



**CORVALLIS
CITY COUNCIL AGENDA**

**August 4, 2014
6:30 pm**

**Downtown Fire Station
400 NW Harrison Boulevard**

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

COUNCIL ACTION

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PROCLAMATION / PRESENTATION / RECOGNITION

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

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

A. Reading of Minutes

1. City Council Meeting – July 21, 2014
2. City Council Work Session – July 21, 2014
3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Airport Commission – July 1, 2014
 - b. Citizens Advisory Commission on Civic Beautification and Urban Forestry – July 10, 2014
 - c. Downtown Parking Committee – June 3, 2014

- B. Announcement of Appointments to Advisory Boards and Commissions (Citizens Advisory Commission for Civic Beautification and Urban Forestry – Killian; Downtown Commission Parking Committee – Elwood)
- C. Confirmation of Appointment to Parks, Natural Areas, and Recreation Board (Frei)
- D. Approval of a right-of-way permit for the Julian Apartments project
- E. Authorization for the City Manager to enter into a license agreement with Hotel Julian Community, LLC
- F. Approval of a utility easement related to the Fire Training Tower

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. UNFINISHED BUSINESS

- A. Initiation of Land Development Code Update Package #2

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

- A. Human Services Committee – None.
- B. Urban Services Committee – July 22, 2014
 - 1. Demolition Permit Changes – Collaboration Recommendation [direction]
 - 2. Climate Action Planning [information]
- C. Administrative Services Committee – None.
- D. Other Related Matters
 - 1. Ordinance 2014-05 Residential Parking Permit Districts – change effective date
ACTION: An ordinance relating to Residential Parking Districts, to be read by the City Attorney [direction]

X. MAYOR, COUNCIL, AND STAFF REPORTS

- A. Mayor's Reports
 - 1. Community Involvement and Diversity Advisory Board Task Force
- B. Council Reports
- C. Staff Reports [information]
 - 1. Council Request Follow-up Report – July 31, 2014
 - 2. City Council Goals Update

XI. NEW BUSINESS

XII. PUBLIC HEARINGS – None.

XIII. ADJOURNMENT

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

A Community That Honors Diversity



**CITY OF CORVALLIS
ACTIVITY CALENDAR**

AUGUST 4 - 16, 2014

MONDAY – AUGUST 4

City Council – 6:30 p.m. – Downtown Fire Station, 400 NW Harrison Boulevard

TUESDAY – AUGUST 5

Human Services Committee – Canceled

Downtown Parking Committee – 4:00 p.m. – Downtown Fire Station, 400 NW Harrison Boulevard

Urban Services Committee – 5:00 p.m. – Madison Avenue Meeting Room,
500 SW Madison Avenue

WEDNESDAY – AUGUST 6

Administrative Services Committee – Canceled

SATURDAY – AUGUST 9

Government Comment Corner – Canceled

MONDAY – AUGUST 11

Economic Development Commission – 3:00 p.m. – Madison Avenue Meeting Room,
500 SW Madison Avenue

City Council/County Board of Commissioners Work Session – 6:30 p.m. – Madison Avenue
Meeting Room, 500 SW Madison Avenue

City Council Work Session – 7:30 p.m. – Madison Avenue Meeting Room,
500 SW Madison Avenue

TUESDAY – AUGUST 12

Citizens Advisory Commission on Transit – 8:20 a.m. – Madison Avenue Meeting Room,
500 SW Madison Avenue

Historic Resources Commission – 6:30 p.m. – Downtown Fire Station,
400 NW Harrison Boulevard

WEDNESDAY – AUGUST 13

Downtown Commission – 5:30 p.m. – Madison Avenue Meeting Room,
500 SW Madison Avenue

Corvallis-Benton County Public Library Board – 7:30 p.m. – Library Board Room,
645 NW Monroe Avenue

THURSDAY – AUGUST 14

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

SATURDAY – AUGUST 16

Government Comment Corner – 10:00 a.m. – Library Lobby, 645 NW Monroe Avenue
(Ward 5 Councilor Mike Beilstein)

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES**

July 21, 2014

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Proclamation/Presentation/Recognition 1. Water main break update Page 262	Yes		
Visitors' Propositions 1. Selling parks (Eckert) 2. Parking/OSU (Hangartner, Caruso, Hess) Pages 263	Yes Yes		
Consent Agenda Pages 263-264			
Unfinished Business 1. Selection of HR Commissioner 2. Washington Park 3. LDC Text Amendments Package #1 Pages 264-266	Yes		<ul style="list-style-type: none"> • Elected Peter Kelly • Approved LDC Package #1 recommendations from the HRC as modified by the PC and staff <u>passed U</u> • Changed schedule for LUAFR, adopted amendments proposed by NPWG, adopted amendments proposed by EDC <u>passed U</u>
Items of HSC Meeting of July 8, 2014 1. Corvallis Farmers' Market Annual Report 2. Open Carry of Firearms Page 266	Yes		<ul style="list-style-type: none"> • Accepted report <u>passed U</u>
Items of USC Meeting of July 8, 2014 1. Municipal Code Review: Chapter 7.08, "Corvallis Fire Code" 2. Greenhouse Gas Inventory Follow-up Pages 266-267	Yes		<ul style="list-style-type: none"> • ORDINANCE 2014-08 <u>passed U</u>
Items of ASC Meeting of July 9, 2014 1. Enterprise Zone Application: Block 15 Brewing Company, Inc. 2. Council Policy Review and Recommendation: 96-6.03, "Economic Development Policies" Pages 267-269			<ul style="list-style-type: none"> • Approved application <u>passed U</u> • Amended Policy <u>passed 7-1</u>
Mayor's Reports 1. CIDAB task force Page 269	Yes		
Council Reports 1. Hotel (Brown) 2. Ward 3 meeting 8/20 (Hervey)	Yes		<ul style="list-style-type: none"> • Approved hearing new proposal from hotel developers that incorporates guidelines in Attachment G <u>passed 7-1</u>

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Council Reports – Continued 3. Kinetic Sculpture Race and water main break (Traber) 4. PC lessons learned (York) 5. Sage Concert Series and <i>A Shayna Maidel</i> play (Hirsch) 6. SATLUP report (Brauner) Pages 269-272	Yes Yes Yes Yes		
Staff Reports 1. City Manager's Report – June 2014 2. RPDs Referendum 3. Fourth Street Parking Controls Pages 272-273	Yes Yes Yes		<ul style="list-style-type: none"> • Direct staff to discuss RPD delay with OSU <u>failed 3-5</u>
Executive Session 1. Labor Update: CPOA Page 273	Yes		
New Business 1. CPOA Contract Page 274			<ul style="list-style-type: none"> • Approved agreement

Glossary of Terms

ASC	Administrative Services Committee
CIDAB	Community Involvement and Diversity Advisory Board
CPOA	Corvallis Police Officers Association
EDC	Economic Development Commission
HR	Historic Resources
HRC	Historic Resources Commission
HSC	Human Services Committee
LDC	Land Development Code
LUAFR	Land Use Application Fees Review
NPWG	Neighborhood Planning Work Group
OSU	Oregon State University
PC	Planning Commission
RPD	Residential Parking District
SATLUP	Strategic Assessment of Transportation and Land Use Plans
U	Unanimous
USC	Urban Services Committee

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES
July 21, 2014**

I. CALL TO ORDER

The regular meeting of the City Council of the City of Corvallis, Oregon was called to order at 6:30 pm on July 21, 2014 in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Manning presiding.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

ABSENT: Councilor Beilstein (excused)

Mayor Manning directed Councilors' attention to items at their places, including information concerning the recent watermain break (Attachments A and B), a letter from Dave Eckert concerning selling of public parks (Attachment C), a draft resolution from Rick Hangartner regarding parking and Oregon State University (Attachment D), a memorandum from Community Development staff regarding Land Development Code text amendments (Attachment E), a handout from Councilor Hervey regarding Economic Development Policy review (Attachment F), and a memorandum from Councilor Brown concerning the Downtown hotel/parking structure project (Attachment G).

IV. PROCLAMATION/PRESENTATION/RECOGNITION

A. Water Main Break Update

City Risk Manager Krieg reviewed Attachment A, which summarized the City's response to a July 10, 2014 water main break on Tyler Avenue near 35th Street. The City's Agent of Record, Steve Uerlings, distributed a handout (Attachment B) from CityCounty Insurance Services and said he was working with them on the matter. Mr. Uerlings expected claims to be processed expediently.

In response to Mayor Manning's inquiry, Mr. Krieg said work on replacement of the failed water line had begun.

Councilor Sorte commented on the impact to his neighborhood and said he emailed the Mayor and City Councilors a link to a YouTube video from one of his constituents. Councilor Sorte noted the area was a historic district with many constraints. He suggested replacing sections of pipe in the areas of 33rd to 35th Streets and Harding School. He opined the cause of the basement backups related to combined sewer pipes and he suggested separating two square City blocks per year. He complimented staff on their response to the break and asked how repeated or nearby breaks could be prevented.

V. VISITORS' PROPOSITIONS

Dave Eckert spoke from a prepared statement (Attachment C). Councilor Sorte expressed concern about tying the hands of future Councils, noting that flexibility could be needed, such as in the case of a wetland or an area undergoing redevelopment. Mr. Eckert said existing City parks have been well thought out and he believed labeling something as under-utilized was an easy excuse for developing green space. He preferred that Council look at other ways to address wetlands issues.

Rick Hangartner did not agree with asking the current Council to constrain the actions of future Councils. He read several paragraphs from his draft resolution (Attachment D), noting concerns about parking and Oregon State University (OSU). Councilor York said some of Mr. Hangartner's suggestions might be accomplished through the OSU District Plan, which the City would be reviewing. In response to Councilor Brauner's inquiry, Mr. Hangartner said he had not approached OSU with his suggestions about free parking at Reser Stadium, as he did not believe his request would carry weight with the University. He said the Council should make the request of behalf of the community. Councilor Traber said while he did not necessarily agree with all of the items in Mr. Hangartner's draft resolution, he believed the last paragraph contained items that were worthy of a conversation with OSU.

John Caruso agreed with Mr. Hangartner's draft resolution and said as long as OSU charged for parking, students would find free parking in surrounding neighborhoods. He believed parking districts were needed to incentivize students to park on campus. Councilor Sorte said he agreed with Councilor Brauner's earlier comment that the free parking suggestions should be presented to OSU as an option. He also suggested asking the University at what point they would reduce the price for parking at Reser Stadium if those permits did not sell out. Mr. Caruso agreed with Mr. Hangartner's statement that the suggestion would carry more weight coming from the Council, but he might try speaking to University officials himself.

Jeff Hess said he approached OSU regarding their decision to place enrollment ahead of housing, and he was shutdown. He agreed that a request to the University should come from the Council. Mr. Hess did not think it was realistic that individual citizens could expect a meaningful dialog if they approached OSU. Councilor Hervey noted the City had a long history with OSU and before the current administration, there were instances when the City tried to compel the University to pay for certain services. The issue was pushed to the State Legislature, but the City did not prevail. Since then, the City has tried to work with OSU on areas of mutual interest. Councilor York said OSU was operating under a new governance model and they must take public comment at meetings; she suggested bringing concerns to that body.

VI. CONSENT AGENDA

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

- A. Reading of Minutes
 1. City Council Meeting – July 7, 2014
 2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Citizens Advisory Commission on Transit – May 13, 2014
 - b. Commission for Martin Luther King, Jr. – June 24, 2014
 - c. Watershed Management Advisory Commission – June 25, 2014

- B. Announcement of Vacancies on Board of Appeals (Ruttan) and Citizens Advisory Commission on Civic Beautification and Urban Forestry (Kreft)
- C. Announcement of Appointments to various Advisory Boards, Commissions, and Committees
- D. Confirmation of Appointments to various Advisory Boards, Commissions, and Committees
- E. Acknowledgement of receipt of updated Advisory Boards, Commissions, and Committees directory
- F. Confirmation of an Executive Session following the July 21, 2014 regular meeting under ORS 192.660(2)(d)(status of labor negotiations)

The motion passed unanimously.

VII. ITEMS REMOVED FROM CONSENT AGENDA – None.

VIII. UNFINISHED BUSINESS

- A. Selection of Historic Resources Commissioner

Mayor Manning asked Council to use the previously distributed ballots to vote on Historic Resources Commission (HRC) candidate Peter Kelly, who was interviewed at a work session prior to the Council meeting. Councilor Hirsch declined to vote due to his late arrival at the work session. City Recorder Holzworth tabulated the ballots and Mr. Kelly received yes votes from the seven Councilors who voted. Mayor Manning announced that Mr. Kelly received a majority vote and was selected to fill the vacant position on the HRC.

- B. Washington Park

Mayor Manning noted Linn-Benton Community College withdrew its request for the City to consider selling a portion of Washington Park and therefore, no action was needed by Council.

- C. Package #1 Land Development Code Text Amendments (LDT13-00002 and LDT13-00003) Deliberations

No Councilors declared potential or actual conflicts of interest.

Planning Division Manager Young reviewed materials provided to date, including handouts from Community Development staff at Councilors' places (Attachments E and G). Mr. Young confirmed that notices were sent to those who testified at the Planning Commission meeting when Package #1 was discussed.

In response to Councilor Traber's inquiry, Mr. Gibb said if Council used one of the suggested motions in Attachment G, an amendment would be needed to include the newly proposed definition of affordable housing.

Councilors Hervey and Traber, respectively, moved and seconded to approve the Land Development Code Text Amendments associated with the recommendations of the Historic Resources Commission, as presented in the March 12, 2014, Planning Commission Staff Report, as modified by the Planning Commission and City Staff, and as described in the June 9, 2014, City Council Staff Report; subject to the approval of formal findings and an ordinance.

The motion passed unanimously.

Councilors Traber and Sorte, respectively, moved and seconded to approve the staff-recommended changes to the Land Development Code associated with the timeline for annual review of land use application fees, as presented in the March 12, 2014, Planning Commission Staff Report; with the recommendations of the Neighborhood Planning Work Group, as presented in the March 12, 2014, Planning Commission Staff Report, and as modified by the Planning Commission and described in the June 9, 2014, City Council Staff Report; and with the recommendations of the Economic Development Commission, as presented in the March 12, 2014, Planning Commission Staff Report, and as modified by the Planning Commission and described in the June 9, 2014, City Council Staff Report, with changes to the definition of "affordable housing" as recommended by Willamette Neighborhood Housing Services on pages 2 and 3 of Attachment H; subject to the approval of formal findings and an ordinance.

Councilor Sorte said the revised wording relating to the 20-year affordable housing deed restriction should help prevent developers of market rate housing from avoiding parking requirements.

The motion passed unanimously.

Mayor Manning directed staff to prepare formal findings and an ordinance for consideration at a future Council meeting.

Mr. Young provided a PowerPoint presentation highlighting proposed options for calculating density (Attachment I). Community Development Director Gibb noted advantages and disadvantages were outlined in Attachment E.

In response to Councilor Traber's inquiry, Mr. Young said the proposed minimum lot sizes would be used in partitions and minor replats as a determinant of both gross and net densities.

In response to Councilor Sorte's inquiry, Mr. Young said if several lots were purchased in an established urbanized area and a major replat to reduce their size was requested, subdivision provisions would not be much help because there would not be a significant difference between gross and net densities; the density range would still have to be met.

In response to Councilor York's inquiry, Mr. Young said every option presented by staff would require a public hearing. Mr. Gibb added staff recommended Option 3, but time frames between Options 2 and 3 could be discussed if Council wished. Staff also planned to solicit Planning Commission feedback before bringing a proposal to a public hearing.

In response to Councilor Traber's inquiry, Mr. Young said two of the five technical advisory team members were from the Infill Task Force. Mr. Gibb said the Infill Task Force would be given an opportunity to provide feedback as the concept was further developed.

In response to Councilor Hogg's inquiry, Mr. Gibb said option 2 could be accomplished four to six weeks sooner than option 3, but another \$10,000 in mailing costs would be incurred for Measure 56 notices.

Councilors Traber and Hervey, respectively, moved and seconded to instruct staff to proceed with development of an alternative approach to density calculation through the process outlined in Option 3 (Attachment I).

In response to Councilor Sorte's inquiry, Mr. Gibb said separate land use case numbers would be assigned to Package #2 items and the density item, so they would not be tied together if an appeal was filed with the Land Use Board of Appeals.

The motion passed unanimously.

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

A. Human Services Committee (HSC) – July 8, 2014

1. Corvallis Farmers' Market Annual Report

Councilors York and Sorte, respectively, moved and seconded to accept the Corvallis Farmers' Market Annual Report. The motion passed unanimously.

2. Open Carry of Firearms

Councilor York said more discussion on open carry of firearms is expected at a September HSC meeting and a draft ordinance might be included. Councilor Sorte said he believed the open carry discussion was thoughtful and civil. The item was for information only.

Councilor York noted the Parks and Recreation draft master plan recommendation related to relocating the Senior Center is scheduled for discussion at the Committee's August 19 meeting.

B. Urban Services Committee – July 8, 2014

1. Municipal Code Review: Chapter 7.08, "Corvallis Fire Code"

City Attorney Fewel read an ordinance amending Corvallis Municipal Code Chapter 7.08, "Corvallis Fire Code."

ORDINANCE 2014-08 passed unanimously.

2. Greenhouse Gas Inventory Follow-up

Councilor Hervey said the Committee had a lengthy discussion with community members who requested follow up on the greenhouse gas inventory. The Committee suggested that the citizens proposing green action review the Infill Task Force model, talk to the members, and report back to the Committee at the July 22 meeting. The intent was to see if a task force could move the issue forward now without City resources and a climate action plan could be considered as a goal for a future Council. The item was for information only.

C. Administrative Services Committee – July 9, 2014

1. Enterprise Zone Application: Block 15 Brewing Company, Inc.

Councilors Hirsch and Traber, respectively, moved and seconded to approve the Enterprise Zone Application for Block 15 Brewing Company, Inc.

Councilor Sorte said the net generation of Block 15 employees was vague and he suggested using a chart or table in the future to clearly delineate employees. Councilor Brauner agreed a chart would be helpful, noting the Committee discussed the matter and modifications to the form would be considered. Councilor Traber said the data would also be helpful for the Enterprise Zone's annual report. The motion passed unanimously.

2. Council Policy Review and Recommendation: 96-6.03, "Economic Development Policies"

Councilors Hirsch and Traber, respectively, moved and seconded to amend Council Policy 96-6.03, "Economic Development Policies," as recommended by staff, and amend to continue the two-year review period.

Councilor Hervey read from a submitted statement (Attachment F), noting his suggestions for the next Economic Development Strategy update.

Councilors Hervey and York, respectively, moved and seconded to amend Policy Section 06.03.046 to read: "*Economic Sustainability. A dynamic concerning specification of a set of actions to be taken by present persons that will not diminish the prospects of future persons to enjoy ~~levels of consumption, wealth, utility, or welfare~~ a quality of life comparable to those enjoyed by present persons.*"

Councilor Sorte expressed concern the term "quality of life" was broad and there was no way to measure whether economic sustainability was accomplished. Councilor Brown agreed that going from a list of fairly well defined terms to the general phrase "quality of life" would make it difficult to define in the future; however, he indicated he would support the amendment.

The amendment passed six to two, with Councilors Sorte and Brauner opposing.

Councilors Hervey and Hirsch, respectively, moved and seconded to amend the Policy by deleting Section 6.03.070.

The amendment failed two to six on the following roll call vote:

Ayes: Traber, Hervey

Nays: York, Hirsch, Sorte, Brown, Hogg, Brauner

Councilors Hervey and Brauner, respectively, moved and seconded to amend Policy Section 6.03.058.e to read: “Recruiting companies from outside the local area within targeted industry sectors **that meet the economic development strategy filtered by the Prosperity That Fits guidelines;**”

Councilor Sorte said he did not want to predispose the economic development process to Prosperity That Fits (PTF) guidelines.

Councilor Brown believed targeted recruiting was an important part of the economic development strategy and he preferred that Council fine tune what companies to target, rather than using PTF guidelines.

Councilor York said if the Public Participation Task Force (PPTF) recommendation to have boards and commissions develop annual work plans, with review by Standing Committees, was adopted, a process would be built in to direct the EDC's work in that area.

Councilors Brauner and Traber believed the amendment would clarify what is already being done. Councilor Traber suggested later discussing whether Council should ask the EDC to look at a list of targeted sector businesses; Councilor Hervey agreed.

The amendment failed four to five on the following roll call vote, with Mayor Manning casting the tie-breaking vote:

Ayes: Brauner, Traber, Hervey, Hirsch

Nays: York, Sorte, Brown, Hogg, Manning

The motion passed seven to one, with Councilor Hervey opposing.

Councilor Hirsch announced the July 23 Administrative Services Committee meeting was canceled.

Councilor Traber offered, as the EDC's Council Liaison, to ask the EDC to draft a list of targeted sectors for Council consideration; Councilors agreed.

Councilor Brauner did not believe the targeted list should be in the Policy, but he supported its inclusion in the Strategy, noting it could be discussed further at another time; Councilor Brown agreed.

Councilor York said based on the assumption the July 8 ASC minutes were correct, she was concerned that some of the statements made during public testimony about the EDC meeting were inaccurate, according to her personal knowledge of the incidents mentioned. She cited the following:

Council e-packet page 383: "the Planning Commission took offense ... " Councilor York attend the Planning Commission meetings as the Council Liaison and was present during discussions of the matter mentioned. She said while one member or another may have taken offense at something, there was no action taken by the Planning Commission as a whole that would make it possible for one member to claim this.

Council e-packet page 384: "during the incidence a member of the PPTF felt verbally attacked by an EDC member." Councilor York believed she was the PPTF member being referred to. She and a member of the EDC had a very lively but professional conversation outside the meeting, and others later mischaracterized the conversation. She and the EDC member clarified it during the PPTF meeting, and Councilor York said stating otherwise was contrary to the facts.

Councilor York hoped her comments would lead to a greater understanding of the facts.

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

Mayor Manning reported she had begun contacting individuals about serving on a task force to develop the new Community Involvement and Diversity Advisory Board. She hoped to have names ready for the August 4 Council meeting.

B. Council Reports

Councilor Brown referred to his handout concerning renegotiating the Downtown hotel proposal (Attachment G). He said at the last Council meeting, he was conflicted when deciding how to vote on the Downtown hotel/parking garage project. He believed the Downtown and the City would benefit from both the hotel and the garage. However, he believed the price to the City was too high in terms of the financial cost, the impact on the City's borrowing capacity, and the risk to the General Fund. He ultimately voted against the resolution. Since then, Councilor Brown had an opportunity to meet with the investors to explain the reasoning behind his vote and they also discussed the potential for moving forward with the project. He supported revisiting the possibility of developing a Downtown hotel and parking structure.

Councilors Brown and Traber, respectively, moved and seconded to direct staff to re-open discussions with the developers of the proposed Downtown hotel to see if a mutually agreeable proposal was possible, based on the eight guidelines provided in Councilor Brown's handout (Attachment G).

Councilor Sorte said the eight items in Attachment G outlined his concerns, and he also spoke to the developers and to Economic Development Manager Nelson. Councilor Sorte said if the hotel negotiation was successful, the one concession he saw was 70 percent of the TRT would be retained by the developers to off-set their debt service. In exchange, the City would receive some parking spaces. Councilor Sorte said if the hotel proposal did not go through, the space could be filled by retail, a condominium, or

some other establishment that did not produce TRT, so it was not as if the City was giving up something it would have otherwise received. He noted the TRT would come to the City once the debt service was paid. Councilor Sorte said he checked with many of his constituents who were opposed to the original proposal; they indicated general support of the revised approach. He noted giving TRT to the developer would set a precedent, but that was acceptable to him.

Councilor Brauner said had he not been absent from the last Council meeting, he would have voted in support of the original proposal. Councilor Brauner was not sure he could support the motion because he did not believe it was City staff's responsibility to work with the developer on a new proposal. Rather, he believed the developers should present a proposal to Council during a regular meeting. Councilor Brauner did not object to the guidelines outlined in the motion, but he did not like the process used to bring it forward.

Councilor York believed the item should have been on the Council agenda so the public would have adequate notice the topic would be discussed. She did not necessarily disagree with the guidelines, just the way the item was brought to Council.

Councilor Brown said one of the purposes of his motion was to enable staff to have conversations on the topic. It was not intended to heavy-handedly direct staff to take action. He was willing to abandon the motion to propose a new way to move forward, but he wanted to ensure the eight guidelines would affect the discussions, whether those discussions were with the Council or staff.

City Manager Patterson recommended a motion that Council was interested in hearing another proposal from the hotel development team. Mr. Fewel suggested including in the motion the proposal would address the eight guidelines provided by Councilor Brown.

Councilor Hervey said he had not spoken to the developers and while all of the constituents he heard from were against the original proposal, he believed some of his constituents might support a revised proposal based on inclusion of the eight guidelines.

Councilors Brown and Traber, respectively, withdrew the motion.

Councilors Brauner and Brown, respectively, moved and seconded that Council was willing to listen to a new proposal from the developers that would incorporate the guidelines listed in Councilor Brown's handout: (1) The City should not be subject to downside risk and should not risk having to dip into the general fund; (2) The City should not be advancing any cash into this public/private partnership; (3) The City should not use its borrowing capability or issue any bonds to help this project; (4) The hotel/garage project should pay its property taxes and should not restrict those taxes to helping pay for the project. Property taxes from the hotel/garage should be available for all public uses like anyone else's property taxes; (5) The share of transient room tax (TRT) that goes to the visitor's bureau should benefit all tourism in this town, not just this hotel; (6) There needs to be a guarantee of more public parking spaces available in the garage, with penalties if it is not made available; (7) The City could apply the increase in TRT revenue it receives from the hotel in exchange for public access to the new downtown parking garage associated with the hotel; and (8) Since a real estate transaction would no longer be involved, it will not be necessary for the City to discuss this matter in executive session.

Councilor Hogg agreed with the eight guidelines, noting the approach was more fiscally conservative than what was previously proposed.

Councilor Brown said all of the constituents he spoke to last time were against the original proposal. This time, all of those he spoke to said the revised approach was an improvement.

The motion passed seven to one, with Councilor York opposing

Councilor Hervey said a Ward 3 meeting was scheduled for August 20 at 7 pm at the Tunison Community Meeting Room. The primary purpose is to discuss development in South Corvallis, including a check-in about the South Corvallis Area Refinement Plan, which was developed in 1997. Councilor Hervey said he invited Economic Development Manager Nelson, Tom Gerding who owns a portion of the auction yard, Community Development Director Gibb, and members of the Economic Development Commission, as there has been discussion of an Urban Renewal District in South Corvallis.

Councilor Traber enjoyed the grand kinetic sculpture races, and he hoped the City and County would continue to support the event.

Councilor Traber asked whether a Council action item was necessary regarding priorities and/or planning for waterline replacement.

Councilor Brown believed the waterline breaks were happening at the ends of the lines. As such, if replacement of waterlines and storm sewers, as suggested earlier by Councilor Sorte, occurred at the same time, there would not be anything to hook up to. However, doing the replacements separately would require tearing up the streets twice. Councilor Brown said he preferred that staff consider phasing in changes over time.

Councilor Traber said he was not trying to define particular phases and he understood Councilor Brown's point. He was instead asking to have the information come as a report since there have been breaks in the same area. He wondered if there was a need to look at doing something more on an urgent basis in that part of town.

Mr. Patterson said staff felt terrible and the second waterline break was a very unfortunate incident. He said it was important to note the Capital Improvement Program (CIP) was a complicated and expensive establishment of community priorities. The waterline replacement project, which was scheduled to begin four days after the break occurred, had been moved up on the CIP project list by a full year. Mr. Patterson said staff welcomed the opportunity to hear more about what the Council believed should be the priorities in that area. He added that staff could provide information about costs for a comprehensive overhaul of the water system in that area, noting that citizens from other parts of Corvallis would likely request similar projects in their neighborhoods. Councilor York said she would like a better understanding of the current state of the water system and the status of those plans in the CIP.

Ms. Steckel said waterline replacements were planned based on condition assessments such as waterline age, surrounding soils, and other criteria; and staff worked from a prioritized list of projects. Ms. Steckel said a comprehensive review of the integrity of the water pipe was conducted after the last break and it was found to be structurally

sound. Ms. Steckel said she could bring back cost information to replace all the pipe installed at the same time as the pipe on Tyler Avenue between 35th and 36th Streets.

Councilor York said as the Council Liaison, she attended the July 16 Planning Commission meeting. Discussion included what Planning Commissioners had learned during their first term. Councilor York said she learned that advocates on both sides of an issue could cite compelling, yet different, passages from the Comprehensive Plan (CP) that conflicted with each other. She learned to go back to the staff report, and sometimes to the CP itself, for context. The lesson was that the CP reflects many community values. When one portion is taken in isolation, and stated as an absolute, it will be misinterpreted.

Councilor Sorte appreciated the waterline project was moved up in the CIP, but he asked people to think about what they would do if a sewer line broke twice and contaminated their basements. He said better criteria were needed to decide what projects would be bumped and there should be a better way to look at the CIP. He did not believe Council had provided sufficient direction on how to address seemingly eminent issues. Mayor Manning said CIP meetings would begin soon and asked Councilors to share thoughts with CIP Liaison Councilor Brauner.

Councilor Hirsch noted his participation in the Sage concert series at Starker Arts Park and the play *A Shayna Maidel* at the Majestic Theater.

Councilor Brauner reported the Corvallis Area Metropolitan Planning Organization received the final draft of the Strategic Assessment of Transportation and Land Use Plans report, which was jointly funded by the Department of Environmental Quality and the Oregon Department of Transportation. An electronic copy of the report and the presentation document will be forwarded to Councilors via email. The item was scheduled for discussion at Council's August 11 joint work session with Benton County.

C. Staff Reports

1. City Manager's Report – June 2014
2. Residential Parking Districts (RPDs) Referendum update

Mayor Manning noted the draft Explanatory Statement (ES) would be discussed by Urban Services Committee at their August 5 meeting and their recommendation would come to Council on August 18. The deadline to submit the ES for the Voters' Pamphlet is September 4.

Ms. Steckel said at the August 4 Council meeting, staff would request a change to the September 1, 2014 effective date of Ordinance 2014-05, as it could not go into effect before the election date.

Ms. Steckel said staff would begin selling permits for the current RPDs (A, B, and C) while awaiting results of the election. If, post-election, the new RPD program was implemented, Districts A, B, and C would change and the logistics could be further discussed at that time.

Councilor Sorte said if the referendum passed, he believed Council would initiate another ordinance. He offered immediate alternatives that would render the

referendum moot, including repealing the ordinance and agreeing that providing free parking to residents was an economic development cost to the City. He also suggested removing two-hour parking signs in the red zones to stabilize those areas until the election.

In response to Councilor Brauner's inquiry, Ms. Steckel said meeting materials related to the RPD discussion were available online through the City's Archives site and a hard copy set of information removed from the website was available at the Corvallis Public Library.

Councilors Traber and Hervey, respectively, moved and seconded to direct staff to have discussions with OSU asking them to help the City deal with the delay in parking districts by making parking at Reser Stadium, and in the lot at SE 11th Street and SW Washington Avenue, free based on comments made during Visitors' Propositions.

Councilor York said a few months ago, Council directed staff to negotiate with OSU to follow through on a commitment they made in the Campus Master Plan to help fund parking districts. She said as far as she knew, no follow up information had been provided to Council.

Councilor Hogg said while the intention of the motion was good, having free parking at Reser Stadium would not necessarily solve the problem. Most students park near the northwest side of campus because it is closer to their classes.

The motion failed three to five, with Councilors Traber, Hervey, and Hirsch supporting.

3. Fourth Street Parking Controls

Mayor Manning recessed the meeting from 9:30 pm for executive session.

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.

Human Resources Director Altmann Hughes updated Council regarding labor negotiations with the Corvallis Police Officers Association.

The Council returned to regular session at 9:32 pm.

XI. NEW BUSINESS

A. Corvallis Police Officers Association Contract

Councilors Hervey and Hirsch, respectively, moved and seconded to approve the three-year contract negotiated with the Corvallis Police Officers Association. The motion passed unanimously.

XII. PUBLIC HEARINGS – None.

XIII. ADJOURNMENT

The meeting adjourned at 9:34 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

**WATER MAIN BREAK
NW TYLER BETWEEN 35TH & 36TH STREETS
JULY 10, 2014
INCIDENT REPORT**

System information:

- About 250 miles of water mains in City
- Approx. 16,500 service pipe connections
- 7,000 valves
- 2,000 fire hydrants
- Pipe sizes range from 2 to 42 inches in diameter
- Ages range from 1920's to 2012
- In 2010 dollars, the City's water, waste water, and stormwater infrastructure has a replacement value of about \$1.1 billion, of which the water pipes total about \$300M of that amount.

Water Break information:

Thursday, July 10, 2014:

- Emergency Dispatch received a call at 10:57 am
- Water Distribution crew dispatched to site immediately
- Crews identified system valves that needed to be turned down to control flow from the break. Three valves were closed. Water was basically turned off at 11:16 am.
- 12 water services were without water (8 on 36th Street, 2 on Tyler, 2 on Polk)
- 10 employees from the Water Distribution Crew began excavating the street in vicinity of the break under the direction of the Water Distribution Supervisor
- Water main was approx. 6 feet deep
- Excavation revealed a large break in the bell housing of one section of pipe which is about 15 feet in length.
- The watermain was a 1947 vintage cast iron pipe installed in 1951 as part of a larger project that extended from 35th and Tyler, west to 36th street, then north to 36th and Grant Avenue.
- Water reservoir records indicated about 200,000 gallons of water left the system in about 20 minutes.
- Wastewater collection and stormwater system field crews diverted to assist with the repairs.
- Numerous resources were brought on site including backhoes, dump trucks, hydro-excavator trucks, boom trucks and a host of service trucks.
- In addition to field staff, and other supervisors, the City Engineer, Risk Manager, Public Works Director, PW Administrative Manager, City Manager, were all onsite.
- Dumpsters were ordered and delivered to assist affected residents.
- Bottled water was delivered to customers whose water service was shutoff while the repair took place.

- Three portable toilets were delivered to the site.
- Adjacent streets were swept to remove all debris from street surfaces.
- Benton County Environmental Services also made their services available if needed.
- Risk Manager knocked on virtually every door in the neighborhood to make contact with homeowners and to provide a packet of information explaining how to manage the clean up, mitigation and insurance process, general information related to contaminated water, contact information for disaster restoration companies, insurance claim form, and contact information for questions
- Repair work to the pipe was completed at 7:30 pm.
- System then flushed and disinfected.
- Bacteriological sample taken and delivered to City water lab for analysis (holding time on sample to incubate)
- Excavation filled, and then cleanup work done, including street sweeping, removal of debris from adjacent homeowner yards and parkstrips
- Service was completely restored by 8:00 pm on Friday, July 11th.

At this time, we have about 20 properties with water damage with 13 homeowners submitting a claim.

On Monday July 14th, Jim McWilliams, PL Claims Manager at CIS said that after a meeting of their leadership they will be covering all damages including personal property for those property owners that sustained damages to their homes as a result of the water line break last week. It was their opinion that the circumstances in this case were highly unusual and that it would be the right thing to do in light of two other water lines breaks in recent years at the same location.

CIS assigned two claims consultants (Jeff Sweet and Pat LeRoy) to assist residents and they were both on site on Monday (14th) and Tuesday (15th). They contacted each of the affected homeowners.

CIS will work closely with the affected property owners to deal with replacement of damaged personal property and how to compensate (replacement value vs. real market value) for that, the clean-up and restoration for the properties.

The replacement *ductile iron waterline is currently being installed on Tyler between 36th and 35th.

*The ductile iron used to manufacture the pipe is characterized by the spheroidal or nodular nature of the graphite within the iron. The standard internal lining is cement mortar and standard external coatings include bonded zinc, asphalt or water-based paint. The lifespan in excess of 100 years has been estimated for ductile iron pipelines.

To: Corvallis City Council
From: David Eckert,
Subject: Selling Public Parks

Corvallis, OR 97330

I am here tonight to request all information the City government has related to any interests or initiatives to sell any City-owned parkland or natural areas. I am also requesting that this Council, this year, create a City document that will strengthen our protection of parkland.

I am submitting to you **City Resolution 94-13** so you are fully aware that a past City Council was interested in inhibiting future Councils from giving away or selling City Parks. While this is only a resolution and there are inherent weaknesses in the resolution, the intent of this document is clear. Note that Washington Park is one of 20 parks listed under *"It cannot be sold."*

I am also submitting to you **Comprehensive Plan Policy 5.6.4**. It reads:

"Land that has been acquired for park purposes shall not be used for any other purposes unless the use is strictly temporary in nature and is compatible with park use. These temporary uses shall be sensitive to, and compatible with, the environment and abutting uses."

While past City Councils voted in strongly worded documents to protect our parks, I submit to you a paragraph from page 13 of the recently approved City budget that appears to contradict the cautionary words and laudable goals of past Councils.

"5) EXAMINE THE INVENTORY OF ASSETS

Staff has examined the City's current inventory of assets. The largest share of assets the City owns are not available for sale and consist of the infrastructure systems citizens rely on (e.g., pipes, streets, treatment plants). Each department has examined its fleet of vehicles to ensure that all vehicles are needed and used; in some departments replacements have been deferred to a future year. All City-owned buildings are currently in use by the City or are leased to a non-profit that uses the facility for community purposes (e.g., Majestic Theatre, Arts Center). The City's park land is generally well used for park and public green space access. Staff continues to evaluate opportunities to improve parks, and will consider selling park land that is underutilized in favor of using the sale proceeds to expand capacity and/or enhance amenities in existing City parks where the potential for additional use by the public is likely."

So, I have two requests:

1. Release to the public any documents or communications related to the potential sale of parkland or natural areas.
2. Create a City document that provides greater protection against the sale or gifting of City parks and natural areas than is currently afforded by Resolution 94-13 or Comprehensive Plan Policy 5.6.4. Thank you.

RESOLUTION 94-13

Minutes of the meeting of March 21, 1994, continued.

A resolution submitted by Council person Helen Berg.

WHEREAS, the City Council has established a Systems Development Charge for Parks, a policy for naming parks, a land acquisition strategy for parks, and a Trails Master Plan for the community of Corvallis; and

WHEREAS, the City Council has endorsed the acquisition and development of land for parks of all types and sizes and the Council wishes to ensure that these areas will be kept and developed as parks and open space; and

NOW, THEREFORE, the City Council of the City of Corvallis resolves that the following properties owned by the City of Corvallis in fee simple shall be dedicated:

Land Dedicated for Parks:

Land dedicated for parks will have a restriction as follows: it cannot be sold. It can be used, in addition to a park, for public squares, memorials, monuments, campgrounds, and contain amenities which may include, but are not limited to: comfort stations, tennis courts, playgrounds, sports fields, fountains, trails, and recreational buildings, such as community recreation centers. The following are lands dedicated for parks:

- Arnold
- Avery
- Brandis
- Bruce Starker Arts Park
- Central
- Chintimini
- Chip Ross
- Cloverland
- Franklin Square
- Lilly
- Martin Luther King, Jr. City Park
- Pioneer
- Pioneer Boat Basin
- Porter
- Kermit E. Roth Gateway Park

- Timberhill
- Tunison
- Village Green
- Washington
- Woodland Meadow

The following are dedicated for parks and public purposes:

Land dedicated for park and public purposes may accommodate not only park and a variety of recreational uses but other appropriate public uses, such as fire substations or water reservoirs, as long as it does not dominate, restrict access or use, and/or development of the park for public recreational purposes. Such other appropriate public uses may only occur after the City Council conducts a public hearing on the proposed use. The following are lands dedicated for parks and public purposes.

- Bald Hill
- Alan B. Berg Regional Park
- Oak Creek
- Sunset
- Walnut
- Willamette

The areas designated as parks are:

These areas are not dedicated but are designated as parks. Use for other than public uses may only occur after the City Council conducts a public hearing on the proposed use.

- Riverfront Commemorative Park
- Rock Creek
- Shawala Point

THE CITY COUNCIL FURTHER RESOLVES that the City Manager is authorized to enter as a matter of record, the dedication of these facilities.

Helen M. Berg

*From Rick Hangartner
7-21-14 Council
mtg.*

RESOLUTION 2014-_____

A resolution submitted by Councilor _____

WHEREAS OSU serves a significant non-urban regional commuting full-time and part-time student population and has a non-urban regional commuting employee population; and

WHEREAS, in the last decade OSU has significantly reduced the amount of on-campus parking by erecting new buildings on several on-campus parking lots and built other new classroom and office buildings on open-space without building new parking; and

WHEREAS, as stated in the June 2, 2014 City Council meeting, after nearly three years of deliberations, the Corvallis City Council unanimously passed Ordinance 2014-05, as stated in the June 2, 2014 City Council meeting "to deal with the inherent imbalance between the available parking spaces around the Oregon State University (OSU) campus and the number of people wanting to park in them;" and

WHEREAS, the voters of Corvallis have placed a referendum to repeal Ordinance 2014-05 on the November 4, 2014 General Election ballot; and

WHEREAS, City staff reported to the City Council in the June 20, 2014 meeting that even if the referendum fails, "the earliest the program could begin is February 2015, though a more realistic date would be several months later", and therefore that "it might be prudent to wait until September 2015;" and

WHEREAS, City staff informed the City Council in the June 20, 2014 meeting that due to the voters placing a referendum to repeal Ordinance 2014-05 on the ballot, implementation of the strategy jointly devised by City leadership and the OSU administration to enact "parking changes on the OSU campus and in the surrounding neighborhoods will not be possible", so that "(a)s a result, on-street parking pressures likely will rise in the fall, after the price increases for parking in the OSU lots on the north side of campus;" and

WHEREAS, the new OSU parking and traffic plan OSU has communicated to City Council proposes to move a large amount of OSU parking traffic from the north and east area of the OSU campus to the south central and west areas of campus through differential pricing; and

WHEREAS, in suspending implementation of the Ordinance 2014-05, the voters have afforded City Council a unique opportunity to independently evaluate whether the strategies of differential pricing and an on-campus shuttle system implemented by the OSU plan are effective, or how these strategies should be adjusted to be effective.

NOW, THEREFORE, THE CITY COUNCIL OF CORVALLIS RESOLVES THAT Council finds assuring affordable access by students to university education, and by the public to jobs at OSU is a high priority and essential to the economic sustainability of Corvallis, Benton County, and the State of Oregon.

BE IT FURTHER RESOLVED THAT Council finds that as OSU serves a non-urban regional commuting student and employee population, free and low-cost on-campus parking is essential to facilitating student access to affordable education and employee access to jobs at OSU.

BE IT FURTHER RESOLVED THAT Council finds that due to the successful effort by voters to place the referendum to repeal Ordinance 2014-05 on the November 4, 2014 General Election ballot, Council must immediately pursue short-term and long-term alternatives to expanding parking districts to mitigate the traffic and parking issues generated by the growth of OSU and OSU's failure to preserve and adequately increase the supply of affordable on-campus parking.

BE IT FURTHER RESOLVED THAT Council finds it is a City priority that a short term alternative to parking districts created by Ordinance 2014-05 for mitigating the traffic and parking issues generated by the growth of OSU, and the resulting inherent imbalance between the available parking spaces around the OSU campus and the number of people wanting to park in them, be in effect by September 2014.

BE IT FURTHER RESOLVED THAT as one short term strategy for mitigating the parking and traffic problems in the area around OSU by September 2014, Council requests that the OSU Administration and the OSU Board of Trustees immediately convert the Reser Stadium parking lot to a free parking lot for all campus users and revert the paid permit parking lot on the SE corner of SW 11th St. and SW Washington Ave. back to a free parking as it was until fall 2013, and encourages the OSU Administration and the OSU Board of Trustees to make other underutilized and remote parking lots free, so that the City can study the net outcome on traffic and parking around OSU during the 2014-2015 academic year of increased free on-campus parking and OSU's strategy for moving parking demand from the north side to the south side of campus through differential pricing and on-campus shuttle services.

Councilor

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

MEMORANDUM

To: Mayor and City Council
From: Ken Gibb, Community Development Director 
Date: July 21, 2014
Subject: Recommended Motion to Approve Package #1 Land Development Code Amendments (LDT13-00002, LDT13-00003) AND Direction on Additional Changes to the Density Calculation Definition and Methodology

- 1) **Motions on Package # 1 Land Development Code Text Amendments:** The June 9, 2014, Staff Memorandum to City Council includes two motions, recommended by Staff, to approve the Package # 1 Land Development Code text amendments. Here are the recommended motions:

MOTION 1: Recommendations from the Historic Resources Commission (LDT13-00002)

I move to approve the Land Development Code Text Amendments associated with the recommendations of the Historic Resources Commission, as presented in the March 12, 2014, Planning Commission Staff Report, as modified by the Planning Commission and City Staff, and as described in the June 9, 2014, City Council Staff Report, subject to the approval of formal findings and an ordinance.

MOTION 2: Change Schedule for Land Use Application Fee Reviews, adopt amendments proposed by the Neighborhood Planning Workgroup, and adopt amendments proposed by the Economic Development Commission (LDT13-00003)

I move to approve the Staff-recommended changes to the Land Development Code associated with the timeline for annual review of land use application fees, as presented in the March 12, 2014, Planning Commission Staff Report; with the recommendations of the Neighborhood Planning Workgroup, as presented in the March 12, 2014, Planning Commission Staff Report, and as modified by the Planning Commission and described in the June 9, 2014, City Council Staff Report; and with the recommendations of the Economic Development Commission, as presented in the March 12, 2014, Planning Commission Staff Report, and as modified by the Planning Commission and described in the June 9, 2014, City Council Staff Report; subject to the approval of formal findings and an ordinance.

2) **Density Calculation:** At the City Council's June 16, 2014, public hearing regarding Package # 1, the Council asked staff to provide additional analysis regarding Tony Howell's proposal for density rounding, as well as additional information on Staff's proposed approach to density calculation issues. Staff provided a detailed, follow-up discussion on this topic, in a July 2, 2014, memorandum to City Council, including the pros and cons of different approaches to the density calculation methodology. Staff also provided four options for the Council to consider, in moving forward with any additional changes to the Density Calculation definition in the Land Development Code. The four options outlined in the July 2, 2014, memo are as follows:

1) **Instruct staff to develop a new approach to density calculations to be included in the Package #1 LDC Amendments, which will be considered by the City Council at an upcoming public hearing (yet to be scheduled).**

Pro: Would provide the most expeditious path to adoption of a new approach to density calculations.

Con: Would delay the adoption of the other items in Package #1. Staff cannot say precisely how long it would take to develop a new density methodology, but it would likely take at least an additional month, and perhaps longer. It is likely that incorporation of a new density methodology into the LDC would require state-required Measure 56 notices to be mailed to all owners of residential property in the City prior to the public hearing on this item {20 days prior to the hearing}. The Measure 56 notices that were mailed regarding the Planning Commission's consideration of the Package #1 Code Amendments were sent to every property owner in the City and cost approximately \$14,000.

If the new density methodology proves to be controversial, time spent revising and refining this proposal, and potential appeals, could significantly delay adoption of the other measures in Package #1. Conversely, appeal of the other items in Package #1 could delay implementation of a new density methodology.

2) **Instruct staff to develop a new approach to density calculations as a "stand-alone" Land Development Code Amendment item, to be considered and adopted on a separate schedule from other code amendment packages.**

Pro: Would not complicate the adoption of other code amendment items. Work could begin soon on this item.

Con: Without a specific timeline, it would be complicated to schedule and consider this item outside the schedules for Packages #1 and #2. A separate Measure 56 notice would likely be required, which would add to City costs for this approach (estimated to be in the range of \$10,000).

- 3) **Instruct staff to develop a new approach to density calculations to be considered concurrently with the Package #2 LDC Amendments, which are tentatively anticipated to be considered beginning in September of 2014. A separate land use case number, staff report, and process could be used to consider the revised density provisions separate from, but concurrent with, the Package #2 code amendments.**

Pro: Would allow timely development and consideration of new density standards, but would be separated from the Package #2 items such that Package #2 would not be vulnerable on appeal if the density standards were appealed, or vice versa.

Would allow for cost savings, because one "Measure 56" notice could be sent regarding Package #2 and density items. Concurrent timelines would allow the development of a new density approach and design standards to be coordinated and informed by one another.

Con: Would delay consideration of new density provisions until September of 2014.

- 4) **Instruct the Technical Advisory Team to develop a new approach to density calculations as part of their work on Package #2.**

Pro: Would allow for advisory team involvement in the development of a new approach for density calculations.

Con: Technical Advisory Team members were not expecting to be tasked with this complex topic. Adding this item to their work program could result in significant delays and may require a longer commitment than TAT members initially signed on for.

Adding this item into the Package #2 code amendments could result in delayed implementation of the other items, particularly if one or the other is appealed. However, the TAT could work on this item separately, in a separate, but concurrent package to reduce the likelihood of delay by appeal.

Staff notes that as described in the April 29, 2014, Memorandum to the City Council, if either Option # 2 or # 3 above is chosen, Staff proposes working with the Planning Commission through a Work Session format, to review the proposal prior to finalizing the proposal and conducting the formal adoption process.

Requested Action:

Staff request that the City Council consider the above information and provide direction regarding how to proceed.

Testimony and Motions related to Council Policy 96.06.03 Economic Development Policies by Richard Hervey, Councilor Ward 3

I'd like to thank the Administrative Services Committee, staff and the Elizabeth French for considering and discussing my comments on the Economic Development Policies. And I apologize for the late date at which they were delivered. At the time that I wrote those comments I had not had time to re-review the Economic Development Strategy that the EDC developed.

Since the EDC Strategy is included by attachment in this policy under discussion and since the policy is the primary vehicle by which we provide direction to the EDC on what we want done, I reviewed the strategy as well. I remember having objections to the introduction in particular and a few other items during my initial review. I came away from this review with much more positive feelings.

That said, I do believe that the next edition would benefit from:

- Given Benton County's financial stake in the EDC, more inclusive language regarding Benton County's involvement, with goals specifically designed to benefit Benton County in general, not just inside the City boundaries.
- Acknowledgement of OSU expertise in Agriculture as well as "tech based businesses" in the sections on Economic Landscape and Goals.

Follow up on my comments to ASC

6.03.046 Economic Sustainability (definition) – currently reads:

“Economic Sustainability. A dynamic concerning specification of a set of actions to be taken by present persons that will not diminish the prospects of future persons to enjoy levels of consumption, wealth, utility, or welfare comparable to those enjoyed by present persons.”

My letter to the ASC noted – “Having taken some time to find a better definition for Economic Sustainability, I have some appreciation for why we settled for this awkwardly worded sentence. However, the inclusion of the phrase ‘will not diminish the prospects of future persons to enjoy levels of consumption ... comparable to those enjoyed by present persons’ does not fit for my understanding of any kind of sustainability. I support economic development that works to provide the same quality of life as we currently experience, but reject the idea that to do so requires the very unsustainable current ‘levels of consumption’ ”. I went on to propose what I believe to be a much better definition, which I believe the majority of council would not support.

However, my concern remains and I now have a better compromise. **I move that we amend Council Policy 96.06.03.046 to read:**

“Economic Sustainability. A dynamic concerning specification of a set of actions to be taken by present persons that will not diminish the prospects of future persons to enjoy ~~levels of consumption, wealth, utility, or welfare~~ a quality of life comparable to those enjoyed by present persons.”

6.03.070 Sustainability – currently reads

“The City recognizes that sustainability includes environmental, social, and economic factors and acknowledges that economic strength is required to finance the community's social and environmental programs. This Policy directly addresses economic sustainability.”

My letter to ASC noted: “This section is far from the spirit of CP 04-1.08 Organizational Sustainability as well as my perception of the original 2003 council goal on sustainability and the branding we have done (as in the Airport Enterprise Zone) for being a city that emphasizes sustainable businesses. Rather than debate changes to the section, I recommend deletion. We have dealt with “Economic Sustainability” elsewhere in the policy.”

The ASC minutes reflect no discussion of this topic. **I move that we amend Council Policy 96.06.03 to delete section 6.03.070.**

6.03.068 Economic Development Services (section e) – currently reads

“The City shall support activities that enhance the Economic Development mission and goals.
... Examples of such activities include:

e) Recruiting companies from outside the local area within targeted industry sectors;”

In my letter to ASC, I wrote “I do not see where Council has provided guidance in this document as to the industry sectors that we are targeting. I would welcome a Council discussion on which targeted sectors we feel recruitment from outside of the local area is appropriate. Failing providing that guidance, I recommend deleting this section.”

I raised this issue as I do not believe that the community supports unlimited recruitment of outside industry sectors. According to the ASC minutes, Director Nelson is noted to have responded “Smaller communities do not want to limit themselves to smaller clusters or sectors. Corvallis must be able to address retention /expansion / development of any sector that meets the economic development strategy filtered by the Prosperity That Fits guidelines.” I’m not excited about the PTF filter as I believe that process was flawed due to underrepresentation of the sustainability community. But at least the inclusion of Director’s Nelsons suggested filter did pass through a public process.

According to the minutes, neither of my recommendation of providing guidance to the EDC nor my secondary recommendation of deleting this section has been addressed. The notes reflect a general discussion about the value in holding discussions at the beginning of a term rather at the end. Yet the recommended next review remains at the end of a term.

I therefore move to amend policy 96.06.03 to read:

“e) Recruiting companies from outside the local area within targeted industry sectors that meet the economic development strategy filtered by the Prosperity That Fits guidelines;”

To: City Council
From: Dan Brown, Ward 4

July 21, 2014

SUBJECT: RENEGOTIATION OF DOWNTOWN HOTEL PROPOSAL

Motion: I move that the Council direct staff to reopen discussions with the developers of the proposed downtown hotel to see if a mutually agreeable proposal is possible.

Based on input from the public, I recommend that the Council provide the following guidelines for future discussions:

1. The city should not be subject to downside risk and should not risk having to dip into the general fund.
2. The City should not be advancing any cash into this public/private partnership.
3. The City should not use its borrowing capability or issue any bonds to help this project.
4. The hotel/garage project should pay its property taxes and should not restrict those taxes to helping pay for the project. Property taxes from the hotel/garage should be available for all public uses like anyone else's property taxes.
5. The share of TRT tax that goes to the visitor's bureau should benefit all tourism in this town, not just this hotel.
6. There needs to be a guarantee of more public parking spaces available in the garage, with penalties if it is not made available.
7. The City could apply the increase in TRT revenue it receives from the hotel in exchange for public access to the new downtown parking garage associated with the hotel.
8. Since a real estate transaction would no longer be involved, it will not be necessary for the City to discuss this matter in executive session.

Distributed by
Planning Division Staff
7-21-14
Council Meeting

The proposed text amendments as recommended by staff are as follows:

Chapter 1.6 – Definitions

Affordable Housing - Housing for which ownership costs (mortgage loan principal, interest property taxes, and insurance), or rental costs (unit rent and utilities) require no more than 30 percent of the gross monthly income of a household that has income at or below 80 percent of the Corvallis area median. The Corvallis area median is calculated annually by the U. S. Department of Housing and Urban Development (HUD) and applied based on household size. These numbers are updated annually by HUD and are on file in the City's Housing Division. See also: Qualified Affordable Housing Development.

Qualified Affordable Housing Development - Housing development that is designed to serve residents through ownership or rental costs that comprise no more than 30 percent of the gross monthly income of a household that has income at or below 60% of the Corvallis area median. Qualified Affordable Housing Development shall demonstrate commitment to providing affordable housing through deed restrictions, restrictive covenants, or other acceptable form of assurance, for a period of not less than 20 years.

Section 4.1.30 - OFF-STREET PARKING REQUIREMENTS

Minimum parking requirements for Use Types in all areas of the City, with the exception of the Central Business (CB) Zone and the Riverfront (RF) Zone, are described in Sections 4.1.30.a through 4.1.30.f. Minimum parking requirements for the Central Business (CB) Zone are described in Section 4.1.30.g.

a. Residential Uses Per Building Type –

1. Single Detached and Manufactured Homes -

- a) Vehicles - Two spaces per dwelling unit.
- b) Bicycles - None required.

2. Single Attached - Zero Lot Line

- a) Vehicles -
 - 1) One, Two, or Three-bedroom Unit - Two spaces per unit.
 - 2) Four-bedroom Unit - 3.5 spaces per unit.¹
 - 3) Five-bedroom Unit - 4.5 spaces per unit.¹
- b) Bicycles -
 - 1) Studio or Efficiency Unit - One space per unit.
 - 2) One-bedroom Unit - One space per unit.
 - 3) Two-bedroom Unit - 1.5 spaces per unit.
 - 4) Three-bedroom Unit - Two spaces per unit.
 - 5) Four-bedroom Unit - Three spaces per unit.
 - 6) Five-bedroom Unit - Four spaces per unit.

3. Single Detached with more than one dwelling unit on a single lot, Duplex, Attached, and Multi-dwelling -

- a) Vehicles -
 - 1) Studio or Efficiency Unit - One space per unit.
 - 2) One-bedroom Unit - One space per unit.
 - 3) Two-bedroom Unit - 1.5 spaces per unit.
 - 4) Three-bedroom Unit - 2.5 spaces per unit.

¹ Minimum parking requirements for four- and five-bedroom units in Sections 4.1.30.a.2., and 3., above shall be 2.5 spaces per unit for development that meets the requirements of Qualified Affordable Housing Development, as defined in Chapter 1.6 – Definitions.

	5)	Four-bedroom Unit	-	3.5 spaces per unit. ¹
	6)	Five-bedroom Unit	-	4.5 spaces per unit. ¹
b)		Bicycles -		
	1)	Studio or Efficiency Unit	-	One space per unit.
	2)	One-bedroom Unit	-	One space per unit.
	3)	Two-bedroom Unit	-	1.5 spaces per unit.
	4)	Three-bedroom Unit	-	Two spaces per unit.
	5)	Four-bedroom Unit	-	Three spaces per unit.
	6)	Five-bedroom Unit	-	Four spaces per unit.

The required bicycle parking may be located within a structure, in accordance with the provisions of Section 4.1.70.

The proposed text amendments as recommended by Willamette Neighborhood Housing Services are as follows:

Chapter 1.6 – Definitions

Affordable Housing - Housing for which ownership costs (mortgage loan principal, interest property taxes, and insurance), or rental costs (unit rent and utilities) require no more than 30 percent of the gross monthly income of a household that has income at or below 80 percent of the Corvallis area median. The Corvallis area median is calculated annually by the U. S. Department of Housing and Urban Development (HUD) and applied based on household size. These numbers are updated annually by HUD and are on file in the City’s Housing Division. See also: Eligible Affordable Housing Units.

Eligible Affordable Housing Units – Housing units that are affordable to and restricted to occupancy by low-income residents with a gross income of:

- 80% or below the Corvallis median income, adjusted by family size, in the case of owner-occupied housing; or
- 60% or below the Corvallis median income, adjusted by family size in the case of renter-occupied housing.

“Affordable” mean that low-income households within a specified range pay no more than 30% of gross monthly income on mortgage payments (principle, interest, property taxes, and insurance), or rent plus utilities. The applicable income and affordability restrictions shall be recorded by the City of Corvallis and/or State of Oregon in the form of deed restrictions or such other mechanism acceptable to the City of Corvallis and/or State of Oregon. These restrictions shall be for a minimum of 20 years, and will specify the method for calculating affordability that is to be applied to the property.

Section 4.1.30 - OFF-STREET PARKING REQUIREMENTS

Minimum parking requirements for Use Types in all areas of the City, with the exception of the Central Business (CB) Zone and the Riverfront (RF) Zone, are described in Sections 4.1.30.a through 4.1.30.f. Minimum parking requirements for the Central Business (CB) Zone are described in Section 4.1.30.g.

a. Residential Uses Per Building Type –

1. **Single Detached and Manufactured Homes -**
 - a) **Vehicles - Two spaces per dwelling unit.**

b) Bicycles - None required.

2. Single Attached - Zero Lot Line

a) Vehicles -

- | | | |
|------------------------------------|---|-----------------------------------|
| 1) One, Two, or Three-bedroom Unit | - | Two spaces per unit. |
| 2) Four-bedroom Unit | - | 3.5 spaces per unit. ² |
| 3) Five-bedroom Unit | - | 4.5 spaces per unit. ¹ |

b) Bicycles -

- | | | |
|------------------------------|---|------------------------|
| 1) Studio or Efficiency Unit | - | One space per unit. |
| 2) One-bedroom Unit | - | One space per unit. |
| 3) Two-bedroom Unit | - | 1.5 spaces per unit. |
| 4) Three-bedroom Unit | - | Two spaces per unit. |
| 5) Four-bedroom Unit | - | Three spaces per unit. |
| 6) Five-bedroom Unit | - | Four spaces per unit. |

3. Single Detached with more than one dwelling unit on a single lot, Duplex, Attached, and Multi-dwelling -

a) Vehicles -

- | | | |
|------------------------------|---|-----------------------------------|
| 1) Studio or Efficiency Unit | - | One space per unit. |
| 2) One-bedroom Unit | - | One space per unit. |
| 3) Two-bedroom Unit | - | 1.5 spaces per unit. |
| 4) Three-bedroom Unit | - | 2.5 spaces per unit. |
| 5) Four-bedroom Unit | - | 3.5 spaces per unit. ¹ |
| 6) Five-bedroom Unit | - | 4.5 spaces per unit. ¹ |

b) Bicycles -

- | | | |
|------------------------------|---|------------------------|
| 1) Studio or Efficiency Unit | - | One space per unit. |
| 2) One-bedroom Unit | - | One space per unit. |
| 3) Two-bedroom Unit | - | 1.5 spaces per unit. |
| 4) Three-bedroom Unit | - | Two spaces per unit. |
| 5) Four-bedroom Unit | - | Three spaces per unit. |
| 6) Five-bedroom Unit | - | Four spaces per unit. |

The required bicycle parking may be located within a structure, in accordance with the provisions of Section 4.1.70.

² Minimum parking requirements for four- and five-bedroom units in Sections 4.1.30.a.2., and 3., above shall be 2.5 spaces per unit for development that meets the requirements of Eligible Affordable Housing Units, as defined in Chapter 1.6 – Definitions.

Density Calculation Methodology and Package #1 Text Amendments

- Planning Commission forwarded to City Council, the following LDC amendments to Density Calculation provisions, consistent with Neighborhood Planning Workgroup recommendations:
 - Remove ½ street right-of-way “density bonus” from Density Calculation definition and Minor Land Partition / Minor Replat criteria
 - Revise rounding provisions in Density Calculation definition to:
 - Provide different method for “infill” properties (in City limits on or before Jan. 1, 1950) that allows, but does not require an additional dwelling for min. density (maintains provision that allows rounding up for max. density)

Density Calculation Methodology and Package #1 Text Amendments

- Planning Commission did not forward a recommendation to the Council that the current LDC provisions allowing rounding up be eliminated
- However, the Commission discussed concerns expressed about impact of rounding up and recommended density calculation methodology and resultant impacts be studied and comprehensive approach to density calculations be developed

Density Calculation Methodology and Package #1 Text Amendments

- Staff began work on developing concepts consistent with that recommendation
- April 29 memorandum to City Council (May 5 City Council agenda) includes staff discussion of these concepts including:
 - minimum lot size approach to density calculations with the stated purpose having a less complex and more transparent approach

Density Calculation Methodology and Package #1 Text Amendments

- April 29 memo identified 4 options on how to proceed
 - consideration of alternative approaches
 - Measure 56 notice likely required
- City Council discussed the issue and decided to not take action until the current public hearing process / deliberations

Density Calculation Methodology and Package #1 Text Amendments

- July 2nd staff memo to City Council provided additional discussion about approaches to density calculations
 - Additional detail about the staff concept that has been developed
 - review of a proposal received from Tony Howell through the public hearing process

Density Calculation Methodology: Current LDC Definition

- Currently defined in LDC Chapter 1.6
- Density - Number of dwelling units per acre of land, calculated in accordance with the definition for Density Calculation.
- Density ranges prescribed by underlying Comprehensive Plan land use designations (LD, MD, MHD, HD)

**Density Calculation Methodology:
Current LDC Definition**

- Currently defined in LDC Chapter 1.6
- Density Calculation - Density is calculated as either gross density or net density. The minimum density for a site is net density and the maximum density is gross density.

**Density Calculation Methodology:
Current LDC Definition**

- a. Density, Gross - Number of dwelling units per gross area, in acres. See definition for Area, Gross. **Additionally, in calculating gross density for a Minor Land Partition site, applicants may include in their calculation 50 percent of the area of any street rights-of-way that front the subject site, for the distance the streets front the subject site.**
- b. Density, Net - Number of dwelling units per net area, in acres. See definition for Area, Net.
- c. Fractions - **When the sum of the dwelling units is a fraction of a dwelling unit, and the fraction is equal to or greater than 0.5, an additional dwelling unit shall be required (minimum density) or allowed (maximum density).** If the fraction is less than 0.5, an additional dwelling unit shall not be required or allowed.

Recent Development Projects Using $\frac{1}{2}$ Street ROW provisions

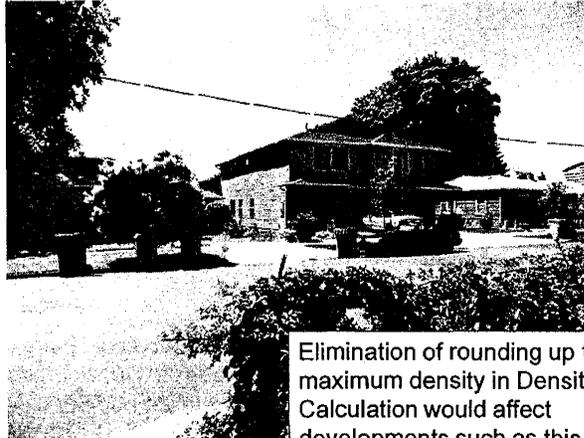


Elimination of $\frac{1}{2}$ street right-of-way bonus in Density Calculation would minimize number of Minor Replats and associated redevelopments that have occurred in recent years

Density Calculation Methodology: Testimony from Tony Howell Affecting Rounding Provisions

- a. Density, Gross - Number of dwelling units per gross area, in acres. See definition for Area, Gross. Additionally, in calculating gross density for a Minor Land Partition site, applicants may include in their calculation 50 percent of the area of any street rights-of-way that front the subject site, for the distance the streets front the subject site.
- b. Density, Net - Number of dwelling units per net area, in acres. See definition for Area, Net.
- c. Fractions - When the calculated gross or net density results in a number of sum of the dwelling units that includes is a fraction of a dwelling unit, and the fraction is equal to or greater than 0.5, an additional dwelling unit shall be required (minimum density) or allowed (maximum density). If the fraction is less than 0.5, an additional dwelling unit shall not be required (for minimum density) or allowed (for maximum density). Nothing in this section shall preclude the development of at least one dwelling unit on an existing lot meeting the minimum lot size for the zone and residential building type.

Recent Development Projects Using Rounding Provisions



Elimination of rounding up for maximum density in Density Calculation would affect developments such as this (one additional unit for each lot allowed per rounding provisions)

Density Rounding

- Elimination of rounding = lots smaller than max. density allows no longer permitted
 - Infill: suitable solution to address compatibility
 - Greenfield: unless varied through PD / LDO process, likely increase in cost of new housing due to higher land cost per unit (factor in increases for streets, open space and other necessary public infrastructure)

Density Rounding

- Without further analysis of implications of removing rounding provisions, possible downsides
- Comprehensive Plan policy concepts that support more compact development patterns
 - Efficient use of land
 - Energy efficiency
 - Housing affordability

Staff Alternative to Density Calculation

- New approach: Lot Area Minimums as determinant of density
 - Infill: “De facto” lot area min. per Table B
 - Greenfield: allow lots with size smaller than “de facto” stds. only through subdivision / major replat
 - Still ensure that overall density is within permitted range

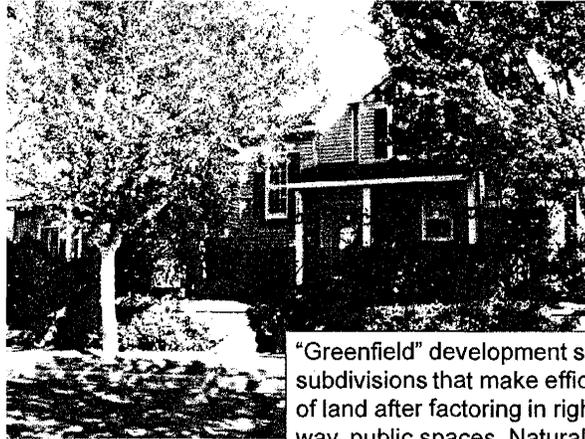
Minimum Lot Area Approach to Density

Residential Zones	LDC Minimum Lot Size Standards (in square feet)	Density Range Allowed Within the Zone	"De Facto" Minimum Lot Size if Density Rounding Were Eliminated (in sq. ft.)
RS-3.5	8,000	2 - 6	7,260
RS-5	6,000 (one unit)	3 - 6	7,260
	4,000 (mult. units)	3 - 6	7,260
RS-6	3,500 (one unit)	4 - 6	7,260
	2,500 (mult. units)	4 - 6	7,260
RS-9/RS-9(U)	3,500 (one unit)	6 - 12	3,630
	2,500 (mult. units)	6 - 12	3,630
RS-12/RS-12(U)	2,200/ any DU	12 - 20	2,178
RS-20	No. minimum size	> 20	none

Minimum Lot Area Approach to Density

- There can be significant difference between min. lot size and allowed density
 - (current std. of 2,500 sq. ft. vs. 7,260 "de facto" lot area std. for multiple unit in RS-6)
- Recent subdivision approvals in RS-6 Zone affected by min. lot size approach
 - Number of recently created lots fall below "de facto" min. lot size of 7,260 sq. ft.
 - eg. Grand Oaks, Cole's Crossing, Stoneybrook

**Areas Where Small Lot Sizes Yield
Compatible Development Patterns**



“Greenfield” development sites – subdivisions that make efficient use of land after factoring in rights-of-way, public spaces, Natural Features

**Areas Where Small Lot Sizes Yield
Compatible Development Patterns**

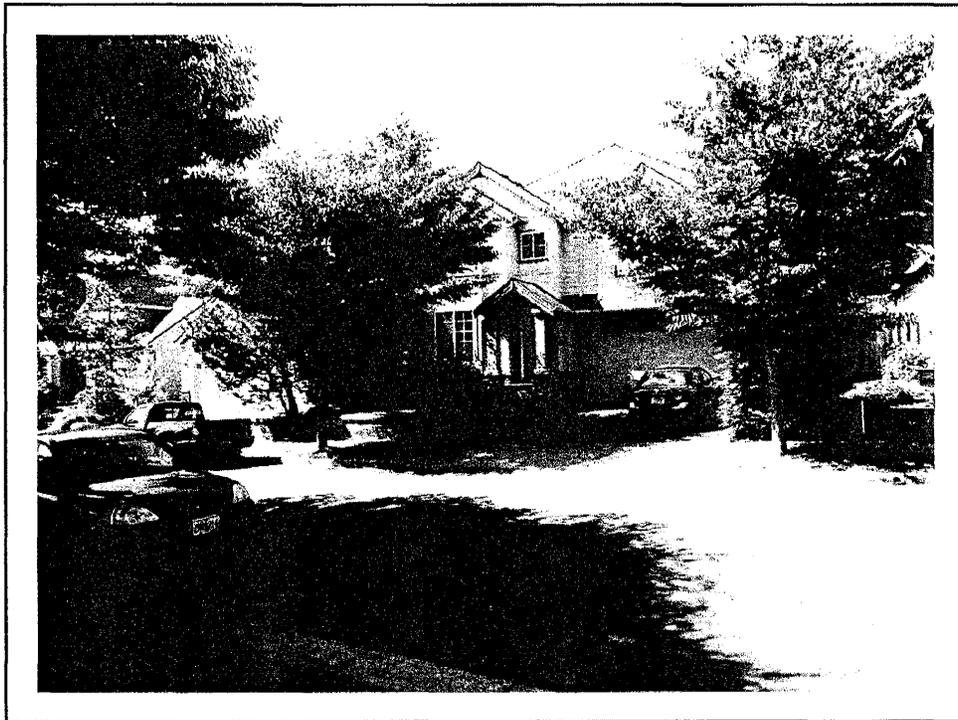


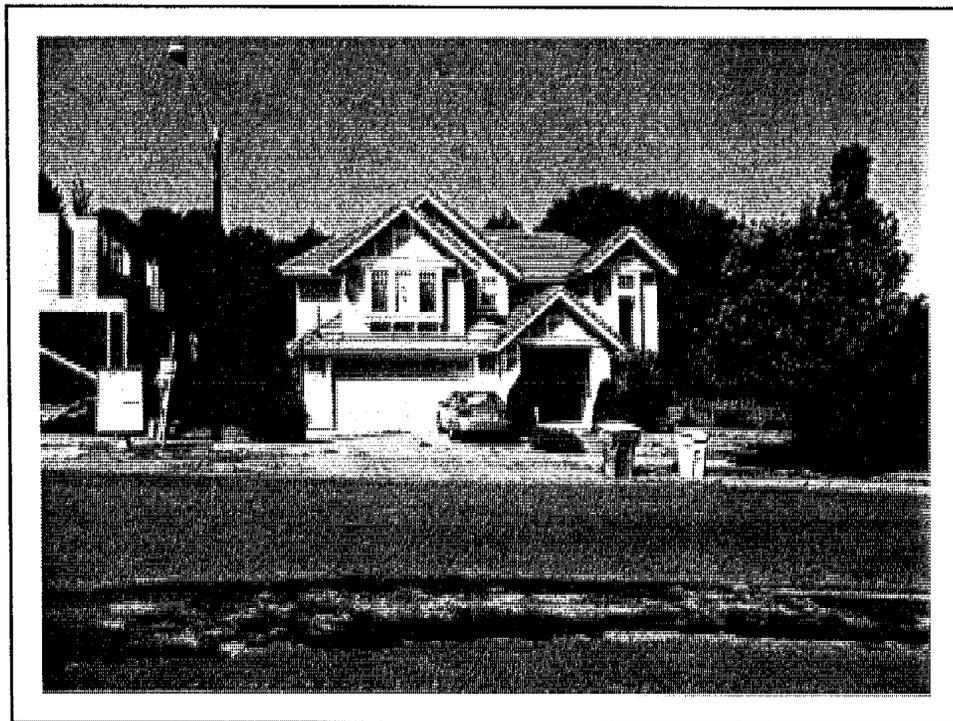
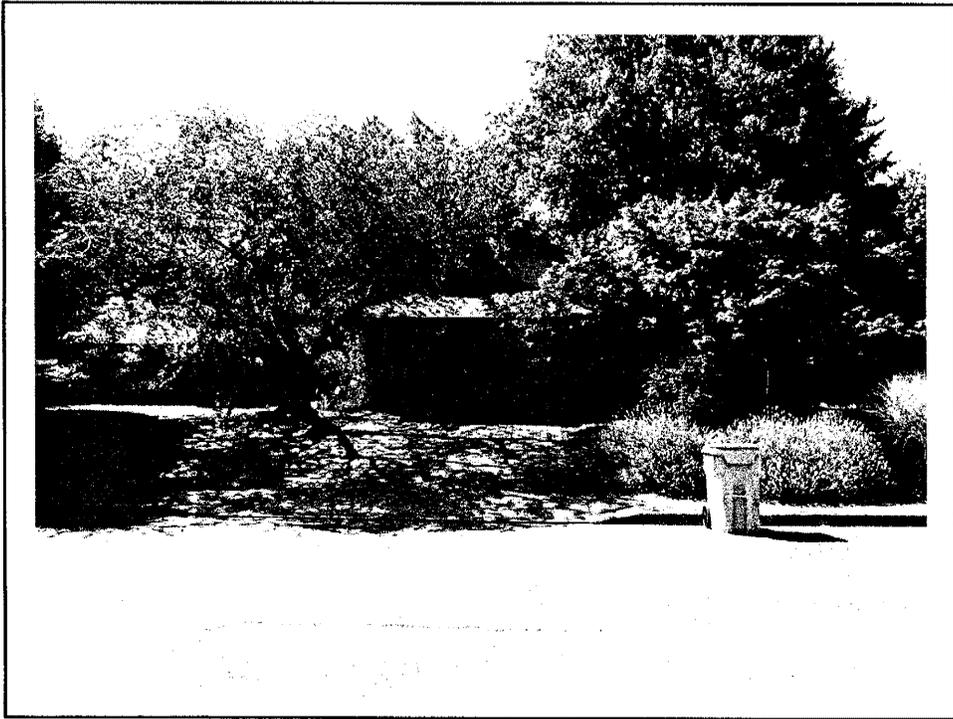
Identified Options

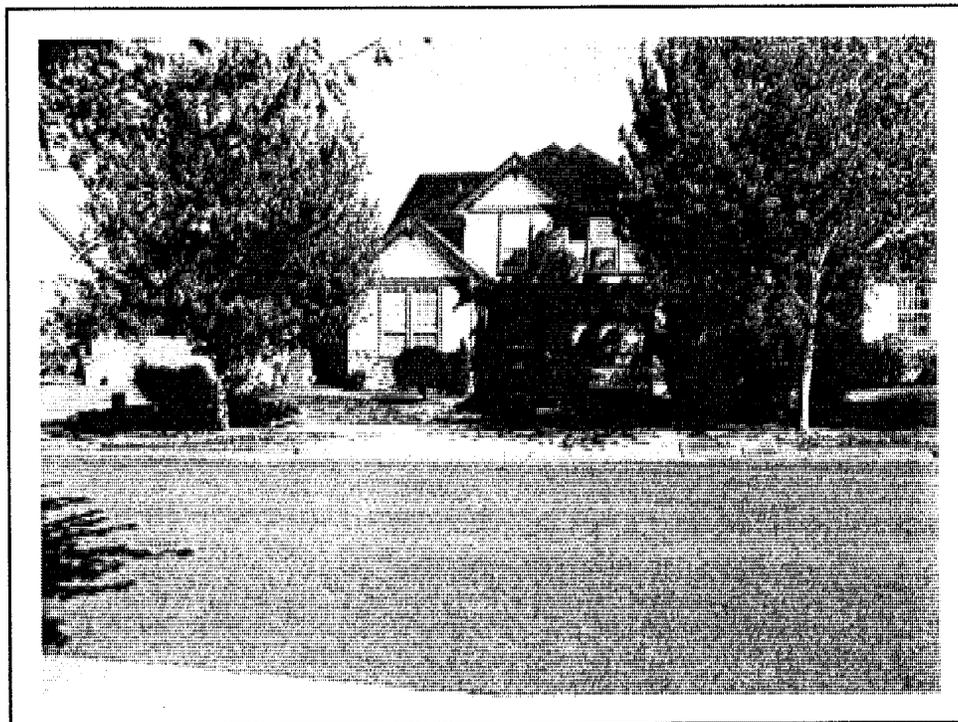
1. *Instruct staff to develop a new approach to density calculations, to be included in the Package #1 LDC Amendments, which will be considered by the City Council at an upcoming public hearing (yet to be scheduled).*
2. *Instruct staff to develop a new approach to density calculations as a "stand-alone" Land Development Code Amendment item, to be considered and adopted on a separate schedule from other code amendment packages.*
3. *Instruct staff to develop a new approach to density calculations to be considered concurrently with the Package #2 LDC Amendments, which are tentatively anticipated to be considered beginning in September of 2014. A separate land use case number, staff report, and process could be used to consider the revised density provisions separate from, but concurrent with, the Package #2 code amendments.*
4. *Instruct the Technical Advisory Team to develop a new approach to density calculations as part of their work on Package #2.*

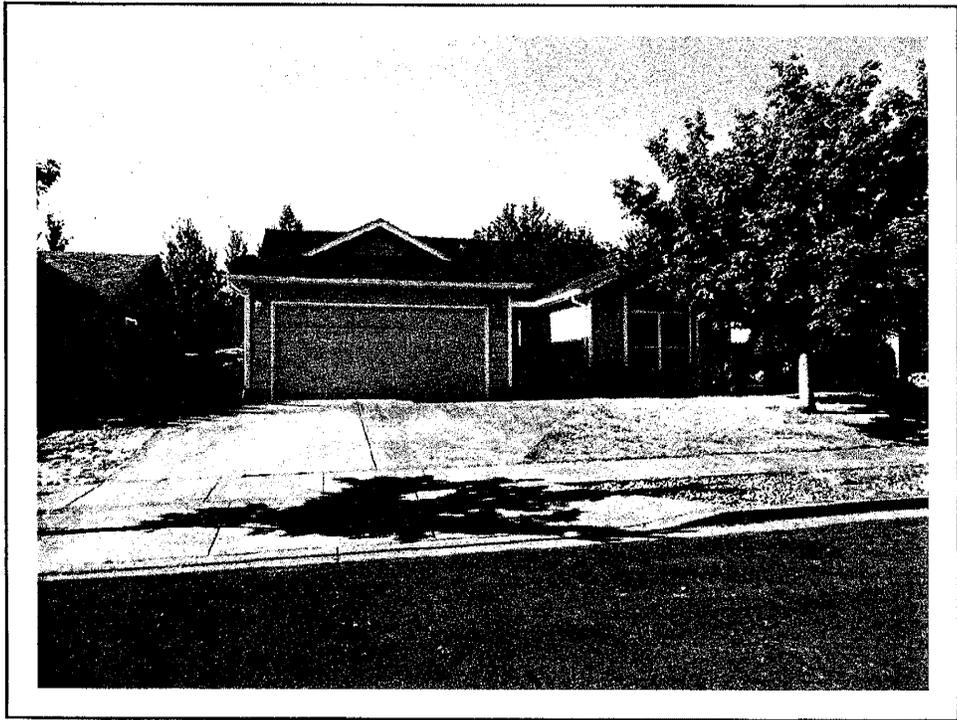
Note: Options 2 and 3 would include Planning Commission consultation prior to developing a LDC package.

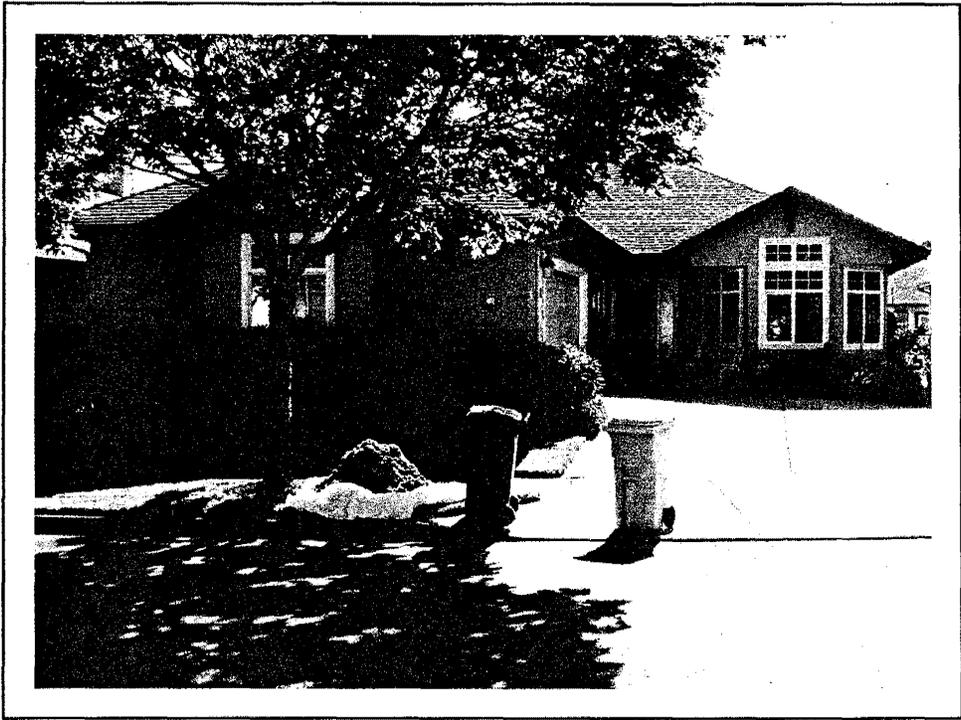
Greenfield development photos

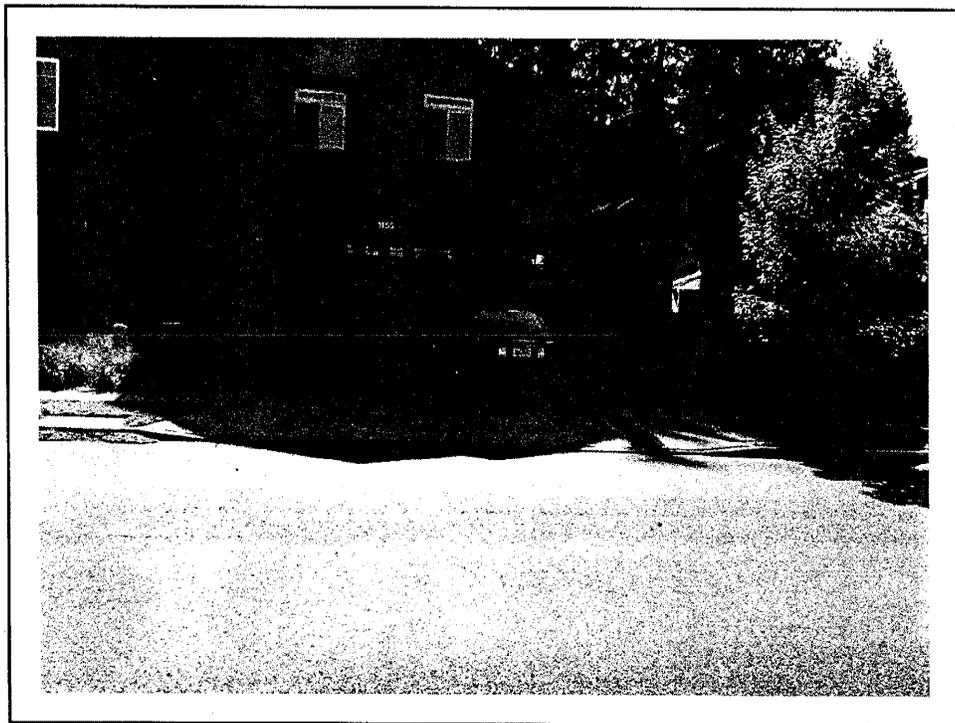
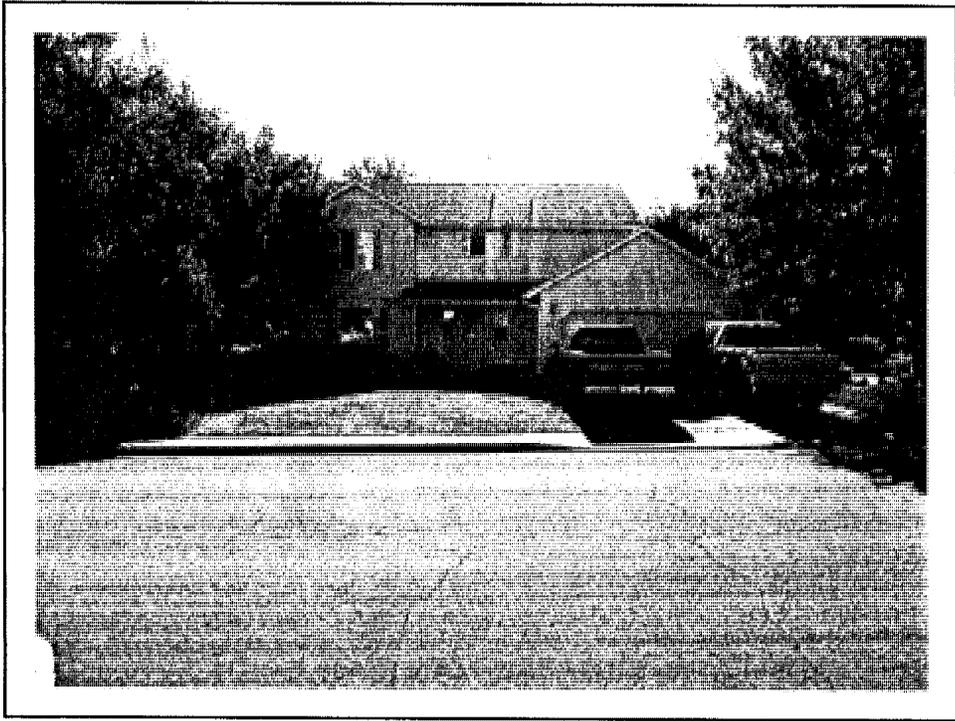


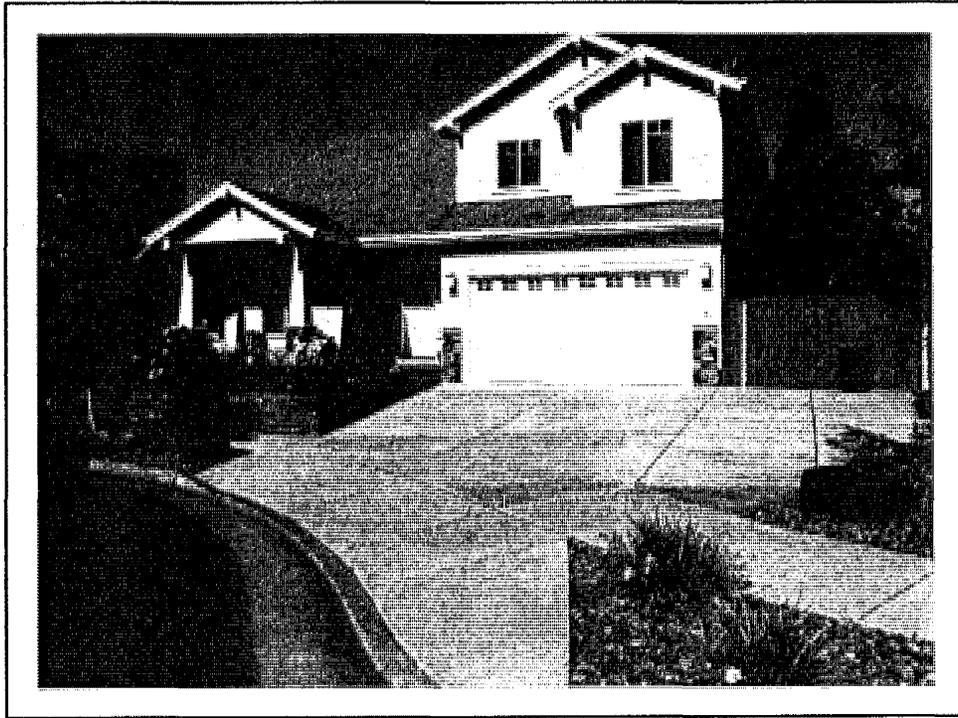






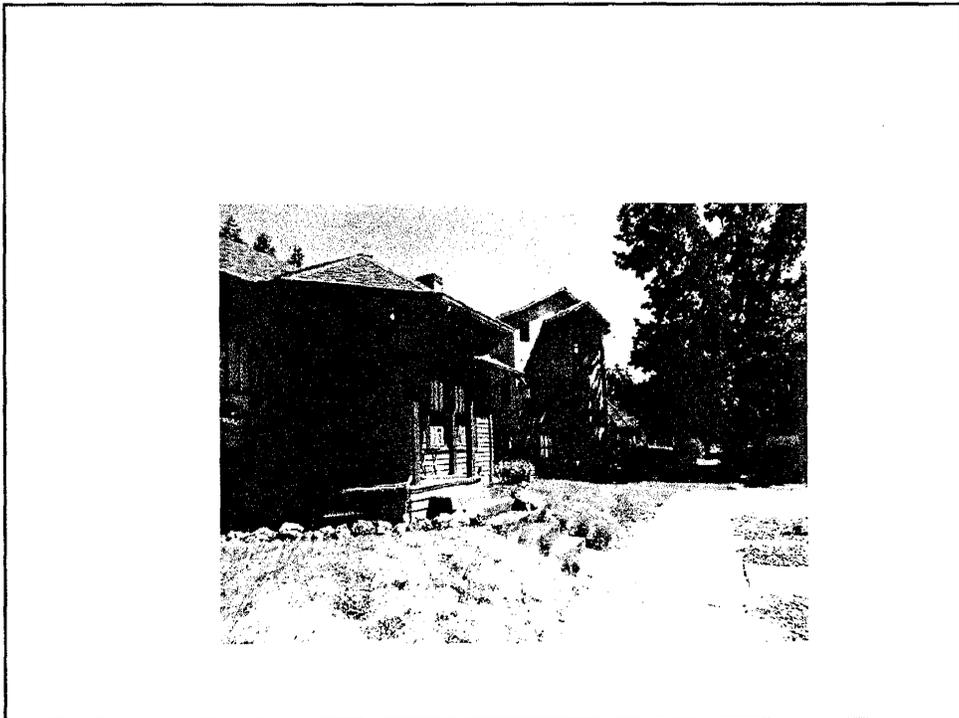
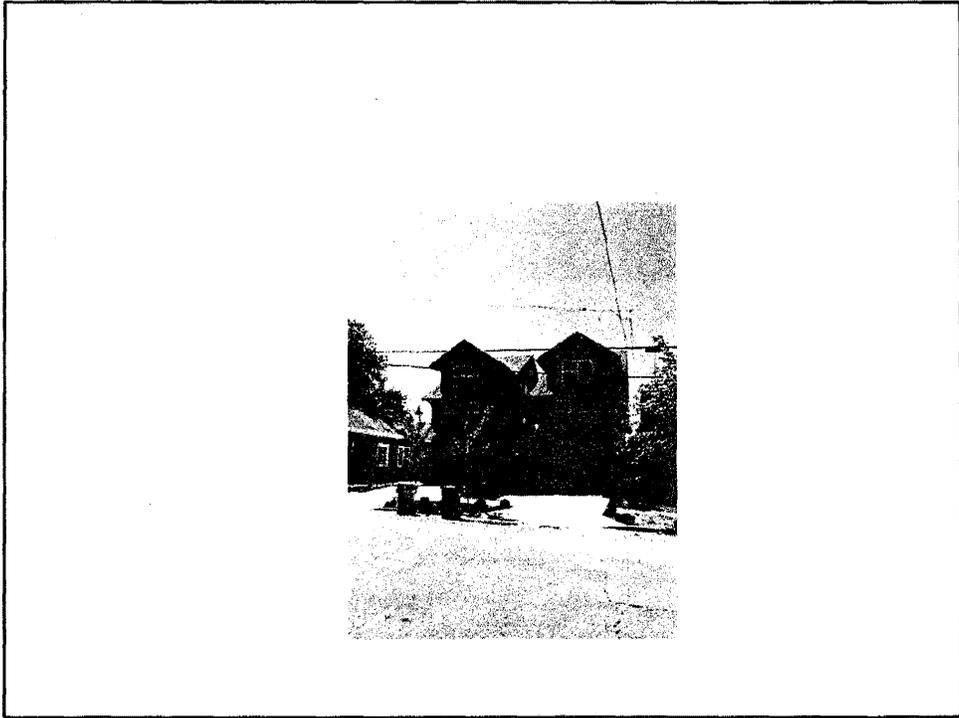


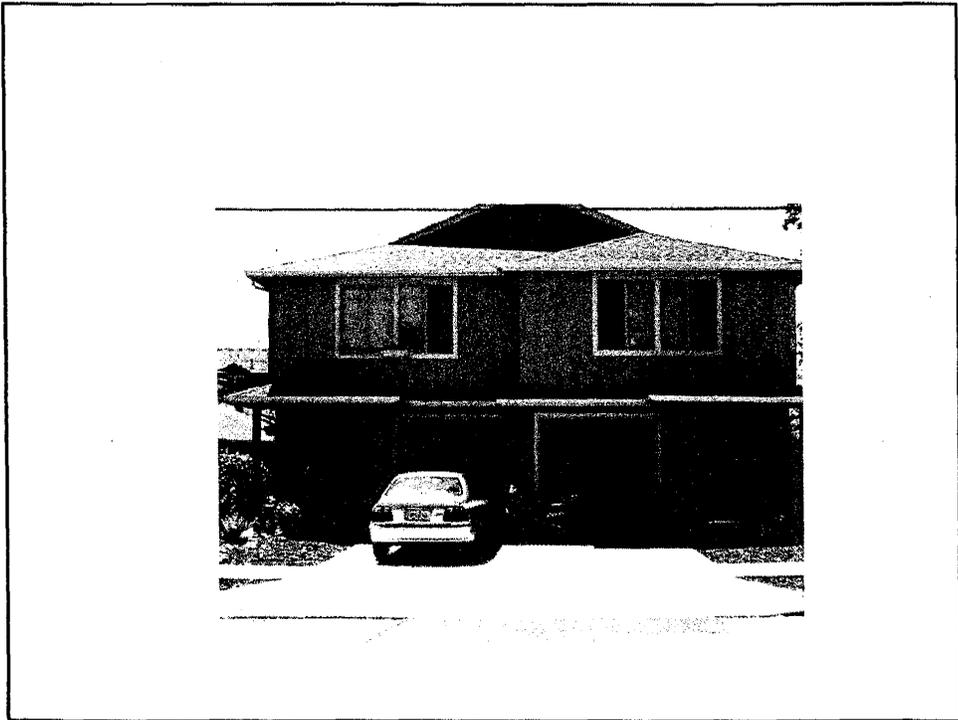
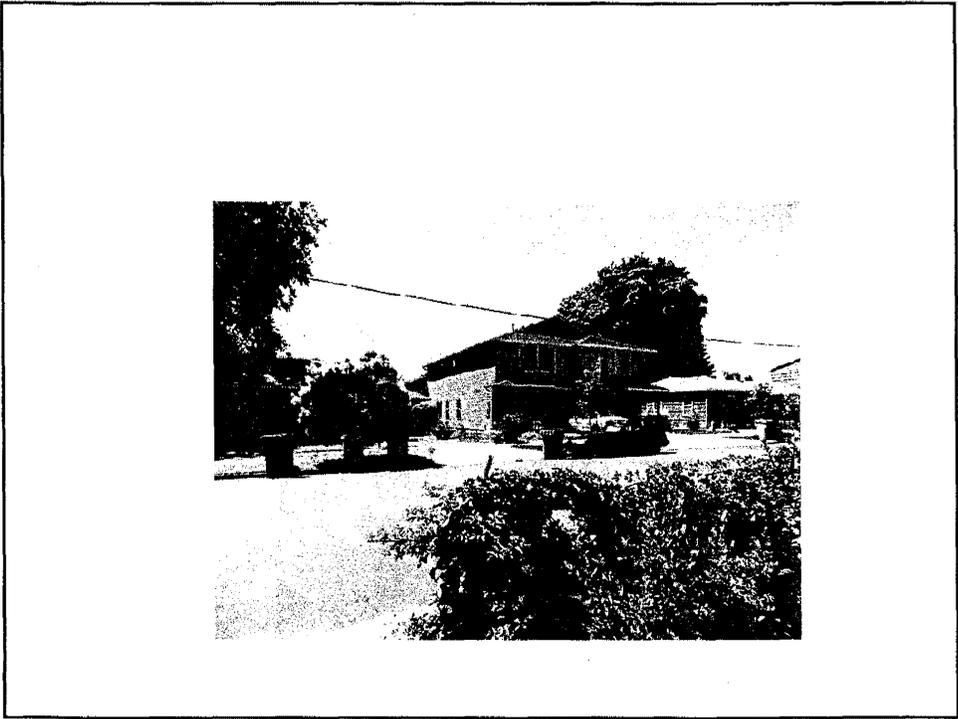




Infill development photos







**CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES**

July 21, 2014

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 6:00 pm on July 21, 2014, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Manning presiding.

I. ROLL CALL

PRESENT: Mayor Manning; Councilors Brauner, Brown, Hervey, Hirsch (arrived 6:05 pm), Hogg, Sorte, Traber, York

ABSENT: Councilor Beilstein (excused)

II. NEW BUSINESS

A. Council Discussion

Mayor Manning and Councilors reviewed the interview questions and determined the rotation for asking questions. Mayor Manning said ballots would be at Councilors' places at the July 21, 2014, regular Council meeting.

B. Historic Resources Commission Applicant Interview

Historic Resources Commission (HRC) applicant Peter Kelly was interviewed. Mayor Manning informed him that selection would occur at the July 21, 2014, regular Council meeting.

III. ADJOURNMENT

The meeting adjourned at 6:12 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

**AIRPORT COMMISSION
MINUTES
July 1, 2014
DRAFT**

Present

Rod Berklund, Chair
Lanny Zoeller, Vice-Chair
Todd Brown
Bill Dean
Bill Gleaves
Biff Traber, Council Liaison

Staff

Dan Mason, Public Works
Tom Nelson, Economic Development

Visitors

Jack Mykrantz
Ty Parson
Louise Parsons

Absent

Douglas Warrick

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Open Meeting/Introductions	X		
II. Review of June 3, 2014 Minutes			Approved
III. Visitor Comments	N/A		
IV. Old Business • Public Participation Task Force Discussion	X		
V. New Business • T. Gerding Lease Option Renewal • Elections			Recommended approval to USC Berklund re-elected Chair; Zoeller re-elected Vice Chair
VI. Information Sharing • Update on the Airport Industrial Park • Update on the Airport • Update on the City Council • Monthly Financial Report	X X X X		

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 June 3 minutes; Commissioner Brown seconded the motion and the minutes were approved unanimously.

III. Visitor Comments

None.

IV. Old Business

Public Participation Task Force Discussion

Chair Berklund reported that he attended the Economic Development Commission's most recent meeting. At that meeting, there was discussion of a joint meeting with the Airport Commission in August at the Airport Industrial Park. Vice Chair Zoeller volunteered to attend the August meeting and report back to the Airport Commission in September.

V. New Business

T. Gerding Lease Option Renewal

Mr. Mason presented the staff report for the T. Gerding lease option renewal. He stated that the option for an additional acre of land expires in August and T. Gerding wants to extend that option for another five years. **Commissioner Zoeller moved to recommend approval to the Urban Services Committee; Commissioner Dean seconded the motion, which passed unanimously.**

Mr. Mason reported that there are wetlands to the west of that option, which could create problems if T. Gerding decides to build a parking lot on that site. He stated that City staff will meet to determine if modifications need to be made to the Council Policy on Airport leases to provide guidance on determining lease lines. He will present a staff report to the Commission at the next meeting.

Elections

Commissioner Zoeller moved to keep the Commission leadership as it is. Commissioner Brown seconded and the Commission voted unanimously to keep Commissioner Berklund as Chair and Commissioner Zoeller as Vice-Chair.

In response to a question, Mr. Mason reported that two new members have been nominated to fill the two vacancies on the Commission: Rajeev Pandey and Brad Smith.

VI. Information Sharing

Update on the Airport Industrial Park

Mr. Nelson reported the following:

- Economic development staff has received two preliminary inquiries for information about lease rates that could be large building projects.
- Requests for already developed space, from 10,000 to 20,000 square feet, continue to come in, although is not available.
- The Oregon Business Plan Steering Committee and Business Oregon's Commission are doing regional visits/forums in July, August, and September. They will be in Corvallis August 18.

Update on the Airport

Mr. Mason reported the following:

- Benton County painted runway 9-27, but the numbers still need to be completed. The contractor repainted 17-35 last fall and still needs to repaint that runway due to the paint fading.
- Benton County graded and sprayed Lowe Street with lignite for dust abatement.
- The grass around the Airport has been windrowed for seed harvesting next week.
- The Engineering Division created an infrastructure plan from all of the different Master Plans and Development Plans to show the utilities and roadway infrastructure at the Airport and how future expansions might look.
- John Larson, chief instructor pilot from Corvallis Aero Service passed away in an airplane crash. Plans for a memorial service are pending.
- Staff is working on an FAA project to pave the access road so cargo trucks can access the apron without crossing the ramp. The grant for environmental work was recently approved.

Update on the City Council

Councilor Traber reported that the Council will be voting at their next meeting on the proposed hotel and parking garage on 1st Street downtown.

Monthly Financial Report

Mr. Mason reported that the City is saving money on the pavement maintenance program grant. The original grant was for \$320,000 with a 10% local match. The work was done for \$139,000 so approximately \$18,000 will not have to be used for the local match.

The meeting was adjourned at 8:00 a.m.

NEXT MEETING: August 5, 2014, 7:00 a.m., Madison Avenue Meeting Room

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

Attendance

Matt Sanchez, Chair
 Owen Dell, Vice Chair
 Angelica Rehkugler
 Becky Goslow
 Larry Passmore
 Ruby Moon
 Tim Brewer
 Joel Hirsch, City Council Liaison

Staff

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

Guests

Jennifer Killian
 Erik Burke

Absent/Excused

Norm Brown, OSU Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations
III.	Vegetation Presentation	Samples of plum trees and various stages of English Ivy.
IV.	Approval of June 12, 2014 Meeting Minutes	June 12, 2014 minutes approved as corrected.
V.	Visitors' Propositions	Information only.
VI.	Friends of Trees Presentation – Jennifer Killian	Information only.
VII.	Staff Reports- If Questions	Commissioners supported Hinkle's recommendation to approve a permit to remove a cedar and retain a Plane tree at 219 NW 7 th St.
VIII.	City Council / OSU Liaison Reports	Information only.
IX.	Education Outreach Subcommittee Update/Discussion - Bulb Sales	Information only.
X.	Beautification Awards Discussion	Information only.
X.	Adjourn and break out into subcommittees.	The next meeting will be held August 14, 2014 at 8:30 a.m., at the Avery Park Admin building conference room.

CONTENT OF DISCUSSION

I. CALL TO ORDER

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

II. INTRODUCTIONS.

III. VEGETATION PRESENTATION.

Larry Passmore displayed a sample of hybrid plums he found growing over a sidewalk. He noted that some trees sold as flowering plums in nurseries sometimes produce a lot of unwanted fruit that results in sludge on sidewalks; they often overbear.

He displayed a branch of the vegetative stage of English Ivy, showing the buds that will produce seeds that birds distribute to spread the invasive plant.

IV. APPROVAL OF JUNE 12, 2014 MEETING MINUTES

Ruby Moon noted that she was incorrectly listed as absent in the table. Angelica Rehkugler moved to approve the June 12, 2014 minutes as corrected; Larry Passmore seconded; motion passed.

V. VISITORS' PROPOSITIONS.

Matt Sanchez related that he talked to a representative of The Corvallis Advocate explaining why the Horse Chestnut should remain at the Dog Park. He said the writer then went on to interview several area vets, who confirmed that it was unlikely dogs would be poisoned by the tree, and the Advocate subsequently printed a retraction. The writer felt the City's warning sign regarding the tree in the dog park needlessly caused unfounded fears of dogs getting poisoned by the tree. Jude Geist reported the sign had been stolen and would be replaced.

VI. FRIENDS OF TREES PRESENTATION – JENNIFER KILLIAN.

Jennifer Killian distributed Friends of Trees (FOT) buttons and stickers, highlighting their new slogan, "Friends of Trees - Because a Tree is Kind of a Big Deal", and making a PowerPoint presentation. She highlighted the benefits of trees, including increasing home values up to 21% (compared to homes without trees), cooling homes in summer, improving air quality, lowering crime rates, providing privacy and muffling noise, and beautifying and unifying neighborhoods.

The mission of Friends of Trees is to bring people together to plant, care for, and learn about trees. Killian related that FOT is a 501c3 non-profit, with 6,800 volunteers, and had planted over 42,000 trees during 2013-2014 in the nearby areas that the group is active (Portland, Salem, Eugene, Springfield and Vancouver). It is 25 years old this year.

Programs include Neighborhood Trees, Green Space Initiative, Stewardship, Research, Volunteer, and Gift Trees. Funding comes from individuals, business sponsors, government contracts, and foundations.

She highlighted various Green Space plantings, including in partnership with ODOT. The 15-mile planting along the I-205 multi-use path from Marine Drive to Gladstone will take three years. The plantings promote watershed restoration through native plantings in natural areas and plantings in parks, roadsides, and open spaces.

In the Neighborhood Trees Program, homeowners and volunteers plant trees in planting strips and yards during annual neighborhood planting events. These are led by volunteer Neighborhood Coordinators and Crew Leaders.

She said that organizing and canvassing gets people interested in planting trees. The outreach includes flyers, articles and posters. Neighborhoods are divided into sections and neighbors help.

Volunteer roles include neighborhood coordinators to get people interested in planting trees in their neighborhood, and helping organize the planting staging area and a potluck. Crew leaders give planting demos and lead general volunteers. Summer inspectors go door to door, leaving door hangers on watering and care when necessary, leading to a 97% survival rate, much higher than the NeighborWoods Program in Eugene that doesn't follow through after planting; she said a 70% survival rate was more typical. Matt Sanchez noted he'd been a summer inspector in Portland. Killian said a number of homeowners planting trees went on to serve in volunteer roles.

She highlighted the website www.friendsoftree.org, where people can order trees. She said the group's site inspection helps ensure the right tree is planted in the right place. Eugene FOT Chapter Executive Director Erik Burke added that the group has redoubled its efforts in selecting trees that will be successful for their sites; it invites arborists and landscape architects to regularly give feedback on its planting lists. He said that yard trees represented about 10% of all sales, and no one is turned away. Trees are priced at \$25 this year in honor of FOT's 25th anniversary.

Goslow asked who pays for trees in ODOT right-of-way; Burke replied that FOT was working with the state legislature on that. Goslow asked about the process of working with ODOT; Burke replied it took many years in Portland. He said that Portland Metro and East Metro Water and Conservation District, through foundation grants, paid for the I-205 planting. Goslow asked how to water trees where there is no water; Burke replied that FOT used water trucks. He related that in Portland, 80% of funding came from municipal contracts, with the remainder coming from foundations, individuals and businesses, while in Eugene, about 80% of funding is from foundations; they are seeking closer to a 50:50 mix.

He stated that the group was in two states and twenty cities in Washington and Oregon. Killian added that a Salem chapter was just starting. There are 2.5 staff in Eugene and 20 in Portland. Liaison Hirsch asked whether groups deal with Parks and Recreation and Foresters. Burke replied that the Portland chapter mostly works with the Bureau of Environmental Services, under its contract. In Eugene, FOT contracts with Natural Resources, with Eugene's Urban Forester approving all right-of-way plantings.

Killian related that Planting Days start early, with trees arriving the day before; trees are unloaded at staging areas at 7 a.m. Trees are organized for planting teams, often within a painted parking space in a parking lot. Volunteers are supplied with tools, coffee and food (often donated). Trucks are loaded with trees, volunteers are given a quick orientation, thanked and given a tree planting demonstration by their crew leader. Each tree is watered with 10-15 gallons of water, and the event concludes with a potluck.

She said that generally over 90% trees survive the first summer, and any that die the first year are usually replaced by FOT. Part of volunteer roles are pruning the trees, doing summer inspections, and mulching. She said entire families, including kids, are encouraged to participate.

Moon noted that many people didn't understand that planting yard trees can make their homes more comfortable. She suggested partnering with Energy Trust; Burke replied the two groups were engaging.

Burke said FOT has a five-year contract with the City of Vancouver to plant 500 trees a year at \$150 a tree, and \$350 a tree contract in Portland (that included a lot of marketing and watering costs). A Lane Transit District contract is for 50 trees at \$470 a tree; FOT will water the trees and guarantee them for three years. He related that the International Society of Arboriculture (ISH) estimates that it should cost about \$480 to plant and establish a tree. The City of Portland charges \$1,000 to plant and establish a tree. FOT sometimes works with developers. The City of Eugene has a Developers program, and FOT may bid.

Passmore praised the presentation. Goslow asked how FOT could interface with the Corvallis Parks department. Hinkle replied that it could go through the Urban Forestry Program. He related that existing contractors charge \$20 for pruning. Goslow asked about the process of working with ODOT; Burke replied it took many years in Portland.

Hinkle noted that about \$10,000 in SIF funds are used on trees themselves, with planting mostly by staff and volunteers. We are currently limited to planting only about 100 trees, depending on adjacent homeowners' ability to water new trees. To expand to more trees, it could make sense to work with FOT. Goslow suggested there could be a window in working with ODOT. Hinkle said historically, ODOT has been a difficult organization to work with; ODOT does have a tree-planting program. Goslow offered to follow up with ODOT.

Passmore asked if there was money left from PP&L's fine for improper pruning; Geist replied his understanding was that the funds were used to help create the Street Tree Task Force that eventually became CBUF and help initially launch the Urban Forestry program. Now SIF funds help keep the Urban Forestry program going.

Moon said she was impressed with the community engagement aspect of FOT programs. Many organizations are interested in planting and growing trees, and there is a lot of potential in people working together and partnerships, including the Energy Trust. She highlighted the importance of planting street trees. Goslow agreed that an Energy Trust grant could be huge. Passmore said he and Kent Daniels planted trees 25 years ago in their neighborhood.

Rehkugler suggested following up the discussion at a future meeting, addressing the advantages and disadvantages of how the two programs operate; there was agreement to do so.

Hinkle noted that a number of trees planted this year died due to extreme cold. Killian emphasized the care that FOT takes on planting and establishment care.

VII. STAFF REPORTS – IF QUESTIONS

Geist reported an offer to an Urban Forester candidate was preliminarily accepted, with a target start date of August 16.

Hinkle asked for CBUF feedback on a tree situation at 219 NW 7th Street, with two trees planted only 12' apart- a Deodar cedar and a large Plane tree (Sycamore). Most right-of-way trees on that street are Plane Trees. He noted that cedars, or conifers, are not planted. The homeowner is proposing replacing the cedar with a dogwood. Hinkle stated that the cedar would eventually outgrow and overgrow the Plane tree, and not promote good structure of the Plane, and so advocated approving a permit to remove the cedar and retain the Plane tree. Members expressed support for Hinkle's recommendation.

Owen Dell suggested posting an information sheet explaining the removal of the tree; Hinkle replied that that was ordinarily done. The private removal would be posted ahead of time, including a Parks and Rec contact phone number. Dell asked if there was a net increase in the number of trees in the city; Geist replied that typically 100 trees are planted each year, with about 15 removed.

Goslow asked about the Garfield Elementary School tree-planting project, where five trees died on their property (not in the right-of-way). Hinkle said Urban Forestry had only played an advisory role, and will contact Dave Eckert. Goslow expressed interest in helping the planting be more successful; Hinkle noted there were no watering bags on the trees. Killian said that often, two five-gallon buckets are filled with water each week

during the summer on a newly planted tree. Passmore said you can drill small holes in a five-gallon bucket to get the same effect.

Hinkle related that Deb Curtis passed on the names of three homeowners expressing interest in having tree tags for the September garden tour.

Rehkugler asked if arrangements had been made to have PP&L's Josh Hooley make a presentation, noting it has been awhile since a presentation was made; Hinkle will arrange it.

VIII. CITY COUNCIL / OSU LIAISON REPORTS.

Liaison Hirsch said some citizens, including "fundaleftemists" were raising concerns about the City's possible sale of Washington Park to LBCC and praised Recorder Mark Lindgren's PNARB minutes on the issue. He said the sale could be an overall positive benefit to the city. He said there was adjacent open space property that could be considered; Moon replied that it was zoned RS9 and may contain toxics. She said that we need to look at the big picture, given that LBCC must grow, noting that many students refuse to take transit to the college.

Rehkugler asked about the parking district, saying it appeared an initiative effort had gotten enough signatures; Hirsch noted that it still must be determined whether there are enough valid signatures. He outlined the long, extensive public process for developing the parking district plan, saying that the Council was open to hearing alternative ideas for the plan. Rehkugler said it didn't seem fair to charge residents to park in front of their own houses. Moon said that OSU employees park in front of houses in neighborhoods surrounding OSU all day; students don't want to pay for parking, either. Hirsch encouraged citizens to contact their Councilor with concerns or ideas. Goslow noted that busses don't run early enough for some commuters.

IX. EDUCATION OUTREACH SUB-COMMITTEE UPDATE/DISCUSSION

Bulb Sales Update.

Ruby Moon related she'd extended the date for bulb sales to July 15. Rehkugler said she needed paper fliers to distribute; Moon will email the flier to her to print. She said there had been \$300 in sales so far. Rehkugler asked if donations could be part of the program; Moon replied that there can be a check off, working with Master Gardener. Moon said she'd pay for additional bulbs to sell at Fall Festival.

Rehkugler encouraged the bulb sales program to set up an email through the "Friends of Corvallis Parks and Rec" group for next year. Dell suggested proceeds be used to fund bulb sales next year. Moon explained the Friends were handling funds administration for the program, and will act as a pass-through on funds, with a small charge for administration. Rehkugler suggested having a discussion with the group to further iron out issues. Moon said that since the endowment wasn't currently growing substantial amounts of interest, the point was to have funds available through the Friends group.

Rehkugler asked for a CBUF discussion on the endowment, and to have procedures presented clearly to the commission. Geist said he would bring a report on endowment finances. He said the endowment can receive funds. Funds from Friends could go into the endowment, and could be used for grants, if desired. Geist said grant procedures were clear. He said if some funds were retained at the Friends group, then that could be used to purchase bulbs for sale next year; it just has to be worked out.

Rehkugler asked about elections. Geist said one of the two vacancies should be filled at the next meeting. Applications are available online. She suggested holding elections in September; there was consensus. Geist said the commission had decided on policy to replace a vacant chair position with the vice chair; Rehkugler clarified that her understanding was that it didn't mean a chair must be replaced, but that chairs would have a chance to grow into the job if they choose to do so.

X. BEAUTIFICATION AWARDS DISCUSSION.

Chair Matt Sanchez said he signed Beautification Award certificates this morning. Liaison Hirsch submitted two nominations to add to the list. Arrangements were made for CBUF members to drop off signs. Goslow advised that if no one is home at an award recipient's residence, she simply leaves the sign between the door and the storm door.

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

**DOWNTOWN PARKING COMMITTEE
MINUTES
June 3, 2014
DRAFT**

Present

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

Staff

Lisa Scherf, Public Works

Visitors

Csilla Andor
John Atkinson
Ted Langton
Sharon Forster-Blouin

Absent

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions			N/A
II. Review of May 6, 2014 Minutes			Approved
III. Visitor Comments			N/A
IV. Old Business <ul style="list-style-type: none"> • Request for 2-hour Limit on NW 4th Street 			Recommending 6 spaces on 4 th Street and 2 on Fillmore Avenue
V. New Business <ul style="list-style-type: none"> • None 			N/A
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 May 6, 2014 minutes. Committee Member Uerlings seconded the motion and the minutes were approved unanimously.

III. Visitor Comments

None.

IV. Old Business

Request for 2-hour Limit on NW 4th Street

Chair Upton provided an overview of the request for parking restrictions on 4th Street between Tyler and Fillmore Avenues. Ms. Scherf summarized the staff report and recommendations, which are to:

- Establish one two-hour signed space on the south side of Fillmore Avenue west of 4th Street.
- Establish two two-hour signed spaces on 4th Street just south of Fillmore Avenue.
- Establish two two-hour spaces on 4th Street, near the south end of the study area.
- Re-establish unrestricted parking in three spaces on the east side of 4th Street, just south of the driveway to Integrity Floors, which were inadvertently included in the No Parking This Side of Street restriction that was established a number of years ago for the two spaces on the north side of the driveway.

Visitor John Atkinson stated that the change in parking demand occurred with the change in ownership of the car dealerships. In response to a question, he opined that he believed the addition of the 2-hour spaces would help, though he'd like to see more than the one space recommended for Fillmore Avenue. This sentiment was echoed by visitor Csilla Andor. Visitor Ted Langton expressed concern over safety regarding restoring the three spaces on the east side of 4th Street. Visitor Sharon Forster-Blouin expressed concern that there will be parking pressure from the Corvalla Apartments when the remodeling is complete and they are fully occupied. In response to a question from a visitor, Chair Upton explained the Traffic Order process that implements changes like this.

After discussion amongst the Committee and guests, **Chair Upton made a motion to accept staff's recommendation, with the addition of a second 2-hour space on the north side of Fillmore Avenue just west of 4th Street and two more on 4th Street, approximately mid-block. Committee Member Heuchert seconded the motion, which passed unanimously.**

V. New Business

None.

VI. Information Sharing

Chair Upton reported that the City Council is discussing a project to jointly fund, with public and private monies, a parking structure with a hotel being developed downtown. He noted that this has been a contentious issue, particularly regarding public involvement. He strongly recommended to the Council that they bring the issue to the Downtown Parking Committee, noting that the proposed location is not one with parking needs and that it would not be free parking.

Committee Member Heuchert reported that the hanging planter baskets hung around downtown during the summer block much of the signage in the downtown area, which could cause frustrations with visitors who may not know about parking restrictions.

Ms. Scherf reported on a reorganization of the Public Works Department, which involves the Transportation Division being combined with the Engineering Division. She noted that one of her staff members will be taking on more parking issues, including the pending issues that the Committee has on hold.

VII. Committee Requests and Reports

None.

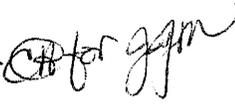
VIII. Pending Items

None.

The meeting was adjourned at 5:10 p.m.

NEXT MEETING: August 5, 2014, 4:00 p.m., Downtown Fire Station #1

MEMORANDUM

To: City Council Members
From: Julie Jones Manning, Mayor 
Date: July 31, 2014
Subject: Appointments to Advisory Boards, Commissions, and Committees

I am appointing the following persons to the advisory boards, commissions, and committees indicated for the term of office stated:

Citizens Advisory Commission on Civic Beautification and Urban Forestry

Jennifer Killian
Term expires June 30, 2015

As an employee of Friends of Trees in Eugene, Jennifer made a presentation to the Commission. She would enjoy an opportunity to serve on the Commission and contribute to the community.

Downtown Commission Parking Committee

Joseph Elwood
Term expires June 30, 2015

Joseph will serve as the Downtown Commission's liaison to the Commission's Parking Committee.

I will ask for confirmation of these appointments at our next Council meeting, August 18, 2014.

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor



Date: July 30, 2014

Subject: Confirmation of Appointments to Advisory Boards, Commissions, and Committees

At our last regular meeting, I appointed the following persons to the advisory boards, commissions, and committees indicated for the terms of office stated:

Board of Appeals

John D. Faulconer
Term expires June 30, 2017

Citizens Advisory Commission on Civic Beautification and Urban Forestry

Christine Hackenbruck
Term expires June 30, 2017

Commission for Martin Luther King, Jr.

Jennifer Almquist
Term expires June 30, 2017

Parks, Natural Areas, and Recreation Board

Simone Frei
Term expires June 30, 2015

I ask that you confirm this appointment at our next Council meeting, August 4, 2014.

MEMORANDUM

To: Mayor and City Council

From: Mary Steckel, Public Works Director 

Date: July 22, 2014

Subject: Public Right-of-Way Permit Request at 105 SW 2nd Street (Julian Apts.)

Issue

Walsh Construction has requested the use of the public right-of-way (ROW) adjacent to the Julian Apartments building at 105 SW 2nd Street, for various time periods in excess of the authority granted to the City Manager in Corvallis Municipal Code (CMC).

Background

Walsh Construction has applied for a building permit from Community Development, Development Services to conduct an extensive renovation of the interior and exterior of the Julian Apartments. They are requesting use of the public ROW adjacent to the building for varying time periods from August 1, 2014 to February 1, 2015. The request involves occupying various parking spaces and adjacent sidewalks (Attachment A, Julian Apartments ROW Application) along the 2nd Street and NW Monroe sides of the building. They are also requesting intermittent use of the alleyway adjacent to the building for temporary loading and unloading during the project.

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

Discussion

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

During the pre-application meeting by Development Services, it was determined that these areas in the public ROW would be needed for the safe and efficient execution of the project. Public Works staff spoke to Walsh Construction staff on the phone and also met with the Project Superintendent to discuss the request for use of the public ROW. As a result of these discussions, staff has developed conditions of approval that the contractor has indicated will allow their work to proceed in a manner satisfactory to them. These conditions are attached to the permit (Attachment B). Generally, the Project Manager and Superintendent committed to minimizing the closure of sidewalk and parking areas where possible, while still allowing work to occur in a safe manner.

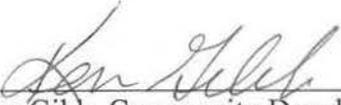
A ROW permit to the Corvallis Albany Farmer's Market (CAFM) is currently in effect for a portion of the area requested (SW Monroe Avenue between 1st and 2nd Streets). Public Works Staff contacted the Director of the CAFM to discuss the potential conflict. She has been in discussions with Walsh Construction and they will be able to coordinate use of SW Monroe Avenue during conflicting periods to meet their individual needs.

The two businesses currently occupying the first floor of the Julian Apartments building were contacted and advised of the project. Access to the businesses will be maintained at all times.

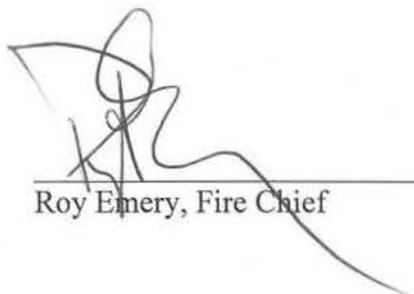
Recommendation:

That the City Council authorize staff to issue a long term right-of-way permit to allow said closures to the public right-of-way and use by Walsh Construction of the parking, sidewalk and alleyway adjacent to 105 SW 2nd Street from August 1, 2014 until February 1, 2015, as per the schedule submitted by the Project Manager and with the Conditions of Approval included with the permit.

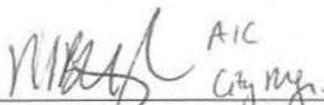
Review and concur:



Ken Gibb, Community Development Director



Roy Emery, Fire Chief



James A. Patterson, City Manager

Attachment A - Julian Apartments ROW Permit Application
Attachment B - ROW Permit with Conditions of Approval



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

PUBLIC RIGHT-OF-WAY PERMIT APPLICATION

Date: 5/16/14 Associated permit: _____ ROW _____ - _____

Name: WALSH CONSTRUCTION CO. AARON ELLIOTT - PM
LANE LEHRKE - SUPT Phone #: 503-222-4375

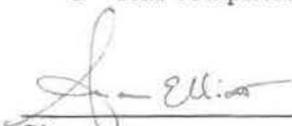
Address: 2905 SW 1ST AVE. PORTLAND, OR 97201 (WALSH ADDRESS)
105 SW 2ND ST. CORVALLIS, OR 93333 (JULIAN APARTMENTS - PROJECT ADDRESS)

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

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

SEE NOTES ON NARRATIVE

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



Signature



WALSH
Construction Co./OR

5/16/2014

PUBLIC RIGHT-OF-WAY PERMIT APPLICATION NARRATIVE

The Julian Apartments will have several exterior improvements done from August through January including:

- Tree trimming
- Reroofing
- ROW concrete replacement
- Exterior masonry cleaning and restoration
- Exterior prep/painting at storefront, canopy, cornice and painted brick surfaces
- Install of a new awning on the North elevation
- Canopy structural upgrades at West elevation

In addition to the exterior improvements, portions of the interior will be demolished and we will periodically stocking the building with new flooring, cabinets, countertops, paint, light fixtures, etc.

Attached are 3 plans that will be used throughout the duration of the different scopes of work.

Additional narrative described below:

- Is there any way to do this without occupying the public right-of-way?
 - No, the work described in the site plans all occur in the right-of-way. Interior work must also have space for dumpsters and removal/loading.
- Have the adjacent neighbors and businesses been notified and accommodated?
 - Yes, notice was just sent to nearby neighbors and business. Notifications will be posted throughout construction and communication with current tenants and neighbors will occur as work will progress.
- Has accessible parking and access been accounted for and accommodated?
 - There is currently no accessible parking in the site plan. A sign will be posted for accessible ramp access to the tenant space. A discussion regarding the plans throughout construction will be discussed with tenant.
- Has garbage, mail, and delivery service schedules been accounted for?
 - These should not be affected.

THE WALSH GROUP (www.walshconstructionco.com):

Walsh Construction Co. 2905 SW First Avenue • Portland, OR 97201 • (503) 222-4375 • Fax: (503) 274-7676 • ORCCB147267
Walsh Construction Co./Washington 509 Fairview Avenue N • Seattle, WA 98109 • (206) 547-4008 • Fax: (206) 547-3804 • WALSHCC990D1



WALSH
Construction Co./OR

- Have bus schedules (City and school) been considered and accommodated?
 - These should not be affected.

- Has pedestrian, bicycle, and vehicular safety been accounted for?
 - Yes, proper signage will be in place to deter pedestrians and bicycles. Vehicular safety will be addressed by flaggers as required. Most work will occur within fence lines.

THE WALSH GROUP (www.walshconstructionco.com):

Walsh Construction Co. 2905 SW First Avenue • Portland, OR 97201 • (503) 222-4375 • Fax: (503) 274-7676 • ORCCB147267
Walsh Construction Co./Washington 509 Fairview Avenue N • Seattle, WA 98109 • (206) 547-4008 • Fax: (206) 547-3804 • WALSHCC990D1

PRELIMINARY
NOT FOR
CONSTRUCTION

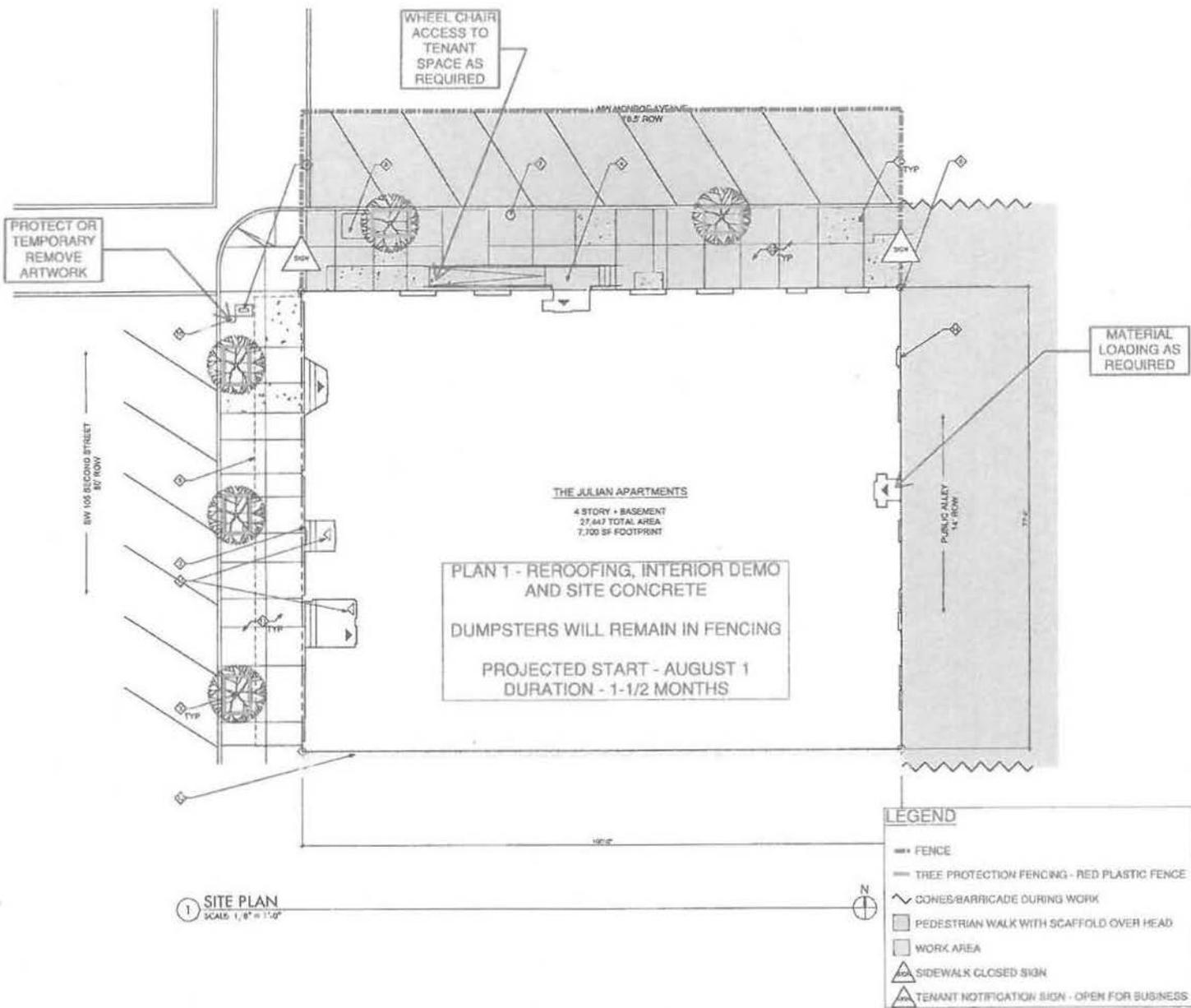
CARLETON HART ARCHITECTURE
333 NW 8TH AVENUE SUITE 1000, CORVALLIS, OR 97330
T 503.325.2221 | F 503.325.2221 | www.carletonhart.com

THE JULIAN APARTMENTS
Northwest Housing Alternatives
105 SW SECOND STREET, CORVALLIS, OREGON
30% CONSTRUCTION DOCUMENT SET

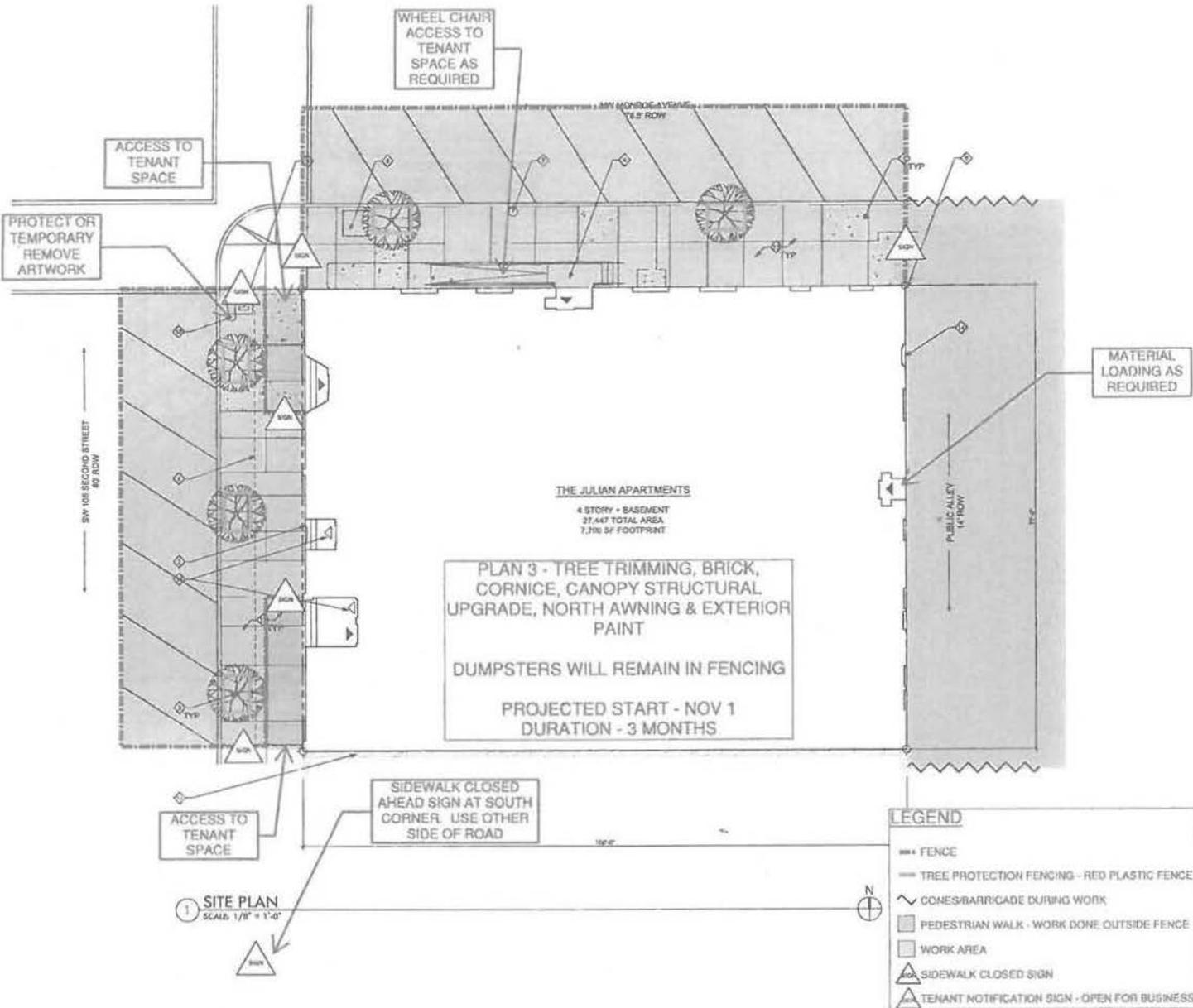
SITE PLAN
PROPOSED
PROJ NO.
21211
04.02.14

A1.01

GENERAL NOTES	
A.	ALL EXISTING CONDITIONS AND DIMENSIONS TO BE FIELD VERIFIED. VERIFY ALIGNMENT OF ANY STRUCTURES.
B.	REPAIR OR REPLACE CONCRETE DAMAGED DURING CONSTRUCTION.
C.	CONTRACTOR TO OBTAIN APPROPRIATE PERMITS FOR WORK IN THE AOW.
D.	PROVIDE SUPPORT BELOW HOLLOW SIDEWALKS WORK AFFECTING ADJACENT BUILDING. THE MAJESTIC THEATER MUST BE PROTECTED IN ACCORDANCE WITH THE PARTY WALL AGREEMENT.
KEYNOTES	
◆	REPLACE PLAN IC ROW CONCRETE AS INDICATED
◆	PATCH CHIPPED CONCRETE STEPS
◆	EXIST STREET TRIPS TO REMAIN, ANGLE FOR BEST ELEVATION VIEW
◆	EXIST CONCRETE RAMP & STEPS, REPAIR RAMP CURB REPLACE RAILINGS TO CONFORM TO ADA 2010 STANDARDS
◆	LINE OF EXIST CANOPY, SEE KEYNOTES 15 & 16
◆	CONNECT EXIST DR-DRAINOUT TO DRAINAGE SYSTEM
◆	EXIST STREET LIGHT
◆	EXIST FIRE SPRINKLER VALVE
◆	EXIST WATER METER
◆	EXIST SCULPTURE
◆	PROPOSED EMERGENCY EXIT
◆	ADJACENT BUILDING PARTY WALL
◆	EXIST SIDEWALK TO REMAIN
◆	PROPERTY LINE 15'4"
◆	3' ONE-FRONT BASE SCOPE
◆	REPAIR & REINFORCE CANOPY AS NOTED, REPAIR & REFINISH THAMON S&D ECL, REPAIR & REFINISH STOREFRONT STRUCTURAL ELEMENTS, REPAIR & REFINISH WOOD PANELS BELOW STOREFRONT
◆	ALL REMAINS AS SHOWN
◆	REMOVE EXIST CANOPY & ATTACHMENTS, REPAIR SICK, REPLACE TRIM UNDER EXIST TRAMP, IN WINDOW, ADD TRIM SUPPORT STRUCTURE & FINISH TRIMMING, REPAIR & REFINISH TRAMP, SCHEDULE REPAIR & REFINISH REPAIRING WOOD STOREFRONT ELEMENTS AS NOTED
LEGEND	
—	FENCE
—	TREE PROTECTION FENCING - RED PLASTIC FENCE
~	CONES-BARRICADE DURING WORK
—	PEDESTRIAN WALK WITH SCAFFOLD OVER HEAD
□	WORK AREA
▲	SIDEWALK CLOSED SIGN
▲	TENANT NOTIFICATION SIGN - OPEN FOR BUSINESS
LEGEND	
▲	BUILDING ENTRY RIGHTS
▲	BUILDING EXIT - EGRESS ONLY
□	CONCRETE TO BE REPLACED



1 SITE PLAN
SCALE 1/8" = 1'-0"



GENERAL NOTES	
A.	ALL EXISTING CONDITIONS AND DIMENSIONS TO BE FIELD VERIFIED. NOTIFY ARCHITECT OF ANY DISCREPANCIES.
B.	REPAIR OR REPLACE CONCRETE DAMAGED DURING CONSTRUCTION.
C.	CONTRACTOR TO OBTAIN APPROPRIATE PERMITS FOR WORK IN THE ROW.
D.	PROVIDE SUPPORT BELOW HOLLOW BEAMS/SLABS WHERE IMPACTING ADJACENT BUILDING. THE MAJESTIC TOWER MUST BE REINFORCED IN ACCORDANCE WITH THE PARTY WALL AGREEMENT.
KEYNOTES	
◇	REPLACE PUBLIC ROW CONCRETE AS INDICATED
◇	PATCH CHIPPED CONCRETE SETS
◇	EXIST STREET TREES TO REMAIN. PRUNE FOR BEST SEASONAL FORM.
◇	EXIST CONCRETE CURB & STEPS. REPAIR CURB END. SET/UP RELANDS TO CONFORM TO ADA 2010 STANDARDS.
◇	LINE OF EXIST CANOPY - SEE REVISIONS 18 & 19
◇	CONNECT EXIST DOWNSPOUT TO STORMWATER SYSTEM
◇	EXIST 2' WY LIGHT
◇	EXIST FIRE SPRINKLER VALVE
◇	EXIST ARTEN METERS
◇	EXIST SCL/P/FRAME
◇	PROPOSED EMERGENCY EXIT
◇	ADJACENT BUILDING PARTY WALL
◇	EXIST SIDEWALK TO REMAIN
◇	PROPERTY LINE TYP
◇	STOREFRONT RAKE SCOPE: REPAIR & REPAINT CANOPY AS NEEDED. REPAIR & REPAINT TRANSOM BLINDS. REPAIR & REPAINT STOREFRONT STRUCTURAL ELEMENTS. REPAIR & REPAIR WOOD PANELS BELOW STOREFRONT.
◇	ALTERMENTS TO: REPAIR EXIST CANOPY & ATTACHMENTS. REPAIR BRICK. REPLACE BEAM UNDERNEATH TRANSOM WINDOWS. USE ANCHORS SUPPORT STRUCTURE & FLOOR. BRACKS. REPAIR & REPAINT TRANSOM BRACKETS. REPAIR & REPAINT REMAINING RAKE STOREFRONT ELEMENTS AS NEEDED.
LEGEND	
GENERAL NOTES	
KEYNOTES	
LEGEND	

PRELIMINARY NOT FOR CONSTRUCTION

CARLETON HART ARCHITECTURE
311 N. W. 10TH AVE. SUITE 100
CORVALLIS, OR 97331
503.842.3263 | 503.842.3261 | CHART@CARLETONHART.COM

THE JULIAN APARTMENTS
Northwest Housing Alternatives
105 SW SECOND STREET, CORVALLIS, OREGON
30% CONSTRUCTION DOCUMENT SET

SITE PLAN PROPOSAL
PROJ. NO. 21211
04.02.14

A1.01

City of Corvallis

Tree Protection Fencing Guidelines

The intent of this information sheet is to provide general guidance. For specific questions concerning 2006 LDC 4.12.60 (f) please contact Development Services

Under the 2006 LDC code, there are several classifications of "significant vegetation": mapped, historic, mapped hazard, trunk size greater than 8 inches, etc. To determine if vegetation protection is required use the "PROPERTY / SITE REVIEW: Significant Vegetation Protection Determination" FLOW-CHART (Appendix A). If protection is required, the following guidelines should be used:

TREE PROTECTION FENCING

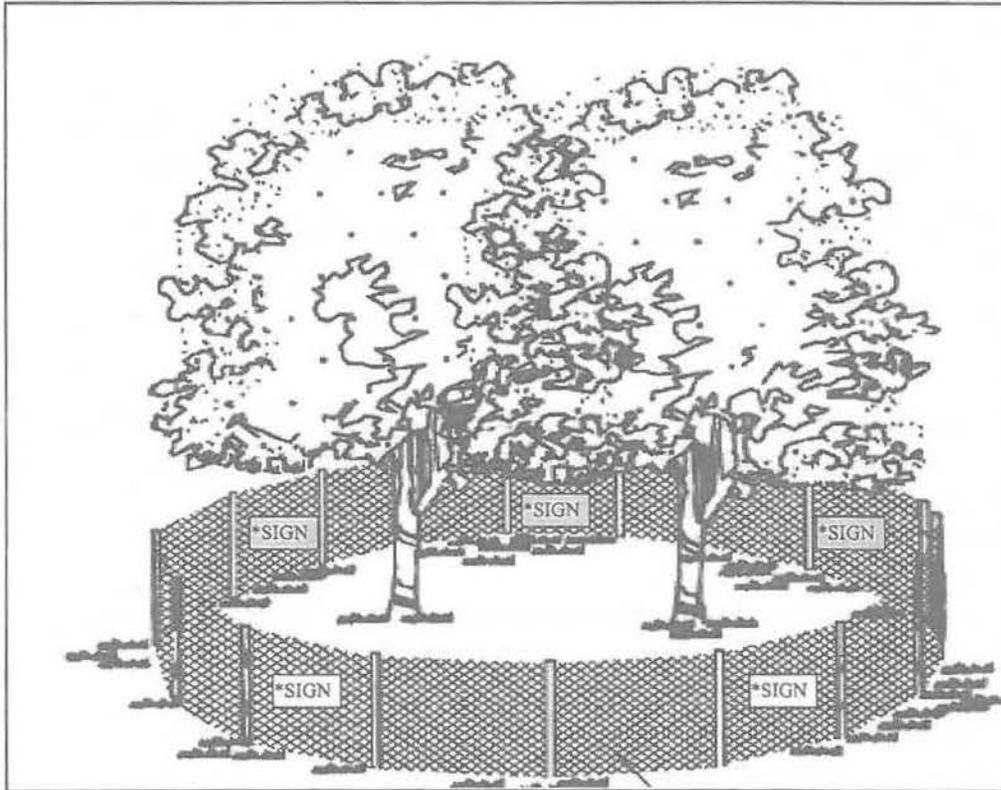


Figure 1: Example of Tree Protection Fencing (TPF) with signs around the "Circle of Protection". *SIGN: "CAUTION - TREE PROTECTION AREA: NO ACCESS OR EQUIPMENT STORAGE ALLOWED", adequately spaced along fencing to clearly identify Tree Protection Area from all vantage points.

TREE PROTECTION FENCING (TPF) GUIDELINES:

The objective of the TPF is to clearly delineate the Tree Protection Area and to ensure that no construction activity or storage occurs within the area during the duration of the project. Fencing needs to be secure and clearly labeled. The standards outlined below are the minimum required and further measures may be necessary if the site or project warrants additional protection.

1. **CHAIN LINK FENCING:** Generally, large-scale projects or areas with high impact potential, these include large residential or commercial projects where the duration of project is longer and weight / size of equipment is greater, so more protection is

required. The chain link fence provides greater visibility and protection of sensitive areas.

- 6 ft tall chain link fence panels secured around entire tree protection area.
- Panels firmly fastened to metal T-post (or equivalent).
- **Signs** - clearly visible to identify Tree Protection area from all vantage points, laminated or within a waterproof protective sleeve: "Caution - Tree Protection Area: No Access or equipment storage allowed".

2. PLASTIC CONSTRUCTION FENCING: Acceptable for areas with moderate to low impact potential or projects where chain link fence is not feasible.

- Minimum 4 ft tall (brightly colored) plastic construction fencing secured around entire tree protection area.
- Fencing firmly fastened, at a maximum of 10 ft intervals, to metal T-post (or equivalent).
- **Signs** - clearly visible to identify Tree Protection area from all vantage points, laminated or within a waterproof protective sleeve: "Caution - Tree Protection Area: No Access or equipment storage allowed".

3. ALTERNATE tree protection options: In cases where fencing methods 1 or 2 are not feasible, alternative methods approved by a Certified Arborist, Development Services Planner and the City Forester may be adopted.

SUMMARY:

- All Tree Protection Fencing (TPF) must be identified in the significant vegetation management plan, landscape plan, or site plan submitted to Development Services with the permit application.
- At approval of the permit application and prior to permit issuance, the applicant is to install the TPF.
- An inspection (**LDC natural features**) by Development Services Land Use Inspector is required to verify that TPF fencing is in place and complete **before the permit may be issued.**
- The verified TPF must remain intact during the duration of the construction project, periodic inspections may occur to ensure continued compliance.
- If during the project a change to the TPF is needed, a request and approval for modification must be obtained from Development Services prior to any alterations.
- At project completion, a final inspection (**LDC natural features**) is required before the TPF may be removed.

For additional information
Please Contact:
City of Corvallis
Development Services Division
501 SW Madison Avenue
Corvallis, OR 97333
Phone: (541) 766-6929
Fax: (541) 766-6936
<http://www.corvallispermits.com>



Attachment B



USE OF PUBLIC RIGHT OF WAY PERMIT

Right of Way To Be Used: Various sections of parking, alleyway, and sidewalk right of way on SW Monroe Avenue and SW 2nd Street, adjacent to the Julian Apartments building at 105 SW 2nd Street, Corvallis, Oregon.

Activity: Building renovation interior/exterior and tree trimming

Date/Time of Use: 8/5/14 to 2/1/15, various times

Contact Person & Telephone No.: Aaron Elliott, (503) 944-1259

Representing: Walsh Construction

The undersigned does hereby grant a permit as provided for by City Municipal Code 6.09.070, per City Council approval on August 4, 2014, and in accordance with the information and Conditions of Approval dated August 4, 2014 and attached to this Right of Way Use Permit.

City: _____
(Signature)

Date: _____

Applicant: _____
(Signature)

Date: _____

Conditions of Approval for Julian Apartments Public Right-of-Way Permit
105 SW 2nd Street
August 4, 2014

The following special conditions are attached to this right-of-way (ROW) permit:

Duration of Project

- Construction personnel, including that of subcontractors, shall park away from the site and outside the downtown Free Customer Parking Area.
- As part of emergency egress the occupants must be able to travel on an unimpeded path that takes them 50 feet from the building. Each exit door must have a clear path through the ROW obstruction. This includes the ADA access on the north side of the building.
- There must be unobstructed access to the FDC located on Monroe Ave; a direct path (hose line) to the hydrant located on the SW corner of 2nd and Monroe is required.
- Alley closures to accommodate loading activities will use temporary barriers such as cones and be intermittent and very short term (15 – 60 min). These must be able to be easily moved and drivers shall remain on site. Contractor shall communicate with adjacent businesses to coordinate deliveries and use of the alley.

Phase 1 (Reroofing, Interior Demolition, Site Concrete)

- The parking area and sidewalk on Monroe along the frontage of the subject site may be used for staging dumpsters and material for disposal. On evenings and weekends, fencing shall be moved to keep dumpsters fenced off but open the sidewalks for public use.

Phase 2 (Site Concrete on West)

- A continuous pedestrian accessway must be maintained along the west side of 2nd Street.

Phase 3 (Tree Trimming, Brick and Cornice Work, Canopy Structural Upgrade, North Awning, Paint)

- With the exception of time when canopy structural work is being performed underneath the canopies or in order to comply with laws on lead-based paint safety, the sidewalk shall remain open for through pedestrian traffic with a minimum 4' clear passage and overhead protection for pedestrian safety. If the sidewalk must be closed, a continuous pedestrian accessway shall be maintained along the west side of 2nd Street.
- Since exterior work will occur in stages, any day that work is not occurring along segments of the Monroe Avenue or 2nd Street frontages, the fencing will be adjusted to open up parking along that section.
- Work will be phased such that parking spaces and sidewalk closures will not occur simultaneously on 2nd Street and Monroe Avenue.

Any provision of this permit may be revoked if the City, at its sole discretion, determines it to be in the best interest of the public to do so.

MEMORANDUM

TO: Mayor and City Council

FROM: Mary Steckel, Public Works Director 

DATE: July 15, 2014

SUBJECT: License to Occupy the Public Right-of-Way (ROW) at 103 SW 2nd Street

ISSUE:

The Julian Hotel has a license to occupy the public ROW for an existing ADA ramp and staircase along the northern side of the building. The license agreement is with Hotel Julian Acquisitions LLC and is not transferable. Hotel Julian Community LLC is in the process of acquiring this property and is requesting the City issue a new license agreement in its name (attached).

DISCUSSION:

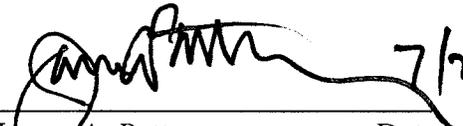
Hotel Julian Community LLC is requesting the City enter into a new license agreement to continue use of the existing ramp and staircase currently located within the City ROW. The new license agreement is consistent with the original agreement in that it is not transferrable in the event of a change in property ownership, and can be revoked in the event of a change of use.

Because this request is for an existing Designated Historic Resource and is, in effect, a reassignment of an existing license, it is exempt from Council Policy 2013-9.08 Building Encroachments in the Public Right-of-Way.

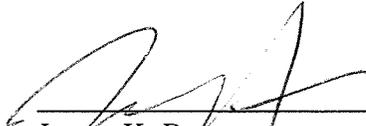
RECOMMENDATION:

Staff recommends the Mayor and City Council authorize the City Manager to sign the attached license agreement with Hotel Julian Community LLC.

Review and Concur:



James A. Patterson Date 7/21/14
City Manager



James K. Brewer Date 7/16/14
City Attorney

Attachment

LICENSE AGREEMENT

THIS LICENSE AGREEMENT (the “**Agreement**”) is granted this ___ day of _____, 2014, by the City of Corvallis, an Oregon municipal corporation, (“**Licensor**”) to Hotel Julian Community LLC, an Oregon limited liability company (“**Licensee**”).

This License is made with reference to the following recitals:

A. Licensee has entered into an agreement to purchase fee simple title to a parcel of land commonly referred to as the Hotel Julian Apartments (the “**Apartments**”) located at 103-107 SW 2nd Street located in the City of Corvallis, Benton County, Oregon (the “**Property**”) and legally described as follows:

Lot 7 and the North 1/2 of Lot 8, Block 5, ORIGINAL TOWN OF MARYSVILLE, (Now Corvallis), Benton County, Oregon.

B. The current owner of the Property Hotel Julian Acquisition LLC (the “**Current Owner**”) is the current holder of a license with Licensor with respect to the utilization of an existing ramp and staircase (collectively the “**Permitted Ramp**”) over and above the sidewalk along the northern side of the Hotel Julian Apartment building paralleling Monroe Avenue to facilitate ingress and egress by pedestrian traffic into the Hotel Julian Apartment building, especially for handicapped persons (the “**License**”).

C. Licensor has terminated the existing license and desires to enter into this Agreement to permit Licensee’s continued existence of the Permitted Ramp.

THE PARTIES AGREE AS FOLLOWS:

1. Licensor hereby grants to Licensee a license to use a portion of existing sidewalk as shown on the attached map, Exhibit A, which by this reference is incorporated into and made a part of this License, and said use shall be for the purpose of pedestrian ingress and egress into the Hotel Julian Apartment building.

2. This License shall take effect when signed by the parties and shall continue until the License is revoked as hereinafter provided, or terminated when there is a change in the use of the Hotel Julian Apartment building, or the Licensee abandons the use permitted herein for a period of no less than 6 months.

3. At its sole expense, Licensee shall keep the permitted ramp and staircase in conformance with all existing building requirements including special provisions involving handicapped persons as set forth in that certain handbook known as ANSI A 117.1 (1986 handbook) and with local, state, and federal requirements for historic structures. Licensee shall not erect any other permanent or temporary structures upon this sidewalk, or make any other attachments, except for those directly related to construction, maintenance, or remodeling of the permitted ramp and staircase.

4. At its tenant’s sole expense, Licensee agrees to maintain the permitted ramp and staircase in good condition during the period of this License.

5. Licensee's privileges hereunder shall not be alienable or assignable by Licensee in whole or part, other than to Hotel Julian Community LLC, or any affiliate thereof, which assignment will not require approval of Licensor. Licensor shall have the right to require removal of or relocation of, the structures for the installation, removal, repair, or maintenance of any and all utilities and/or other facilities in the public property, the cost of which removal shall be borne by the Licensee. Licensor shall give 10 day written notice of the need for relocation or removal.

6. Licensor reserves the right to revoke the License at any time by giving Licensee at least 60 days written notice of such revocation, except that Licensor may, at its election, revoke the License forthwith at any time if Licensee shall fail to comply with or abide by each and all of the provisions hereof or keep all and singular Licensee's promises herein. Waiver by Licensor of any breach of any term or provisions hereof shall not be deemed a waiver of any subsequent breach of the same or any other term of provision hereof.

7. Any notice to Licensee hereunder shall be mailed to Licensee at the following address:

Hotel Julian Community LLC
c/o Willamette Neighborhood Housing Services
257 SW Madison Ave., Suite 113
Corvallis, OR 97333

8. Upon revocation, surrender, or other termination of the permission hereby given, Licensee shall quietly and peaceably surrender the portion of the premises occupied by Licensee in as good condition or same as was at the time of Licensee's entry thereon, and shall remove all fixtures, equipment, and other things placed by Licensee on the premises hereunder; and if Licensee shall fail to do so, Licensor shall have the right to make such removal at Licensee's expense the amount of which Licensee shall pay to Licensor upon demand; and if Licensor shall so elect it shall have the right to take possession of and appropriate to itself, without payment therefor, any property of Licensee or anyone claiming under it, then remaining on the sidewalk.

9. Licensee shall exercise privileges hereunder at its own risk; Licensee shall indemnify Licensor against any and all liability for damages, costs, losses, and expenses resulting from arising out of, or in any way connected with the use of the premises by Licensee or the general public, or the failure on the part of the Licensee to perform fully all and singular Licensee's promises herein. Licensor shall not be liable to Licensee if for any reason whatever Licensee's occupation or use of the premises hereunder shall be hindered or disturbed.

10. This License does not authorize any use of, or condition on, the described property which would otherwise be prohibited by any rule, regulation, statute or ordinance.

11. This License shall be recorded in the Benton County Deed Records.

12. Time is of the essence of the provisions hereof.

13. Counterparts. This License may be executed in any number of counterparts, all of which when taken together will constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this License as of the day and year first above written.

LICENSOR:

CITY OF CORVALLIS,
an Oregon municipal corporation

By: _____
James A. Patterson, City Manager

STATE OF OREGON)
)
COUNTY OF BENTON)

This instrument was acknowledged before me on August __, 2014 by James A. Patterson, as City Manager of the CITY OF CORVALLIS, an Oregon municipal corporation.

NOTARY PUBLIC FOR _____
My commission expires: _____

Approved as to form:

City Attorney

LICENSEE:

HOTEL JULIAN COMMUNITY LLC.,
an Oregon limited liability company

By: Hotel Julian Development LLC, an Oregon limited liability company, its managing member
By: Willamette Neighborhood Housing Services, an Oregon nonprofit public benefit corporation,
its sole member

By: _____
Jim Moorefield, Executive Director

STATE OF OREGON)
)
COUNTY OF _____)

This instrument was acknowledged before me on August __, 2014 by Jim Moorefield as Executive Director of Willamette Neighborhood Housing Services, an Oregon nonprofit public benefit corporation, the sole member of Hotel Julian Development LLC, the managing member of HOTEL JULIAN COMMUNITY LLC., an Oregon limited liability company.

NOTARY PUBLIC FOR _____
My commission expires: _____

MEMORANDUM

DATE: July 11, 2014
TO: Mayor and City Council
FROM: Mary Steckel, Public Works Director 
SUBJECT: Utility Easement

I. Issue

PacifiCorp requests a utility easement (attached) from the City of Corvallis (City) for the installation of electrical facilities.

II. Discussion

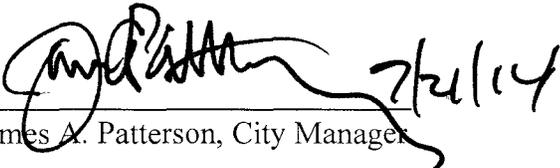
In order to meet the electrical demand of the Corvallis Fire Department's new fire training tower located at Public Works, PacifiCorp needs to install a new electrical service to the site. The most efficient and cost effective means to provide the electrical service is to utilize an existing transmission line located on City property and run an underground conduit to the location of the training tower where a new transformer and meter will be established. The proposed conduit run is not in the public right of way covered in the PacifiCorp franchise agreement with the City. An easement is required to bring the new service from the transmission pole to the new training tower meter/transformer location.

Staff has reviewed and modified the easement with PacifiCorp to ensure the City's interest is protected while providing PacifiCorp the assurance needed to protect their infrastructure.

III. Recommendation

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

Review and Concur:


James A. Patterson, City Manager


James Brewer, City Attorney

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

CC#: 11261 WO#: 5893975

UNDERGROUND RIGHT OF WAY EASEMENT

For value received, **City of Corvallis** (“Grantor”), hereby grants to PacifiCorp, an Oregon corporation, its successors and assigns (“Grantee”), a perpetual easement for a right of way **15** feet in width and **291** feet in length, more or less, for the construction, reconstruction, operation, maintenance, repair, replacement, enlargement, and removal of Grantee’s underground electric distribution lines and all necessary or desirable accessories and appurtenances thereto, including without limitation: wires, cables and other conductors and conduits therefore; and pads, transformers, switches, cabinets, vaults on or under the surface of the real property of Grantor in **Benton** County, State of **Oregon**, as more particularly described as follows and/or shown on Exhibit(s) **A & B** attached hereto and by this reference made a part hereof:

A portion of:

A parcel of land lying in the John Stewart D.L.C. No. 49, Township 11 South, Range 5 West, W.M., Benton County, Oregon; the said parcel being that property designated as Parcel 2 and described in each of those deeds to the State of Oregon, by and through its State Highway Commission, recorded in Book 139, Page 549 and in Book 133, Page 75 of Benton County Record of Deeds.

ALSO, that property described in that deed to the State of Oregon, by and through its State Highway Commission, recorded in Book 143, Page 222 of Benton County Record of Deeds.

Assessor’s Map No.: **11526 0500**

Parcel No.: **0500**

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

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

Grantee shall indemnify, protect, and hold harmless Grantor and its employees and agents (hereinafter collectively “Grantor Indemnified Parties”) against and from any and all claims,

PROPERTY DESCRIPTION

SECTION: 26 TOWNSHIP: 11.S., RANGE: 05.W. WILLAMETTE MERIDIAN
BENTON COUNTY, OREGON PARCEL NUMBER: 11526 0500



AN UNDERGROUND ELECTRIC EASEMENT FOR PACIFICORP
15' IN WIDTH & 291' IN LENGTH MORE OR LESS RUNNING
NORTHEAST THEN SOUTHEAST ON PROPERTY FROM POLE
LINE PARALLEL TO RAILROAD TRACKS.

COST CENTER 11261 WO# 5893975

LANDOWNER NAME: CITY OF CORVALLIS

DRAWN BY: K. WHEELER

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

EXHIBIT A

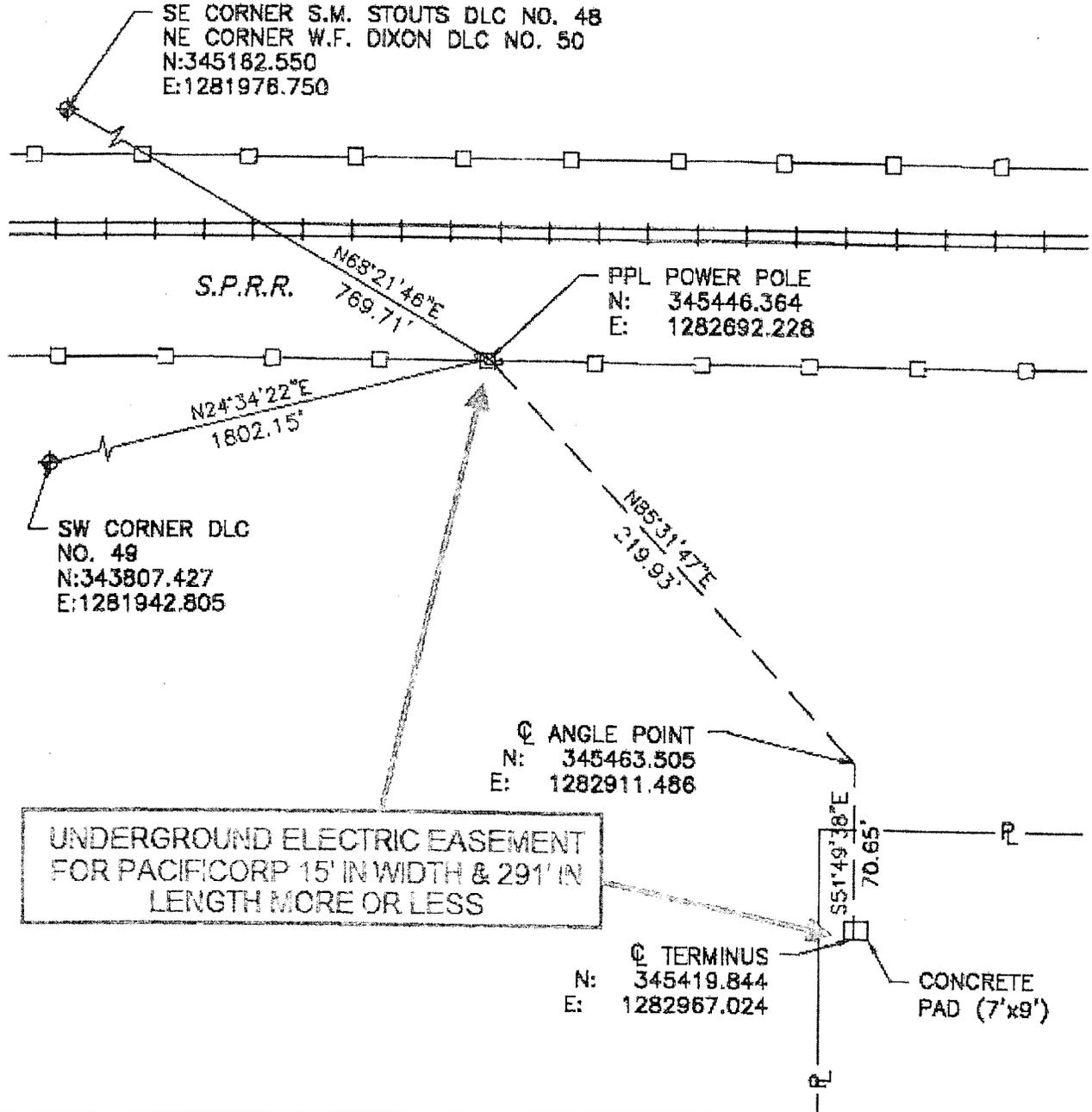


SCALE = NONE

PROPERTY DESCRIPTION



SECTION: 26 TOWNSHIP: 11.S., RANGE: 05.W. WILLAMETTE MERIDIAN
 BENTON COUNTY, OREGON PARCEL NUMBER: 11526 0500



COST CENTER 11261 WO# 5893975

LANDOWNER NAME: CITY OF CORVALLIS

DRAWN BY: K. WHEELER

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

EXHIBIT B



SCALE = NONE





MEMORANDUM

DATE: July 29, 2014

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director 

SUBJECT: City Council Initiation of the Package #2 Land Development Code Amendments

I. ISSUE

As discussed at the July 21, 2014, City Council meeting, Community Development Staff are ready to begin the process for consideration of the Package #2 Land Development Code (LDC) Text Amendments, consistent with earlier direction provided by the City Council. Package #2 will consist of: 1) design standards to enhance the compatibility of infill development in the City, as recommended by the Neighborhood Planning Work Group and endorsed by the Corvallis/OSU Collaboration Steering Committee; 2) a new approach to the regulation of residential density in the City to ensure that resultant densities are within specified density ranges for residential zones; and 3) if time allows, a package of staff-recommended changes to the LDC to facilitate implementation and interpretation of the Land Development Code. It is anticipated that an associated legislative zone change will be necessary to implement some of the recommended design standards by establishing a University-Area Overlay Zone in which some of the design standards will apply. The following table outlines a preliminary schedule that will allow for the adoption of the Package #2 LDC Amendments by the end of 2014:

<u>Preliminary Schedule:</u>	
September 3, 2014	Work Session with Planning Commission to discuss the items in Package #2, including the new approach to residential density and any staff- proposed LDC amendments
October 15, 2014	Planning Commission Public Hearing on Package #2
October 22 <u>or</u> 29, 2014	Special Meeting of the Planning Commission to deliberate on Package #2 and make a recommendation to the City Council
November 17, 2014	City Council Public Hearing on Package #2
December 1, 2014	City Council Deliberations on Package #2
December 15, 2014	City Council Adoption of Formal Findings regarding Package #2

II. ACTION REQUESTED

Land Development Code Section 1.2.80 states as follows:

Section 1.2.80 - TEXT AMENDMENTS

1.2.80.01 - Background

This Code may be amended whenever the public necessity, convenience, and general welfare require such amendment and where it conforms with the Corvallis Comprehensive Plan and any other applicable policies.

1.2.80.02 - Initiation

An amendment may be initiated through one of the following methods:

- a. **Majority vote of the City Council; or**
- b. **Majority vote of the Planning Commission.**

Although the City Council has been previously briefed on this matter, a City Council vote is necessary to initiate the proposed Land Development Code Text Amendment process. The following motion is suggested:

Suggested Motion:

I move to initiate consideration of the Package #2 Land Development Code Text Amendments. This motion is based upon the information provided in the July 29, 2014, Memorandum from the Community Development Director to the Mayor and City Council, as well as the City Council discussion in favor of developing a new approach to the determination of residential density at the July 21, 2014, City Council meeting.

Review and Concur:



Jim Patterson, City Manager

**URBAN SERVICES COMMITTEE
MINUTES
July 22, 2014**

Present

Councilor Richard Hervey, Chair
Councilor Dan Brown
Councilor Roen Hogg

Visitors

Patricia Daniels
Jim Day, *Corvallis Gazette-Times*
Debra Higbee-Sudyka
Leonard Higgins
Linda Lovett
Robert Wilson

Staff

Jim Patterson, City Manager
Ken Gibb, Community Development
Director
Mary Steckel, Public Works Director
Dan Carlson Development Services
Division Manager
Kris De Jong, Public Works Administration
Division Manager
Scott Dybvad, Sustainability Program
Specialist
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Demolition Permit Changes – Collaboration Recommendation			Direct staff to develop for presentation to Urban Services Committee in September a task package covering OSU/City Collaboration Project recommendation Phase 1 elements related to demolition permits; based upon the Phase 1 package, the Committee would submit a recommendation to the Council; and the Committee would then discuss how to proceed with recommendation Phase 2 elements
II. Climate Action Planning	Yes		
III. Other Business			

CONTENT OF DISCUSSION

Chair Hervey called the meeting to order at 5:00 pm.

I. Demolition Permit Changes – Collaboration Recommendation

Community Development Director Gibb explained that the Oregon State University (OSU)/City Collaboration Project Steering Committee (CPSC) recommended changes to the City's demolition permit process for residential structures. The City Council referred the recommendation to Urban Services Committee (USC).

Mr. Gibb noted that the City had a process for issuing demolition permits for individual historic resources and properties within historic districts. The CPSC recommended additional review and process concerning demolition of residential structures, beyond the process for designated historic properties.

Mr. Gibb reviewed the staff report, noting the recommendation elements, some of which were inter-related but involved noticing, public information, opportunities for people to acquire properties and possibly re-locate structures, photographic documentation of structures, incentives for rehabilitating or re-locating structures, and recycling materials from demolitions. Staff report Exhibit A provided the CPSC's rationale for the recommendation, based upon the Collaboration Project Neighborhood Planning Work Group's (NPWG) discussions. He noted the community's concern regarding increased demolition activity with related impacts on historic resources, general residential resources, and neighborhoods and environmental concerns.

Development Services Division Manager Carlson explained that his staff administered the demolition permit process for residential and commercial structures. Staff developed handouts explaining the permit process. The current process for reviewing and issuing demolition permits for residential and commercial structures required, on average, five days to complete. In incorporating the CPSC recommendations, staff would review permit fees, which were based upon the value of the demolition, similar to the fee schedule for new construction. Staff would strive to establish fees commensurate with the goal of recovering related costs.

Mr. Carlson said staff was modifying demolition permit-related policies and procedures, based upon the CPSC's recommendations. Staff began initiating the process of collecting photographs, which was previously requested by citizens. Each demolition permit issued would be accompanied by a handout stating the requirement for photographs of the structure to be demolished.

Mr. Carlson said the Division's section of the City Web site included an opportunity for citizens to review demolition permits issued within a date range.

Mr. Carlson referenced staff report Exhibit D, the Division's procedure for issuing demolition permits. He noted that the permit review process included consideration of many issues, including historic structures, natural features, underground storage items, basements, and systems development charge credits. Considering more during the permit review process would require more staff time, warranting a fee increase to cover the costs of the increased staff time.

Mr. Gibb explained that the NPWG considered the demolition permit issue, staff provided information, Collaboration Project Manager Adams provided information concerning recycling materials from demolitions, and citizens offered input. The NPWG concluded that the current demolition permit process should be expanded as indicated in the staff report. He noted that some of the recommended process amendments could be implemented

relatively easily. Other amendments, such as researching ways to divert demolition materials from the landfill and developing and funding incentive programs, were more complicated and would require time to pursue. Staff suggested implementing the Collaboration Project recommendations in phases, as delineated on a handout he distributed (Attachment A). Procedure amendments proposed for Phase 1 could be implemented fairly easily by staff. Amendments proposed for Phase 2 would require private-sector partners. He recommended that the Committee approve staff proceeding with the Phase 1 elements and direct staff concerning the Phase 2 elements. With Committee direction, staff would present a Phase 1 proposal for public comment and Committee approval during September and discuss with the Committee a public outreach process.

In response to Councilor Brown's inquiry, Mr. Carlson said the biggest difference for property owners, between the current and proposed permit process, would be the staff time involved to review and issue a demolition permit. He believed staff would be able to implement the Phase 1 elements fairly easily and develop a reasonable permit process. Mr. Gibb concurred, adding that it would probably be necessary to increase the permit fees; however, the fee increases would likely have less of an impact on applicants than the increased time for processing permits. The NPWG discussed and conducted outreach concerning the increased timeline for processing permits.

Mr. Carlson clarified that, under the current process, demolition permits were typically issued within five days of receipt of the application. Upon implementation of the Phase 1 elements, the timeline to review and issue a demolition permit could be 35 work days. However, the timeline could depend upon the subject site and constraints, such as natural features, hazardous materials, etc., some of which were under the permit applicant's control but outside the City's control. Mr. Gibb added that the current process could take longer than five days if special issues must be considered. The most significant change would be the additional time needed to consider alternatives to demolition before issuing a demolition permit. He noted that many cities had similar demolition permit standards, and some had permit-review timelines longer than 35 work days. The NPWG received testimony for longer timelines but believed 35 work days would be sufficient for staff but not onerous for property owners. With USC's consensus, staff would develop a detailed plan for implementing the Phase 1 and Phase 2 recommendation elements.

In response to Councilor Hogg's inquiries, Mr. Gibb said he expected to present to USC an outline of the timeline for implementing Phase 1 recommendation elements during September, at which time the Committee could receive public input. The timeline for implementing Phase 2 recommendation elements had not been estimated. The registry of parties to notify of demolition permit applications had been partially developed but could be expanded as part of the City's efforts to increase public notification of development activities.

Councilor Hogg suggested that staff develop cost options as part of its presentation concerning Phase 2 recommendation element implementation.

Chair Hervey said he would be interested in information about the market value of salvaged materials, which could vastly differ among properties. He would appreciate a means of differentiating properties likely to have salvageable materials with high market values.

Mr. Gibb responded that Mr. Adams researched this issue, and the NPWG discussed the possible percentages of properties with potentially salvageable material. He said the issue would need more work.

Councilor Brown said he was more supportive of the Phase 1 recommendation elements than those identified for Phase 2. He noted the significance of demolishing a structure and opined that the procedure timeline change from five days to 35 work days was not significant. The Phase 2 elements involved costs and market values for materials. He noted that not all materials salvaged from buildings had high market values, such as metal valued as scrap. He considered the Phase 2 elements challenging and noted the limited incentives available for rehabilitating structures of historic significance.

Based upon a motion moved and seconded by Chair Hervey and Councilor Brown, respectively, the Committee unanimously recommends that Council direct staff to develop for presentation to USC in September a task package covering OSU/City Collaboration Project recommendation Phase 1 elements related to demolition permits. Based upon the Phase 1 package, the Committee would submit a recommendation to the Council. The Committee would then discuss how to proceed with recommendation Phase 2 elements.

II. Climate Action Planning

Public Works Director Steckel referenced USC's previous request for information regarding the Infill Task Force (ITF). That group was charged by the Council to complete specific tasks as a volunteer group and present information to staff and the Council for review, analysis, and further action. She noted the importance, when undertaking major projects with Council approval, to employ a task force representing a broad spectrum of viewpoints.

One option involved asking the Mayor to appoint a task force with broad representation to review climate action planning. Another option, similar to the ITF model, involved volunteers working on a project with less staff interaction; staff would then provide the information on alternative viewpoints to the Council for consideration. Under the second option, staff may be viewed as seeking problems in the proposal. If the Committee preferred the second option, she would caution that the proposal the community team presented to staff may not be the final proposal presented to USC and the Council.

Ms. Steckel referenced Public Works Department staff's experience during 2013 with the plastic bag ban project. Citizens presented a proposed ordinance, which staff analyzed and for which staff offered options. That experience would provide an indication of the amount of staff time needed for the second option she described for a climate action planning project. She noted that the City previously had more resources in its sustainability program but cut the program and a staff position and focused the remaining staffing resource on internal sustainability projects, with minimal involvement in community

sustainability projects. The community greenhouse gas emission inventory was funded by a grant.

Ms. Steckel believed developing a climate action plan would require more staff effort than the plastic bag ban ordinance. She expected that the one full-time equivalent position of staff time invested over eight months in the plastic bag ban project was one fourth of the staff time that would be needed for developing a climate action plan, depending in part upon the deadline for plan presentation.

Ms. Steckel said another element for consideration was USC's objective for the climate action plan project. Some communities developed policy statements that were incorporated into planning efforts and plans; some communities developed goals for climate-impact reductions; and some communities developed climate action plans with recommendations for actions, timeframes, and measurements. In the last case, especially, she believed the Committee would need to determine the resources for and level of long-term staff commitment to meet the requirements of a climate action plan (e.g., monitoring, measuring, and reporting).

Ms. Steckel asked USC for direction regarding the final objective of a climate action plan project; the strategy to achieve the objective (the two options she previously described); and available staff resources and how those resources would align with the desired timeframe for achieving the objective, level of staff effort, and future actions.

Mr. Gibb explained that the ITF was comprised of citizens interested in pursuing the infill development issue of the Planning Division's two-year work plan. The ITF worked on City business, so it needed to publicly notice its meetings. He cautioned against creating a situation of citizens doing work without check-ins with staff during the process. Implementation of the ITF's work would require City staff involvement. Based upon experience with the ITF, it may be appropriate for frequent task force check-ins with staff to avert potential issues at the end of the process.

In response to Councilor Hogg's inquiry, Ms. Steckel said she could not quantify the amount of staff resources that might be needed for a traditional task force scenario because it would partially depend upon meetings and timeframe for the project.

Chair Hervey noted that the Council allocated \$3,000 to support the Public Participation Task Force, and much of the funding was spent on preparing official minutes. Human Resources Director Altmann Hughes' involvement with the Task Force did not impact the budgeted funding, but her time was diverted from other City work. City Manager Patterson estimated that \$3,000 to \$4,000 worth of Ms. Altmann Hughes' time was allocated to the Task Force.

Ms. Steckel concurred that an official task force working on a City project would involve more staff time.

Linda Lovett distributed a Corvallis Climate Action Plan Task Force (CAPTF) draft Scope of Work (Attachment B). She said the CAPTF contacted ITF members for information, and ITF members were interested in collaborating on a climate action plan from the perspectives of land use and urban natural resources. She believed the CAPTF would be willing to follow the ITF model.

Ms. Lovett said the CAPTF had not yet reviewed the draft Scope of Work. She believed that, during the remainder of 2014, the CAPTF could reasonably pursue a phased approach, continuing to work as an informal group without significant requirements for City staff support. The CAPTF would like to collaborate with staff by providing information and becoming more familiar with staff's activities; this could be accomplished through the City's involvement with the Corvallis Sustainability Coalition, with which Sustainability Program Specialist Dybvad was involved. The ITF was advised by the City Attorney's Office that it must function as a formal task force with public meetings and minutes; the CAPTF would likely need to follow the same protocol, which would increase public awareness of the group and the group's connection with City staff.

Ms. Lovett suggested that the CAPTF, as a task force, continue working on its previously suggested timeline to develop a climate action plan, based upon the models of Portland, Multnomah County, and Eugene. Long-term planning and goal setting would involve revising policies. She did not believe that type of planning could be accomplished by the end of 2014; the CAPTF was working on the plan format and short-term goals, which were based upon the goals in the Corvallis Sustainability Coalition's Action Plan. The draft Scope of Work identified Phase I actions to be completed by the end of 2014 and Phase II actions to be completed during 2015. She noted that Phase II actions might require City funding.

Debra Higbee-Sudyka commented that the CAPTF had worked for approximately one year toward developing a climate action plan.

Leonard Higgins supported the draft Scope of Work and considered it reasonable.

Marge Stevens concurred with Ms. Higbee-Sudyka and Mr. Higgins. She represented the Corvallis Sustainability Coalition Economic Vitality Action Team, which was associated with the climate action plan development process.

Councilor Brown inquired why the Coalition was not pursuing development of a climate action plan.

Mr. Higgins explained that the CAPTF was a partnership of 350 Corvallis, Sierra Club Marys Peak Group, and the Coalition. The CAPTF was not formally associated with the Coalition because of initial uncertainty regarding whether the Task Force would perform policy advocacy. The Coalition's policies did not allow the group to perform policy advocacy.

Ms. Lovett elaborated that the Coalition's advocacy policy clarified the difference between public education advocacy and political advocacy. Developing a climate action plan could be considered political advocacy. She represented the Coalition on the CAPTF but was not speaking to USC as a Coalition representative. The Coalition's advocacy policy required that any political advocacy must be supported by a majority vote of Coalition partners. If a climate action plan was presented to the Council for adoption, the Coalition would determine whether to support the plan by asking its partners to vote on the issue.

Chair Hervey suggested that the CAPTF ask the Coalition to conduct a vote of its partners prior to January 2015 so the Coalition could propose a 2015-2016 Council goal of adopting a climate action plan.

Mr. Patterson cautioned that Council adoption of a climate action policy would equate to Council "ownership" of the policy. He noted that the November election would result in a new Mayor and possibly five new Councilors. He offered that the CAPTF might suggest to the Council that the Council "own" the policy, fund it, and possibly staff it. Once a policy was adopted by the Council, staff would somehow be involved in its implementation, follow-up, and accountability. The Council and staff would want to ensure that the policy was successful and met the community's desires. He suggested that a climate action plan might be included in campaign conversations by prospective Mayoral and Council candidates. He elaborated that projects with more Mayoral and Council support typically were adopted as Council goals and funded as a part of the budget process.

Chair Hervey said he anticipated that the Council would be given an outline of a climate action plan prior to consideration of 2015-2016 Council goals.

Ms. Lovett clarified that the draft Scope of Work only addressed actions the CAPTF proposed to undertake. Much of the work conducted by the CAPTF, such as research, was typically performed by a municipality's sustainability officer. The CAPTF had the capability to perform the work and could conduct outreach to OSU experts. She believed the CAPTF could develop a climate action plan to a level that City staff involvement would be needed. The climate action plan would have a relatively small quantity of actions, some of which would become incorporated into planning documents. Long-term planning and goals would be more complex than the initial plan development. The CAPTF considered what actions it could take to reduce the plan development burden on City staff, and she believed the CAPTF could produce a quality product by the end of 2014. The draft Scope of Work addressed Phase I; the timeline for Phase II actions was still vague.

Chair Hervey said he liked the ITF model with public meetings and check-ins with staff and the Council. He also liked the idea of a clear assignment from the Council. USC could consider the CAPTF's proposal and what should be presented to the Council.

Councilor Hogg expressed his understanding that the CAPTF could work independently through 2014 and then present a report of its efforts and a Council goal proposal to the

Council during January 2015. If the Council adopted the goal proposal, staff and funding resources would be allocated. No City resources were needed for the remainder of 2014.

Mr. Higgins believed it would be beneficial for the CAPTF to report to USC or Council and staff periodically regarding activities performed and to solicit feedback.

Ms. Lovett said the current communication between the CAPTF and staff via the Coalition was adequate. The CAPTF would like to continue working with USC via check-ins.

Mr. Patterson noted that the CAPTF's January presentation of a proposal for Council adoption could be a "surprise" to new Councilors. He questioned how USC could help the CAPTF achieve its objective of developing a proposal for the Council to adopt. He cautioned that someone must ensure that policies were actually incorporated into the City's planning documents in order to meet the community's expectations. The City decided two years ago to delete a sustainability staff position. He suggested that the CAPTF consider whether the stewardship role he described would require a new City Council to consider staffing and resource allocations. He believed the CAPTF could accomplish much of the necessary work during the remainder of 2014 in preparation for the 2015-2016 Council possibly adopting a goal of developing a climate action plan within its term. The CAPTF's work toward USC's recommendations to the Council regarding budget impacts, staffing, and responsibility would be critical for the new Council to consider. He would want to know during September or October what needs should be included in the budget he proposed to the Budget Commission. He inquired when the CAPTF expected that a climate action plan strategy would be adopted.

Ms. Lovett said she hoped the Council could adopt a climate action plan strategy during July 2015.

Chair Hervey explained that developing and implementing a plan would create a budget item, while a goal of working on a plan would require less City resources.

Ms. Lovett said the CAPTF spoke to the Council, which referred the issue to USC. The CAPTF would like support from any City group and sought a steward to ensure implementation of a climate action plan.

Councilor Brown opined that it was unrealistic to plan to submit a climate action plan during November. He noted that the Council could accept, rather than adopt, a climate action plan. He doubted the Council would be ready to adopt and assume responsibility for a plan from a volunteer group in just a few months.

Mr. Higgins considered the climate action plan a good opportunity for a phased approach, but he believed it was premature to discuss implementation without further discussion. He believed the Council adopted some goals that did not have an oversight body. A climate action plan might be ready for implementation by July 2015. These issues could be finalized during the next few weeks.

Mr. Gibb commented that staff presented a proposal to the Council late last year regarding long-range planning projects for the ensuing two to four years. The plan work could be considered in the visioning work during 2015, work on the Comprehensive Plan update in late-2015 or early-2016, and Land Development Code updates later.

Ms. Steckel requested clarification regarding the timeline for the City's expected commitments, as delineated in the draft Scope of Work. She concurred with Councilor Brown that adopting the Scope of Work by November 2014 was unlikely because of the public process involved. It would be more realistic and achievable for the Council to adopt a goal of adopting a climate action plan. The Fiscal Year 2014-2015 budget was adopted; funding would not be possible until the Fiscal Year 2015-2016 budget.

Ms. Higbee-Sudyka clarified the difference between the Corvallis Sustainability Coalition's Action Plan and a climate action plan. The greatest difference involved setting greenhouse gas emission goals and targets. The Coalition set emission goals but did not have milestones. City goals for greenhouse gas emissions must be incorporated into planning documents to achieve community-wide changes. Therefore, it was unrealistic for a climate action plan to be adopted by July 2015. The plan may have two tracks – government and community – but must be accepted by everyone.

Ms. Stevens acknowledged the need to start early developing a public budget. She suggested an early indication to direct development of the Fiscal Year 2015-2016 budget that included a possible climate action plan.

Councilor Brown liked the idea of the CAPTF updating USC. He suggested that the CAPTF present USC with a proposal with the type of City financial commitment that might be needed to develop a climate action plan.

Chair Hervey observed that the *2020 Vision Statement* and Comprehensive Plan were developed to provide overall planning guidance; the Land Development Code and other planning documents then provided specific requirements and guidelines. A climate action plan could be a separate document, but the community must approve incorporating such a plan into an updated vision statement.

Ms. Stevens believed the basis for a climate action plan was in the current *2020 Vision Statement*, and a climate action plan would expand upon the *Statement*.

Councilor Brown suggested that the CAPTF include in its proposal an estimate of the cost to create a system for monitoring the elements that would be included in a climate action plan.

Councilor Hogg summarized that the CAPTF would work independently through 2014 but report its progress to USC with a goal of presenting a Council goal proposal during January 2015. If the goal was adopted, work and potential City funding would begin in July 2015.

Ms. Lovett, Ms. Higbee-Sudyka, Mr. Higgins, and Ms. Stevens concurred, as did Chair Hervey.

Mr. Patterson noted that USC would be requesting action of, rather than directing, the CAPTF because of the CAPTF's relation to the City.

In response to Ms. Lovett's inquiry, Chair Hervey said a formal agreement between the City and the CAPTF was not necessary, but it would be useful if USC discussed what the Council would consider supportable. He asked the CAPTF to submit written material prior to USC meetings to enable review before meeting discussions. Councilors Hogg and Brown concurred.

Councilor Brown suggested that USC enable the CAPTF and provide opportunities for the CAPTF to report to USC and USC to provide feedback.

Councilor Hogg clarified that the CAPTF's goal was adoption of a Council goal during early-2015, rather than adoption of a climate action plan during November 2014. He urged the CAPTF to assemble all information and material needed for the Council to adopt the goal.

Ms. Lovett clarified that the CAPTF would submit the actions identified in draft Scope of Work Phase I for information, feedback, or acceptance. The City's commitments Ms. Steckel referenced were long-term actions of draft Scope of Work Phase II. The draft Scope of Work would be revised to be more explicit.

Councilor Brown reiterated that it was easier for an adopted Council goal to be included in a City budget. He expected another tight City budget for Fiscal Year 2015-2016.

Ms. Steckel urged the CAPTF to include staff or cost support information to assist staff in developing a budget projection.

Mr. Higgins offered to research staff and cost information from other communities.

This topic was presented for information only.

III. Other Business

- A. The next regular Urban Services Committee meeting is scheduled for August 5, 2014, at 5:00 pm, in the Madison Avenue Meeting Room.

Chair Hervey adjourned the meeting at 6:37 pm.

Respectfully submitted,

Richard Hervey, Chair

Potential Sequencing of Collaboration Residential Demolition Recommendations

Phase 1

- Increase demolition permit fee to cover costs of processing increased demolition permit requirements.
- Require a 35 working day notice (to neighborhood associations and posted on-site) prior to demolition permit issuance to and require the owner to offer the structure to be acquired and moved by a willing party.
- Define demolition as “the complete destruction or removal of a residential structure, or the removal of more than 50% of the perimeter walls.
- Require that the owner of the property proposed for demolition offer the property for purchase and relocation for a period of 35 days with requisite notice.
- Establish a registry of persons and businesses for notification of whenever a demolition permit is submitted for a single family residential property.
- Require that notice be given regarding DEQ requirements for hazardous materials abatement.
- Require that City and DEQ contact information be posted at a demolition site.
- Require that prior to demolition, the owner provides photos of the façade of the structure.

Phase 2

- Consider what incentives might be provided to a property owner to assist in rehabilitation or relocation of the structure.
- If moving is not an option, consider a requirement that a percentage of the non-hazardous materials remaining be diverted from landfills or reused.

Corvallis Climate Action Plan Task Force Scope of Work

1. INTRODUCTION AND GENERAL INFORMATION

This Scope of Work is submitted on July 22, 2014 by the Corvallis Climate Action Task Force to the City of Corvallis Urban Services Committee. It covers work to be completed during Phase I (see Section 3. Timeline), beginning July 22, 2014 and ending December 31, 2014.

2. PROJECT INFORMATION

2.1. CAPTF BACKGROUND

The Climate Action Plan Task Force (CAPTF) is a collection of civic volunteers interested in developing a climate action plan for the Corvallis community. CAPTF members participate as individuals or as representatives of the Sierra Club, 350 Corvallis, the Corvallis Sustainability Coalition, the Citizens Climate Lobby, the Climate Reality Project, the League of Women Voters, local faith community environmental stewardship groups, and other organizations.

2.2. CAPTF PURPOSE

The CAPTF encourages the Corvallis City Council to follow up the community greenhouse gas inventory that was recently completed by city staff with a climate action plan that sets significant greenhouse gas reduction goals and identifies strategies and actions to move the City toward those goals.

2.3. CAPTF REQUEST

Given that City staff resources are limited, the CAPTF proposes to begin developing a community climate action plan for adoption by the Corvallis City Council. The process would include, but is not limited to:

1. Conducting research on topics related to development of the CAP, including:
 - Municipal- and state-level climate and energy plans from across the nation.
 - City of Corvallis policies and plans that could be built upon or identified for revision.
 - Other groups working in related areas with which the CAPTF might collaborate.
 - Relative costs and benefits of actions to provide evidence that the priorities included in the plan are the best places for our community to take action.
2. Identifying topic specialists from across the community and region who can provide technical information, identify and prioritize strategies and actions, and detail how individual actions might be implemented.

3. Writing a draft CAP based on the attached outline.
4. Checking in regularly with the City Council and its Committees and with relevant City boards and commissions to discuss progress and solicit feedback.
5. Conducting public outreach, including holding forums to engage community members interested in climate and energy challenges related to the topic areas in the CAP.

The CAPTF will seek to draft the CAP such that it expresses the urgency for integrated climate action at the local level, led by local government in partnership with business and civil society. CAPTF members recognize that climate action is an effort the entire community needs to support and act on, not just something that the local government adopts and implements. Progress on climate change depends on everybody modifying their behaviors and habits.

That said, local governments have the leading role in many areas, such as guiding local land use policies; shaping new development; strengthening building codes; investing in transportation systems and infrastructure; working with utilities; and managing parks, urban forests, natural areas, and watersheds. In addition to eventual adoption of the CAP, we would expect the City of Corvallis to commit to:

- Integrating CAP strategies and actions into City operations and existing plans (e.g., Transportation Master Plan, Comprehensive Plan, Economic Development Plan).
- Evaluating and reporting on community carbon emissions, re-examining goals, and identifying new actions on a regular basis (timeline to be determined during the CAP work process).
- Devoting staff resources as required to accomplish the above tasks and to climate change mitigation and adaptation.

Using the Corvallis Infill Task Force as a model, all CAP meetings will be public. Meeting announcements, agendas, and minutes will be published in public online forums.

The CAPTF will make available work completed so far and prepare a more detailed work plan to present to the City Council and/or USC for feedback.

3. TIMELINE

This Scope of Work covers work to be completed during Phase I. Phase II is included for information only.

PHASE I

2014 July—Determine how the CAP Task Force will work with the City Council and staff.

August/September—CAPTF completes basic framework of a CAP (see outline attached) with short-term goals and actions for the following topic areas:

- Buildings and Energy
- Consumption and Solid Waste
- Food and Agriculture
- Health and Social Services
- Land Use and Transportation
- Urban Natural Resources

October—Community meeting(s) to provide information about climate action plan to the public and to receive public input.

November—Submit CAP to City Council for adoption and integration into updates to 2020 Plan, Comprehensive Plan, and Council Goals/Priorities.

PHASE II

2015 January–March—Submit CAP implementation proposal to City Council to consider as a goal for 2015-2016 term.

January-September—Work with community experts, CAP Advisory Committee, and public to set 2030 reduction targets and to develop long-term strategies and actions to meet those targets.

January-December—Attend City meetings where policies and planning documents are discussed to support incorporating climate action into updates.

4. EXPENSES

The CAPTF is not requesting specific City staff support at this time, nor is it requesting reimbursement for expenses incurred in the course of delivering the services outlined in this SOW.

The CAPTF would appreciate the waiving of fees for the use of City meeting rooms should their use be required for meetings related to the development of the CAP.

Climate Action Plan Outline

Executive Summary

Introduction

- Purpose and Scope
- Climate Action in Corvallis
- Sources of Carbon Emissions
- Climate Action Plan Development
- Corvallis Climate Action Plan Process

Vision for 2030

The Plan: Objectives and Actions

1. Buildings and Energy
2. Consumption and Solid Waste
3. Food and Agriculture
4. Health and Social Services
5. Land Use and Transportation
6. Urban Natural Resources

Community Engagement

Appendices:

1. Climate Change Overview
2. The Policy Context of Climate Planning
3. Assumptions in Calculating Expected Emissions
4. Emissions Inventory Methodology

MEMORANDUM

To: Urban Services Committee
From: Ken Gibb, Community Development Director 
Date: July 14, 2014
Subject: OSU Collaboration Project – Item 2-21, Demolition Process for Residential Structures

I. ISSUE

At the March 17, 2014 City Council meeting, the City Council considered a series of recommendations from the OSU Collaboration Corvallis Steering Committee including the Neighborhood Planning Workgroup's recommendations related to demolition of residential property. The Council accepted these recommendations and referred the demolition related items to the Urban Services Committee (USC) for a review and recommendation back to Council.

II. BACKGROUND

Collaboration Corvallis Recommendations

The Collaboration Corvallis Steering Committee recommended to Council that the City of Corvallis make changes in the appropriate codes and ordinances and fee schedules to increase the requirements and the fees for demolition of residential property in the City.

The following will highlight the Collaboration recommendations related to residential demolitions:

- Increase demolition permit fee to cover costs of processing increased demolition permit requirements.
- Require a 35 working day notice (to neighborhood associations and posted on-site) prior to demolition permit issuance to and require the owner to offer the structure to be acquired and moved by a willing party.
- Define demolition as "the complete destruction or removal of a residential structure, or the removal of more than 50% of the perimeter walls.
- Require that the owner of the property proposed for demolition offer the property for purchase and relocation for a period of 35 days with requisite notice.
- Establish a registry of persons and businesses for notification of whenever a demolition permit is submitted for a single family residential property.
- Consider what incentives might be provided to a property owner to assist in rehabilitation or relocation of the structure.
- Require that notice be given regarding DEQ requirements for hazardous materials abatement.
- Require that City and DEQ contact information be posted at a demolition site.

- If moving is not an option, consider a requirement that a percentage of the non-hazardous materials remaining be diverted from landfills or reused.
- Require that prior to demolition, the owner provides photos of the façade of the structure.

Exhibit A is an excerpt from the staff report to the City Council related to these recommendations and it includes a summary of the basis for the recommendations. Exhibit B includes agenda packet materials for the August 22, 2013 and September 5, 2013 Neighborhood Planning Work Group meetings at which the demolition recommendation was the primary topic area. Exhibit C includes the meeting notes from the August 8, 2013 public outreach meeting that the Neighborhood Planning Work Group conducted related to this proposal.

Current Demolition Process

The demolition permit process has been administered by Development Services since 1989. While the state building code does not adopt provisions for demolition permits, the current locally adopted process follows close alignment with the state code for issuance of permits so as to minimize confusion for applicants and contractors. The Building Code Chapter 9.01 of the Corvallis Municipal Code (CMC) contains provisions for demolition permits in section **9.01.030 Scope** which states:

*This code shall apply to the construction, alteration, moving, **demolition**, repair, maintenance and work associated with any building or structure except those located in a public way, or work associated with hydraulic flood control structures or public utility poles and towers.*

In addition, under the section titled **Powers and Duties of the Building Official**, (CMC Section **9.01.080.010 3**) it states:

*The building official shall have the power to render written and oral interpretations of this code and to **adopt and enforce administrative procedures** in order to clarify the application of its provisions. Such interpretations, rules, and regulations shall be in conformance with the intent and purpose of this code.*

The Building Official has maintained a process as required by CMC for demolishing structures. This process is outlined in Development Services Procedure PRO 3001 (Exhibit D) Development Services maintains a web page and handouts (Exhibit E) containing a variety of information dedicated to the demolition of structures. The number of issues which must be reviewed in an application for demolition permits has grown significantly over the years due to state and other laws. The current process maintains conformance with those laws.

As the Collaboration project recommendations are being considered, Staff notes the following:

- Target Timelines - The current target timeline for review and approval of a demolition permit is 5 business days.
- Fees - Fees for review and inspections are based on the value of the demolition. Current fees for demolition permits do not recover costs and fees have been slated for review.

- Photos – Development Services Procedure 3001 was modified in November 2013 to include the collection and transmission of photos consistent with the Collaboration recommendation.
- Reports and Notice – Online reports were also added with an optional subscription based delivery to notify interested parties of demolition permit applications received.

III. DISCUSSION

As evidenced by the attached material, the Neighborhood Planning Work Group spent considerable time considering the recommendations related to demolition permits for residential property. Some recommendations are relatively straightforward in terms of implementation, e.g. noticing requirements, photos and fees. Others such as a requirement to re-use or divert from the land fill a certain percentage of non-hazardous material and examining potential incentive programs will likely take more time to evaluate in terms of feasibility and specific requirements. One approach may be to break the recommendations into implementation packages after initial USC review of the recommendations and Staff will be prepared to discuss options at the meeting.

Staff recommends that this initial meeting be a review of the recommendations with Staff available to provide background and answer initial questions. USC could then discuss a strategy for moving forward with review, public comment, and a recommendation to the City Council.

IV. REQUESTED ACTION

USC direction regarding the process of considering the demolition permit recommendations is requested.

Review and Concur:



Jim Patterson, City Manager

Attachments:

- A: Excerpt from 3/17/14 CC Staff Report
- B: Neighborhood Work Group Agenda Packets 8.22.13 & 9.5.13
- C: Neighborhood Work Group Summary of Meeting 8/8/13
- D: Outline Procedure for Issuance of Demolition Permits
- E: Development Services Division Demolition Permit Instructions

Excerpt From March 17, 2014 City Council Staff Report

Scope of Work Objective 2 – Review current development standards, and identify potential measures that would minimize potential impact from the creation of high density housing in or near lower density residential areas.

- a. Develop and enact Land Development Code (LDC) language that would implement selected mitigation measures (measures to mitigate impacts to neighborhood character, privacy, parking, and other issues, as identified).

Recommendations

1. The Neighborhood Planning Work Group recommends to the Collaboration Corvallis Steering Committee that the City of Corvallis make changes in the appropriate codes and ordinances and fee schedules to increase the requirements and the fee for demolition of any residential property in the City. The work group further recommends that the City of Corvallis consider including the following elements as a part of the relevant codes and ordinances for issuance of a demolition permit:
 - Increase demolition permit fee to cover costs of processing increased demolition permit requirements.
 - Require owner to provide a “35 working-day notice” to all neighborhood associations and post a notice at the property under consideration for demolition before the demolition permit is issued.
 - For the purpose of determining when the notice described above is required, “demolition” should be defined as “the complete destruction or removal of a residential structure, or the removal of more than 50 percent of the perimeter walls.”
 - Require the owner to offer the structure to be acquired and moved by a willing party 35 working days or longer prior to issuance of demolition permit. Provide notice of how property was advertised for sale and bids received.

- Establish a registry of interested individuals and businesses that notifies the registrant whenever a demolition permit application has been submitted to the City of a single family residential property.
- Consider what incentives might be provided to a property owner to assist in rehabilitation or relocation of the structure.
- Require that the notice given by the owner, as described above, include information about DEQ requirements for hazardous materials abatement, if required, and how to report non-compliance with those requirements.
- Require that contact information regarding city and DEQ permits be posted at the site for neighbors to review in case violations are suspected.
- If moving is not an option, consider a requirement that a percentage of the materials remaining after excluding material that requires abatement (i.e. asbestos, etc.) must be diverted from landfills or must be reused.
- Require that prior to demolition the owner provide the city with photos of façade of the structure.

Basis for Recommendation

One result of increased demand for more student housing off campus has been an increase in the number of residential demolitions. Between 2008 and 2012, the City of Corvallis issued 77 permits for the demolition of residential structures, many of which were located inside of the Collaboration Corvallis Project Area and may have been historically significant. In comparison, only four residential structures were relocated as an alternative to demolition during this period of time. Although the demolitions that occurred between 2008 and 2012 represent a relatively small percentage of the total number of residential structures within the Project Area, the work group concluded that the loss of potentially significant historic dwellings is contributing to the gradual erosion of the community's existing character.

Receiving a demolition permit from the City of Corvallis is currently a straightforward process that generally results in a permit being issued within a matter of days. As with many other types of building permits, which are regulated by provisions contained in the State Building Code and not the Corvallis Land Development Code, a public notice is not issued to owners of adjacent property when a demolition permit has been requested. These conditions have resulted in neighbors receiving little or no advanced knowledge of when a house nearby, or even next door, will be demolished, causing a variety of concerns.

The Neighborhood Planning Work Group received public testimony regarding cultural and environmental impacts caused by demolition of residences in neighborhoods near the OSU campus. In addition to adverse impacts on the character of these neighborhoods were concerns about missed opportunities to relocate intact structures or recycle or reuse particular building materials, as well as concerns about the airborne release of environmental contaminants (e.g., lead and asbestos) during the demolition process. Potential increases to the cost of housing in the community as a result of increasing the requirements and procedural time frame for obtaining a demolition permit were also noted.

While the focus of the work group's discussions on this topic were related to older, potentially historic dwellings, it was acknowledged that the same set of concerns summarized above could apply to newer housing as well. For this reason, and because of limitations contained in State law regarding regulation of historic properties, the work group determined that it was appropriate to craft a recommendation that applies to the demolition of any residential dwelling.

The subject recommendation requires a notification period that would provide interested parties an opportunity to purchase and move a residence that would otherwise be demolished. In the event that a purchase agreement could not be reached, elements of the recommendation would result in greater awareness of the impending demolition and the relevant contact information for the Department of Environmental Quality in the event nearby residents are concerned about exposure to contaminants. Photographs of a structure's façade would also be submitted to the City of Corvallis for archiving, thus securing at least a visual record for future reference.

The recommendation also encourages the City of Corvallis to explore opportunities for developing a locally-based program for reusing and recycling building materials generated through the demolition process. Several models exist for such a program, including a robust system in the Portland metro area. However, it will be necessary to gain additional input from local stakeholders (e.g., property owners and construction trades) and service providers (e.g., Republic Services, Benton County, and Benton Habitat for Humanity) in order to successfully implement a program in the Corvallis area.



Meeting Agenda
Collaboration Corvallis
Neighborhood Planning Work Group
August 22, 2013
5:30-7:30pm
Madison Avenue Meeting Room
500 SW Madison Avenue

Meeting Materials:

- Memorandum – August 15, 2013, Additional Considerations Regarding Draft Demolition Recommendation
- Draft Summary Minutes – July 23, 2013
- Draft Summary Minutes – August 8, 2013

I. Introductions

II. Public Comment

III. Review of Summary Minutes

1. July 23, 2013
2. August 8, 2013

IV. Discussion Items

1. Overview of current demolition permit process and response to Aug. 8 work group questions (City staff)
2. Decision on draft demolition recommendation
3. Review preliminary rezoning exercise results

V. Adjournment



MEMORANDUM

TO: Neighborhood Planning Work Group

FROM: Eric Adams, Project Manager

CC: Kevin Young, Planning Division Manager, City of Corvallis
David Dodson, Campus Planning Manager, Oregon State University

DATE: August 15, 2013

SUBJECT: Collaboration Corvallis – Additional Considerations Regarding Draft Demolition Recommendation

Provided below are paraphrased comments and questions made at the August 8, 2013, public outreach meeting regarding the draft demolition permit recommendation. These are not intended to reflect the complete record of comments that were made at the meeting, but, rather, are intended to provide the work group with a summary of the perspectives that were offered by the community members who spoke. It should be noted that comments regarding impacts to “neighborhood character” caused by recent dwelling demolition have not been included, as the work group has already acknowledge those concerns.

- Environmental hazards (e.g., lead and asbestos) are significant disincentives to relocation of dwellings and reuse of some building materials.
- The Department of Environmental Quality doesn’t have adequate staff to enforce hazardous materials disposal violations associated with building demolition.
- Older homes are harder to heat and maintain than newer homes, which are more efficient and environmentally friendly.
- The option of providing property tax discounts (e.g., one year “tax free”) should be considered as a possible incentive to encourage relocation of existing dwellings.
- If a dwelling has already been purchased by the entity or person who intends to demolish it, would the 35 working-day notice period ever result in the dwelling not being demolished? Perhaps possible disincentives that would discourage demolition should be considered instead.
- A 35 working-day notice period would provide some prospective purchasers with the opportunity to buy and/or relocate the dwelling, which might not exist otherwise.

- Requiring that a certain number of windows and doors be salvaged and reused in the replacement structure would be relatively straightforward, and easy for designers and contractors to accommodate.
- Increasing the demolition permit notice period from 35 working days to 90 days would provide a more realistic period of time for a prospective purchaser to learn about the opportunity to buy and/or relocate the house.
- Emphasis should be placed on the reuse of building materials generated through demolition, and the term “recycling” should be used in place of “salvage”, as it currently appears in the draft recommendation.
- Rehabilitation of a dwelling has to be financially feasible in order for the owner to consider that approach as an alternative to demolition, and it’s often less expensive to simply demolish a dwelling and reconstruct with more modern, energy efficient materials.
- Interest accrued on property and construction loans can be substantial. Extending the length of time over which interest will be charged by adding a 35 working-day delay to the redevelopment process is going to increase the cost of new housing and cause some developers to reconsider projects in Corvallis.
- The possible incentives that might consistently encourage property owners to consider relocation as an alternative to demolition would have to be significant enough to compensate for the additional costs associated with that approach. Time delays, additional regulatory requirements, liability issues, and the availability of a receiving property would each be substantial disincentives to relocation.
- Locally, Benton Habitat ReStore is the only facility that will accept used building materials. However, they are very particular about what they will and won’t accept. For example, windows from a circa 1910 house were rejected because they are not as energy efficient as modern designs.
- If photos of dwellings have to be submitted in order to obtain a demolition permit, they should show the context of the dwelling in relation to the street.

In response to these comments and others, the work group asked project staff to provide responses to the following questions.

- Is there a permit that the City issues in order to move a structure? If so, what does it cost?
- Assuming the proposed 35 working-day notice period were implemented, could an applicant receive a refund for a demolition permit if another party offered to buy and/or move the structure within that 35-day notice period? Could all or a portion of the demolition fee be applied to the cost of a "move" permit (assuming there is such a thing)?

- Is there an enforcement role that City staff could assume for DEQ in order to address hazardous materials abatement related to demolitions? Could the cost of that enforcement role be included in the cost of a demolition permit?
- How, exactly, is the cost of demolition permit determined, and are there statutory limitations on how those fees are established?

City staff expect to have responses to these questions available for the work group's consideration either prior to the August 22, 2013, meeting, or will attend that meeting to discuss them in person.

As currently structured, the draft recommendation is composed of the following primary elements:

1. A **35 working-day notice**, during which the property owner is expected to offer the dwelling for sale in the hopes of it being purchased on another party who would either retain the dwelling in some form or relocate it to another property.
2. Providing **proof of DEQ permits** to the City of Corvallis prior to receipt of a demolition permit, and displaying DEQ contact information about such permits at the job site.
3. Specifying a **minimum percentage of non-hazardous building materials** that must be either reused or recycled following demolition of a dwelling.
4. Requiring **submittal of archival photographs** of the building to the City of Corvallis prior to obtaining a demolition permit.

Of these, requiring a minimum percentage of non-hazardous building materials be reused or recycled is likely the most complicated to implement. Underlying considerations include:

- What is a realistic percentage of building materials that could be reused or recycled from the stock of dwellings currently located in Corvallis? Would the period of construction and associated quality of materials used to construct a dwelling influence how much could be reused or recycled?
- Is the regional marketplace for the sale of used building materials adequate to accommodate the potential stream of salvaged materials that might be generated?
- Do existing resale businesses in the region (i.e., Benton Habitat ReStore) have the capacity and willingness to accommodate the potential stream of salvaged building materials?
- Are there companies in the region that possess the staff and expertise necessary to successfully deconstruct a dwelling so that a minimum percentage of the salvaged materials were available for resale or reuse?
- Do the regional waste collection and recovery facilities managed by Republic Services possess the capacity and infrastructure to collect, sort, and recycle the potential spectrum of building materials that would have to be captured in order to divert a meaningful percentage from the landfill?
- How would staff from the City of Corvallis track and confirm whether a minimum percentage of building materials generated through demolition of a dwelling were actually reused or recycled?

In an effort to answer some of these questions, project staff contacted representatives from the Benton Habitat ReStore and Republic Services, who shared the following information. A notation is included to indicate which organization provided each comment.

- “It is possible that 40-50% of building materials generated through dwelling demolition could be reused or recycled. However, dwellings constructed after the 1950’s are less likely to have a higher percentage of reusable or recyclable materials.” (ReStore)
- “Although dedicated staff are not currently available, it typically takes three days to one week to schedule a salvage consultation. This does not include actually deconstructing the building, which is not a service we currently provide.” (ReStore)
- “It typically costs between \$1,500-\$2,000 to complete a basic residential salvage operation, which would involve minimal deconstruction activity and focus on extracting appliances, windows, doors, cabinets, and plumbing fixtures.” (ReStore)
- “Our newest location has more capacity to accommodate additional building materials, and also allows us to store materials for transfer to other Habitat for Humanity resale facilities.” (ReStore)
- “The materials recovery facility (MRF) nearest to Corvallis that is managed by Republic Services and has the capability to accept most construction and demolition debris is located in Wilsonville.” (Republic Services)
- “Contractors can deliver mixed construction and demolition debris to the Wilsonville MRF, have it sorted for distribution into the various recycling streams, and receive documentation on how much of each material was recovered. Some larger projects recently completed in Corvallis have used this facility in order to comply with LEED certification requirements.” (Republic Services)
- “Constructing a MRF at Coffin Butte Landfill has been discussed, but doing so is dependent upon funding and regulatory approvals from Benton County and other government agencies. There are no immediate plans to construct such a facility at this time.” (Republic Services)

In addition to this information, a list of the materials currently accepted by the Benton Habitat ReStore is attached to this memorandum, (Attachment A). Also provided are two case studies prepared by the City of Seattle’s Office of Sustainability and Environment. The first summarizes deconstruction of a dwelling and the other discusses relocation of a dwelling, (Attachment B).

Lastly, as a point of reference, Attachment ‘C’ is a copy of the form provided by Portland METRO to track the amount of construction and demolition debris delivered to its MRF in order for a project to obtain LEED certification. It is worth noting that their regional waste management program requires all construction and demolition debris generated within the boundaries of the METRO service area must be processed at one of its facilities. Fines are imposed when contractors violate this requirement. The disposal rates for mixed construction and demolition debris (\$105-\$130 per ton) are roughly three to four times more expensive than the rate charged by Republic Services (\$30 per ton) for disposal of similar materials at Coffin Butte Landfill. This regulatory dynamic may directly encourage greater effort to reuse or recycle construction and demolition debris.



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Hours:
Tues-Sat, 9am-5pm

Donation Intake Hours:
Tues-Sat, 9am-4:30pm

Phone:
(541) 752-6637

Email:
[[email](#)]

Location: [[Google Maps](#)]
4840 SW Philomath Blvd.

To schedule a pickup:
call (541) 752-6637

Benton Habitat for Humanity ReStore is located at 4840 SW Philomath Blvd, Corvallis, Oregon. To make a donation, bring your items to our Donation Center on Philomath Blvd. Donations are accepted from Tuesday–Saturday 9am–4:30pm. If you are unable to bring in your donation, you can schedule a local pickup by calling our ReStore at 541-752-6637.

All items must be complete, clean and in working condition.

If you have any questions about our acceptance guidelines, please call the ReStore prior to drop-off. Donations may not be left without our approval or when the ReStore is closed.

NEW LOCATION:

4840 SW Philomath Blvd • Corvallis, Oregon 97333

(In the old Keith Brown Building Materials building) [see map >](#)

Office 541-752-3354 • ReStore 541-752-6637 • Fax 541-752-0884 • [Email](#)

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All donations are tax deductible. Thank you for your support!

ITEMS WE ACCEPT

Appliances

White, almond, stainless steel, or black only. Must be clean and **100%** functional with no rust or missing parts. We accept electric stoves less than **10 years old**, gas ranges less than **15 years old**, air conditioners less than **10 years old**, dishwashers less than **5 years old**, water softeners less than **5 years old** and washers/dryers less than **15 years old**. Exceptions made for some older units in excellent condition. Approved furnaces, pellet and gas freestanding or insert stoves in good condition. HVAC parts in good condition.

Bath and Kitchen fixtures

Must be clean to be acceptable. We accept toilets less than **10 years old, low flow** (1.6 Gal), **Kohler** or **American Standard**. Handicap height toilets in white or almond in good condition with no chips or cracks. Sinks may not have chips, dents, stains, rust or excessive wear.

Building and Construction Materials

In good, clean condition with no rust. Flat stock 1/2 sheets or more. 'Up to code' items only. Gutter parts and pipes (over 4') in good condition. Bricks, blocks, cement, and grout. Ceiling and roofing materials must be new.

Cabinets

Must be complete with all drawers and doors. Must be structurally sound, with no rot or breakage. Missing knobs and separate doors are acceptable. Missing drawers upon approval only. Clear span (no cut-outs) counter tops.

Craft and Household Items

By management approval only. Mirrors must be in good condition and must not have any chips. Only unused wallpaper and carpets accepted.

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Doors

Must be in good condition with no scratches, cracks, rot, holes or separations. Lights and inserts intact.

Electrical Items

Approved breakers/boxes, cords in good condition, fans, lights/parts, switches, wire.

Electronic Components & Parts



oregon E-CYCLES
oregonecycles.org Electronic

components / TVs- CRT, LCD, flat panel, projection, etc. / Computer- desktops, laptops, CRT monitors, LCD monitors and other Peripherals.

Furniture

In clean and good condition with no excessive wear, tears, or stains.

Garden and Yard Items

Fencing materials, functioning lawn mowers and yard tools, plant pots, sprinkler parts, garden furniture, play structures.

Hardware

In good, clean condition with no rust. We accept knobs, hinges, locks, nails, screws, nuts, bolts, fasteners etc.

Lumber and Wood products

Lengths over 4 feet. Sheet stock at least 4' x 4'. Items must be free of nails and staples.

Paint, Stains, Adhesives

Reusable Paint—Containers should be at least 3/4 full and in excellent condition only.



Paint Recycling—We are a collection site for the Oregon PaintCare program and can accept eligible paint for recycling.

Plumbing

Pipes at least 4 feet long. Connections, faucets and parts must be in reusable and resellable condition.

Tools

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Ladders, manual and power tools in sound, working condition. Pre-approved electric motors.

Window Covering

Curtain rods, window dressing hardware, etc. Mini-blinds or venetian blinds subject to onsite approval.

Windows

Vinyl frames accepted. 'Up to code' only. Aluminum thermal pane **28" x 28" or smaller**. Low-E wooden frames. No cracks or missing panes, and no rot. Exceptions made for antique and unique items, upon approval by management.

ITEMS WE DO NOT ACCEPT

Bedding

Regular mattresses, sofas, boxsprings and bedding of any kind

Chemicals

Any household/yard/toxic chemicals are strictly not accepted. Please dispose of your chemicals properly. Check with Allied Waste for their regular hazardous waste events.

Clothing

Clothing, outerwear, etc.

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Building Materials Salvage

Environmental and business development opportunity



About the project

Building type: single family home, one story

Square feet: 1200

Year built: 1935

Construction: wood frame, exterior brick veneer, concrete foundation

Salvage method: hybrid (partially mechanized) deconstruction

Location: Ballard neighborhood, Seattle

Project completed: September 2007

This building was slated for demolition in order to make way for a new pocket park in Ballard. Seattle Parks contacted Seattle Public Utilities (SPU) to see if SPU would be interested in using the building as a salvage case study.

Approach

SPU approached the Seattle Conservation Corps (SCC), a city service that trains youth in trade skills, to conduct the deconstruction. SCC in turn contacted a 501c3 (not for profit) deconstruction contractor. This allowed the

value of the salvaged materials to be characterized as a charitable donation by the building owner—a substantial tax benefit. This approach was later abandoned.

As a result, SPU contacted a salvage consultant who evaluated the property's salvage potential and provided an estimate of time and labor required using different deconstruction techniques. The consultant estimated that manual deconstruction would require approximately nine days for a crew of five, versus three to four days for a crew of four for a hybrid, or partially mechanized approach. In addition, the consultant would train SCC staff in salvage and deconstruction skills. Contracts were signed with both SCC and Re-Use Consulting.

To receive a demolition permit, the project was required to apply for a Master Use Permit to convert the land from residential zoning to public open space. Seattle has a "no net loss"

Project participants

Owner:

Seattle Parks Department
www.seattle.gov/parks

Salvage consultant:

Re-Use Consulting
<http://reuseconsulting.com>

Deconstruction:

Re-Use Consulting, Seattle
Conservation Corps
www.seattle.gov/parks/scc

Hauler:

Allied Waste
www.rabanco.com

Recycler:

Allied Waste; Seattle
Recycling + Disposal
Stations

www.seattle.gov/util

Pilot project funding:

Seattle Public Utilities
www.seattle.gov/util

Ballard Hybrid Deconstruction Training

A 1935 single family home was dismantled to make way for a small neighborhood pocket park in Seattle's Ballard neighborhood. Utilizing mechanized deconstruction methods, a total of 15-20 tons of materials were diverted from the landfill.

Attachment B-1

Resources

City Green Building, in Seattle's Department of Planning and Development, provides resources, education and technical assistance towards improving the environmental performance of buildings in Seattle. Materials salvage resources include a Green Home Remodel guide on Salvage & Reuse, sample deconstruction specifications and how to information on salvaging windows, doors and flooring. www.seattle.gov/dpd/GreenBuilding

King County GreenTools provides an online directory of recycling and salvage services for construction materials, lists recycling rates for local companies handling construction and demolition materials, and has additional deconstruction case studies. www.greentools.us

Seattle Dept. of Planning + Development Client Assistance Memos (CAMs)
 CAM 336: Reuse of Building Materials
 CAM 337: Demolition Permits
 CAM 1302: Building Material Salvage + Recycling
www.seattle.gov/dpd/publications/

WA Dept. of Ecology: Demolition Debris
 Describes the solid waste and hazardous waste elements of demolition debris.
www.ecy.wa.gov/programs/hwtr/demodebris/

For more information
 Seattle Public Utilities
 Joel Banslaben
joel.banslaben@seattle.gov
 (206) 684-3936



www.seattle.gov/util

This information available in other formats upon request.

Building Materials Salvage

Ballard Hybrid Deconstruction Training Case Study

housing law that requires either an approved building permit or a change of land use prior to granting a demolition permit.

Once the permit was issued, the structure was analyzed to identify hazardous materials; lead and asbestos were abated.

Salvage began by extracting interior, non-structural materials from the house. The deconstruction crew then began a *hybrid deconstruction* process, cutting the house into sections and removing the panelized elements using an outreach forklift and tractor. The panels were placed on the ground and the materials separated for reuse and recycling. The SCC deconstruction crew consisted of five laborers and two site supervisors split into two teams, one for panelizing and one for disassembling materials. Lumber and structural timbers, interior doors, kitchen cabinets, a fireplace mantle, sinks and a tub were salvaged. Unusable wood, porcelain (toilets), and metal was recycled.

Schedule

Week 1: Interior salvage; roof and main floor removed
 Week 2: Structural basement timbers salvaged
 Weeks 3+4: Deconstruction complete; concrete crushed for basement backfill; site cleaned.

Lessons learned

Space constraints dictated the need for a street use permit to place bins in the public right of way, adding expense to the project. Permitting processes and training the deconstruction workforce extended the project schedule. The crew's unfamiliarity with deconstruction practices likely contributed to a few minor injuries on site. In addition, the house had been vacant and boarded up, causing damage to doors and frames and reducing the value of the salvaged materials. More diligent materials tracking and identifying roles and responsibilities would have minimized mistakes (a load of recyclable wood likely ended up as demolition waste, and the asphalt shingles were not weighed). Also, recycling rates were reduced by contamination—mixing good wood with painted and/or treated wood.

The project attracted media attention, which in turn was helpful in raising awareness about salvage on projects; for example, staff at Sound Transit saw coverage of the project, leading to the Capitol Hill Redevelopment project in this Case Study series. In a private sector context, such coverage is essentially free advertising and positive public relations for the firms involved.

Materials analysis*	
Material	Tons
Wood (recycled)	3.75
Metal (recycled)	0.25
Commingled demo waste** (recycled)	0.09
Commingled demo waste** (disposed)	4.41
Concrete (crushed and used as fill on site)	
Tons diverted from landfill***	4.09
Total diversion rate: 48%	

* Salvaged materials tonnages are excluded from this table, due to lack of data.
 ** Recycling rate at Allied Waste's 3rd + Lander facility in September 2007 was 2%.
 *** Concrete foundation was crushed and used on site; these tonnages are not reflected in the diversion from landfill.

Project costs	
SPU contribution: deconstruction	\$18000.00
Parks contribution: training	\$23200.00
Parks contribution: consultant costs	\$3000.00
Parks contribution: recycling + disposal	\$2300.00
Total project cost	\$46,500.00

Building Materials Salvage

Environmental and business development opportunity



About the project

Building type: single family home

Square feet: 1680

Construction: wood frame, two story, below-grade basement, detached garage

Year built: 1908

Location: Fremont neighborhood, Seattle

Project completed: September 2008

Diversion method: house moving

This 1905 Craftsman house had recently been painstakingly restored by its owners, who operated the home as a bed and breakfast. The neighborhood historical society considers the home one of the most architecturally significant houses of the Fremont neighborhood. However, the City of Seattle has promoted Fremont as an "urban village" and as a result development in the area nearest to shops and restaurants is often focused on increasing density where single family homes existed. As a result, developers purchased the home for the purpose of building townhouses, and the house

was scheduled to be demolished in Fall 2008.

Approach

The neighborhood and the Fremont Historical Society helped bring media attention to the house in hopes that it would be spared from demolition. They approached Nickel Bros. House Moving who quickly listed the threatened house on its website and were successful in finding a local property owner with plans to build a new home on his lot. The owner decided to move the existing lot to his property instead of building new.

Nickel Bros. prepared the house for moving by installing extra bracing, removing the basement wall and ceiling finishes, and loading the house onto two large structural beams. Dollies were placed under the rear portion of the beams while a tractor-truck was hooked to the front. The move was scheduled from 2:00 a.m. to 11:00 a.m. on Saturday evening so as not to disrupt daytime traffic in the house's fifteen

Project participants

Owner: Private owner

House moving: Nickel Bros. House Moving
www.nickelbros.com

Project support: Seattle Public Utilities
www.seattle.gov/util

Fremont House Move

A historically significant 1905 home in Seattle's Fremont neighborhood is spared from demolition by a whole-house move from its original location to a nearby lot. The move resulted in the reuse of 85 tons of materials and an estimated \$100,000 savings to the new owner, compared to building new.

Attachment B-3

Resources

City Green Building, in Seattle's Department of Planning and Development, provides resources, education and technical assistance towards improving the environmental performance of buildings in Seattle. Materials salvage resources include a Green Home Remodel guide on Salvage & Reuse, sample deconstruction specifications and how to information on salvaging windows, doors and flooring. www.seattle.gov/dpd/GreenBuilding

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For more information
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 Joel Banslaben
joel.banslaben@seattle.gov
 (206) 684-3936



www.seattle.gov/util

This information available in other formats upon request.

Building Materials Salvage

Environmental and business development opportunity

block journey to its new location. Overhead utility wires had to be temporarily taken down along the move route and some low-lying trees had to be pruned and/or removed and replaced along the street. The remaining concrete foundation was later crushed for recycling. Some elements of the single-car garage were salvaged including; the garage door, windows, siding, trim, and dimensional lumber. The remainder of the garage was then demolished and disposed, along with the basement finishes.

Schedule

Within the twelve weeks that Nickel Bros. House Moving received word from the Fremont Historical Society of the house's impending demolition, the company was able to find a receiving property, secure all necessary permits, prepare the house and perform the move.

Lessons learned

The house move was successful from a triple bottom line approach. The developer saved money on demolition and disposal costs. The owner's total cost for the move (\$140,000) was offset by the house value on the receiving property, which is expected to be approximately \$350,000. With other finishing costs expected to total \$100,000, the owner is receiving a historic-quality house for about \$100,000 less than its projected appraisal value. House moving also helps save valuable resources and lessens environmental impact by reducing the demand for virgin materials for new housing.

The house move itself was particularly challenging given the house's height and the narrow streets in the residential Fremont neighborhood. The move route involved traversing an extremely steep hill and the moving logistics involved a great deal of upfront planning. The move took about twenty percent longer than expected and the utility wire moving costs roughly doubled based on the challenges on the route. A better understanding of the obstacles along the tight move route would have helped the house mover and the owner better anticipate moving costs.

In spite of the challenges, this project saved approximately 85 tons of demolition waste from disposal

and created local job opportunities equivalent to roughly 200-person hours for Nickel Bros. House Moving. The project also earned large amounts of media attention, providing education to the public house moving as a method for saving valuable resources from disposal.

Project costs + benefits	
House move (includes permits, moving, utility line management, tree pruning + replacement)	-\$140000.00
Estimated remodel cost, post-move	-\$100000.00
Avoided disposal fees*	\$10200.00
Estimated value of house, post-move	\$350000.00
Savings over demolition/new construction	\$120,200.00
* Assumes \$120 per ton disposal rates	

Materials analysis	
Material	Tons
House (reused)	85.0
Concrete foundation (recycled)	49.5
Basement finishes (disposed)	2.0
Total tons generated	136.5
Total tons diverted from landfill	134.5
Total diversion rate: 98.5%	

Succeed with LEED

How to maximize USGBC LEED recycling credits



**For construction and demolition contractors,
waste haulers, salvagers,
project managers and recycling facility operators
in the Portland metropolitan region**

July, 2008



Metro

Attachment C-1

EXHIBIT B 14

Purpose of this publication

This brochure and accompanying form aim to simplify the tracking and reporting of salvage and recycling data from U.S. Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) projects in the Portland metropolitan region. The standardized form will help project managers achieve maximum points under LEED v. 2.2 or other LEED products and minimize waste-related administrative costs.

The good news is that recycling is easier here in the Metro region than just about anywhere else in the United States, so it is not difficult to recycle 50 percent, 75 percent or even 95 percent of your LEED project waste.

The form within this publication can be used to track and report individual loads of recycling or salvage leaving LEED projects in the Metro region. It was specifically created to resolve the documentation problems that have arisen when LEED project debris is sent to one of the region's mixed-material recovery facilities and you need to know how much was actually recycled. Clearer documentation will also make it easier for project team members to understand recycling data and for LEED reviewers to understand and approve your LEED project recycling data.

Resources for recycling or salvage

Call Metro Recycling Information at 503-234-3000 or visit www.oregonmetro.gov/toolkit for a complete list of construction recycling and salvage facilities in the Metro region.

What materials count toward recycling under LEED?

The recycling or salvage of most non-hazardous building materials should count toward a project's overall recycling diversion percentage for LEED. This includes, but is not limited to, used building materials removed from the structure for reuse and recycling of concrete, brick, CMUs, sand, crushed rock, roofing, wood, cardboard, metals, glass, plastics, insulation, etc.

What materials do NOT count toward recycling under LEED?

Soil, dirt and topsoil scrapings from excavation or site-clearing do not count toward a project's overall recycling diversion percentage for LEED. Hazardous materials including asbestos, contaminated soil, mercury, and lighting parts containing polychlorinated biphenyl also do not count.

For maximum LEED points

- 1st** – Salvage and deconstruct as much as possible.
- 2nd** – Source separate the debris that is not salvageable.
- 3rd** – Deliver mixed debris to a mixed-material recovery facility.

Implementation tips:

- Distribute LEED recycling tracking forms to all subcontractors that will be taking project debris or salvage off-site.
- The general contractor should contact the material recovery facility operator that will be accepting the project debris to ensure the vendor is aware of this form and your reporting requirements. During and after the project, stay in contact with the mixed-material recovery facility to verify the accuracy of information reported on the LEED tracking form.
- Request that the mixed-material recovery facility operators and recycling facility operators complete a form for each load they accept. The hauler's role is to return the completed form to the LEED project manager.
- Consider using smaller 10- and 20-yard drop boxes to allow more space for source-separated recycling on small footprint job sites.
- Make payment for hauling services contingent on receiving a completed LEED tracking form for each load leaving the site.
- Appoint one LEED team member to oversee all LEED recycling data-gathering.
- Use "tons" in all calculations.

LEED Recycling and Salvage Tracking Form



Instructions: Form is to be filled out by the recycling facility, mixed-materials recovery (MRF) facility operator or salvage/demolition contractor. **Each load must have its own form.** Return completed forms to the party compiling the project's LEED documentation package. Additional copies of this form can be downloaded at www.oregonmetro.gov/toolkit.

Date/time: _____ Name: _____

Project name: _____ Invoice/job number: _____

Project address: _____

Hauler name: _____ Truck number: _____

Vehicle type (check one): Drop box Flat bed Truck/trailer Other _____

Type of facility: Choose one and fill out that section. (Sorting procedures for mixed-material recovery facilities are listed on the back)

SALVAGE/REUSE

Facility name: _____ Address: _____

Description of load: _____

Weight: _____

SOURCE-SEPARATED RECYCLING

Facility name: _____

Material type: _____

Portion of load that is not recyclable: _____ Weight: _____

End use (check one): Recycled into fuel product (hog fuel) Processed/recycled into new product

MATERIAL RECOVERY FACILITY

Facility name: _____

Description of load: _____

Choose option A or B:

A. Use existing recovery percentage data. List the mixed-material recovery facility recovery percentage reported to Metro. Call 503-797-1663 to find out the mixed-material recovery percent for the months when your LEED-eligible project loads were delivered to these facilities.

Facility recovery percentage: _____ Weight: _____

B. Custom sorting: The facility operator must provide (1) actual weights for each load, (2) recyclable materials weight by category, (3) total disposal weight and (4) the resulting recycling percent for each load. See sorting procedures on reverse side. **Visual estimation is not allowed.**

Facility name: _____

Recyclable materials by type, weight and end use (e.g. "wood", "6 tons", "hog fuel")

Material (1): _____ Weight: _____ End use: _____

Material (2): _____ Weight: _____ End use: _____

Material (3): _____ Weight: _____ End use: _____

Material (4): _____ Weight: _____ End use: _____

Total disposal weight/recycling percent: _____

Facility operator signature _____ Date: _____

Attachment C-3

Sorting procedure:

Mixed project waste from each separate LEED project must be kept physically separate from other waste at each mixed-material recovery facility until the weighing and sorting process is completed.

If this is not possible, the overall facility recycling data reported to Metro (see *option A*) is the fallback data set and can be used as the LEED alternative recycling percentage.

1. Weigh the incoming load on a state-regulated scale. (Record the weight of the load, minus the vehicle/container weight.)
2. Tip the load into the segregated sorting area.
3. Sort the load into material categories – wood, corrugated cardboard, metal, roofing and concrete, for example.
4. Weigh the recyclables on a scale and record on Section B of the LEED Recycling and Salvage form:
 - Weight of each recyclable material category
 - End use for each material – hog fuel, compost, etc.

5. Subtract the weight of recycling from the total load weight (minus the vehicle/container weight) and record the overall recycling percent on the LEED Recycling and Salvage form.
6. Sign the form and send it to the LEED project manager/contractor.

Note: Data quality and accuracy are the responsibility of the party filling out this form. Metro makes no claim about the accuracy of the data provided on this form.

Call Metro Recycling Information at 503-234-3000 to learn more about recycling and salvage facilities in the Metro region.

For additional copies of this form:

www.oregonmetro.gov/toolkit

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Attachment C-4



MEMORANDUM

TO: Neighborhood Planning Workgroup

FROM: Eric Adams, Project Manager

CC: Kevin Young, Planning Division Manager, City of Corvallis
David Dodson, Campus Planning Manager, Oregon State University

DATE: August 22, 2013

SUBJECT: Collaboration Corvallis – Responses to Questions Concerning Current Demolition Permit Fees and Hazardous Materials Abatement

At the August 8, 2013, meeting, the work group asked project staff to provide answers to several questions regarding the current fees charged by the City of Corvallis for demolition permits, as well as the ability for City of Corvallis staff to enforce hazardous materials abatement laws regulated by the Oregon Department of Environmental Quality. The attached memorandum from Development Services Division Manager Dan Carlson contains the requested information.

MEMORANDUM

To Eric Adams, Collaboration Corvallis Project Manager

From Dan Carlson, Development Services Manager

CC Ken Gibb, Community Development Director

Date August 21, 2013

Subject Response to Questions Identified in August 15, 2013 Memorandum

The following questions were identified in the August 15, 2013 memorandum. Bulleted answers are provided immediately following each question:

- 1. Is there a permit that the City issues in order to move a structure? If so, what does it cost?**
 - Yes, the City requires a permit to move a structure over the public Right-of-Way (ROW).
 - The permit fee amount is \$100. The applicant may also need permits from ODOT and/or the County if they are moving the structure using streets that fall within their respective jurisdictional authority. Additionally, a permit to close portions of the ROW for vehicle parking is not required, however, is usually needed to ensure the dwelling can be moved off of the lot. The cost for this permit is \$25.

- 2. Assuming the proposed 35-working day notice period were implemented, could an applicant receive a refund for a demolition permit if another party offered to buy and/or move the structure within that 35-day notice period? Could all or a portion of the demolition fee be applied to the cost of a "move" permit (assuming there is such a thing)?**
 - Eighty percent of the permit fee can be refunded to the applicant if no work or inspections have been completed for the project. Additionally, a 12% State surcharge fee is paid at the time of the application, and is not refundable.
 - It is important to note that Development Services (DS) would most likely have completed all of the review and prepared the permit for issuance pending the 35 day time limit, therefore, DS would retain the appropriate amount of the fee which can often result in DS retaining a majority of the fee. Lastly, our current accounting practices would require we process a refund and DS would not apply a "credit" to another permit type or another applicant. This could be handled between private parties as part of the transfer of sale.

- 3. Is there an enforcement role that City staff could assume for DEQ in order to address hazardous materials abatement related to demolitions? Could the cost of that enforcement role be included in the cost of a demolition permit?**

- The enforcement role currently in place with City staff is to notify the applicant in writing, prior to demolition permit issuance, of the requirement to obtain hazardous materials abatement permits from DEQ. During the course of deconstruction and inspections, City staff have a cooperative and open line of communication with DEQ and will report observed issues of potential hazards for investigation.
- Contact with DEQ's Cathie Rhoades in the solid waste section indicated that they are adequately staffed. Cathie is assigned to and deals directly with hazardous waste complaints in Corvallis. She reports that Hazardous waste complaints such as asbestos or lead disposal are given a status of 'High Priority' with DEQ. Cathie reports that she makes every effort to provide an immediate response back for High Priority complaints.
- DEQ is not interested in entering into an IGA with the City of Corvallis or having Corvallis address hazardous materials disposal complaints and violations other than as a referral. DEQ indicated they have statutory responsibility for this activity and do not delegate this authority through IGAs with other Oregon jurisdictions. DEQ has a hotline phone number and online complaint form for timely addressing complaints.
- City staff does not currently have the staff expertise or professional credentials to perform specialized DEQ job functions for hazardous materials abatement. This role would need to be contracted with a third party provider such as a special inspection agency.

4. How, exactly, is the cost of demolition permit determined, and are there statutory limitations on how those fees are established?

- The cost of a demolition permit is based upon the valuation of the project. This methodology is established by Oregon Administrative Rule.
- Proposed permit fee changes must provide a public notice and public hearing. Permit fees are subject to approval from the State Building Codes Division. In our experience the approval of a new or revised fee related to building permits takes from 3 to 9 months.
- A recent demolition project for a home provided a job value of \$3,500. Demolition permit fees totaled \$177 (included fees for sewer cap, demo permit, water meter, and state surcharge).



Meeting Agenda
Collaboration Corvallis
Neighborhood Planning Work Group
September 5, 2013
5:30-7:30pm
Madison Avenue Meeting Room
500 SW Madison Avenue

Meeting Materials:

- Memorandum – August 27, 2013, Revised Final Draft Demolition Recommendation
- Memorandum – August 28, 2013, Example Definitions of “Demolition”
- Memorandum – August 30, 2013, Additional Information Regarding DEQ Asbestos Abatement Permits

I. Introductions

II. Public Comment

III. Review of Summary Minutes

1. NONE

IV. Discussion Items

1. Review memos regarding DEQ process for asbestos abatement “permits” and example definitions for “demolition”
2. Decision on draft demolition recommendation (*continued*)
3. Review preliminary rezoning exercise results

V. Adjournment



MEMORANDUM

TO: Neighborhood Planning Work Group

FROM: Eric Adams, Project Manager

CC: Kevin Young, Planning Division Manager, City of Corvallis
David Dodson, Campus Planning Manager, Oregon State University

DATE: August 27, 2013

SUBJECT: Collaboration Corvallis – Revised Final Draft Demolition Recommendation

At its August 22, 2013, meeting, the work group made the following changes to the current draft of the recommendation regarding demolition of residential structures. There will be an opportunity to make additional modifications at the September 5, 2013, meeting.

Proposed Draft Demolition Recommendation

Recommend that the City make changes in the appropriate codes and ordinances and fee schedules to increase the requirements and the fee for demolition of any residential property in the City. Recommend that the City consider including the following elements as a part of the relevant codes and ordinances for issuance of a demolition permit:

- Increase demolition permit fee to cover costs of processing increased demolition permit requirements
 - Require owner to provide 35 working days notice to all neighborhood associations and neighbors within 500 feet of property under consideration for demolition before permit is issued
 - Require the owner to offer the structure to be purchased and moved by a willing buyer 35 working days or longer prior to issuance of demolition permit. Provide notice of how property was advertised for sale and bids received.
 - Consider what incentives might be provided a property owner to assist in rehabilitation or relocation of the structure.
 - ~~Require that owner provide proof of permits from DEQ prior to issuance of demolition permit~~
 - Require that the notice given by the owner, as described above, include information about DEQ requirements for hazardous materials abatement, if required, and how to report compliance with those requirements.
 - Require that contact information regarding city and DEQ permits be posted at the site for neighbors to review in case violations are suspected.
 - If moving is not an option, require that a percentage of the materials remaining after excluding material that requires abatement (i.e. asbestos, etc.) must be diverted from landfills or must be reused
 - Require that prior to demolition the owner provide the city with photos of façade of the structure
-

In addition to these changes, the work group discussed the need to establish a threshold for determining when the extent of a proposed demolition would require notification, as described in the second bullet of the recommendation. The work group also requested more information concerning the process used by the Oregon Department of Environmental Quality to issue permits for hazardous materials abatement. Two separate memos will be included in the packet for the September 5, 2013, meeting in response to the work group's discussions on these aspects of the recommendation.



MEMORANDUM

TO: Neighborhood Planning Workgroup

FROM: Eric Adams, Project Manager

CC: Kevin Young, Planning Division Manager, City of Corvallis
David Dodson, Campus Planning Manager, Oregon State University

DATE: August 28, 2013

SUBJECT: Collaboration Corvallis – Example Definitions of “Demolition”

At the August 22, 2013, meeting, the work group asked project staff to research whether the Corvallis Land Development Code or relevant Oregon buildings codes define “demolition.” Such a definition could be used to determine when a 35-working day notice being considered by the work group for residential demolitions would be required. The Corvallis Development Services Division currently issues a demolition permit any time a portion of a building is being removed.

Neither the LDC nor the Oregon building codes specifically define “demolition.” While the demolition of historic structures is regulated through provisions contained in LDC Chapter 2.9, the act of demolishing a structure is defined by describing the actions it doesn’t qualify as, such as new construction or an addition to or modification of an existing structure.

For ease of implementation, a numerically based definition of “demolition” would likely be preferred by property owners, contractors, and City staff, as it would provide a clear and objective manner for determining when notification was required. A review of definitions from other jurisdictions that use a numeric threshold to define demolition indicates that a threshold of “50%” is typical. The following examples are offered for the work group’s consideration.

Los Gatos, California

- “Demolition of more than fifty (50) percent of all exterior wall areas.
- Failure to maintain a contiguous (connecting without a break) portion of existing exterior wall area that is 50% or more of the total exterior wall area.

- The remaining exterior wall area must maintain either the existing interior or existing exterior wall covering.”

Pasadena, California

“The complete destruction or removal of a structure or object, removal of more than 50 percent of the perimeter walls, or removal of any portion of a structural wall of a street-facing elevation of a structure that may have an adverse affect on the significance of a property.”

Fremont, California

“In the case of a building or structure lacking historical significance, the removal of 50 percent or more of the exterior walls or the roof form. Regarding an historic resource, ‘demolition’ means the destruction, removal or alteration of a building or structure in whole or in part.”



MEMORANDUM

TO: Neighborhood Planning Workgroup

FROM: Eric Adams, Project Manager

CC: Kevin Young, Planning Division Manager, City of Corvallis
David Dodson, Campus Planning Manager, Oregon State University

DATE: August 30, 2013

SUBJECT: Collaboration Corvallis – Additional Information Regarding DEQ Asbestos Abatement Permits

At the August 22, 2013, meeting, the work group asked project staff to provide additional information concerning the process used by the Oregon Department of Environmental Quality to issue and track asbestos abatement permits. The attached memorandum from Development Services Division Manager Dan Carlson contains the requested information.

In addition to this information, the Oregon Administrative Rules related to notification of asbestos abatement projects are also attached.

MEMORANDUM

To Eric Adams, Collaboration Corvallis Project Manager

From Dan Carlson, Development Services Manager

CC Ken Gibb, Community Development Director

Date August 30, 2013

Subject Summary of DEQ Permit Process for Hazardous Materials Abatement

Recently it was requested that we provide additional information regarding the state DEQ permitting process and how the DEQ administers hazardous materials investigations. The following are summary bullets of a recent phone conversation with Dotty Boyd of DEQ.

- Dotty administers permits for asbestos abatement in Corvallis and Benton County and conducts hazardous materials investigations regarding asbestos removal
- Performs approximately 100+ inspections per year with the majority being in Corvallis, primarily because of older structures on campus
- There is 'friable' and 'non-friable' asbestos
- Anyone can remove non-friable asbestos but more than half are done by asbestos abatement contractors
- Friable asbestos can only be removed by licensed and approved asbestos abatement contractors
- DEQ maintains a list of approximately 40 approved abatement contractors
- Contractors must fill out what DEQ refers to as a 'notice' of activity
- The notice is similar to what we refer to as a 'permit' to start work
- Notice contains a lot of information that must be provided by the person doing the work. Information includes among other things, when work will be done, start and end date, scope of work, etc. This is so that DEQ can schedule inspections. It is illegal for contractors to work outside the times stated in the notice.
- Typically Dotty does one inspection per project but it depends on the size of the project. Larger projects such as at OSU she will do 2 or 3 inspections.
- Chapter 9 of the Construction Contractors Manual covers environmental issues and awareness. All construction contractors take a test to get their CCB license and this material is covered on the test
- Dotty was complimentary toward the City in providing applicants for demo permits written notice in conditions of approval and links to DEQ from the CorvallisPermits.com website
- She indicated that the group most likely to slip through the cracks is homeowners with the least likelihood of knowledge. She indicated they do a lot of outreach and have a page on the DEQ website specifically geared toward homeowners.
- I asked Dotty if any jurisdictions had intergovernmental agreements (IGA) for local government to conduct hazardous materials inspections on DEQ behalf. Dotty indicated no.

- I asked if DEQ would consider an IGA with Corvallis for this purpose if we had staff expertise and equipment. Dotty said no.
- Dotty indicated that the state DEQ has formal agreement with the federal EPA to administer their programs for hazardous materials, and DEQ will not delegate that authority to local jurisdictions. She indicated they have the expertise and required safety equipment to do the job. She indicated she would not argue if someone wanted to give her more staff capacity, but she felt they were adequately staffed to handle the asbestos and other hazardous materials programs.

Oregon Administrative Rules Asbestos Abatement Notification

340-248-0250

Asbestos Abatement Project Exemptions

(1) Any person who conducts or provides for the conduct of an asbestos abatement project must comply with the provisions of OAR 340 division 248 except as provided in this rule.

(2) The following asbestos abatement projects are exempt from certain provisions of this Division as listed in this Section:

(a) Asbestos abatement conducted inside a single private residence is exempt from OAR 340-248-0110 through 340-248-0180, 340-248-0210 through 340-248-0240 and 340-248-0260 through 340-248-0270 if the residence is occupied by the owner and the owner occupant is performing the asbestos abatement work.

(b) Asbestos abatement conducted outside of a single private residence by the owner is exempt from the notification requirements contained in OAR 340-248-0260, if the residence is not a rental property, a commercial business, or intended to be demolished.

(c) Residential buildings with four or fewer dwelling units are exempt from the provisions of OAR 340-248-0270(1).

(d) Projects involving the removal of mastics and roofing products that are fully encapsulated with a petroleum-based binder and are not hard, dry, or brittle are exempt from OAR 340-248-0110 through 340-248-0280 provided the materials are not made friable.

(e) Projects involving the removal of less than three square feet or three linear feet of asbestos-containing material are exempt from OAR 340-248-0110 through 340-248-0180 and the notification requirements in 340-248-0260 provided that the removal of asbestos is not the primary objective, is part of a needed repair operation, and the methods of removal are in compliance with OAR 437 division 3 "Construction" Subsection Z and **29 CFR 1926, 1101(g)(i) through (iii) (1998)**. Asbestos abatement projects may not be subdivided into smaller sized units in order to qualify for this exemption.

(f) Projects involving the removal of asbestos-containing materials that are sealed from the atmosphere by a rigid casing are exempt from OAR 340-248-0110 through 340-248-0280, provided the casing is not broken or otherwise altered such that asbestos fibers could be released during removal, handling, and transport to an authorized disposal site.

(3) Any person who removes non-friable asbestos-containing material not exempted under OAR 340-248-0250(2) must comply with the following:

(a) Submit asbestos removal notification and the appropriate fee to the Department Business Office on a Department form in accordance with OAR 340-248-0260.

(b) Remove nonfriable asbestos materials in a manner that ensures the material remains nonfriable.

(c) A nonfriable asbestos abatement project is exempt from the asbestos licensing and certification requirements under OAR 340-248-0100 through 340-248-0180. The exemption ends whenever the asbestos-containing material becomes friable.

(4) Emergency fire fighting is not subject to this division.

(5) Asbestos containing waste material that is handled and disposed of in compliance with a solid waste permit issued pursuant to ORS 459 is not subject to OAR 340-248-0205(1).

Stat. Auth.: ORS 468 & ORS 468A

Stats. Implemented: ORS 468A.745

Hist.: DEQ 96, f. 9-2-75, ef. 9-25-75; DEQ 22-1982, f. & ef. 10-21-82; DEQ 9-1988, f. 5-19-88 (and corrected 6-3-88), ef. 6-1-88; DEQ 4-1990, f. & cert. ef. 2-7-90 (and corrected 5-21-90 & 7-8-91); DEQ 8-1990, f. 3-13-90, cert. ef. 4-23-90; DEQ 18-1991, f. & cert. ef. 10-7-91; Section (1)(a) - (d) renumbered from 340-025-0465(4)(a) - (d); DEQ 4-1993, f. & cert. ef. 3-10-93; DEQ 18-1993, f. & cert. ef. 11-4-93; Renumbered from 340-025-0466; DEQ 19-1994, f. 9-6-94, cert. ef. 10-1-94; DEQ 15-1995, f. & cert. ef. 6-16-95; DEQ 22-1995, f. & cert. ef. 10-6-95; DEQ 14-1999, f. & cert. ef. 10-14-99, Renumbered from 340-032-5620; DEQ 1-2002, f. & cert. ef. 2-4-02; DEQ 19-2002(Temp), f. & cert. ef. 12-23-02 thru 6-21-03; DEQ 9-2003, f. 5-21-03, cert. ef. 6-21-03

340-248-0260

Asbestos Abatement Notification Requirements

Except as provided for in OAR 340-248-0250, written notification of any asbestos abatement project must be provided to the Department on a form prepared by and available from the Department, accompanied by the appropriate fee. The notification must be submitted by the facility owner or operator or by the contractor in accordance with one of the procedures specified in sections (1), (2), or (3) of this rule except as provided in sections (5), (6), or (7).

(1) Submit the notifications as specified in section (4) of this rule and the project notification fee to the Department at least ten days before beginning any friable asbestos abatement project and at least five days before beginning any non-friable asbestos abatement project.

(a) The project notification fee is:

(A) \$100 for each project less than 40 linear feet or 80 square feet of asbestos-containing material, a residential building, or a non-friable asbestos abatement project.

(B) \$200 for each project greater than or equal to 40 linear feet or 80 square feet but less than 260 linear feet or 160 square feet of asbestos-containing material.

(C) \$400 for each project greater than or equal to 260 linear feet or 160 square feet, and less than 1300 linear feet or 800 square feet of asbestos-containing material.

(D) \$525 for each project greater than or equal to 1300 linear feet or 800 square feet, and less than 2600 linear feet or 1600 square feet of asbestos-containing material.

(E) \$900 for each project greater than or equal to 2600 linear feet or 1600 square feet, and less than 5000 linear feet or 3500 square feet of asbestos-containing material.

(F) \$1,050 for each project greater than or equal to 5000 linear feet or 3500 square feet, and less than 10,000 linear feet or 6000 square feet of asbestos-containing material.

(G) \$1,700 for each project greater than or equal to 10,000 linear feet or 6000 square feet, and less than 26,000 linear feet or 16,000 square feet of asbestos-containing material.

(H) \$2,800 for each project greater than or equal to 26,000 linear feet or 16,000 square feet, and less than 260,000 linear feet or 160,000 square feet of asbestos-containing material.

(I) \$3,500 for each project greater than 260,000 linear feet or 160,000 square feet of asbestos-containing material.

(J) \$750 for annual notifications for friable asbestos abatement projects involving removal of 40 linear feet or 80 square feet or less of asbestos-containing material.

(K) \$500 for annual notifications for non-friable asbestos abatement projects performed at schools, colleges, and facilities.

(b) Project notification fees must accompany the project notification form. Notification has not occurred until the completed notification form and appropriate notification fee is received by the Department.

(c) The Department may waive the ten-day notification requirement in section (1) of this rule in emergencies that directly affect human life, health, and property. This includes:

(A) Emergencies where there is an imminent threat of loss of life or severe injury;

(B) Emergencies where the public is exposed to air-borne asbestos fibers; or

(C) Emergencies where significant property damage will occur if repairs are not made immediately.

(d) The Department may waive the ten-day notification requirement in section (1) of this rule for asbestos abatement projects that were not planned, resulted from unexpected events, and will cause damage to equipment or impose unreasonable financial burden if not performed immediately. This includes the non-routine failure of equipment.

(e) In either subsection (c) or (d) of this section persons responsible for such asbestos abatement projects must notify the Department by telephone before commencing work or by 9:00 am of the next working day if the work was performed on a weekend or holiday. In any case, notification as specified in section (4) of this rule and the appropriate fee must be submitted to the Department within three days of commencing emergency or unexpected event asbestos abatement projects.

(f) Failure to notify the Department before any changes in the scheduled starting or completion dates or other substantial changes will render the notification void.

(g) If an asbestos project equal to or greater than 2,600 linear feet or 1,600 square feet continues for more than one year from the original start date of the project a new notification and fee must be submitted annually thereafter until the project is complete.

(h) Residential buildings include: site built homes, modular homes constructed off site, mobile homes, condominiums, and duplexes or other multi unit residential buildings consisting of four units or less.

(2) Annual notification for small-scale friable asbestos abatement projects. This notification may be used only for projects where no more than 40 linear or 80 square feet of asbestos-containing material is removed. The small-scale friable asbestos projects may be conducted at multiple facilities by a single licensed asbestos contractor, or at a facility that has a centrally controlled asbestos operation and

maintenance program where the facility owner uses appropriately trained and certified personnel to remove asbestos.

- (a) Establish eligibility for use of this notification procedure with the Department prior to use.
- (b) Maintain on file with the Department a general asbestos abatement plan. The plan must contain the information specified in subsections (4)(a) through (4)(i) of this rule to the extent possible.
- (c) Provide to the Department a summary report of all asbestos abatement projects conducted in the previous three months by the 15th day of the month following the end of the calendar quarter. The summary report must include the information specified in subsections (4)(i) through (4)(l) of this rule for each project, a description of any significant variations from the general asbestos abatement plan; and a description of asbestos abatement projects anticipated for the next quarter when possible.
- (d) Provide to the Department, upon request, a list of asbestos abatement projects that are scheduled or are being conducted at the time of the request.
- (e) Submit project notification and fee prior to use of this notification procedure.
- (f) Failure to provide payment for use of this notification procedure will void the general asbestos abatement plan and each subsequent abatement project will be individually assessed a project notification fee.

(3) Annual non-friable asbestos abatement projects may only be performed at schools, colleges, and facilities where the removal work is done by certified asbestos abatement workers. Submit the notification as follows:

- (a) Establish eligibility for use of this notification procedure with the Department prior to use.
- (b) Maintain on file with the Department a general non-friable asbestos abatement plan. The plan must contain the information specified in subsections (4)(a) through (4)(i) of this rule to the extent possible.
- (c) Provide to the Department a summary report of all non-friable asbestos abatement projects conducted in the previous three months by the 15th day of the month following the end of the calendar quarter. The summary report must include the information specified in subsections (4)(i) through (4)(l) of this rule for each project, a description of any significant variations from the general asbestos abatement plan, and a list describing the non-friable asbestos abatement projects anticipated for the next quarter, when possible.
- (d) Submit project notification and fee prior to use of this notification procedure.
- (e) Failure to provide payment for use of this notification procedure will void the general non-friable asbestos abatement plan and each subsequent non-friable abatement project will be individually assessed a project notification fee.

(4) The following information must be provided for each notification:

- (a) Name and address of person conducting asbestos abatement.
- (b) The Oregon asbestos abatement contractor's license number and certification number of the supervisor for the asbestos abatement project or, for non-friable asbestos abatement projects, the name of the supervising person that meets Oregon OSHA's competent person qualifications as required in OAR 437, division 3 "Construction," Subdivision Z, 1926.1101(b) "Competent person," (2/10/1994).

- (c) Method of asbestos abatement to be employed.
- (d) Procedures to be employed to insure compliance with OAR 340-248-0270 through 340-248-0290.
- (e) Names, addresses, and phone numbers of waste transporters.
- (f) Name and address or location of the waste disposal site where the asbestos-containing waste material will be deposited.
- (g) Description of asbestos disposal procedure.
- (h) Description of building, structure, facility, installation, vehicle, or vessel to be demolished or renovated, including:
 - (A) The age, present and prior use of the facility;
 - (B) Address or location where the asbestos abatement project is to be accomplished, including building, floor, and room numbers.
 - (i) Facility owner or operator name, address and phone number.
 - (j) Scheduled starting and completion dates of asbestos abatement work.
 - (k) Description of the asbestos type, approximate asbestos content (percent), and location of the asbestos-containing material.
 - (l) Amount of asbestos to be abated: linear feet, square feet, thickness.
 - (m) For facilities described in OAR 340-248-0270(8) provide the name, title and authority of the State or local government official who ordered the demolition, date the order was issued, and the date demolition is to begin.
 - (n) Any other information requested on the Department form.
- (5) The project notification fees specified in this section will be increased by 50% when an asbestos abatement project is commenced without filing of a project notification or submittal of a notification fee or when notification of less than ten days is provided under subsections (1)(c) and (d) of this rule.
- (6) The Director may waive part or all of a project notification fee. Requests for waiver of fees must be made in writing to the Director, on a case-by-case basis, and be based upon financial hardship. Applicants for waivers must describe the reason for the request and certify financial hardship.
- (7) Pursuant to ORS 468A.135, a regional authority may adopt project notification fees for asbestos abatement projects in different amounts than are set forth in this rule. The fees will be based upon the costs of the regional authority in carrying out the delegated asbestos program. The regional authority may collect, retain, and expend such project notification fees for asbestos abatement projects within its jurisdiction.

Stat. Auth.: ORS 468 & 468A

Stats. Implemented: ORS 468.020 & 468A.025

Hist.: DEQ 96, f. 9-2-75, ef. 9-25-75; DEQ 22-1982, f. & ef. 10-21-82; DEQ 9-1988, f. 5-19-88 (and corrected 6-3-88), ef. 6-1-88; DEQ 4-1990, f. & cert. ef. 2-7-90 (and corrected 5-21-90 & 7-8-91); DEQ 8-

1990, f. 3-13-90, cert. ef. 4-23-90; DEQ 18-1991, f. & cert. ef. 10-7-91, Renumbered from 340-025-0465(5)(a) - (d); DEQ 4-1993, f. & cert. ef. 3-10-93; DEQ 18-1993, f. & cert. ef. 11-4-93, Renumbered from 340-025-0467; DEQ 19-1994, f. 9-6-94, cert. ef. 10-1-94; DEQ 15-1995, f. & cert. ef. 6-16-95; DEQ 26-1995, f. & cert. ef. 12-6-95; DEQ 14-1999, f. & cert. ef. 10-14-99, Renumbered from 340-032-5630; DEQ 1-2002, f. & cert. ef. 2-4-02; DEQ 19-2002(Temp), f. & cert. ef. 12-23-02 thru 6-21-03; DEQ 9-2003, f. 5-21-03, cert. ef. 6-21-03; DEQ 9-2007, f. 11-21-07, cert. ef. 11-30-07



Collaboration Corvallis
Neighborhood Planning Work Group
Summary Meeting Notes
Corvallis-Benton County Library
August 8, 2013

Present: Lyn Larson, Tony Howell, Trish Daniels, Betty Griffiths, John Corden

Staff: Ken Gibb, Eric Adams

Meeting begins 5:30 PM

Introductions:

Trish Daniels: Welcome to the Collaboration Corvallis Neighborhood Planning Work Group public outreach meeting. We're here this evening to gather your comments on a proposed draft recommendation for additional requirements to obtain a demolition permit from the City of Corvallis. The copies of the current version of the recommendation are available on a table at the back of the room. Before finalizing it, we wanted to be sure to consider your input, so this is your opportunity to share your thoughts and concerns.

Before we begin, I'll now ask each of the work group members and project staff identify themselves and their affiliations.

Each of the work group members and project staff in attendance introduced themselves.

Public Comment:

See below.

Discussion Items:

1. Overview and Public Comment on Final Draft Demolition Recommendation

TD: So before we take public testimony, Eric Adams is going to provide an overview of the Collaboration project, as well as how we arrived at the current version of the draft recommendation.

Eric Adams: For those of you who haven't been participating or attending our other work group meetings, I wanted to start off with some background on why the Collaboration was started. Afterwards, we'll go over the particulars of the draft recommendation.

About two years ago, a Scoping Committee, composed of City of Corvallis leadership, executive administrators from Oregon State University, and other local community representatives and stakeholders, was formed in response to a variety of issues stemming from OSU's recent enrollment growth. This group developed what is referred to as the Collaboration Corvallis Scope of Work. It is divided into three different categories: Neighborhood Planning, Parking and Traffic, and Neighborhood Livability.

Once the Scope of Work was adopted, the Scoping Committee was reformulated as the Steering Committee. This 16-member panel continues to be made up of the same spectrum of stakeholders as the Scoping Committee and includes the Mayor, OSU's president, city councilors, executive administrators from OSU, student representatives, and other community members. They oversee and advise the three work groups. Each of the three work groups is also made up of community representatives, staff from OSU, and even a few OSU students.

The map I'm now showing is an aerial photo of the Collaboration Corvallis Project Area. In general, it covers an area bounded by Grant and Buchanan Avenues on the north, NW 9th and 5th Streets on the east, SW Western Boulevard on the south, and NW 35th Street on the west. In response to specific concerns, we have extended our consideration of various issues to include portions of the Harding Neighborhood that are outside of the Project Area boundary, as well as neighborhood areas within immediate proximity of the Linn-Benton Community College campus.

Through the Scope of Work, the Neighborhood Planning Work Group was tasked with three main issues. First, considering the pros and cons of making adjustments to zoning and density within the project area to encourage neighborhood-compatible infill development. Second, identifying potential development code amendments or modifications that would result in more neighborhood-compatible infill development. Lastly, evaluating ways to provide student housing in a manner that's compatible with the community as a whole. For example, some of the recommendations formed in response to that task encourage OSU to explore new methods of providing student housing on campus, as well as increasing the current percentage of students who are housed on campus. The work group also considered the merits of implementing various taxing strategies and urban renewal districts that might help direct student-oriented housing to certain areas of the community where compatibility conflicts would be less likely.

The recommendation that is the topic of tonight's discussion responds to a number of different issues that the work group has received testimony about. Among those

is the primary concern that neighborhood character is gradually being eroded by the demolition and redevelopment of dwellings within the Project Area. Many of the dwellings in the Project Area are historic, and the overall feel of the neighborhoods, their original development patterns and context, is changing as a result of recent redevelopment.

There were also concerns expressed about the diversity of housing being retained within the community. Because most of the recent development is targeted toward a younger tenant, potentially students, who many have greater willingness to live in a multi-story dwelling with smaller living spaces, some people have expressed concern that those newer units do not lend themselves to a broad spectrum of potential tenants over the lifespan of the dwelling. So, rather than demolishing dwellings that could provide that flexibility, the work group considered whether these was a way to encourage retention and remodeling of those structures.

The third issue focuses on sustainable development practices, specifically, what happens to the building materials when a dwelling is demolished. Are they simply taken to the landfill? Is there an attempt to recycle or reuse them? Several other communities either directly or indirectly address those questions through various regulatory programs and incentives, so the work group has been exploring what might be feasible in Corvallis.

Lastly, given the age of some of the dwelling being demolished, it is not uncommon for them to contain substances that are environmental health hazards, such as lead and asbestos. The surrounding neighborhood can be impacted if the demolition process is not managed well or conducted consistent with permitting requirements regulated by the Oregon Department of Environmental Quality. This concern caused to work group to consider whether there are ways to better integrate the permits issued by DEQ with the demolition permits regulated by the City of Corvallis.

With that background in mind, the key pieces of the recommendation include the following:

1. A 35 working-day pre-demolition notice that would be mailed to all property owners and neighborhood associations within 500 feet of a proposed site;
2. Concurrent with that notice period would be a requirement to list the structure for sale for a period of at least 35 working-days;
3. The applicant would have to document how the opportunity to purchase the structure was advertised, as well as provide any bids that were received;
4. Encouraging the City to explore incentives that might cause property owners to either relocate or rehabilitate a dwelling that would otherwise be demolished;
5. Prior to receiving a demolition permit, the applicant would need to submit to the City proof of having obtained the necessary permits from DEQ.

6. Contact information for the DEQ would be required to be posted at the site if neighbors or others had questions about the demolition activities and potential environmental hazards.
7. In response to concerns over sustainable building practices, the recommendation stipulates that a minimum percentage of materials generated through the demolition process either be recycled or reused. In an earlier version, it was suggested that a threshold of 50 percent be used. There are other jurisdictions in the country who maintain a 50 percent threshold, but they also have a substantial program for recapturing construction and demolition debris.
8. Lastly, applicants would be required to submit photographs of the building's façade prior to demolition as a means of retaining a record of that aspect of Corvallis' history.

To facilitate our discussion tonight, I've prepared a list of questions that you might choose to respond to. These were not reviewed by the work group prior to tonight's meeting, I simply composed them based on comments the work group members and others have made during discussions on this topic over our last few meetings.

- Because the subject recommendation would apply to all dwellings in the community and not just historic structures, is it a correct assumption that each dwelling contributes to the character of a neighborhood? Are there situations when demolition might not just be appropriate, but necessary due to environmental health or other hazards?
- What regulatory or economic variables currently discourage building renovation or relocation?
- As a follow-up to that question, what incentives would respond to those conditions and actually encourage rehabilitation or relocation as an alternative to demolition?
- Is there a local labor force with the skills necessary to methodically deconstruct a dwelling so that the associated building materials were available for resale and reuse?
- How does the cost of demolition compare to those of the deconstruction process? Presumably there are differences in the length of time and level of effort needed to demolish a dwelling in comparison to deconstructing it.
- What percentage of a dwelling could realistically be reused or recycled? In some cases, the structures we're talking about are upwards of 100 years old and were constructed with old-growth timber and hardwood flooring, some of which may have a considerable longevity and potential for reuse. In other

instances, we may be talking about a dwelling that was constructed using asbestos-based flooring and exterior siding.

The work group may have other issues or questions on which they would like feedback, but the list I just shared covers the spectrum of considerations we've been discussing to this point.

Moving forward, the implementation process for recommendations developed by each of the work groups is as follows. The Steering Committee considers each of the recommendations and either accepts and forwards them, as may be appropriate, to either the City Council or OSU for further review, or refers them back to the subject work group for further consideration. Once passed on to either the City Council or OSU, it is up to each organization to decide how and whether to act on the recommendations. In the case of the subject recommendation, the City Council would need to determine whether to direct City staff to proceed with implementing the suggested changes to the demolition permit process. At each point or review along that decision chain, the public has an opportunity to provide input.

With that, I'll turn over the discussion to you and work group.

TD: Thank you, Eric.

So, now is your opportunity to provide your comments to us. Please be sure you've signed-in on the form at the back of the room prior to speaking.

Paul Ferrell: I've lived in Corvallis for 20 years on NW 7th Street near the Benton Center. Over the last several years, I've seen almost every single-family house on my block get torn down and redeveloped with three-story structures for students to live in. Yards are taken over by parking – parking increases. Traffic increases. We live on a dead-end street near the Benton Center, traffic has doubled, tripled. Every one of those five students living in each redeveloped dwelling has their own friends, and they're coming and going on a regular basis. When I read about the new parking requirements, it doesn't translate to what I'm experiencing. Each bedroom often has two people living in it, which, after accounting for their friends, equates to 2.8 cars per bedroom. The neighborhood has completely changed from when we first moved in.

Students are here for only a few years, and they have no interest in getting to know you, your kids, your pets. There are parties all the time, Thursday through Saturday. Livability has gone through the floor.

What's worse is that some of our neighbors are elderly and they live in houses without any private parking. So now, instead of being able to parking directly in front their homes, they have to walk several blocks with their groceries. It's not possible for them to install a driveway because it's prohibited.

When you take these older houses down – I used to work as a carpenter – when I installed new windows in my home using a City loan, I had to enclose the entire opening in plastic because I removed eight pieces of trim with lead paint on them. These houses you're talking about, 1920's, they're all coated in lead paint. The developers come in with a backhoe on a summer day and vaporize them, sending debris and dust throughout the neighborhood – on my yard, in my vegetable garden.

The elements of your recommendation are going to change any of that, in my opinion. If you move the house, if you sell the house, the expense is too high for most developers to even consider it. They all have asbestos and lead paint. The costs and risks are too great.

TD: What about the proposed requirement that the demolition permit won't be issued unless proof of DEQ permits is provided?

Paul F.: I brought that up with the guy who teaches the lead abatement class, he said there's no enforcement.

Also, the idea that 50 percent of a house could be saved – I don't know where that's coming from. As a carpenter, these houses are mainly lath and plaster. You're not going to be able to save or recycle any of that. And while you could likely do something with the trim and timber, there's still the issue of lead paint to deal with.

TD: Thank you for your comments. Are there any questions for Mr. Ferrell?

Tony Howell: One consequence of having a requirement for some level of building materials recycling – and you talked about the difficulty associated with that – is that it would perhaps change the decision to demolish the house to begin with.

Paul F.: They're not making a decision based on whether it's cheaper to remodel or demolish. What they're going for is the increased rent. The disincentives to overcome that income would have to be significant.

TH: So the particular houses that were demolished in your neighborhood, could you describe their quality?

Paul F.: The first one was from the late 1920's. It needed a lot of rehabilitation. If I'd been the one who bought it, I'd have taken it down too.

Lyn Larson: Do you think the proposed requirement that DEQ permits must have been obtained first would prevent the, as you put it, "vaporization" of these houses?

Paul F.: They're already getting the permits. It doesn't make a difference.

LL: But if there were stronger enforcement along with that?

Paul F.: It might, but the enforcement isn't going to necessarily stop the demolitions from happening. Even if they required homes to be sealed in plastic – which I'm not sure how you demolish a house with a backhoe that's covered in plastic – they'd still get demolished because the potential income stream is too great.

TD: Are there any other questions from the group? No? Okay, thank you.

Who would like to speak next?

Courtney Cloyd: I'm from the Central Park Neighborhood Association. I'm here to support the work group's proposed recommendation. The historic character of the Central Park Neighborhood is significant and an important contributor to the overall feel of this community. Preliminary data suggests that over 70 percent of the structures contained within the Central Park Neighborhood Association could be classified as historically eligible and contributing should we look at forming a historic district.

Many of these structures are smaller single family homes that have been converted to rental units. Three of the older houses have been demolished in the last 18 months, and been replaced with 10-bedroom duplexes or larger dwellings. A number of the rental units in the neighborhood are either poorly maintained or not maintained at all, making them prime candidates for demolition by neglect, which is a situation we very much would like to see avoided in the future. Demolition by neglect is a waste of the historic character of the downtown area.

Further, our neighborhood is a mixed use neighborhood, with smaller, affordable units. We feel that our neighborhood and others near the downtown and OSU represent a significant part of the stock of smaller single family homes existing within the community. Many of the lots are smaller, 5,000 square feet, which is smaller than lots in other portions of the city. They are likely to be more affordable for younger families, employees of OSU, aging retirees and others. This causes the neighborhood and others like it to have a diverse make-up of residents, a condition we've been losing over the last 6 to 10 years.

Given these conditions, we feel it's not in the community's best interest to tolerate additional loss of older single family homes. The character of the core of Corvallis should be preserved through forwarding the work group's proposed recommendation. Specifically, we support the requirement to provide 35 working-days notice before demolition permit is issued. We support encouraging opportunities for purchasing and relocation the house as an alternative to demolition. We support incentives to rehabilitate or relocate dwellings. And while there may be challenges with doing so, we support requiring that a minimum percentage of the building materials be reused or recycled. Finally, we support the requirement that photos of the structures be submitted to the city.

TD: Thank you, Courtney. Any questions from the work group?

TH: Would you be able to send a copy of the testimony you just read?

Courtney C.: Yes, I'll get it to you tomorrow.

NOTE: A copy of Mr. Cloyd's testimony is attached to these minutes.

TD: Okay, who would like to speak next?

Ruth McNeal: A huge amount of student housing has already been built. I assume there's been a huge increase in students already. How far along the total projected increase in students are we at this point?

TD: We've looked at that several months ago. Unfortunately, our representative from OSU who could elaborate on that isn't with us this evening. Does anyone else from the group remember what the situation was on increased enrollment?

John Corden: There was an article in the paper recently that a lot of the projected increases are either going to materialize at the Bend campus or through online courses. I seem to recall the projections were for another 2,000 to 3,000 students within the next 10 years.

Ruth M.: How many more have we got so far in comparison to five years ago?

EA: Since 2006, total enrollment has increased by 30 percent. That includes online students.

TD: I think total enrollment is about 26,000 students currently. In 1996, it was about 14,000.

JC: I've seen statistics that suggest, country-wide, the enrollment trends we've been seeing are starting to slow.

Ruth M.: I just want to know how many more housing units are going to be required.

TD: We did some work on that question quite a while ago, so I don't remember what the projected number was at the moment. But we could get you an answer. The number wasn't quite a big as you might suspect, from what I recall.

Ruth M.: Okay. Thank you.

TD: Next?

Charles Hiser: I used to spend a lot of time in the 1600 block of Harrison Boulevard visiting a friend who lived there. The house he lived in was eventually demolished. From my point of view, the new apartments that have been constructed in its place are a huge improvement. The conditions my friend lived in were terrible. Looking at this issue from a perspective of sustainability and energy conservation, older houses are harder to heat, they have lead paint. Newer construction resolves those issues.

TD: Any questions for Mr. Hiser? No? Okay, thank you.

Who would like to provide comments next?

Julie Hansen: I live in the "Cougar Hill" area of Corvallis, on Maxine Avenue, which is near the hospital. As I listen about your recommendation, this proposal is very timely, and I'll explain why in a minute, but I especially support the idea of a notice.

As far as incentives, perhaps the owner could be given a break on property taxes if they are able to move the structure instead of demolishing it.

Regarding the percentage of the structure that should be recycled or reused, that's sort of hard question to answer. It will vary depending on the structure based on the materials that were used to build it.

I also support increasing permit coordination with DEQ.

Now, why am I here? Our neighborhood is starting to feel what we call "the campus creep." I love living in a college town but I don't want to live near the campus. Our area has been the focus of development proposals in the last few months, such as Tract "B", and I was part of the group who opposed that project. It's not that I hate apartments, it was just that the proposal to place them at the end of a cul-de-sac was inappropriate. And now there's a proposal to rezone some property at the bottom of my hill at 9th and Maxine, to change it from RS-3.5 to RS-9. Most of the land between Elks Drive and Maxine Avenue along 9th Street is already RS-9. That includes a structure at 3140 NW 9th Street that I'm very interested in, which is an old one-room school house. I have a picture of it here. If you drive by it now, you probably wouldn't recognize it because it faces north and the original bell tower has been removed.

It's my understanding that the property has been recently purchased by a developer, and I'm concerned that this building could be demolished without any limitations, as it isn't covered by a historic overlay. Am I correct about that?

Ken Gibb: Yes, that's correct. Currently, there's no discretionary review associated with demolition permits.

Julie H.: Right. So this will get demolished unless someone does something. Which is why it's important to get your proposal in place quickly. That way we would know about the demolition permit and could make an offer to buy the building.

I realize they have a right to do what they want with their property, but it would be great to preserve this building for the community if there's a way to do it.

So, this is just an example of how your recommendation could be applied.

TD: Thank you for the feedback.

LL: Do you know if the structure has been remodeled?

Julie H.: I'm not sure. I don't think it's been added on to.

TD: Other questions from the work group? Okay, thank you.

Who's next?

Iris McCanless: I moved to Corvallis 15 years ago. We live on 14th Street and Tyler Avenue in a 100-year old house. We bought it because we loved the house and the neighborhood. I've been very frustrated with the changes that have been happening in our neighborhood. Existing rental houses are being torn down almost overnight and replaced with monstrosities. The most recent example I can think of is near 15th Street and Jackson Avenue.

The concept you've presented about imposing a 35 working-day notice period seems questionable to me. I'm not sure how effective it would be at preventing demolitions because, from my perspective, the houses have already been bought by the person who intends to demolish them. Why would they burden themselves with additional delay in order to sell and relocate the house?

I've also noticed that you rarely see a "for sale" sign in front of these places. One day there are renters living there, and then, maybe a few weeks later, the house is vacant, and shortly afterwards it's being demolished. So my theory is that the owners of the older rental properties are being pursued by developers who want to purchase the house for the sole purpose of tearing it down and redeveloping. If that's the case, then no one else who might be interested in buying the house or retaining it for whatever purpose is given the chance to buy it.

JC: That's problematic. What's suggested in this recommendation is an opportunity to move the house as an alternative to demolition, which doesn't currently exist as often because, as you've noted, few people who might be interested in taking that on are able to find out about it.

Iris M.: It just seems convoluted to me. How are you going to coordinate moving a house expediently enough to satisfy the developer? And, where are all of these relocated houses going to go – the suburbs?

Setting that aside, I think exploring incentives to rehab a structure is a great idea. One of my concerns is that the proposed property maintenance code will accelerate the pace of demolition, as the owners of poorly maintained dwellings will simply choose to demolish them instead of investing the time and money to get them up to code. If rehabilitation were encouraged through incentives, that might help to minimize that scenario.

I also think the reuse or recycling of building materials could be problematic. How are you going to define what constitutes “reuse” or “recycling”. Will people just end up dumping a bunch of junk and Benton Habitat ReStore?

Requiring applicants to submit photos of the dwellings prior to demolition is perfectly reasonable. However, I’d much rather look at the actual structures.

TD: Thank you. Any questions from the group? No? Okay.

Who would like to come up next?

Lori Stephens: I do support the waiting period. There have been houses demolished in our neighborhood that I would have loved to had the opportunity to salvage windows, wood flooring, cabinets, hardware, and other fixtures. Not everything from a building could be reused or recycled, but there is a potential there. For the general public, it would be easy to retrieve many of the items I listed.

One option for encouraging or requiring building materials to be reused would be to stipulate that whatever replaced a demolished structure incorporate a certain number of windows or doors from the original building. This could be called-out on the plans submitted to the City for issuance of building permits. It would be a simple starting point.

Regardless, I would like to see the city have a higher standard of design, and not allow “free for all” demolition. The citizens deserve a higher standard.

TD: Thank you. Any questions for Lori?

JC: When you suggest that plans submitted for a new, replacement structure show the windows and doors, are you talking about using items from the demolished structure?

Lori S.: Yes – as a potential starting point for reuse and recycling.

TD: Any other questions? No? Okay, thank you.

Carolyn Kindle: My husband and I, Gregory Wilson, live in the JANA neighborhood near 16th Street and Taylor Avenue. We support these suggested recommendations, in general, and their underlying intent. We do, however, have two modifications to suggest. First, the 35 day time period for relocation seems too short to allow for the necessary coordination needed to move a house. So a 90 day notice period would seem more realistic to allow for that. Second, regarding the reuse of materials, the version of the recommendation that we received doesn't place much emphasis on reuse and doesn't mention recycling.

Betty Griffiths: I think you were working from an older version. The current draft uses the phrase "diverted from the landfill", the intent of which is to encourage reuse and recycling. But you're suggesting that the actual word "recycling" be used?

Carolyn K.: From my perspective, reuse and recycling are two very different actions.

TD: We've discussed that point a fair amount. One of the work group members who isn't here this evening raised the question at our last meeting about what the underlying intent is of this aspect of the motion. We all agreed that it was to keep materials from entering the landfill, whether that be through recycling or reuse.

Carolyn K.: I understand that goal, but the emphasis should be on reuse with recycling as a secondary preference.

Regarding your question about whether the expertise exists locally to conduct deconstruction, my husband has taken me to the Rebuilding Center in Portland. It's a city-block of salvaged building materials, and they provide deconstruction services as well. The market in Portland is very established, and they should have the experience we'd need here in Corvallis.

I completely agree with Mr. Cloyd's earlier comments. Any way we can avoid further instances of demolition by neglect should be explored.

TD: Thanks very much, Carolyn. Any questions?

JC: Thanks for coming. The deconstruction service that's in Portland, do they charge for their services?

Carolyn K.: I'm not sure.

JC: I know that it's possible to get a tax credit for donating salvage materials to organizations like theirs. But, I also know that the fees for deconstruction can be pretty steep.

Carolyn K.: My knowledge of their business model is pretty limited. I know they are a non-profit, but they may be charging for deconstruction services.

Locally, we frequently use Benton Habitat ReStore. One idea would be to require that owners seeking demolition permits first contact ReStore to get an assessment of building materials that could be salvaged. It would benefit them through tax credits.

EA: Before you go, I wanted to get clarification on your comments about the notice period. What's proposed is a 35 working-day notice period, which would equate to seven weeks for 49 calendar days. So your recommendation of 90 days, is that calendar days for working days?

Carolyn K.: I tend to think in terms of quarters of the year, so it would be how many working days are in three months.

EA: Okay. So 90 working-days would be 126 calendar days.

Carolyn K.: I'm thinking three months, total, would be adequate.

EA: Okay.

As a follow-on to your comments about the Rebuilding Center, I've been talking with representatives from their organization and Portland METRO, the regional council of governments, about the building materials salvage and reuse market. There are approximately 100 businesses, nonprofits, etc. in the Portland area that deal in salvaged materials, which is an indication of how "rich" the market for those materials is. It also appears that some of that market may be driven by METRO's waste disposal program, as their fees for disposal are quite high. Additionally, they require that all construction and demolition debris generated within their service area be processed at one of their facilities. And, if you are caught transporting materials to an outside facility, they impose heavy fines. So, all of those things together could be creating a considerable incentive to reuse and recycle as many building materials as possible.

Carolyn K.: Sounds like a good model to learn from.

TH: Regarding our local market for used building materials, part of our challenge is determining what may be a realistic percentage that has to be recycled. It needs to be viable given the available resources. Do you have a sense of what ReStore is able to accommodate?

Carolyn K.: I don't, but would suggest contacting them directly.

EA: One of the members of the work group has dealt with them directly on a personal project, so we do have some indication of what they can and can't accept.

TD: Thanks for your time, Carolyn.

Next?

Matthew Fitchett: I work in the construction industry, and, for a lack of better term, a lot of what I do is “flipping”, residential rehabilitation. When I consider a new project, I always start with rehabilitation. I treat those projects the same way I treat my own personal finances, in that if it doesn’t make sense, I won’t take it on. One exception to that rule is the house I live in, which I rehabilitated to a pretty high standard. I ended up being “up-side-down” on it, and later discovered through discussions with other contractors that I probably could have accomplished the same outcome for less money had I demolished and reconstructed the whole house.

It’s an important factor for you to consider. If what you’re suggesting were going to be paid through your own personal finances, would the recommendation stand as it is? For many developers, the financial bottom line is the most critical factor. That becomes even more critical when you consider that most of them are using borrowed money. The more you delay the process of redevelopment, the more they are paying through interest.

I’m not aware of the houses in Corvallis that have been demolished, but I suspect that most of them were not generating as much property tax as other dwellings around them, and certainly generated less property tax revenue than what ultimately replaced them.

I’m also a member of the board for the Willamette Valley Home Builders. While I understand that a previous proposal to require photographs of buildings prior to demolition reached the City Council and was turned down, I actually support that aspect of your recommendation. As I mentioned before, a critical factor for a developer, contractor, or homeowner is the timeline for getting a project completed. While requiring photos may take a bit longer, I think it’s a reasonable thing to require in order to document the community’s history. I will say that it might be better received by the building community if it were voluntary.

TD: Thanks for your comments. Are there any questions for Matthew?

LL: Regarding the notice period, if the contractor knows about the notice period and can account for that as part of their overall project budget, doesn’t that make it less of an issue?

Matthew F.: I can build it in to my project schedule, it’s still going to cost me or my client money.

TD: That may be, but perhaps there are other tasks that could be worked on concurrently so the notice period is really adding to the total length of the project.

Matthew F.: That could be the case in some situations. However, as a matter of regulating someone’s ability to use their property, why should you have any more

control over whether I want to demolish my house than I have over whether you want to remodel yours? There are a few houses in my neighborhood that have been remodeled recently, and I wasn't asked by my neighbors if I cared for what they planned on doing. How is it you should have some additional level of control? Granted, I acknowledge that remodeling a house isn't generally going to cause traffic and parking issues, or generated some of the other neighborhood concerns that have been mentioned tonight.

A lot of what I've heard tonight is based on emotions people feel as a result of properties being demolished and redeveloped. I have to wonder how far we need to take regulations in order to address those personal interests.

TH: I just wanted to make sure that everyone understands the recommendation doesn't include establishing criteria or a process for determining whether a demolition permit should be granted. The 35 working-day notice period is simply to allow an opportunity for others to buy and relocate the dwelling.

Matthew F.: Sure. I understand that.

One additional thing I wanted to mention regarding the Rebuilding Center in Portland, they do charge to deconstruct a house. It's actually against IRS law for them to deconstruct a house in return for the associated building materials. The owner has to explicitly donate the materials.

The other comment I'd like to make regarding Habitat ReStore, when I rehabilitated my house, which dated to about 1910, I tried to take all of the original windows to Restore and they did not want them. Many of these reuse facilities are only interested in more modern, energy efficient materials.

TD: Thank you for taking time to provide your comments.

Anyone else?

Rana Foster: Eric mentioned that the recommendation is less rigorous than the current Land Development Code requirements. Why?

EA: They're less rigorous than the current standards for demolition of dwellings subject to the historic preservation provisions.

Rana F.: Can't you include those as part of this recommendation?

EA: We started with that approach but ran into limitations resulting from state law. If the historic preservation standards were reflected in the recommendation, it would result in every demolition permit requested for a dwelling having to be reviewed through a discretionary public hearing. There were concerns about taking that approach.

Rana F.: Could you require that the photos be taken so they reflect the street context of the dwelling?

And what about for the interior of the dwelling, especially for historic homes with original workmanship, wouldn't it be important to document that as well? It may also be worthwhile to document who built the house and may have lived there over its lifetime.

TD: I think it could be problematic to require photos of the interior. But understand that it's potentially an important aspect of the building's history.

But, requiring photos of the exterior so they show the street context seems viable.

Rana F.: Perhaps all of that information could be stored at the Benton County historical museum.

TD: Any questions for Rana? Okay, thank you.

Is there anyone else?

Iris M.: A few other comments. Obviously the incentive for tearing down these homes is money, so is there a way that we could shift that balance. Is there a way to "de-incentivize" demolition by "incentivizing" rehabilitation. Maybe that way you'd have people deciding to simply add on a few new rooms to accommodate additional housing rather than demolishing the whole thing.

Also, I think it's really important to require the reuse of as many building materials from the original structure as possible; particularly in what replaces it. Again, I think having that requirement would make demolishing houses less enticing.

And what about having a "waiting period", such that if you purchase a house you have to wait for a year until it can be demolished? That might not be legal, but it's something to explore.

At that rate these houses are being bought and demolished, it's questionable to me how effective a 35 or 90-day notice period is going to be. Few people who would be interested in purchasing them in order to save the house from demolition are actually going to have the financial resources available.

TD: True. But they certainly won't do it if they don't know about it to begin with.

Iris M.: Sure, I just worry about the "loop holes" that could undermine a solution that is really needed.

JC: One disincentive that was put in place as a result of work this group completed is the new parking standards for four and five bedroom multifamily dwellings.

Those are really going to slow the pace of demolition because developers can't get the same return as was previously possible.

TD: Any other comments you'd like to share with us, Iris?

Iris M.: No, that's all I have for now.

TD: Okay. Thank you.

Anyone else?

Julie H.: A few other thoughts about the notification process. The notification to surrounding property owners won't really accomplish much. It's not as though they're going to be able to stop the demolition if the request isn't being reviewed by a board or something. So I'd strike that.

The 35-day window for offering the house for purchase has more potential, as that would potentially attract someone who wanted to save the house from demolition. If that happened, then the issue would just be between the two private parties, and they could figure out which permits were needed.

TD: It's intended that those two 35-day periods run concurrently. It's just an attempt to give the immediate neighbors awareness of the opportunity to buy the house, or communicate with others who might be interested. The neighbors are going to be the most likely to be impacted, so it makes sense to get them that information.

JC: I think that even in the event of a move, the City still has to issue permits.

TH: The way I see it working is that the neighborhood association is more likely to take notice than someone who might happen to see an advertisement in the newspaper.

Julie H.: So what happens if I express interest on the 15th day of the notice period, and the "clock" is still ticking? Would it be allowed to run out if I can't come to terms with the property owner?

TD: It's a good question for us to consider. But that may be one of those details that would be resolved through subsequent discussions on the recommendation if it's forwarded to the City Council.

Is there anyone else who would like to share comments? Okay, thank you for coming.

Eric, is there anything you'd like to accomplish related to the rezoning exercise in the time we have left?

EA: No, I'd prefer we wait on that until the next meeting. However, you could review the minutes from the July 9th meeting.

Review of Summary Minutes:

TD: Yes, of course.

Is there a motion to approve the July 9th minutes?

BG: So moved.

TD: Is there a second?

TH: Second.

TD: Okay, it's been moved and seconded to approve the July 9th minutes. Are there any corrections or additions? Not seeing any indications of such, all those in favor of approving the minutes as presented say "aye." The minutes are approved.

Okay is there anything else for us to take care of?

EA: Ken wanted me to offer the opportunity for Dan Carlson, who is the manager for the Development Services Division, to attend the next meeting if the work group would like to ask questions about the current demolition process.

BG: I don't think he needs to come. But I think there are two questions that came up tonight that would be good to get answers for.

First, what are the requirements for a moving permit and what are the costs? Also, if the person applies for a demolition permit, but is able to find someone willing to move the structure within that 35-day period, is it possible to refund or reapply the demolition permit fee?

TH: Another question I have is whether City staff could assume any of the enforcement duties that DEQ would otherwise be responsible for? And, if that's possible, would the City be able to capture the costs of enforcement through the demolition permit fee?

I'm just focused on the negative externalities, costs, environmental impacts, etc., that are being passed on to the community as a result of demolition, and whether there are ways to incorporate those costs with the permit. Perhaps doing that would serve as a disincentive to demolition in some cases.

EA: Along those lines, Republic Services now manages both Coffin Butte Landfill and the Valley Recovery Center. The only construction debris that can be taken to the recovery center is lumber, where it's recycled into mulch. The fee to take materials there is \$7 per cubic yard. If you take waste directly to Coffin Butte, it's \$30 a ton. Based on other rates I've seen at facilities in the region, those seem pretty cheap. So when you talk about internalizing the costs of demolition that might be an important consideration.

TH: So we might need to talk with the person who manages the franchise agreement with the City.

BG: Actually, it's the County that manages the rates.

TH: Oh, that's right. The City just handles the collection service contract.

TD: Okay, I think that's it for tonight.

Meeting Adjourns

To: **Collaboration Planning Work Group**
From: Courtney Cloyd, Central Park Neighborhood Association, President
Date: 8/8/2013
Re: **Final Revised Draft Demolition Recommendations**

The Central Park Neighborhood Association (CPNA) supports the Collaboration Planning Work Group's proposed recommended changes to codes and ordinances pertaining to the demolition of existing residential structures in the City of Corvallis.

The CPNA's historic character, like that of the other older neighborhoods near OSU, should be protected. Specifically,

- Preliminary data indicates that **over 70% of the structures** in the CPNA could be classified as historically eligible and contributing, based on State Historic Preservation Office standards.
- Many of these structures are smaller single-family homes that have been converted to rental units.
- A number of these rentals are either poorly maintained or not maintained, making them candidates for what we call **demolition-by-neglect**; a situation we very much want to avoid in the future. For example:
 - Three older CPNA houses have been demolished in the last 18 months.
 - A demolition permit has been issued for one CPNA house in 2013, and at least one other house is vulnerable to the same fate.

This is a community-wide issue: affordable homes in mixed-use neighborhoods are essential to the City's character and livability.

- Houses in the CPNA and other neighborhoods near OSU are a significant part of the City's entire stock of smaller single-family homes.
- For the most part, lots in older neighborhoods are 5,000 square feet, substantially smaller than lots in the rest of the city, and the homes are generally smaller.
- Smaller homes are more affordable for young families, employees of OSU/Good Samaritan/other job generators, single professionals, working families with modest incomes, aging retirees, and others.
- Given Corvallis' changing demographics, and our local and regional economic challenges, it is not in the community's best interest to tolerate further loss of the limited stock of smaller, older single-family homes.

We urge the Collaboration Planning Work Group to help preserve the character of the core area of Corvallis by recommending the following:

1. A 35 working-day waiting period before issuing a demolition permit.
2. Explore incentives to assist property owners rehabilitation or relocation.
3. Owner must offer the structure for purchase and moving to a new site before a demolition permit is issued.
4. Recycle building materials after hazardous materials abatement.
5. Photos of the structure exterior must be provided to the City prior to demolition.



Community Development

Development Services Division
501 SW Madison Avenue
P.O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6929
TTY (541) 766-6477
FAX (541) 766-6936

Policies / Interpretations / Procedures

PRO 3001

Adopted: January 3, 1989
Last Reviewed: November, 2013

OUTLINES PROCEDURE FOR THE ISSUANCE OF DEMOLITION PERMITS, INCLUDING THOSE FOR HISTORIC STRUCTURES

Procedure Summary:

1. Outlines procedure for the issuance of a demolition permit for historic structures subject to the City's historic preservation provisions in the Land Development Code (LDC).
2. Outlines method to determine what structures are subject to the City's historic preservation provisions in the (LDC).
3. Outlines procedure for the issuance of a demolition permit for structures which are not subject to the City's historic preservation provisions in the (LDC).

Background:

There are several important issues which must be addressed by City staff and the applicant before the issuance of a permit to demolish a structure. This is especially true if the structure is a historic resource regulated by the City's historic preservation provisions in the (LDC).

Discussion:

When reviewing a permit application to demolish a structure, staff first must determine if the structure is regulated as a historic resource under Chapter 2.9 of the (LDC). Such structures are listed on the National Register of Historic Places (National Register) and/or the Corvallis Register of Historic Places (Local Register). The City has three Historic Districts; Avery-Helm, College Hill West, and Oregon State University. Properties in these Historic Districts are listed on the National Register and are subject to Chapter 2.9 requirements.

Procedure:

When reviewing an application for the demolition of a structure, the following procedure is to be followed:

1. Ensure that the permit application is filled out completely and documentation is provided as required by the demolition handout.
2. Ensure that the applicant is the owner or has written authorization from the owner to obtain the permit.
3. Prior to any demolition, the applicant must provide in electronic format, a minimum of three digital .jpg photos of 1024x resolution or higher, to include views: a) from the street context, the entire structure from grade to the topmost point; and b) the subject structure in relationship to any other structures on the site. Photos taken at night or where the result is an obstructed view (ex, behind trees or shrubs) are not acceptable. Photos will be attached to the case and forwarded via e-mail to the Benton County Historical Society & Museum.
4. Determine if the structure is on the Local or National Register. The parcels associated with such structures are "tagged" in Accela. If the property is tagged as historic, the applicant should be informed that the City's historic preservation provisions relating to the demolition of a historic structure apply. Double-check GIS to see if parcel / structure is located within a Historic District, or is designated as Historic. Refer the applicant to Planning staff for the necessary historic preservation permit follow-up. Once the necessary historic review has been completed, Planning staff will alert Development Services of the outcome and whether or not authorization to proceed with a demolition has been obtained, by what time frame.
5. Determine natural features which must be protected throughout the demolition process.
6. If underground storage tanks are located on the site, inform the applicant of the procedure to follow (PRO 3011).
7. Determine if the structure has a basement. If so, discuss with the applicant how it will be filled (i.e. structural fill - a compaction certification will be required).
8. If a water meter is serving the site, it is required to be removed. A water meter removal card must be completed and sent to Public Works. There is a fee to have it removed and replaced.
9. Determine if the demolition will expose 2,000 sq. ft. of soil surface. If so, a separate Erosion Prevention & Sediment Control (EPSC) permit is required per Corvallis Municipal Code, Chapter 9, Section 9.03.

10. Obtain the number and type of plumbing fixtures, the number and type of dwelling units, and the impervious area square footage for determination of SDC credit.
11. If the historical review process has already been completed, the permit may be issued. Additional permits may be required for the following:
 - sanitary sewer permit for the capping of the sewer service at the property line
 - curb cut permit for the required removal of any driveway approaches into the property and the restoration of the curbing to city standards
 - a permit to occupy public right-of-way must be obtained if utilizing the City right-of-way for staging purposes
 - if utilizing a State Highway right-of-way, the applicant must make contact with ODOT to secure appropriate permits
12. The applicant should be informed that he/she is responsible for contacting the utility companies that provide electricity, natural gas, telephone, and T.V. cable.
13. The applicant should be informed that he/she is responsible for contacting DEQ regarding asbestos abatement.
14. Determine the fees for the various permits. The demolition permit fee is based upon the cost (valuation) of the demolition. No plan review fees are charged.
15. The demolition permit fee for plumbing has been established at a fixed rate of \$50 and is designed to cover costs associated with administering the permit, at least one inspection, and to obtain and record the number and type of plumbing fixtures demolished to ensure accurate SDC credits to the parcel.

NEXT SCHEDULED REVIEW: November, 2015



DEMOLITION PERMITS

Community Development Development Services Division

501 SW Madison Avenue
P.O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6929

Development.Services@corvallisoregon.gov

Permits are required for removing or demolishing structures in the City of Corvallis. Please submit the following information:

1. A site plan of the property showing the location of all structures on the lot, including buildings, pavement, sidewalks, patios, etc. Be advised that any reconstruction on the site will be required to comply with the current development standards (setbacks, parking, open-space, etc.)
2. Prior to any exterior demolition, provide in electronic format, a minimum of three digital .jpg photos of 1024x resolution or higher, to include views: a) from the street context, the entire structure from grade to the topmost point; and b) the subject structure in relationship to any other structures on the site, if any.
3. A complete list of all plumbing fixtures in and around the building.*
4. Square footage of the impervious area created by footprint of structures, paving, & graveled areas.*
5. If the removal of a basement is involved, describe proposed future use of lot and/or method of backfill and materials to be used.
6. Estimated cost valuation of doing the work.
7. If the applicant is not the property owner, written authorization from the owner shall be required prior to issuing the demolition permit.
8. If the demolition will expose 2,000 sq. ft. or more of soil surface, a separate Erosion Prevention and Sediment Control (EPSC) permit is required. Submit a completed permit application and 2 copies of an EPSC site plan showing the extent of ground disturbance on the site, sediment protection for all storm sewer inlets, and a sediment barrier downhill of ground-disturbing activities.

Typical items that will be conditions of approval on the permit are:

1. Obtain permit for and cap the sanitary sewer at the property line in an approved manner. Call for an inspection prior to covering.
2. The applicant is responsible for disconnecting utilities prior to commencing work.
3. If the property is vacant for a period of 180 days following demolition of the structure(s), the driveway approaches are required to be removed and restored to standard curbing. A separate permit is required.
4. Additional permits may be required for decommissioning of underground storage tanks.
5. Unless other arrangements are made, the water meter will be removed.
6. Call for final inspection of the site when all conditions have been met.
7. Prior to commencing work, all demolition and renovations are required to meet the State DEQ regulations regarding the handling and disposal of asbestos materials. This is a separate process. Contact the State DEQ Salem office at 1-800-349-7677 regarding asbestos survey and abatement requirements. Information is also available online at: www.deq.state.or.us/aq/asbestos

* This information is required to provide credits for future development related impact fees.

MEMORANDUM

July 25, 2014

TO: Mayor and City Council

FROM: Mary Steckel, Public Works Director 

SUBJECT: Effective Date for Ordinance 2014-05 Residential Parking Permit Districts

ISSUE

The effective date for the ordinance that revised the Residential Parking Permit program needs to be amended.

BACKGROUND

The City Council on June 2, 2014 passed Ordinance 2014-05 to implement changes to the Residential Parking Permit program. The ordinance had an effective date of September 1, 2014.

In mid-July 2014, the City was notified that a referendum regarding Ordinance 2014-05 qualified for the November 4, 2014 General Election.

DISCUSSION

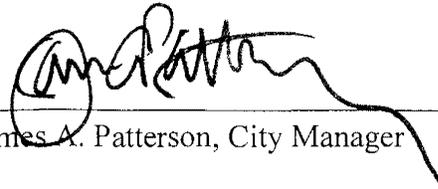
Under state law, the effective date of any municipal legislation subject to a referendum is delayed until the people approve or reject the legislation. The City does not wish to move forward on actions and expenditures to implement the new parking regulations in the absence of direction from the community, which will be available after the November vote. The ordinance contains an express effective date that is no longer valid. Amending the effective date would remove any expectation that staff would implement or enforce Ordinance 2014-05 by September 1. For purposes of keeping the City's archival records consistent with the actual effective date of the ordinance, the effective date of Ordinance 2014-05 needs to be amended to a date after the November election to remove this conflict.

In selecting a new implementation date, staff considered the timing of necessary activities if the program changes moved forward after the election. At this time, staff's best estimate of when those activities could be completed after a November decision is April 1, 2015.

RECOMMENDATION

Amend the effective date for Ordinance 2014-05 to April 1, 2015.

Reviewed and concur:



James A. Patterson, City Manager

Attachment – Amended Ordinance

ORDINANCE 2014- _____

AN ORDINANCE RELATING TO RESIDENTIAL PARKING DISTRICTS AMENDING CORVALLIS ORDINANCE 2014-05, "RESIDENTIAL PARKING PERMIT DISTRICTS," AND STATING A NEW EFFECTIVE DATE.

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 2 of Ordinance 2014-05 is amended to read as follows:

Section 2. This ordinance shall become effective April 1, 2015.

PASSED by the City Council this _____ day of _____, 2014.

APPROVED by the Mayor this _____ day of _____, 2014.

EFFECTIVE this _____ day of _____, 2015.

Mayor

ATTEST:

City Recorder

COUNCIL REQUESTS

FOLLOW-UP REPORT

JULY 31, 2014

1. Bee-Friendly Community Designation (Hirsch)

The attached memorandum from Parks and Recreation Director Emery addresses Councilor Hirsch's inquiry about whether Corvallis could be designated a bee-friendly community and explains that the City does not use synthetic, systemic neonicotinoid pesticides.



James A. Patterson
City Manager

MEMORANDUM



To: Mayor and City Council
From: Karen Emery, Director Parks and Recreation Department
Date: July 21, 2014
Subject: Council Follow Up – Becoming a Bee Friendly Community

Issue:

City Councilor, Joel Hirsch, asked that staff follow up on what it would take to become a Bee Friendly Community at their July 7, 2014 meeting.

Background:

Bees and other pollinators are being negatively impacted from many sources including diseases, poor nutrition, loss of habitat and use of neonicotinoid pesticides. As described by the Oregon Department of Agriculture, neonicotinoids are a class of synthetic insecticides that affect an insect's nicotinic receptors in the central nervous system. This insecticide is widely used to control aphids, weevils, fleas and many other insects.

Neonicotinoids are of concern because they are systemic pesticides, and can move into a plant's pollen and nectar.

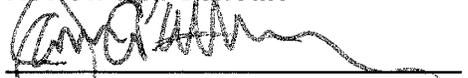
The Oregon Department of Agriculture are helping educate home owners on how to control pests without the use of neonicotinoids.

Discussion:

Earlier this year, the City of Eugene passed a resolution that bans the use of neonicotinoids on City-owned property. Eugene was reported as the first City in the Nation to do so. Melissa Elliott of Washington, who is a Landscape Architect and Bee Keeper, presented the Eugene City Council with the annual Mellissa Bee Good Award on April 15, 2014.

The City of Corvallis does not utilize this insecticide in its management of publicly owned land. Developing a ban on the use of neonicotinoids would ensure that the City continues to avoid use of this insecticide in the future. This could be executed through a resolution and would be included in the City's Integrated Vegetation and Pest Management Policy.

Review and Concur:


James A. Patterson, City Manager

CORVALLIS CITY COUNCIL GOALS 2013-2014

PREFACE:

This is an update on work accomplished on Council Goals during the last quarter, with a summary of expected work to be accomplished in the future. The City Council goals continue to reflect an ongoing commitment to the overarching goals of:

- ◆Diversity ◆Citizen Involvement ◆Sustainability ◆Cost Efficiency

Council goals are also connected to both the Vision 2020 Statement Categories and the City Manager's Core Responsibilities:

SUSTAINABLE BUDGET

Council will achieve a sustainable budget where recurring revenues equal or exceed recurring expenditures in all City funds by continuing to seek expenditure efficiencies and by exploring and implementing a broad range of revenue sources.

Accomplished through June 30, 2014:

- The City Council adopted a balanced, sustainable budget for FY 14-15.

Next Steps:

- FY 14-15 will begin.
- Staff will begin planning for FY 15-16 budget, maintaining the focus on building the General Fund Fund Balance Reserve to the \$6.3 million target.
- The FY 13-14 books will be closed and audited, providing actual information about the amount contributed to the Fund Balance Reserve from FY 13-14 in excess of the targeted set aside.

Vision 2020 Statement Categories

Culture/Recreation
Central City
Economic Vitality
Education/Human Services
Governing and Civic Involvement
Protecting the Environment
Where we Live

City Manager's Core Responsibilities

Resident Well Being
Public Safety
Livability
Infrastructure
Economic Vitality

ECONOMIC DEVELOPMENT

- **Economic Development Commission will review and possibly supplement the current economic development strategy incorporating aspects of agriculture-related businesses, local investment, arts and culture, as well as the City's overarching goals.**
- **The Economic Development Commission will provide recommendations to the Council by the end of 2013.**
- **Council takes action by mid-2014.**

The Economic Development Commission addressed and completed this goal in the first half of FY 2014 and presented their recommendations to the City Council. The City Council accepted the EDC's recommendation along with the following priorities for the coming year:

- The Economic Development Commission will:
 - Continue support for existing and emerging businesses;
 - Monitor the impact of the JOBS ACT (2012);
 - Explore and collaborate on Urban Renewal possibilities; and
 - Implement RAIN and OSU Advantage Accelerator programs.

Vision 2020 Statement Categories

Culture/Recreation
Central City
Economic Vitality

City Manager's Core Responsibilities

Resident Well Being
Public Safety
Livability
Infrastructure
Economic Vitality

Accomplished through June 30, 2014:

- Provided assistance for 9 individuals seeing business start-up information
- Provided assistance for 3 companies seeking help with a business expansion
- Provided retention assistance to 1 company otherwise planning to leave the area
- The Economic Development Officer made 29 first time visits to traded sector businesses
- The Economic Development Officer made 43 follow-up visits to traded sector businesses
- Responded to 8 recruitments
- The Economic Development Manager serves on the RAIN board, and meets regularly with board members and OSU Advantage Accelerator staff to assist them in accomplishing their mission.
- The Economic Development Office coordinated:
 - Willamette Innovators Network (WiN) monthly board meetings
 - Willamette Innovators Network (WiN) monthly "pub-talks"
 - Willamette Innovators Network (WiN) annual Expo planning
 - Willamette Angel Conference in Eugene, and 2015 planning for Corvallis

Next Steps:

- Continue to provide assistance to businesses or individuals seeking to start and grow businesses in Corvallis and Benton County.
- Continue to support and assist RAIN and the OSU Advantage Accelerator
- Continue to support Willamette Innovators Network
- Continue to support Willamette Angel Conference

The Collaboration Corvallis project will be completed by the end of 2014 with Council approved recommendations implemented or planned, including a collaboration framework for the future.

Accomplished through June 30, 2014:

- One new parking enforcement officer was hired on June 16, 2014. One other candidate is in the background stage.
- Police staff continues to enroll property owners in the automated notification system of police response to their properties. Notifications are being sent to owners currently enrolled.
- Public Works conducted a traffic count in twenty locations in neighborhoods surrounding the OSU campus to provide a baseline.
- Public Works drafted an ordinance for the expansion of Residential Parking Districts in April.
- Community Development drafted Land Development Code amendment language (LDC Package #1) that implements a series of Collaboration recommendations related to neighborhood planning. The Planning Commission conducted a public hearing and forwarded recommendations to the City Council which conducted a public hearing in June. Final action on Package # 1 is pending.
- Community Development staff continued to work with the Administrative Services Committee in reviewing the Collaboration recommendations related to a property maintenance code and associated neighborhood livability and outreach recommendations.
- Community Development staff initiated a project involving a consultant team and an advisory group (Technical Advisory Team -TAT) to further develop the Collaboration recommendations related to neighborhood design standards. This work will be incorporated into LDC Package #2 that will be presented to decision makers later in 2014.

*Vision 2020 Statement
Categories*

Central City
Economic Vitality
Education/Human Services
Governing and Civic Involvement
Where we Live

*City Manager's Core
Responsibilities*

Resident Well Being
Public Safety
Livability
Infrastructure
Economic Vitality

Next Steps:

- A measure will be on the November ballot to determine the future of the Residential Parking District program expansion.
- LDC Package #1 will be acted on by the City Council in the summer of 2014 and implemented thereafter
- Neighborhood design standard work will be completed by September and LDC Package #2 will be presented to the Planning Commission and City Council in the fall.
- ASC review of property maintenance code and neighborhood livability recommendations will continue in the fall.

By the end of 2013, the Council will have access to comprehensive and objective information about the demands for housing in the Corvallis Urban Growth Boundary and the causes of the current housing mix. By the end of 2014, the Council will create policies, regulations, and strategies to help meet the housing needs of those who live here or wish to live here.

Accomplished through June 30, 2014:

- Councilors Beilstein, Brauner and Brown have been selected to represent the City Council in completing this goal.
- A general scope of work for professional services to assist the Council’s housing committee and staff in completing this project was developed and proposals solicited.
- ECONorthwest was selected as the contractor and the committee and staff worked with the firm to develop a detailed Phase 1 scope of work. Phase 1 includes a survey of employees who work in Corvallis with a focus on those employees who live elsewhere.
- A group of community advisors was formed to assist with the project.
- A survey methodology was developed, draft survey tested and survey content finalized.
- The survey was conducted in May and early June with more than 3,000 responses received, more than ½ of which were from employees working in but living outside of Corvallis.
- Survey data compilation began in late June.

Next Steps:

- Survey results will be analyzed by ECONorthwest, the Council committee and advisory group as part of final report development.
- A report will be made to the City Council in late summer and a potential Phase 2 project/consultant scope of work discussed. If Council chooses to proceed, Phase 2 is anticipated to include a review (based on survey results) of potential strategies and policies that could address the housing needs of those persons who may wish to live in Corvallis.

*Vision 2020 Statement
Categories*

Central City
Economic Vitality
Education/Human Services
Governing and Civic Involvement
Protecting the Environment
Where we Live

*City Manager’s Core
Responsibilities*

Resident Well Being
Livability
Infrastructure
Economic Vitality

HOMELESS COLD WEATHER SHELTER

Participate in the development of a plan to find a permanent solution by December 2014 for a cold weather shelter and daytime drop-in center.

Accomplished through June 30, 2014:

- The Corvallis Homeless Shelter Coalition has purchased a building at 530 SW Fourth Street, the site occupied by the agency's men's cold weather shelter for each of the last two winters.

Next Steps:

- The Coalition intends to raise the funding needed to demolish the existing building in the spring of 2015 and replace it with one better suited to housing the shelter, a daytime drop-in facility, and a meal center.
- The City will continue to provide technical assistance regarding building design and funding opportunities.

Vision 2020 Statement Categories

Central City
Education/Human Services
Governing and Civic Involvement
Where we Live

City Manager's Core Responsibilities

Resident Well Being
Livability
Infrastructure
Economic Vitality

PUBLIC PROCESS AND PARTICIPATION

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

Accomplished through June 30, 2014:

- The Public Participation Task Force presented its final report to the City Council on June 2, 2014. The City Council held a work session on Monday June 9, 2014 to discuss and review next steps.

Next Steps:

- Council Leadership team will report back to the full council as work is completed.

*Vision 2020 Statement
Categories*

Culture/Recreation
Central City
Economic Vitality
Education/Human Services
Governing and Civic Involvement
Protecting the Environment
Where we Live

ACCOMPLISHMENTS TOWARD THE OVERARCHING GOALS AND VALUES

- **CITIZEN INVOLVEMENT:**

- The Parks and Recreation Department staff attended the Central Park Neighborhood Association, Jana Neighborhood Association, and Tunison Neighborhood Association meetings. Staff held three community meetings to discuss Arnold Park playground development. Twelve Boards and Commission meetings were conducted during 4th quarter.
- Six hundred and forty people volunteered for Parks and Recreation during the 4th quarter.
- The Library collected over 1,700 pounds of food for Linn-Benton Food Share in the annual “Food for Fines” week in April.
- The Police Department 10-week citizen academy “Cops & Robbers” concluded in June with 26 graduates completing the course.
- Community representatives from the NAACP, the OSU Office of Student Conduct and the Boys & Girls Club participated on interview panels for police officer candidates.
- Public Works staff attended a meeting of the Central Park Neighborhood Association with representatives of OSU to discuss current and future improvements to Washington Way through campus.
- Public Works completed publication of the annual Consumer Confidence Report (Water Quality Report) and required notice to consumers.
- Public Works conducted the Annual Rock Creek Watershed Tour in May which was attended by 80 people.

- **SUSTAINABILITY:**

- Police staff and volunteers assisted with the OSU Federal Credit Union Shred event on June 21st at the Benton County Fairgrounds. 13,660 pounds of material was processed which equates to savings in trees, water, energy and deposits in landfills.
- Parks and Recreation replaced the aged irrigation system at Tunison Park to increase water efficiency; this project was funded through a donation.
- Public Works staff worked with ODOT and Cascades West Rideshare staff on a transportation options marketing program in south Corvallis. Corvallis was selected as a test site by ODOT for a pilot of ODOT’s Individualized Marketing (IM) Program, which is intended to educate residents on and encourage them to use alternative transportation options (walking, bicycling, transit and carpooling). A pre-kickoff survey on how south Corvallis residents currently travel was sent to 1,600 residents in June; over 300 responses were received. The program will run from July through September.
- Public Works began the annual leak detection program on 245 miles of pipe annually. The full program takes two staff members about three months to complete. When a leak is found, it is either remedied by the leak detection crew, or referred to other water distribution staff to effect repairs. Finding and repairing a leak before it becomes a break is more cost effective and reduces or eliminates the effect on residents from interrupted water service. Corvallis currently experiences about a 5% water loss ratio. The industry standard for an exceptional system is 10%.
- Public Works staff was involved with 15 different events during the Get There promotion, which ran from May 5 – May 16. These included discussions on such topics as “Biking with Kids” and “Bicycle and Pedestrian Law”, bicycle repair classes, a Transit User Appreciation Breakfast and a vanpool information lunch. All area participants working for employers such as the City, Hewlett Packard, Samaritan Health Services, and OSU tracked 247,568 miles,

including 4,424 bicycle trips, 667 bus trips, 2,025 carpool trips, 320 telework trips, 369 vanpool trips, and 1,093 walk trips.

- **DIVERSITY**

- The Library celebrated el Dia de los Ninos in May with a puppet show.
- The Library staffed a booth at the Pride in the Park festival on June 28.
- Police staff continues to work with the NAACP on development of diversity and inclusion training for staff.
- At the request of OSU, Motor Officer Teeter participated in filming an OSU informational traffic safety video for International Students.
- Public Works staffed a booth at the Lincoln School Carnival on June 6 for sharing information on transportation options (walking, bicycling, transit and carpooling) in both English and Spanish. Bilingual support was provided by staff from the Benton County Health Department.
- Public Works completed nine ADA ramp installations and retrofits in June funded by the New Freedom Grant completing the work on this multi-year project.
- The Parks and Recreation Department partnered with OSU's Advanced Spanish Learning Community program to have many of the Department's written materials translated to Spanish.

- **COST EFFICIENCY:**

- The Library's disc buffing machine will be replaced this year after refurbishing over 23,000 discs in its many years of operation. The machine enables the Library to extend the lifespan of DVDs and compact discs, which receive heavy usage from the public.
- Public Works worked with the five-county Northwest Connector Alliance to develop expansion of the Connector network, which provides public transit service between Corvallis and Newport.
- Public Works negotiated terms with Casco for a new ten-year telecommunications franchise agreement. Casco will pay the City a franchise fee of 7% of gross revenues earned within the Corvallis city limits.
- Public Works submitted paperwork to the Federal Emergency Management Agency to request reimbursement related to the February snow and ice event. Pavement marking buttons that were cut off during snow plowing this past winter have been replaced as weather permitted. A minimum of one button in each set of 5 have been installed to make sure that lane lines can be seen. Full button replacement will occur in the future.
- Public Works negotiated terms with Pacific Power to replace 72 existing high pressure sodium street lights on Harrison Boulevard to LED fixtures. The project will be paid for with budget savings from FY13-14; the electricity savings realized in FY14-15 and beyond will be applied to replacing additional fixtures in future years.

**ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS**

July 31, 2014

MEETING DATE	AGENDA ITEM
August 6	No meeting
August 20	<ul style="list-style-type: none"> • Transportation Maintenance Fee Rate Structure Review
September 3	<ul style="list-style-type: none"> •
September 17	<ul style="list-style-type: none"> • Visit Corvallis Fourth Quarter Report • Downtown Corvallis Association Economic Improvement District Fourth Quarter Report • Public Defender Pay
October 8	<ul style="list-style-type: none"> • Fourth Quarter Operating Report • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 91-2.01, "Meeting Procedures" • 94-2.08, "Council Liaison Roles"
October 22	<ul style="list-style-type: none"> • Utility Rate Annual Review
November 5	<ul style="list-style-type: none"> •
November 19	<ul style="list-style-type: none"> • FY 2013-14 Parks and Recreation Department Cost Recovery Review • da Vinci Days Financial Status Update
December 3	<ul style="list-style-type: none"> • Visit Corvallis First Quarter Report • Downtown Corvallis Association Economic Improvement District First Quarter Report • Comprehensive Annual Financial Report • First Quarter Operating Report
December 17	<ul style="list-style-type: none"> •

ASC PENDING ITEMS

- | | |
|--|-----------------------|
| <ul style="list-style-type: none"> • Comcast Franchise Renewal Update | Public Works |
| <ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 98-2.10, "Use of E-Mail by Mayor and City Council" (Jan 15) | CMO |
| <ul style="list-style-type: none"> • Economic Development Policy on Tourism | CMO |
| <ul style="list-style-type: none"> • Multi-Family Residential Tax Incentive Program for Downtown | Community Development |
| <ul style="list-style-type: none"> • Municipal Code Review: Chapter 4.01, "Solid Waste Regulations" | Community Development |
| <ul style="list-style-type: none"> • Neighborhood Property Maintenance Code Review (continued) | Community Development |

Regular Meeting Date and Location:

Wednesday of Council week, 3:30 pm – Madison Avenue Meeting Room

**HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS**

July 31, 2014

MEETING DATE	AGENDA ITEM
August 5	No meeting
August 19	<ul style="list-style-type: none"> • Parks and Recreation Draft Master Plan Recommendation to Relocate Senior Center
September 2	<ul style="list-style-type: none"> • Social Services Semi-Annual Report • Arts and Culture Strategic Plan Update
September 16	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 93-4.11, "Public Library Policy for Selecting and Discarding Materials" • Rental Housing Program Annual Report
October 7	<ul style="list-style-type: none"> •
October 21	<ul style="list-style-type: none"> •
November 4	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 95-4.08, "Code of Conduct on Library Premises"
November 18	<ul style="list-style-type: none"> •
December 2	<ul style="list-style-type: none"> • 2015-2016 Social Services Priorities and Calendar • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 91-1.03, "Naming of Public Facilities and Lands" • 91-4.01, "Guidelines for Selling in Parks"
December 16	<ul style="list-style-type: none"> •

HSC PENDING ITEMS

- | | |
|--|-----------------------|
| <ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 99-4.14, "Use of City Hall Plaza and Kiosk" | CMO |
| <ul style="list-style-type: none"> • Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks) | Parks & Recreation |
| <ul style="list-style-type: none"> • Municipal Code Review: Chapter 9.02, "Rental Housing Code" | Community Development |
| <ul style="list-style-type: none"> • Open Carry of Firearms | Police |
| <ul style="list-style-type: none"> • 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**

July 31, 2014

MEETING DATE	AGENDA ITEM
August 5	<ul style="list-style-type: none"> • Explanatory Statement: Residential Parking Districts • T Gerding Lease Option - Airport Industrial Park • Greenhouse Gas Inventory Follow Up – Climate Action Planning
August 19	<ul style="list-style-type: none"> • Transportation System Plan Project Overview
September 2	No meeting
September 16	•
October 7	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 08-9.07, "Traffic Calming Program" • 02-7.15, "Fee-in-Lieu Parking Program"
October 21	•
November 4	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 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"
- Municipal Code Review: Chapter 8.13, "Mobile Food Units"

Public Works
Community Development
Public Works

Regular Meeting Date and Location:

Tuesday of Council week, 5:00 pm – Madison Avenue Meeting Room



UPCOMING MEETINGS OF INTEREST

City of Corvallis

AUGUST – NOVEMBER 2014

(Updated July 31, 2014)

AUGUST 2014				
Date	Time	Group	Location	Subject/Note
4	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		No Human Services Committee		
5	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
5	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
6		No Administrative Services Cmte		
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	
11	6:30 pm	City Council/County Board of Commissioners Work Session	Madison Avenue Mtg Rm	
11	7:30 pm	City Council Work Session	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	
13	7:30 pm	Library Board	Library Board Room	
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	5:30 pm	Land Development Hearings Board	Downtown Fire Station	
20	7:00 pm	Planning Commission	Downtown Fire Station	
20	7:00 pm	Ward 3 Meeting	Tunison Community Room	
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	4:00 pm	Public Art Selection Commission	Parks and Rec Conf Room
17	5:00 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	

OCTOBER 2014

Date	Time	Group	Location	Subject/Note
1	7:00 pm	Planning Commission	Downtown Fire Station	
1	7:30 pm	Library Board	Library Board Room	
3	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
4	10:00 am	Government Comment Corner	Library Lobby - Penny York	
6	6:30 pm	City Council	Downtown Fire Station	
7	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
7	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
7	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
7	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
8	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
8	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
8	7:00 pm	Budget Commission	Madison Avenue Mtg Rm	
9	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
11		No Government Comment Corner		
13	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
14	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
14	6:30 pm	Historic Resources Commission	Downtown Fire Station	
15	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
15	4:00 pm	Public Art Selection Commission	Parks and Rec Conf Room	
15	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
16	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
16	7:00 pm	Planning Commission	Downtown Fire Station	
18		No Government Comment Corner		
20	6:30 pm	City Council	Downtown Fire Station	
21	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	

21	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm
22	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm
22	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm
25	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein
28	5:15 pm	Cmsn for Martin Luther King, Jr.	Osborn Aquatic Center

NOVEMBER 2014

Date	Time	Group	Location	Subject/Note
1	10:00 am	Government Comment Corner	Library Lobby - Penny York	
3	6:30 pm	City Council	Downtown Fire Station	
4	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
4	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
4	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
4	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
5	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
5	7:00 pm	Planning Commission	Downtown Fire Station	
5	7:30 pm	Library Board	Library Board Room	
7	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
8		No Government Comment Corner		
10	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
11		City holiday - all offices closed		
12	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
13	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
15	10:00 am	Government Comment Corner	Library Lobby - Julie Manning	
17	6:30 pm	City Council	Downtown Fire Station	
18	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
18	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
19	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
19	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
19	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
19	7:00 pm	Planning Commission	Downtown Fire Station	
20	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
22		No Government Comment Corner		
25	5:15 pm	Cmsn for Martin Luther King, Jr.	Osborn Aquatic Center	
26	5:15 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm	
27		City holiday - all offices closed		
28		City holiday - all offices closed		
29		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

Corvallis Imagination Music & Art Festival 2014



August 15 & 16
Friday 5 - 10 pm
Saturday 9am - 10 pm

Featuring Oregon Musicians

Friday: Unstable Atmospheres 6pm
Ty Curtis 8 pm

Saturday: Paper & Clay 11:30 am
CIMA House Band 1:30 pm
Red Horse Band 3:30 pm
The Flow 5:30 pm

Patrick Lamb 8 pm

- ◆ **Free Admission**
- ◆ **Family-Friendly** event features local artists and musicians Friday evening & Saturday!

Donations accepted on-site **support music & art education in Corvallis schools** through the Corvallis Public Schools Foundation.

Also a Music Creation Zone & Adams School Marimbas



<http://cimafestival.com/>

Corvallis Imagination Music & Art Festival - CIMA

Bruce Starker Arts Park, Corvallis

Bands, "Play Corvallis Play" Pianos, Art Booths, Food!

Sponsors:

Wild Rose Studios

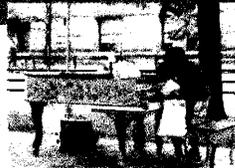
GLACIERS

Corvallis Advocate

**PEGASUS
FRAME STUDIO
& GALLERY**

**Now
Morning
Bakery**

HYPE



**HENDERSON'S
CTX**

ATI

STARKER FAMILY

**DICKERHOOF
PROPERTIES**

**Cloud & Kelly's
Polish & Deli**

**HENDRICK
KELLISON**

NOW



Smith, Davison & Brasier, PC
ATTORNEYS & COUNSELORS AT LAW - CORVALLIS, OREGON

**KRUM
91.3 FM**

Corvallis Imagination Music & Art Festival

AUGUST 15TH - 16TH

@ Bruce Starker Arts Park

4485 SW Country Club Dr. in Corvallis

FREE CONCERTS
Friday and Saturday

Friday Evening Music
6:00 PM - 10:00 PM @ Main Stage
GABRIEL SURLEY
& THE UNSTABLE ATMOSPHERES
TY CURTIS

Saturday Music
11:30 AM - 10:00 PM @ Main Stage
PAPER AND CLAY
THE CIMA HOUSE BAND
THE RED HORSE BAND
THE FLOW
PATRICK LAMB

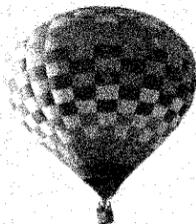
FREE EVENTS Saturday
9:00 AM - 8:00 PM

Art Zone
Sponsored by Pegasus Gallery
*Silent Auction of donated art work to support
K-5 art education in our public schools*

Arts and Crafts Fair

Music Creation Zone
Sponsored by Gracewinds Music
*Musical instruments of all types
to play for all levels of skill*

Play Corvallis Play
*Free pianos to play in the park
and around the city of Corvallis*



Marys Peak Sunset by Mark Allison (Corvallis OR)

Wild Rose
STUDIOS

Gracewinds
MUSIC

Now

DICKERHOOF
PROPERTIES

HENDRICK
& KELLISON
LLC

ATI

PEGASUS
FRAME STUDIO
& GALLERY

tripwire

Corvallis Advocate

HENDERSONS
PRODUCTION CENTER

THE
LIFE

Cloud & Kelly's
Public House



Smith, Davison & Brasier, PC
ATTORNEYS & COUNSELORS AT LAW • CORVALLIS, OREGON

New Morning Bakery

Helping Hands Piano Sponsor
HENDRICK
& ^{LLC}
KELLISON

Artwork by: Play Corvallis, Play Helpers

Have fun and make music!

Piano available for use from 7am to 10pm

Use at your own risk

Share pictures and videos

@ www.Facebook.com/PlayCorvallisPlay

Please report any damages and direct questions to
Lee Eckroth at 541-760-4742, Lee@Talk2Lee.com



CIMA 2014
Aug 15 - 16
Starker Arts Park

Thanks from Corvallis Imagination Music & Arts
and Play Corvallis, Play



The Helping Hands Piano will be located outside the Library

Bedazzled Piano Sponsor



Artwork by: Bobbie Artus & Denise Johnson

Have fun and make music!
Piano available for use from 7am to 10pm
Use at your own risk
Share pictures and videos
@ www.Facebook.com/PlayCorvallisPlay



CIMA 2014
Aug 15 - 16
Starker Arts Park

Please report any damages and direct questions to
Lee Eckroth at 541-760-4742, Lee@Talk2Lee.com

Thanks from Corvallis Imagination Music & Arts
and Play Corvallis, Play



The Bedazzled Piano will be located in Central Park near the Arts Center

Ocean Piano Sponsor

Gracewinds
MUSIC

Artwork by: Sandy and Jenny Bouman

Have fun and make music!
Piano available for use from 7am to 10pm
Use at your own risk
Share pictures and videos
@ www.Facebook.com/PlayCorvallisPlay

Please report any damages and direct questions to
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CIMA 2014
Aug 15 - 16
Starker Arts Park

Thanks from Corvallis Imagination Music & Arts
and Play Corvallis, Play



The Ocean Piano will be located on the River Front Path

Life is a Song Piano Sponsor

Wild Rose STUDIOS

Artwork by: Bev Chilcote

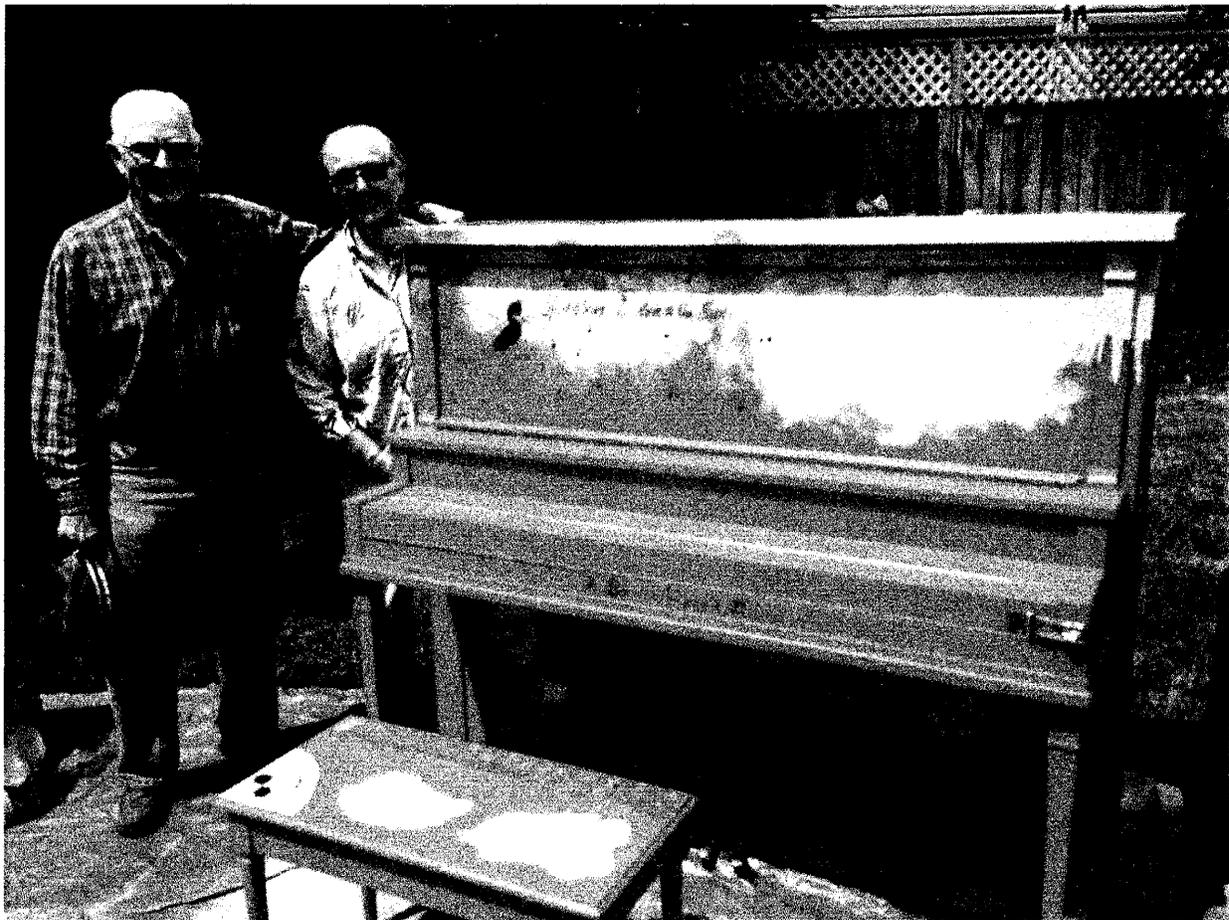
Have fun and make music!
Piano available for use from 7am to 10pm
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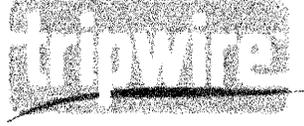
CIMA 2014
Aug 15 - 16
Starker Arts Park

Thanks from Corvallis Imagination Music & Arts
and Play Corvallis, Play



The Life is a Song Piano will be located on the River Front Path

Fire Piano Sponsor



Artwork by: Jessi Furlo

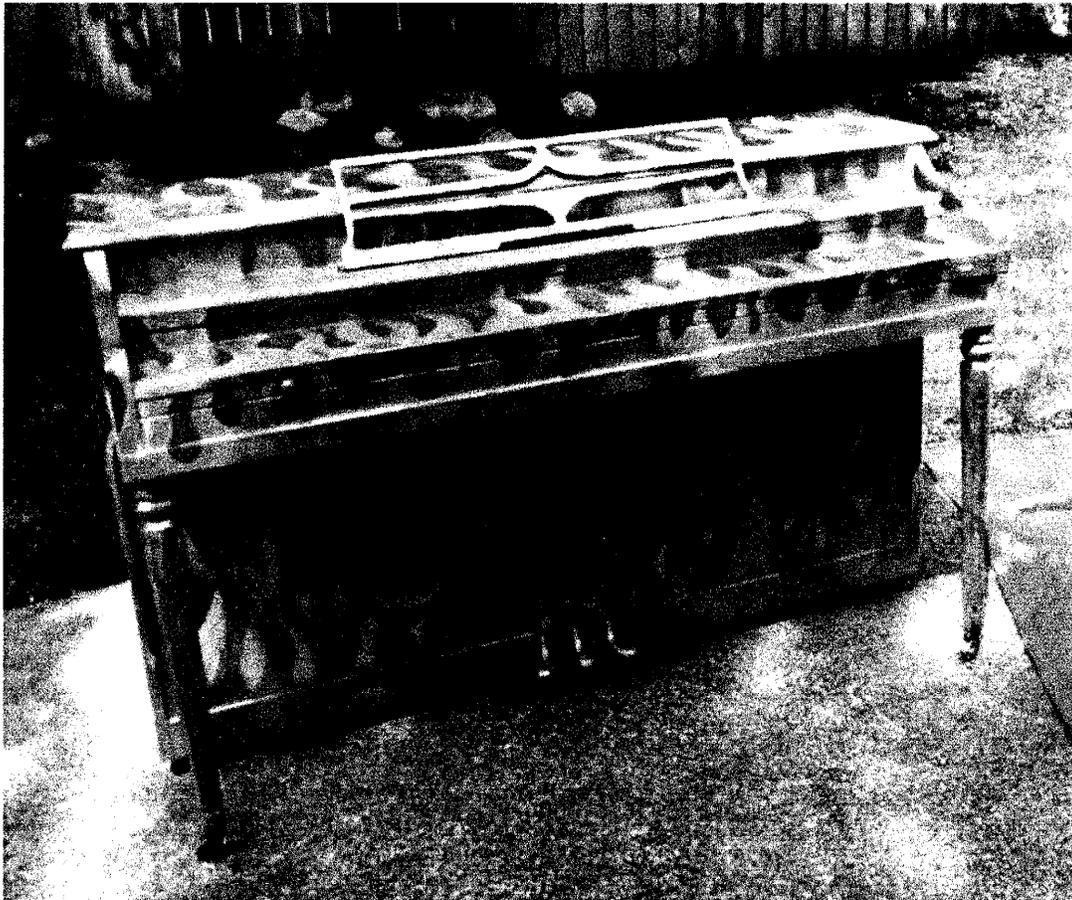
Have fun and make music!
Piano available for use from 7am to 10pm
Use at your own risk
Share pictures and videos
@ www.Facebook.com/PlayCorvallisPlay



CIMA 2014
Aug 15 - 16
Starker Arts Park

Please report any damages and direct questions to
Lee Eckroth at 541-760-4742, Lee@Talk2Lee.com

Thanks from Corvallis Imagination Music & Arts
and Play Corvallis, Play



The Fire Piano will be located next to Downtown American Dream

Galaxy Piano Sponsor



Smith, Davison & Brasier, PC
ATTORNEYS & COUNSELORS AT LAW • CORVALLIS, OREGON

Artwork by: Sandy, Joyce, & Aaron

Have fun and make music!
Piano available for use from 7am to 10pm
Use at your own risk
Share pictures and videos
@ www.Facebook.com/PlayCorvallisPlay

Please report any damages and direct questions to
Lee Eckroth at 541-760-4742, Lee@Talk2Lee.com



CIMA 2014
Aug 15 - 16
Starker Arts Park

Thanks from Corvallis Imagination Music & Arts
and Play Corvallis, Play



The Galaxy Piano will be located in Bruce Starker Arts Park

Fruits & Veggies Piano Sponsor

STARKER FORESTS, INC. 

Artwork by: Many in Corvallis

Have fun and make music!

Piano available for use from 7am to 10pm

Use at your own risk

Share pictures and videos

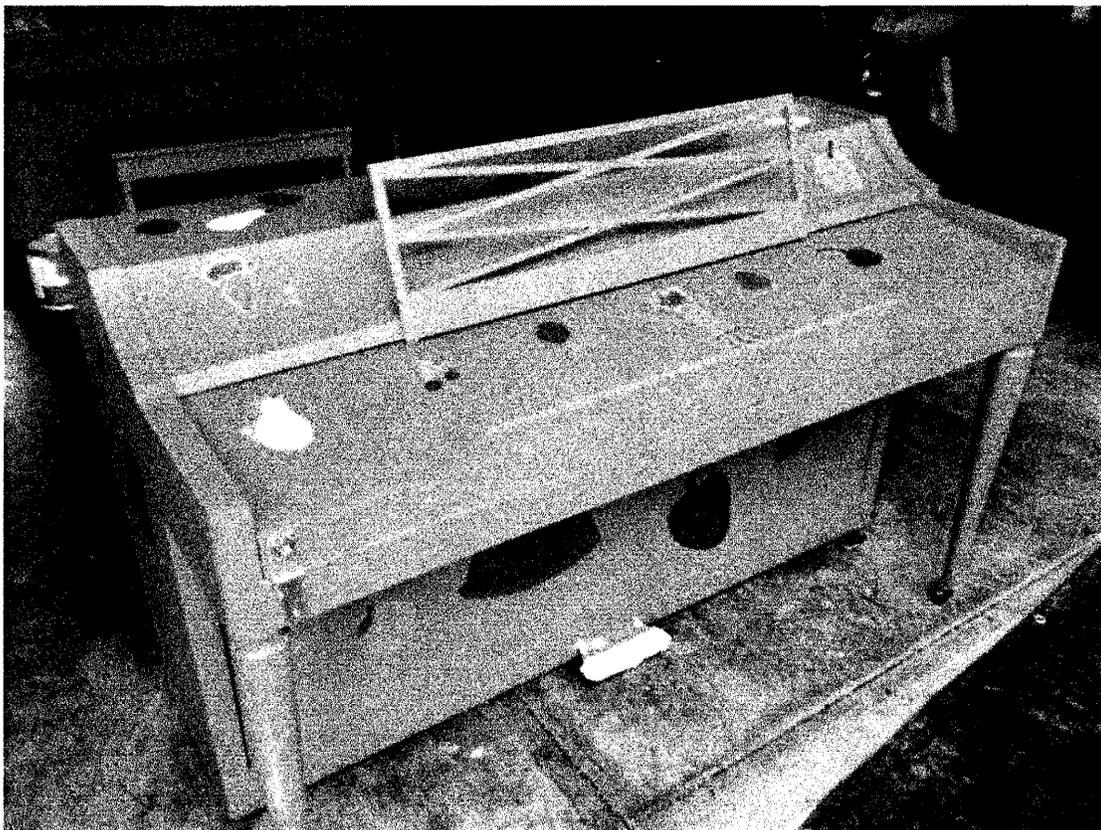
@ www.Facebook.com/PlayCorvallisPlay

Please report any damages and direct questions to
Lee Eckroth at 541-760-4742, Lee@Talk2Lee.com



CIMA 2014
Aug 15 - 16
Starker Arts Park

Thanks from Corvallis Imagination Music & Arts
and Play Corvallis, Play



The Fruits & Veggies Piano will be located outside of Market of Choice

Beaver Believer Piano Sponsor

HENDERSON'S
Copy Center

Artwork by: Ami Sullivan

Have fun and make music!
Piano available for use from 7am to 10pm
Use at your own risk
Share pictures and videos
@ www.Facebook.com/PlayCorvallisPlay

Please report any damages and direct questions to
Lee Eckroth at 541-760-4742, Lee@Talk2Lee.com

Thanks from Corvallis Imagination Music & Arts
and Play Corvallis, Play



CIMA 2014
Aug 15 - 16
Starker Arts Park



The Beaver Believer Piano will be located on the OSU Campus

Holzworth, Carla

From: Kenton Daniels [mailto:kentondaniels@cityofhickory.com]
Sent: Monday, August 04, 2014 10:57 AM
To: Holzworth, Carla
Subject: Comments regarding the City Council minutes for July 21, 2014

Hello Carla. In reviewing the minutes from the July 21, 2014 City Council meeting I would like for the following to be reflected as factual corrections, on pages 268/269 of those minutes, regarding the minutes of the July 8 Administrative Services minutes. I attended the ASC meeting and the comments that Councilor York made "that some of the statements made during public testimony about the EDC meeting were inaccurate, according to her personal knowledge of the incidents mentioned" were made by me.

First, Councilor York did not mention that I was the person who gave the public testimony she referred to at that ASC meeting regarding the EDC, and I would like that to be reflected in the Council Minutes.

Second, the comments made by me that, "The Planning Commission took offense..." referred to a Planning Commission meeting discussion that occurred long before Councilor York was the liaison to the Planning Commission, so she could have no personal knowledge regarding that discussion or what was said at that meeting.

Third, Regarding the comment made by me that "during the incidence a member of the PPTF felt verbally attacked by an EDC member", I have two comments/corrections. The EDC minutes did not correctly quote what I said, which was, "during the incidence a member of the PPTF felt verbally attacked by an EDC supporter" not an EDC member. And the PPTF member who was verbally attacked was not Councilor York, but a citizen member of the PPTF.

I don't know what the process is for my comments above to be included in the record, but I would like to request that they be included so that the council record accurately reflects the facts regarding my testimony. Please let me know how my request will be treated. Thanks,

Kent Daniels

TO: Corvallis City Council

FROM: Julie Jones Manning, Mayor 

DATE: August 4, 2014

RE: Community Involvement and Diversity Advisory Board (CIDAB) Task Force

Based on your discussion at a June 9 work session and subsequent direction at the July 21 City Council meeting, I am pleased to announce the appointment of a six-member task force to follow up on one of the recommendations from the Public Participation Task Force (PPTF).

In its report, delivered at the June 2 City Council meeting, the PPTF recommended the creation of a new advisory group: the Community Involvement and Diversity Advisory Board (CIDAB). At your June 9 work session to discuss the PPTF report, you were interested in exploring the establishment of CIDAB, and, at the July 21 Council meeting, you asked me to form a task force to develop a proposed charge for the CIDAB.

As outlined in the PPTF report, the CIDAB would "assume the Goal 1 responsibility of the current Committee for Citizen Involvement (recommended for sunseting), but would have a broader scope and responsibilities, including:

- Use of a sub-committee 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 requested by the City Council;
- Additional responsibilities related to Registered Neighborhood Groups;
- Ongoing responsibilities for the review and improvement of the board and Commission system and other public participation practices." (page 15, PPTF report)

Over the course of several meetings, the task force referenced below will consider the information and recommendations from the PPTF report and develop a proposed charge to the CIDAB for consideration by the council's Human Services Committee and the full Council as indicated.

In considering task force appointees, I sought representation from individuals whose current or past service on related city boards/commissions and/or neighborhood groups would bring a helpful perspective to the discussion, including:

- Corvallis Planning Commission
- Committee for Citizen Involvement
- Commission for Martin Luther King, Jr.
- Public Participation Task Force
- Neighborhood Associations
- Other city advisory boards/commissions
- Other related community-based organizations

I appreciate the task force members' willingness to serve, and following tonight's meeting I will ask the task force chair to work with the members and city staff to convene the first meeting of the group with a goal of having a proposed charge ready for consideration this fall.

TASK FORCE FOR DEVELOPING A CHARGE FOR CIDAB

<u>Name</u>	<u>Related Affiliation (current or past)</u>
Stewart Wershow, Chair	Garfield Park Neighborhood Association (current) Committee for Citizen Involvement (past) Commission for MLK, Jr. (past)
Jennifer Gervais	Corvallis Planning Commission (current)
Becki Goslow	Public Participation Task Force
Tony Howell	Corvallis Planning Commission (past) Committee for Citizen Involvement (past)
Rocio Munoz	Public Participation Task Force
Jasper Smith	Commission for MLK, Jr. (current)
Mary Beth Altmann Hughes (non-voting)	City of Corvallis Human Resources Director