



## MEMORANDUM

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October 29, 2014

**To:** Administrative Services Committee  
**From:** Ken Gibb, Community Development Director   
**Re:** Continued ASC Consideration of current livability code gaps and an expanded Livability Code Compliance and Neighborhood/Community Outreach Program

### **I. Issue**

As requested at the end of the October 22, 2014 Administrative Services Committee meeting, staff are providing follow-up information regarding current community livability code gaps.

### **II. Background**

At the conclusion of the October 22 ASC meeting the Committee determined that it will spend time at each of its next three meetings (November 5 and 19; December 3) discussing grouped elements of the livability code gaps that staff have presented in narrative and graphic form in prior meetings. The first grouped elements will cover interior condition gaps. The Committee's chosen approach will be to hear explanations of the gaps from staff in a work session-type setting, and then to hear comments from people attending the meeting. The Committee acknowledged on October 22 that given the chosen approach, its next three meetings may be longer than is typical.

### **III. Discussion**

The attached, modified excerpt from the "Current Corvallis Code Authority, Gaps and Potential Resolution" document presented to the Committee on October 22 includes a listing of interior code gaps and potential resolutions. As requested, modifications have been made to clarify which property types would be included for coverage if code language to address the gaps is developed. As has been shared in past discussions, the approach to implementing additional code authority that was recommended by staff as a result of discussions with the Property Maintenance Code Advisory Group in 2013 was to apply new code standards to both the interiors and the exteriors of residential rental properties, but to apply new standards only to the exteriors of owner-occupied residences and non-residential properties. Staff will plan to supplement its discussion of the items in the attachment with a presentation of representative photographs.

### **IV. Requested Action**

Because no decision is anticipated as an outcome of this meeting, staff requests no specific action.

Review and Concur:

  

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Nancy Brewer, City Manager *Pro Tem*

Attachment: Current Corvallis Code Authority, Gaps and Potential Resolution – Interior Conditions

## **Current Corvallis Code Authority, Gaps and Potential Resolution – Interior Conditions**

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*Prepared for Administrative Services Committee Consideration on November 5, 2014*

***Existing interior code standards, code gaps and possible means of resolving those gaps include:***

### *Lighting*

Current: Under state and local Fire Code, multi-family and commercial structures are subject to Fire Code inspections of common areas for adequate lighting of exit discharge paths

Gap: The City receives complaints regarding a lack of adequate lighting in halls, stairways or basements in all occupancy types where the cause is something more than a burned out light bulb. There are no code standards or provisions for the maintenance of adequate interior lighting in one- or two-family dwellings.

Resolution: Develop standards requiring the maintenance of adequate interior lighting of exit discharge paths in renter-occupied dwellings.

### *Ventilation*

Current: There are no code standards for operational performance or the maintenance of ventilation systems.

Gap: Inadequate/non-functioning kitchen, bathroom and clothes dryer ventilation systems contribute to mold growth and surface degradation. In addition, incorrect or inadequate clothes dryer ventilation contributes to fire hazard potential.

Resolution: Develop standards and performance criteria for the maintenance of interior ventilation systems in renter-occupied dwellings.

### *Electrical Systems*

Current: Fire Code has limited maintenance authority, applicable to fire hazards or the unsafe use or installation of electrical devices. The Dangerous Building Code (Corvallis Municipal Code 9.01) pertains to the disconnection and abatement of hazardous utilities and equipment.

Gap: There is no requirement for the replacement of compromised electrical system components, which is a common occurrence following water exposure by leaks or flooding. There is no requirement in existing structures for bathrooms, kitchens and other water-containing or producing rooms to have ground fault circuit interrupt outlets.

Resolution: Develop standards for renter occupied dwellings requiring replacement of electrical equipment and devices if exposed to water, with some exceptions.

### *Plumbing Systems*

Current: The Rental Housing Code (CMC 9.02.090) requires that plumbing systems be installed and maintained safe and sanitary, free of leaks. Oregon Plumbing Code (OPC 303.0) states that all discharge of liquid wastes must be done via an approved drainage system in compliance with OPC provisions.

Gap: There is no applicable definition or standard for water system performance, specifically, for “hot” water.

Resolution: Develop a measurable temperature standard for water system performance in renter-occupied dwellings.

### *Interior Sanitation*

Current: Solid Waste provisions under CMC 4.01 prohibit the accumulation of solid waste. Rat Harborage provisions under CMC 4.02 prohibit conditions that contribute to rodent harborage. Excessive (very unsanitary/unsafe) conditions of sanitation are addressed by the Dangerous Building Code (CMC 9.01).

Gap: There are no provisions for the maintenance of sanitary conditions in common areas of multifamily structures, or for interiors of all dwelling types (owner or renter occupied). There are no standards requiring the maintenance or repair of bathroom and kitchen surfaces, making it difficult to prevent them from becoming unsanitary.

Resolution: Develop standards for sanitary conditions in dwelling units, and for the assignment of responsibilities between landlords and tenants for the maintenance of sanitary conditions in renter-occupied dwellings.

### *Heating*

Current: The Rental Housing Code (CMC 9.02.090) calls for a permanent source of heat with the ability to provide 68F temperature in all habitable rooms.

Gap: There is no requirement for heat in bathrooms or work spaces.

Resolution: Develop measurable, minimum heating performance standards for work spaces, habitable rooms, bathrooms and toilet rooms in renter-occupied dwellings.

### *Security*

Current: The Rental Housing Code (CMC 9.02.090) calls for working locks on windows and doors.

Gap: There is no specific requirement for properly functioning door knobs/latches, or standards for adequate door/window hardware. Often, door knobs for entrance doors are in the form of an interior-type door knob lockset or some other inadequately safe and effective for, and, with a hasp-type lock rather than a locking door knob or deadbolt.

Resolution: Develop requirements for doors and door hardware to be maintained to a level sufficient to provide security for occupants, and for deadbolts, in renter-occupied dwellings.

## MEMORANDUM

October 28, 2014

TO: Administrative Services Committee  
FROM: Nancy Brewer, City Manager *Pro Tem*   
SUBJECT: **Status of Renaming Advisory Boards, Commissions and Committees**

### I. Issue

To complete review and implement recommendation of the Public Participation Task Force about Advisory Boards and Commissions.

### II. Background

The Public Participation Task Force (PPTF) made a number of recommendations about advisory boards and commissions. These included defining “advisory board” “commission” and “task force” and reviewing the alignment of reporting responsibilities for these groups to the appropriate Council Standing Committee.

The Administrative Services Committee has previously reviewed preliminary drafts of some of these changes, particularly the incorporation of definitions in CMC 1.16 and minor changes in the Council Policy on Liaison Roles (94-2.08). More significant changes have been proposed for the Council Policy on Council Process (91-2.02) which updates the reporting relationships and includes requirements for annual reports.

### III. Discussion

The last element to consider for implementation is whether to incorporate the concepts of Department Advisory Committee and the recommendations of the PPTF to re-classify some of the current Advisory Boards as Department Advisory Committees (DAC). This issue was discussed at the last Council Work Session, with general consensus that the Municipal Code did not need to include DAC references, and direction for staff to determine whether to follow PPTF recommendations for turning existing groups into DACs.

In the updated attachments, staff offers the following amendments:

- a. **CMC 1.16 Boards and Commissions** – this Chapter of the Municipal Code has been amended to:
  - a. include definitions of Advisory Board, Commission, and Task Force in the scope section;
  - b. rename existing boards and commissions according to the new definitions;
  - c. repeal the Public Art Selection Commission and add a task to the Arts and Culture Advisory Board to incorporate the selection of public art to that body’s charge;
  - d. repeal the Civic Beautification and Urban Forestry Commission so that it will become a DAC.

The two advisory boards recommended for repeal have had a fair amount of discussion about this course of action and both bodies support making this change. Staff believes that some of the other recommendations from PPTF to modify an existing advisory board into a DAC have merit, but would like to have more time to discuss this type of change with the associated advisory board. This is expected to lead to changes in the future as advisory boards make annual reports or are up for a sunset review.

- b. CP 91-2.02 Council Process – has been modified to rename the advisory board and commissions in line with CMC 1.16, and to remove the Public Art Selection Commission and the Civic Beautification and Urban Forestry Commission.
- c. CP 94-2.08 Council Liaison Roles – has been modified to use the Advisory Board and Commission titles correctly as it pertains to decision making responsibilities. Staff has recommended a couple of other “housekeeping” changes.

I will note that the same week ASC takes up this issue, the Human Services Committee will take up recommendations for a revised charge for the Martin Luther King, Jr. Advisory Board and a new charge for the Community Involvement and Diversity Advisory Board. Based on actions recommended by HSC, the CMC 1.16 presented here may have additional modifications for consideration by the whole City Council at the November 17 City Council meeting.

#### **IV. Recommended Action**

Staff requests members of ASC discuss the recommended changes, modify any language necessary, and recommend the City Council:

1. Adopt an ordinance amending Corvallis Municipal Code Chapter 1.16, to be read by the city Attorney.
2. Adopt an updated City Council Policy 91-2.02 Council Process.
3. Adopt an updated City Council Policy 94-2.08 Council Liaison Roles.

#### **Attachments:**

Corvallis Municipal Code Chapter 1.16 – Boards and Commissions  
Council Policy 91-2.02 – Council Process  
Council Policy 94-2.08 – Council Liaison Roles

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Chapter 1.16 BOARDS AND COMMISSIONS

**Chapter 1.16 BOARDS AND COMMISSIONS**

**Sections:**

Section 1.16.010 Title.

Section 1.16.020 Scope.

Section 1.16.030 Appointment.

Section 1.16.040 Council representative.

Section 1.16.050 Limitation on term.

Section 1.16.060 Ethics and compensation.

Section 1.16.070 Vacancy.

Section 1.16.080 Officers and meetings.

Section 1.16.090 Residency.

Section 1.16.100 Term.

Section 1.16.110 Quorum.

Section 1.16.200 Airport Commission Advisory Board.

Section 1.16.205 Housing and Community Development Advisory Board Commission.

Section 1.16.210 Bicycle and Pedestrian Advisory Commission Board.

Section 1.16.215 Citizens Advisory Commission on Transit Advisory Board.

Section 1.16.220 Library Advisory Board.

Section 1.16.225 Parks and Recreation Advisory Board (repealed).

Section 1.16.230 Watershed Management Advisory Commission Board.

Section 1.16.235 Planning Commission.

Section 1.16.240 Budget Commission.

Section 1.16.245 Board of Appeals.

Section 1.16.250 Historic Preservation Advisory Board (repealed).

Section 1.16.255 Commission on Civic Beautification (repealed).

Section 1.16.260 Commission for Martin Luther King, Jr. Advisory Board

Section 1.16.265 Parks, Natural Areas and Recreation Advisory Board.

Section 1.16.270 Block Grant Advisory Board (repealed).

Section 1.16.275 Cable Communications Commission (repealed).

Section 1.16.280 Library 2010 Legal Reserve Allocation Board (repealed).

Section 1.16.285 Capital Improvements Program (CIP) Commission Advisory Board.

Section 1.16.290 Riverfront Commission (repealed).

Section 1.16.295 Corvallis Benton County Animal Services Board (repealed).

Section 1.16.300 Open Space Commission (repealed).

Section 1.16.305 Downtown Parking Commission (repealed).

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Section 1.16.310 ~~Committee for Citizen Involvement Advisory Board.~~

Section 1.16.315 Public Art Selection Commission (Repealed).

Section 1.16.320 Citizens Advisory Commission on Civic Beautification and Urban Forestry (Repealed).

Section 1.16.325 Historic Resources Commission.

Section 1.16.330 Community Police Review Advisory Board.

Section 1.16.335 ~~Downtown Commission Advisory Board.~~

Section 1.16.336 Arts and Culture ~~Commission~~ Advisory Board.

Section 1.16.337 Economic Development ~~Commission~~ Advisory Board.

Section 1.16.400 Review of Boards and Commissions.

Section 1.16.410 June 30, 2016.

Section 1.16.420 June 30, 2017.

Section 1.16.425 June 30, 2018.

Section 1.16.426 Sunset for the Committee for Citizen Involvement.

Section 1.16.430 Repealed.

Section 1.16.435 June 30, 2015.

Section 1.16.440 Repealed.

Section 1.16.500 Initial appointment.

Section 1.16.600 Repeal.

#### **Section 1.16.010 Title.**

This Chapter shall be known as the Boards and Commissions Chapter.

(Ord. 81-99 § 1, 1981)

#### **Section 1.16.020 Scope.**

This Chapter establishes boards and commission to advise Council on its respective areas of municipal policy.

1. Advisory Boards shall be established by the City Council by ordinance and the Board's charge shall be codified in this Chapter of the Corvallis Municipal Code. Advisory Boards serve in an advisory capacity to the Mayor, City Council, and staff.
2. Commissions shall be established by the City Council by ordinance and the Commission's charge shall be codified in the Chapter of the Corvallis Municipal Code. Commissions have been delegated decision making authority by the City Council.
3. Task Forces shall be established by the City Council via resolution which includes the Task Force's charge, the term of the committee, the timeline for the project, and other direction as needed. Task Forces are created for specific purposes where another Advisory Board or Commission does not already exist to assign a project to, and serves for a short period to

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complete the tasks identified by the City Council. When the work is completed, the Task Force is disbanded.

(Ord. 81-99 § 2, 1981)

#### **Section 1.16.030 Appointment.**

All commissions and boards shall be established by Council and, unless otherwise provided by ordinance, all commission and board members shall be appointed by the Mayor, subject to the advice and consent of Council. The Mayor shall announce all vacancies to Council at least two weeks prior to making an appointment. Councilors may recommend proposed nominees to the Mayor. Proposed appointees shall be presented to the Councilors not less than two weeks prior to Council confirmation.

(Ord. 81-99 § 3, 1981)

#### **Section 1.16.040 Council representative.**

The Mayor shall appoint a Councilor to serve as a nonvoting observer and liaison between Council and each Board or Commission.

(Ord. 81-99 § 4, 1981)

#### **Section 1.16.050 Limitation on term.**

No appointee shall serve for more than three consecutive full terms on the same commission or board.

(Ord. 81-99 § 5, 1981)

#### **Section 1.16.060 Ethics and compensation.**

- 1) Members of boards and commissions shall comply with the provisions of the State code of ethics found in ORS 244.040.
- 2) No member of any board or commission shall receive any compensation for his or her services as a member of said board or commission.

(Ord. 81-99 § 6, 1981)

#### **Section 1.16.070 Vacancy.**

Any vacancy which may occur on any board or commission shall be filled for the unexpired term by the appointing authority. Such a vacancy shall be deemed to exist upon the incumbent's death, incompetence, conviction of a felony, resignation, failure to maintain the qualifications of office, or failure to attend four consecutive meetings or participate in board or commission activities for 60 days without the consent of the chair of the board or commission. All vacancies shall be filled within 60 days of the vacancy. If said vacancy is not filled within 60 days by the appointing authority, Council shall appoint by a majority vote someone to fill the vacancy.

(Ord. 81-99 § 7, 1981)

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**Section 1.16.080 Officers and meetings.**

Each board or commission shall, at its first meeting of each fiscal year, elect a chair and vice chair who shall hold office for the fiscal year. Each board or commission shall adopt rules necessary for the conduct of its affairs and shall keep minutes of its proceedings. Meetings of each board or commission shall be held at the call of the chair, three members of the board or commission, or at such other times as the board or commission may determine.

(Ord. 81-99 § 8, 1981)

**Section 1.16.090 Residency.**

Except as otherwise provided by ordinance, all members of a board or commission shall meet one of the following qualifications at their appointment and shall retain such status during their term of office: At least two-thirds of any board or commission shall be composed of persons who reside in the territorial limits of the City. The appointing authority may also appoint persons who are employed or self-employed full time in the City or who reside in the Urban Growth Boundary.

(Ord. 81-99 § 9, 1981)

**Section 1.16.100 Term.**

Members of the board or commission shall serve for a term of three years except for the initial appointment as hereinafter provided. All members shall retain their positions at the expiration of their terms until a replacement is named or for 60 days, whichever comes first.

(Ord. 81-99 § 10, 1981)

**Section 1.16.110 Quorum.**

A quorum exists when there shall be present at any lawfully called meeting at least 50 percent of the voting membership.

(Ord. 81-99 § 11, 1981)

**Section 1.16.200 Airport-Commission Advisory Board.**

- 1) An Airport ~~Commission~~ Advisory Board is hereby created consisting of eight persons.
- 2) The Airport Advisory Board ~~Commission~~ shall advise Council and City Manager concerning:
  - a) The management, care, and control of the Municipal Airport of the City; required rules and regulations in connection therewith; and the expenditure of such funds as shall be appropriated by Council therefor.
  - b) The planning of the Airport Industrial Park located generally north of Airport Road and east of Ingalls Street; and potential impacts of such plans upon the Airport.
  - c) The expenditure of such funds as shall be received through leasing or sales of Airport or Industrial Park land.
  - d) The review and recommendations of long range facility plans (i.e., plans to address the issues related to the City hangar) and Airport Fund business plan.
- 3) The functions of the ~~Commission~~ Advisory Board may be accomplished using subcommittees, task forces, or stakeholder committees.

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(Ord. 2010-09 § 1, 03/15/10; Ord. 2002-28 § 1, 08/19/02; Ord. 2002-22 § 1, 07/01/02; Ord. 89-36 § 1, 1989; Ord. 81-99 § 50, 1981)

**Section 1.16.205 Housing and Community Development ~~Commission~~ Advisory Board.**

- 1) There is hereby created a Housing and Community Development Advisory Board ~~Commission~~ for the City.
- 2) This Advisory Board ~~Commission~~ shall consist of nine voting members. One member shall be appointed who possesses knowledge, qualifications, or experience in the housing construction industry; one member shall be appointed who possesses knowledge, qualifications, or experience in the real estate marketing or development industry; one member shall be appointed who possesses knowledge, qualifications, or experience in financial institutions; one member shall be a citizen who is or has been a recipient of housing assistance; one member shall be a past or current recipient, or a guardian of a past or current recipient, of social services targeted to low income or special needs clients; three members shall be from the general public; and one member shall be a member of the Planning Commission. The Mayor shall endeavor to ensure low and moderate income persons and minorities substantial representation on the Commission.
- 3) The Housing and Community Development Advisory Board ~~Commission~~ shall:
  - a) In cooperation with other City boards and commissions, formulate and recommend policy to the Planning Commission and City Council on housing affordability and community revitalization issues.
  - b) Recommend policies to the Planning Commission and City Council to provide for and conserve very low, low and moderate income housing in the City.
  - c) Review and make recommendations regarding City applications requesting Federal and State Housing and Community Development funds and other funds relating to community development which may become available.
  - d) Monitor and evaluate planning, programming, and implementation of housing and community development activities.
  - e) Act as a review and appeals board for the Housing loan program policies.
  - f) Represent the affordable housing interests of very low, low and moderate income citizens and citizens with special housing needs.

(Ord. 2001-17, § 1, 10/15/2001; Ord. 96-40 § 1, 1996; Ord. 84-40 § 1, 1984; Ord. 81-99 § 53, 1981)

**Section 1.16.210 Bicycle and Pedestrian ~~Advisory Commission~~ Advisory Board.**

- 1) A Bicycle and Pedestrian Advisory Board ~~Commission~~ is hereby created.
- 2) The Advisory Board ~~Commission~~ shall consist of seven members, with membership balanced to capably represent various bicycling and pedestrian issues.
- 3) The Advisory Board ~~Commission~~ shall advise Council on all matters relating to bicycle use, operation, pedestrian transportation, recreation, routing, and safety in the City limits.

(Ord. 96-30 § 1, 1996; Ord. 81-99 § 54, 1981)

**Section 1.16.215 ~~Citizens Advisory Commission on~~ Transit Advisory Board.**

- 1) A ~~Citizens Advisory Commission on~~ Transit Advisory Board is hereby created.

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- 2) The Advisory Board Commission shall consist of eight members, including one member to be designated by ASOSU and one member to be designated by OSU.
- 3) The Advisory Board Commission shall advise Council on all matters relating to the operation, maintenance, and expansion of the mass transit system of the City and mass transit systems interfacing with the Corvallis Transit System.

(Ord. 2004-05 § 1, 05/03/2004; Ord. 81-99 § 55, 1981)

**Section 1.16.220 Library Advisory Board.**

- 1) A Corvallis Benton County Library Advisory Board is hereby created.
- 2) The Advisory Board shall consist of ten members. Five shall be appointed by the Mayor. The Benton County Board of Commissioners shall appoint five members to the Advisory Board.
- 3) The Advisory Board shall advise Council on all matters pertaining to the operation, expansion, and level of service provided by the Library. In addition, the Advisory Board shall have all of the powers and duties authorized by State and City laws.
- 4) This Chapter shall not be construed to prevent those members of the Advisory Board appointed by the Board of Commissioners of Benton County, Oregon, from acting simultaneously as the County Library Board under State law.
- 5) The Advisory Board shall advise the City Council on all matters related to allocating annual Library Improvement Reserve funds.

(Ord. 2011-08 § 1, 04/18/2011; Ord. 2009-12 § 2, 10/19/2009; Ord. 81-99 § 56, 1981)

**Section 1.16.230 Watershed Management Advisory Board Commission.**

- 1) A Watershed Management Advisory Board Commission is hereby created for the City.
- 2) This Advisory Board Commission shall consist of seven members, at least three of whom shall possess qualifications by experience or training in watershed or forest management.
- 3) The Advisory Board Commission shall advise Council concerning all matters related to the management of the watershed including, but not limited to, the following:
  - a) Consulting with the City and Forest Service personnel, Oregon State University School of Forestry staff, and others;
  - b) Recommending future action be taken on the watershed based on economic and other considerations, both existing and anticipated; and
  - c) Analyzing Forest Service procedures, standards, controls and costs incurred in the management of City lands.

(Ord. 86-29, 1986; Ord. 81-99 § 59, 1981)

**Section 1.16.235 Planning Commission.**

- 1) Hereby is created a City Planning Commission for the City of Corvallis, Oregon. The Planning Commission is created pursuant to ORS 227.020.
- 2) The City Planning Commission shall consist of nine members to be appointed by Council. No more than two voting members of the Commission may be engaged principally in the buying, selling, or developing of real estate for profit as individuals or be members of any partnership or officers or

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employees of any corporation that engages principally in the buying, selling, or developing of real estate for profit. In the interest of ensuring a balanced, community-wide perspective on the Planning Commission, no more than two members shall be engaged in the same kind of occupation, business, trade, or profession.

- 3) Upon expiration of a term or vacancy, a public announcement of the opening will be announced in a newspaper of general circulation in the City. The notice shall contain the qualifications for appointment in subsection 2) and a list of the occupations of existing commissioners. After receiving applications Council may conduct interviews. If more than one application is submitted, Council shall hold a ballot vote conducted by the City Recorder. Any person receiving a majority vote shall be appointed to the Planning Commission. If no person receives a majority vote, the two receiving the most votes shall be voted upon again. The one then receiving the majority vote shall be appointed to the Planning Commission.
- 4) Five members of the City Planning Commission shall constitute a quorum. If a quorum cannot be obtained because five (5) or more members have a conflict of interest, the quorum requirement shall be reduced to three (3) for that issue only.
- 5) A member of the Planning Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or his or her spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which she or he is then serving or has served within the previous two (2) years, or any business with which she or he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken. Examples of conflict of interest include:
  - a) The member owns property within the area entitled to receive notice of the public hearing;
  - b) The member has a direct private interest in the proposal; and
  - c) For any other valid reason, the member has determined that participation in the hearing and decision cannot be in an impartial manner.
- 6) The Commission shall have the authority which is now or may hereafter be assigned to it by Charter, ordinances, or resolutions of the City and ORS 227.090, and other State laws.

The Planning Commission shall function primarily as a comprehensive planning body proposing policy and legislation to Council related to the coordination of the growth and development of the community. The functions of the Planning Commission shall include, but not be limited to, the following:

- a) Review the Comprehensive Plan and make recommendations to Council concerning Plan amendments which it has determined are necessary based on further study or changed concepts, circumstances, or conditions.
- b) Formulate and recommend legislation to implement the Comprehensive Plan.
- c) Review and recommend detailed plans including functional plans which relate to public facilities and services, and subarea plans which relate to specific areas of the community to implement the Comprehensive Plan.
- d) Assist in the formulation of the Capital Investment Plan [Capital Improvement Program] and submit periodic reports and recommendations relating to the integration and conformance of the plan with the Comprehensive Plan.
- e) Review and make recommendations concerning any proposed annexation.
- f) Conduct hearings, prepare findings of fact, and take such actions concerning specific land development proposals as required by the Land Development Code.
- g) Advance cooperative and harmonious relationships with other planning commissions, public and semi-public agencies and officials, and civic and private organizations to encourage the

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coordination of public and private planning and development activities affecting the City and its environs.

- h) Study and propose, in general, such measures regarding land development as may be advisable for promotion of the public interest, health, safety, comfort, convenience, and welfare.

(Ord. 98-45 § 3, 11/11/1998; Ord. 82-6 §§ 2, 3, 1982; Ord. 81-99 § 60, 1981)

#### **Section 1.16.240 Budget Commission.**

- 1) A Budget Commission is hereby created consisting of eighteen (18) members. Each Councilor shall be a member of the Budget Commission. Nine electors of the City shall also be appointed to the Commission. The appointive members shall not be officers, agents, employees or a spouse of an officer, agent, or employee of the municipal corporation.
- 2) The Budget Commission shall have the powers and duties established by State law (ORS 294) and act in accordance with State law, City laws, and Council policies. The Commission shall serve as an oversight body and advise Council as to:
  - a) Compliance of the budget and capital improvement program with the City's financial policies and Council budget priorities and directives; and
  - b) Responsiveness of the budget and capital improvement program to community needs.
- 3) The Budget Commission shall also serve to champion the budget and capital improvement program through its adoption and implementation.

(Ord. 90-42, 1990; Ord. 81-99 § 61, 1981)

#### **Section 1.16.245 Board of Appeals.**

- 1) A Board of Appeals is hereby established, in compliance with ORS 455, which shall consist of six members.
- 2) The Board of Appeals shall have the powers specified in Chapter 7.08 (Uniform Fire Code), Chapter 9.01 (Building Code), and Chapter 9.02 (Housing Code), and such other duties as Council shall from time to time delegate.
- 3) In exercising its powers, the Board of Appeals may, so long as such action conforms with the terms therein, reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and may make such order, requirement, decision, or determination as ought to be made, and to that end shall have powers of the official from whom the appeal is taken.
- 4) The initial term of the board shall be two members for one year, two members for two years, and two members for three years.

(Ord. 2002-24 § 1, 07/15/2002; Ord. 87-5 § 1, 1987; Ord. 82-89 § 1, 1982; Ord. 82-38 §§ 1, 2, 1982)

#### **Section 1.16.260 ~~Commission for Martin Luther King, Jr. Advisory Board~~**

- 1) A ~~Commission for Martin Luther King, Jr. Advisory Board~~, is hereby created.
- 2) The ~~Advisory Board Commission~~ shall be composed of eight members, with one member nominated by the Benton County Commissioners. All other members shall be appointed by the Mayor in accordance with Section 1.16.030 herein.
- 3) The ~~Advisory Board Commission~~ shall be responsible for planning the memorial celebration with special events and activities to be held in January.

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- 4) The Advisory Board~~Commission~~ shall advise Council on any and all matters relating to this holiday.
- 5) The Advisory Board ~~Commission~~ shall also serve as the Affirmative Action Advisory Committee. In this capacity, the Advisory Board~~Commission~~ shall review, comment, and submit recommendations for action on achieving affirmative action goals and objectives as requested by the City's Human Resources Administrator.
- 6) The ~~Commission~~ Advisory Board may also be responsible, in coordination with other organizations, for planning additional special celebration events and activities to support and honor Dr. King's legacy, to be held throughout the year.

(Ord. 2008-08 § 1, 04/21/2008; Ord. 2001-07 § 1, 6/18/2001; Ord. 90-50, 1990; Ord. 90-48, 1990; Ord. 86-27 § 2, 1986)

#### **Section 1.16.265 Parks, Natural Areas and Recreation Advisory Board.**

- 1) A Parks, Natural Areas and Recreation Advisory Board is hereby created for the City.
- 2) This Advisory Board shall consist of 11 voting members. The voting membership shall include one representative nominated by the Greenbelt Land Trust. In addition, a member of the School Board or School District staff shall serve as a non-voting, liaison participant. Appointments to the Advisory Board should be selected to typify the functions of the broad services and activities of the Department, in order to represent the diverse nature of the community.
- 3) The functions of the Advisory Board may be accomplished using subcommittees, task forces, or stakeholder committees.
- 4) The Advisory Board shall advise the Council and the Department in all matters pertaining to recreation, parks, natural areas and other services and activities of the Department. Such matters shall include, but not be limited to, the following:
  - a) Recommend policies regarding Department services for approval by the City Council.
  - b) Advise and propose strategies to the City Council on acquisition, protection, maintenance, and enhancement.
  - c) Cooperate with other governmental agencies, volunteer organizations, non-profit, for-profit and City-related organizations in the advancement of Department planning and programming.
  - d) Advise on development of recreation facilities, programs, and improved Department services.
  - e) Recommend the adoption of standards on areas, facilities, programs, and financial support.
  - f) Recommend and support financing alternatives and resources for all activities related to Department activities.
  - g) Interpret and communicate the policies and functions of the Parks and Recreation Department to the public.
  - h) Oversee the development and implementation of management plans and best management practices.
  - i) Promote outreach to and solicit involvement of the community to inform and engage residents.
  - j) Develop a comprehensive vision and strategic plan for the City's network of parks and natural areas and their role in the regional environment.
  - k) Advise Department regarding dogs in parks, natural areas, and other facilities.

(Ord. 2011-10 § 1, 06/20/2011; Ord. 2007-21 § 2, 08/06/2007)

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#### **Section 1.16.285 Capital Improvements Program (CIP)-~~Commission~~Advisory Board.**

- 1) There is hereby created a Capital Improvements Program ~~Commission~~ Advisory Board for the City.
- 2) The Advisory Board~~Commission~~ shall consist of nine (9) voting members. Three members shall be appointed from the general public; one member shall be appointed who possesses knowledge, qualifications, and experience in financial institutions; one member shall be appointed who possesses knowledge, qualifications, and experience in economic development; one member shall be appointed who possesses knowledge, qualifications, and experience in environmental protection, one member shall be appointed from the Planning Commission, one citizen member shall be appointed from the Budget Commission and one member shall be appointed from the City Council. In addition, the City Manager shall serve as an ex officio member of the ~~Commission~~ Advisory Board with all rights and privileges attendant thereto except the right to vote.
- 3) The Capital Improvements Program ~~Commission~~ Advisory Board shall:
  - a) In cooperation with other City boards and commissions, review and recommend a Capital Improvements Program to the Planning Commission, Budget Commission, and City Council. The CIP shall identify needed infrastructure projects required to implement the vision of the Comprehensive Plan and shall include other projects that enhance the community's quality of life and protect its investment in municipal facilities.
  - b) Review financing strategies to fund these improvements.
  - c) Solicit and encourage citizen participation in development and implementation of capital improvements and financing strategies.
  - d) Monitor implementation of the CIP.
- 4) Initial Appointment. The initial terms of ~~Commission~~ the Advisory Board members shall be one year for three members, one of whom shall be from the general public, two years for three members, one of whom shall be from the general public, and three years for three members, one of which shall be from the general public.

(Ord. 2013-11 § 1, 06/17/2013; Ord. 94-16 § 1, 06/06/94)

#### **Section 1.16.310 ~~Committee for~~ Citizen Involvement Advisory Board.**

- 1) There is hereby established a ~~Committee for~~ Citizen Involvement Advisory Board.
- 2) The ~~Committee~~ Advisory Board shall consist of nine members, all appointed by the Mayor. Citizens residing within the Corvallis Urban Growth Boundary are eligible for appointment to the ~~Committee~~ Advisory Board. The Mayor may designate a City Council liaison to the ~~Committee~~ Advisory Board. The Planning Commission may designate a Planning Commission liaison to the ~~Committee~~ Advisory Board. The Committee shall be independent from any other standing City Boards and Commissions and Advisory Board ~~Committee~~ members shall not be current members of any other standing City Board or Commission (as listed in Municipal Code Section 1.16). Any liaisons appointed to the ~~Committee~~ Advisory Board shall not vote on ~~Committee~~ Advisory Board actions.
- 3) The objective of the Advisory Board~~Committee~~ is to provide information to citizens to facilitate their involvement in all phases of land use planning and decision making, in accordance with Statewide planning Goal 1. Specifically excluded from the ~~Committee's~~ Advisory Board's responsibilities are those responsibilities already reserved to the Corvallis Planning Commission, including taking actions regarding specific land development proposals as required by the Land Development Code. ~~Committee~~ Advisory Board activities shall include but are not limited to the following:
  - a) Provide information to citizens regarding opportunities to become involved in land use processes and decisions;

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- b) Develop educational materials to promote greater understanding of land use issues;
  - c) Evaluate programs and procedures used to promote citizen involvement in land use planning;
  - d) Advise on processes by which land use decisions are made; and
  - e) Act as a resource for staff and other Advisory Boards and Commissions regarding citizen involvement activities.
- 4) The ~~Committee Advisory Board~~ shall report to the City Council on at least an annual basis. The ~~Committee Advisory Board~~ also shall provide information on its activities to the Planning Commission for review and comment.
  - 5) Initial Appointment. The initial terms of ~~Committee Advisory Board~~ members shall be one year for three members, two years for three members, and three years for three members. Thereafter, appointments shall be for three years.

(Ord. 98-45 § 1, 11/11/1998)

**Section 1.16.315 -~~Public Art Selection Commission (Repealed).~~**

- ~~1) A Public Art Selection Commission is hereby created for the City.~~
- ~~2) The Commission shall consist of seven voting members all appointed by the Mayor and confirmed by the City Council. At least one member shall be an Arts Center board member, one member an OSU Art Faculty member, one member shall be an Arts and Culture Commission board member, two members shall be professional artists, and two members shall serve "at-large" from the community. The Commission may ask for specialist positions (architect, landscape architect, professional historian, etc.) to sit with the Commission in an advisory capacity.~~
- ~~3) The Commission is established for the purpose of art selection for the City of Corvallis consistent with Council Policy 98-4.12, "Public Art Selection Guidelines."~~
- ~~4) Initial appointments to the Commission shall be staggered to ensure continuity of membership; two for one year, two for two years, and three for three years.~~

(Ord. 2010-14 § 1, 07/06/2010; Ord. 98-39 § 1, 10/19/1998)

**Section 1.16.320 ~~Citizens Advisory Commission on Civic Beautification and Urban Forestry Advisory Board (Repealed).~~**

- ~~1) An advisory Commission on Civic Beautification and Urban Forestry is hereby created. The Commission shall advise Council on matters relating to the planting, maintenance, preservation, and removal of community trees and landscape beautification.~~
- ~~2) The Commission shall consist of 9 community members appointed by the Mayor with at least the following number of members from the profession or interests listed below:~~
  - ~~a) One (1) Certified Arborist.~~

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- ~~b) One (1) Landscape Architect, Landscape Contractor, Nursery Industry.~~
  - ~~c) One (1) Garden Club or Plant Societies.~~
  - ~~d) One (1) Member of the Downtown Landscape Review Board, Downtown Corvallis Association or Madison Avenue Task Force.~~
  - ~~e) One (1) Property/business owner, development/building contractor.~~
  - ~~f) Four (4) Citizens-at-large, who have expressed an interest in Civic Beautification, Urban Forestry, or who have a connection to the educational system.~~
  - ~~3) Initial appointment. Commissioners shall serve the following terms: one year for 3 members, two years for 3 members and three years for 3 members.~~
  - ~~4) The Mayor may appoint a representative from Oregon State University to serve as a non-voting liaison to the commission to assist in enhancing communication between the University and the City related to Civic Beautification and Urban Forestry matters.~~
  - ~~5) The Commission shall advise Council on matters concerning Urban Forestry, landscape beautification and related resources on City-owned lands and in the community-at-large including, but not limited to the following:
    - ~~a) Review policies, Municipal Ordinance, and Land Development Code pertaining to landscapes and trees. Make recommendations to Council concerning amendments necessary to promote current standards for preservation, planting, removal and maintenance of trees and vegetation.~~
    - ~~b) Assist in the investigation, development and implementation of a long range plan for the selection, care, conservation, and enhancement of trees and landscapes on public property and the community-at-large. This Commission shall participate in the monitoring, evaluation, review and update of the plan as needed.~~
    - ~~c) Assist in the development of criteria for a voluntary Heritage/Landmark tree designation on public and private lands within the City.~~
    - ~~d) Coordinate and recommend projects that serve as community demonstration areas and further the mission of Civic Beautification and Urban Forestry.~~
    - ~~e) Review proposed expenditures from the Civic Beautification Trust established by the City. Recommend to the City Manager which projects and programs should be funded by the trust in each fiscal year.~~~~
- ~~(Ord. 2004-01 § 1, 01/05/2004; Ord. 2002-05 § 2, 03/04/02)~~

#### **Section 1.16.325 Historic Resources Commission.**

- 1) A Historic Resources Commission (HRC) is hereby created for the City.
- 2) This Commission shall consist of nine members as described in "3.a" through "3.d" below, in the context of fulfilling at least one of the following three Primary Attributes for all Commission members:
  - a) A demonstrated positive interest, competence, or knowledge in historic preservation;
  - b) Prior experience in a quasi-judicial decision-making capacity; and/or
  - c) A community-wide perspective on balancing multiple objectives associated with community planning.
- 3) An individual appointed to the Commission may represent both "a" and up to one of the other categories in "b" through "d" below. However, an individual appointed to the ~~Board~~ Commission may not be counted to satisfy representation for both "d" below and either "b" or "c." In addition, a

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member of the Planning Commission shall serve as an ex officio member of the Commission with all the rights and privileges attendant thereto except the right to vote.

- a) To the extent that they are available in the community and fulfill at least one of the Primary Attributes outlined in "2" above, at least five members fulfilling one or more of the Federal Historic Preservation Professional Qualification Standards listed in 1-12 below. If a reasonable effort has been made to fill these five positions, the positions may be filled by persons fulfilling the qualifications in "b" through "d" below.
  - 1) *Archaeology*: (a) Prehistoric Archaeology - Graduate degree in Anthropology or Prehistoric Archaeology, plus 2.5 years full-time professional experience; or (b) Historic Archaeology - Graduate degree in Anthropology or Historic Archaeology, plus 2.5 years full-time professional experience;
  - 2) *Architectural History*: (a) Graduate degree in Architectural History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Architectural History or a closely related field, plus 4 years full-time professional experience;
  - 3) *Conservation*: (a) Graduate degree in Conservation or a closely related field, plus 3 years full-time professional experience; or (b) an undergraduate degree in Conservation or a closely related field, plus 3 years full-time apprenticeship in the field;
  - 4) *Cultural Anthropology*: (a) Graduate degree in Anthropology with specialization in Applied Cultural Anthropology, plus 2 years full-time professional experience; or (b) an undergraduate degree in anthropology with specialization in applied cultural anthropology, plus 4 years full-time professional experience;
  - 5) *Curation*: (a) Graduate degree in Museum Studies or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Museum Studies or a closely related field, plus 4 years full-time professional experience;
  - 6) *Engineering*: (a) State Government-recognized license to practice Civil or Structural Engineering plus 2 years full-time professional experience; or (b) a Masters of Civil Engineering degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a Bachelor's of Civil Engineering degree with one year of graduate study in Historic Preservation or a closely related field, plus 2 years full-time professional experience;
  - 7) *Folklore*: (a) Graduate degree in Folklore or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Folklore or a closely related field, plus 4 years full-time professional experience;
  - 8) *Historic Architecture*: (a) State Government-recognized license to practice Architecture plus 2 years full-time professional experience; or (b) a Masters of Architecture degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a Bachelor's of Architecture with one year of graduate study in Historic Preservation or a closely related field plus 2 years full-time professional experience;
  - 9) *Historic Landscape Architecture*: (a) a State Government-recognized license to practice Landscape Architecture plus 2 years full-time professional experience; or (b) a Masters degree in Landscape Architecture with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a four or five year Bachelor's degree in Landscape Architecture plus 3 years full-time professional experience;
  - 10) *Historic Preservation Planning*: (a) State Government-recognized certification or license in Land Use Planning, plus 2 years full-time professional experience; or (b) a graduate

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degree in Planning with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) an undergraduate degree in Planning with course work in Historic Preservation or a closely related field, plus 4 years full-time professional experience;

- 11) *Historic Preservation*: (a) Graduate degree in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Historic Preservation or a closely related field, plus 4 years full-time professional experience; or
  - 12) *History*: (a) Graduate degree in History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in History or a closely related field, plus 4 years full-time professional experience.
- b) To the extent that they are available in the community and fulfill at least one of the Primary Attributes outlined in "2" above, at least one member from each established Historic District. These Historic District representatives must be property owners and residents of the Historic District that they represent;
  - c) To the extent that they are available in the community and fulfill at least one of the Primary Attributes outlined in "2" above, at least one member that is a representative of Oregon State University. If an Oregon State University Historic District is eventually established, this member requirement will no longer be needed, as an OSU representative would already exist through "b" above; and
  - d) To the extent that they fulfill at least one of the Primary Attributes outlined in "2" above, additional members representing the general public, as needed, to fill the Commission's nine positions.
- 4) The Commission shall be a quasi-judicial decision-maker for matters that include the following:
    - a) District Change decisions regarding the application or removal of a Historic Preservation Overlay in cases where a public hearing is required by Land Development Code Chapter 2.2 - Development District Changes;
    - b) HRC-level Historic Preservation Permit decisions; and
    - c) Appeals of Director-level Historic Preservation Permit decisions.
  - 5) The Commission shall advise and assist Council, the Planning Commission, and the Community Development Director in matters pertaining to historic and cultural resource preservation. Such matters shall include:
    - a) Recommendations concerning amendments to sections of the Land Development Code pertaining to historic preservation.
    - b) Recommendations concerning the nominations of sites or structures for the National Register of Historic Places.
    - c) Recommendations concerning additional inventories and/or surveys of Corvallis' historic sites and structures.
    - d) Coordination of public information or educational programs pertaining to historic and cultural resources.
  - 6) Upon expiration of a term or vacancy, a public announcement of the opening will be announced in a newspaper of general circulation in the City. The notice shall contain the qualifications for appointment in subsections 2) and 3) and a list of the qualifications of existing Commissioners. After receiving applications, Council shall conduct interviews. If more than one application is submitted, Council shall hold a ballot vote conducted by the City Recorder. Any person receiving a majority vote shall be appointed to the Historic Resources Commission. If no person receives a majority vote, the

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two receiving the most votes shall be voted upon again. The one then receiving the majority vote shall be appointed to the Historic Resources Commission.

(Ord. 2006-15 § 2, 06/05/2006)

**Section 1.16.330 Community Police Review Advisory Board.**

- 1) There is hereby created a Community Police Review Advisory Board for the City.
- 2) This Board shall consist of seven (7) voting members, all appointed by the Mayor.
  - a) Initial appointments will be three (3) members appointed to a three (3) year term; two (2) members appointed to a two (2) year term; and two (2) members appointed to a one (1) year term.
  - b) Board members may be appointed for two additional consecutive terms of three (3) years.
- 3) The objective of the Community Police Review Advisory Board is to:
  - a) Provide the community with an objective, unbiased, citizen-based, accessible process for the review of complaints against the Police Department and Police Officers.
  - b) Provide the community with information regarding the accountability of its Police Department in a way that builds trust and enhances communication between the Police and all members of the community.
- 4) Duties of the Board may include:
  - a) Reviewing unresolved complaints against sworn members of the Police Department.
  - b) Holding public meetings to conduct Requests for Review.
  - c) Taking testimony.
  - d) Reviewing and discussing confidential information in executive session.
  - e) Taking minutes at Board meetings.
  - f) Making written findings regarding Requests for Review.
  - g) Reviewing and making recommendations on Council, Administrative, and Police Department policies and procedures.
  - h) Reviewing and analyzing complaint summaries and trends of the Police Department.
  - i) Referring issues to the Chief of Police.
  - j) Conducting public outreach to educate the public on the mission of the Board including direct outreach to the Community Policing Forum.
  - k) Requesting additional training on civil rights, legislation, community concerns, diversity and cultural issues.
- 5) The Board shall meet at least quarterly, or more frequently if necessary.

(Ord. 2007-08 § 1, 04/16/2007)

**Section 1.16.335 Downtown Commission Advisory Board.**

- 1) A Downtown Advisory Board ~~Commission~~ is hereby created for the City.
- 2) The Advisory Board ~~Commission~~ shall consist of 11 voting members appointed by the Mayor.

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- 3) Membership of the ~~Commission~~ Advisory Board shall be as follows:
  - a) One Downtown Corvallis Association Board representative.
  - b) One resident of Downtown Corvallis or adjacent neighborhoods.
  - c) Two downtown business persons.
  - d) Two downtown property owners.
  - e) The balance of the ~~Commission~~ Advisory Board shall represent a cross-section of the community, including considering the following interests:
    - Historic preservation
    - Downtown employee
    - Housing
    - Oregon State University
    - Alternative transportation modes
    - General community
    - Parks
    - Parking
    - Real estate/development/construction/design
    - Cultural resources/arts

In addition, a City Council member shall serve as a permanent non-voting liaison to the ~~Commission~~ Advisory Board. Liaisons from other City advisory commissions may be added to assist the ~~Commission~~ Advisory Board on specific projects or activities.

- 4) The ~~Commission~~ Advisory Board members shall be appointed for three year terms. Initial appointments shall be staggered as follows: 2 members for a one year term; 3 members for a two year term; and 6 members for a three year term.
- 5) The Advisory Board ~~Commission~~ shall advise the City Council and staff on matters concerning the downtown Corvallis area including:
  - a) Areas that are zoned Central Business District, Central Business District fringe, or Riverfront.
  - b) Other geographic areas that may be included in a downtown urban renewal district.
  - c) Activities in adjacent neighborhoods that may impact the downtown area.
- 6) The areas of a Advisory Board responsibility for the ~~Commission~~ include but are not limited to:
  - a) Implementation of community plans for the downtown area, including the Downtown Strategic Plan.
  - b) Implementation of an urban renewal program if created by the City.
  - c) Public infrastructure activities such as streetscape projects.
  - d) Redevelopment projects.
  - e) Land use matters such as recommending development code revisions.
  - f) Public parking policies and projects.
  - g) Other community matters that may affect downtown Corvallis.

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- 7) A Parking Committee of the ~~Downtown Commission~~ Advisory Board shall be established. This Committee shall consist of 5 members, 2 of which are ~~Downtown Advisory Board Commission~~ members as assigned by the Advisory Board ~~Commission~~. The other 3 members of the Parking Committee shall be appointed by the Mayor and represent a range of downtown and community interests.
- 8) The Parking Committee shall be responsible for day-to-day downtown parking matters and advise the ~~Downtown Advisory Board Commission~~ and/or City Council on parking issues.
- 9) The functions of the ~~Commission~~ Advisory Board may be accomplished using subcommittees, task forces or stakeholder committees.

(Ord. 2003-09 § 1, 05/05/2008)

**Section 1.16.336 Arts and Culture ~~Commission~~ Advisory Board.**

- 1) An Arts and Culture ~~Commission~~ Advisory Board is hereby created for the City.
- 2) The ~~Commission~~ Advisory Board shall consist of nine (9) voting members appointed by the Mayor. Appointments to the ~~Commission~~ Advisory Board should be selected to represent the diverse nature of the community. ~~One member shall serve on the Public Arts Selection Committee.~~ Membership will be selected from the following fourteen categories, recognizing that members may represent multiple categories:
  - a) Literary arts.
  - b) Visual arts.
  - c) Performing arts.
  - d) Patrons of the arts.
  - e) Venues.
  - f) Cultural heritage.
  - g) Art education.
  - h) General cultural interests.
  - i) General citizens-at-large.
  - j) Fairs and festivals.
  - k) Emerging artists.
  - l) Oregon State University.
  - m) Cultural expression of diversity.
  - n) Business/economic vitality.
- 3) The ~~Commission~~ Advisory Board shall advise the Council in all matters pertaining to Arts and Culture, ensuring that Arts and Culture are a civic priority. Such matters shall include, but not be limited to, the following:
  - a) Recommend policies and advise and propose strategies regarding Arts and Culture for approval by the City Council.
  - b) Promote outreach to and solicit involvement of the community to advocate, to inform and engage citizenry, and to demonstrate the economic impact of Arts and Culture.

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- c) Collaborate with other governmental agencies, volunteer organizations, non-profit, for-profit and City-related organizations in the advancement of Arts and Culture planning and programming to build capacity, enhance educational opportunities and ensure comprehensive communications.
  - d) Advise on development of Art and Culture facilities, programs and improved City services.
  - e) Develop a comprehensive Arts and Culture vision and strategic plan for the City.
  - f) Recommend and support financing alternatives and resources for Arts and Culture.
  - g) Public art selection in compliance with City Council Policy 98-4.12 "Public Art Selection Guidelines."
- 4) The functions of the ~~Commission~~ Advisory Board may be accomplished using subcommittees, task forces, or stakeholder committees.
- 5) Initial appointment. ~~Commissioners~~ Advisory Board members shall serve the following terms: one year for 3 members, two years for 3 members, and three years for 3 members.
- (Ord. 2010-02 § 1, 02/01/2010)

**Section 1.16.337 Economic Development-~~Commission~~ Advisory Board.**

- 1) An Economic Development ~~Commission~~ Advisory Board is hereby created for the City.
- 2) The ~~Commission~~ Advisory Board shall consist of nine (9) voting members appointed by the Mayor. Appointments to the Advisory Board~~Commission~~ should reflect expertise and experience in business, technology, strategic planning and public policy development.
- 3) Membership will be selected from the following areas, recognizing that members may represent multiple interests:
  - a) Emerging technology;
  - b) Manufacturing;
  - c) Financial Services;
  - d) Professional Services;
  - e) General Business;
  - f) Higher Education;
  - g) Health Care;
  - h) Agribusiness;
  - i) Retail;
  - j) Real Estate and Construction;
  - k) Green/Sustainable Business;
  - l) Community-at-large.
- 4) In addition, the Mayor shall appoint a City Councilor to serve as a non-voting liaison to the ~~Commission~~ Advisory Board.
- 5) The ~~Commission~~ Advisory Board shall advise the Council in all matters pertaining to Economic Development, ensuring that Economic Development is a civic priority. Such matters shall include, but not be limited to, the following:
  - a) Recommend general policies, strategies and programs regarding economic development for approval to the City Council.

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- b) Develop a strategic plan to implement the Council's Economic Development Policy.
  - c) Collaborate with other governmental agencies, non-profit, and for-profit organizations in the advancement of economic development programs and projects.
  - d) Recommend funding strategies to support an ongoing Economic Development Program.
  - e) Recommend funding strategies to support economic development projects.
- 6) The functions of the Commission-Advisory Board may be accomplished using subcommittees, task forces, or stakeholder committees.
  - 7) Initial appointment. Commissioners-Advisory Board members shall serve the following terms: one year for 3 members, two years for 3 members, and three years for 3 members.
- (Ord. 2010-28, 12/06/2010)

#### **Section 1.16.400 Review of Advisory Boards and Commissions.**

- 1) All boards and commissions established herein, with the exception of the Budget Commission, Planning Commission, and Board of Appeals, are automatically repealed in the event that Council does not expressly authorize their continuance as provided, according to the schedules outlined in sections 1.16.410 through 1.16.440
- 2) At least six months prior to its termination date, the Mayor shall refer review of a board or commission to an appropriate Council Committee. The Committee shall review the board or commission and determine whether there is a continuing public need for the board or commission. The Committee shall render its report to the full Council.
- 3) The Council may re-establish a board or commission for a period of four years, at the end of which period the board or commission shall be reviewed again pursuant to this section.
- 4) New boards or commissions which are created hereafter shall be scheduled for review in accordance with the schedule outlined in sections 1.16.410 through 1.16.440

#### **Section 1.16.410 June 30, 2016.**

Downtown Advisory Board~~Commission~~, Housing and Community Development Advisory Board~~Commission~~, Public Art Selection Commission, Watershed Management Advisory Commission~~Board~~.

(Ord. 2012-08 § 1, 06/18/2012; Ord. 2008-12 § 1, 07/07/2008; Ord. 2008-09 § 2, 05/05/2008; Ord. 2004-06 § 1, 06/21/2004; Ord. 2001-08 § 1 06/18/2001; Ord. 98-39, 10/19/1998)

#### **Section 1.16.420 June 30, 2017.**

Library Advisory Board, Commission for Martin Luther King, Jr. Advisory Board, and Capital Improvements Program-Commission Advisory Board.

(Ord. 2013-11 § 2, 06/17/2013; Ord. 2009-12 § 3, 10/29/2009; Ord. 2009-10 § 2, 06/15/2009; Ord. 2007-21 § 3, 08/06/07; Ord. 2005-09 § 3, 06/20/2005; Ord. 2001-08, 6/18/2001; Ord. 97-21, 11/03/1997)

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**Section 1.16.425 June 30, 2018.**

~~Citizens Advisory Commission on Civic Beautification and Urban Forestry, Airport Commission Advisory Board, Arts and Culture Commission Advisory Board, and Economic Development Commission Advisory Board.~~

(Ord. No. 2014-07 § 2, 07/07/14; Ord. 2010-13 § 1, 06/21/2010; Ord. 2008-09 § 4, 05/05/2008; Ord. 2006-17 § 2, 06/19/06; Ord. 2002-22 § 2, 07/01/02; Ord. 2002-05 § 3, 03/04/02)

**Section 1.16.426 Sunset for the ~~Committee for Citizen Involvement~~ Advisory Board.**

Sunset for the ~~Committee for Citizen Involvement~~ Advisory Board is on hold pending Council action on recommendations provided by the Public Participation Task Force.

(Ord. No. 2014-07 § 2, 07/07/14)

**Section 1.16.435 June 30, 2015.**

~~Bicycle and Pedestrian Advisory Commission Board, Citizens Advisory Commission on Transit Advisory Board, Community Police Review Advisory Board, and Parks, Natural Areas, and Recreation Advisory Board.~~

(Ord. 2011-10 § 2, 06/20/2011; Ord. 2007-21 § 3, 08/06/2007; Ord. 2007-12 § 1, 06/18/2007; Ord. 2007-08 § 1, 04/16/2007; Ord. 2003-24 § 2, 07/21/2003; Ord. 2003-19 § 2, 06/16/2003)

**Section 1.16.500 Initial appointment.**

One-third of the members of each board or commission shall have terms expiring one year after appointment, one-third shall expire two years after appointment, and one-third shall expire three years after appointment. The appointing authority shall designate when the term of each member shall expire.

(Ord. 98-32 § 3, 09/08/1998; Ord. 95-31 § 1, 1995; Ord. 81-99 § 101, 1981)

**Section 1.16.600 Repeal.**

All committees, boards, or commissions so established (by previous ordinances) are hereby abolished. All other advisory committees, boards, and commissions previously established by the Mayor or Council are hereby abolished.

(Ord. 95-31 § 1, 1995; Ord. 81-99 § 101, 1981)

**CITY OF CORVALLIS**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 2 - COUNCIL PROCEDURES**

**CP 91-2.02**            **Council Process**

<b><u>Adopted</u></b>	<b><u>October 7, 1991</u></b>
Revised	November 4, 1996
Revised	March 5, 2001
Revised	October 15, 2003
Revised	December 18, 2006
Revised	November 7, 2011
Revised	July 7, 2014
<u>Revised</u>	

**2.02.010**            **Purpose**

To establish a policy regarding Council's public hearings, rules of order, and standing committees.

**2.02.020**            **Policy - Public Hearings**

It is the policy of the City Council to ensure full, complete, and orderly participation at all public hearings and to ensure participation is done in a fair and succinct manner for all concerned.

2.02.021            As each public hearing item is announced, a specific time limit may be established by the Mayor. The Mayor shall determine the number of speakers and allocate the time accordingly. The time limit may vary according to the complexity and/or controversial nature of the hearing matter, but equal time will be provided to both proponents and opponents. The time limit will not include answers to questions or staff reports. Rebuttal time will be allocated if requested.

2.02.022            If, as the public hearing develops, more time is necessary, by majority vote of the Council, the time limit for both sides may be extended.

2.02.023 Should either the original or extended time limit expire and parties have not had an opportunity to speak, the hearing may be continued until the next regular Council meeting, and the process may be repeated for the continued hearing at that meeting.

2.02.024 Copies of this Council Policy shall be made available to the general public.

2.02.030 Policy - Standing Committees

2.02.031 Formation

There shall be three standing committees:

Administrative Services Committee;  
Human Services Committee; and  
Urban Services Committee.

2.02.032 Areas of Responsibility

a. Administrative Services Committee

General Areas of Policy Review and Oversight

- Cable TV issues
- Financial policies
- Fiscal impact review
- Capital Improvement Program fiscal strategy
- Risk management/litigation issues
- Personnel/labor relations issues
- Council appointee evaluation
- Legal administration
- Budget strategies
- Franchise renewal/rates
- Audit services
- Associated advisory board recommendations
- Utility rates
- Intergovernmental agreements
- Economic development

Associated Boards and Commissions

- City: Budget Commission
- Economic Development ~~Commission~~ Advisory Board
- External: Economic Vitality Partnership
- Oregon Cascades West Council of Governments
- Willamette Criminal Justice Council

Appropriate Economic Development funded agencies

b. Human Services Committee

General Areas of Policy Review and Oversight

- Internet issues
- Social services
- Park master plan
- Law enforcement issues
- Open space
- Library service issues
- Intergovernmental agreements
- Recreation service issues
- Library master plan
- Arts and cultural issues
- Housing issues
- Associated advisory board recommendations

Associated Boards and Commissions

- City:
- ~~Arts and Culture Commission~~ Advisory Board
  - ~~Citizens Advisory Commission on Civic Beautification and Urban Forestry~~
  - ~~Committee for Citizen Involvement~~ Advisory Board
  - ~~Community Police Review~~ Advisory Board
  - ~~Housing and Community Development Commission~~ Advisory Board
  - ~~Library~~ Advisory Board
  - ~~Commission for Martin Luther King, Jr.~~ Advisory Board
  - ~~Parks, Natural Areas, and Recreation~~ Advisory Board
  - ~~Public Art Selection Commission~~

- External:
- Art Center Board of Directors
  - Community Alliance For Diversity
  - Community Policing Forum
  - Visit Corvallis
  - Madison Avenue Task Force
  - Majestic Theatre
  - United Way of Benton and Lincoln Counties

c. Urban Services Committee

General Areas of Policy Review and Oversight

- Annexations
- Board of Appeals
- Planning Commission recommendations
- Watershed issues
- Airport development
- Structural Code enforcement
- Hazardous materials
- Water quality
- Street construction/maintenance
- Fire master plan
- Capital Improvement Program
- Facility/systems planning
- Infrastructure issues
- Intergovernmental agreements
- Associated advisory board recommendations

Associated Boards and Commissions

- City:
  - ~~Airport Commission~~Advisory Board
  - ~~Bicycle and Pedestrian Advisory Commission~~Board
  - ~~Capital Improvement Program Commission~~Advisory Board
  - ~~Citizens Advisory Commission on Transit~~
  - ~~Downtown Commission~~Advisory Board
  - Historic Resources Commission
  - Planning Commission
  - Transit Advisory Board
  - ~~Storm Water Planning Committee~~
  - ~~Watershed Management Advisory Board~~Commission
  
- External:
  - Benton County Solid Waste Advisory Board
  - Willamette Neighborhood Housing Services
  - Downtown Corvallis Association
  - Traffic Committee, OSU
  - Transit Committee, Linn-Benton

2.03.033 Annual Report

- a. Each Advisory Board and Commission shall complete an annual report once each year, providing information included as Attachment A to this Council Policy.
  - a. The **Prior Year Report** sections (Activities and Work Completed and Activities and Work in Progress) are to address the significant recommendations, actions, reports, projects, or major issues the Board or Commission worked on in the past year.

- b. The **Next Year Proposed Work Plan** sections are to note a list of tasks, projects and/or goals and address pertinent information such as the expected timeline and the expected results for the proposed work plan.
- c. The prior year **Resources** section is to provide the corresponding Standing Committee with feedback about whether the Advisory Board or Commission felt there has been adequate staff, volunteer, and financial resources to complete the work and why.
- d. The needed for the next year **Resources** section should identify whether the Advisory Board or Commission believes that different resources (time, volunteers, financial) will be needed to complete the work identified in the **Next Year Proposed Work Plan** section. If additional resources are needed, the Advisory Board or Commission should identify what is proposed.

- b. Each *ad hoc* task force shall file a report at the end of its work, following the format included as Attachment A (and summarized above) to this Council Policy, except that the future work plans section will not require any information.

2.02.040      Review and Update

This Policy shall be reviewed every five years by the City Council and updated as appropriate.

# ANNUAL REPORT OF THE

October 17, 2014

**Members:**

**Staff:**

**Council Liaison:**

**Purpose/Mission summary (CMC Section is Attachment 1):**

**Prior Year Report:**

Activities and work completed:

Activities and work in progress:

**Next Year Proposed Work Plan:**

Regular activities and work (ongoing or annual):

Special activities and work for the year:

**Resources:**

Prior Year:

Needed for the next year:

**CITY OF CORVALLIS**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 2- COUNCIL PROCEDURES**

**CP 94-2.08**                      **Council Liaison Roles**

<b><u>Adopted</u></b>	<b><u>August 1, 1994</u></b>
Affirmed	October 18, 1999
Affirmed	December 20, 2004
Revised	November 2, 2009
<u>Revised</u>	

**2.08.010**                      **Purpose**

To define the role of the Mayor-appointed liaisons to the City's advisory Boards and Commissions and to independent, non-governmental organizations with which the City has a relationship.

**2.08.020**                      **Background**

2.08.021                      The Municipal Code Chapter on Boards and Commission states in Section 1.16.040: "The Mayor shall appoint a Councilor to serve as a non-voting observer and liaison between Council and each Board and Commission."

2.08.022                      The importance of communications between City government and various official and independent groups is recognized.

2.08.023                      The City's Code-established Advisory Boards and Commissions and its other *ad hoc* groups and Task Forces are advisory to the Council and are not policy-making bodies. The City's Code-established Commissions are decision making bodies, with the decisions made appealable to the City Council.

2.08.024                      Other independent, non-governmental groups have Mayor-appointed liaisons either at the group's request, as a result of a special relationship with the City, or as a result of provisions contained in an agreement between the organization and the City. These groups may be policy-making organizations.

2.08.025 The appearance of impropriety by a Council member may be created when the Councilor is a voting member of an agency's Board of Directors, votes on an issue as a Board member, and subsequently votes as a Councilor on that same issue, particularly if funding is involved.

2.08.030 Policy

2.08.031 General – Council Liaison Role

- a. Council liaisons to the City's ~~a~~Advisory Boards and Commissions, its *ad hoc* groups and Task Forces, and to independent, non-governmental agencies shall be non-voting members of those groups, except as specified in Corvallis Municipal Code Chapter 1.16, "Boards and Commissions," where the Council liaison is designated to serveing as a voting member.
- b. Voting may be appropriate for Council liaisons serving on independent, non-governmental agencies such as ~~Prosperity That Fits Committee and the Corvallis Area~~ Metropolitan Planning Organization.
- c. Council liaisons serve to establish two-way communication conduits between the Council and the groups.
- d. Liaisons will be:
  - Conscientious in meeting attendance;
  - Informed about current group activities;
  - Responsive to questions from the organization, understanding that she or he speaks as an individual and not for the Council in most matters;<sub>;</sub>
  - Information-sharers to Council regarding the organization;<sub>;</sub> and
  - Cognizant of the adopted City Council Code of Conduct.

2.08.032 Independent, Non-governmental Agencies – Council Liaison Role

- a. Liaison responsibilities noted in Policy Section 2.08.031 apply.
- b. The liaison's communication role is his or her primary function; she or he is not to serve in a policy-making role with the organization.
- c. At the desire and request of the group, the Council liaison may serve on its Board of Directors as a non-voting member.

2.08.033 Independent Board Service – not City-related

- a. ~~It is recognized that~~ Councilors occasionally serve as independently appointed members of an organization's Board of Directors rather than as Mayor-appointed liaisons.
- b. In these instances, while a certain vote may not be a violation of ethics laws, the Councilor will need to use individual judgment in deciding whether to vote as a Councilor on matters relating to that organization.

2.08.034 Quasi-judicial matters before Council

- a. To reduce the appearance of bias, Council liaisons to a quasi-judicial decision-making Board or Commission such as the Historic Resources Commission and Planning Commission should limit their meeting participation to legislative matters.
- b. In any quasi-judicial matter before Council in which a member of the Council has participated in discussions as a Council liaison, the Councilor should declare whether she or he has a bias or whether there has been an *ex-parte* contact.

2.08.040 Review and Update

This Council Policy shall be reviewed every five years by the Council and updated as appropriate.