

AGENDA

Downtown Advisory Board

November 9, 2016, 5:30 pm

Madison Avenue Meeting Room

<u>Item</u>	<u>Estimated Time</u>
I. Call to Order	
II. Approval of October 12, 2016, Meeting Minutes	
III. Public Comment	5 minutes
IV. Discussion of Urbanization Report and Buildable Lands Inventory Related to Downtown	40 minutes
LINK: http://www.corvallisoregon.gov/index.aspx?page=2021	
V. Review of Board Work Program, Prioritization	20 minutes
VI. Updates: <ul style="list-style-type: none">• Board Member Updates• Staff Updates	
VII. Other Business <ul style="list-style-type: none">- Discuss December 14, 2016, Meeting Date	5 minutes
VIII. Adjourn	

Next Meeting: December 14, 2016, 5:30 pm, Madison Avenue Meeting Room

Attachments: October 12, 2016, meeting minutes; DAB Work Program, Revised 11/4/2016.



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

DRAFT
CITY OF CORVALLIS
DOWNTOWN ADVISORY BOARD MINUTES
Madison Avenue Meeting Room
October 12, 2016

Present

Liz White, Chair
 Shelly Signs, Vice Chair
 Mary Gallagher
 John Morris
 Ken Pastega
 Joan Truckenbrod

Staff

Sarah Johnson, Senior Planner
 Carl Metz, Associate Planner
 Terry Nix, Recorder

Excused

Cloud Davidson
 Joe Elwood
 Elizabeth Foster
 Robin Jones

SUMMARY OF DISCUSSION

	Agenda Item	Recommendations
I.	Call to Order	
II.	Approval of May 11, 2016, and August 10, 2016 Meeting Minutes	Approved as drafted
III.	Public Comment	None
IV.	Introduction to Historic Preservation Plan Project	Information only
V.	Nominations and Elections of Chair, Vice Chair	Shelly Signs was elected Chair; Ken Pastega was elected Vice Chair
VI.	DAB Annual Report to City Council	Information only
VI.	Updates	Information only
VII.	Other Business	None
VIII.	Adjournment – 6:50 p.m.	The next regular meeting will be held on November 9, 2016, at 5:30 p.m., at Madison Avenue Meeting Room

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Liz White called the meeting of the Corvallis Downtown Advisory Board (DAB) to order at 5:30 p.m.

II. APPROVAL OF

May 11, 2016

Mr. Morris moved to approve the May 11 minutes as drafted. Ms. Signs seconded the motion, and it passed unanimously.

August 10, 2016

Ms. Signs moved to approve the August 10 minutes as drafted. Mr. Morris seconded the motion, and it passed unanimously.

III. PUBLIC COMMENT: None.

IV. INTRODUCTION TO HISTORIC PRESERVATION PLAN PROJECT

Associate Planner Carl Metz introduced the Historic Preservation Plan project, which has been on the workplan of the Historic Resources Commission (HRC) for some time. The purpose is to evaluate the current preservation program, including regulatory aspects, incentives, and inventory of historic properties, and to determine what is working, what could be improved, and how to better serve the community going forward. A consultant has been hired to partner in the effort which will include two aspects. The first aspect will be focus groups made up of general preservationists, business and development interests, and neighborhoods including representatives of neighborhoods in older areas of town that struggle with preservation issues. The focus groups will identify goals, action items, implementation strategies. The second aspect will be a series of public workshops, the first of which will be held on October 20, 6:00 p.m., at the First United Methodist Church.

Planner Metz said he is seeking a representative of the downtown to participate in the business and development focus group. Mary Gallagher expressed interest.

In discussion and in response to questions, Planner Metz said that the purpose of the effort is to identify hurdles and address issues that community members struggle with such as demolitions, and that there might be opportunities to incentivize survey work and potential district designations. Discussion followed regarding the process by which local historic resources were originally designated and the ability for owners who have documentation showing they objected to the designation to have the designation removed. Planner Metz noted that it was recently affirmed that the owner at the time of designation is the only one who has standing to object for automatic removal. Planner Johnson noted that no property owners have requested to remove their properties from the local designation.

Planner Johnson advised Planner Metz that this board has spoken extensively about the appropriateness of the downtown core being a historic district and has heard strong opinions on both sides of the issue. One thing that has come up is the potential for a cultural district that would include design guidelines, standards and/or incentives to maintain characteristics complementary to the historic character of the structures without the same level of HRC review.

V. NOMINATIONS AND ELECTIONS OF CHAIR, VICE CHAIR

Shelly Signs was nominated as Chair. There were no other nominations, and Ms. Signs was unanimously elected Chair.

Ken Pastega was nominated as Vice Chair. There were no other nominations, and Mr. Pastega was unanimously elected Vice Chair.

VI. DAB ANNUAL REPORT TO CITY COUNCIL

Chair White and Planner Johnson reviewed the Annual Report of the Downtown Advisory Board to the City Council, provided in meeting packets. Planner Johnson noted that the City Council has requested to receive an annual report from the Chair of each of the City's advisory boards and commissions that includes the group's work program, accomplishments, and ideas for the coming year. Chair White and Vice Chair Signs delivered the DAB's annual report to Council last month, at the same meeting that Council received an annual report from the Housing and Community Development Advisory Board (HCDAB), which is looking at housing issues including housing downtown.

Planner Johnson noted that the DAB had previously made a recommendation to the City Council to consider a defined boundary within the downtown core to institute residential tax incentives. The Housing Development Task Force, which was tasked with the Council's housing goal, subsequently incorporated that recommendation, as well as encouragement of downtown residential in general, into its recommendation package, and recommended that the HCDAB move the package forward. Discussion followed regarding the opportunity for coordination between DAB and HCDAB to consider strategies and recommendations with input from the recently updated Buildable Lands Inventory (BLI), establish a defined boundary in the downtown area, and oversee development of an incentive program to encourage certain types of housing to occur in certain locations. There was general agreement that the DAB is interested in having a joint meeting with the HCDAB.

VII. UPDATES

Parking Committee: Chair White reviewed discussions related to employee parking downtown. While we don't want employees and business owners to park in the downtown free zone because that takes away customer parking, some businesses are not happy that their employees must walk many blocks to their car, sometimes in the dark. There is a need to keep thinking about ways to have employee parking that is affordable and convenient. Discussion followed regarding potential options such as a shuttle van that could be used as-needed or scheduled ahead of time to take employees, particularly restaurant employees, to their cars at the end of their shifts.

Downtown Corvallis Association (DCA): Planner Johnson relayed information from Liz Foster regarding three items discussed at the DCA Board meeting – 1) employee and volunteer parking issues downtown, particularly concerns that volunteers working downtown have been ticketed; 2) the potential to make downtown a smoke-free area; and 3) an upcoming discussion about the homeless on October 27, 6:00 p.m., at the Boulders in Lebanon. Discussion followed.

Staff updates: Planner Johnson gave an update on staffing within the Planning Division.

Imagine Corvallis 2040 (IC-2040) Project: Planner Johnson said that the IC-2040 steering committee report, the text of the visions, a template of the community action plan, and draft implementation metrics will go to the City Council in a regular meeting on November 7, at which time there will be an opportunity for public testimony. Next steps will include identification of strategic partners and stakeholders, and the formation of a vision implementation committee.

VIII. OTHER BUSINESS: None.

IX. ADJOURN: The meeting was adjourned at 6:50 p.m.

Downtown Commission Work Program 2016 – 2017 (Revised March 2016)

Goal and Strategy	Actions	Timeframe	Responsible Party
Short Term Strategies			
Downtown Parking Utilization Study - 2015 Parking Utilization Study Findings	<ul style="list-style-type: none"> • Staff provide analysis of utilization study findings • Create work group, if necessary, to review findings and discuss alternatives • Committee report to Board with findings and alternatives • Board makes recommendation to City Council 	<p>March - June</p>	
Downtown Streetscape Provisions – Complete review of streetscape elements, issues, opportunities, and Code provisions	<ul style="list-style-type: none"> • Designate subcommittee if necessary • Review Code provisions and findings on the downtown streetscape • Potential recommendation to City Council 		
Downtown Residential Development Strategies – Development of Residential Opportunities Downtown	<ul style="list-style-type: none"> • Coordinate with HCDAB to evaluate tools to encourage residential development downtown • Board(s) recommendation to City Council 		

Medium Term Strategy			
Downtown Parking Study and Management Strategy – Review and update 2002 study	<ul style="list-style-type: none"> • Form Committee • Review existing study • Draft recommendation to City Council 		
Downtown Market Study – Review and update downtown market study	<ul style="list-style-type: none"> • Form Committee • Review existing study, work with DCA to understand parameters of existing study • Identify developers and/or other firms that have performed market studies for downtown in recent years 		
Riverfront Zone Review – Review standards in the Riverfront Zone, particularly standards for building height and floor area ratios, and suggest changes as appropriate	<ul style="list-style-type: none"> • Review existing regulations • Provide opportunities for public input • Recommend LDC changes, if warranted 		
Imagine Corvallis 2040 Participate in the vision and action plan development of Imagine Corvallis 2040. Identify opportunities to provide input relative to downtown interests, including economic development, downtown housing development, historic preservation, and policies related to downtown			

Goal and Strategy	Actions	Timeframe	Responsible Party
Ongoing Strategies			
<ul style="list-style-type: none"> Downtown Vitality and Livability – Continue to monitor the downtown atmosphere, safety, and livability, and work with the CPD's Community Policing team when needed to respond to downtown issues. 			
<ul style="list-style-type: none"> Wayfinding – Create a series of physical and virtual signs, including gateway entrances and landscaping, that alert visitors to point of interest, attractions, and services downtown. 			
<ul style="list-style-type: none"> Encourage in appropriate ways the museum and/or hotel development proposals as they surface. 			
<ul style="list-style-type: none"> Encourage downtown residential housing initiatives and projects that are proposed in the coming years 			
<ul style="list-style-type: none"> Monitor, encourage, and communicate as appropriate with the OSU campus master plan and study as it seeks to connect with downtown 			

<ul style="list-style-type: none"> Collaborate and partner with the City on the urban renewal conversation as it surfaces again in City discussions 			
<ul style="list-style-type: none"> Encourage civic and government offices to stay/relocate to the downtown 			

VISION STATEMENT:

The Corvallis Downtown Commission advocates for a vibrant, commercial, civic, and historic heart of the community where residents and visitors live, work, and play. In cooperation and collaboration with public and private partners, the Commission promotes investment in retail, commercial, and residential enterprises, buildings, and infrastructure to foster a highly attractive, sustainable, and flourishing central business area. Bounded by the Willamette and Marys Rivers, Downtown celebrates its unique riverfront setting and role as the community's cultural center.

Criteria for Prioritizing Strategies:

1. Must conform to the vision statement
2. Must be able to accomplish alone or with a partner
3. Staff time allocation – *low-medium-high*
4. Is funding immediately available?
5. Political will to get it done