $4.2 MILLION TO PURCHASE A CONDOMINIUM SHARE OF A PARKING GARAGE TO BE BUILT ON SW FIRST STREET AND SW WASHINGTON AVENUE IN CORVALLIS, OREGON.

Minutes of the June 2, 2014, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, a parcel of property on SW First Street in Corvallis, which has been vacant and undeveloped for over two decades has been purchased by local developers who plan to build a hotel at this location; and

WHEREAS, the hotel developers have proposed a public / private partnership to develop a parking garage associated with the hotel; and

WHEREAS, the proposed garage will offer additional parking spaces available for public use; and

WHEREAS, the City has found that additional parking is needed in downtown Corvallis; and

WHEREAS, the transient room tax, property tax and lease revenues generated by this project should provide most of the debt coverage for this project; and

WHEREAS, the City finds that there are additional economic development advantages as a result of this project including more transient room tax to support tourism, more property taxes for overlapping jurisdictions, more spending in local businesses by visitors, and more spending for overnight stays in Corvallis; and

WHEREAS, based upon the above findings, the City Council finds that it furthers the public interest for the City to purchase the condominium parking spaces for $4,200,000;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS resolves to direct the Corvallis City Manager to enter into an earnest money agreement to purchase a condominium share of a parking garage to be built at SW First Street and SW Washington Avenue in Corvallis, Oregon.

_____
Councilor

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

RESOLUTION 2014 -____

A RESOLUTION DIRECTING THE CORVALLIS CITY MANAGER TO ENTER INTO A LEASE AGREEMENT FOR A PARKING GARAGE TO BE BUILT ON SW FIRST STREET AND SW WASHINGTON AVENUE IN CORVALLIS, OREGON.

Minutes of the June 2, 2014, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, the City Council, through adoption of Resolution 2014-___ has authorized and directed the City Manager to negotiate and sign an earnest money purchase agreement for the City to acquire a condominium interest in the parking garage attached to a hotel to be built at the corner of Southwest First Street and Southwest Washington Avenue; and

WHEREAS, the hotel operator has agreed to operate, maintain, and manage the parking garage on behalf of the City and will pay the City an annual amount to lease the City's parking garage; and

WHEREAS, the estimated cost for the City to operate a parking facility would be $45,000 per year; and

WHEREAS, efficient use of parking spaces requires a sophisticated system to operate and manage a parking facility; and

WHEREAS, the needs of the public are met by the facility guaranteeing at least 20,000 hours of available public parking each month; and

WHEREAS, the City is unable to operate and manage a parking facility as efficiently as a private tenant could, and

WHEREAS, the downtown hotel requires priority for parking spaces for its tenants; and

WHEREAS, the value of the condominium interest, including economic development benefit to the City will exceed $4.2 million in the first few years; and

WHEREAS, based upon the above findings, the City Council finds that it furthers the public interest for the City to lease the condominium parking spaces to the hotel developers; and

WHEREAS, the proposed garage will offer additional parking spaces available for public use; and

WHEREAS, the City has found that additional parking is needed in downtown Corvallis; and

WHEREAS, the transient room tax, property tax, and lease revenues generated by this project should provide most of the debt coverage for this project; and

WHEREAS, the City finds that there are additional economic development advantages as a result of this project; and

WHEREAS, based upon the above findings, the City Council finds that it furthers the public interest for the City to lease the condominium parking spaces to the hotel developers;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS resolves to direct the Corvallis City Manager to enter into a lease agreement for a parking garage to be built at SW First Street and SW Washington Avenue in Corvallis, Oregon.

_____

Councilor

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

URBAN SERVICES COMMITTEE
MINUTES
May 20, 2014

Present
Councilor Richard Hervey, Chair
Councilor Dan Brown
Councilor Roen Hogg

Visitors
John T. Betich
Paul Cauthorn
Jim Day, *Corvallis Gazette-Times*
Larry Hellesto
Terri Hellesto
Jerry Hortsch
Deb Kadas
Todd Powell
Stewart Wershow
John Wydronek

Staff
Nancy Brewer, Finance Director
Jon Sassaman, Police Chief
Mary Steckel, Public Works Director
Greg Gescher, City Engineer
Bruce Moser, Street Maintenance Supervisor
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Cleveland Avenue Traffic Analysis	Yes		
II. Council Policy Review and Recommendation: 91-7.08, "Sidewalk Policy"			Revise Council Policy 91-7.08, "Sidewalk Policy," as amended
III. Residential Parking Districts			Agreements: • Designate NW 28th, NW 29th, and NW 30th Streets between NW Johnson and NW Jackson Avenues and NW 31st Street from NW Van Buren Avenue to its dead end as "hot spots," requiring parking permits for all vehicles parked within the designated areas • Establish a resident parking permit allocation methodology of two permits for the first kitchen per tax lot and one additional permit for each additional kitchen per tax lot up to a maximum of 20 permits per tax lot • Include in Municipal Code a reference to the City policy regarding service provider parking permits

Agenda Item	Information Only	Held for Further Review	Recommendations
III. Residential Parking Districts (continued)			Recommendation • Amend Corvallis Municipal Code Chapter 6.15, "Residential Parking Permit Districts," as recommended by Urban Services Committee, **by means of an ordinance to be read by the City Attorney**
IV. Other Business			

CONTENT OF DISCUSSION

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

I. Cleveland Avenue Traffic Analysis

City Engineer Gescher reviewed that the Committee asked staff to return one year after the first Certificate of Occupancy was issued for the CCC Plaza on NW Ninth Street and present an analysis of traffic counts on NW Cleveland Avenue (Cleveland) west of the CCC Plaza. He said the traffic data appeared to be as expected, with 470 vehicle trips at the CCC Plaza driveway at the east end of Cleveland. The average vehicle speed on the eastern-most block of Cleveland was 12 miles per hour (MPH); most people traveled Cleveland at 20 MPH or slower. Staff did not have any concerns and believed Cleveland continued to function as a local street.

Stewart Wershow, Garfield Park Neighborhood Association President, thanked staff for conducting the follow-up traffic study. He had not heard any concerns from residents near the Cleveland entrance to the CCC Plaza. However, someone suggested to him that another traffic study should be conducted after the CCC Plaza was completely constructed and occupied. He told the individual that the neighbors could request a study if a problem occurred. He believed the follow-up study was sufficient, and neighborhood residents did not have problems with the current traffic on Cleveland.

This topic was presented for information only.

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

Street Maintenance Supervisor Moser presented suggested amendments to the Sidewalk Policy. He noted that the Policy was presented in March, but Committee members asked staff to present the suggested Policy amendments to the Bicycle and Pedestrian Advisory Commission (BPAC) for its review. The BPAC appreciated the Policy reference to allowing funding other than the Sidewalk Maintenance Fee for sidewalk improvements and endorsed the suggested Policy amendments.

Chair Hervey thanked staff for incorporating the Committee's earlier comments into the Policy and presenting the Policy to the BPAC for review.

Based upon a motion moved and seconded by Councilors Brown and Hogg, respectively, the Committee unanimously recommends that Council revise Council Policy 91-7.08, "Sidewalk Policy," as amended.

III. Residential Parking Districts

Public Works Director Steckel distributed a slightly amended draft ordinance regarding residential parking districts (RPDs), based upon input from the City Attorney's Office (CAO) [noted with yellow highlighting] (Attachment A). The amendments provided specificity for legislative enforcement and judicial action. In the new draft of the ordinance, staff attempted to clearly describe what activities would constitute abuse of the RPD system and parking permits.

Committee members and staff discussed the proposed ordinance and other RPD-related issues.

- *Ordinance Section 6.15.010 – Legislative findings*
  - Ms. Steckel: The phrase "by non-residents" was deleted from sub-section 1 to capture situations where parking congestion existed, regardless of whether the congestion was caused by neighborhood residents or commuters.
  - Councilor Brown: The RPD Program regulations seemed to be designed to address problems caused by commuters parking in the neighborhoods surrounding the Oregon State University (OSU) campus, rather than problems caused by neighborhood residents parking near their homes.
  - Chair Hervey: The Council discontinued including legislative findings in ordinances.
  - Finance Director Brewer: The CAO reviewed the draft ordinance and determined that findings were important to the context of the Municipal Code Chapter concerning RPDs.

- *Ordinance Section 6.15.020 9) – Definitions*
  - Ms. Steckel: A person who used a visitor permit for purposes other than those defined would be deemed to violate the ordinance. It would be illegal for a resident to sell a visitor parking permit; similarly, it would be illegal for someone to purchase a visitor parking permit from a RPD resident.

- *Ordinance Section 6.15.030 – Designation*
  - Councilor Brown: OSU conducted parking studies in existing RPDs A and B but not in existing RPD C. He questioned whether OSU would conduct parking studies in the proposed RPDs.
  - Ms. Steckel: If someone requested, staff would conduct a parking study during daytime hours of the OSU fall academic term to determine parking utilization.

Parking utilization data could be obtained from such a study or from a periodic OSU study.

- *Ordinance Section 6.15.070 3) – Parking regulations*
  - Councilor Brown: It would be difficult to estimate how many RPD parking permits would be requested or sold.

- *Ordinance Reference to Parking versus Standing*
  - Police Chief Sassaman: "Standing" referred to vehicles left in streets but not along curbs, such as a delivery person leaving a vehicle in a street while transporting a package to a building.
  - Ms. Steckel: "Standing" would be addressed through general parking regulations. Staff could delete the term "standing" and use only the term "parking."

- *Ordinance Section 6.15.045 – Issuance of permits*
  - Chair Hervey: Sub-section 7 was stricken; it had authorized the City Manager or his/her designee to issue temporary parking permits to bona fide visitors of RPD residents. He anticipated more ordinance language about temporary parking permits, based upon related testimony and Committee discussion.
  - Ms. Steckel: A Public Works Department policy addressed issuance of temporary parking permits.

- *Resident Parking Permit Allocation Methodology*

  Ms. Steckel cautioned that previous data regarding resident parking permit allocations based upon kitchens could be outdated because of recent residential construction in the proposed RPDs. If residences were allowed two resident parking permits per kitchen, The Union apartment complex, with 80 units, would be allowed 160 resident parking permits.

  Chair Hervey referenced recent testimony to the City Council regarding potential problems when RPD residents move from the RPDs and take their resident parking permits with them, rather than surrendering the permits, making it impossible for other RPD residents to obtain a resident parking permit. The permit of the moved resident would still be recorded by the City as being issued against the residence's allowed number of permits.

  Ms. Steckel said staff would need a RPD permit number and at least a portion of a permit to transfer the permit to another vehicle. Staff tried to accommodate various situations, such as the one Chair Hervey described. She suggested that a tenant check-out process upon leaving a rental unit could include giving the resident parking permit to the landlord or property manager.

- *Ordinance Section 6.15.053 – Employee permits*
  - Ms. Steckel: The current RPD legislation did not address situations of residential properties with businesses. Barring such legislative provision, employees of such businesses could use visitor parking permits.

- *Ordinance Section 6.15.110 – Penalty*
  - Ms. Steckel: Fines for ordinance violations would be $50; the legislation must specify a maximum financial penalty to cover additional charges, such as late-payment fees or court costs.

John Wydronek suggested that the RPD permit year be changed to July 1 through June 30 to coincide with the typical OSU student tenancy schedule. He elaborated that most OSU students left their rented residences between June 15 and June 30; and new tenants rented the units July 1, often with one-year leases. Under the proposed permit schedule, tenants moving into residences July 1 would need to purchase RPD resident parking permits for the remainder of the summer and purchase new permits September 1.

Mr. Wydronek said he did not see in the proposed ordinance any provision for service providers. He asked that non-resident property owners be allowed to purchase one "hanging" parking permit that could transferred among vehicles.

In response to Councilor Brown's inquiry, Mr. Wydronek said property management representatives would need access to parking permits, similar to non-resident property owners. He noted that some of the property management firms managed multiple rental properties in the neighborhoods surrounding OSU's campus.

Jerry Hortsch, owner of rental units at NW 14th Street and NW Harrison Boulevard (Harrison), concurred with Mr. Wydronek's testimony and considered July 1 a good date to begin the RPD parking permit year, as that coincided with many residential property tenancy changes. He owned three properties within the proposed RPDs for which he hired management services. He believed his property managers should have flexibility to service his properties.

Mr. Hortsch referenced his recent testimony to the City Council regarding the resident parking permit allocation methodology. He believed that the City should allow two resident parking permits per kitchen, asserting that such a rate would be reasonable and effective for many properties.

Deb Kadas owned rental property in existing RPD A. She concurred with Mr. Wydronek's and Mr. Hortsch's testimonies. She asked that her neighborhood be designated as a "hot spot," meaning parking demand exceeded available parking spaces. When she moved into her home 19 years ago, no parking was available in front of her home, and her home was not included in a RPD. Neighborhood residents followed the established process to have the neighborhood included in existing RPD A. She supported the RPD concept and believed it worked well.

Ms. Kadas did not realize until last week that a "hot spot" would be designated within existing RPD A. She and her neighbors concluded that, when a "hot spot" was designated for the neighborhood east of NW 30th Street (30th), the parking problems would move to the neighborhoods west of 30th. She expected that her neighborhood would meet the "hot spot" designation criteria in September.

Ms. Kadas said streets in her neighborhood were constructed during the 1920s and were not built to serve as parking lots for OSU. She considered the parking problems in her neighborhood to be caused by commuters, rather than neighborhood residents. She noted that OSU's expansion was occurring west of SW 26th Street (26th). OSU was removing 102 parking spaces at 26th and SW Monroe Avenue. She acknowledged that change was inevitable and would impact existing RPD A. Rather than seeking to amend the Municipal Code in the future, she and her neighbors wanted their neighborhood designated as a "hot spot" in the proposed ordinance. Other than one vacant lot, for which she was unable to contact the owner, all property owners in the neighborhood supported the request for a "hot spot" designation. She confirmed for Councilor Brown that parking was allowed on one side of the streets in her neighborhood.

Todd Powell acknowledged that the City could not fix all situations. His four-plex rental property on NW 11th Street would be allowed two resident parking permits but would potentially need 11 permits, as he could legally rent each unit for up to two adults per bedroom. Adjacent to his property were seven-plex and five-plex developments; the latter did not have on-site parking, and its out-of-state owner was unaware of the proposed RPDs. He opined that these rental units should be allowed at least one resident parking permit per kitchen. He would need to advertise that he could not rent his units to anyone with a vehicle because of the lack of available parking. He believed that four- and five-plex developments should be allowed more than two resident parking permits per kitchen.

Mr. Powell concurred with Mr. Wydronek that non-resident owner parking permits should be transferrable between vehicles. He wanted to follow the law and protect his tenants. He reiterated that two resident parking permits for his rental property would not be sufficient. He leased his properties from July 1 through June 30, so he concurred with Mr. Wydronek's suggestion of a similar RPD permit year.

Councilor Brown said the City did not have enough on-street parking spaces to meet the community's demand, so a parking permit allocation system was needed. It was impossible for all residents of RPDs to park their vehicles along the streets because there were not enough parking spaces.

Mr. Powell opined that the neighborhoods could provide enough parking spaces for residents; however, the influx of commuters created parking problems. He urged the City to be generous with the kitchen-based resident parking permit allocation methodology to resolve the parking problem.

In response to Chair Hervey's inquiry, Mr. Powell said he would need to advertise that his rental units did not include available parking. He could rent a two-bedroom unit to three people but could not deny renting because they each had a vehicle. He considered it impractical to ask his tenants to park several blocks from their residences. He would need to investigate how he should advertise his rental units in terms of the parking situation.

John Betich resided on a dead-end street in a proposed RPD. He observed that the parking problem was primarily a result of commuter traffic and that the RPD Program would not guarantee RPD residents a parking space in front of their homes; it would guarantee them the right to seek parking in the RPD. If the issue involved RPD residents parking near their homes, he did not understand the concern about the number of parking permits issued, versus the availability of parking spaces. The parking permits would guarantee residents first opportunity at parking spaces over commuters. He considered it reasonable to allow two resident parking permits per kitchen. He referenced recent testimony to the City Council that the number of parking permits sold would not be close to averaging three permits per kitchen. He urged the City to be more generous with parking permits. Since the parking problem was caused by commuter traffic, he asked why the RPD would be enforced year 'round, rather than only during OSU's academic year.

Councilor Brown concurred with Mr. Betich's comments. He noted that many of the proposed RPDs differed in composition from existing RPD A. He emphasized that there was a shortage of available parking spaces and not enough parking spaces to allow two resident parking permits per kitchen.

Terri Hellesto said many parking spaces were available in the proposed RPDs during early-afternoons, after commuters left the neighborhoods. She believed two parking permits per kitchen would be a reasonable allocation rate and would allow residents to park along the streets. She questioned the need to enforce the RPD Program during summer months, as many on-street parking spaces were vacant then. She inquired whether non-resident property owners could purchase one permit that would be valid for their properties in multiple RPDs. She would also like transferrable parking permits for non-resident property owners.

Paul Cauthorn asked where people were parking if there were not enough available parking spaces. He opined that the problem did not involve too many vehicles per residence; the problem was caused by commuters.

Mr. Cauthorn opined that the City had not done enough to notify the community about the proposed RPD Program expansion. He spoke with a service provider who was unaware of the Program and would be able to park in the proposed RPDs only once daily and for only two hours at a time. He considered that scenario non-functional for service providers.

Questions of Staff

Ms. Steckel distributed a hand-out from a December Committee meeting comparing the number of resident parking permits that could be issued under the square-footage and kitchen allocation methodologies (Attachment B). She cautioned that the handout table only showed residential parking permits; and the Committee had, since December, discussed other types of parking permits. She reminded the Committee that staff estimated that, based upon history, on average, 50 percent of available resident parking permits would be sold. Based upon the table data, approximately 3,220 on-street parking spaces were available. The square-footage allocation methodology would allow 3,494 resident parking permits, and the kitchen allocation methodology would allow 4,489 resident parking permits.

In response to Chair Hervey's inquiry, Chief Sassaman confirmed that hiring parking enforcement staff for nine months of a year would be problematic in terms of training investment and employee retention. If year 'round staff enforced the RPD Program for nine months, management must determine a means of paying for the employees during the three months when the RPD Program was not enforced. This could result in using General Fund revenue or other funds or decreasing other services. OSU's summer student enrollment had continued to increase each year, resulting in parking issues continuing through the summer months.

Ms. Steckel confirmed that parking enforcement citation revenue during the fiscal year was anticipated to be sufficient to pay for parking enforcement staff during the fiscal year. Chief Sassaman cautioned that, if all of the parking regulations were followed, no parking citations would be issued, and no citation revenue would be generated.

Referencing testimony regarding the RPD Program permit year, Chair Hervey suggested that the RPD Program expansion could be implemented this September 1 and then July 1 for subsequent years.

Ms. Steckel responded that other communities she contacted about RPD programs used September as the beginning of their program year. The majority of OSU students would be in town September 1, so it would be more fair to begin the RPD Program year and resident parking permit sales then. She confirmed for Councilor Hogg that the current RPD Program year began each September, and no problems related to the schedule had been reported to staff.

Councilor Brown referenced testimony that the proposed ordinance did not address service provider and daily parking permits. Ms. Steckel explained that the City already had a procedure for issuing temporary contractor parking permits. She suggested that the proposed ordinance could reference the existing policy for temporary contractor parking permits. The current temporary contractor parking permit was similar in appearance to the current visitor parking permit. The temporary parking permit was less subject to fraud because City staff wrote the effective dates on the permits. Currently, staff gave RPD

residents ten free visitor parking permits to be used as needed, resulting in greater instances of fraud. A one-day temporary contractor parking permit could require contractors to purchase multiple permits for a multi-day project. She recommended against allocating service providers a stack of permits for them to mark the dates they needed the permits. She emphasized the importance of a staff member verifying that it was appropriate for the individual to be issued a temporary parking permit.

In response to a question about what form of permit non-resident property owners could obtain, Ms. Steckel stated that she did not include in the proposed ordinance specification about the form of permit that would be issued. The ordinance only needed to state that non-resident property owners could obtain parking permits.

Councilor Brown questioned whether property managers could be included with non-resident property owners in the proposed ordinance provisions. Ms. Steckel cautioned that staff would need a process to determine whether people seeking contractor parking permits were truly property management representatives. There was no clear mechanism to do that, and she did not want to create a situation of staff inadvertently issuing parking permits that should not be issued. Service providers were able to fulfill their appointments in the existing RPDs under the current RPD Program provisions and two-hour, free-parking allowances. She suggested that the situation be monitored and addressed if problems arose under the expanded RPD Program.

Ms. Steckel confirmed that the December chart (Attachment B) of a kitchen-based resident parking permit allocation methodology allowed two permits per kitchen. The chart did not include business, religious, or civic organizations that might have employee parking permits.

Deliberations

"Hot Spot" Designation

Committee members agreed to support Ms. Kadas' request to designate NW 28th, NW 29th, and NW 30th Streets between NW Johnson and NW Jackson Avenues and NW 31st Street from NW Van Buren Avenue to its dead end as "hot spots," requiring parking permits for all vehicles parked within the designated areas.

Ms. Steckel noted that the proposed ordinance specified that a parking study would be conducted before "hot spots" were designated. Chair Hervey concurred, but the ordinance was not yet in effect. Ms. Steckel recalled that the previously designated "hot spot" designations were based upon the Committee's discussion of OSU's three parking studies during the past six years that measured parking utilization.

Councilor Hogg recalled that the "hot spot" designation was removed because of concerns of nuances between neighborhoods east and west of 30th. The Committee now agreed to re-instate the designation. Councilor Brown acknowledged that the designation was

removed for neighborhood "political" reasons, but at that time he did not understand the "politics" of the situation.

Resident Parking Permit Allocation Methodology

Councilor Brown said there were not enough on-street parking spaces within the proposed RPDs for all RPD residents to park their vehicles via a combination of on-site and on-street parking spaces; however, some RPDs would have sufficient on-street parking spaces, as indicated in the December allocation methodology chart (Attachment B). He suggested changing the allocation methodology to two resident parking permits per 2,500-square-foot lot size plus one resident parking permit per additional kitchen per property. He believed all of the proposed RPDs could accommodate the anticipated resident parking permits this methodology would allow.

Councilor Brown said an alternative scenario could involve selling each RPD resident a resident parking permit and dealing with the resulting "mess" when they could not find on-street parking spaces. He emphasized that the permits gave the holders permission to seek on-street parking spaces but did not guarantee parking spaces. He urged the City to create an allocation methodology such that the number of parking permits sold would approximate the number of available on-street parking spaces. In four of the proposed RPDs, two resident parking permits per kitchen would result in permits in excess of available on-street parking spaces.

Committee members and Ms. Steckel discussed The Union 80-unit apartment complex, on the edge of proposed RPD D. Under Councilor Brown's suggested methodology of allocating resident parking permits, The Union tenants would be allowed 82 resident parking permits; and all of those permit holders would be eligible to purchase visitor parking permits. Under the square-footage methodology, The Union would be allowed 23 resident parking permits.

Chair Hervey noted the City's history of only 50 percent of available RPD resident parking permits being purchased. He did not want to assume that under the RPD Program expansion 100 percent of parking permits would be purchased. He expected that the purchase rate might be closer to 60 or 65 percent.

Councilor Brown clarified that he offered another resident parking permit allocation methodology but did not advocate it. He supported the square-footage methodology and believed it would be more successful than the methodology of two permits per kitchen. He wanted to avoid over-selling resident parking permits.

Committee members <u>agreed</u> to establish a resident parking permit allocation methodology of two permits for the first kitchen per tax lot and one additional permit for each additional kitchen per tax lot up to a maximum of 20 permits per tax lot.

Chair Hervey observed that The Union complex existed, and people were finding on-street parking spaces. He would like the Committee to adopt Councilor Brown's suggested resident parking permit allocation methodology or ask staff to evaluate the allocation options.

Ms. Steckel was unsure how Councilor Brown's suggested methodology would work for properties with multiple addresses and each address having a kitchen. The square footage methodology was clear in that each property had a specific size. She suggested that the methodology be based upon official addresses. The December table (Attachment B) was based upon tax lot size data.

Councilor Brown observed that the proposed ordinance did not include a definition for "address," which could create problems. He emphasized the need to define "address" and "kitchen."

Councilor Hogg suggested using the lot-size methodology but increasing the number of permits for lots larger than a specific size. Ms. Steckel noted that the footprint square footage did not accommodate multi-story residence structures.

Chair Hervey said developments were based upon the Land Development Code, and he did not want to establish a RPD resident parking permit allocation methodology that would essentially punish a developer for their previous development decision. He supported each property being allocated two resident parking permits and some properties being allocated additional permits because of multiple kitchens.

Ms. Steckel said other City documents included definitions for terms such as "kitchen" and "address." She was unsure whether Councilor Brown's suggested resident parking permit allocation methodology would result in an amount of parking permits that was close to the RPD parking capacity. She expressed concern that she needed to order RPD signs soon so they could be made during this fiscal year and installed before September 1.

Councilor Hogg noted that the existing RPD Program allocated resident parking permits based upon the number of kitchens in a residence. Ms. Steckel clarified that the referenced language was not included in the existing ordinance, which was rather general in form. Councilor Hogg questioned the value of seeking additional data; he believed the allocation issue was more fundamental.

Councilor Brown recalled that The Union was approved with a condition that it not affect parking in the neighborhood.

Councilor Hogg observed that several large apartment complexes charged tenants to use on-site parking. The proposed RPD resident parking permit fee would be less expensive and more desirable for those tenants. This would be the case regardless which permit allocation methodology was used.

Councilor Brown concurred, explaining that the situation prompted tenants to park in nearby neighborhoods without parking regulations. Residents of proposed RPD D testified to the Committee that they currently parked north of Harrison to avoid the RPD parking congestion but would not be able to do so after the RPD Program expansion.

Councilor Brown said, if he had to decide immediately, he would support the square-footage RPD resident parking permit allocation methodology. If the Committee did not resolve the problem, the Council would need to do so. Chair Hervey expressed opposition, and Councilor Hogg concurred with Councilor Brown.

Ms. Brewer, referencing Councilor Brown's suggested methodology, elaborated that a single-family home with a kitchen would be allowed two resident parking permits. If the lot was large, it might be allowed an additional permit. If the property had a "mother-in-law" flat with a kitchen, it would be allowed an additional permit. If the lot was re-developed with two duplex units, it would be allowed three resident parking permits – two for the 2,500 square feet of lot size and one for the second duplex unit kitchen. The suggested allocation methodology would almost meet the Committee's objective, except for large residential complexes. The concept could be combined with a maximum permit allocation per tax lot (particularly for large residential facilities, such as fraternities and sororities); staff had not investigated that scenario. She noted that the proposed RPDs encompassed a wide range of housing situations.

Ms. Steckel liked the idea of a maximum parking permit allocation per tax lot. The allocation methodology could be simplified to two resident parking permits for the first kitchen and one permit for each additional kitchen, up to a maximum number of permits per tax lot.

Councilor Brown suggested that fraternities and sororities be allowed resident parking permits under the current allocation methodology, with a maximum number of permits per tax lot.

Councilor Hogg observed that the suggested allocation methodologies applied to smaller residential developments; would meet the needs of tenants of those developments; and would protect neighborhoods from being overwhelmed by large residential developments that charged tenants for on-site parking, resulting in tenants seeking less-expensive on-street parking.

Councilor Brown noted that there were a few instances of residential buildings on more than one tax lot.

Referencing Councilor Brown's suggestion of "grandfathering" resident parking allocation provisions for fraternities and sororities, Councilor Hogg suggested that the allocation methodology be specifically stated in the proposed ordinance. He further suggested that Ordinance Section 6.15.045 2) be amended to retain the provision, "the number of permits

issued will not exceed 20 per kitchen." He further suggested that 20 be established as the maximum number of resident parking permits that could be allocated per tax lot.

Committee members agreed that a maximum of 20 resident parking permits would be an appropriate allowance.

Visitor Parking Permits

Chair Hervey showed a sample one-day, scratch-off visitor parking permit from Berkeley, California. He suggested that visitor permits be available for purchase, provided they were designed to not be subject to fraud. Purchasers would need to provide identification and proof of RPD residency.

Councilor Hogg noted that the visitor parking permit fee of $20 was very reasonable and might prompt people to purchase visitor permits, rather than seek other parking options. If visitor parking permit purchasers or quantities were not restricted, people may decide that purchasing visitor parking permits was more economical and convenient than purchasing an OSU on-campus parking permit.

Chair Hervey suggested that the quantity of visitor parking permits an individual could purchase be limited. He noted that people purchasing visitor parking permits must prove that they owned resident parking permits, which required possessing a vehicle.

Councilor Brown surmised that the Berkeley permit would be expensive to produce, relative to the Committee's proposed $20 visitor parking permit fee. The permit price was intended to cover the cost of permit production and administration.

Ms. Steckel said it was more attractive from staff's perspective to issue a single visitor parking permit for $20 that could be used throughout the year. She referenced testimony supporting transferrable visitor parking permits. Staff would prefer that visitor permit purchasers not be allowed to indicate when the permits would be used, as that was often the source of fraud and counterfeiting cases. She referenced previous Committee discussions of an option for RPD residents without resident parking permits to pay a little more for visitor parking permits. The scenario she described would have a lower propensity for fraud and would be easier for staff to issue, administer, and enforce. This would also be easier than having another type of permit.

Ms. Steckel clarified that the proposed ordinance would allow one visitor parking permit per address. Residents of large apartment complexes, which had a maximum number of potential resident parking permits, would not be required to have resident parking permits to purchase visitor parking permits.

Ms. Brewer said a means of associating a visitor parking permit to a residence and a situation of a visitor permit being used for more than the 30-day limit would prompt a staff

investigation. There would be situations when RPD residents without resident parking permits would legitimately want to purchase visitor parking permits.

Councilor Hogg questioned whether the Committee was attempting to resolve a non-existent problem, noting that visitors would not need permits to park in RPDs after 5:00 pm weekdays or during weekends or holidays. Councilor Brown concurred. Chair Hervey said he would not pursue the issue.

Chair Hervey referenced his previously submitted comments regarding minimum fines for parking violations (Attachment C). Councilors Hogg and Brown did not agree with Chair Hervey's suggestion of an informal agreement between the Council and the Municipal Judge that the fine minimum be set at $35.

Councilor Brown suggested that the Municipal Code provisions include reference to the City's policy regarding service provider parking permits.

Ordinance

- *Section 6.15.010 1) – Legislative findings*
  - Councilor Brown: Amend the language to include the phrase "by non-residents."
  - Councilor Hogg: Deleting the phrase was fine. The parking problems were caused by vehicles being parked along neighborhood streets all day. The status of the vehicle operator was not important to the parking problem.
  - Chair Hervey: Deleting the phrase was preferable.

- *Section 6.15.020 – Definitions*
  - Councilor Brown: Include definitions for "address" and "tax lot."
  - Chair Hervey: Concurred.
  - Ms. Steckel: Also include definitions or references for "kitchen."

- *Section 6.15.045 4) – Issuance of permits*
  - Chair Hervey: Amend the language to "An owner or manager of property …"
  - Councilor Hogg: Non-resident property owners and property management representatives had not reported problems servicing properties within the existing RPDs. Staff asked how it would identify property management representatives.
  - Councilor Brown: Concurred, especially with concerns for abuse.
  - Chair Hervey: This issue would be presented to the Council for discussion.
  - Ms. Steckel: Staff could investigate a list of recognized property managers.
  - Chair Hervey: This issue could be a greater problem for larger property management companies that were likely to maintain numerous properties and might not be able to complete their service calls within the RPD Program's daily two-hour, free-parking allowance.

- Councilor Brown: Property management representatives could utilize the two-hour, free-parking allowance, a daily contractor parking permit, or a resident's visitor parking permit.
- Chair Hervey: Property management representatives should not need to apply and pay for multiple contractor parking permits to service properties in multiple RPDs.
- Councilor Brown: Property management representatives would have management contracts to substantiate their need for a contractor parking permit at a RPD address.

- *Throughout Ordinance*
  - Chair Hervey: Change term "stand" to "park."

- *RPD Program Year*
  - Ms. Steckel: Staff would like to investigate any possible problems in changing the Program year from September-August to July-June.

Committee members agreed to present the proposed ordinance to the Council June 2 to consider other Councilors' input and meet the RPD Program expansion implementation target date.

Based upon a motion moved and seconded by Councilors Hogg and Brown, respectively, the Committee unanimously recommends that Council amend Corvallis Municipal Code Chapter 6.15, "Residential Parking Permit Districts," as recommended by Urban Services Committee, **by means of an ordinance to be read by the City Attorney**

Councilor Brown referenced his memorandum to the Committee (Attachment D), noted a busy fall season implementing the proposed RPDs, and volunteered the Committee to hear any complaints regarding the RPDs. He would like residents to be able to immediately begin the process to add RPDs or expand "hot spots."

Ms. Steckel noted that the proposed ordinance delineated how complaints and requests for RPD formation or "hot spot" expansion would be handled. The ordinance did not specify when residents could begin petitioning for these actions. She noted that RPD formation and "hot spot" expansion would require parking studies.

Chair Hervey referenced his memorandum to the Committee (Attachment C) and testimony that there was insufficient parking in the proposed RPDs. He also referenced comments about remote parking facilities, which OSU was investigating. He said Benton County officials indicated a desire for more collaboration with the City. He asked how those discussions could be progressed to develop remote parking facilities in the near future, such as at Benton County Fairgrounds.

Councilor Brown supported the concepts of remote parking facilities and collaboration with Benton County. He cautioned that those concepts would require funding. Discussions

could begin immediately. Chair Hervey, as Council President, said he would add the collaboration issue to a future Council work session agenda for a staff update.

Ms. Steckel responded that the OSU/City Collaboration Project Steering Committee assigned to OSU the recommendation of investigating remote parking facilities. Chair Hervey said he would like the City to actively participate in exploring remote parking facilities.

Councilor Hogg thanked everyone who participated in the Committee's discussions during the past six months.

IV. Other Business

A. The next regular Urban Services Committee meeting is scheduled for June 3, 2014, at 5:00 pm, in the Madison Avenue Meeting Room.

Chair Hervey adjourned the meeting at 7:19 pm.

Respectfully submitted,

Richard Hervey, Chair

ORDINANCE 2014- _____

AN ORDINANCE RELATING TO RESIDENTIAL PARKING DISTRICTS AMENDING CORVALLIS MUNICIPAL CODE CHAPTER 6.15, "RESIDENTIAL PARKING PERMIT DISTRICTS," AND STATING AN EFFECTIVE DATE.

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 6.15 is hereby amended as follows:

Section 6.15.010 Legislative findings.

1) There exists within the areas described in Section 6.15.0~~3~~40, **a** heavy **demand for the use of the public street for multiple purposes which results in the** concentration of vehicles which are parked all day ~~by nonresidents~~.

2) The presence of these **parked** vehicles **on the public streets within these areas** causes ~~vehicular~~ congestion, impedes the movement of traffic, and unduly restricts entry of residents to their homes.

3) Such vehicular congestion creates polluted air, excessive noise, and litter.

4) The conditions and evils mentioned above in subsections 1), 2), and 3) create blighted or deteriorated residential areas.

5) The establishment of residential ~~permit~~ parking **permit** districts will help preserve the character of these areas as residential areas and will preserve property values.

6) The establishment of residential permit parking districts will reduce motor vehicle miles traveled in the City by requiring commuters to carpool or to utilize forms of transportation which are less polluting per person than private passenger motor vehicles and thereby assist in conformance with national and State air quality standards.

7) Residential ~~permit~~ parking **permit** districts are necessary to promote the health, safety, and welfare of the inhabitants of the City.

(Ord. 2014- § ; Ord. 88-08 § 2, 1988; Ord. 82-66 § 1, 1982)

Section 6.15.020 Definitions.

1) ***Abuse.*** **Use of a resident, visitor, or employee parking permit in any manner that is not authorized by the City or the display of any resident permit not assigned to that vehicle.**

2) ***Annual permit fee.*** **The annual fee for each resident, visitor, or employee permit. If a permit is issued on or after the first day of the tenth month in the permit year, the fee will be one half of the annual permit fee.**

3) ***Block.*** **Both sides of a street between two consecutive intersecting streets.**

4) ***Block face.*** **One side of a street between two consecutive intersecting streets.**

5) ***Employee.*** **Any individual who is on the payroll of a business, civic or religious institution which is located within a Residential Parking Permit District.**

6) ***Permit.*** **Any resident decal or visitor or employee placard issued by the City to residents or businesses in Residential Parking Permit Districts. Permits must be clearly identified as belonging to a specific Residential Parking Permit District, and are valid for use only during one specific permit year. Any permit is proper for only one of the following: resident,**

employee or visitor. Permits expire on the last day of the permit year in which they are issued and are no longer valid after that date.

7) *Resident.* Any person who resides within a Residential Parking Permit District.

8) *Residential area.* A contiguous or nearly contiguous area **of several blocks** containing public streets or parts thereof primarily abutted by residential property or residential and non-business property including, but not limited to, schools, parks, churches, hospitals, and nursing homes.

9) *Visitor.* A person received and entertained by a resident for a period of 30 days or less. For purposes of this section, a visitor does not include residents, employees, customers, or subtenants.

(Ord. 2014- § ; Ord. 82-66 § 2, 1982)

Section 6.15.030 ~~Creation and~~ Ddesignation.

The City Council, in accordance with the requirements of this article, may designate any area which satisfies the criteria established in this article as a Residential Parking Permit District. Upon designation as a Residential Parking Permit District, motor vehicles displaying a valid parking permit may be parked for any length of time, notwithstanding any other limitation established pursuant to this chapter. This permit parking exemption shall not exempt any person from any other provisions of state law or city ordinance or resolution. It is the legislative intent of the City Council that violations of this chapter are strict liability offenses, and shall not require any mental state or notice.

A request to establish a Residential Parking Permit District shall be submitted to the City in a form approved by the City. The application must contain boundaries of the proposed district that are based on land use zoning, must be for a minimum area of 10 block faces, must have documented daytime parking during the Oregon State University fall academic term of 70% of capacity, and must satisfy the property owner petition requirements established by the Public Works Department.

A temporary exemption to these requirements will be made for a proposed district that is encompassed in the 2012 Collaboration Corvallis Project study area so long as the request to form the district is made prior to September 1, 2017.

(Ord. 2014- § ;)

Section 6.15.040 Creation of parking districts.

There are hereby created **R**residential **P**parking **P**permit **D**districts **in which parking without a permit is limited to no more than one time per day for not greater than 2 hours as per posted regulations** subject to the provisions herein and containing the following described areas:

1) *District "A."* District A shall include all property abutting the following described streets: The west side of NW 27th Street between NW Johnson Avenue and NW Arnold Way; NW 28th **between NW Johnson Avenue** ~~NW 28th Street between NW Van Buren Avenue~~ and NW Arnold Way; **NW** 29th, 30th, **and 32nd** Streets between NW Johnson **Avenue** and ~~Van Buren Avenues~~ **NW Harrison Boulevard**; NW 31st Street between its southerly end and NW ~~Van Buren Avenue~~ **NW Harrison Boulevard**; **the east side of NW 33rd Street between NW Johnson and NW Jackson Avenues; NW 33rd Street between NW Van Buren Avenue and NW Harrison Boulevard;** the south-westerly side of NW Arnold Way between NW **Jackson Avenue and NW Harrison Boulevard** ~~27th and 28th Streets~~; NW Van Buren Avenue between NW Arnold Way and NW 3**3rd**~~1st~~ Street; **the north side of NW Van Buren between NW 33rd and NW 35th Streets;** NW Jackson Avenue between NW 27th and 3**3rd**~~2nd~~ Streets; **and** NW Johnson Avenue between NW 27th and NW 33rd Streets; ~~32nd Street and the east side of NW 33rd Street~~

~~between Johnson Avenue and Jackson Avenue; and 29th Street from its Northerly end to Van Buren Avenue~~.

~~2) *District "B."* District B shall include all property abutting the following described streets: NW 14th, 15th, and 16th Streets between Monroe Avenue and NW Harrison Boulevard; NW 17th Street between NW Jackson Avenue and NW Harrison Boulevard; NW 18th Street between NW Van Buren Avenue and NW Harrison Boulevard; NW Kings Boulevard and NW 21st Street between Monroe Avenue and NW Harrison Boulevard; NW 23rd Street between NW Jackson Avenue and NW Harrison Boulevard; NW Jackson and Van Buren Avenues and the south side of NW Harrison Boulevard between NW 14th and 23rd Streets; the north side of NW Jackson Avenue between NW 23rd Street and the alley between NW 23rd and 25th Streets; and the north side of Monroe Avenue between the east side of NW 14th Street and NW 21st Street.~~

2~~3~~) *District "C."* District C shall include all property abutting the following described streets: **The west side of NW Kings Boulevard between NW Harrison Boulevard and NW Polk Avenue; NW 21st, NW 29th, and NW 30th Streets between NW Harrison Boulevard and NW Polk Avenue; NW 23rd, NW 25th, NW 26th, and NW 27th Streets between NW Harrison Boulevard and NW Tyler Avenue; the east side of NW 23rd Street between NW Tyler and NW Polk Avenues; the west side of NW 27th Street between NW Tyler and NW Polk Avenues; the east side of NW 31st Street between NW Harrison Boulevard and NW Polk Avenue; the north side of NW Harrison Boulevard between NW Kings Boulevard and NW 31st Street; NW Tyler Avenue between NW Kings Boulevard and NW 23rd Street and between NW 27th and NW 31st Streets; the south side of NW Tyler Avenue between NW 23rd and NW 27th Streets; NW Polk Avenue between NW Kings Boulevard and NW 23rd Street and between NW 27th and NW 29th Streets; and the south side of NW Polk Avenue between NW 29th and NW 31st Streets.** ~~SW Seventh Street between SW Madison and SW Jefferson Avenues; SW Eighth Street between SW Monroe and SW Jefferson Avenues; SW Ninth Street between SW Monroe and SW Jefferson Avenues; and SW Madison Avenue between SW Ninth Street and the alley between SW Sixth and SW Seventh Streets.~~

3) *District "D."* District D shall include all property abutting the following described streets: The west side of NW Kings Boulevard between NW Monroe Avenue and NW Harrison Boulevard; NW 21st, NW 23rd, NW 25th, and NW 26th Streets between NW Monroe Avenue and NW Harrison Boulevard; NW 27th Street between NW Van Buren Avenue and NW Harrison Boulevard; NW Short Avenue between NW 27th Street and NW Arnold Way; NW Jackson Avenue between NW Kings Boulevard and NW 25th Street; NW Van Buren Avenue between NW Kings Boulevard and NW Arnold Way; the north side of NW Monroe Avenue between NW Kings Boulevard and NW 26th Street; the north-easterly side of NW Arnold Way between NW 26th Street and NW Harrison Boulevard; and the south side of NW Harrison Boulevard between NW Kings Boulevard and NW Arnold Way.

4) *District "E."* District E shall include all property abutting the following described streets: The west side of NW 6th Street between NW Tyler Avenue and NW Polk Avenue; NW 7th, NW 9th, NW 10th, NW 11th, NW 12th, NW 13th, NW 14th, NW 15th, NW 16th, NW 17th, and NW 18th Streets between NW Harrison Boulevard and NW Polk Avenue; NW 8th Street between NW Harrison Boulevard and its northerly end; NW 19th Street between NW Tyler Avenue and NW Polk Avenue; the east side of NW Kings Boulevard between NW Harrison Boulevard and NW Polk Avenue; the north side of NW Harrison Boulevard between NW 7th Street and NW Kings Boulevard; NW Tyler Avenue between NW 6th Street and NW Kings Boulevard; and NW Polk Avenue between NW 6th Street and NW Kings Boulevard.

5) *District "F."* District F shall include all property abutting the following described streets: The west side of SW 6th Street between SW Western Boulevard and SW Jefferson Avenue; SW 7th Street between SW Western Boulevard and SW Madison Avenue; SW 8th Street between SW Washington and SW Madison Avenues; the west side of NW 8th Street between SW Madison and NW Monroe Avenues; SW 9th Street between SW Washington Avenue and NW Monroe Avenue; SW 10th Street between SW Washington

and SW Jefferson Avenues; the east side of SW 11th Street between SW Washington and SW Jefferson Avenues; the north side of SW Western Boulevard between SW 6th and SW 7th Streets; the property abutting the railroad tracks between SW 7th Street and SW Western Boulevard to SW 11th Street; the east side of SW 11th Street between the railroad tracks and SW Jefferson Avenue; the south side of SW Jefferson Avenue between the alley between SW 9th and SW 10th Streets and SW 11th Street; the south side of NW Monroe Avenue between SW 8th Street and the alley between SW 9th and SW 10th Streets; the west side of SW 8th Street between SW Madison and NW Monroe Avenues; the south side of SW Madison Avenue between SW 6th and SW 8th Streets; SW Washington and SW Adams Avenues between SW 6th and SW 11th Streets; SW Jefferson Avenue between SW 6th Street and the alley between SW 9th and SW 10th Streets; and SW Madison Avenue between SW 8th Street and the alley between SW 9th and SW 10th Streets.

6) ***District "G."* District G shall include all property abutting the following described streets: SW 10th and SW 14th Streets between SW Western Boulevard and SW A Avenue; SW 11th and SW 13th Streets between SW Western Boulevard and the railroad tracks; the east side of SW 15th Street between SW Western Boulevard and the railroad tracks; the north side of SW Western Boulevard between SW 10th and SW 15th Streets; and SW A Avenue between SW 10th and SW 15th Streets.**

7) ***District "J."* District J shall include all property abutting the following described streets: the west side of NW 6th Street between NW Van Buren Avenue and NW Harrison Boulevard; NW 7th, NW 16th, and NW 17th Streets between NW Jackson Avenue and NW Harrison Boulevard; the west side of NW 7th Street between NW Monroe and NW Jackson Avenues; the east side of NW 16th Street between NW Monroe and NW Jackson Avenues; NW 8th, NW 9th, NW 10th, NW 11th, NW 12th, NW 13th, NW 14th and NW 15th Streets between NW Monroe Avenue and NW Harrison Boulevard; NW 18th Street between NW Harrison Boulevard and its southerly end; the east side of NW Kings Boulevard between NW Jackson Avenue and NW Harrison Boulevard; the north side of NW Monroe Avenue between NW 7th and NW 16th Streets; NW Jackson Avenue between NW 7th and NW 16th Streets; the north side of NW Jackson Avenue between NW 6th and NW 7th Streets and between NW 16th Street and NW Kings Boulevard; NW Van Buren Avenue between NW 6th Street and NW Kings Boulevard; and the south side of NW Harrison Boulevard between NW 6th Street and NW Kings Boulevard.**

(Ord. 2014- § ; Ord. 2012-12 § 1, 07/02/2012; Ord. 2010-16 § 1, 07/19/2010; Ord. 2001-04 § 1, 5/7/2001; Ord. 89-45 § 1, 1989; Ord. 89-08, 1989; Ord. 88-08 § 3, 1988; Ord. 82-66 § 3, 1982)

Section 6.15.041 Creation of permit-only areas.

Within the Residential Parking Permit Districts described in Section 6.15.040, there are hereby created permit-only parking areas defined as blocks with parking demand in excess of 90% of capacity determined through a parking study. The following described blocks are those on which only vehicles with a valid residential parking permit are eligible to park:

1) ***District "A."* NW 28th and NW 29th Streets between NW Johnson and NW Jackson Avenues; NW Johnson between NW 27th and NW 30th Streets; and NW Jackson Avenue between NW 27th and NW 29th Streets.**

2) ***District "D."* NW 21st Street between NW Jackson Avenue and NW Harrison Boulevard; and NW Van Buren Avenue between NW 21st and NW 25th Streets.**

3) ***District "J."* NW 14th, NW 15th, NW 16th, and NW 17th Streets between NW Jackson and NW Van Buren Avenues; NW 18th Street between NW Kings Boulevard and NW Harrison Boulevard; and NW Jackson Avenue between NW 14th Street and Kings Boulevard.**

(Ord. 2014- § ;)

Section 6.15.045~~0~~ Issuance of permits~~; placement of signs~~.

~~1) The City Engineer shall cause residential parking district signs to be erected to designate the location of each district.~~

~~2) A permit shall be issued upon application and payment of the permit fee only to the owner or the operator of a motor vehicle who resides on property within that residential parking district, not to exceed three per kitchen (as defined in the Land Development Code) in a dwelling unit; except for cooperatives, fraternities, and sororities (as defined in the Land Development Code), in which cases, the number of permits issued will not exceed 20 per kitchen. Only one permit may be issued per registered vehicle owned or operated by a person residing within the permit zone.~~

~~3~~1) Permits shall be valid from the date of issuance to and including the next following August 31 and may be renewed annually for a term of one (1) year beginning on September 1.

~~4~~2) Residential parking permit fees shall be determined by Council.

3) Permits shall be valid for only one Residential Parking Permit District.

4) An owner of property within a Residential Parking Permit District who does not reside on the property may purchase a parking permit. The owner of properties in multiple districts shall be required to purchase a permit for each district.

~~5) The application for a permit shall contain the name of the owner or operator of the motor vehicle, residential address, motor vehicle's make, model, registration number, and the applicant's driver's license number. The permit shall display the permit number and expiration date.~~

~~6) The permit shall be nontransferable. If the holder of a valid permit sells, gives, or otherwise disposes of a vehicle for which the permit has been issued, a new permit will be issued to the holder of said valid permit upon the surrender of the valid permit and the filing of an application for a permit for another vehicle owned or operated by the holder of the surrendered permit and eligible for a permit under the provisions herein. The new permit shall be valid for the same period of time that the surrendered permit was valid and shall be issued at no additional charge to the permit holder.~~

~~7) The City Manager or designee is authorized to issue temporary parking permits to bona fide visitors of residents in residential parking districts.~~

~~8) Notwithstanding anything herein to the contrary, the following special provisions apply to businesses located in the SA(FS) (Shopping Area - Flexible Standards) commercial district along or adjacent to Monroe Avenue:~~

~~a) Up to three permits may be issued to the proprietor of a business, for use by the proprietor or employees of the business;~~

~~b) The permit may be used only for parking while the proprietor or employee is at her or his place of employment;~~

~~c) A permit held by a person in violation of these provisions may be revoked and future permits may be denied or restricted;~~

~~d) To the extent applicable, all other provisions herein shall apply.~~

~~9) Notwithstanding anything herein to the contrary, the following special provisions apply to businesses located in District "C":~~

~~a) Employers may purchase one permit for each 400 square feet of office space in the building for use by the proprietor or employees of the business. These permits are transferrable among the employees of that business.~~

~~b) The permit may be used only for parking while the proprietor or employee is at her or his place of employment.~~

~~c) A permit held by a person in violation of these provisions may be revoked and future permits may be denied or restricted.~~

~~d) To the extent applicable, all other provisions herein shall apply.~~

(Ord. 2014- § ; Ord. 2010-16 § 1, 07/19/2010; Ord. 89-45 § 2, 1989; Ord. 89-08 § 2, 1989; Ord. 88-08 § 4, 1988; Ord. 82-66 § 4, 1982)

Section 6.15.051 Resident permits.

1) Resident permits shall be allocated on the basis of square footage of the residential property. One permit shall be available for every 2,500 square feet of lot size. A minimum of two permits shall be available for every residential lot within the districts described in Section 6.15.040.

2) A permit shall be issued upon application and payment of the permit fee only to the owner or the operator of a motor vehicle who resides on property within a Residential Parking Permit District. Only one permit may be issued per registered vehicle owned or operated by a person residing within the permit district. Each permit shall state for which Residential Parking Permit District it is issued. Permits shall not be valid in any other Residential Parking Permit District or for any other vehicle than the one for which the permit was issued.

3) A person residing in a Residential Parking Permit District who desires to obtain a parking permit, shall submit an application for a parking permit in a format provided by the City, along with the permit fee. The application shall contain at a minimum the name of the owner or operator of the motor vehicle, acceptable proof of residence at a recognized address within a district, motor vehicle's make and model, a valid registration certificate for the motor vehicle for which the permit is sought, and a valid driver's license for the applicant. The permit shall display the permit number, the district for which it is issued, and the expiration date.

4) The residential parking permit shall be affixed to the left side of the rear bumper or affixed to the outside of the rear window of the vehicle in the left bottom corner.

5) The permit shall be nontransferable. If the holder of a valid permit sells, gives, or otherwise disposes of a vehicle for which the permit has been issued, a new permit will be issued to the holder of said valid permit upon the surrender of the valid permit and the filing of an application for a permit for another vehicle owned or operated by the holder of the surrendered permit and eligible for a permit under the provisions herein. The new permit shall be valid for the same period of time that the surrendered permit was valid and shall be issued at no additional charge to the permit holder.

(Ord. 2014- §)

Section 6.15.052 Visitor permits.

1) Visitor permits shall be available to residents who possess a valid resident permit. Visitor permits shall not be available to non-resident properties within a parking district.

2) Visitor permits shall be allocated on the basis of one per residential address.

3) Two visitor permits shall be available to residents who possess a valid resident permit and reside on one of the permit-only blocks described in Section 6.15.041.

4) A resident who desires to obtain a visitor permit shall submit an application in a format provided by the City, along with the permit fee. The application shall contain at a minimum the applicant's name and proof of the possession of a valid resident permit. The visitor permit shall display the permit number, the district for which it is issued, the resident permit to which it is associated, and the expiration date. The visitor permit shall not be valid in any other Residential Parking Permit District.

5) Residents may transfer their assigned visitor permit from one visitor vehicle to another visitor vehicle.

6) The resident shall be responsible for the improper use of an assigned visitor permit.

(Ord. 2014- §)

Section 6.15.053 Employee permits.

1) Employee permits shall be available to business, civic or religious institution employers located in a Residential Parking Permit District for use by the proprietor, business entity representative or employees. Employee permits shall not be available to resident properties within a parking district.

2) Employee permits shall be allocated on the basis of square footage of office space in the building. Two employee permits shall be available for the first 400 square feet of office space, and one employee permit shall be available for each additional 400 square feet of office space.

3) An employer who desires to obtain an employee permit shall submit an application in a format provided by the City, along with the permit fee. The application shall contain at a minimum the applicant's name, acceptable proof that the employment location is within a Residential Parking Permit District, and the vehicle make, model and license number of every employee vehicle that may use the permit. The employee permit shall display the permit number, the district for which it is issued, and the expiration date. The employee permit shall not be valid in any other Residential Parking Permit District.

4) Employers may transfer their assigned employee permit from one eligible employee vehicle to another eligible employee vehicle.

5) The employer shall be responsible for the improper use of an assigned employee permit.

(Ord. 2014- §)

Section 6.15.060 Placement of signs.

1) The City Engineer shall cause **appropriate R**~~r~~esidential **P**~~p~~arking **Permit D**~~d~~istrict signs to be erected to designate the location of each district **and to indicate the parking regulations and conditions under which permit parking or parking without a permit shall be allowed.**

(Ord. 2014- §)

Section 6.15.0~~5~~70 Parking regulations.

1) ~~The r~~Residential parking permit**s** shall be **valid only if visibly and properly displayed on the vehicle when parked in the Residential Parking Permit District for which it was issued.** ~~affixed to the left rear bumper or placed in the left corner of the rear window of the vehicle.~~

2) The holder of a residential parking permit which is properly displayed ~~on the left side of the rear bumper~~ shall be permitted to park a motor vehicle in the specified **R**~~r~~esidential **P**~~p~~arking **Permit D**~~d~~istrict **for any length of time, notwithstanding any other parking time limitation regulations established pursuant to this chapter and posted by sign. This permit parking exemption shall not exempt any person from any other provisions of state law or city ordinance or resolution.**~~in excess of posted district time limits, but in no instance be in violation of any other City ordinance.~~ **All other motor vehicles parked within a Residential Parking Permit District shall be subject to the parking time regulations as well as the penalties provided for herein and all other provisions of state law or city ordinance or resolution.**

3) A residential parking permit does not guarantee nor reserve to the holder a parking space within the designated **R**~~r~~esidential **P**~~p~~arking **P**~~p~~ermit **D**~~d~~istrict.

4) A residential parking permit shall not authorize the holder thereof to park a motor vehicle in a parking meter zone or in such places or during such times as the stopping or parking of motor vehicles is prohibited or set aside for specified types of vehicles, nor exempt the holder from the observance of any traffic regulation.

5) No person shall stand or park a vehicle anywhere within a **R**~~r~~esidential **P**~~p~~arking **P**~~p~~ermit **D**~~d~~istrict in a manner or for a time different from the manner or in excess of the time authorized for parking therein. No person shall move a vehicle, for which a residential parking permit has not been issued, to another location within the same **R**~~r~~esidential **P**~~p~~arking **P**~~p~~ermit **D**~~d~~istrict during the same day. The installation and maintenance of a sign or signs within a block shall be prima facie evidence that said block is within a **R**~~r~~esidential **P**~~p~~arking **P**~~p~~ermit **D**~~d~~istrict and that said block has been regulated by Council in the manner designated on said sign.

6) A residential parking permit designated for a specific district does not permit the holder to park in another, but different, **R**~~r~~esidential **P**~~p~~arking **P**~~p~~ermit **D**~~d~~istrict.

(Ord. 2014- § ; Ord. 96-04 § 2, 1996; Ord. 89-45 § 3, 1989; Ord. 88-05 § 5, 1988; Ord. 82-66 § 5, 1982)

Section 6.15.06~~8~~0 Parking permit violations.

It shall be unlawful **and a violation of this chapter** for any person ~~to~~:

1) Not holding a valid residential parking permit to stand or park a motor vehicle contrary to any parking regulations established herein or posted in a district.

2) Holding a residential parking permit to stand or park a motor vehicle in a Residential Parking Permit District that does not properly display a valid permit.

~~1) Represent that he/she is entitled to a residential parking permit when that person is not so entitled;~~

~~2~~**3)** **To f**~~F~~ail to surrender a permit to which the holder is no longer entitled**.**~~; or~~

~~3) Park a vehicle displaying such a permit at any time when the holder of such permit is not entitled to hold it.~~

(Ord. 2014- § ; Ord. 82-66 § 6, 1982)

Section 6.15.090 Abuse of parking permit system.

It shall be an abuse of the parking permit system for any person:

1) To falsely represent himself or herself as eligible for a parking permit or to furnish false information in an application therefore.

2) Holding a valid parking permit to allow its use or display by anyone who does not qualify for the permit. Such conduct shall constitute abuse both by the holder of the parking permit and by the person who unlawfully uses or displays it on a motor vehicle.

3) To copy, produce or otherwise bring into existence a facsimile or counterfeit parking permit.

4) To use or display upon a motor vehicle a permit reported as lost or stolen.

5) Park a vehicle displaying a permit at any time when the holder of such permit is not entitled to hold it.

(Ord. 2014- § ;)

Section 6.15.~~07~~100 Revocation of permit.

~~The City Manager or designee is authorized to revoke the residential parking permit of any permittee found to be in violation of this Chapter; and upon written notification thereof, the permittee shall surrender such permit to the City Manager or designee. Failure, when so requested to surrender a residential parking permit so revoked, shall constitute a violation of this Section.~~

In the event the police chief or designee has good cause to believe that any person is abusing the permit system as described in Section 6.15.090, he or she may issue a penalty of $230. Issuance of this penalty may be appealed to the Police Department's Hearings Officer within ten calendar days of issuance. The Hearings Officer review may not reduce the penalty, but is limited to the question of whether there is good cause to believe that the person has abused the permit system in the manner described. Further abuse of the system by such person may result in revocation of the permit or permits and denial of any further application for a permit by such person abusing the system.

(Ord. 2014- § ; Ord. 82-66 § 7, 1982)

Section 6.15.~~08~~110 Penalty.

Any person who **parks a vehicle in violation of this chapter** ~~violates any provision herein~~ shall be punished, upon conviction, by a fine **with a mandatory minimum sentence of $35** ~~of not less than $40~~ nor more than $100. **The Court shall have no ability to reduce or suspend any portion of the mandatory minimum sentence.**

It shall not be a defense to any violation herein that the permit had been issued but was not properly displayed. **It shall not be a defense to any violation herein that the person was unaware of the regulations so long as a parking regulation sign has been installed within the block of the violation location.**

(Ord. 2014- § ; Ord. 2011-17 § 1, 11/21/2011; Ord. 89-45 § 4, 1989; Ord. 82-66 § 8, 1982)

Section 2. This ordinance shall become effective September 1, 2014.

PASSED by the City Council this _____ day of _____, 2014.

APPROVED by the Mayor this _____ day of _____, 2014.

EFFECTIVE this _____ day of _____, 2014.

_____
Mayor

ATTEST:

_____
City Recorder

RPD. The table below shows these results compared to the estimated available parking spaces and compared to results for the per-kitchen methodology.

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

As one might expect, the total residential permits available in the square footage methodology are less than those in the kitchen methodology for those RPDs with a mix of single family and multi-family properties.

Milestone Decision Dates for September 2014 Implementation

There are five main areas of activities that have to be completed to implement the expanded RPD program—increase Parking Enforcement staffing, increase Municipal Court staffing, produce and install signage, produce parking permits, and notify residents. In order to begin work on these items, key decisions need to be made by the Council about the RPD program design. USC has already come to consensus on some of those decision points, while others are still under discussion. In general, the decisions needed for the activities with the longest start-up time have already been discussed by USC and a path forward chosen. More information about each activity area is provided below.

Enforcement. Enforcement staffing levels are dependent on the size of the expanded RPD area and the number of enforcement trips desired in a day. Due to the length of time to recruit for and train new enforcement staff, these decisions need to be made nine months before the implementation date, or by January 2014. USC has come to consensus on the size of the expansion and the number of enforcement trips, and no further decisions need to be made for this piece to move forward.

Municipal Court. Municipal Court staffing levels are dependent on the size of the expanded RPD area. To increase Court staff before RPD implementation, this decision needs to be made four months before the target date, or by May 2014. USC has come to consensus on the size of the expansion, and no further decisions need to be made for this piece to move forward.

Signage. Signage is dependent on the number of RPDs, the district boundaries, the type of parking restrictions (i.e., 2-hour free or permit-only), and the limits of the 'resident only' parking zones within the RPDs. To design, produce and install the number of new signs required, these decisions need to be made five months before the implementation date, or by April 2014. USC has discussed all these decision points, but input from the public process or the full Council's deliberations may alter the current direction. There is some flexibility in the timeline for this

Comments in preparation for USC, May 20, 2014 – Richard Hervey

Visitor permits

In accordance with USC direction, proposed language calls for only people holding resident permits to be able to obtain visitor permits. I believe that this decision was based upon both the administrative difficulties of how to issue our hanging visitor permits and the fraud potential for our current visitor permits. As stated at a previous USC meeting, I believe that this decision works against an overall sub goal of getting people out of cars. A student who might otherwise leave a car at home, needs to bring a car to obtain a resident permit so that her/his parent can obtain parking when they visit.
I believe that the Berkeley visitor permit, that I will provide to Director Steckel tomorrow, may offer a path by which people with proof that they live in a RPD, but without a resident parking permit, can obtain visitor permits without the use of a hanging visitor permit and without substantial risk of abuse. We could consider the Berkeley style permit in wider application instead of the hanging permit as well, which might address potential misuse of the hanging permit.

Minimum Fine for Parking Violation

As noted at USC, I disagree with the need to set a high minimum fine for parking violations in RPD's. Current practice in Municipal Court is that you either plead no contest and talk about extenuating circumstances or plead not guilty in which case a court date is set at additional court cost. My guess is that during the roll out of this program, there will be many instances of extenuating circumstances. For a student or a visiting parent, a $35 minimum seems excessive. I'd much rather see us provide informal direction to the MC judge that we would like to see a $35 minimum in practice, but leave it to the judge to determine when an as yet unforeseen catch nabs a community member and merits a lower fine.

2500 ft^2 per permit

We are beginning to hear the testimony that I have long been expecting about the financial impact our planned permit limits will have on non-resident property owners. Most have appealed to fairness, and noted that they are community members as well. At least one has raised the specter of "regulatory takings". Regardless of motivation, I believe that we need to find ways to accommodate a wider range of interests than our current proposal does. I've heard discussed both grandfathering older structures and applying for exemptions. In all cases, not just older structures, it appears to me that owners made decisions based upon the LDC in effect at the time of construction. Thus, a long line of City Councils have created the problem, via LDC decisions, that we are attempting to solve by charging lots of people a little bit of money and creating conditions under which a few may have very substantial economic loss. I'd much prefer to see us revert to the permits per # of kitchens approach of the existing ordinance. As a minimum I'd like to see the grandfathering idea in the proposed ordinance.

Longer term, we have already been working in collaboration with OSU on parking issues. We also know that Benton County would like to work with us on a wide range of collaborative topics. Let's aggressively pursue remote parking at the fairgrounds as a water calming approach to the coming storm in the fall.

ATTACHMENT D

To: Urban Services Committee **May 20, 2014**
From: Dan Brown

Subject: RPD MONITORING AND UPDATE

It is not clear to me what exactly is on tonight's City Council agenda with regard to RPD approval. The concerns I express below may come up tonight or may be more appropriate at tomorrow's USC meeting.

Situation:

Implementation of the Residential Parking District plan will most likely make residents and the City government aware that there are some consequences from shifting commuter parking around as well as some bugs in the design of the RPD program. Left unattended, they will cause distress among our citizens.

Proposal:

In my opinion, the City should deal with concerns right away, as soon as we become aware of them.

- I propose that Public Works staff monitor citizens' concerns and report them to USC in a timely manner.

- I propose that we direct staff to allow citizens in affected areas to petition the City ASAP for expansions of districts and expansions of red
- zones right away.

MEMORANDUM

TO: Urban Services Committee

FROM: Mary Steckel, Public Works Director

DATE: April 16, 2014

SUBJECT: Cleveland Avenue Traffic Volumes / CCC Plaza Impact

I. ISSUE

Staff has collected traffic volume and speed data for Cleveland Avenue between Division Street and CCC Plaza as requested by City Council.

II. BACKGROUND

City Council directed staff to conduct a review of traffic on Cleveland Avenue one year after the first certificate of occupancy for CCC Plaza was issued. The first temporary certificate of occupancy was issued January 14, 2013, however, due to construction closures of the Cleveland Avenue entrance to CCC Plaza, the traffic data collection was postponed until April.

III. DISCUSSION

Two locations were chosen for data collection: at the entrance to CCC Plaza and mid-block on Cleveland Avenue between Division Street and the entrance to CCC Plaza. Both count and speed data were collected at the mid-block location. Only count data was collected at the entrance to the private property (see Exhibit A). Photos of the development site and Cleveland Avenue are included on Exhibits B and C. Data was collected April 9, 2014, from 12 am to 11:59 pm. The total 24-hour vehicular traffic (both directions) for the driveway location was 470 vehicles. The average speed at the mid-block location was 12 mph, with 85% of all vehicles traveling 20 mph or less. These numbers are consistent with the classification of a local street and support initial staff analysis of the development application. There have been no accidents reported for this section of street since the connection with CCC Plaza was made.

IV. RECOMMENDATION

Staff does not recommend further action at this time.

Review and Concur:

4/21/14

James A. Patterson — Date
City Manager

Attachments

\\ci.corvallis.or.us\departments\PW\Divisions\Engineering\Development Review\Projects - Development\CCC Century Plaza Projects\Cleveland Staff Report\Cleveland staff report.wpd

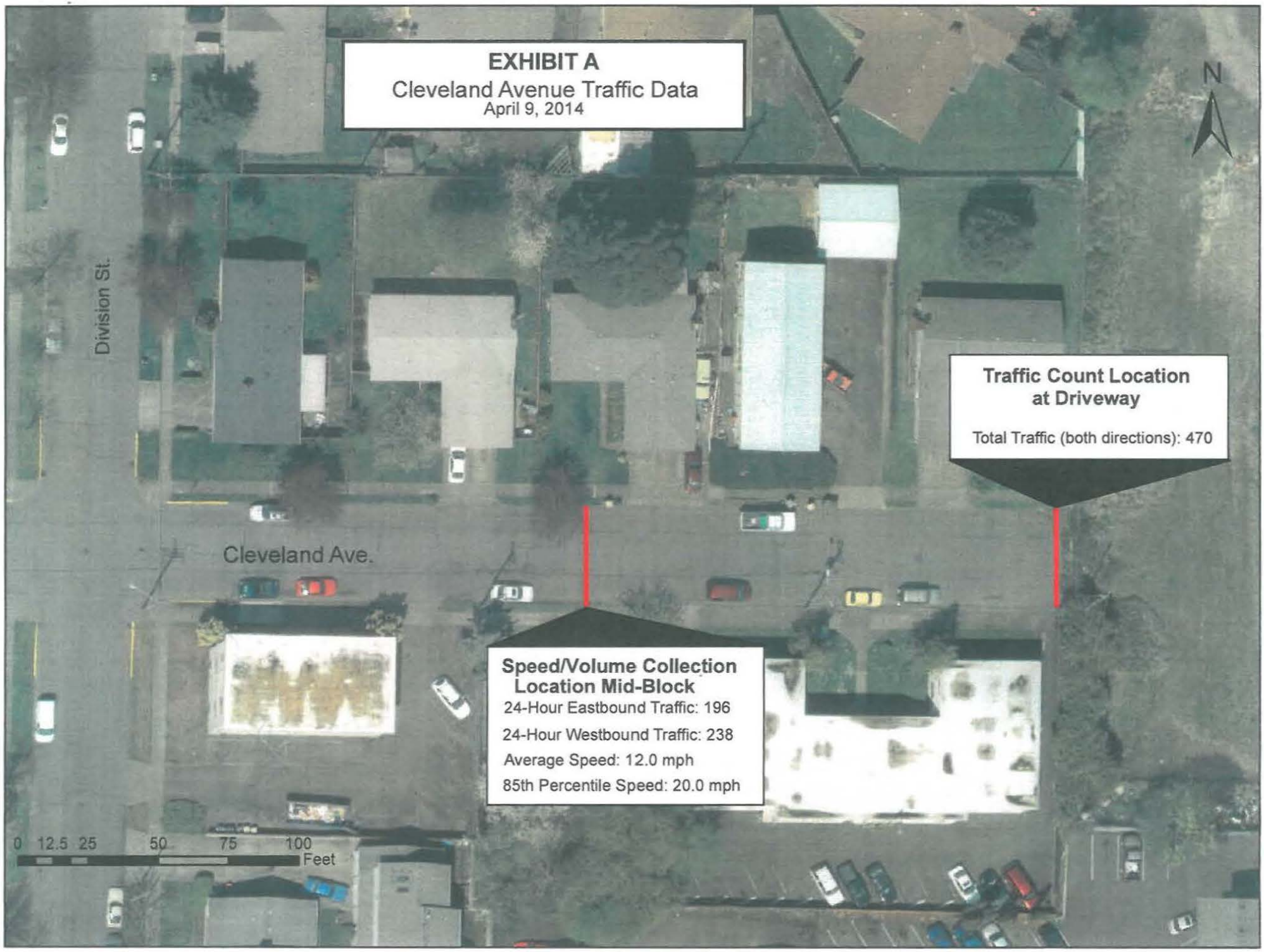


EXHIBIT A
Cleveland Avenue Traffic Data
April 9, 2014
N
Division St.
Cleveland Ave.
Traffic Count Location at Driveway
Total Traffic (both directions): 470
Speed/Volume Collection Location Mid-Block
24-Hour Eastbound Traffic: 196
24-Hour Westbound Traffic: 238
Average Speed: 12.0 mph
85th Percentile Speed: 20.0 mph
0 12.5 25 50 75 100
Feet

EXHIBIT B

Photos taken:
3/11/14

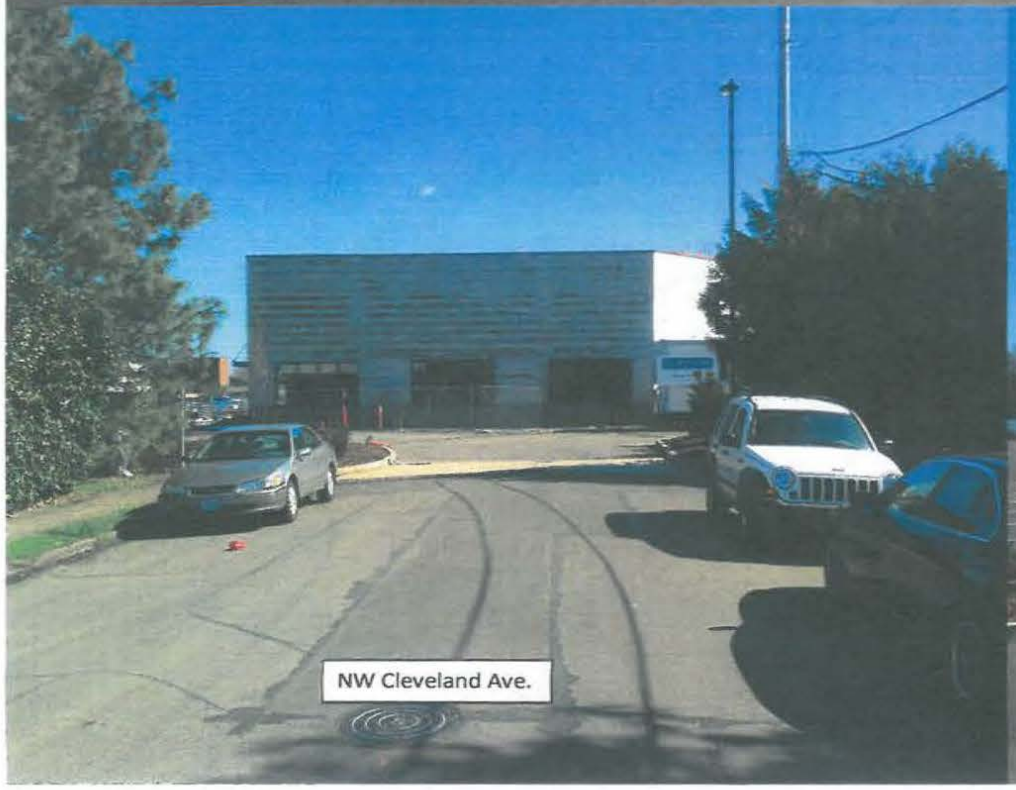


EXHIBIT C

Photo taken:
4/8/2014

*** MEMORANDUM ***

TO: Urban Services Committee

FROM: Mary Steckel, Public Works Director

DATE: May 7, 2014

SUBJECT: Review of Council Policy CP 91-7.08 Sidewalk Policy

Issue
The Council Policy on sidewalks is reviewed every three years by the Public Works Director and revised as appropriate by City Council.

Background
This policy was adopted by City Council in September, 1961. The policy establishes the guidelines for sidewalk repair and for the Sidewalk Safety Program.

On December 20, 2010, the City Council passed ordinance 2010-30 creating Corvallis Municipal Code Chapter 3.07, "Sidewalk Maintenance Fee." The funds generated by this fee are to be used by the City to pay for sidewalk repairs in the public right of way "in accordance with a sidewalk maintenance program as described in City Council Policy 91-7.08."

Discussion
As outlined in Corvallis Municipal Code Chapter 3.07, the City is responsible to make the necessary repairs to sidewalks that are determined to be unsafe per established guidelines. As a result, changes were implemented to the annual Sidewalk Safety Program outlined in Council Policy 91-7.08 to shift the responsibility for funding these repairs from the adjacent property owner to the City. The sections of the policy related to the construction of new sidewalks remain unchanged.

Many of the changes to this policy are the result of conforming to the new Council Policy format, including new sections: Goal, Background and Definitions. Staff has also proposed a few edits to improve the readability and application of the policy.

On March 25, 2014, staff presented proposed Sidewalk Policy changes to the Urban Services Committee (USC). USC recommended edits and comments which were incorporated in the Sidewalk policy. USC also requested that the proposed Sidewalk Policy be reviewed by the Bicycle and Pedestrian Advisory Commission (BPAC). On May 2, 2014, BPAC reviewed the Sidewalk Policy and endorsed the proposed Sidewalk Policy language and changes.

Requested Action
Staff requests the Urban Services Committee recommend that the City Council revise Council Policy 91-7.08 Sidewalk Policy, to incorporate these changes.

Review and concur:

James A. Patterson, City Manager

Attachment

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 7 – COMMUNITY IMPROVEMENTS

CP 91-7.08 **Sidewalk Policy**

Adopted	**September 18, 1961**
Revised	**September 8, 1970 (91-7.08.020)**
Adopted	May 21, 1973 (91-7.08.030)
Combined and Affirmed	October 7, 1991
Revised	June 20, 1994
Reviewed	November 6, 1995
Revised	November 3, 1997
Revised	November 15, 1999
Affirmed	October 16, 2000
Revised	December 17, 2001
Revised	November 4, 2002
Revised	November 17, 2003
Revised	December 20, 2004
Revised	December 19, 2005
Revised	February 7, 2011
Revised	**March 21, 2014**

7.08.010 Purpose

To establish a policy regarding sidewalk construction and repair in the public right of way.

7.08.020 **Goals** ~~Policy – Sidewalk Construction~~

~~7.08.021 Sidewalk construction shall be as per Corvallis Municipal Code (CMC) Chapter 2.15, Sidewalk Improvements, as amended.~~

~~7.08.022 The criteria used to base an order to construct a missing sidewalk in an area that generally has sidewalks will be as follows:~~

~~Undeveloped Lot – Where the plat was recorded after November 1997 and has been recorded three years or longer, or when the missing sidewalk creates a threat to public safety and health as determined by the Public Works Director, and there is no sidewalk on the opposite side of the street unless there is no reasonably safe means for a person to cross the street.~~

~~Developed Lot – The City has received a complaint, and review by City staff determines that the missing sidewalk presents a threat to public~~

~~safety and health; and there is no sidewalk on the opposite side of the street unless there is no reasonably safe means to cross the street.~~

7.08.021 **A sidewalk system in good repair provides a pedestrian friendly environment and encourages walking as a transportation alternative.**

7.08.030 ~~Policy - Sidewalk Repair~~ **Definitions**

7.08.031 **Sidewalks – pedestrian facilities that are typically parallel to streets and near or adjacent to street curbs that are constructed of concrete to City standards.**

7.08.032 **Sidewalk Hazards – sidewalk panels or broken sidewalks that are offset or large cracks in a sidewalk panel that can pose a trip hazard.**

7.08.033 **Sidewalk Safety Program - an annual program to identify and prioritize sidewalk hazards that are eligible for repair.**

7.08.034 **Wheelchair access ramps – lowered curb and sidewalks at street intersections that improve accessibility for individuals using wheelchairs or who have accessibility issues.**

7.08.0~~30~~40 ~~Annual Program – Sidewalk Safety Program~~ **Policy**

7.08.0~~31~~41 The owners of land adjoining any street in the City are responsible for the condition and maintenance of sidewalks in front of, along, or abutting their property as established by C**orvallis** M**unicipal** C**ode (CMC)** Chapters 2.15 and 5.04.050 (2) (c).

7.08.0~~32~~42 It is the responsibility of the City to construct and repair sidewalk wheelchair access ramps at intersections, repair and maintain sidewalks at public alley approaches, and repair and maintain sidewalks in front of, along, or abutting City-owned property. **In conjunction with the annual sidewalk inspection, City staff will identify locations in need of wheelchair access ramps, sub-standard wheelchair access ramps, and sidewalk repairs designated as City responsibility.**

7.08.0~~33~~43 The City will maintain an ongoing annual program to identify hazardous sidewalk conditions and will determine the priority within which repairs for these hazardous sidewalk conditions may be completed or the priority within which mitigation for these hazardous sidewalk conditions may be made, taking into account the resources available for the **Sidewalk Safety Program**~~Annual Program~~, Section 7.08.04~~0~~**6**.

7.08.0~~34~~44 The City will ~~provide year 'round~~ inspect~~ions of~~ **potential** sidewalk hazards identified by citizen complaints in all areas of the City. The City may

include repairs for these hazards, as needed, in the contract for repairs performed in the **Sidewalk Safety Program**~~Annual Program~~, Section 7.08.040**6**.

7.08.03~~5~~45 The City will attempt to accommodate trees and planting strips by considering sidewalk re-location options, including easements on private property.

7.08.04~~1~~6 ~~Annual Program~~**Sidewalk Safety Program** - Annually, the City will identify **sidewalk hazards to repair and replace** ~~a district~~ within ~~the~~ City limits**. The City's Sidewalk Maintenance Fee provides a source of funding to do this work, and those monies will be dedicated to repairing hazards, each year, up to the amount of funding available.**~~containing public sidewalks to be inspected based on the Sidewalk Safety Districts map maintained by Public Works. The City will provide notification to all residents and owners of property within that year's district describing the program.~~

7.08.04~~2~~7 Sidewalk hazards will be identified and marked, following ~~guidelines prepared~~ **criteria maintained** by the City Public Works Department. The City will take responsibility for repairs of structural deficiencies identified in accordance with these guidelines. The City will prioritize repairs on the basis of highest risk to public health and safety. The City may elect to mitigate sidewalk hazards until repairs can be made. ~~Sidewalk repairs will be performed within the available funds generated by the Sidewalk Maintenance Fee established per CMC Chapter 3.07.~~ **Sidewalk construction shall be as per CMC Chapter 2.15, Sidewalk Improvements, as amended.** Structural deficiencies identified but not repaired **due to lack of funding** will be included and prioritized with the repairs identified in the following year.

~~7.08.043~~ ~~In conjunction with the annual sidewalk inspection, City staff will identify locations in need of wheelchair access ramps, sub-standard wheelchair access ramps, and sidewalk repairs designated as City responsibility.~~

~~7.08.044~~ ~~The City will advertise the work for bids according to City purchasing code and State law requirements to construct or retrofit wheelchair access ramps and repair sidewalks.~~

7.08.050 ~~Enforcement~~ **Missing Sidewalk Segments**

7.08.0~~22~~51 **The City has the authority to order an abutting property owner to construct a missing segment of sidewalk. The criteria used to base an order to construct a missing sidewalk in an area that generally has sidewalks will be as follows:**

For an Undeveloped Lot – When the missing sidewalk creates a threat to public safety and health as determined by the Public Works Director, and there is no sidewalk on the opposite side of the street or no reasonably safe means for a person to cross the street to the existing sidewalk, the City can order the construction of the missing segment. This only applies to an undeveloped lot where the plat was recorded after November 1997 and has been recorded for three years or longer.

For a Developed Lot – When the City has received a complaint, it will be reviewed by City staff. If the missing sidewalk presents a threat to public safety and health as determined by the Public Works Director, and there is no sidewalk on the opposite side of the street, the City can order the construction of the missing segment.

7.08.05~~1~~**2** Property owners who fail to construct new sidewalks within the time frames established ~~in this document and~~ by Corvallis Municipal Code will be subject to fines as established in CMC Chapter 2.15, as amended.

7.08.0~~8~~**6**0 Review and Update

The Public Works Director will prepare the Council Policy review every three years for City Council approval. ~~This Community Improvement Policy shall be reviewed by the Public Works Director triennially in October and updated as appropriate.~~

MEMORANDUM

May 14, 2014

TO: Urban Services Committee

FROM: Mary Steckel, Public Works Director

SUBJECT: Collaboration Recommendation to Expand Residential Parking Districts—Draft Ordinance

ISSUE

Ordinance language to enact the new Residential Parking District (RPD) program elements needs to be reviewed by the Urban Service Committee (USC).

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 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. USC did not reach consensus on requiring a resident permit in order to purchase a visitor permit, but the majority was in favor of this approach.

At the April 22, 2014 USC meeting, a discussion about the service provider permits resulted in a change to a 'contractor' permit that would require a Construction Contractors Board number as proof of eligibility for the permit. In addition it was agreed that property owners who are not residents of an RPD can obtain a permit to perform services at their property, that the maps of the permit-only areas included in the staff report were accurate, and that the west side of 6th Street between Jefferson and Van Buren Avenues would be removed from the RPDs.

At the May 6, 2014 USC meeting, the Committee discussed penalties for violating or abusing RPD regulations and agreed that violations should be fined at $50 with a mandatory minimum of $35. Instances of abuse would be handled through an administrative process that could result in a penalty of $230 and revocation of the permit. Further review of the contractor permit program element resulted in a recommendation to remove this from the RPD program and provide for a process by which the resident or property owner could obtain a temporary parking permit for $2 per day per permit. Testimony at the meeting led to a recommendation to remove NW 6th Street between NW Harrison Boulevard and NW Tyler Avenue from District E.

DISCUSSION

Staff developed a draft ordinance (attached) to capture the decisions and recommendations made to date on the RPD program. It is anticipated that changes to the draft may be required either from discussion at the May 19 City Council meeting or at the May 20 USC meeting.

NEXT STEPS

Staff will incorporate any necessary corrections or additions to the draft ordinance language for final review by the 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 USC review the draft ordinance and either recommend approval to the full Council or direct staff to make the appropriate changes.

Reviewed and concur:

James A. Patterson, City Manager

Attachment – Draft Ordinance 6.15 Residential Parking Permit Districts

Attachment

ORDINANCE 2014- _____

AN ORDINANCE RELATING TO RESIDENTIAL PARKING DISTRICTS AMENDING CORVALLIS MUNICIPAL CODE CHAPTER 6.15, "RESIDENTIAL PARKING PERMIT DISTRICTS," AND STATING AN EFFECTIVE DATE.

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 6.15 is hereby amended as follows:

Section 6.15.010 Legislative findings.

1) There exists within the areas described in Section 6.15.0~~3~~40, **a** heavy **demand for the use of the public street for multiple purposes which results in the** concentration of vehicles which are parked all day ~~by nonresidents~~.

2) The presence of these vehicles causes ~~vehicular~~ congestion, impedes the movement of traffic, and unduly restricts entry of residents to their homes.

3) Such vehicular congestion creates polluted air, excessive noise, and litter.

4) The conditions and evils mentioned above in subsections 1), 2), and 3) create blighted or deteriorated residential areas.

5) The establishment of residential ~~permit~~ parking **permit** districts will help preserve the character of these areas as residential areas and will preserve property values.

6) The establishment of residential permit parking districts will reduce motor vehicle miles traveled in the City by requiring commuters to carpool or to utilize forms of transportation which are less polluting per person than private passenger motor vehicles and thereby assist in conformance with national and State air quality standards.

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

(Ord. 2014- § ; Ord. 88-08 § 2, 1988; Ord. 82-66 § 1, 1982)

Section 6.15.020 Definitions.

1) ***Abuse.*** **Use of a resident, visitor, or employee parking permit in any manner that is not authorized or the display of any resident permit not assigned to that vehicle.**

2) ***Annual permit fee.*** **The annual fee for each resident, visitor, or employee permit. If a permit is issued on or after the first day of the tenth month in the permit year, the fee will be one half of the annual permit fee.**

3) ***Block.*** **Both sides of a street between two consecutive intersecting streets.**

4) ***Block face.*** **One side of a street between two consecutive intersecting streets.**

5) ***Employee.*** **Any individual who is on the payroll of a business, civic or religious institution which is located within a permit district.**

6) ***Permit.*** **Any resident decal or visitor or employee placard issued by the City to residents and businesses in permit areas. Permits must be clearly identified as belonging to a specific permit area, for use during a specific permit year, and proper for only one of the following: resident, employee or visitor. Permits expire on the last day of the permit year in which they are issued.**

7) ***Resident.*** **Any person who resides within a permit district.**

8) *Residential area.* A contiguous or nearly contiguous area **of several blocks** containing public streets or parts thereof primarily abutted by residential property or residential and non-business property including, but not limited to, schools, parks, churches, hospitals, and nursing homes.

9) ***Visitor.*** **A person received and entertained by a resident for a period of 30 days or less. For purposes of this section, a visitor does not include residents, employees, customers, or subtenants.**

(Ord. 2014- § ; Ord. 82-66 § 2, 1982)

Section 6.15.030 ~~Creation and~~ Ddesignation.

The City Council, in accordance with the requirements of this article, may designate as a residential parking permit district any area which satisfies the criteria established in this article. Upon designation as a residential parking permit district, motor vehicles displaying a valid parking permit may be parked without limitation by parking time regulations established pursuant to this chapter. The permit parking exemption shall not exempt any person from any other provisions of state law or city ordinance or resolution.

A request to establish a residential parking district shall be submitted to the City in a form approved by the City. The application must contain boundaries of the proposed district that are based on land use zoning, must be for a minimum area of 10 block faces, must have documented daytime parking during the Oregon State University fall academic term of 70% of capacity, and must satisfy the property owner petition requirements established by the Public Works Department.

A temporary exemption to these requirements will be made for proposed districts that are encompassed in the 2012 Collaboration Corvallis Project study area and the request to form the district is made prior to September 1, 2017.

(Ord. 2014- § ;)

Section 6.15.040 Creation of parking districts.

There are hereby created residential parking permit districts subject to the provisions herein and containing the following described areas **in which parking is limited to 2 hours per posted regulations**:

1) *District "A."* District A shall include all property abutting the following described streets: The west side of NW 27th Street between NW Johnson Avenue and NW Arnold Way; NW 28th **between NW Johnson Avenue** ~~NW 28th Street between NW Van Buren Avenue~~ and NW Arnold Way; **NW** 29th, 30th, **and 32nd** Streets between NW Johnson **Avenue** and ~~Van Buren Avenues~~ **NW Harrison Boulevard**; NW 31st Street between its southerly end and NW ~~Van Buren Avenue~~ **NW Harrison Boulevard**; **the east side of NW 33rd Street between NW Johnson and NW Jackson Avenues; NW 33rd Street between NW Van Buren Avenue and NW Harrison Boulevard;** the south-westerly side of NW Arnold Way between NW **Jackson Avenue and NW Harrison Boulevard** ~~27th and 28th Streets~~; NW Van Buren Avenue between NW Arnold Way and NW 3**3rd**~~1st~~ Street; **the north side of NW Van Buren between NW 33rd and NW 35th Streets;** NW Jackson Avenue between NW 27th and 3**3rd**~~2nd~~ Streets; **and** NW Johnson Avenue between NW 27th and NW 33rd Streets; ~~32nd Street and the east side of NW 33rd Street between Johnson Avenue and Jackson Avenue; and 29th Street from its Northerly end to Van Buren Avenue~~.

~~2) *District "B."* District B shall include all property abutting the following described streets: NW 14th, 15th, and 16th Streets between Monroe Avenue and NW Harrison Boulevard; NW 17th Street between NW Jackson Avenue and NW Harrison Boulevard; NW 18th Street between NW Van~~

~~Buren Avenue and NW Harrison Boulevard; NW Kings Boulevard and NW 21st Street between Monroe Avenue and NW Harrison Boulevard; NW 23rd Street between NW Jackson Avenue and NW Harrison Boulevard; NW Jackson and Van Buren Avenues and the south side of NW Harrison Boulevard between NW 14th and 23rd Streets; the north side of NW Jackson Avenue between NW 23rd Street and the alley between NW 23rd and 25th Streets; and the north side of Monroe Avenue between the east side of NW 14th Street and NW 21st Street.~~

2~~3~~) *District "C."* District C shall include all property abutting the following described streets: **The west side of NW Kings Boulevard between NW Harrison Boulevard and NW Polk Avenue; NW 21st, NW 29th, and NW 30th Streets between NW Harrison Boulevard and NW Polk Avenue; NW 23rd, NW 25th, NW 26th, and NW 27th Streets between NW Harrison Boulevard and NW Tyler Avenue; the east side of NW 23rd Street between NW Tyler and NW Polk Avenues; the west side of NW 27th Street between NW Tyler and NW Polk Avenues; the east side of NW 31st Street between NW Harrison Boulevard and NW Polk Avenue; the north side of NW Harrison Boulevard between NW Kings Boulevard and NW 31st Street; NW Tyler Avenue between NW Kings Boulevard and NW 23rd Street and between NW 27th and NW 31st Streets; the south side of NW Tyler Avenue between NW 23rd and NW 27th Streets; NW Polk Avenue between NW Kings Boulevard and NW 23rd Street and between NW 27th and NW 29th Streets; and the south side of NW Polk Avenue between NW 29th and NW 31st Streets.** ~~SW Seventh Street between SW Madison and SW Jefferson Avenues; SW Eighth Street between SW Monroe and SW Jefferson Avenues; SW Ninth Street between SW Monroe and SW Jefferson Avenues; and SW Madison Avenue between SW Ninth Street and the alley between SW Sixth and SW Seventh Streets.~~

3) ***District "D."*** **District D shall include all property abutting the following described streets: The west side of NW Kings Boulevard between NW Monroe Avenue and NW Harrison Boulevard; NW 21st, NW 23rd, NW 25th, and NW 26th Streets between NW Monroe Avenue and NW Harrison Boulevard; NW 27th Street between NW Van Buren Avenue and NW Harrison Boulevard; NW Short Avenue between NW 27th Street and NW Arnold Way; NW Jackson Avenue between NW Kings Boulevard and NW 25th Street; NW Van Buren Avenue between NW Kings Boulevard and NW Arnold Way; the north side of NW Monroe Avenue between NW Kings Boulevard and NW 26th Street; the north-easterly side of NW Arnold Way between NW 26th Street and NW Harrison Boulevard; and the south side of NW Harrison Boulevard between NW Kings Boulevard and NW Arnold Way.**

4) ***District "E."*** **District E shall include all property abutting the following described streets: The west side of NW 6th Street between NW Tyler Avenue and NW Polk Avenue; NW 7th, NW 9th, NW 10th, NW 11th, NW 12th, NW 13th, NW 14th, NW 15th, NW 16th, NW 17th, and NW 18th Streets between NW Harrison Boulevard and NW Polk Avenue; NW 8th Street between NW Harrison Boulevard and its northerly end; NW 19th Street between NW Tyler Avenue and NW Polk Avenue; the east side of NW Kings Boulevard between NW Harrison Boulevard and NW Polk Avenue; the north side of NW Harrison Boulevard between NW 7th Street and NW Kings Boulevard; NW Tyler Avenue between NW 6th Street and NW Kings Boulevard; and NW Polk Avenue between NW 6th Street and NW Kings Boulevard.**

5) ***District "F."*** **District F shall include all property abutting the following described streets: The west side of SW 6th Street between SW Western Boulevard and SW Jefferson Avenue; SW 7th Street between SW Western Boulevard and SW Madison Avenue; SW 8th Street between SW Washington and SW Madison Avenues; the west side of NW 8th Street between SW Madison and NW Monroe Avenues; SW 9th Street between SW Washington Avenue and NW Monroe Avenue; SW 10th Street between SW Washington and SW Jefferson Avenues; the east side of SW 11th Street between SW Washington and SW Jefferson Avenues; the north side of SW Western Boulevard between SW 6th and SW 7th Streets; the property abutting the railroad tracks between SW 7th Street and SW Western Boulevard to SW 11th Street; the east side of SW 11th Street between the railroad tracks and SW Jefferson Avenue; the south side of SW Jefferson Avenue between the alley between SW 9th and SW 10th Streets and SW 11th Street; the south**

side of NW Monroe Avenue between SW 8th Street and the alley between SW 9th and SW 10th Streets; the west side of SW 8th Street between SW Madison and NW Monroe Avenues; the south side of SW Madison Avenue between SW 6th and SW 8th Streets; SW Washington and SW Adams Avenues between SW 6th and SW 11th Streets; SW Jefferson Avenue between SW 6th Street and the alley between SW 9th and SW 10th Streets; and SW Madison Avenue between SW 8th Street and the alley between SW 9th and SW 10th Streets.

6) *District "G."* District G shall include all property abutting the following described streets: SW 10th and SW 14th Streets between SW Western Boulevard and SW A Avenue; SW 11th and SW 13th Streets between SW Western Boulevard and the railroad tracks; the east side of SW 15th Street between SW Western Boulevard and the railroad tracks; the north side of SW Western Boulevard between SW 10th and SW 15th Streets; and SW A Avenue between SW 10th and SW 15th Streets.

7) *District "J."* District J shall include all property abutting the following described streets: the west side of NW 6th Street between NW Van Buren Avenue and NW Harrison Boulevard; NW 7th, NW 16th, and NW 17th Streets between NW Jackson Avenue and NW Harrison Boulevard; the west side of NW 7th Street between NW Monroe and NW Jackson Avenues; the east side of NW 16th Street between NW Monroe and NW Jackson Avenues; NW 8th, NW 9th, NW 10th, NW 11th, NW 12th, NW 13th, NW 14th and NW 15th Streets between NW Monroe Avenue and NW Harrison Boulevard; NW 18th Street between NW Harrison Boulevard and its southerly end; the east side of NW Kings Boulevard between NW Jackson Avenue and NW Harrison Boulevard; the north side of NW Monroe Avenue between NW 7th and NW 16th Streets; NW Jackson Avenue between NW 7th and NW 16th Streets; the north side of NW Jackson Avenue between NW 6th and NW 7th Streets and between NW 16th Street and NW Kings Boulevard; NW Van Buren Avenue between NW 6th Street and NW Kings Boulevard; and the south side of NW Harrison Boulevard between NW 6th Street and NW Kings Boulevard.

(Ord. 2014- § ; Ord. 2012-12 § 1, 07/02/2012; Ord. 2010-16 § 1, 07/19/2010; Ord. 2001-04 § 1, 5/7/2001; Ord. 89-45 § 1, 1989; Ord. 89-08, 1989; Ord. 88-08 § 3, 1988; Ord. 82-66 § 3, 1982)

Section 6.15.041 Creation of permit-only areas.

Within the residential parking permit districts described in Section 6.15.040, there are hereby created permit-only parking areas defined as blocks with parking demand in excess of 90% of capacity determined through a parking study. The following described blocks are those on which only vehicles with a valid residential parking permit are eligible to park:

1) *District "A."* NW 28th and NW 29th Streets between NW Johnson and NW Jackson Avenues; NW Johnson between NW 27th and NW 30th Streets; and NW Jackson Avenue between NW 27th and NW 29th Streets.

2) *District "D."* NW 21st Street between NW Jackson Avenue and NW Harrison Boulevard; and NW Van Buren Avenue between NW 21st and NW 25th Streets.

3) *District "J."* NW 14th, NW 15th, NW 16th, and NW 17th Streets between NW Jackson and NW Van Buren Avenues; NW 18th Street between NW Kings Boulevard and NW Harrison Boulevard; and NW Jackson Avenue between NW 14th Street and Kings Boulevard.

(Ord. 2014- § ;)

Section 6.15.045~~0~~ Issuance of permits~~; placement of signs~~.

~~1) The City Engineer shall cause residential parking district signs to be erected to designate the location of each district.~~

~~2) A permit shall be issued upon application and payment of the permit fee only to the owner or the operator of a motor vehicle who resides on property within that residential parking district, not to exceed three per kitchen (as defined in the Land Development Code) in a dwelling unit; except for cooperatives, fraternities, and sororities (as defined in the Land Development Code), in which cases, the number of permits issued will not exceed 20 per kitchen. Only one permit may be issued per registered vehicle owned or operated by a person residing within the permit zone.~~

~~3~~**1**) Permits shall be valid from the date of issuance to and including the next following August 31 and may be renewed annually for a term of one (1) year beginning on September 1.

~~4~~**2**) Residential parking permit fees shall be determined by Council.

3) Permits shall be valid for only one residential parking district.

4) An owner of property within a residential parking district who does not reside on the property may purchase a parking permit. The owner of properties in multiple districts shall be required to purchase a permit for each district.

~~5) The application for a permit shall contain the name of the owner or operator of the motor vehicle, residential address, motor vehicle's make, model, registration number, and the applicant's driver's license number. The permit shall display the permit number and expiration date.~~

~~6) The permit shall be nontransferable. If the holder of a valid permit sells, gives, or otherwise disposes of a vehicle for which the permit has been issued, a new permit will be issued to the holder of said valid permit upon the surrender of the valid permit and the filing of an application for a permit for another vehicle owned or operated by the holder of the surrendered permit and eligible for a permit under the provisions herein. The new permit shall be valid for the same period of time that the surrendered permit was valid and shall be issued at no additional charge to the permit holder.~~

~~7) The City Manager or designee is authorized to issue temporary parking permits to bona fide visitors of residents in residential parking districts.~~

~~8) Notwithstanding anything herein to the contrary, the following special provisions apply to businesses located in the SA(FS) (Shopping Area - Flexible Standards) commercial district along or adjacent to Monroe Avenue:~~

~~a) Up to three permits may be issued to the proprietor of a business, for use by the proprietor or employees of the business;~~

~~b) The permit may be used only for parking while the proprietor or employee is at her or his place of employment;~~

~~c) A permit held by a person in violation of these provisions may be revoked and future permits may be denied or restricted;~~

~~d) To the extent applicable, all other provisions herein shall apply.~~

~~9) Notwithstanding anything herein to the contrary, the following special provisions apply to businesses located in District "C":~~

~~a) Employers may purchase one permit for each 400 square feet of office space in the building for use by the proprietor or employees of the business. These permits are transferrable among the employees of that business.~~

~~b) The permit may be used only for parking while the proprietor or employee is at her or his place of employment.~~

~~c) A permit held by a person in violation of these provisions may be revoked and future permits may be denied or restricted.~~

~~d) To the extent applicable, all other provisions herein shall apply.~~

(Ord. 2014- § ; Ord. 2010-16 § 1, 07/19/2010; Ord. 89-45 § 2, 1989; Ord. 89-08 § 2, 1989; Ord. 88-08 § 4, 1988; Ord. 82-66 § 4, 1982)

Section 6.15.051 Resident permits.

1) Resident permits shall be allocated on the basis of square footage of the residential property. One permit shall be available for every 2,500 square feet of lot size. A minimum of two permits shall be available for every residential lot within the areas described in Section 6.15.040.

2) A permit shall be issued upon application and payment of the permit fee only to the owner or the operator of a motor vehicle who resides on property within a residential parking district. Only one permit may be issued per registered vehicle owned or operated by a person residing within the permit district. Each permit shall state for which residential parking district it is issued. Permits shall not be valid in any other residential parking district or for any other vehicle than the one for which the permit was issued.

3) A person residing in a residential parking district who desires to obtain a parking permit, shall submit an application for a parking permit in a format provided by the City, along with the permit fee. The application shall contain at a minimum the name of the owner or operator of the motor vehicle, acceptable proof of residence at a recognized address within a district, motor vehicle's make and model, a valid registration certificate for the motor vehicle for which the permit is sought, and a valid driver's license for the applicant. The permit shall display the permit number, the district for which it is issued, and the expiration date.

4) The residential parking permit shall be affixed to the left side of the rear bumper or placed in the outside left corner of the rear window of the vehicle.

5) The permit shall be nontransferable. If the holder of a valid permit sells, gives, or otherwise disposes of a vehicle for which the permit has been issued, a new permit will be issued to the holder of said valid permit upon the surrender of the valid permit and the filing of an application for a permit for another vehicle owned or operated by the holder of the surrendered permit and eligible for a permit under the provisions herein. The new permit shall be valid for the same period of time that the surrendered permit was valid and shall be issued at no additional charge to the permit holder.

(Ord. 2014- §)

Section 6.15.052 Visitor permits.

1) Visitor permits shall be available to residents who possess a valid resident permit. Visitor permits shall not be available to non-resident properties within a parking district.

2) Visitor permits shall be allocated on the basis of one per residential address.

3) Two visitor permits shall be available to residents who possess a valid resident permit and reside on one of the permit-only blocks described in Section 6.15.041.

4) A resident who desires to obtain a visitor permit shall submit an application in a format provided by the City, along with the permit fee. The application shall contain at a minimum the applicant's name and proof of the possession of a valid resident permit. The visitor permit shall display the permit number, the district for which it is issued, the resident permit to which it is associated, and the expiration date. The visitor permit shall not be valid in any other residential parking district.

5) Visitor permits may be transferred from one visitor vehicle to another visitor vehicle.

6) The resident shall be responsible for the improper use of an assigned visitor permit.

(Ord. 2014- §)

Section 6.15.053 Employee permits.

1) **Employee permits shall be available to business, civic or religious institution employers located in a residential parking district for use by the proprietor or employees. Employee permits shall not be available to resident properties within a parking district.**

2) **Employee permits shall be allocated on the basis of square footage of office space in the building. Two employee permits shall be available for the first 400 square feet of office space, and one employee permit shall be available for each additional 400 square feet of office space.**

3) **An employer who desires to obtain an employee permit shall submit an application in a format provided by the City, along with the permit fee. The application shall contain at a minimum the applicant's name, acceptable proof that the employment location is within a residential parking district, and the vehicle make, model and license number of every employee vehicle that may use the permit. The employee permit shall display the permit number, the district for which it is issued, and the expiration date. The employee permit shall not be valid in any other residential parking district.**

4) **Employee permits may be transferred from one eligible employee vehicle to another eligible employee vehicle.**

5) **The employer shall be responsible for the improper use of an assigned employee permit.**

(Ord. 2014- §)

Section 6.15.060 Placement of signs.

1) The City Engineer shall cause **appropriate** residential parking district signs to be erected to designate the location of each district **and to indicate the parking regulations and conditions under which permit parking shall be exempt.**

(Ord. 2014- §)

Section 6.15.0~~5~~70 Parking regulations.

1) ~~The r~~Residential parking permit**s** shall be **valid if visibly and properly displayed on the vehicle when parked in the residential parking district for which it was issued.** ~~affixed to the left rear bumper or placed in the left corner of the rear window of the vehicle.~~

2) The holder of a residential parking permit which is properly displayed ~~on the left side of the rear bumper~~ shall be permitted to park a motor vehicle in the specified residential parking district **without being limited by time limit parking regulations or without being limited by parking prohibitions which limit parking to permit holders. The permit parking exemption shall not exempt any person from any other provisions of state law or city ordinance or resolution.**~~in excess of posted district time limits, but in no instance be in violation of any other City ordinance.~~ **All other motor vehicles parked within a residential parking district shall be subject to the parking regulations as well as the penalties provided for herein.**

3) A residential parking permit does not guarantee nor reserve to the holder a parking space within the designated residential parking permit district.

4) A residential parking permit shall not authorize the holder thereof to park a motor vehicle in a parking meter zone or in such places or during such times as the stopping or parking of motor vehicles is prohibited or set aside for specified types of vehicles, nor exempt the holder from the observance of any traffic regulation.

5) No person shall stand or park a vehicle anywhere within a residential parking permit district in a manner or for a time different from the manner or in excess of the time authorized for parking therein.

No person shall move a vehicle, for which a residential parking permit has not been issued, to another location within the same residential parking permit district during the same day. The installation and maintenance of a sign or signs within a block shall be prima facie evidence that said block is within a residential parking permit district and that said block has been regulated by Council in the manner designated on said sign.

6) A residential parking permit designated for a specific district does not permit the holder to park in another, but different, residential parking permit district.

(Ord. 2014- § ; Ord. 96-04 § 2, 1996; Ord. 89-45 § 3, 1989; Ord. 88-05 § 5, 1988; Ord. 82-66 § 5, 1982)

Section 6.15.0~~6~~8**0** Parking permit violations.

It shall be unlawful **and a violation of this chapter** for any person ~~to~~:

1) **To stand or park a motor vehicle contrary to the parking regulations established hereto.**

2) To falsely r~~R~~epresent **himself or herself as eligible for a parking permit or to furnish false information in an application therefore.** ~~that he/she is entitled to a residential parking permit when that person is not so entitled;~~

3) Holding a valid parking permit to allow its use or display by anyone who does not qualify for the permit. Such conduct shall constitute a violation of this article both by the holder of the parking permit and by the person who unlawfully uses or displays it on a motor vehicle.

4) To copy, produce or otherwise bring into existence a facsimile or counterfeit parking permit.

5) To use or display upon a motor vehicle a permit reported as lost or stolen.

6 To fail to properly display a permit.

~~2~~**7**) **To f**~~F~~ail to surrender a permit to which the holder is no longer entitled**.**~~; or~~

~~3~~**8**) Park a vehicle displaying such a permit at any time when the holder of such permit is not entitled to hold it.

(Ord. 2014- § ; Ord. 82-66 § 6, 1982)

Section 6.15.0~~7~~**9**0 Revocation of permit.

~~The City Manager or designee is authorized to revoke the residential parking permit of any permittee found to be in violation of this Chapter; and upon written notification thereof, the permittee shall surrender such permit to the City Manager or designee. Failure, when so requested to surrender a residential parking permit so revoked, shall constitute a violation of this Section~~.

In the event the police chief has good cause to believe that any person is abusing the permit system described in this article, he or she may issue a penalty as described in Section 6.15.100. Further abuse of the system may result in revocation of the permit or permits and denial of any further application for a permit by such person abusing the system. Any person aggrieved by such a determination made by the police chief shall have the right to an administrative hearing.

(Ord. 2014- § ; Ord. 82-66 § 7, 1982)

Section 6.15.~~08~~100 Penalty.

Any person who violates any provision herein shall be punished, upon conviction, by a fine of not less than $~~40~~35 nor more than $100. It shall not be a defense to any violation herein that the permit had been issued but was not properly displayed.

Any person who abuses the permit system shall be punished, upon conviction, by a fine of not less than $230.

(Ord. 2014- § ; Ord. 2011-17 § 1, 11/21/2011; Ord. 89-45 § 4, 1989; Ord. 82-66 § 8, 1982)

Section 2. This ordinance shall become effective September 1, 2014.

PASSED by the City Council this _____ day of _____, 2014.

APPROVED by the Mayor this _____ day of _____, 2014.

EFFECTIVE this _____ day of _____, 2014.

_____
Mayor

ATTEST:

_____
City Recorder

MEMORANDUM

May 26, 2014

TO: Mayor and City Council

FROM: Mary Steckel, Public Works Director

SUBJECT: Collaboration Recommendation to Expand Residential Parking Districts—Draft Ordinance

ISSUE

Ordinance language to enact the new Residential Parking District (RPD) program elements needs to be approved by the City Council before the program can be implemented.

BACKGROUND

In a memorandum dated March 13, 2013, the Collaboration Corvallis Parking and Traffic Work Group (Work Group) recommended an expansion of the current RPD program to form a ring of districts around the Oregon State University campus.

The Urban Services Committee (USC) used this recommendation as a starting point for development of a preferred RPD program design. The goal for their efforts was to improve neighborhood livability in the project area. At the April 7 City Council meeting, the USC presented a draft of the basic RPD program, which was unanimously approved by the Council. The Committee was directed to complete deliberations on the remaining program elements and to return to Council with a draft ordinance.

DISCUSSION

A final draft of the RPD ordinance is ready for Council consideration (Attachment A). This document captures the program elements approved by Council in April as well as the changes or additions that resulted from USC's discussion of the outstanding items. The USC has reviewed and commented on a first draft of the ordinance language, but has not reviewed the final draft attached.

The major changes/additions from the program approved by Council in April are:

1. Altered the resident permit allocation methodology to two permits for the first kitchen on a tax lot and one additional permit for each additional kitchen to a maximum of 20 per tax lot.
2. Allowed for group living facilities (i.e., fraternities) to be allocated a maximum of 20 permits.
3. Required a resident permit in order to obtain a visitor permit.
4. Allowed property owners who are not residents of an RPD to obtain a permit.
5. Defined the specific locations of "permit only" blocks (no parking allowed without a permit).
6. Provided for residents on "permit only" blocks to obtain two visitor permits per address.
7. Set penalties for violating and abusing RPD regulations, including a mandatory minimum fine for violations of $35.
8. Removed the program element for a separate contractor or service provider permit (will be addressed using the existing temporary parking permit process).

The USC also made two changes to the RPD boundaries, removing:

1. the west side of NW 6th Street between Jefferson and Van Buren Avenues, and
2. the west side of NW 6th Street between NW Harrison Boulevard and NW Tyler Avenue.

Attachment B shows the latest iteration of the RPD boundaries.

In response to comments made by the public, the USC discussed the timing of the permit year and the implications of a change to a July 1 to June 30 term to coincide with the term of property agreements for student rentals. Such a change would not be possible for this year, as the major effort to install posts and signage cannot be completed by July 1, but the change could be implemented in a future year. To provide for that option, staff has not defined the permit year in the draft ordinance, maintaining the flexibility to allow that change to be made administratively.

One last topic under consideration by USC was whether property managers who did not reside in an RPD should have the opportunity to obtain a parking permit to perform services on properties they manage in an RPD. In general, this would not be vastly different from the allowance made for non-resident property owners; however the situation is more complicated because there is no clear, objective way to determine whether a person is a legitimate property manager. While there is a 'registered property manager' designation, not all property managers currently operating in Corvallis have it. Without a third-party verification of a property manager, as is required for the other types of permits, the potential for abuse of the system increases.

Within the existing RPDs, there are rental properties that have been managed without an issue, or at least without the issue being brought to the City's attention. The proposed program is not changing significantly from the current one in this area, and there are more options for property managers in the proposed program than what currently exists. Large rental property managers do not have an issue as they can park in the off-street parking lot associated with the complex. For smaller rental properties, the property manager can park in the driveway, use a resident's visitor permit, use the non-resident property owner's permit, or obtain a temporary parking permit. Admittedly, these options are not as convenient as a separate permit, but they do provide a number of alternatives to achieve the desired objective, while at the same time reducing the potential for abuse of the RPD program. Based on this, staff recommends that no provision be made for property managers in the ordinance, and that a determination be made as to whether a problem exists after experience is gained with the expanded RPDs.

NEXT STEPS

After 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

Approval of the attached ordinance, defining the expanded RPD program and setting an effective date.

Reviewed and concur:

James A. Patterson, City Manager

Attachment A – Draft Ordinance 6.15 Residential Parking Permit Districts
Attachment B – Current Residential Parking District Boundaries

ORDINANCE 2014- _____

AN ORDINANCE RELATING TO RESIDENTIAL PARKING DISTRICTS AMENDING CORVALLIS MUNICIPAL CODE CHAPTER 6.15, "RESIDENTIAL PARKING PERMIT DISTRICTS," AND STATING AN EFFECTIVE DATE.

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 6.15 is hereby amended as follows:

Section 6.15.010 Legislative findings.

1) There exists within the areas described in Section 6.15.0~~3~~**4**0, **a** heavy **demand for the use of the public street for multiple purposes which results in the** concentration of vehicles which are parked all day ~~by nonresidents~~.

2) The presence of these **parked** vehicles **on the public streets within these areas** causes ~~vehicular~~ congestion, impedes the movement of traffic, and unduly restricts entry of residents to their homes.

3) Such vehicular congestion creates polluted air, excessive noise, and litter.

4) The conditions and evils mentioned above in subsections 1), 2), and 3) create blighted or deteriorated residential areas.

5) The establishment of residential ~~permit~~ parking **permit** districts will help preserve the character of these areas as residential areas and will preserve property values.

6) The establishment of residential permit parking districts will reduce motor vehicle miles traveled in the City by requiring commuters to carpool or to utilize forms of transportation which are less polluting per person than private passenger motor vehicles and thereby assist in conformance with national and State air quality standards.

7) Residential ~~permit~~ parking **permit** districts are necessary to promote the health, safety, and welfare of the inhabitants of the City.

(Ord. 2014- § ; Ord. 88-08 § 2, 1988; Ord. 82-66 § 1, 1982)

Section 6.15.020 Definitions.

1) ***Abuse.*** **Use of a resident, visitor, or employee parking permit in any manner that is not authorized by the City or the display of any resident permit not assigned to that vehicle.**

2) *Address.* An indicator for a property issued by the City's Development Services Department.

3) *Annual permit fee.* The annual fee for each resident, visitor, or employee permit. If a permit is issued on or after the first day of the tenth month in the permit year, the fee will be one half of the annual permit fee.

4) *Block.* Both sides of a street between two consecutive intersecting streets.

5) *Block face.* One side of a street between two consecutive intersecting streets.

6) *Employee.* Any individual who is on the payroll of a business, civic or religious institution which is located within a Residential Parking Permit District.

7) *Kitchen.* As defined in the Land Development Code Chapter 1.6 to be any room used, intended, or designed for preparation of food and storage of food, with a sink and either a ¾ inch gas opening or provision for a range or stove, or as amended in the LDC.

8) ***Permit.*** **Any resident decal or visitor or employee placard issued by the City for use in Residential Parking Permit Districts. A permit is proper for only one of the following: resident, employee or visitor. Permits expire on the last day of the permit year in which they are issued and are no longer valid after that date.**

9) ***Resident.*** **Any person who resides within a Residential Parking Permit District.**

10) *Residential area.* A contiguous or nearly contiguous area **of several blocks** containing public streets or parts thereof primarily abutted by residential property or residential and non-business property including, but not limited to, schools, parks, churches, hospitals, and nursing homes.

11) ***Tax Lot.*** **As defined in the Land Development Code Chapter 1.6 to be a parcel of real property shown on the Benton County Assessor's map and identified by a tax lot number, or as amended in the LDC.**

12) ***Visitor.*** **A person received and entertained by a resident for a period of 30 days or less. For purposes of this section, a visitor does not include residents, employees, customers, or subtenants.**

(Ord. 2014- § ; Ord. 82-66 § 2, 1982)

Section 6.15.030 ~~Creation and~~ Ddesignation.

The City Council, in accordance with the requirements of this article, may designate any area which satisfies the criteria established in this article as a Residential Parking Permit District. Upon designation as a Residential Parking Permit District, motor vehicles displaying a valid parking permit may be parked for any length of time, notwithstanding any other limitation established pursuant to this chapter. This permit parking exemption shall not exempt any person from any other provisions of state law or city ordinance or resolution. It is the legislative intent of the City Council that violations of this chapter are strict liability offenses, and shall not require any mental state or notice.

A request to establish a Residential Parking Permit District shall be submitted to the City in a form approved by the City and providing the information required by the City. The boundaries of the proposed district must be based on land use zoning and must be for a minimum area of 10 block faces. The basis for approval will include documented daytime parking in the proposed area during the Oregon State University fall academic term of 70% of capacity and a property owner petition established by the Public Works Department.

A temporary exemption to these requirements will be made for a proposed district that is encompassed in the 2012 Collaboration Corvallis Project study area so long as the request to form the district is made prior to September 1, 2017.

(Ord. 2014- § ;)

Section 6.15.040 Creation of parking districts.

There are hereby created **R**~~r~~esidential **P**~~p~~arking **P**~~p~~ermit **D**~~d~~istricts **in which parking without a permit is limited to no more than one time per day for not greater than 2 hours as per posted regulations** subject to the provisions herein and containing the following described areas:

1) *District "A."* District A shall include all property abutting the following described streets: The west side of NW 27th Street between NW Johnson Avenue and NW Arnold Way; NW 28th **between NW Johnson Avenue** ~~NW 28th Street between NW Van Buren Avenue~~ and NW Arnold Way; **NW** 29th, 30th, **and 32nd** Streets between NW Johnson **Avenue** and ~~Van Buren Avenues~~ **NW Harrison Boulevard**; NW 31st Street between its southerly end and NW ~~Van Buren Avenue~~ **NW Harrison Boulevard**; **the east side of NW 33rd Street between NW Johnson and NW Jackson Avenues; NW 33rd Street between NW Van Buren Avenue and NW Harrison Boulevard;** the south-westerly side of NW Arnold Way between NW **Jackson Avenue and NW**

Harrison Boulevard ~~27th and 28th Streets~~; NW Van Buren Avenue between NW Arnold Way and NW 3**3rd**~~1st~~ Street; **the north side of NW Van Buren between NW 33rd and NW 35th Streets;** NW Jackson Avenue between NW 27th and 3**3rd**~~2nd~~ Streets; **and** NW Johnson Avenue between NW 27th and NW 33rd Streets; ~~32nd Street and the east side of NW 33rd Street between Johnson Avenue and Jackson Avenue; and 29th Street from its Northerly end to Van Buren Avenue~~.

~~2) *District "B."* District B shall include all property abutting the following described streets: NW 14th, 15th, and 16th Streets between Monroe Avenue and NW Harrison Boulevard; NW 17th Street between NW Jackson Avenue and NW Harrison Boulevard; NW 18th Street between NW Van Buren Avenue and NW Harrison Boulevard; NW Kings Boulevard and NW 21st Street between Monroe Avenue and NW Harrison Boulevard; NW 23rd Street between NW Jackson Avenue and NW Harrison Boulevard; NW Jackson and Van Buren Avenues and the south side of NW Harrison Boulevard between NW 14th and 23rd Streets; the north side of NW Jackson Avenue between NW 23rd Street and the alley between NW 23rd and 25th Streets; and the north side of Monroe Avenue between the east side of NW 14th Street and NW 21st Street.~~

2~~3~~) *District "C."* District C shall include all property abutting the following described streets: **The west side of NW Kings Boulevard between NW Harrison Boulevard and NW Polk Avenue; NW 21st, NW 29th, and NW 30th Streets between NW Harrison Boulevard and NW Polk Avenue; NW 23rd, NW 25th, NW 26th, and NW 27th Streets between NW Harrison Boulevard and NW Tyler Avenue; the east side of NW 23rd Street between NW Tyler and NW Polk Avenues; the west side of NW 27th Street between NW Tyler and NW Polk Avenues; the east side of NW 31st Street between NW Harrison Boulevard and NW Polk Avenue; the north side of NW Harrison Boulevard between NW Kings Boulevard and NW 31st Street; NW Tyler Avenue between NW Kings Boulevard and NW 23rd Street and between NW 27th and NW 31st Streets; the south side of NW Tyler Avenue between NW 23rd and NW 27th Streets; NW Polk Avenue between NW Kings Boulevard and NW 23rd Street and between NW 27th and NW 29th Streets; and the south side of NW Polk Avenue between NW 29th and NW 31st Streets.** ~~SW Seventh Street between SW Madison and SW Jefferson Avenues; SW Eighth Street between SW Monroe and SW Jefferson Avenues; SW Ninth Street between SW Monroe and SW Jefferson Avenues; and SW Madison Avenue between SW Ninth Street and the alley between SW Sixth and SW Seventh Streets.~~

3) *District "D."* District D shall include all property abutting the following described streets: The west side of NW Kings Boulevard between NW Monroe Avenue and NW Harrison Boulevard; NW 21st, NW 23rd, NW 25th, and NW 26th Streets between NW Monroe Avenue and NW Harrison Boulevard; NW 27th Street between NW Van Buren Avenue and NW Harrison Boulevard; NW Short Avenue between NW 27th Street and NW Arnold Way; NW Jackson Avenue between NW Kings Boulevard and NW 25th Street; NW Van Buren Avenue between NW Kings Boulevard and NW Arnold Way; the north side of NW Monroe Avenue between NW Kings Boulevard and NW 26th Street; the north-easterly side of NW Arnold Way between NW 26th Street and NW Harrison Boulevard; and the south side of NW Harrison Boulevard between NW Kings Boulevard and NW Arnold Way.

4) *District "E."* District E shall include all property abutting the following described streets: The west side of NW 6th Street between NW Tyler Avenue and NW Polk Avenue; NW 7th, NW 9th, NW 10th, NW 11th, NW 12th, NW 13th, NW 14th, NW 15th, NW 16th, NW 17th, and NW 18th Streets between NW Harrison Boulevard and NW Polk Avenue; NW 8th Street between NW Harrison Boulevard and its northerly end; NW 19th Street between NW Tyler Avenue and NW Polk Avenue; the east side of NW Kings Boulevard between NW Harrison Boulevard and NW Polk Avenue; the north side of NW Harrison Boulevard between NW 7th Street and NW Kings Boulevard; NW Tyler Avenue between NW 6th Street and NW Kings Boulevard; and NW Polk Avenue between NW 6th Street and NW Kings Boulevard.

5) *District "F."* District F shall include all property abutting the following described streets: The west side of SW 6th Street between SW Western Boulevard and SW Jefferson

Avenue; SW 7th Street between SW Western Boulevard and SW Madison Avenue; SW 8th Street between SW Washington and SW Madison Avenues; the west side of NW 8th Street between SW Madison and NW Monroe Avenues; SW 9th Street between SW Washington Avenue and NW Monroe Avenue; SW 10th Street between SW Washington and SW Jefferson Avenues; the east side of SW 11th Street between SW Washington and SW Jefferson Avenues; the north side of SW Western Boulevard between SW 6th and SW 7th Streets; the property abutting the railroad tracks between SW 7th Street and SW Western Boulevard to SW 11th Street; the east side of SW 11th Street between the railroad tracks and SW Jefferson Avenue; the south side of SW Jefferson Avenue between the alley between SW 9th and SW 10th Streets and SW 11th Street; the south side of NW Monroe Avenue between SW 8th Street and the alley between SW 9th and SW 10th Streets; the west side of SW 8th Street between SW Madison and NW Monroe Avenues; the south side of SW Madison Avenue between SW 6th and SW 8th Streets; SW Washington and SW Adams Avenues between SW 6th and SW 11th Streets; SW Jefferson Avenue between SW 6th Street and the alley between SW 9th and SW 10th Streets; and SW Madison Avenue between SW 8th Street and the alley between SW 9th and SW 10th Streets.

6) *District "G."* District G shall include all property abutting the following described streets: SW 10th and SW 14th Streets between SW Western Boulevard and SW A Avenue; SW 11th and SW 13th Streets between SW Western Boulevard and the railroad tracks; the east side of SW 15th Street between SW Western Boulevard and the railroad tracks; the north side of SW Western Boulevard between SW 10th and SW 15th Streets; and SW A Avenue between SW 10th and SW 15th Streets.

7) *District "J."* District J shall include all property abutting the following described streets: the west side of NW 6th Street between NW Van Buren Avenue and NW Harrison Boulevard; NW 7th, NW 16th, and NW 17th Streets between NW Jackson Avenue and NW Harrison Boulevard; the west side of NW 7th Street between NW Monroe and NW Jackson Avenues; the east side of NW 16th Street between NW Monroe and NW Jackson Avenues; NW 8th, NW 9th, NW 10th, NW 11th, NW 12th, NW 13th, NW 14th and NW 15th Streets between NW Monroe Avenue and NW Harrison Boulevard; NW 18th Street between NW Harrison Boulevard and its southerly end; the east side of NW Kings Boulevard between NW Jackson Avenue and NW Harrison Boulevard; the north side of NW Monroe Avenue between NW 7th and NW 16th Streets; NW Jackson Avenue between NW 7th and NW 16th Streets; the north side of NW Jackson Avenue between NW 6th and NW 7th Streets and between NW 16th Street and NW Kings Boulevard; NW Van Buren Avenue between NW 6th Street and NW Kings Boulevard; and the south side of NW Harrison Boulevard between NW 6th Street and NW Kings Boulevard.

(Ord. 2014- § ; Ord. 2012-12 § 1, 07/02/2012; Ord. 2010-16 § 1, 07/19/2010; Ord. 2001-04 § 1, 5/7/2001; Ord. 89-45 § 1, 1989; Ord. 89-08, 1989; Ord. 88-08 § 3, 1988; Ord. 82-66 § 3, 1982)

Section 6.15.041 Creation of permit-only areas.

Within the Residential Parking Permit Districts described in Section 6.15.040, there are hereby created permit-only parking areas defined as blocks with parking demand in excess of 90% of capacity determined through a parking study. The following described blocks are those on which only vehicles with a valid residential parking permit are eligible to park:

1) *District "A."* NW 28th, NW 29th, and NW 30th Streets between NW Johnson and NW Jackson Avenues; NW 31st Street between its southerly end and NW Van Buren Avenue; NW Johnson between NW 27th and NW 30th Streets; and NW Jackson Avenue between NW 27th and NW 32nd Streets.

2) *District "D."* NW 21st Street between NW Jackson Avenue and NW Harrison Boulevard; and NW Van Buren Avenue between NW 21st and NW 25th Streets.

3) *District "J."* NW 14th, NW 15th, NW 16th, and NW 17th Streets between NW Jackson and NW Van Buren Avenues; NW 18th Street between NW Kings Boulevard and NW Harrison Boulevard; and NW Jackson Avenue between NW 14th Street and Kings Boulevard.

(Ord. 2014- § ;)

Section 6.15.045~~0~~ Issuance of permits; ~~placement of signs~~.

~~1) The City Engineer shall cause residential parking district signs to be erected to designate the location of each district.~~

~~2) A permit shall be issued upon application and payment of the permit fee only to the owner or the operator of a motor vehicle who resides on property within that residential parking district, not to exceed three per kitchen (as defined in the Land Development Code) in a dwelling unit; except for cooperatives, fraternities, and sororities (as defined in the Land Development Code), in which cases, the number of permits issued will not exceed 20 per kitchen. Only one permit may be issued per registered vehicle owned or operated by a person residing within the permit zone.~~

~~3~~1) Permits shall be valid **for a term of one year. Permits issued after the commencement of the term shall be for the unexpired portion of the term.** ~~from the date of issuance to and including the next following August 31 and may be renewed annually for a term of one (1) year beginning on September 1.~~

~~4~~2) Residential parking permit fees shall be determined by Council.

3) A permit shall be valid for only one Residential Parking Permit District.

4) An owner of property within a Residential Parking Permit District who does not reside on the property may purchase a parking permit. The owner of properties in multiple districts shall be required to purchase a permit for each district.

~~5) The application for a permit shall contain the name of the owner or operator of the motor vehicle, residential address, motor vehicle's make, model, registration number, and the applicant's driver's license number. The permit shall display the permit number and expiration date.~~

~~6) The permit shall be nontransferable. If the holder of a valid permit sells, gives, or otherwise disposes of a vehicle for which the permit has been issued, a new permit will be issued to the holder of said valid permit upon the surrender of the valid permit and the filing of an application for a permit for another vehicle owned or operated by the holder of the surrendered permit and eligible for a permit under the provisions herein. The new permit shall be valid for the same period of time that the surrendered permit was valid and shall be issued at no additional charge to the permit holder.~~

~~7) The City Manager or designee is authorized to issue temporary parking permits to bona fide visitors of residents in residential parking districts.~~

~~8) Notwithstanding anything herein to the contrary, the following special provisions apply to businesses located in the SA(FS) (Shopping Area - Flexible Standards) commercial district along or adjacent to Monroe Avenue:~~

~~a) Up to three permits may be issued to the proprietor of a business, for use by the proprietor or employees of the business;~~

~~b) The permit may be used only for parking while the proprietor or employee is at her or his place of employment;~~

~~c) A permit held by a person in violation of these provisions may be revoked and future permits may be denied or restricted;~~

~~d) To the extent applicable, all other provisions herein shall apply.~~

~~9) Notwithstanding anything herein to the contrary, the following special provisions apply to businesses located in District "C":~~

~~a) Employers may purchase one permit for each 400 square feet of office space in the building for use by the proprietor or employees of the business. These permits are transferrable among the employees of that business.~~

~~b) The permit may be used only for parking while the proprietor or employee is at her or his place of employment.~~

~~c) A permit held by a person in violation of these provisions may be revoked and future permits may be denied or restricted.~~

~~d) To the extent applicable, all other provisions herein shall apply.~~

(Ord. 2014- § ; Ord. 2010-16 § 1, 07/19/2010; Ord. 89-45 § 2, 1989; Ord. 89-08 § 2, 1989; Ord. 88-08 § 4, 1988; Ord. 82-66 § 4, 1982)

Section 6.15.051 Resident permits.

1) Resident permits shall be available to residential parcels located in a Residential Parking Permit District for use by the resident. A residential tax lot shall be allocated two permits for the first kitchen on the tax lot with one additional permit for each additional kitchen on the tax lot, up to a maximum allocation of 20 permits per tax lot.

2) Group homes, cooperatives, fraternities, and sororities, as defined in the Land Development Code, shall be allocated a maximum of 20 permits per kitchen.

3) A permit shall be issued upon application and payment of the permit fee only to the owner or the operator of a motor vehicle who resides on property within a Residential Parking Permit District. Only one permit may be issued per registered vehicle owned or operated by a person residing within the permit district. Each permit shall state for which Residential Parking Permit District it is issued. Permits shall not be valid for any vehicle other than the one for which the permit was issued.

4) A person residing in a Residential Parking Permit District who desires to obtain a parking permit, shall submit an application for a parking permit in a format provided by the City, along with the permit fee. The application shall contain at a minimum the name of the owner or operator of the motor vehicle; acceptable proof of residence at a recognized address within a district; the make, model, and valid registration certificate for the motor vehicle for which the permit is sought; and a valid driver's license for the applicant. The permit shall display the permit number, the district for which it is issued, and the expiration date.

5) The residential parking permit shall be affixed to the left side of the rear bumper or affixed to the outside of the rear window of the vehicle in the left bottom corner.

6) The permit shall be nontransferable. If the holder of a valid permit sells, gives, or otherwise disposes of a vehicle for which the permit has been issued, a new permit will be issued to the holder of said valid permit upon the surrender of the valid permit and the filing of an application for a permit for another vehicle owned or operated by the holder of the surrendered permit and eligible for a permit under the provisions herein. The new permit shall be valid for the same period of time that the surrendered permit was valid and shall be issued at no additional charge to the permit holder.

(Ord. 2014- §)

Section 6.15.052 Visitor permits.

1) Visitor permits shall be available to residents who possess a valid resident permit. Visitor permits shall not be available to non-resident parcels within a parking district.

2) Visitor permits shall be allocated on the basis of one per residential address.

3) **Two visitor permits shall be available to residents who possess a valid resident permit and reside on one of the permit-only blocks described in Section 6.15.041.**

4) **A resident who desires to obtain a visitor permit shall submit an application in a format provided by the City, along with the permit fee. The application shall contain at a minimum the applicant's name and proof of the possession of a valid resident permit. The visitor permit shall display the permit number, the district for which it is issued, the resident permit to which it is associated, and the expiration date. The visitor permit shall be valid only in the Residential Parking Permit District of the associated resident permit.**

5) **Residents may transfer their assigned visitor permit from one visitor vehicle to another visitor vehicle.**

(Ord. 2014- §)

Section 6.15.053 Employee permits.

1) **Employee permits shall be available to a business, civic or religious institution parcel located in a Residential Parking Permit District for use by the proprietor, business entity official or employees. Employee permits shall not be available to resident parcels within a parking district.**

2) **Employee permits shall be allocated on the basis of square footage of office space in the building. Two employee permits shall be available for the first 400 square feet of office space, and one employee permit shall be available for each additional 400 square feet of office space.**

3) **Employee permits shall only be sold to an employer. An employer who desires to obtain an employee permit shall submit an application in a format provided by the City, along with the permit fee. The application shall contain at a minimum the applicant's name, acceptable proof that the employment location is within a Residential Parking Permit District, and the vehicle make, model and license number of every employee vehicle that may use the permit. The employee permit shall display the permit number, the district for which it is issued, and the expiration date. The employee permit shall not be valid in any other Residential Parking Permit District.**

4) **Employers may transfer their assigned employee permit from one eligible employee vehicle to another eligible employee vehicle.**

5) **Employee permits may be used only for parking while working at the place of employment.**

(Ord. 2014- §)

Section 6.15.060 Placement of signs.

1) **The City Engineer shall cause appropriate Residential Parking Permit District signs to be erected to designate the location of each district and to indicate the parking regulations and conditions under which permit parking or parking without a permit shall be allowed.**

(Ord. 2014- §)

Section 6.15.0~~5~~70 Parking regulations.

1) ~~The r~~Residential parking permit**s** shall be **valid only if visibly and properly displayed on the vehicle when parked in the Residential Parking Permit District for which it was issued.** ~~affixed to the left rear bumper or placed in the left corner of the rear window of the vehicle.~~

2) The holder of a residential parking permit which is properly displayed ~~on the left side of the rear bumper~~ shall be permitted to park a motor vehicle in the specified **R**~~r~~esidential **P**~~p~~arking **Permit D**~~d~~istrict **for any length of time, notwithstanding any other parking time limitation regulations established pursuant to this chapter and posted by sign. This permit parking exemption shall not exempt any person from any other provisions of state law or city ordinance or resolution.**~~in excess of posted district time limits, but in no instance be in violation of any other City ordinance.~~ **All other motor vehicles parked within a Residential Parking Permit District shall be subject to the parking time regulations as well as the penalties provided for herein and all other provisions of state law or city ordinance or resolution.**

3) A residential parking permit does not guarantee nor reserve to the holder a parking space within the designated **R**~~r~~esidential **P**~~p~~arking **P**~~p~~ermit **D**~~d~~istrict.

4) A residential parking permit shall not authorize the holder thereof to park a motor vehicle in a parking meter zone or in such places or during such times as the ~~stopping or~~ parking of motor vehicles is prohibited or set aside for specified types of vehicles, nor exempt the holder from the observance of any traffic regulation.

5) No person shall ~~stand or~~ park a vehicle anywhere within a **R**~~r~~esidential **P**~~p~~arking **P**~~p~~ermit **D**~~d~~istrict in a manner or for a time different from the manner or in excess of the time authorized for parking therein. No person shall move a vehicle, for which a residential parking permit has not been issued, to another location within the same **R**~~r~~esidential **P**~~p~~arking **P**~~p~~ermit **D**~~d~~istrict during the same day. The installation and maintenance of a sign or signs within a block shall be prima facie evidence that said block is within a **R**~~r~~esidential **P**~~p~~arking **P**~~p~~ermit **D**~~d~~istrict and that said block has been regulated by Council in the manner designated on said sign.

6) A residential parking permit designated for a specific district does not permit the holder to park in another, but different, **R**~~r~~esidential **P**~~p~~arking **P**~~p~~ermit **D**~~d~~istrict.

(Ord. 2014- § ; Ord. 96-04 § 2, 1996; Ord. 89-45 § 3, 1989; Ord. 88-05 § 5, 1988; Ord. 82-66 § 5, 1982)

Section 6.15.06~~8~~0 Parking permit violations.

It shall be unlawful **and a violation of this chapter** for any person ~~to~~:

1) Not holding a valid residential parking permit to park a motor vehicle contrary to any parking regulations established herein or posted in a district.

2) Holding a residential parking permit to park a motor vehicle in a Residential Parking Permit District that does not properly display a valid permit.

~~1) Represent that he/she is entitled to a residential parking permit when that person is not so entitled;~~

~~2~~**3)** **To f**~~F~~ail to surrender a permit to which the holder is no longer entitled.~~; or~~

~~3) Park a vehicle displaying such a permit at any time when the holder of such permit is not entitled to hold it.~~

(Ord. 2014- § ; Ord. 82-66 § 6, 1982)

Section 6.15.090 Abuse of parking permit system.

It shall be an abuse of the parking permit system for any person:

1) To falsely represent himself or herself as eligible for a parking permit or to furnish false information in an application therefore.

2) **Holding a valid parking permit to allow its use or display by anyone who does not qualify for the permit. Such conduct shall constitute abuse both by the holder of the parking permit and by the person who unlawfully uses or displays it on a motor vehicle.**

3) **To copy, produce or otherwise bring into existence a facsimile or counterfeit parking permit.**

4) **To use or display upon a motor vehicle a permit reported as lost or stolen.**

5) **Park a vehicle displaying a permit at any time when the holder of such permit is not entitled to hold it.**

(Ord. 2014- § ;)

Section 6.15.~~07~~100 Revocation of permit.

~~The City Manager or designee is authorized to revoke the residential parking permit of any permittee found to be in violation of this Chapter; and upon written notification thereof, the permittee shall surrender such permit to the City Manager or designee. Failure, when so requested to surrender a residential parking permit so revoked, shall constitute a violation of this Section.~~

In the event the police chief or designee has good cause to believe that any person is abusing the permit system as described in Section 6.15.090, he or she may issue a penalty of $230. Issuance of this penalty may be appealed to the Police Department's Hearings Officer within ten calendar days of issuance. The Hearings Officer review may not reduce the penalty, but is limited to the question of whether there is good cause to believe that the person has abused the permit system in the manner described. Further abuse of the system by such person may result in revocation of the permit or permits and denial of any further application for a permit by such person abusing the system.

(Ord. 2014- § ; Ord. 82-66 § 7, 1982)

Section 6.15.~~08~~110 Penalty.

Any person who **parks a vehicle in violation of this chapter** ~~violates any provision herein~~ shall be punished, upon conviction, by a fine **with a mandatory minimum sentence of $35** ~~of not less than $40~~ nor more than $100. **The Court shall have no ability to reduce or suspend any portion of the mandatory minimum sentence.**

It shall not be a defense to any violation herein that the permit had been issued but was not properly displayed. **It shall not be a defense to any violation herein that the person was unaware of the regulations so long as a parking regulation sign has been installed within the block of the violation location.**

(Ord. 2014- § ; Ord. 2011-17 § 1, 11/21/2011; Ord. 89-45 § 4, 1989; Ord. 82-66 § 8, 1982)

Section 2. This ordinance shall become effective September 1, 2014.

PASSED by the City Council this _____ day of _____, 2014.

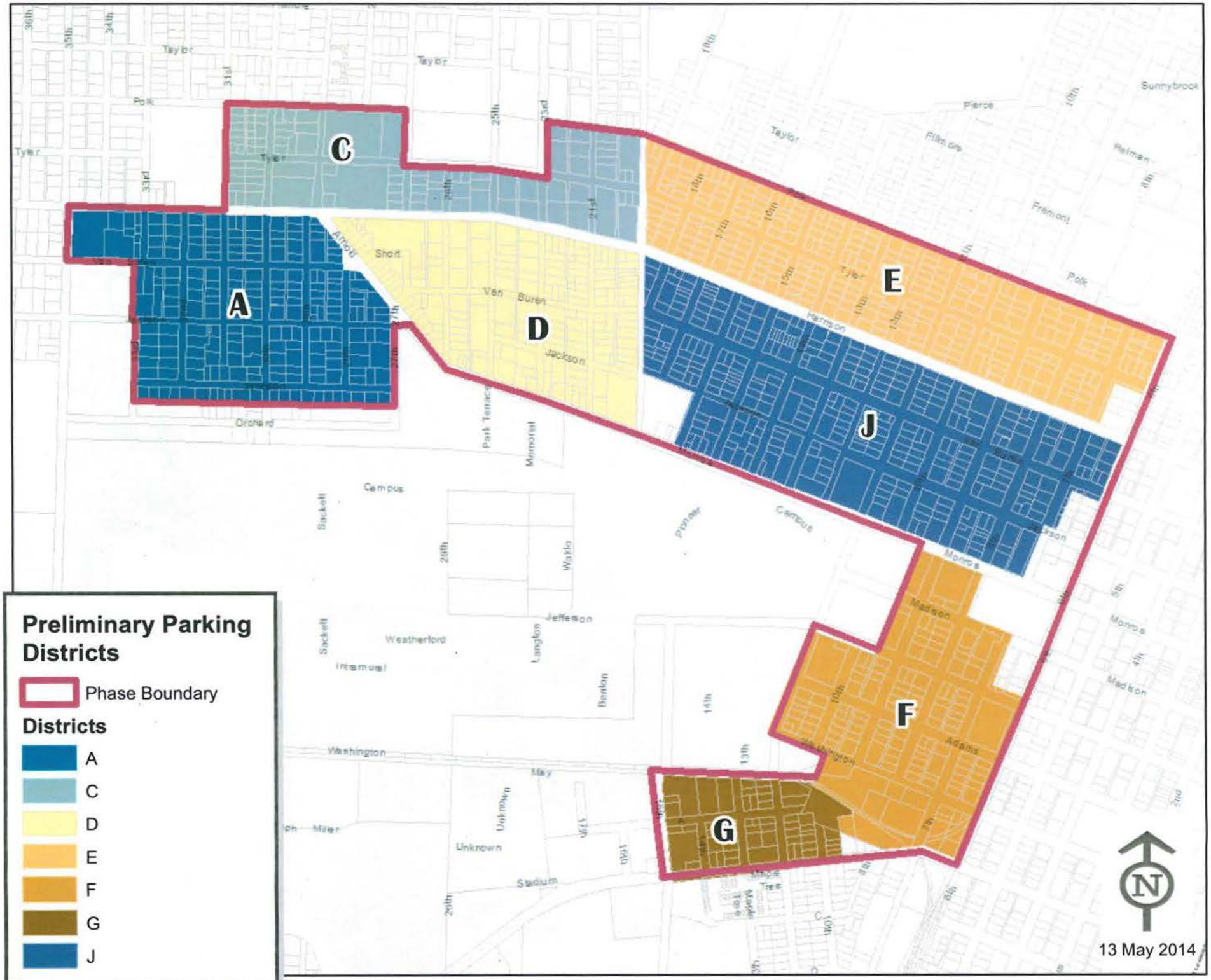
APPROVED by the Mayor this _____ day of _____, 2014.

EFFECTIVE this _____ day of _____, 2014.

_____
Mayor

ATTEST:

_____
City Recorder



Preliminary Parking Districts
Phase Boundary
Districts
A
C
D
E
F
G
J
A
C
D
E
J
F
G
Taylor
Polk
Tyler
Short
Van Buren
Jackson
Orchard
Campus
Sackett
Weatherford
Intramural
Jefferson
Langton
Benton
Washington
May
Unknown
Miller
Stadium
Pioneer
Monroe
Madison
Adams
Harrison
Fremont
Pierce
Sunnybrook
Fillmore
Helman
Park Terrace
Memorial
Waldo
N
13 May 2014

****

COUNCIL REQUESTS

FOLLOW-UP REPORT

MAY 29, 2014

****

1. Open Carry of Guns in Parks (Possible City-Wide Ban) (Hirsch)

   The attached memorandum from Police Chief Sassaman addresses Councilor Hirsch's inquiry concerning open carry of firearms in City parks.

James A. Patterson
City Manager

To: Mayor and City Council

From: Jon Sassaman, Police Chief

Jim Brewer, Deputy City Attorney JB

Date: May 28, 2014

Subject: Council Follow-up/ "Open- carry" of firearms in public places

Issue:

At the May 19, City Council meeting, a group of citizens expressed concern about a person carrying a firearm openly in Cloverland Park, possibly within 1000 of a school, in possible violation of a federal statute. This group of citizens asked for the City to consider appropriate steps to prohibit "open carry" of firearms. This memorandum is intended to provide some information about "open carry" and the authority of the Corvallis Police Department to enforce federal law.

Background:

In Oregon, any City's ability to regulate firearms is greatly limited by a state law that preempts most regulations:

ORS 166.170 is the State Preemption law. It states:

> 1). Except as expressly authorized by state statute, the authority to regulate in any matter whatsoever the sale, acquisition, transfer, ownership, possession, storage, transportation or use of firearms or any element relating to firearms and components thereof, including ammunition, is vested solely in the Legislative Assembly.
>
> 2). Except as expressly authorized by state statute, no county, city or other municipal corporation or district may enact civil or criminal ordinances, including but not limited to zoning ordinances, to regulate, restrict or prohibit the sale, acquisition, transfer, ownership, possession, storage, transportation or use of firearms or any element relating to firearms and complements thereof, including ammunition. Ordinances that are contrary to this subsection are void.

There are also specific Oregon Revised Statutes where the Legislature grants narrow authority to local jurisdictions:

ORS 166.172 authorizes a City to regulate the discharge of firearms. As such, we have a local ordinance to this effect.

ORS 166.173 authorizes a City to regulate the possession of a **loaded** firearm in public places. A local municipality may regulate, restrict or prohibit the possession of a loaded firearm in public places, with some exceptions. Exceptions include public safety officials and those with concealed handgun licenses.

Under the state law, if someone has a concealed handgun license, they are free to carry a loaded firearm concealed or to "open-carry" it. There is no authority granted to local jurisdictions to prohibit open-carry for someone with a concealed handgun license. The laws grant limited authority to local jurisdictions who desire to regulate loaded firearms in public for people without a concealed handgun license or are

otherwise exempt (e.g. police officer). Even if additional laws are passed, I suspect legal challenges may result and any new law does not grant a greater degree of safety for our officers who are put in the position to engage these situations.

When we receive a call for service about someone openly carrying a firearm, there is currently no specific law in Corvallis granting police officers the unilateral authority to stop, detain, question or search an individual merely because they have a firearm on their hip where people can see it. At this point, there's no reasonable suspicion that a crime or violation of law has occurred. There are many people who have a CHL and choose to open-carry. We do have local ordinances dealing with weapons:

Municipal Code: Section 5.03.120.020 Concealed weapons.

> 1) No person, other than, with regard to firearms, a person described by ORS 166.260 or licensed pursuant to ORS 166.291 through 166.293, shall carry concealed on or about the person, or carry concealed and readily accessible about the person within any vehicle, any firearm; any gun; any knife having a blade that projects or swings into position by force of a spring, commonly known as a switchblade; any dirk or dagger; any metal knuckles; any nunchaku sticks; any sling shot; or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person.
>
> 2) A violation of this Section is a Class B Misdemeanor.
>
> (Ord. 90-10 § 2, 1990; Ord. 82-77 § 111.02, 1982)

Municipal Code: Section 5.03.120.030 Discharge of weapons.

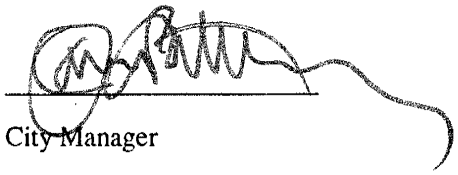
> 1) No person, other than a police officer or animal control officer, shall fire or discharge within the City any bow and arrow, firearm, or gun.
>
> 2) A violation of this Section is a Class A Misdemeanor.
>
> (Ord. 2010-21 § 2, 10/18/2010; Ord. 82-77 § 111.03, 1982) (Ord. 2002-19 § 3, 06/17/2002)

The City Attorney's Office has reviewed local ordinances in the jurisdictions listed in the citizens' letter (Astoria, Beaverton, Multnomah County, Newport, Oregon City, Portland, Salem, Tigard, and Bend). Each of them has carefully followed the state statutory scheme and only banned the open carrying of a loaded firearm, with the statutory exceptions including people with concealed carry permits (who may therefore carry a loaded weapon openly).

Police officers in Oregon do not have jurisdiction or authority to directly enforce federal law. Federal agencies (DEA, ATF, FBI, etc.) with law enforcement authority may do so. Under Oregon's statutory scheme, local governments may not independently create a regulation that echoes the 1000 foot rule. The state has not chosen to do so.

Both the Police Chief and City Attorney are available to answer any questions.

Review and Concur:



City Manager

Council Follow-up
"open-carry"

CITY OF CORVALLIS – COUNCIL REQUESTS – TRACKING REPORT
PENDING REQUESTS

Council Request Item	Requested By	Date of Request	CR Report Due Date	Assigned to	Response in CR Rpt No.	Comments
Porter Park ball field dugouts	Council	04-07-14	06-10-14	Emery, K.		
Corvallis High School/Dixon Creek-side shrubbery	Council	04-07-14	06-10-14	Emery, K.		
Open carry of guns in parks (possible city-wide ban)	Hirsch	05-19-14	06-10-14	Sassaman	ccr 05-29-14	
Timberhill development complaints	Traber	05-19-14	06-10-14	Gibb		

ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS

May 29, 2014

MEETING DATE	AGENDA ITEM
June 4	• Board and Commission Sunset Review: • Economic Development Commission • Land Use Application Fee Review • Neighborhood/Property Maintenance Code Program
June 18	• Visit Corvallis Third Quarter Report • Downtown Corvallis Association Economic Improvement District Third Quarter Report • Republic Services Annual Report • Casco Telecommunications Franchise • Third Quarter Operating 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	•
November 19	• FY 2013-14 Parks and Recreation Department Cost Recovery Review • da Vinci Days Financial Status Update
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	•

<u>ASC PENDING ITEMS</u>

- 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 29, 2014

MEETING DATE	AGENDA ITEM

June 3	• Social Services Allocations - Fiscal Year 2014-2015
	• Boards and Commissions Sunset Reviews:
	  • Committee for Citizen Involvement
	  • Arts and Culture Commission
	  • Citizens Advisory Commission on Civic Beautification and Urban Forestry
	• Council Policy Review and Recommendation:
	  • 97-4.09, "Guidelines for Free Use of Parks and Recreation Facilities"

June 17	• Council Policy Review and Recommendation: • 92-5.04, "Hate/Bias Violence"
July 8	• Corvallis Farmers' Market Annual Report • Parks and Recreation Draft Master Plan Recommendation to Re-locate Senior Center
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

Regular Meeting Date and Location:
Tuesday of Council week, 2:00 pm – Madison Avenue Meeting Room

URBAN SERVICES COMMITTEE
SCHEDULED ITEMS

May 29, 2014

MEETING DATE	AGENDA ITEM

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	• Demolition Permit Changes - Collaboration Recommendation • Municipal Code Review: Chapter 7.08, "Corvallis Fire Code"
July 8	• Transportation System Plan update
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	•

USC PENDING ITEMS

- Council Policy Review and Recommendation:
  - 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 – SEPTEMBER 2014
(Updated May 29, 2014)

MAY 2014

Date	Time	Group	Location	Subject/Note
29	**~~5:00 pm~~ *5:15 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	**5:30 pm**	**City Council Executive Session**	**Downtown Fire Station**	
2	*6:15 pm*	*Public Participation Task Force*	*Fire Admin Conf Rm*	
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	**~~5:30 pm~~ *5:45 pm***	**City Council Executive Session**	**Downtown Fire Station**	
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	
22	5:15 pm	Cmsn for Martin Luther King, Jr.	Osborn Aquatic Center	
23	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
23	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm	
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	

SEPTEMBER 2014

Date	Time	Group	Location	Subject/Note
1		*City holiday - all offices closed*		
2	*7:00 am*	*Airport Commission*	*Madison Avenue Mtg Rm*	
2	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
2	*4:00 pm*	*Downtown Parking Committee*	*Downtown Fire Station*	
2		*No Urban Services Committee*		
2	***6:30 pm***	***City Council***	***Downtown Fire Station***	
3	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
3	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
3	*7:30 pm*	*Library Board*	*Library Board Room*	
5	*7:00 am*	*Bicycle and Pedestrian Adv Cmsn*	*Madison Avenue Mtg Rm*	
6		*No Government Comment Corner*		
8	*3:00 pm*	*Economic Development Cmsn*	*Madison Avenue Mtg Rm*	
9	*8:20 am*	*Citizens Advisory Cmsn on Transit*	*Madison Avenue Mtg Rm*	
9	*6:30 pm*	*Historic Resources Commission*	*Downtown Fire Station*	
10	*5:30 pm*	*Downtown Commission*	*Madison Avenue Mtg Rm*	
11	*8:30 am*	*Citizens Advisory Cmsn on Civic Beautification and Urban Forestry*	*Parks and Rec Conf Room*	
13		*No Government Comment Corner*		
15	***6:30 pm***	***City Council***	***Downtown Fire Station***	
16	*2:00 pm*	*Human Services Committee*	*Madison Avenue Mtg Rm*	
16	*5:00 pm*	*Urban Services Committee*	*Madison Avenue Mtg Rm*	
17	*12:00 pm*	*Housing and Comm Dev Cmsn*	*Madison Avenue Mtg Rm*	
17	*3:30 pm*	*Administrative Services Committee*	*Madison Avenue Mtg Rm*	
17	*5:30 pm*	*Arts and Culture Commission*	*Parks and Rec Conf Room*	
17	*7:00 pm*	*Planning Commission*	*Downtown Fire Station*	
18	*6:30 pm*	*Parks, Natural Areas, and Rec Brd*	*Downtown Fire Station*	
20		*No Government Comment Corner*		
23	*5:15 pm*	*Cmsn for Martin Luther King, Jr.*	*Osborn Aquatic Center*	
24	*5:15 pm*	*Watershed Management Adv Cmsn*	*Madison Avenue Mtg Rm*	
27		*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

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

To: Mayor and City Council
From: Tom Nelson, Economic Development Manager
Date: May 29, 2014
RE: E-Commerce overlay for Enterprise Zones

Background

In the last legislative session, five more E-Commerce Zones (electronic commerce) were approved by the legislature. Business Oregon has contacted existing Enterprise Zone managers, notifying they are eligible to apply for this designation.

"Electronic commerce" is defined as engaging predominantly in transactions via the internet or an internet-based computer platform. These transactions can include taking orders, closing sales, making purchases, providing customer service or undertaking other activities that serve the business's overall purpose, even if retail in nature. The most significant feature of these designations is that qualifying businesses may receive a credit against the business's annual state income or corporate excise tax liability.

Discussion

E- Commerce designation would add another tool to our economic development toolbox. Since it is a State income tax credit on new income by the benefitting business, it does not detract from existing local or state tax revenues.

To apply, the underlying enterprise zone sponsors need to adopt a resolution supporting the designation. These resolutions then accompany an application prepared by the Zone Manager, as well as optional letters of support from businesses and / or supporting organizations. A DRAFT resolution is attached, along with the application. A resolution is being considered by the Benton County Board of Commissioners, as well. Due to the fact that this is due to the State on June 16, 2014, and the May ASC meeting was cancelled, we are bringing this directly to the City Council. The Economic Development Commission recommended approval at its May 27, 2013 meeting, and the Enterprise Zone Advisory Committee recommended approval at its May 28, 2014 meeting.

Staff Recommendation

Staff recommends approval of the resolution.

Review and Concur:

James A. Patterson
City Manager

Excerpt from Business Oregon website:

Electronic Commerce Zone

Several of Oregon's 60+ enterprise zones have received special status to further encourage electronic commerce, or "e-commerce," investments.

"Electronic commerce" is defined as engaging predominantly in transactions via the internet or an internet-based computer platform. These transactions can include taking orders, closing sales, making purchases, providing customer service or undertaking other activities that serve the business's overall purpose, even if retail in nature.

The most significant feature of these designations is that qualifying businesses may receive a credit against the business's annual state income or corporate excise tax liability.

Opportunity for new Electronic Commerce status

In February 2014, the Oregon Legislature increased the number of enterprise zones that can have electronic commerce status from 10 to 15, effective June 6, 2014. Such status conveys special, additional incentives to growing electronic commerce-related businesses throughout the enterprise zone's area.

Any existing enterprise zone sponsor not already designed for electronic commerce is welcome to seek one of the new designations.

Administrative Rule 123-662-1000 states that submissions must include:

1. Executed copy of resolutions adopted no earlier than March 13, 2014, by all of the enterprise zone's sponsoring governments (sample resolution PDF).
2. Completed form for designation. PDF
   Note: zone sponsors may limit responses to the space provided on the form, enclose or attach relevant items/materials that otherwise already exist, along with letters of interest or commitment from businesses (sample letter PDF), which are greatly encouraged, but not mandatory.

Submission must be received by the department no later than 5pm, June 16, 2014.
Submissions may be sent via email or mailed to the department (775 Summer St NE, Suite 200, Salem, OR 97301-1280)

Subject to sufficient, qualified submissions, the department looks forward to approving the five additional designations newly authorized by the Legislature.

State Income Tax Credit

The credit equals 25% of the investment cost made in capital assets used in electronic-commerce operations inside that enterprise zone. To make the investment means to have incurred the financial liability or commitment for the asset in that income tax year. Capital assets are property used in the business, the cost of which may be depreciated for federal income tax purposes. The annual maximum credit amount is $2 million per year. Unused tax credit amounts may be carried forward over the next five years. The credit is claimed directly on corporate or individual tax returns, and while there is no additional form required, the taxpayer must maintain records of purchased assets.

To obtain this state tax credit, the business's e-commerce investment needs to be made after the enterprise zone application for authorization has been approved, or at anytime during the three- to five-year period of the standard enterprise zone exemption from local property taxes. This tax credit sunsets by law, such that the business must make the investment and its initial claim no later than the income tax year that begins during 2017.

Local Property Tax Abatement

In an e-commerce enterprise zone, "being engaged in electronic commerce" is itself an eligible activity for property tax abatement. In any Oregon enterprise zone, such an operation would likely qualify for the exemption for other reasons—for example, by satisfying the definition of an eligible administrative or call center.

In a designated e-commerce area, however, the newly installed personal property machinery and equipment that qualifies for exemption is more broadly defined. Usually, such property that costs less than $50,000 per item qualifies only if used in the production of tangible goods. In the case of an e-commerce enterprise zone or city, using it in electronic commerce alone suffices for the exemption. The exemption still does not cover any personal property item costing less than $1,000 or any vehicle, and all other enterprise zone criteria and procedures apply.

Qualified new investments also will include those for operations that support or ensue from the e-commerce activity—for example, shipping and storage facilities to fulfill orders mostly arising from e-commerce.

business oregon

Application for Electronic Commerce Designation

Mail or Email completed form to:
Business Incentives
775 Summer St NE, Suite 200
Salem, OR 97301-1270
arthur.fish@state.or.us

Benton Corvallis Enterprise
Name of existing enterprise zone

1. Significance for electronic commerce of location and features of communities, business sites, etc, in the current or proposed zone, including future boundary changes noted in resolution(s)

   The Benton Corvallis Enterprise Zone includes significant property and building stock that would be fitting for businesses doing e-commerce. In addition, several growing e-commerce businesses are already located in the region, and could use this tool to move them toward expansion into the zone.

   Additional information in lettered appendix or tab

2. Strategic or marketing plans, resources and readiness of the enterprise zone, local development organizations or public investments, as they relate to electronic commerce

   Corvallis Benton County Economic Development Office went through a complete branding and marketing overhaul in 2013, including an award winning web portal. The enterprise zone and a subsequent E-Commerce designation will be promoted as a result of that effort. We have seen significant business recruitment and expansion interest in the past 18 months, and promote the zone to most projects we work with.

   Additional information in lettered appendix or tab

3. Past success in using incentives for inducing business development in general

   We currently have five companies in the enterprise zone, and predict two more this year. We project to have over $7 million and 130 jobs to report this year, as a result of the enterprise zone. We believe the E-Commerce designation would strengthen our ability to attract new development to the zone.

   Additional information in lettered appendix or tab

4. Interest and support among local businesses, community organizations and the general public for having an electronic commerce enterprise zone (third-party letters may be sent directly to the department by the party)

   We have solicited input and support from several local businesses, the Economic Development Commission, and the Chamber of Commerce, as well as the OSU Advantage Accelerator, and Willamette Innovators Network. The Economic Development Commission and the Enterprise Zone Advisory Committee both recommended approval.

   Additional information in lettered appendix or tab

5. Other local assets that are supportive or complementary to electronic commerce business activity and investments (e.g., training facilities, telecommunication infrastructure, environmental initiatives)

   Several food, clothing, and book businesses in the area already participate in E-Commerce. With Oregon State University and Linn-Benton Community College both in our community, we have significant training facilities to serve as a catalyst for E-Commerce. Also due to these institutions and the presence of the one million square foot Hewlett Packard campus, significant telecommunication infrastructure is in place. Finally, a local component of our Enterprise Zone includes sustainability criteria that each applicant must meet.

   Additional information in lettered appendix or tab

RESOLUTION 2014-____

A resolution requesting that the Benton/Corvallis Enterprise Zone be designated for electronic commerce.

Minutes of the June 2, 2014, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, the City of Corvallis and Benton County co-sponsor the Benton/Corvallis Enterprise Zone; and

WHEREAS, the Enterprise Zone is one of the most successful economic development tools for Benton County and Corvallis, contributing to the establishment and expansion of diverse businesses and the creation of family-wage jobs; and

WHEREAS, the City of Corvallis and Benton County, with their supply of available land for development and complementary infrastructure, have themselves established a community that can support electronic commerce business; and

WHEREAS, the City of Corvallis would like to encourage electronic commerce as part of its economic development efforts; and

WHEREAS, the Economic Development Commission and Enterprise Zone Advisory Committee have recommended this action; and

WHEREAS, per ORS 285C.095, the City of Corvallis can request that the Benton/Corvallis Enterprise Zone be designated for electronic commerce to provide additional financial/tax incentive for qualified business firms engaging in electronic commerce;

NOW THEREFORE, THE CITY OF CORVALLIS RESOLVES that the Benton/Corvallis Enterprise Zone be designated for electronic commerce.

_____

Councilor

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

MEMORANDUM

May 28, 2014

TO: Mayor and City Council

FROM: Nancy Brewer, Finance Director NB

SUBJECT: **Public Hearing on State Revenue Sharing**

I. Issue

ORS 221.770.1.c requires the City Council to hold a public hearing regarding the possible uses of State Revenue Sharing monies.

II. Discussion

The State of Oregon allocates a portion of alcohol taxes collected by the Oregon Liquor Control Commission to local governments as State Revenue Sharing monies. Monies are allocated based on a formula which takes into account each city's proportion of the State's population, property taxes per capita, and State income per capita divided by the city income per capita. The specific requirements to obtain State Revenue Sharing monies are:

- the Budget Commission must hold a public hearing and allow comment on the use of State Revenue Sharing monies,
- the City Council must hold a public hearing and allow comment on the use of State Revenue Sharing monies,
- the City must have levied a property tax for the year preceding the year in which Revenue Sharing is due, and
- the City Council must elect, by adoption of a resolution, to accept Revenue Sharing monies.

The City may choose one of three alternatives for the use of State Revenue Sharing:

1. Use the State Revenue Sharing monies as an undesignated revenue source, or
2. Return the State Revenue Sharing monies to the State, or
3. Use the State Revenue Sharing monies as an offset to property tax levies.

The City has historically used State Revenue Sharing monies as an undesignated General Fund revenue. Revenue estimates are developed by the State, then shared with the League of Oregon Cities (LOC) which then disseminates estimates to local governments. Information from the LOC is that total Revenue Sharing monies from the State are lower than expected this fiscal year, but are projected to be higher next year. For FY 13-14, the City anticipated receiving $515,690 in State Revenue Sharing monies, and based on information provided by the LOC, the revised budget was left at this level. Actual revenue in FY 12-13 was $520,207. For FY 14-15 the projection is for $531,160.

The Budget Commission held a public hearing on May 1, 2014 and passed a motion recommending the City Council use State Revenue Sharing monies as an undesignated General Fund revenue in FY 14-15. The Proposed Budget anticipates using State Revenue Sharing monies as an undesignated General Fund revenue.

III. Action Requested

Open a public hearing on the use of State Revenue Sharing, receive any comments, close the public hearing, deliberate, and pass a resolution about the use of State Revenue Sharing monies.

Review and Concur:

City Manager

RESOLUTION 2014 - _____

A RESOLUTION ACCEPTING STATE REVENUE SHARING MONIES AS AN UNDESIGNATED GENERAL FUND REVENUE FOR FISCAL YEAR 2014-2015.

A Resolution submitted by Council Person _____.

Minutes of the meeting of June 2, 2014, continued.

WHEREAS, the Budget Commission held a public hearing on May 1, 2014 to receive comments on the City's use of State Shared Revenues for the fiscal year beginning July 1, 2014 and recommended that the City receive State Shared Revenues as an undesignated general revenue in the General Fund; and

WHEREAS, the June 2, 2014 City Council meeting has been publicly noticed as the time and place for a public hearing on the use of Stated Shared Revenues for the fiscal year beginning July 1, 2014; and

WHEREAS, the City Council held a public hearing on June 2, 2014 to receive public comments on the City's use of State Shared Revenues for the fiscal year beginning July 1, 2014; and

WHEREAS, pursuant to ORS 221.770, the City of Corvallis hereby elects to receive State Shared Revenues for Fiscal Year 2014-2015;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the Adopted Budget include State Shared Revenues as general revenue in the General Fund.

BE IT FURTHER RESOLVED this resolution shall become effective July 1, 2014.

_____

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

MEMORANDUM

May 28, 2014

TO: Mayor and City Council

FROM: Nancy Brewer, Finance Director NB

SUBJECT: **FY 14-15 Budget Public Hearing & Amendments**

I. Issue

The City Council is required to hold a public hearing on the Budget Commission's recommended budget, deliberate, and adopt a budget for FY 14-15.

II. Background

To adopt the budget each year the Budget Commission is required to convene, hear the Budget Message, hold a public hearing to take public comment, and vote to recommend the City Council adopt a budget and levy taxes. The Budget Commission's recommended budget is published in the newspaper and on the City's website prior to the City Council holding a public hearing to receive comments on the recommended budget and tax levy. The City Council may make changes in the recommended budget, but any increase that is more than 10% of the Budget Commission's recommended budget in a fund requires the budget to be re-published and a second public hearing held. The City Council must adopt a resolution prior to June 30th levying taxes and setting appropriations for the coming fiscal year.

The Budget Commission convened on April 10, 2014 to receive the Proposed Budget for FY 14-15. The Proposed Budget totaled $135,145,600 based on revenue of $122,214,890 and a projected beginning fund balance of $42,335,843.

The Budget Commission held a public hearing on May 1, 2014 to receive public comments and then deliberate on the Proposed Budget. Public testimony and deliberations primarily focused on potential uses of the projected $417,830 remaining fund balance for FY 14-15 in the General Fund as the budget was Proposed by the City Manager. Additional discussion focused on the Council's Financial Policy which calls for increasing contributions to the Fund Balance Reserves to achieve a minimum of $6.3 million (approximately three months of payroll for the General Fund).

After deliberating, the Budget Commission voted to recommend that the City Council:

- levy the maximum allowed permanent tax rate for operations of $5.1067 per $1,000 of assessed value;
- levy $0.8181 per $1,000 of assessed value for the local operating levy 02-86 passed by voters on November 5, 2013;
- levy $1,158,980 for voter approved general obligation debt outside the Measure 5 and 50 tax limits;
- amend the Proposed Budget by $2,525,850 in additional expenditure and transfer appropriations as detailed in the May 1, 2014 staff memo. These increases are fully offset by carryovers of (reductions in) FY 13-14 appropriations, or increased revenues in FY 14-15;
- amend the Proposed Budget to draw on General Fund balances and spend up to $35,000 to leverage grant funding and complete the Mary's River Boardwalk project; and
- adopt the Recommended Budget totaling $137,706,450.

The total budget, as recommended by the Budget Commission, follows:

FY 14-15 BUDGET COMMISSION RECOMMENDED BUDGET

	ACTUAL 2011-12	ACTUAL 2012-13	ADOPTED BUDGET 2013-14	REVISED 2013-14	PROPOSED BUDGET 2014-15	COMMISSION RECOMMENDED 2014-15
Resources:						
Beginning Fund Balance	**$36,122,345**	**$37,856,441**	**$39,849,642**	**$42,384,174**	**$42,335,843**	**$42,693,993**
Property Taxes Revenues	24,447,883	22,980,336	23,636,480	22,132,200	25,577,050	25,577,050
Other Taxes/Fees Revenue	1,239,155	1,396,192	1,372,600	1,420,400	1,427,600	1,427,600
Licenses, Fees, & Permits	8,599,092	8,740,886	9,079,840	9,098,290	8,973,040	8,973,040
Charges for Service	40,705,126	41,058,907	42,002,980	43,639,860	42,961,100	42,961,100
Intergovernmental	12,351,866	11,712,397	16,891,240	14,495,290	13,865,370	15,452,910
Fines & Forfeitures	1,234,517	1,151,021	1,202,630	1,109,190	1,331,980	1,612,510
Miscellaneous	2,736,271	3,518,202	2,153,750	3,317,330	4,958,770	5,339,270
Transfers In	9,616,496	7,631,869	18,395,007	15,958,671	18,828,350	18,958,850
Other Financing Sources	48,525	13,232,926	1,300,040	1,334,540	4,291,630	4,291,630
Current Revenues	**$100,978,931**	**$111,422,736**	**$116,034,567**	**$112,505,771**	**$122,214,890**	**$124,593,960**
Total Resources	**$137,101,276**	**$149,279,177**	**$155,884,209**	**$154,889,945**	**$164,550,733**	**$167,287,953**
Requirements:						
Operating Budget:						
City Manager's Office	$2,854,817	$2,919,037	$3,297,010	$3,295,000	$2,978,470	$2,978,470
Community Development	5,516,417	5,605,265	7,919,050	6,145,010	6,366,030	7,893,070
Finance	4,872,485	4,674,293	5,005,060	5,005,060	5,862,170	5,883,370
Fire	11,015,256	10,175,170	10,485,960	10,479,630	11,397,090	11,397,090
Library	5,901,472	5,811,237	5,878,150	6,522,960	6,151,640	6,151,640
Parks & Recreation	5,683,816	6,065,857	6,164,230	6,123,850	6,040,320	6,065,320
Police	12,574,931	12,637,782	13,343,410	13,186,330	13,857,060	14,157,860
Public Works	26,048,093	26,034,842	30,437,350	28,439,000	29,167,570	29,349,730
Non-Departmental	1,260,044	1,466,677	1,449,420	1,316,760	793,770	955,770
Total Operating Budget	**$75,727,331**	**$75,390,160**	**$83,979,640**	**$80,513,600**	**$82,614,120**	**$84,832,320**
Nonoperating:						
Non-Operating:						
Capital Projects	$5,718,392	$3,823,175	$10,136,785	$7,126,864	$23,301,240	$23,513,390
Transfers Out	9,616,495	7,631,868	18,395,007	15,958,671	18,828,350	18,958,850
Other Financing Uses	0	15,389,386	1,270,040	1,270,040	790,130	790,130
Debt Service - Principal	4,964,560	2,027,234	4,503,250	4,583,250	5,067,540	5,067,540
Debt Service - Interest	3,218,057	2,633,180	2,742,720	2,743,520	2,795,850	2,795,850
Contingency	0	0	1,727,790	0	1,748,370	1,748,370
Total Non-Operating	**$23,517,504**	**$31,504,843**	**$38,775,592**	**$31,682,345**	**$52,531,480**	**$52,874,130**
TOTAL REQUIREMENTS	**$99,244,835**	**$106,895,003**	**$122,755,232**	**$112,195,945**	**$135,145,600**	**$137,706,450**
Less:						
Transfers	(9,616,495)	(7,631,868)	(18,395,007)	(15,958,671)	(18,828,350)	(18,958,850)
Internal Charges	(9,046,220)	(8,730,950)	(9,386,570)	(9,386,570)	(9,653,710)	(9,653,710)
Net Requirements	**80,582,120**	**90,532,185**	**94,973,655**	**86,850,704**	**106,663,540**	**109,093,890**
Ending Budgetary Fund Balance	**$37,856,441**	**$42,384,174**	**$33,128,977**	**$42,693,993**	**$29,405,133**	**$29,581,503**

III. Discussion

The budget is difficult to change once it has been adopted; state law requires that any increase in expenditure appropriations occur only if a new revenue source, unknown or unexpected when the budget was adopted, is identified. As a result, staff often proposes amendments for the City Council to consider that are the result of new information that becomes available between the time the Budget Commission makes it recommendations on the budget and the City Council holds its public hearing. Budget amendments take one of two forms:

- Carry-over – this is a project budgeted in the current year which will be incomplete at June 30. The action requested reduces the revised expenditure budget in FY 13-14, which increases the ending fund balance in FY 13-14. The higher fund balance is used to fund the re-appropriated budget in FY 14-15. This action has no net effect on the fund.
- Walk-in – this is a project where new information changes the size or scope of a project. This type of budget request usually has an associated, unexpected, revenue but can also have a net impact on the fund, if matching funds are required.

Staff requests the City Council consider the following amendments:

CARRY-OVER PROJECTS

E-Parking Citation Project – Since final determination by Council on parking fine amounts for a proposed new residential parking district (RPD) is not expected to be made in sufficient time for the E-Parking Citation vendor to print the related new ticket stock, this will delay both the deliverable and final payment to the vendor until FY 14-15. Staff requests that $10,980 be revised out of FY 13-14 Parking Fund budget and carried over to FY 14-15 in order to fund completion of this project.

- Decrease the FY 13-14 Parking Fund, Finance Department budget $10,980
- Increase the FY 14-15 Parking Fund, Finance Department budget $10,980

Social Services – 2011 Operating Levy holdback – In order to avoid a shortfall in Local Operating Levy tax revenues, Community Development held back $15,170 of the FY 13-14 budgeted appropriations related to Levy-supported social services from the United Way allocation at the beginning of the fiscal year. Current projections indicate the City will receive more FY 13-14 revenue than was anticipated at time of the hold-back, and so staff proposes to carryover $10,000 of the non-expended appropriations to allocate and spend as part of the FY 14-15 process. Any remaining balance received with regard to the 2011 Operating Levy will be appropriated for the FY 15-16 budget once final results for FY 13-14 are known.

- Decrease the FY 13-14 General Fund, Non-Department budget $10,000
- Increase the FY 14-15 General Fund, Non-Department budget $10,000

NW Natural Gas Project – At the March 19, 2012 City Council Meeting, Council passed a motion to grant an easement on City-owned park property to NW Natural at a compensation amount of $141,180. As part of the NW Natural Gas agreement, the City was to allocate $11,000 to JDB Farms for payment due to loss of crops in a section of acreage. Parks & Recreation staff is working with the farmer to complete this process, but it may not be done until after June 30. Staff requests that $11,000 be revised out of FY 13-14 General Fund budget and carried over to FY 14-15 in order to fulfill completion of this agreement.

- Decrease the FY 13-14 General Fund, Parks & Recreation Department budget $11,000
- Increase the FY 14-15 General Fund, Parks & Recreation Department budget $11,000

Federal Equitable Sharing Funds - At the February 18, 2014 City Council meeting, the Council accepted and appropriated funds from the United States Postal Inspection Service and the United States Marshals Service in respect of the Federal Equitable Sharing Program. The program allows Law Enforcement agencies who assisted federal agencies in a case to receive a portion of the federal forfeited cash, property, and proceeds related to the case. These funds must be tracked separately from other revenue in the Police Department and are to be used for official law enforcement use. Due to timing, the total funds will not be used in the current fiscal year. Staff requests that $9,150 be revised out of FY 13-14 General Fund budget and carried over to FY 14-15 to complete the terms of the agreement.

- Decrease the FY 13-14 General Fund, Police Department budget $9,150
- Increase the FY 14-15 General Fund, Police Department budget $9,150

Criminal Asset Forfeiture - Maulding - At the February 18, 2014 City Council meeting, the Council accepted and appropriated funds for a "Judgment of Criminal Forfeiture" from the Benton County Circuit Court in respect of criminal asset forfeitures whereby a portion of seized property is turned over to the assisting agency. These funds must be tracked separately from other revenue in the Police Department and are to be used for official law enforcement use. A portion of this funding was used for rental of undercover vehicles and equipment for the Street Crimes Unit detectives, however, a portion of the funding is still available for use. Staff requests that $5,360 be revised out of FY 13-14 General Fund budget and carried over to FY 14-15 to complete the terms of the agreement.

- Decrease the FY 13-14 General Fund, Police Department budget $5,360
- Increase the FY 14-15 General Fund, Police Department budget $5,360

LEB Maintenance Projects – Sidewalk Replacement – This is a project scheduled and contracted by Benton County Public Works through the Law Enforcement Building (LEB) Inter-governmental agreement (IGA). The Benton County Facilities Manager informed the City in late April that this project could not be completed during the current fiscal year. As such, staff requests that $7,250 be revised out of FY 13-14 General Fund budget and carried over to FY 14-15 to complete the terms of the agreement.

- Decrease the FY 13-14 General Fund, Police Department budget $7,250
- Increase the FY 14-15 General Fund, Police Department budget $7,250

WALK-INPROJECTS

Pickleball Courts Refurbishment Project – For several years the Parks & Recreation Department has had the rehabilitation of the City's Pickle Ball Courts in its deferred maintenance plan, but no funding to complete the project. A donation from Ellen Ringler in the amount of $20,000 was recently provided to the Friends of Corvallis Parks and Recreation who is donating the funds to the City to resurface the courts with a PlexiPave type surface; to purchase and place a bench and memorial plaque; and if funding allows to purchase a wind and sun screen. Appropriations were not included in the original FY 14-15 budget submittals as the donation was not known at the time. Staff requests an increase in FY 14-15 appropriations to make the monies received available for spending, for a net zero impact to fund balance.

- Increase the FY 14-15 General Fund, Parks & Recreation Department budget $20,000

Racial and Ethnic Approaches to Community Health (REACH) Project – Parks and Recreation was recently notified that a grant is expected to be received from the Benton County Health Department in respect of the REACH initiative. This grant will be used for a bilingual/bicultural community outreach worker to develop innovative programs and provide outreach to reduce childhood obesity. Appropriations were not included in the original FY 14-15 budget

the grant was not known at the time. Staff requests an increase in FY 14-15 appropriations to make the monies received available for spending, for a net zero impact to fund balance.

- Increase the FY 14-15 General Fund, Parks & Recreation Department budget $6,000

MLK Park Interpretive Signs Project – Parks and Recreation was recently notified that funding became available from Suncrest Development for the purchase of Interpretive Signs at MLK Park, which is one of the conditions for builders in this development. The funding will be used for graphic design work, and the purchase of three porcelain enamel panels, and aluminum exhibit bases. Appropriations were not included in the original FY 14-15 budget submittals as the funding was not known at the time. Staff requests an increase in FY 14-15 appropriations to make the monies received available for spending, for a net zero impact to fund balance.

- Increase the FY 14-15 General Fund, Parks & Recreation Department budget $10,500

Arts & Cultural Commission Strategic Plan Project – Parks and Recreation was recently notified that Pacific Power will contribute $2,000 for the development of a strategic plan for the Arts and Culture Commission in Corvallis. Appropriations were not included in the original FY 14-15 budget submittals as the funding was not known at the time. Staff requests an increase in FY 14-15 appropriations to make the monies received available for spending, for a net zero impact to fund balance.

- Increase the FY 14-15 General Fund, Parks & Recreation Department budget $2,000

Senior Center Chandler Trust Project – Parks and Recreation was notified in August 2013 that the City's Chintimini Senior Center will be the indirect beneficiary of a citizen's estate of an amount totaling approximately $766,000 to be used for future improvements/renovations/relocation of that facility. Future plans for the senior center are still being discussed and direction will be needed from City Council; however architectural design work and parking improvements are anticipated for FY 14-15 if Council directs staff to maintain the facility in its current location. A placeholder of $175,000 in appropriations is requested as the estimated amount potentially needed for FY 14-15, given that a supplemental budget would not be permissible for this purpose since the funding source is already known. Staff therefore requests an increase in FY 14-15 appropriations to make the funding available for spending, for a net zero impact to fund balance.

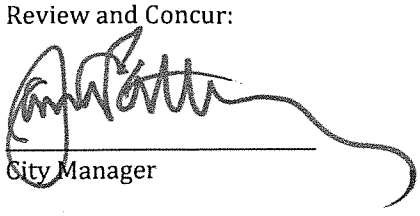
- Increase the FY 14-15 Capital Improvement Fund, Capital Projects budget $175,000

Public comments on the FY 14-15 Budget received prior to 5pm on June 2, 2014 will be handed out at the meeting.

IV. Requested Action

The City Council is requested to open a public hearing on the FY 14-15 Budget Commission recommended tax levy and budget, consider the recommended tax levies and budget, close the public hearing, and deliberate. The City Council is further requested to consider the amendments above, and recommend inclusion of all those that they deem appropriate. Finally, the City Council is requested to adopt a resolution appropriating the FY 14-15 budget and levying property taxes for FY 14-15.

Review and Concur:



City Manager

RESOLUTION 2014-__

A RESOLUTION LEVYING TAXES AND APPROPRIATING THE FY 2014-15 BUDGET.

Minutes of the meeting of June 2, 2014 continued.

A resolution submitted by Council member _____.

WHEREAS, the Corvallis Budget Commission convened on April 10, 2014 to receive the City Manager's Proposed Budget for FY 14-15; and

WHEREAS, the Corvallis Budget Commission held a public hearing and deliberated on May 1, 2014, and recommended that the City Council adopt a budget totaling $137,706,450; and

WHEREAS, the Corvallis Budget Commission unanimously adopted a motion to recommend the City Council levy the maximum permanent tax rate for operations of $5.1067 per thousand dollars of assessed value, a local option levy tax rate of $0.8181 per thousand dollars of assessed value, as approved by voters on November 5, 2014, and a total of $1,158,980 for debt service; and

WHEREAS, the City Council held a public hearing on June 2, 2014; and received the Budget Commission's recommended budget;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORVALLIS that the 2014-15 budget of is hereby adopted.

IT IS FURTHER RESOLVED that the City Council hereby levies the maximum tax rate of $5.1067 per thousand dollars of assessed value, which is subject to the limitations of Section 11b, Article XI of the Oregon Constitution, as provided for in the budget adopted in the above paragraph of this resolution. This tax rate shall be levied and assessed pro rata upon all taxable property within the City of Corvallis as of 1:00 A.M., July 1, 2014.

IT IS FURTHER RESOLVED that the City Council hereby levies a local option levy tax rate of $0.8181 per thousand dollars of assessed value, which is subject to the limitations of Section 11(4) or 7(c), Article XI of the Oregon Constitution, as provided for in the budget adopted in the above paragraph of this resolution. This tax rate shall be levied and assessed pro rata upon all taxable property within the City of Corvallis as of 1:00 A.M., July 1, 2014.

IT IS FURTHER RESOLVED that the full amount of bonded principal and interest for general obligation debt which is not subject to the limitations of Section 11b, Article XI of the Oregon Constitution be levied for the 2009A General Obligation Refunding Bonds at an amount totaling $1,158,980.

IT IS FURTHER RESOLVED that the amounts of the appropriations for the fiscal year beginning July 1, 2014 shall be as follows:

GENERAL FUND

Operating Budget:		
City Manager's Office	$293,300	
Community Development Department	1,498,870	
Finance Department	647,260	
Fire Department	11,397,090	
Library Department	6,151,640	
Parks & Recreation Department	6,065,320	
Police Department	11,261,460	
Public Works Department	991,940	
Materials & Services	954,420	
Non-Operating Budget:		
Transfers	2,150,510	
Special Payments	790,130	
Debt Service - Principal	695,400	
Debt Service - Interest	141,760	
Contingency	630,000	
TOTAL GENERAL FUND		$43,669,100

STREET FUND

Operating Budget:		
Community Development Department	$21,020	
Public Works Department	4,187,390	
Non-Operating Budget:		
Transfers	1,939,210	
Contingency	85,740	
TOTAL STREET FUND		$6,233,360

PARKS SYSTEMS DEVELOPMENT CHARGE FUND

Non-Operating Budget:		
Transfers	$908,700	
TOTAL PARKS SYSTEMS DEVELOPMENT CHARGE FUND		$908,700

9-1-1 EMERGENCY COMMUNICATIONS FUND

Operating Budget:		
Police Department	$2,254,870	
Non-Operating Budget:		
Transfers	99,040	
Contingency	47,000	
TOTAL 9-1-1 COMMUNICATIONS FUND		$2,400,910

DEVELOPMENT SERVICES FUND		
Operating Budget:		
Community Development Department	$3,423,890	
Non-Operating Budget:		
Transfers	96,800	
Contingency	56,600	
TOTAL DEVELOPMENT SERVICES FUND		$3,577,290
COMMUNITY DEVELOPMENT REVOLVING FUND		
Operating Budget:		
Community Development Department	$2,775,530	
Non-Operating Budget:		
Transfers	26,050	
Contingency	22,650	
TOTAL CD REVOLVING FUND		$2,824,230
PARKING FUND		
Operating Budget:		
Community Development Department	$4,120	
Finance Department	301,580	
Police Department	641,530	
Public Works Department	379,490	
Non-Operating Budget:		
Transfers	273,750	
Contingency	16,900	
TOTAL PARKING FUND		$1,617,370
TRANSIT FUND		
Operating Budget:		
Public Works Department	$3,299,740	
Non-Operating Budget:		
Transfers	17,690	
Contingency	69,510	
TOTAL TRANSIT FUND		$3,386,940
CAPITAL IMPROVEMENT FUND		
Non-Operating Budget:		
Capital Projects	$11,650,000	
TOTAL CAPITAL CONSTRUCTION FUND		$11,650,000

GENERAL OBLIGATION DEBT SERVICE FUND		
Non-Operating Budget:		
Debt Service - Principal	$895,000	
Debt Service - Interest	207,200	
TOTAL G.O. DEBT SERVICE FUND		$1,102,200
PENSION OBLIGATION DEBT SERVICE FUND		
Operating Budget:		
Materials & Services	$1,350	
Non-Operating Budget:		
Debt Service - Principal	627,140	
Debt Service - Interest	2,091,540	
TOTAL PENSION OBLIGATION DEBT SERVICE FUND		$2,720,030
WATER FUND		
Operating Budget:		
Community Development Department	$57,770	
Public Works Department	8,063,740	
Non-Operating Budget:		
Capital Projects	1,659,450	
Transfers	2,665,960	
Debt Service - Principal	960,000	
Debt Service - Interest	17,600	
Contingency	193,660	
TOTAL WATER FUND		$13,618,180
WASTEWATER FUND		
Operating Budget:		
Community Development Department	$55,490	
Public Works Department	7,953,400	
Non-Operating Budget:		
Capital Projects	9,653,590	
Transfers	10,195,020	
Debt Service - Principal	1,890,000	
Debt Service - Interest	337,750	
Contingency	209,410	
TOTAL WASTEWATER FUND		$30,294,660

STORM WATER FUND		
Operating Budget:		
Community Development Department	$56,380	
Public Works Department	2,206,120	
Non-Operating Budget:		
Capital Projects	437,500	
Transfers	568,060	
Contingency	46,080	
TOTAL STORM WATER FUND		$3,314,140
AIRPORT FUND		
Operating Budget:		
Public Works Department	$459,240	
Non-Operating Budget:		
Capital Projects	112,850	
Transfers	18,060	
Contingency	9,820	
TOTAL AIRPORT FUND		$599,970
FLEET MAINTENANCE FUND		
Operating Budget:		
Public Works Department	$851,840	
Non-Operating Budget:		
Contingency	16,000	
TOTAL FLEET MAINTENANCE FUND		$867,840
FACILITY MAINTENANCE FUND		
Operating Budget:		
Public Works Department	$813,640	
Non-Operating Budget:		
Contingency	10,000	
TOTAL FACILITY MAINTENANCE FUND		$823,640
TECHNOLOGY AND COMMUNICATIONS FUND		
Operating Budget:		
Finance Department	$1,440,090	
Public Works Department	143,190	
Non-Operating Budget:		
Contingency	30,000	
TOTAL TECHNOLOGY AND COMMUNICATIONS FUND		$1,613,280

ADMINISTRATIVE SERVICES FUND		
Operating Budget:		
City Manager's Office	$2,321,480	
Finance Department	2,705,340	
Non-Operating Budget:		
Contingency	30,000	
TOTAL ADMINISTRATIVE SERVICES FUND		$5,056,820
RISK MANAGEMENT FUND		
Operating Budget:		
City Manager's Office	$363,690	
Finance Department	789,100	
Non-Operating Budget:		
Contingency	275,000	
TOTAL RISK MANAGEMENT FUND		$1,427,790
TOTAL FY 14-15 APPROPRIATIONS		$137,706,450

IT IS FURTHER RESOLVED THAT the City Manager is hereby directed to certify to the Director of Records and Elections of Benton County, Oregon; the County Assessor of Benton County, Oregon; and the Department of Revenue of the State of Oregon, the tax rate of $5.1067 per thousand dollars of assessed value made by this resolution.

IT IS FURTHER RESOLVED THAT the City Manager is hereby directed to certify to the Director of Records and Elections of Benton County, Oregon; the County Assessor of Benton County, Oregon; and the Department of Revenue of the State of Oregon, the voter approved local option levy of $0.8181 per thousand dollars of assessed value made by this resolution.

IT IS FURTHER RESOLVED THAT the City Manager is hereby directed to certify to the Director of Records and Elections of Benton County, Oregon; the County Assessor of Benton County, Oregon; and the Department of Revenue of the State of Oregon the full amount of $1,158,980 in bonded principal and interest for general obligation debt made by this resolution.

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

Public Participation Task Force Public Meeting
April 28, 2014, 6:30-8:30pm
Corvallis-Benton County Public Library Meeting Room

Thank you for your interest in sharing your ideas with the Public Participation Task Force (PPTF). The library meeting room has a 120 person capacity, and we have reached capacity. But we want to hear from you! **Please use this form to share your response to the draft recommendations ideas with the PPTF.** Your input is important to us and will be considered before recommendations are finalized and presented to City Council on June 2, 2014.

Learn more about the Public Participation Task Force at http://www.corvallisoregon.gov/index.aspx?page=1520.

Question #1: Do you see any missed opportunities in the draft? If so, what are they?

PPTF needs to do more research into the value of certain existent boards/commissions that PPTF is recommending for change. I think these include CIP Comm, Martin Luther King Comm and WMAC (see below).

Question #2: Which recommendations concern you? Explain.

I am concerned about the recommendations to 1. merge the existing Watershed Management Advisory Commission (WMAC) into a Water Board or 2. the idea presented to detract from the current WMAC advisory role. PPTF members need to research the value of WMAC in the stewardship of the Corvallis Forest and protection of a main source of Corvallis' drinking water. These tasks are very important on their own—merging with a Water Board to study other facets of Corvallis' water projects is apple/oranges. I am a past vice-chair of WMAC and am currently the longest serving commissioner. The expertise, incredible insights, and intensive work of WMAC are invaluable to the people of Corvallis and the amazing 2400 acres of forest that they own. I am adamant that a change in the nature of WMAC is not a positive move for our City. If the word "commission" is to be deleted then I would ONLY accept becoming an advisory board.

Question #3: Which recommendations do you support? Are there any you're especially excited about?

Standardization of a method for board/commission orientation would be helpful.

Thank you for your participation! We appreciate your time and feedback. Your feedback will be incorporated into the recommendations made to City Council in June.

Please return this form tonight (04/28/14) at the library meeting room, via mail to City Hall PO Box 1083 Corvallis, OR 97339-1083, or scan and email to Kent Daniels, PPTF chair, at kentonofbenton@gmail.com.

June 2, 2014

I spoke at the last City Council meeting regarding the 9 cottages at 14th & Harrison for which I have NO off-street parking. The USC is proposing that the first kitchen be allowed 2 permits and 1 permit for each additional kitchen, up to a maximum of 20 permits per tax lot. Under this proposal, I will still have a problem, because: 1) there is no off-street parking; 2) there is ordinance allocation restrictions on allowing new tenants to obtain permits; and 3) some tenants have 2 cars. It is questionable that sufficient permits will be available to the tenants. As proposed by the USC, 9 cottages on separate lots would be eligible for a total of 18 permits, while my 9 cottages would only be 10 permits. This is not an equitable solution. Why should residents on separate individual lots be allowed to have 2 permits, while mine can only have 1 permit, -- if they are lucky. It appears very discriminatory to reduce the use of parking for these cottages for benefit of other users in the RPD. I am asking the City Council to amend the proposal, to allow for 2 permits per kitchen with a maximum of 20 permits per tax lot. (This would mean that the first 1 to 10 kitchens, on a tax lot, would be allowed up to 2 permits each, and any tax lots with more than 10 kitchens will only be allowed the maximum of 20 permits.)

It has also been brought to my attention that the proposed ordinance provides for an OWNER permit for non resident owners. (see Section 6.15.0450 item # 4) The details of this are not very clear. Items that need to be addressed are:

1) property managers representing non-resident owners
2) need procedures for obtaining owner/property manager permits
3) use of permits. Can they be moved from vehicle to vehicle? (similar to visitor permits)

These are only a few items that come to mind.
I can assure you, because there is no off street parking, my property manager will need a permit, or pay fines, to have maintenance work done at 14th and Harrison.

Sincerely,

Jerry Hortsch

June 2, 2014

Mayor and City Council
City of Corvallis
501 SW Madison Avenue
Corvallis, OR 97333

Re: Proposal for public funding of hotel parking

Dear City Councilors:

I have reviewed the material from the developer and Mr. Nelson along with the staff report and other items on the proposed public funding of hotel parking on the riverfront. Based on this and my experience with bonding for projects and the public's response, I recommend you decide tonight **not to move forward on this project** before you expend any more time and valuable resources on it.

If you chose to keep exploring this project, then you need to undertake a full public process and an independent analysis of the pros and cons and the costs to the taxpayers of the city. This analysis should not be done by Mr. Nelson of the Economic Development Office or the developers as they are clearly biased and subject to benefit from this development.

In addition to the points raised in Mr. Howell's excellent letter to you on June 1, you need to examine the following:

- In addition to paying for the office of Economic Development do you want to fund all economic growth in Corvallis
    - What economic development should the city fund?
    - Is a parking garage for a hotel the best place to fund economic development?
- What are the long term needs for parking in the downtown? What alternative sites should be considered?
- Since during non-peak times, the hotel will take some customers and room taxes from other motels, potentially reducing room tax revenue available for other uses, the reduction in room taxes should be calculated.
- What is the financial viability of the developers? If they go bankrupt as some have recently, what is the city responsible for?
- Research and review what other Oregon municipalities have worked on in public/private partnerships and the outcomes for the municipality, especially financial.
- Is this the best place to utilize the bonding authority of the city? If so, what is the limit of bonding authority left for other projects?
- What are we currently using the Transient Room Tax to fund besides Visit Corvallis? What will be lost if the new room tax from this hotel goes to fund the garage?
- How much money is in our Parking Fund and what other uses are there for this money?

- How realistic are the developer's projections on usage by the hotel guests and The Elements building?
  - It seems that hotel guests may chose to keep their cars in the garage during the day and walk downtown or take the bus to other locations such as OSU. I know that I would do this.

We have already cut the budget for our valued parks and recreation and library services by substantially more than the proposed $200,000 non-refundable initial payment. Where will this $200,000 come from? If the projections for income do not come in as projected where will additional cuts be made?

Again, I urge you to not spend more time and money on this ill thought out and potentially costly endeavor. Do not pass the proposed resolution.

Sincerely,

Betty Griffiths

Corvallis OR 97330

Copy: Mayor Manning
Jim Patterson, City Manager

Alta Vista Design Architecture & Planning LLC
2422 NW Molly Court, Corvallis, OR 97330-9260
Phone: (541) 754-7540 e-mail: altavistadesign1@gmail.com

June 2, 2014

RE: Proposed City Funding of a Parking Garage Component of a Private Development

Dear Corvallis City Council Members:

In 2012, when the developers of the proposed new River District hotel complex presented their plans to the City for concept approval, I submitted written testimony supporting the concept of a new private mixed-use facility located on the 1st and Adams / Washington Half-Block. At that time I raised a concern about the lack of parking that may result from such a development.

When one factors in the absence of on-site parking for the last remaining building located on the Adams & Washington Block and the prospects of a new museum on the same block that will also have near-zero on-site parking, the picture of future parking problems in this part of downtown becomes even more desperate than the picture presented in 2012.

Recent disclosures about a proposed financial arrangement between the new hotel developer and conversations with the City about a public-private partnership to pay for hotel-related parking makes the current parking proposal even more disturbing. While not disturbing in concept, the current proposal certainly remains disturbing because the proposed marriage will not provide the public-parking that is so desperately in demand for this portion of Downtown.

Forward thinking cities can and should consider how best to work together as partners to help foster economic development and tax base stability. For such partnerships to work properly, both parties need to prosper on paper as well as in fact.

According to the developer's own statements, the hotel complex numbers do not pencil out unless the City contributes $4.2M to the project to pay for structured parking.

The City now is basically being requested to bankroll the cost of constructing on-site parking to meet the land development code requirements for a private development. Additionally, the City is also now being requested to bankroll a fixed number of parking spaces in the proposed new above ground parking garage for a building that has nothing to do with the proposed hotel development.

The developer's parking garage construction cost numbers when combined with the overly complex and inefficient parking garage design and the lack of dedicated public parking spaces make for a nightmare marriage. This marriage, as presented should be rejected by the City Council.

Most residents, visitors, and business owners want to see and encourage activity that helps create a thriving downtown core area and continue to develop in a manner that adds to the economic, recreational, and cultural vitality of the central business district.

Citizens of Corvallis vigorously debated and then enthusiastically supported the re-development of the Riverfront to help create a district that is vastly popular and the envy of many other communities. Citizens of Corvallis voted with their tax dollars to create the re-claimed living room of Corvallis and to pump economic vitality into an area that was dreamed about but ignored for nearly 50 years.

Parking was and always will be a cornerstone component of any current or future re-development of Downtown Corvallis. Having to troll the streets looking for a parking space is neither sustainable nor supportable.

The development plans for the new museum are well underway. Unfortunately, their plans lack new on-site parking spaces. A successful museum without access to public parking will complicate the existing parking situation during the hours that the museum is open, while museum staff is working on-site, and whenever the museum holds their popular gatherings. .

In 2006, when the museum shifted focus from remodeling the old Copeland Lumber Yard buildings towards constructing a new museum building on the corner of 2nd and Adams, two underground parking concepts were developed to show how the museum property could be used to solve the museum's parking needs as well as contribute to solving the projected needs for additional public and private parking in the CBD. These two concepts were developed before the museum decided to market and sell the vacant east half of the Block. The concepts were shared with the City, but the City shared no interest in the concepts and the museum reverted back to a building solution that provided no on-site parking.

Museum Parking Concept #1 provided approximately 141 parking spaces located in a single level underground parking garage. A portion of the parking would be located below the proposed new museum and the remaining spaces would occupy the space under the entire east half of the Adams / Washington Block. Access to the underground parking garage was from the alley.

Museum Parking Concept #2 provided approximately 138 underground parking spaces configured similar to Concept #1. Access to the parking garage was from Adams.

With careful site planning by the new hotel developers, the proposed Museum parking counts could be increased by 46 + in Concept #1 (total 187) and by approximately 58 in Concept #2 (total 196).

The current hotel parking scheme fails functionally, financially, and possibly on the aesthetic level.

The following bullet points outline several areas where the current proposal misses the target:

- The developer seems to treat the hotel parking demand as coming only from the hotel beds. But what about the parking demand created by the 40+ full and part-time hotel employees, guests of hotel guests, employees of the hotel commercial spaces, and customers of those commercial spaces? When all of those additional parking demands are factored in, the 120+/- parking spaces dedicated to the shared hotel-city parking inventory will effectively turn out to be "zero-availability" for the public.

- Without easy access to public parking, there will be no improvement in the availability of parking to help alleviate the current and future busy and merchant-critical downtown parking hours of 4:30-10:00 PM.

- The target-occupants of the commercial space have not been identified. If the target includes restaurant uses, then the presented parking numbers are even further out of alignment with demand and City expectations.

- The multi-level above ground parking garage artificially requires the building to get taller. Is the overly complex, confusing, and costly above ground parking garage just an excuse to create better views for the hotel guests? I don't object to a hotel that stays within the current 75 foot height limit. Maybe the hotel design should be modified to remove the parking garage floors and directing all of the hotel suites view towards the river and the Cascades. Someday, a future developer will construct a building west of the alley that will block the westerly views of the hotel rooms. Do hotel patrons paying the projected premium prices of the hotel rooms want to be looking at the back end of a future building that may be only 14-20 feet away and across the alley. The Renaissance Condo and the Elements Tower currently find themselves in that unfortunate predicament.

- There has been no discussion of how to address the construction phase parking disruption, construction material storage needs, construction vehicle access, and where the projected 150 construction phase workers will park during construction.

- The typical mantra is that underground parking is too expensive. When compared with ground level parking lots, underground parking is more expensive. When compared with a free-standing single purpose parking garage, multi level below grade parking may be more expensive. The multi-level above ground parking floors stuffed between ground floor hotel functions and several floors of above ground hotel guest rooms is destined to be as expensive, or even more expensive, than a single level underground parking garage that is not complicated with multiple complex ramps.

One level of underground parking plus alley-access ground level parking under the west portion of the new hotel building appears to be a superior solution to the current hotel parking concept.

In recent years, comparable projects in the region have displayed how creative thinking at the private and the public-private levels can create better parking solutions than are currently being proposed by the hotel developer.

The Eugene Downtown Conference Center / Hilton Hotel combines two levels of underground parking below the hotel tower.

The Renaissance Condo extended their parking garage below the Washington Ave. public right of way.

Hopefully the two attached parking concepts from 2006 for public access parking will add to the conversation regarding the best way to provide needed downtown parking that makes the best use of Public-Private Partnerships.

In an ideal world and with long-range planning taking priority, the City would acquire the underground development rights or the actual remaining building(s) on the Adams / Washington Block. This move would allow the underground parking garage to economically expand to include the entire block. Such a move could add an additional 65 +/- underground parking spaces and up to 40 additional ground level parking spaces that would be accessible from the alley. The net total would be approximately 290 new parking spaces. Once the underground parking garage is completed

How would this alternate parking approach benefit the entire community?

- The City would retain and enhance a pedestrian-friendly streetscape on all four sides of the Hotel / Museum block.

- A serious amount of new public owned parking would be created to serve the public, hotel, museum, and new future developments on the block.

- The City would "own and control" the underground development rights for the entire block for the purpose of constructing a parking garage. In exchange for surrendering the underground development rights to the City, all private development partners would retain full development rights to the space above the public underground parking garage. If the entire block became available for redevelopment, then the "air-space" above the portion of the new underground parking garage (located at corner of 2nd and Washington) could be re-developed following City-established design and development standards. All of the "above ground" developers would be guaranteed a proportionate share of the projected 290 +/- new parking spaces. The City would retain the parking rights for public use that exceed the on-site parking requirements outlined in the current Land Development Code for each occupancy-type created.

The Riverfront Commission encouraged a mixture of building uses in new and re-purposed buildings that would complement the historic character of Downtown Corvallis and the now vastly popular Riverfront District. One development concept "envisioned" by the Riverfront

Commission was a building-type that would include commercial establishments on the ground floor level, office space on the second floor, and a mix of housing on upper floors. Such "vision-buildings" would fit within the 3-floor minimum standard and the current height limitation of the Land Development Code. Developing such a mixed-use building on the occupied corner of 2nd and Washington would add additional vitality and character to the River District and the entire downtown core.

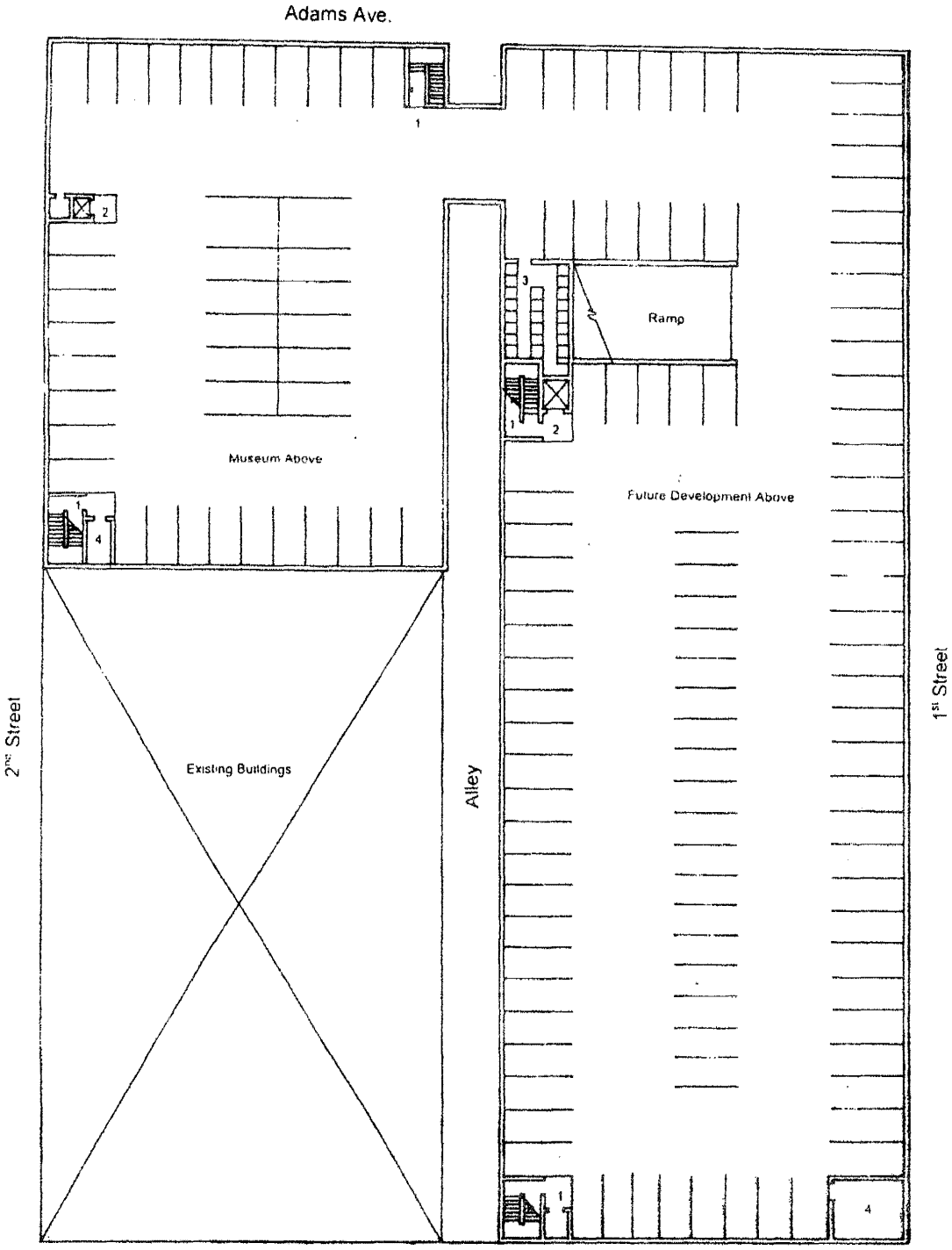
Hopefully, this narrative can help to open the door to new ideas discussions with the City, the current land owners of the Adams / Washington Block and the citizens of Corvallis.

I encourage all parties to work together to solve a real problem that impacts the entire community. The current proposal is not a win-win proposition. New ideas are needed.

Respectfully
Richard Bryant, AIA
Alta Vista Design Architecture & Planning LLC & 10-year Riverfront Commission Member.

Attachments:
- 2006 Underground Parking Concept #1 Site Plan
- 2006 Underground Parking Concept #2 Site Plan

BCHS Underground Parking Proposal * Concept #1



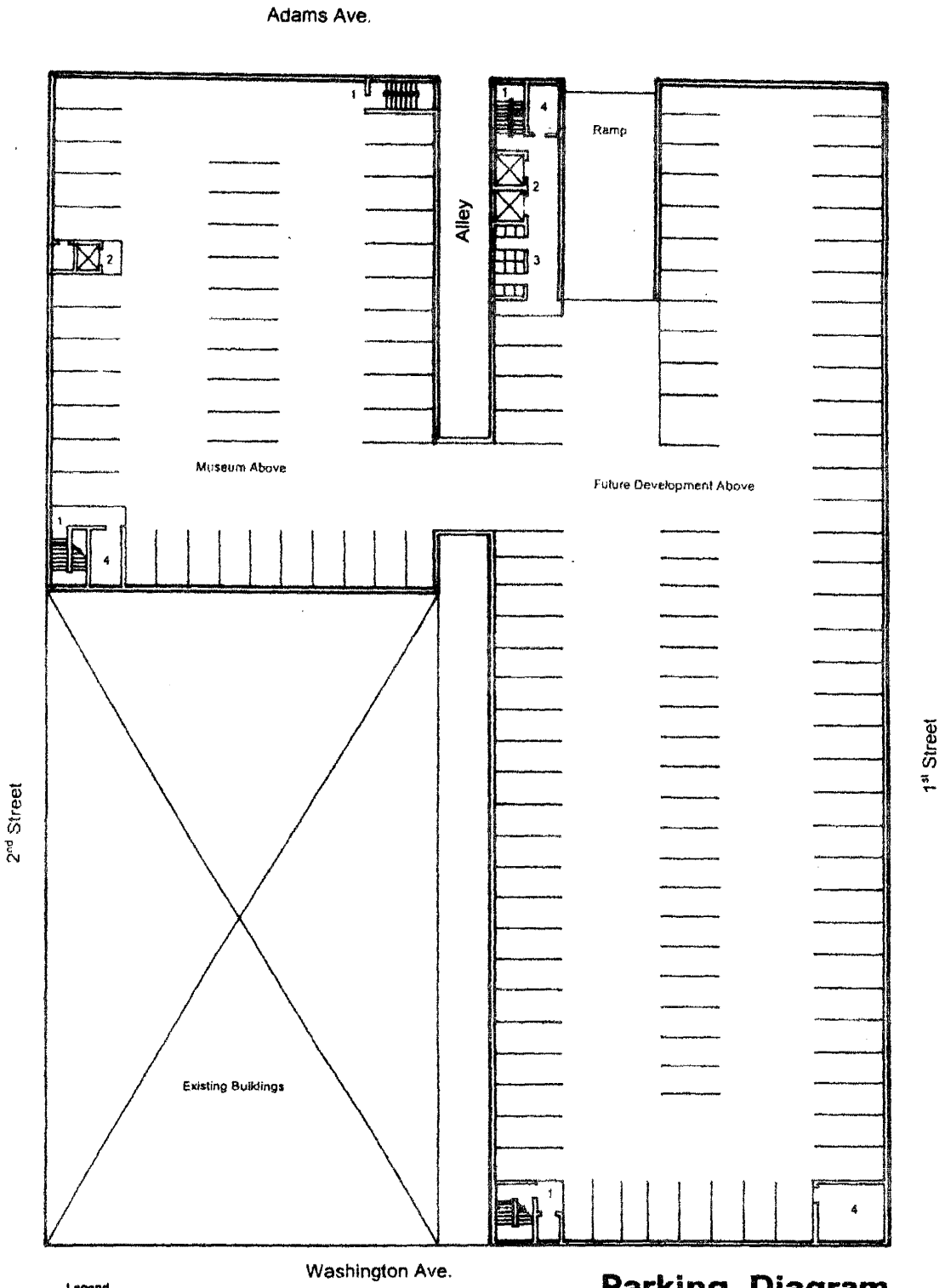
Parking Diagram

Legend
1 Stair
2 Elevator
3 Bikes
4 Mechanical

Garage Access from the Alley

Alta Vista Design * Architecture & Planning LLC

BCHS Underground Parking Proposal * Concept #2



Legend
1. Stair
2. Elevator
3. Bikes
4. Mechanical

Parking Diagram

Garage Access from Adams Ave.

Alta Vista Design * Architecture & Planning LLC

Submitted by
Sarah McDonald
6-2-14

§ 166.173[1]

Authority of city or county to regulate possession of loaded firearms in public places

(1) A city or county may adopt ordinances to regulate, restrict or prohibit the possession of loaded firearms in public places as defined in ORS 161.015 (General definitions).

(2) Ordinances adopted under subsection (1) of this section do not apply to or affect:

(a) A law enforcement officer in the performance of official duty.

(b) A member of the military in the performance of official duty.

(c) A person licensed to carry a concealed handgun.

(d) A person authorized to possess a loaded firearm while in or on a public building or court facility under ORS 166.370 (Possession of firearm or dangerous weapon in public building or court facility).

(e) An employee of the United States Department of Agriculture, acting within the scope of employment, who possesses a loaded firearm in the course of the lawful taking of wildlife. [1995 s.s. c.1 §4; 1999 c.782 §8; 2009 c.556 §3]

June 2, 2014 - Submitted by Steven Whitener (AFSCME)

Exempt Wage Comparison: Budgeted FY 13/14 vs FY 14/15

Department	Position	13/14 Wage	14/15 Wage	$ Difference	% Difference
Parks and Rec	Aquatic Center Supervisor	$72,702.00	$74,883.12	$2,181.12	3.00%
Parks and Rec	Asst P&R Director	$89,560.44	$92,247.12	$2,686.68	3.00%
Parks and Rec	Parks Operations Supervisor	$71,061.68	$76,853.24	$5,791.56	8.15%
Parks and Rec	Senior Center Director	$66,394.68	$68,386.44	$1,991.76	3.00%
Police	Police Chief	$120,911.52	$123,860.64	$2,949.12	2.44%
Police	911 Supervisor	$79,609.08	$81,997.32	$2,388.24	3.00%
Police	Management Asst	$66,394.68	$76,233.48	$9,838.80	14.82%
Police	Police Captain	$113,350.80	$116,750.64	$3,399.84	3.00%
Police	Police Captain	$113,350.80	$116,750.64	$3,399.84	3.00%
Police	Police Lieutenant	$100,755.24	$103,777.92	$3,022.68	3.00%
Police	Police Lieutenant	$100,755.24	$103,777.92	$3,022.68	3.00%
Police	Police Lieutenant	$100,755.24	$106,372.20	$5,616.96	5.57%
Police	Police Lieutenant	$97,157.04	$102,542.55	$5,385.51	5.54%
Police	Police Records & Systems	$66,394.68	$68,386.44	$1,991.76	3.00%
Public Works	Public Works Director	$106,114.00	$130,838.08	$24,724.08	23.30%
Public Works	Admin Division Manager	$79,299.78	$83,670.96	$4,371.18	5.51%
Public Works	Bldgs & Garage Supervisor	$79,609.08	$81,997.32	$2,388.24	3.00%
Public Works	City Engineer	$100,755.24	$103,777.92	$3,022.68	3.00%
Public Works	Electronics & GIS Supervisor	$63,675.43		($63,675.43)	-100.00%
Public Works	Engineering Supervisor	$89,560.44	$92,247.12	$2,686.68	3.00%
Public Works	Engineering Supervisor	$89,560.44	$92,247.12	$2,686.68	3.00%
Public Works	Engineering Supervisor		$74,084.94	$74,084.94	100.00%
Public Works	Management Asst	$55,988.70	$58,371.63	$2,382.93	4.26%
Public Works	Trans Services Supervisor	$79,609.08	$81,997.32	$2,388.24	3.00%
Public Works	Trans Services Supervisor	$79,609.08	$81,997.32	$2,388.24	3.00%
Public Works	Transportation & Bldg Div Manager	$84,618.60	$70,551.44	($14,067.16)	-16.62%
Public Works	Utilities Division Manager	$100,755.24		($100,755.24)	-100.00%
Public Works	Utilities Division Manager		$82,667.92	$82,667.92	100.00%
Public Works	Utilities Services Supervisor	$85,674.96	$81,997.32	($3,677.64)	-4.29%
Public Works	Utilities Services Supervisor	$62,375.88		($62,375.88)	-100.00%
Public Works	Utilities Services Supervisor	$79,609.08	$81,997.32	$2,388.24	3.00%
Public Works	Water Operations Supervisor	$89,560.44	$92,247.12	$2,686.68	3.00%
Public Works	Water Operations Supervisor		$73,482.60	$73,482.60	100.00%
Public Works	Water/Wastewater Operations	$89,560.44		($89,560.44)	-100.00%

Submitted by
Betty Griffiths
6-2-14

FUNDING FOR REPLACEMENT OF FRANKLIN PARK PLAY STRUCTURE

Good Evening City Council Members and Mayor:

I am here tonight to compliment you on getting the budget completed on time and to make a request for an addition to the budget for Fiscal Year 2014-2015. As you know, recently the play structure at Franklin Park had to be removed unexpectedly due to dangerous conditions—rotting supports. The estimated cost to replace this structure is $125,000.

I am requesting that you add $100,000 for one time expenditure for replacing this play structure. I am confident that the neighborhood with the assistance of the Friends of Corvallis Parks and Recreation will be able to raise the remaining $25,000 to complete this project. In fact, I am so sure of this that I propose that you add $100,000 to the budget allocation for Parks and Recreation Department with the caveat that it will not be spent unless the other $25,000 is raised from other sources.

Thank you very much for considering my suggestion and for your time. Questions?

CITY OF CORVALLIS, OREGON
CITY ATTORNEY EMPLOYMENT AGREEMENT ADDENDUM

This agreement addendum, dated _____, 2014, amends the employment agreement entered into on June 4, 2012, by and between the City of Corvallis, Oregon, a municipal corporation of the State of Oregon (hereinafter referred to as "CITY"), and the law firm of Fewel, Brewer & Coulombe (hereinafter referred to as "LAW FIRM").

1 The City and Law Firm agree to modify the original employment agreement dated June 4, 2012, as follows:

1.1 Compensation for Services. As compensation for services included in the retainer, the Law Firm's monthly payment is $22,136.00 effective July 1, 2014. The Law Firm hereby waives any inflationary adjustment of this compensation to the Law Firm for the year beginning July 1, 2014. The monthly payment is to be paid on or before the 10th day of each month.

1.2 Compensation for Services Performed Outside of the Retainer. As compensation for services performed outside of the retainer, the City will pay the Law Firm for the services of the City Attorney and Deputy City Attorneys at a rate of $140.00 per hour. The Law Firm hereby waives any increase to this amount which would have been effective July 1, 2014. Charges for work performed outside of the retainer in a given month will be invoiced the following month and will be paid to the Law Firm with the next regular monthly retainer payment.

2 All other terms and conditions in the original agreement, as amended on June 4, 2012, remain as originally identified.

IN WITNESS WHEREOF, the parties have herewith executed their signatures.

CITY OF CORVALLIS

_____
Julie Jones Manning, Mayor

FEWEL, BREWER & COULOMBE

_____
Scott A. Fewel

ATTESTING AS TO THE MAYOR

_____
City Recorder