



Board of Commissioners
 Office: (541) 766-6800
 Fax: (541) 766-6893
 4500 SW Research Way
 Corvallis, OR 97333
 co.benton.or.us

AGENDA

(Chair May Alter the Agenda)

BENTON COUNTY BOARD OF COMMISSIONERS

Tuesday, October 3, 2023, 9 AM

How to Participate in the Board of Commissioners Meeting			
In-Person	Zoom Video	Zoom Phone Audio	Facebook LiveStream
Kalapuya Building 4500 Research Way Corvallis, OR	<u>Click for Zoom link</u>	Dial 1(253) 215-8782	<u>Click for Facebook LiveStream link</u>
	Zoom Meeting ID: 859 0114 2070		
	Zoom Passcode: 053981		

1. Opening

- 1.1 Call to Order
- 1.2 Introductions
- 1.3 Announcements

2. Review and Approve Agenda

3. Comments from the Public

Time restrictions may be imposed on public comment, dependent on the business before the Board of Commissioners. Individual comment may be limited to three minutes.

4. Proclamation

- 4.1 20 minutes – Proclaiming October as Hispanic Heritage Month, Proclamation P2023-017 – *John Haroldson, District Attorney; Ricardo Contreras, Casa Latinos Unidos*

The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session. However, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)) and the notice shall state the specific reason for the executive session as required by ORS 192.660.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Board of Commissioners Office, (541) 766-6800.

BUSINESS MEETING

5. Consent Calendar

- 5.1 Approval of Appointment to the Food Service Advisory Committee: Jennifer McPike, Order #D2023-072
- 5.2 Approval of Appointment to the State Transportation Improvement Fund Advisory Committee: Sarah Bronstein, Order #D2023-073
- 5.3 Approval of the September 5, 2023 Board Meeting Minutes

6. Old Business

- 6.1 10 minutes – Second Reading of Ordinance Number 2023-0320 Amending the Adair Village Urban Growth Boundary – *Darren Nichols, Community Development*

7. Departmental Reports and Requests

- 7.1 10 minutes – Request to Apply for Oregon Department of Land Conservation and Development (DLCD) Technical Assistance Planning Grant – *Darren Nichols, Community Development*
- 7.2 5 minutes – Request to Apply for an Oregon Arts Commission Grant – *Tomi Douglas, Natural Areas, Parks, and Events*

8. Other

ORS 192.640(1)“ . . . notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”

The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session. However, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)) and the notice shall state the specific reason for the executive session as required by ORS 192.660.

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PROCLAMATIONS

**BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**



In the Matter of Proclaiming)
September 15 to October 15) **PROCLAMATION P2023-017**
As Hispanic Heritage Month)
in Benton County)

During National Hispanic American Heritage Month, we pause to celebrate the immeasurable contributions Hispanic and Latinx individuals have made to our Nation.

The history of Hispanic and Latinx people in the U.S. predates the founding of our nation, with roots in the land as indigenous people who have shaped the fabric of this country. Hispanics and Latinx have overcome great obstacles to persevere and flourish in every sector of our society.

With a national theme "*Latinos: Driving Prosperity, Power, and Progress in America*," Benton County's observance celebrates the histories, cultures, and all the contributions made by Hispanic Americans who trace their roots to Spain and other Spanish-speaking countries in North America, Central America, South America, and the Caribbean, and all they will continue to make in the future.

As we continue to address the challenges of equality and social justice that many Hispanics and Latinx individuals still face, this community is also strong and resilient. This month, we honor Hispanic American communities, and recognize their growth in our population, the increasing political representation, and their economic successes. All of which have and continue to pave the way for the rise and recognition of Hispanics and Latinx as undeniable positive contributors to our country and local community.

Hispanic Heritage Month is an incredible opportunity to speak with one voice, acknowledge the crucial role that Hispanic and Latinx people play in shaping the future of our country and the world, and to celebrate and recognize Hispanic and Latinx as decision-makers, employers, employees, suppliers, consumers, and community.

From education to income, Latinx are advancing our communities in a positive direction. Progress is inherent to Hispanics and Latinx people because what truly unifies us as a community is the desire to move forward. And that is great for all because as a nation, and as a County, we progress together.

In reflecting on our Nation's rich Hispanic heritage, let us take pride in our unique and vibrant history, and recommit to a shared future of freedom, power, prosperity, and opportunity for all.

THEREFORE, BE IT HEREBY PROCLAIMED that September 15 to October 15, 2023, is Hispanic-American Heritage Month.

Adopted this 3rd day of October, 2023.

Signed this 3rd day of October, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

Pat Malone, Chair

Xanthippe Augerot, Vice Chair

Nancy Wyse, Commissioner

**ANTE LA JUNTA DE COMISIONADOS
DEL CONDADO DE BENTON DEL ESTADO DE OREGON**



En lo referente a la proclamación)
15 de septiembre al 15 de octubre) **PROCLAMACIÓN P2023-017**
Mes de la Herencia Hispana)
en el Condado de Benton)

Durante el Mes Nacional de la Herencia Hispana nos detenemos para celebrar las inmensas contribuciones que los hispanos y latinos han hecho en nuestra nación.

La historia de los hispanos y latinos en los Estados Unidos antecede a la fundación de este país, con sus orígenes en esta tierra como pueblos indígenas. Los hispanos y latinos han superado grandes obstáculos para perseverar y prosperar en todos los sectores de nuestra sociedad.

Con el tema nacional "*Latinos: impulsando la prosperidad, el poder y el progreso en Estados Unidos*", la conmemoración del Condado de Benton celebra las historias, culturas y todas las contribuciones hechas por los hispanos y latinos que tienen raíces en España y otros países de habla hispana en Norteamérica, Centroamérica, Sudamérica y el Caribe, y todo lo que seguirán haciendo en el futuro.

Mientras que continuamos reconociendo que hay desafíos de igualdad y justicia social que aún enfrentan muchos hispanos y latinos, esta comunidad también es fuerte y resiliente. Este mes le hacemos homenaje a las comunidades hispanas y latinas y reconocemos su crecimiento en nuestra población, la creciente representación política y sus éxitos económicos. Todo lo cual ha abierto el camino y continúa abriéndose para el ascenso y el reconocimiento de los hispanos y latinos como indudables contribuyentes positivos a nuestro país y a la comunidad local.

El Mes de la Herencia Hispana es una oportunidad extraordinaria para hablar con una sola voz, reconocer el papel importante que los hispanos y latinos desempeñan en la configuración del futuro de nuestro país y del mundo, y para celebrar y reconocer a los hispanos y latinos como líderes y quienes toman decisiones, empleadores, empleados, proveedores, consumidores y comunidad.

Dentro de la educación y el sector económico, los latinos están haciendo avanzar a nuestras comunidades en una dirección positiva. El progreso es importante para los hispanos y latinos, porque lo que realmente nos une como comunidad, es el deseo de seguir adelante. Y eso es grandioso para todos porque, como nación y como condado, progresamos juntos.

Al reflexionar sobre la rica herencia hispana de nuestra nación, sintámonos orgullosos de nuestra historia única y vibrante y comprometámonos a compartir un futuro de libertad, poder, prosperidad y oportunidad para todos.

POR LO TANTO, POR LA PRESENTE SE PROCLAMA que del 15 de septiembre al 15 de octubre de 2023 es el Mes de la Herencia Hispana.

Adoptado el día 3 de octubre de 2023.

Firmado el día 3 de octubre de 2023.

JUNTA DE COMISIONADOS DEL CONDADO DE BENTON

Pat Malone, Presidente

Xanthippe Augerot, Vice Presidenta

Nancy Wyse, Comisionada

CONSENT CALENDAR

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Appointment to the) ORDER #D2023-072
FOOD SERVICE ADVISORY COMMITTEE)**

THE ABOVE ENTITLED MATTER COMING NOW FOR THE CONSIDERATION
OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individual has indicated a willingness
to serve on this committee:

<u>Name</u>	<u>Appointed, Term & Position</u>
Jennifer McPike	Begin: 07/01/23 Expires: 06/30/26 Position: 5

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individual is hereby
appointed to the Food Service Advisory Committee.

Adopted this 3rd day of October, 2023.

Signed this 3rd day of October, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

Pat Malone, Chair

Xanthippe Augerot, Vice Chair

Nancy Wyse, Commissioner

**BENTON COUNTY
FOOD SERVICE ADVISORY COMMITTEE
(FSAC)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1 Food Service Industry	Eric Howitt	Begin: 07/01/21 Expire: 06/30/24	Partial Term	12/20/22
2 General Public	John McEvoy	Begin: 07/01/21 Expire: 06/30/24	1 st Term	10/20/20 07/06/21
3 Food Service Industry	Morgan Orr	Begin: 07/01/22 Expire: 06/30/25	Partial Term	04/18/23
4 General Public	Chelsey Baldwin	Begin: 07/01/22 Expire: 06/30/25	1 st Term	06/15/21 07/05/22 reappt'd
5 Food Service Industry	Jennifer McPike	Begin: 07/01/23 Expire: 06/30/26	Partial Term	10/03/23
6 Food Service Industry	Jacob Oliver	Begin: 07/01/23 Expire: 06/30/26	1 st Term	05/02/23
7 Food Service Industry	Travis Allen	Begin: 07/01/23 Expire: 06/30/26	1 st Term	08/15/23

STAFF: Deputy Administrator of Environmental Health, 541-766-6842

RECORDER: Paula Felipe, Environmental Health, 541-766-6766

MEMBERS: 5 members from food service industry
2 members from general public

TERM LIMIT: 3 years, no span designated; July 1 – June 30

MEETINGS: Meets monthly on the second Monday of the second month of the quarter, 2:00 pm – 4:00 pm; Benton County Kalapuya Building

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Appointment to the) ORDER #D2023-073
STATE TRANSPORTATION IMPROVEMENT)
FUND ADVISORY COMMITTEE)**

THE ABOVE-ENTITLED MATTER COMING NOW FOR THE CONSIDERATION
OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individual has indicated a willingness
to serve on this Committee.

<u>Name</u>	<u>Appointed & Position</u>
Sarah Bronstein	Begins: 07/01/22 Expires: 06/30/25 Position: 9

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individual is hereby
appointed to the State Transportation Improvement Fund Advisory Committee.

Adopted this 3rd day of October, 2023.

Signed this 3rd day of October, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

Pat Malone, Chair

Xanthippe Augerot, Vice Chair

Nancy Wyse, Commissioner

**MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS**

Livestream: <http://facebook.com/BentonCoGov>

Tuesday, September 5, 2023

9:00 a.m.

Present: **Pat Malone**, Chair; **Xanthippe Augerot**, Commissioner; **Nancy Wyse**, Commissioner; **Vance Croney**, County Counsel; **Rick Crager**, Interim County Administrator

Staff: **Shannon Bush**, **Darren Nichols**, **Daniel Redick**, Community Development; **Cory Grogan**, Public Information Officer; **April Holland**, **Damien Sands**, Health; **Marilee Hoppner**, **Debbie Sessions**, **Shurisa Steed**, Finance; **Brian Lee**, **Jef Van Arsdall**, Sheriff's Office; **Amanda Makepeace**, BOC Staff; **Joe Mardis**, **Gary Stockhoff**, **Paul Wallsinger**, Public Works; **Erika Milo**, BOC Recorder

Guests: **Paul Bilotta**, City of Corvallis; **Jen Brown**, Sustainability; **Shawn Collins**, Unity Shelter; **John Deuel**, **Ken Eklund**, **Camille Hall**, **Scott Lepman**, **Debbie Palmer**, **Mandy Place**, **Candace Ribera**, **Brian Vandetta**, **John Wilson**, residents; **Ryann Gleason**, CFM Advocates; **Pat Hare**, City of Adair Village; **John Harris**, Horsepower Productions; **Alison Hobgood**, Corvallis Daytime Drop-in Center; **Christopher Jacobs**, **Jerry Sorte**, Corvallis-Benton County Economic Development Office

1. Opening:

1. Call to Order

Chair Malone called the meeting to order at 9:02 a.m.

2. Introductions

3. Announcements

No announcements were made.

2. Review and Approve Agenda

No changes were made to the agenda.

3. Comments from the Public

Shawn Collins, Unity Shelter Executive Director, explained that since June 20, 2023, Unity has operated a combined shelter for men and women in the formerly women's-only Room at the Inn Shelter. Unity has reduced days at the hygiene center, only providing overnight shelter instead of 24/7, and has removed 18 staff members from regular shifts, with many laid off and some on call. This reduced costs considerably, but Unity still seeks more funding. The current shelter has 26 beds for men (down from 50) and 27 for women. Unity received some support from InterCommunity HealthNetwork Coordinated Care Organization, but not enough to sustain full-time operations. Without additional funding, Unity will be unable to operate the shelter through the full winter season, so all programs are at risk. Unity is seeking funding from multiple sources, including House Bill (HB) 5019, and seeks to reopen the shelter and expand women's beds to at least 50. Collins acknowledged the work of the Coordinated Homeless Response Office, which led efforts to respond to HB 5019 funding opportunities. Collins also

acknowledged American Rescue Plan Act (ARPA) funding from Benton County that supported 2022 operations of First Street Commons Shelter and SafePlace transitional housing program. Collins suggested that the planned Emergency Operations Center facility could be used for other purposes between emergencies. Collins noted that County ARPA support for community social services was reduced from \$2.8 million in the previous round to \$200,000. Collins asked about the reduction, and whether funds unspent by previous recipients would be extended or returned for reallocation. During the pandemic, demand for services for those experiencing homelessness and housing instability grew substantially, and remains high. Collins asked the Board to consider re-directing funds to organizations serving unhoused people. Unity is undergoing major changes while determining how to be sustainable going forward.

Debbie Palmer, resident, noted that Nichols recently described Coffin Butte Landfill (CBL) as an asset. Palmer found this concerning and emphasized that CBL is a liability. Palmer asked the Board to listen to non-staff voices. Even in terms of generating funds, CBL is only an asset short-term. A bigger landfill is a bigger liability.

Ken Eklund, resident, Chair of the Disposal Site Advisory Committee (DSAC), asked the Board not to approve the draft Request for Proposals (RFP) for the Sustainable Materials Management Plan (SMMP) today. Eklund stated the draft RFP has two inaccuracies: on draft page 20, Section B, the first two sentences are unclear, using the numbers 99.2% and .06% [see packet page 198]. The Board should ask staff if they double-checked these sentences for accuracy or consulted Department of Environmental Quality (DEQ) staff such as lead report author David Hallaway. Eklund stated that the RFP minimizes climate damage from CBL. Eklund expressed that despite the County's planned listening session with the public, staff will pursue their own agenda.

4. Departmental Requests

4.1 Capital Improvement Program (CIP) and American Rescue Plan Act (ARPA) Funds Discussion – *Rick Crager, Interim County Administrator; Gary Stockhoff, Paul Wallsinger, Public Works; Sheriff Jef Van Arsdall, Bryan Lee, Sheriff's Office; Damien Sands, April Holland, Health; Debbie Sessions, Financial Services*

Crager explained that the 2023-2025 Benton County Adopted Budget includes \$7.2 million from the Benton County CIP and ARPA funds. Use of these funds was suspended in February 2023 awaiting the outcome of County Measure 2-140, as well as the 2023-2024 State and Federal legislative process. Funding amounts are now more certain. The County received \$13.8 million from the State Legislature, consisting of an \$8.8 million match for the Courthouse Replacement Project, and a \$5 million match for the Emergency Operations Center (EOC). The EOC has also received \$1.3 million of Federal resources. The County will receive \$3.1 million from Federal appropriations bills which are not allocated yet, but Crager felt there was a good chance of receiving it. This includes funding for Monroe Health Clinic improvements, sewers in the Communities of Alpine and Alesa (combined with current ARPA work for the water service district), and the Regional Public Safety Radio Infrastructure Project.

The County requested \$1.5 million in the measure for CFS space needs. Since the measure failed, this must be addressed soon. The County dedicated \$3 million to the 2023-25 CIP; County Departments submitted \$4.52 million in requests. The County intended to use ARPA funds for grants, as in 2022. Costs for the Courthouse Replacement Project keep increasing. The State legislative request for a Homeless Navigation Center was not funded. CDDC is still seeking funding alternatives.

The County was awarded \$5 million in State lottery-backed bonds, to be received in March 2025, so the County can expend and reimburse itself later. The County also has a \$1 million Congressional delegated spending matching grant which expires September 30, 2024. The County is well positioned to use those funds.

Lee explained that an EOC is a coordination hub for information and resources. During activation, the EOC coordinates first responders, community needs, and County, State, and regional resources. Ongoing recovery after an emergency can take months to years. Planning activities also happen in the EOC. Ideally, the new EOC needs four to six multi-purpose, multi-use spaces and to accommodate up to 80-100 staff during an emergency. Staff need to be able to stay overnight or longer. During activation, the EOC needs to house the Joint Information Center, command staff, call center, briefing and breakout spaces, a radio room, and orderly equipment storage. Americans with Disabilities Act (ADA) accessible office space is needed. Parking should have 40-70 spaces.

Three site options under consideration:

- Option 1: The Benton County Fairgrounds.
 - Pros: the County owns the land; the EOC would be co-located with other large event spaces; plenty of parking.
 - Cons: people go to the Fairgrounds during an emergency. Increased cost in utilities and site improvements, transportation issues including underpass flooding, asset security issues, no room for expansion, lack of parking during events, bicycle path impacts, and possible fiscal impacts since the space could not be rented out due to Federal grant restrictions. The location is not close to the Sheriff's Office, Dispatch, or any County operations except the Fair.
- Option 2: Renovate the former Board of Commissioners Office building at 205 Northwest 5th Street, downtown Corvallis. This was explored in depth for the intended Crisis Resource Center.
 - Pros: the County owns the land, good connectivity and utilities, centrally located near the Sheriff's Office and Dispatch.
 - Cons: the two-story building is not ADA-compliant and has no elevator. EOCs must be held to higher building code standards, requiring seismic retrofitting which increases cost and reduces space. The parking lot is very small, there is no room for expansion, and there is no secure storage for trailers and other assets. The footprint does not truly meet EOC needs. It would cost over \$10 million to renovate the building appropriately. The building could be used for some other purpose or sold.
- Option 3: Construct a new facility on the north site.
 - Pros: the County owns the land, the building could be customized from scratch, there is space for expansion, plenty of parking, and large multi-use spaces.
 - Cons: the site is not next to the Sheriff's Office, possible transportation issues (though that could change), potential flooding, and other hazards. Site security would be needed. Environmental and Historical Preservation assessments can take up to a year.

Crager stated that location is key, and Option 3 is probably the best. It is less expensive to construct new than to renovate. Options 2 and 3 would require additional County investment. The Fairgrounds location might cost more than north site development. Ensuring that all emergency services have offices is crucial. It is important to design for the future. Lee, Stockhoff, and Crager preferred Option 3. Cost is hard to pinpoint lately, so Crager used ranges of square footage to estimate cost.

Lee described three workable funding models for Option 3: the north site.

- Model 1: 4,300-5,100 square feet, estimated cost \$6.3 million. This uses current funds, provides just enough office space for staff and very little storage. The multi-use space would be almost 2,200 feet.
- Model 2: 6,100-7,200 square feet, cost up to \$8.8 million. This adds a second conference room and more storage. The office space could be sectioned off for security.
- Model 3: up to 7,400-8,500 square feet, cost up to \$10.4 million. This square footage considers how much space is used regularly for monthly trainings, quarterly exercises, and emergencies. It would be adequate for almost any activation except COVID-19 (requiring physical distancing). Offices are still small, but storage increases slightly.

Crager explained that the original plan for a new EOC was 8,000 square feet, so Model 3 would be a huge upgrade from the current EOC. Next, the Board and the Sheriff choose a location, a rough funding tier is used to focus planning, and a Request for Proposals (RFP) is issued for design and engineering.

Van Arsdall stated that models two or three on the north site are ideal.

Regarding Collins's suggestion of using EOC space at non-emergency times, Augerot noted that Emergency Management is already a regional hub for training exercises, so the space will likely be used on a regular basis. Augerot asked if the space might be available at least as a warming/cooling center.

Lee replied the EOC could in theory be used for that purpose, but there are liability and staffing issues for County-operated sites. A warming/cooling center could be placed at the Fairgrounds. Last winter, staff and the Board discussed issues and liabilities of operating such a shelter. This is within EOC allowable parameters, but far from ideal, though a temporary use could work. It is better for a shelter to be more centrally located downtown near other resources. If the space were shared, it would be unavailable if an incident expanded.

Augerot noted that non-profit service providers face the same liability issues and more.

Wyse asked if the liability is the same on the north site as at the Fairgrounds.

Lee confirmed; staffing risks are a bigger problem. There are several models of how different entities operate that type of shelter/center. If facilities responsibility falls on the Sheriff's Office, staff would follow Federal Emergency Management Agency mass care and sheltering best practices, which would be much more costly in terms of staff.

Augerot noted that would also be less flexible.

Wyse asked if there is one model that provides more value to the County over time. Upfront costs are important, but the building should not become quickly outdated.

Crager stated that staff feel the third option is by far the best in considering the future. The north site provides the most flexibility for expansion and the third model gives the ability to expand.

Wyse and Augerot favored the north site.

Malone emphasized the importance of looking to the future. Model 2 comes close to fitting the budget, with over 70% of funds in hand; matching funds are below 25%. Malone asked if model 2 could be expanded in future to approach the size of Model 3.

Lee replied that would be desirable; the RFP would include whether the facility is expandable.

Malone favored Model 2, as long as it can be modified. Malone asked about square footage of the current EOC in the Law Enforcement basement.

Lee replied the current space is about 500 square feet, with one closet and a small trailer.

Malone shared that the old BOC Office was small and would require an expensive retrofit that does not suit EOC activities. \$10 million is similar to the estimate for a Mental Health Crisis Center at that location. The north site has space, is close to transit, and has multi-modal paths, so it can be connected to the rest of the area.

Crager expressed confidence in the estimates. The Children & Family Services (CFS) Mental Health Program has outgrown its 3,411 square feet space and needs more space to provide adequate services. The budget includes a large increase for that purpose due to the large increase in community mental health needs. The estimated cost in Measure 2-140 was \$1.5 million. Now costs are rising. Finance spent the last 45 days discussing service needs with Holland and Sands.

A revised cost estimate, based on the national average for rehabilitation, is \$350 per square foot (PSF). Facilities recommends \$450 PSF to address code requirements at the Sunset Building. The Oregon State University Extension Service will have to move. As with the old BOC Building, ADA and restroom upgrades will cost \$5.3-5.4 million. To mitigate cost before construction, Crager added a 10% contingency, which brings total cost to about \$6 million (best case). There needs to be a larger conversation about countywide Health needs. Investment here would be more of a Phase I approach.

Augerot commented that this reinforces the need for an overall County facilities master plan rather than building ad hoc.

Holland concurred. There is still much to consider on Health Department and Community Health Centers space needs. While Behavioral Health's needs could be addressed with a two-year lease, and short session discussions to build funding and planning time, Holland recommended that the County consider longer-term planning.

Sands noted this discussion is due to pressure points Behavioral Health is experiencing regarding the CSF program. The current location has safety and capacity issues. Sands advocated for a longer-term, more thoughtful approach to the \$20,000, considering how to invest and how it will affect the Health system as a whole. Creative retooling of resources is needed to address immediate staff/client safety issues and waiting lists. Sands thanked Stockhoff and Wallsinger for starting preliminary discussions and solutions in order to buy time.

Malone had asked Wallsinger if the Sunset Building was structurally worth the investment. Wallsinger replied it is a solid asset. As with the Juvenile Department, preventing problems is the goal. The estimate increased from \$1.5 million to almost \$6 million because this is a more accurate estimate with price escalations and a more thoughtful design. Malone favors investing in prevention for long-range results. These programs might receive State help. Multiple funding streams, matching, and partners are needed.

Sands pointed out that the Department of Human Services office across the street from the Sunset Building contributes to a co-location best practices model.

Malone suggested improvements in transportation to and from these services.

Crager discussed 2023-25 CIPs. A CIP Committee reviewed applications to help prioritize. The committee established a maximum funding award of \$500,000 to ensure there were enough resources to meet multiple needs. Project sponsors were asked if a project could be scaled to that amount in a phased approach. Crager described committee criteria (see presentation). Projects addressing safety and health issues, greenhouse gas emissions and/or energy efficiency/sustainability, and direct revenue generation were prioritized. Projects should be shovel ready and able to be completed in one year.

Results of analysis: three Public Works (PW) projects can be paid with other resources. Two projects (from Community Development (CD) and Natural Areas, Parks & Events (NAPE)) were reduced to \$500,000. The NAPE Jackson-Frazier Boardwalk can be phased; \$500,000 could leverage other funding. CD's permitting system is a one-time expense that would be difficult to scale. Adjustments resulted in a \$1,100,500 total reduction in requests. Individual projects from Assessment, CD, and NAPE updated estimates for a net increase of \$72,000. The total updated estimated need was \$2,874,102 for 32 projects.

Crager showed a list of possible projects (see presentation). Projects were ranked 1-4 based on the criteria. The entire committee supported awarding \$1,752,102 million to priorities 1-3, then revisiting priority 4 projects when there is more funding. Staff suggest delaying five other PW projects. The County may receive Federal funds for the Monroe Health Center, and some of the CIP budget is for improvements to the existing Center, so staff will wait and see. Some Sunset Building renovations are included in the CIP, but others might be deferred.

Augerot praised the presentation and the prioritization criteria. Augerot requested details on "State Court Pool Funds" and the "Zero Cut Curb Project" for the Kalapuya Building.

Crager explained that the State Courts requested some funds for small projects that do not fit the scope of normal County facilities projects.

Wallsinger explained that the curb project would change existing four-inch curbs to parking lot height, which is more accessible for people with mobility issues.

Augerot received a community email about pavement repair on the Martin Luther King, Junior bicycle/pedestrian path, which presents liability issues due to heavy use. Augerot asked if that was on the project list, and why it was not a higher priority.

Stockhoff replied the path is prioritized highly under Surface Preservation. The Road Fund cannot be used for that project.

Augerot asked if the County would transfer that path to the City of Corvallis once it is upgraded.

Stockhoff replied the County will make another attempt. The work may occur in 2024, depending on staff capacity.

Malone thanked Crager and team and stated this was the best CIP process he had experienced, arriving at clearer priorities.

Crager discussed County ARPA grants (see presentation); \$4.2 million were unallocated. Staff surveyed partners. There were 10 respondents with 21 potential projects. Seven received ARPA grants in 2022. Two did not participate last year, and one applied but did not receive funding. Project needs are estimated at \$5.03 million. The largest category was long-term housing security, totaling \$3.37 million (67.08% of funds). About 56% of funds relate to infrastructure.

Crager discussed 2022 ARPA grant recipients. As of May 2022, there were 19 project grants totaling \$2,685,320. As of June 30, 2023, 10 of 19 fully spent the grants (approximately 76% of total grants). Four recipients expended less than 50%; staff are watching those closely. Overall, staff are relatively pleased and projects have been successful.

Steed noted that the 2023 submitted projects provided a great deal of data, which staff can provide to the Board. Many requests came in to support homelessness, child/youth activities, and mental health.

Regarding Collins's question about extending previous grants, Augerot asked about the deadline to use up 2022 funds, and whether the funds can change purpose.

Crager replied that current grants have flexibility in expenditure. Funds must be obligated by December 31, 2024. There is no hard deadline for expenditure. Finance has worked with recipients that needed to change budget categories, as long as that is still within eligible ARPA uses. Finance made clear to recipients that there are no guarantees of an extension of existing grants, and priorities could change.

Augerot noted that the County's ideal was to put forth \$6 million in community grants, but at that time there were more CARES/ARPA funds and the prospect of Measure 2-140 passing. It is difficult to not meet community need, but there are many demands for funding.

Malone added the County is addressing community needs that are directly Benton County projects; it was necessary to reset priorities.

Crager shared that the County continues to work with the State to balance the Courthouse Replacement Project in the current budget, discussing ways to reduce costs while still meeting standards and goals. Discussions have gone fairly well. This week the County will meet with the Courts to see if the proposed layout meets the Courts' overall needs. The State has agreed to split site development cost evenly with the County. Soon the County will know the exact elements of agreement, then discuss whether that is affordable. The County is short about \$1.5-2 million based on current drawings. Ground-breaking was already delayed until **March 2023**. The project is losing \$200,000 per month in terms of cost inflation; details must be finalized soon.

Malone noted that as the County clarifies the agreement with Oregon Judicial Department, some reserve is needed in case of overrun.

Crager explained that the Homeless Navigation Center (HNC) was in Measure 2-140 and was part of the State legislative request; the County did not receive either resource. Efforts to find other funding will continue. **Staff continue discussions with Corvallis, which has dedicated Community Development Block Grant funds as a match [still, or fell through?].** Holland and Crager want to stay in close connection with Hobgood and CDDC. The State legislature

provided \$550,000 for the Historic Courthouse (HCH) boiler and roof. The Board has supported warming/cooling centers, but the County is out of funding for that. Altogether the County has \$90 million of projects, all in the next two to three years. It is important to consider staff capacity.

Staff recommend \$90 million in projects plus continued efforts to fund a jail replacement:

- ARPA \$7.2 million: some must be used for eligible categories, but up to \$10 million is replacement revenue, which can be used for any government purpose. Up to \$2.5 million of categorical ARPA resources could go towards the new EOC at funding model two.
- \$1.75 million for Priority 1-3 CIPs using CIP resources.
- \$200,000 in two-year funding for a warming/cooling center using categorical ARPA and CIP resources. There are no other resources currently.
- \$350,000 roof replacement for the HCH using CIP resources.
- \$2.4 million in reserve resources for the ongoing cost escalation risk of current CIPs, and the need for potential match or commitments to leverage more gap funding. Crager expressed concern about cost escalation and supported legislative opportunities for projects like the CFS remodel.

Augerot was disappointed that there was more demand than available funding, but favored Crager's recommended plan. Regarding the HCH roof, the State legislature has not put any funds into capital repairs for the last three biennia. The County must take care of its asset, regardless of how the building is used in future; the Courts and District Attorney's Office will be in the building for at least two to three more years. A reserve is a good idea to be ready for match funding opportunities, and to support the HNC if another site is found and there is an immediate need to move forward. The Board will make many of those decisions judiciously and try to constrain costs. Some contractor labor costs are coming down, so hopefully escalation will not continue as it has for the last several years.

Wyse asked about the urgency on making this decision.

Crager replied there is urgency, particularly for the first round of the EOC, due to a Federal deadline. There is also urgency to avoid more cost escalation and not lose opportunities. CIPs could be delayed, but all are ready to proceed. There is also the seasonal timing for a warming/cooling center.

Wyse asked if the Board must decide today, or could continue discussion this week.

Augerot suggested making a partial decision, going ahead with the EOC, which would allow PW to begin planning for Engineering & Design. Augerot noted that cooling/warming is a huge emphasis for Oregon Health Authority (OHA), but asked if that was an actual mandate. Many counties have developed programs in response to OHA.

Holland replied that OHA has issued some guidance on cooling/warming. OHA emphasizes daytime centers for people with medical equipment or who have no air conditioning or heat, but not overnight sheltering, whereas the County has been funding severe weather overflow sheltering. County service providers have reduced capacity for emergency non-weather-related sheltering, so demand will be very high. Also, the thresholds where the County activates sheltering are quite cold. This may be a challenging year if there is not additional support for homeless service providers.

Augerot commented that this speaks to the need for some uncommitted funds to meet community need before it becomes a crisis.

Malone agreed about the need for a significant reserve, which provides flexibility to fill gaps as numbers firm up. Malone was comfortable approving the proposal.

Augerot would also prefer to decide today and was comfortable with proposal, but would like to hear from Wyse.

Wyse stated that all of this work is smart, strategic, and prudent. However, Wyse previously said she wanted to set aside ARPA funds for community needs, so it does not feel good to rescind and not allocate the funds. The plan is solid, but Wyse did not feel good about not doing what she said she would do.

Augerot echoed the concern, but time and context is constantly changing.

MOTION: Augerot moved to allocate \$4,802,102 of current unallocated resources from the 2023-25 budget to be allocated as follows: \$1,752,102 to the Capital Improvement Program to support the recommendation of the CIP Committee; an amount not to exceed \$2,500,000 to provide the gap funding necessary to construct a new Emergency Operation Center on the North Site; \$200,000 to support the ongoing effort of providing a warming and cooling center for the homeless; and \$350,000 for a roof replacement for the Historic Courthouse. Wyse seconded the motion, which **carried 3-0.**

Chair Malone recessed the meeting at 11:10 a.m. and reconvened at 11:21 a.m.

5. Work Session

5.1 Update from Corvallis-Benton County Economic Development Office (EDO) – Jerry Sorte, Christopher Jacobs, Corvallis-Benton County Economic Development Office; Paul Bilotta, Corvallis Community Development Director

Bilotta introduced new EDO Manager Jacobs, and announced that EDO is moving into the Corvallis Community Development Department.

Sorte provided a project summary. In 2022, EDO helped create the Philomath Enterprise Zone, issuing the first approval for an expanding business. EDO is now working with two other Philomath businesses. EDO received \$275,000 of County ARPA funds to implement a business grant program; of that, \$275,260 will fund \$10,000 grants for Benton County businesses. The first round will award about 18 grants; round two ends on September 13, 2023. Grants are awarded through a lottery, so applications can be submitted over several weeks. EDO is partnering with Central Willamette Credit Union for that program. Funds should all be distributed by end of September 2023.

Augerot noted that part of the funding and assistance should be given outside of Corvallis, since downtown development is of interest in all Benton cities.

Bilotta replied that is one of EDO's first priorities. The grant interview panel included people from outside of Corvallis.

Malone expressed disappointment that it took so long to fill the manager position, as some opportunities may have been missed, but hopefully that will change. Malone suggested continuing the past e-bicycle subsidy program with Pacific Power, which had real impact for low-income residents.

Bilotta noted that the City Manager's Office caused the delay, not EDO.

Augerot asked about funds from Senator Sara Gelser-Blouin for the Food Hub, which residents have inquired about.

Jacobs replied that a draft sub-recipient agreement awaits County signature. An RFP for a gap analysis contractor will be released this month, and a working group was convened to review the plan. Funds should be issued before the June 2024 deadline.

Crager noted the County has approved the sub-recipient agreement.

Malone invited Jacobs to return in six to eight weeks with more program specifics and potential future efforts.

6. Consent Calendar

6.1 Appointment to the Corvallis-Benton Economic Development Coalition, Order D2023-069: Todd Nystrom

6.2 Approval of the August 15, 2023 Board Meeting Minutes

6.3 Approval of the August 1, 2023 Board Meeting Minutes

6.4 Approval of the June 27, 2023 Planning Commission Meeting Minutes

6.5 Approval of the July 19, 2022 Special Board Meeting Minutes

MOTION: Augerot moved to approve the Consent Calendar of September 5, 2023. Wyse seconded the motion, which **carried 3-0.**

7. Proclamations

7.1 In the Matter of Proclaiming September as National Preparedness Month, Proclamation P2023-014 – Bryan Lee, Sheriff's Office

Lee read the proclamation aloud.

MOTION: Augerot moved to proclaim September as National Preparedness Month in Benton County, Proclamation P2023-014. Wyse seconded the motion, which **carried 3-0.**

7.2 In the Matter of Proclaiming September 17, 2023, as Constitution Day in Benton County, Proclamation P2023-015 – Board Chair Pat Malone

Malone read the proclamation aloud.

MOTION: Wyse moved to declare September 17, 2023 as Constitution Day in Benton County. Augerot seconded the motion, which **carried 3-0.**

8. *Public Hearing

PH1 In the Matter of a Public Hearing Regarding the Vacation of a Portion of North 20th Place, County Road No. 26632, Resolution #2023- 070 – Joe Mardis, Public Works

Chair Malone opened the Public Hearing at 11:41 a.m.

Staff Report

Mardis explained that the vacation of the end of North 20th Place in the City of Philomath was petitioned by resident Glorietta Bay in order to put in a recreational vehicle park. The other dedicator is the McCabe Trust. Bay will receive 40 feet of right-of-way and McCabe will receive 20 feet. There will be a reservation for all future public utility easements for Philomath, and for all public franchise utilities. The driveway is well-placed and will be built to County standard. Everything else not dedicated to the vacation goes to the City of Philomath. Mardis will provide documents to Philomath City Manager Chris Bergman so the City can provide a concurrence.

Malone noted that the Board received several community member emails voicing concerns about this process.

Mardis received and addressed those emails. One resident had confused a through road with a road vacation, which means the road is no longer public. This will fit with the resident's desire for a quiet neighborhood. Staff recommend approval of the vacation.

Public Comment

No verbal comment was provided.

Counsel noted that three emails from community members are part of the meeting record (Exhibits 1-3).

Malone shared that the emails were received by the Board on August 18, 2023.

MOTION: Wyse moved, pursuant to ORS 368.326 through 368.341, to vacate a portion of North 20th Place, County Road #26632 as described in order #D2023-070. Augerot seconded the motion, which **carried 3-0.**

Chair Malone closed the Public Hearing at 11:50 a.m.

{Exhibit 1: Kyle Cupp email}

{Exhibit 2: Brent Kaseman email}

{Exhibit 3: Genece Cupp email}

PH2 In the Matter of Amending the Benton County Comprehensive Plan and Zoning Map, Regarding the Adair Village Urban Growth Boundary (UGB), Ordinance 2023-0320 – Pat Depa, Community Development; Pat Hare, Adair Village City Administrator

Chair Malone opened the Public Hearing at 11:50 a.m.

Staff Report

Depa shared that both Planning Commissions have recommended approval. Other than the Oregon Department of Transportation (ODOT), which was also in favor, no input was received. This is essentially a map correction, a sliver of Oregon Department of Fish & Wildlife (ODFW) property that extended along the entire southern border of the right-of-way on Ryals Avenue. This item was missed in the 2022 UGB amendment. The land will be attached to the 42-acre piece adopted earlier this year, to be part of annexation at a later date.

Hare added that staff had placed the sliver on the maps, but did not write the description. This will allow the City of Adair Village to put in a bicycle lane and planting strip, which benefits the County.

Depa added that ODOT was in favor because extending the work on Ryals Road provides a safe off-ramp for bicycles from Highway 99 West.

Public Comment

No comment was provided.

Chair Malone closed the Public Hearing at 11:57 a.m.

MOTION: Augerot moved that the Board of County Commissioners direct staff to prepare an Ordinance to accept the County Planning Commission’s recommendation to approve the comprehensive plan amendment and zoning map amendment proposed in legislative file LU-23-029, with the specifications in the packet. Wyse seconded the motion. Wyse asked if it was necessary to add the suggested example ‘inclusion of the .12 acres’. Counsel replied no, that was included in the packet. The motion **carried 3-0.**

Counsel noted that Community Development will return in two weeks with an ordinance to change the UGB. A second reading will be held two weeks after that, and the ordinance will take effect 30 days later.

9. New Business

**9.1 Letter of Support for Alsea Community Effort and Hope Grange –
*Commissioner Augerot***

Augerot explained that the letter was requested by Alsea resident Camille Chadwick from Alsea Community Effort and Alsea Hope Grange, to support a proposal to T-Mobile for upgrading the grange hall to use for service projects, youth events, and local community meetings. Because Alsea is unincorporated, meeting space is important.

MOTION: Augerot moved to agree to the letter of support for Alsea Community Effort to fund the project to be submitted to the T-Mobile Hometown Grants program. Wyse seconded the motion, which **carried 3-0.**

9.2 Recognition of Service: Pat Depa, Community Development – *Board of Commissioners*

Associate Planner Pat Depa is leaving Benton County to take a position as Senior Planner in the City of Sandy, Oregon. Depa thanked the Board, Planning Commission, and City Managers for

creating and supporting this position. Depa helped update the master plans of the Cities of Philomath, Monroe, and Adair Village.

Augerot commented that this position, created in partnership with the small cities, did exactly what the Board intended, aligning code and improving the understanding of joint planning responsibilities for the benefit of Benton communities. Augerot thanked Depa for this work.

Malone thanked Depa on behalf of Benton County for developing this position, helping to standardize codes around the County, and bringing a level of professionalism.

Wyse thanked Depa for his impacts on Benton County and the cities.

10. Old Business

10.1 Sustainable Materials Management Plan (SMMP): Final Draft Request for Proposals (RFP) and Recommended Next Steps – *Darren Nichols, Community Development*

Nichols thanked Redick and the temporary committee for this final draft, to be issued September 12, 2023. The plan includes a proposed ad hoc committee structure; specific participants are still under discussion. The committee will advise the Board and work with a consulting team and the community to develop the SMMP. There is also a draft committee charge for the group's initial direction and scope of work, and a draft listening session concept.

Redick noted that the only change to the RFP that is not included here is a typo noticed by a community member: on RFP page 19/ page 197 of the packet, section E, number two: 'and nature of the transit program services', delete 'transit program.'

Nichols thanked Stockhoff and Counsel for helping with the template.

Regarding Eklund's comment on the statistic on draft page 20, Augerot noted the statistic is used somewhat differently than in the past, but asked if it is possible to make these definitive statements about greenhouse gas emissions and where those are incurred in the lifecycle of solid waste, based on the 2015 DEQ report. Augerot asked staff to double-check that statistic, so as not to minimize the current impact of landfill emissions.

Redick responded that staff have double-checked; the intention is to call out the real benefits of looking upstream, not to minimize the impacts downstream. A key part of the RFP is recognizing impacts that can be avoided by being more inclusive of other lifecycle phases. DEQ staff have often framed the data this way: 99% of emissions have been upstream from the consumer, 1% happen downstream. This is not an exaggeration or an estimate; it comes from data in the greenhouse gas emissions inventory. Redick was confident in using those statistics in this document.

MOTION 1: Augerot moved to accept the revised Request For Proposals and direct staff to issue the request for proposals broadly with the intent to invite responses from national and international qualified firms and teams. Wyse seconded the motion, which **carried 3-0.**

Augerot commented regarding group membership that the list of governmental agencies includes Benton County, but not the Health Department. Augerot requested Health participation.

Nichols replied that this process will be inclusive of all relevant County departments, including Health, Public Works, the Board's Office, and Sustainability. Details will be determined in the revised scope of work.

Malone asked if others could be added to the group later.

Nichols confirmed; staff will return with a starting group of names. Nichols asked the Board to consider appointing a chair or leader for the effort. Staff would like more time to structure that.

Malone suggested having an executive committee as well as a chair.

Nichols favored the suggestion. Executive committees are best when selected by their peers, so Nichols suggested that the County determine the full group, then determine the best mix for an Executive Committee from that group.

Wyse asked if Augerot's concern had been addressed.

Augerot confirmed. Environmental Health is an important part of the SMMP.

MOTION 2: Augerot moved to accept the proposed committee structure and direct staff to prepare and present to the Board of Commissioners a list of proposed ad hoc committee members consistent with the proposed structure. Wyse seconded the motion, which **carried, 3-0.**

Nichols pointed out that the packet has an explanation of previous County policy, pulling from Solid Waste Advisory Council and Disposal Site Advisory Committee (DSAC) bylaws into a charge for the ad hoc committee. Nichols using this as a starting point for conversations with organizations about potential committee members, so everyone knows what is expected before committing. This is a draft charge.

MOTION 3: Wyse moved to accept the ad hoc Sustainable Materials Management Committee charge and direct staff to draft for Board approval revised DSAC bylaws consistent with the ad hoc Sustainable Materials Management Committee Charge and Oregon Revised Statute 459.325. Wyse further moved to direct staff to schedule monthly DSAC meetings and create meeting agendas to fulfill Benton County's statutory responsibilities in October, November, and December 2023. Augerot seconded the motion.

Augerot asked if the committee to be appointed would have bylaws or a charter the Board will approve, given that the committee is ad hoc.

Counsel stated there are no bylaws for an ad hoc committee; the charge functions in place of that. Once there is a more permanent Solid Waste Management Committee, that will have bylaws.

Nichols added that this charge and the scope of work establish members' responsibilities. The Board will consider and approve the scope of work once a contractor is selected.

MOTION 3 carried, 3-0.

Nichols recognized the need for the Board to connect with the community on these issues. Staff have outlined a forum for the Board to listen to the community, including time, location, and agenda. Nichols recommended that the forum be facilitated and focus on constructive community suggestions on how to develop and implement an appropriate SMMP for the County.

Wyse asked who was being considered as a facilitator.

Nichols recommended Oregon Consensus (OC), whose Project Manager Robin Harkless helped facilitate policy dialogue around Senate Bill 582, the Plastic Pollution and Recycling Modernization Act. Topical expertise could help with Benton's conversation. The second option is an affiliated practitioner on OC's list; the third is existing staff, but Nichols invited other suggestions.

Wyse asked if the cost of a facilitator had been budgeted.

Nichols replied that the cost for a one-day facilitation is part of the SMMP budget. The County will likely need some specific outside expertise in future, so it would be good to contract a firm for this.

Malone praised the idea of a facilitated effort and asked if there could be a second session if interest warrants.

Nichols favored the idea. Staff could retain a firm with the understanding that the County might want other advice or additional listening sessions. A few other firms may want to put in a bid. OC would not put in an RFP response. Staff will ask RFP respondents to include this kind of expertise so the County can stay connected to the community as the SMMP work unfolds.

MOTION 4: Wyse moved to accept the listening session concept and direct staff to select a facilitator and begin planning the event. Malone seconded the motion, which **carried 2-0**. (Augerot had left the meeting at that time.)

Malone thanked Nichols and team for making good progress on refining the path forward.

11. Other

No other business was discussed.

12. Adjournment

Chair Malone adjourned the meeting at 12:32 p.m.

Pat Malone, Chair

Erika Milo, Recorder

** NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.*

OLD BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/03/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Community Development

Contact Name * Darren Nichols

Phone Extension * 5417666394

Meeting Attendee Name * Darren Nichols, Pat Hare (invited)

Agenda Item Details

Item Title * Second Reading of Ordinance 2023-0320 Amending the Benton County Comprehensive Plan Map and Zoning Map, Regarding the Adair Village Urban Growth Boundary

Item Involves * Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

Estimated Time * 10 minutes

Board/Committee Involvement * Yes
 No

**Name of
Board/Committee**

Benton County Planning Commission, City of
Adair Village

Advertisement*

- Yes
 No

**Names/Dates of
Publications**

List each publication name and date
September 5, 2023, Corvallis Gazette-Times

Issues and Fiscal Impact

Item Issues and Description

**Identified Salient
Issues***

On September 5, 2023, the Board of Commissioners approved an amendment of the Adair Village Urban Growth Boundary and directed the Community Development director to prepare this Ordinance for First Reading. On September 19, 2023, the Board conducted a First Reading of the Ordinance.

Options*

Conduct the Second Reading of this Ordinance

Fiscal Impact*

- Yes
- No

2040 Thriving Communities Initiative

Mandated Service? * Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Mandated Service Description * If this agenda checklist describes a mandated service or other function, please describe here.

Benton County is required by Statewide planning goal 2 to coordinate certain planning and land use actions with other local governments, including the approval and mapping of urban growth boundaries and the annexation of land previously within the County's jurisdiction.

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values * Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- NA

Explain Core Values Selections * The Core Values apply to the orderly and efficient urbanization and use of land within Benton County. Decision about Adair Village's urban growth boundary will impact the city's ability to provide needed services and will determine how the city becomes a walkable, connected and complete community. Adair Village residents have also expressed a desire for more commercial development in their city - development that depends on a critical mass of residents to support a basic level of commercial services.

Focus Areas and Vision * Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- NA

**Explain Focus Areas
and Vision
Selection***

The approved urban growth boundary amendment specifically helps the city and county address bicycle and pedestrian infrastructure needs adjacent to Oregon Highway 99 and along Ryals Avenue. An earlier (and adjacent) boundary amendment also addressed a demonstrated need for housing.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff recommends the Board conduct the Second Reading of Ordinance 2023-0320.

Meeting Motions * I move to ...
...enact Ordinance Number 2023-0320, amending the Adair Village urban growth boundary by conducting a Second Reading of the Ordinance.

Meeting Motion

I move to ...
... enact Ordinance Number 2023-0320, amending the Adair Village urban growth boundary by conducting a Second Reading of the Ordinance.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

BOC Ordinance No. 2023-0320 City of Adair Village

UGB Amendment - Prepared for SECOND READING 468.48KB

10.03.2023.pdf

Comments (optional)

If you have any questions, please call ext.6800

**Department
Approver**

AMANDA MAKEPEACE

1.

Department Approval

Comments

Signature

Amanda Makepeace

2.

Counsel Approval

Comments

Signature

Vance H. Croney

3.

County Administrator Approval

Comments

Signature

Rick Crager

4.

BOC Final Approval

Comments

Signature

Amanda Makepeace

**BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY
STATE OF OREGON**

**In the Matter of Amending the Benton) ORDINANCE
County Comprehensive Plan and Zoning)
Map, Regarding the Adair Village Urban) No. 2023-0320
Growth Boundary.**

WHEREAS:

This matter comes before the Benton County Board of Commissioners as a legislative proposal to amend the Benton County Comprehensive Plan to amend the City of Adair Village’s urban growth boundary (UGB) and amend the County Zoning Map to change the zoning of the subject property from Exclusive Farm Use to Urban Residential – 50-acre Minimum Parcel Size.

In response to population projections prepared by the Population Research Center of Portland State University, the City of Adair Village produced a buildable lands inventory in 2022 demonstrating that land available for residential development within the urban growth boundary was insufficient to meet 20-year projected demand for housing. Pursuant to Oregon Revised Statute and Administrative Rules, the City was required to address the deficiency in needed land, which it did by expanding the urban growth boundary in December 2022. The 0.12-acre subject property is an addition to that 2022 UGB amendment under File #LU-22-038 and Ordinance No. 2023-0317.

The City’s 2022 analysis demonstrated that the properties proposed for addition to the urban growth boundary were the most suitable, including the remnant 0.12-acre subject property, consistent with the methodology in Oregon Administrative Rule.

Pursuant to an Urban Growth Management Agreement between Benton County and the City of Adair Village, the Benton County Planning Commission and the City of Adair Village Planning Commission held duly advertised joint public hearings on July 18, 2023, and received public testimony. The Benton County Planning Commission deliberated and voted to recommend that the Board of Commissioners approve the UGB amendment and Zoning Map amendment.

The Benton County Board of Commissioners and the Adair Village City Council respectively held duly advertised public hearings on September 5, 2023, and received public testimony. The Board of Commissioners deliberated and voted to approve the

UGB amendment and Zoning Map amendment. The Benton County Board of Commissioners considered the staff report, recommendation of the County Planning Commission, and the record as a whole, and finds that the proposed Comprehensive Plan amendment complies with the review criteria in Section 17.3 of the Benton County Comprehensive Plan, and that the proposed Zoning Map amendment complies with the review criteria in Section 53.505 of the Benton County Development Code.

The Board of Commissioners conducted the First Reading of the proposed Ordinance on September 19, 2023.

The Board of Commissioners conducted the Second Reading of the proposed Ordinance on October 3, 2023.

NOW THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF BENTON COUNTY ORDAINS AS FOLLOWS:

PART I. Short Title. Amendments to the Benton County Comprehensive Plan and Zoning Map, Regarding the Adair Village Urban Growth Boundary.

PART II. Authority. The Board of County Commissioners of Benton County has authority to amend the Comprehensive Plan and Zoning Map pursuant to Oregon Revised Statute Chapter 215 and the Benton County Charter.

PART III. Decision: The urban growth boundary amendment proposed in Planning File No. LU-23-029 is hereby approved, based on Findings and Conclusions contained in attached "Exhibit 3" adopted and incorporated herein.

PART IV. The Benton County Comprehensive Plan is hereby amended to reflect the inclusion into the Adair Village urban growth boundary of the 0.12-acre property as shown in "Exhibit 1".

PART IV. The Benton County Zoning Map is hereby amended to designate as "Urban Residential – 50-acre Minimum Parcel Size" the 0.12-acre property shown in "Exhibit 2."

PART V. The effective date for these amendments will be:

First Reading: September 19, 2023

Second Reading: October 3, 2023

Effective Date: November 3, 2023

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**BENTON COUNTY BOARD OF
COMMISSIONERS**

Pat Malone, Chair

Xanthippe Augerot, Vice Chair

Nancy Wyse, Commissioner

Approved as to Form:

County Counsel

Recording Secretary

Exhibit 1

**Amendment to Benton County Comprehensive Plan
Adair Village Urban Growth Boundary
File No. LU-23-029**

Legal Descriptions of Properties to be Added to the Adair Village Urban Growth Boundary

1. Oregon Department of Fish & Wildlife (ODFW) Property: Assessment Map & Tax Lot No. 104300001400. 0.12 acres located on the south side of Ryals Avenue at the southeast corner of Ryals Avenue & Oregon Highway 99W. The 0.12-acre remnant property is proposed for residential development.

Proposed UGB Expansion Map

**Southeast corner of Ryals Avenue & Highway 99W
0.12 Acres**



Amendment to the Benton County Zoning Map

File No. LU-23-029

Legal Descriptions of Properties to be Re-zoned Urban Residential-50

1. Oregon Department of Fish & Wildlife (ODFW) Property: Assessment Map & Tax Lot No. 104300001400. 0.12 acres located on the south side of Ryals Avenue at the southeast corner of Ryals Avenue & Highway 99W. The 0.12-acre property is proposed for residential development.



Exhibit 3

Findings of Fact and Conclusions of Law

Adair Village Urban Growth Boundary Amendment; LU-23-029

The findings are contained in the following two documents:

- A. Justifications and Findings document. Findings specific to the review criteria in Benton County's Comprehensive Plan and Development Code are found on Pages 71 - 78.
- B. Additional Findings – August 16, 2023, Staff Report

DEPARTMENTAL REPORTS AND REQUESTS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/03/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Rick Crager

Phone Extension * 6246

Meeting Attendee Name * Darren Nichols

Agenda Item Details

Item Title * Request to Apply for Oregon DLCD Technical Assistance Planning Grant

Item Involves * Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

Estimated Time * 20 minutes

Board/Committee Involvement * Yes No

Advertisement*

Yes

No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

Under Oregon's statewide planning program, Benton County is responsible to adopt a comprehensive plan and land use development code in coordination with adjacent state and local jurisdictions. In its comprehensive planning role, the County is also responsible to periodically update its comprehensive plan and implementing ordinances.

Over the past several years, the planning commission and board of commissioners have identified on a list of long range planning needs. More recently, the planning commission and board of commissioners have begun a series of quarterly meetings to discuss priority planning needs and to explore tools to address those needs.

At a July 2023 meeting, the two bodies discussed the possibility of using state statute to conduct a "voluntary periodic review¹" which would provide a framework to address long-range planning. Voluntary periodic review, approved by the county and the state, provides a formal three-year workplan for completing strategic high-priority planning with technical assistance from the state's periodic review assistance team, and financial assistance from the State of Oregon - Department of Land Conservation and Development.

Following direction from the board of commissioners and with general support from the planning commission, staff convened initial discussions with DLCD representatives and with senior planning staff from Wasco County and the City of Corvallis. Those initial meetings provided additional information regarding specific opportunities and steps to initiate a successful periodic review of the County comprehensive plan.

1

Options *

Direct Community Development Director to move forward with plan as outlined in attached memo.

Direct Community Development Director to move forward with alternative plan then what is outlined in attached memo.

Direct Community Development Director to not move forward.

Fiscal Impact *

- Yes
 No

Fiscal Impact Description *

The Community Development Department has appropriate match funding required by the grant.

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Mandated Service Description* If this agenda checklist describes a mandated service or other function, please describe here.
County is responsible for adopting a comprehensive plan and land use development code in coordinate with adjacent stand and local jurisdictions.

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values* Select all that apply.
 Vibrant, Livable Communities
 Supportive People Resources
 High Quality Environment and Access
 Diverse Economy that Fits
 Community Resilience
 Equity for Everyone
 Health in All Actions
 NA

Explain Core Values Selections* The comprehensive plan and land use helps to effectively implement strategies that touches all core values.

Focus Areas and Vision* Select all that apply.
 Community Safety
 Emergency Preparedness
 Outdoor Recreation
 Prosperous Economy
 Environment and Natural Resources
 Mobility and Transportation
 Housing and Growth
 Arts, Entertainment, Culture, and History
 Food and Agriculture
 Lifelong Learning and Education
 NA

Explain Focus Areas and Vision Selection* The comprehensive plan and land use helps to effectively implement strategies that are within all focus areas.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Staff recommend the Board approve the request as outlined in the attached memorandum.

Meeting Motions* I move to ...
approve the submission of technical assistant grant application in an amount to be determined to the Department of Land Conservation and Development, and direct the Community Development Director, in partnership with DLCD, to take the necessary steps in creating a preliminary plan, scope of work, and budget for a voluntary period review workplan.

Meeting Motion

I move to ...

...approve the submission of technical assistant grant application in an amount to be determined to the Department of Land Conservation and Development, and direct the Community Development Director, in partnership with DLCD, to take the necessary steps in creating a preliminary plan, scope of work, and budget for a voluntary period review workplan.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

Request for BOC Authorization re DLCD planning
grant - 10.3.2023.pdf 172.8KB

Comments (optional) If you have any questions, please call ext.6800

Department Approver AMANDA MAKEPEACE

1.

Department Approval

Comments

Signature

Amanda Makepeace

2.

Counsel Approval

Comments

Signature

Vance H. Choney

3.

County Administrator Approval

Comments

Signature

Rick Crager

4

BOC Final Approval

Comments

Signature

Amanda Makepeace



4500 SW Research Way
Corvallis, OR 97333
(541) 766-6819
co.benton.or.us/cd

MEMORANDUM

TO: Benton County Board of Commissioners
FR: Darren Nichols, Community Development Director
DT: September 29, 2023
RE: Request for Board Authorization to Apply for Technical Assistance Planning Grant through the Oregon Department of Land Conservation and Development

Context

Comprehensive planning is the "blueprint" for local governments in Oregon and in most other parts of the United States. City comprehensive planning provides a blueprint for a specific incorporated community; county comprehensive planning provides the blueprint for a region.

Background

Under Oregon's statewide planning program, Benton County is responsible to adopt a comprehensive plan and land use development code in coordination with adjacent state and local jurisdictions. In its comprehensive planning role, the County is also responsible to periodically update its comprehensive plan and implementing ordinances.

Over the past several years, the planning commission and board of commissioners have identified on a list of long range planning needs. More recently, the planning commission and board of commissioners have begun a series of quarterly meetings to discuss priority planning needs and to explore tools to address those needs.

At a July 2023 meeting, the two bodies discussed the possibility of using state statute to conduct a "voluntary periodic review"¹ which would provide a framework to address long-range planning. Voluntary periodic review, approved by the county and the state, provides a formal three-year workplan for completing strategic high-priority planning with technical assistance from the state's periodic review assistance team, and financial assistance from the State of Oregon - Department of Land Conservation and Development.

Following direction from the board of commissioners and with general support from the planning commission, staff convened initial discussions with DLCD representatives and with senior planning staff from Wasco County and the City of Corvallis. Those initial meetings provided additional information regarding specific opportunities and steps to initiate a successful periodic review of the County comprehensive plan.

¹ See Oregon Revised Statute ([ORS 197.629\(6\)](#)) and Oregon Administrative Rule ([OAR 660-025-0035](#)).

Request

Community Development staff requests the Board take the following next steps:

- Authorize the Community Development Director to apply for technical assistance grant funding from the State of Oregon – Department of Land Conservation and Development in an amount to be determined ;
- Direct the Community Development Department to draft a preliminary work plan for discussion with the board of commissioners, planning commission and Benton County communities and departments, as well as with the urban and unincorporated jurisdictions in Benton County; and
- Direct the Community Development Department to work with the Oregon Department of Land Conservation and Development on a preliminary scope of work and budget for a voluntary periodic review workplan that:
 - meets County priority needs,
 - complies with state law, and
 - is reasonably achievable within the three-year timeframe set by state statute (ORS 197.629(6)).

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/03/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Natural Areas, Parks and Events

Contact Name * Tomi Douglas

Phone Extension * 5037666090

Meeting Attendee Name * Tomi Douglas

Agenda Item Details

Item Title * Request to Apply for an Oregon Arts Commission Grant

Item Involves * Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

Estimated Time * 5

Board/Committee Involvement * Yes
 No

Advertisement*

Yes

No

Item Issues and Description

Identified Salient Issues*

NAPE would like to submit an application to the Oregon Arts Commission Arts Build Communities grant. These funds would be used for the still-unnamed festival/event celebrating Fort Hoskins and featuring native storytelling and family activities.

Options*

This pool of grants from the OAC is specifically for municipal/tribe/government organizations producing arts events that strengthen communities. All grants are \$5,000, no match is required. Grants are due Wednesday Oct. 4.

Fiscal Impact*

- Yes
- No

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections*

A vibrant community is one that centers the history, heritage, arts and culture of it's people and celebrates their stories and wisdom through events and festivals, like this.

Focus Areas and Vision*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection*

This event and the grants required to support it, support working artists gathering with community to tell our shared history and stories.

Recommendations and Motions

Item Recommendations and Motions

Staff

Staff recommends approval of this grant application.

Recommendations *

Meeting Motions *

I move to ...

...approve NAPE staff to apply for the Oregon Arts Commission Arts Build Communities grant.

MEETING MOTION

I move to ...

... approve NAPE staff to reapply for the Oregon Arts Commission Arts Build Communities grant.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

ABC_FY24_Guidelines__CK_FINAL.pdf

122.22KB

Comments (optional) I will have a draft of the grant application for you to review before this meeting but just got the okay to apply from OAC.

If you have any questions, please call ext.6800

Department Approver

AMANDA MAKEPEACE

1.

Department Approval

Comments

Signature

Amanda Makepeace

2.

Counsel Approval

Comments

Signature

Vance H. Croney

3.

County Administrator Approval

Comments

Signature

Rick Crager

4.

BOC Final Approval

Comments

Signature

Amanda Makepeace



FY2024 Arts Build Communities Program

Application Deadline: 5:00 pm on Wednesday, October 4, 2023

Activity Period: January 1, 2024 – December 31, 2024

Award Amount: \$5,000

Para asistencia en español, llame al 971-345-1641.

Applications must be submitted through our online portal. Click here to go to our grants portal:

<http://oregon4biz.force.com/OAC/s/login/>

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About the Oregon Arts Commission

Vision

The Oregon Arts Commission envisions a future where communities celebrate creative expression, artists and arts organizations thrive through robust public support, the arts are recognized as an essential economic driver and Oregon is recognized as a leader for equity and inclusion in the arts.

Mission

To enhance the quality of life for all Oregonians through the arts by stimulating creativity, leadership and economic vitality.

Strategic Plan

The Arts Commission’s full strategic plan is available on our website at [Arts Comm Strategic Plan.pdf \(oregon.gov\)](#)

About the Arts Build Communities Program

Purpose

The purpose of the Arts Build Communities (ABC) Program is to support projects that address local community need through arts-based projects. This program recognizes the role that the arts play in the broad cultural, social, educational, economic and tourism sectors of community life. Support is provided to arts and other community-based organizations to form local partnerships to strengthen communities through projects that connect the arts with local challenges, issues, needs and opportunities.

The Arts Build Communities Program prioritizes projects that provide access to the arts for historically and currently underserved and under-resourced communities. This includes communities that historically or currently face systemic barriers as defined by, but not limited to, geography, race/ethnicity, tribal affiliation, immigration status, socioeconomic status, ability/disability, age (youth and aging people), sexual orientation, gender identity or veteran status. the [Oregon Arts Commission’s Diversity, Equity and Inclusion Action Plan.](#)

The ABC Program fosters partnerships which strengthen arts engagement, access and involvement in communities. Successful projects demonstrate building local capacity to strengthen the arts in a community through these local partnerships.

Projects must support the integration of the arts and artists with community goals and may include new initiatives, new program development, cultural tourism and the expansion of existing arts and community development projects. Pre-development, design fees and community planning activities are eligible.

Award Amounts

Arts Build Communities awards are \$5,000. The Arts Commission determines awards based on number of applications and available grant funds. There are limited resources and all applicants may not receive funding.

Indirect Costs

The Arts Commission does not prohibit organizations from including indirect costs in project budgets. However, a highly competitive application will include no more than the [federal de minimus](#) of 10%.

Payment Schedule

Awards will not be paid out until after the start of the 2024 calendar year. Applicants should plan accordingly.

Requirements and Limitations

Matching Requirements

Awards in this program must be matched dollar-for-dollar with earned, contributed or in-kind support. The most competitive applications have funding commitments from other grant makers or sources (earned or contributed). Federal funding from the National Endowment for the Arts makes up a portion of these awards. Because of this, these awards are typically not eligible for use as a match for other federal funds. Applicants with projects that include a high percentage of federal funds are encouraged to contact the Arts Commission with questions about federal match requirements.

Deadline

All applications must be submitted through our online grants portal: <https://oregon4biz.force.com/OAC/s/login/> no later than 5:00 pm on Wednesday, October 4, 2023, to receive consideration for funding. The Arts Commission is not responsible for late applications and cannot guarantee processing of applications submitted after the published deadline.

Eligibility

The Arts Commission has final determination on eligibility. The Commission may review eligibility at any time and request more information as necessary.

At the time of the application deadline, all applicant organizations must:

- Be a unit of municipal government (including libraries, schools and Tribal governments); or
- Operate as a nonprofit as evidenced by:
 - Current IRS 501(c)(3) federal tax-exempt status;
 - Active registration with the State of Oregon for corporate, non-profit status;
 - Current Unique Entity Identifier (UEI) from SAM.gov
 - If you already have an account at SAM.gov, log in to see your UEI.
 - If not, go to <https://sam.gov/content/entity-registration>

Organizations using a fiscal sponsor are not eligible to apply.

Limitations

Arts Build Communities Program funds may not be used for the following:

- Events whose primary focus is to raise funds for a non-arts purpose;
- Services to entities located outside Oregon;
- Activities that take place outside the grant's defined activity dates; or
- Tuition assistance or scholarships for college, university or other degree-bearing courses of study.

How Applications are Reviewed

Arts Commission staff reviews submitted applications for eligibility, completeness and accuracy. Applications that meet program requirements are accepted for further review.

Applications are then reviewed by a panel of professionals with experience in the arts and other fields relevant to the program. The Arts Commission considers panel recommendations for funding and determines final award amounts.

Membership on review panels changes every year, so applicants should not assume that panelists have any prior knowledge of their work. Applicants who would like to nominate a panelist for consideration to review applications may do so by completing the [Panel Interest Form here](#).

Review Criteria

The following review criteria will be used to evaluate applications:

- **Project Objective and Project Quality (0 to 40 points):**
 - Importance, value or impact of local community problem issue or need that is being addressed through the project;
 - How clearly the application articulates how the project was identified and how it responds to a community need;
 - The degree to which the project shows evidence of strong artistic excellence and merit and serves the intended population;

- Evidence of a realistic timeline for the creation and delivery of the project within the grant period (calendar year 2024).
- **Community Impact (0 to 30 points):**
 - Project provides broad, inclusive access to underserved populations;
 - Clear explanation of how the underserved population will be ensured access to the project;
 - The project engages the underserved population in project development, delivery and leadership.
- **Organizational Capacity and Project Partners (0 to 30 points):**
 - Accuracy and clarity of budget;
 - Budget that demonstrates adequate resources to complete the project successfully;
 - Alignment of organizational mission and experience to the project design;
 - Project leads' skills and experience are well-aligned with the project, as evidenced by descriptions or attached bios;
 - Evidence of the necessary experience, commitment and organizational stability to successfully complete the project by the applicant organization;
 - Community support and commitment, as evidenced by a description of the roles of key partners and collaborators involved in the planning and implementation of the project; and
 - Clear project outcomes and evidence that the project will benefit, strengthen and have impact on both local arts and the community.

Application Materials

Application Questions

- **Organizational Information**
- **Project Partners and Collaborators (up to three)**
- **Mission Statement (max 800 characters)**
- **Project Summary (max 500 characters):** Use the following language template to provide a description of the proposed project including the primary location, timeframe and its intended outcomes, identifying specifically how Arts Commission funds would be used:

*“XYZ Organization requests \$ Amount to support Project Name and project description. Please state: “requested funds will be used for _____.”
(For example, artist fees, provide transportation, or purchase art supplies, etc.).*
- **Project Objective and Project Quality (max 7,000 characters):**
 - Describe the local community problem, issue or need that is being addressed through this project;
 - Describe the process for identifying the project need and who was involved;
 - Describe how the project responds to the identified problem, issue or need;
 - Describe the project’s artistic excellence and artistic merit, including artist name(s) (You will also upload brief artist bios with this application.); and
 - Provide a timeline with key dates and milestones within the project period.

- **Community Impact (max 7,000 characters):**
 - Define the specific underserved population served (including number of people served);
 - Describe how the project ensures broad access to the underserved population; and
 - Describe how the underserved population was engaged in project identification and planning as well as how they are involved in the implementation and leadership of the project.

- **Organizational Capacity and Project Partners (max 7,000 characters):**
 - Describe how the organization's mission and experience align with the project;
 - List the qualifications and relevant experience of those involved in administering or managing the project;
 - Describe the project partners and their role in the planning and implementation of the project;
 - Describe the skills or resources the key partners bring to the project;
 - Describe the project outcomes and the intended change for the underserved community and/or community at-large as a result of this project; and
 - Describe how it will be determined if the change has occurred.

Project Budget

In the Budget Revenue and Expenses forms, identify the specific expenses related to the project and the revenue sources you have to cover the expenses. Expenses must equal Revenue in both Cash and In-Kind.

Revenue is the sources of income that you will use to cover the expenses for the project. Use the Description field to list the expenses that will be covered by each source of income. Include:

- Grant Request: Your grant request amount to the Oregon Arts Commission is \$5,000;
- Applicant Cash: If you are contributing from personal funds; and
- Other Sources: If applicable, other sources of income such as earned income, grants, donations, sponsorships or in-kind contributions.

You can also include a Budget Narrative in the section provided to explain your budget in more detail.

In-Kind Contributions

In-kind contributions are any non-cash contributions of time, services or property donated by individuals or organizations other than the applicant organization (third-party). In-kind contributions may include: Goods (computers, software, furniture and office equipment for use by your organizations or for special events); Services (meeting space, photocopy and mail services, administrative/financial support); or Expertise (legal, tax or business advice, marketing and website development, strategic planning).

Following are examples of in-kind contributions: A consultant regularly charges \$1,000 but gives you a reduced rate of \$600. The full value is \$1,000 but \$600 is a fee and \$400 is an in-kind donation. The local newspaper regularly charges \$350 for an ad but they are giving it to you for

free. The in-kind donation is \$350. Volunteer time should be calculated using:

<http://independentsector.org/resource/the-value-of-volunteer-time>.

Note: 2023 rates for volunteer time in Oregon is equivalent to = \$32.37/ hour.

In-kind contributions must be in alignment with Standard Accounting Principles to be considered.

Recommended Support Material

Support materials help provide grant reviewers with more insight into your project. Uploads should be in PDF format and all files combined cannot exceed 35MB. Uploads can include the following:

- Artist and/or staff bios (max 7,000 characters);
- Publicity materials; and
- Work Samples: Images, video or audio that is relevant to the project.
 - For videos, include a link(s) to publicly accessible site(s) such as YouTube or Vimeo in link boxes provided in the application.

Assistance

We recommend reaching out far in advance of the grant deadline. Inquiries about the Arts Build Communities Grant should be made by sending an email to Tiffany.Harker@biz.oregon.gov or by calling 971-719-6169.

Technical Inquiries about using the online application system should be made by sending an email to Grants Officer Kat Bell, at Kat.Bell@biz.oregon.gov or by calling 971-304-5044.

Upon request, Arts Commission funding application materials will be made available in an alternate format such as Braille, large type or on audiotape. For applicants who are hearing-impaired and require TDD assistance, please call (800) 735-2900. Spanish-speaking applicants can contact Senior Program Manager Liora Sponko at 971-345-1641 or liora.sponko@biz.oregon.gov.

Applicants may also seek feedback after funding decisions have been made.

Access Compliance

Any entity that provides services to the public must certify that it complies with the Americans with Disabilities Act of 1990, 42, USC Sec. 12101, et seq. and agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, sexual orientation, military status, gender identity, source of income or disability status. The Arts Commission provides assistance to Oregon arts groups on issues of access. Contact Kat Bell at the Arts Commission at 971-304-5044 (text accepted) or Kat.Bell@biz.oregon.gov for information or assistance. TDD assistance is available at (800) 735-2900. Applicants must certify their compliance within the application.

Appeal Process

The Arts Commission recognizes that procedural errors may occur in the application process and is committed to acknowledging errors and rectifying the effects. Appeals may not be made on the basis of an applicant's disagreement with an assessment of how the application met the review criteria, the judgment of a review panel or the amount of the award.

Applicants considering an appeal should contact the Arts Commission at 503-986-0082 or arts.grants@biz.oregon.gov for guidance. Letters of appeal must be submitted to the Arts Commission's executive director within 30 days of the panel meeting. Appeals are reviewed and acted on by the Arts Commission's board. Appeals may result in an approval of an award or an increase in the award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. If the appeal is supported by the Arts Commission's board, funds will be awarded only if they are available.

Eligibility Appeal

Applicants not meeting one or more of the eligibility requirements as determined by staff are encouraged to discuss the decision with staff. Appeals concerning eligibility determination may be made. Letters of appeal must be submitted to the Arts Commission's executive director within 15 days from the decision. Appeals are reviewed and acted on by an Arts Commission committee. All decisions made by the Arts Commission board or committees are final.

Risk Assessment

Prior to making awards, the Arts Commission checks all applicants against the federal active exclusion list. Organizations and individuals currently under active exclusion are not eligible to receive funds. For more information visit about active exclusions visit www.SAM.gov.

Contact Information

Tiffany Harker, Arts Education & Grants Coordinator
971-719-6169
Tiffany.Harker@biz.oregon.gov

If You Receive an Award

Receiving Payment

An award contract will be sent to the attention of the person who submitted the application. Before payment can be processed, a signed copy of the contract must be returned to the Arts Commission.

Award recipients that have previously been funded by the Arts Commission must fulfill outstanding final reporting requirements before new funds will be distributed.

Final Report

Information is required from award recipients at the conclusion of the funding period. To help the Arts Commission report on the results of public funding, entities receiving awards must complete a final report. Final reports must be submitted within thirty (30) days of the completion of the funding period. All awardees are subject to periodic monitoring by the Oregon Arts Commission and must retain fiscal records for a period of three (3) years following completion of the funding period.

The following questions and data will be collected on the Final Report. Please track this information during the funding period.

- Describe the impact of your project in the communities you served (2,000 characters).
- Did the project outcomes change from the outcomes identified in the application? If yes, please discuss the actual outcomes and how they varied from the intent. If your project budget changed by 20%, please also describe the changes. (2,000 characters).
- How did your organization make programming and facilities accessible to patrons with disabilities during the funding period, in accordance with the Americans with Disabilities Act? (2,000 characters)
- % of Arts Education
 - 01: 50% or more funded activities are arts education
 - 02: Less than 50% of the funded activities are arts education
 - 99: None of this project involves arts education.
- Number of Adults Engaged
- Number of Children Engaged
- Number of Artists Directly Involved
- Population Benefited by Race
 - A: Asian
 - B: Black/African American
 - H: Hispanic/Latino
 - N: American Indian/Alaska Native
 - P: Native Hawaiian/Other Pacific Islander
 - W: White
 - G: No single racial/ethnic
- Population Benefited by Age
 - 01: Children/Youth (0-18)
 - 02: Young Adults (19-24)
 - 03: Adults (25-64)
 - 04: Older Adults (65+)
 - 99: No single age group made up more than 25% of the population directly benefited
- Population Benefited by Group
 - D: Individuals with Disabilities
 - I: Individuals in Institutions
 - P: Individuals below the Poverty Line
 - E: Individuals with Limited English Proficiency
 - M: Military Veterans/Active Duty Personnel
 - Y: Youth at Risk
 - G: No single group made up more than 25% of the population directly involved
- Actual Total Cash Income
- Actual Total Cash Expenses

- Actual Total In-Kind Contributions
- Location of Project Activity (each physical location where project activities took place)
 - Venue address
 - City, state, zip code
 - Number of days activities occurred at the location.

Final report data will not be evaluated by the Commission's review panels and does not affect current or future applications. This information will be used by the Commission and/or the NEA for reporting and is required with the final report for funded applications. If you have questions, please contact the Arts Commission at arts.grants@biz.oregon.gov or call (503) 986-0082.