



Board of Commissioners

Office: (541) 766-6800
Fax: (541) 766-6893

4500 SW Research Way
Corvallis, Oregon 97333

bentoncountyor.gov

AGENDA

BOARD OF COMMISSIONERS MEETING

Tuesday, December 17, 2024, 9 AM

How to Participate in the Board of Commissioners Meeting
Zoom Video Click for Zoom link Click for YouTube LiveStream link
In-person: Kalapuya Building, 4500 SW Research Way, Corvallis, Oregon

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 by contacting the Board of Commissioners Office at 541-766-6800 or 800-735-2900 TTY, by email bocinfo@bentoncountyor.gov, or on the County's website at <https://boc.bentoncountyor.gov/contact/>.

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.

1. Call to Order and Introductions

2. Review and Approve Agenda

Chair may alter the agenda

3. Announcements

4. 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.

5. Consent Calendar

5.1 Approval of November 18, 2024 Special Board Meeting Minutes

5.2 Approval of Appointments to the Following Road Districts:

Road District	Order Number	Appointee
Brownly-Marshall	D2024-070	Andy Zaremba
Chinook	D2024-065	Chris Hagler
Country Estates	D2024-069	Craig Trampier
Mary's River Estates	D2024-063	Sandra Chapman
McDonald Forest Estates	D2024-067	Joyce Loper
Oakwood Heights	D2024-064	Susan Freccia
Ridgewood	D2024-062	Randy Carver
Ridgewood	D2024-068	Dan Miles
Ridgewood	D2024-072	Jai Giffin
Rosewood Estates	D2024-061	Janelle Booth
Westwood Hills	D2024-066	Erin Huber

6. Work Session – Public Works Only

6.1 15 minutes – Benton County Fleet Update – Gary Stockhoff, Deven Kephart, Public Works; Greg Munn, Financial Services

7. New Business

- 7.1 15 minutes – Approval of Statewide Transportation Improvement Fund Projects for 2025-27 – Gary Stockhoff, Public Works
- 7.2 30 minutes – Regional Housing Update and Planning Commission Subcommittee on Housing Availability and Affordability – Nick Fowler, Planning Commission Chair; Ed Fulford, Subcommittee Chair and Planning Commissioner; Rick Crager, Assistant County Administrator
- 7.3 15 minutes – Revising Fees for Land use and Planning Division Services Provided by the Community Development Department, Order No. D2024-060 – Petra Schuetz, Community Development
- 7.4 10 minutes – Resource Naming Suggestions for the County-owned Building at 4185 SW Research Way – Rachel McEneny, County Administrator

8. Work Session – All Other Items

8.1 15 minutes – Public Health Update – Sara Hartstein, Health Services

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- 8.2 45 minutes – Health Services Structure Status Report – April Holland, Health Services; Lacey Mollel, Community Health Centers; Rick Crager, Assistant County Administrator
- 8.3 15 minutes – Sustainable Materials Management Plan Task Force Update – Sean McGuire, Sustainability

9. 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."

. CONSENT CALENDAR



**MINUTES OF THE SPECIAL MEETING
BOARD OF COMMISSIONERS
Tuesday, November 18, 2024**

Present: Xanthippe Augerot, Chair; Nancy Wyse, Commissioner; Pat Malone, Commissioner; Vance Croney, County Counsel; Rachel McEneny, County Administrator

Elected Official: Jef Van Arsdall, Sheriff

Staff: Maura Kwiatkowski, Meeting Recorder; Rick Crager, Assistant County Administrator; Greg Munn, Chief Financial Officer; Bryan Lee, Sheriff's Office

1. Call to Order and Introductions

Chair Augerot called the meeting to order at 12:01 PM.

2. Review and Approve Agenda

Item 5, Executive Session, was removed from the agenda.

3. Announcements

Augerot recognized the amount of pressure all county staff are under and hopes negotiations will soon be successful.

4. New Business

4.1 Notice of Intent to Apply for an Environmental Protection Agency Community Change Grant, Benton County Resiliency Hub Network – Bryan Lee, Sheriff's Office

Lee advised the Board the deadline for submittal of the grant was November 20, 2024, and the grant amount is just over \$19 million. It is a federal competitive grant process.

The only other Oregon area to receive this grant is Lane County, and Benton County used the Lane example to build out our application.

The three Benton County resilience hubs would be located at Alsea Charter School, South Benton Food Pantry, and the Philomath Youth Activities Club. These locations, which would also have future uses, could be used by community members during emergencies or natural disasters.

The grant requires a single statutory partner, and Benton County's partner is United Way of Linn, Benton, and Lincoln Counties. United Way's role would be to 1) help facilitate community outreach, and 2) administer a \$1 million grant for pollution and sustainability projects requested by smaller organizations.

If successful, the county would need to hire a program coordinator/manager to manage the fiscal and programmatic delivery components of the grant. The resiliency and disaster focus components would be managed by Emergency Operations Center staff. The county would also contract with a project manager – hopefully a single individual – to facilitate the construction projects component of the grant.

Lee noted the partnerships now being formed did not exist previously; and even if the grant is unsuccessful, the county now has partnerships in place for future collaborative opportunities.

Crager advised that CFM Advocates is also providing support to the county on this federal grant application.

MOTION: Wyse moved to approve the Notice of Intent to apply for an Environmental Protection Agency Community Change Grant for the Benton County Resiliency Hub Network. Malone seconded the motion, which **carried 3-0.**

Chair Augerot adjourned the meeting at 12:14 PM.

Xanthippe Augerot, Chair

Maura Kwiatkowski, Recorder

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

In the Matter of Appointment to the) ORDER NO. D2024-070
Brownly-Marshall Road District)

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on the Brownly-Marshall Road District:

<u>Name</u>	<u>Address</u>	<u>Term & Position</u>
Andy Zaremba	2180 NW Brownly Heights Dr Corvallis, OR 97330	01/01/2025 – 12/31/2027 Treasurer

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Brownly-Marshall Road District.

Adopted this 17th day of December, 2024.

Signed this 17th day of December, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice-Chair

Pat Malone, Commissioner

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

In the Matter of Appointment to) ORDER NO. D2024-065
the Chinook Road District)

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on the Chinook Road District:

<u>Name</u>	<u>Address</u>	<u>Term & Position</u>
Chris Hagler	8873 NW Chaparral Drive Corvallis, OR 97330	01/01/2025 – 12/31/2027 Treasurer

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Chinook Road District.

Adopted this 17th day of December, 2024.

Signed this 17th day of December, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice-Chair

Pat Malone, Commissioner

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

In the Matter of Appointment to the) ORDER NO. D2024-069
Country Estates Road District)

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on the Country Estates Road District:

<u>Name</u>	<u>Address</u>	<u>Term & Position</u>
Craig Trampier	7220 NW Madrone Corvallis, OR 97330	01/01/2025 – 12/31/2027 President

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Country Estates Road District.

Adopted this 17th day of December, 2024.

Signed this 17th day of December, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice-Chair

Pat Malone, Commissioner

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

In the Matter of Appointment to the) ORDER NO. D2024-063
Mary's River Estates Road District)

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on the Mary's River Estates Road District:

<u>Name</u>	<u>Address</u>	<u>Term & Position</u>
Sandra Chapman	24788 Daisy Drive	01/01/2025 – 12/31/2027
	Philomath, OR 97370	Secretary

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Mary's River Estates Road District.

Adopted this 17th day of December, 2024.

Signed this 17th day of December, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice-Chair

Pat Malone, Commissioner

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

In the Matter of Appointment to the) ORDER NO. D2024-067
McDonald Forest Estates Road District)

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on the McDonald Forest Estates Road District:

<u>Name</u>	<u>Address</u>	<u>Term & Position</u>
Joyce Loper	3524 NW Tanager Corvallis, OR 97330	01/01/2025 – 12/31/2027 Secretary

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the McDonald Forest Estates Road District.

Adopted this 17th day of December, 2024.

Signed this 17th day of December, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice-Chair

Pat Malone, Commissioner

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

In the Matter of Appointment to the) ORDER NO. D2024-064
Oakwood Heights Road District)

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on the Oakwood Heights Road District:

<u>Name</u>	<u>Address</u>	<u>Term & Position</u>
Susan Freccia	8150 NW Mitchell Corvallis, OR 97330	01/01/2025 – 12/31/2027 President

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Oakwood Heights Road District.

Adopted this 17th day of December, 2024.

Signed this 17th day of December, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice-Chair

Pat Malone, Commissioner

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

In the Matter of Appointment to the) ORDER NO. D2024-062
Ridgewood Road District)

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on the Ridgewood Road District:

<u>Name</u>	<u>Address</u>	<u>Term & Position</u>
Randy Carver	8065 NW Ridgewood Drive Corvallis, OR 97330	01/01/2025 – 12/31/2027 President

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Ridgewood Road District.

Adopted this 17th day of December, 2024.

Signed this 17th day of December, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice-Chair

Pat Malone, Commissioner

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

In the Matter of Appointment to the) ORDER NO. D2024-068
Ridgewood Road District)

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on the Ridgewood Road District:

<u>Name</u>	<u>Address</u>	<u>Term & Position</u>
Dan Miles	1370 NW Magnolia Drive Corvallis, OR 97330	01/01/2025 – 12/31/2026 Treasurer

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Ridgewood Road District.

Adopted this 17th day of December, 2024.

Signed this 17th day of December, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice-Chair

Pat Malone, Commissioner

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

In the Matter of Appointment to the) ORDER #D2024-072
Ridgewood Road District)

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on the Ridgewood Road District:

<u>Name</u>	<u>Address</u>	<u>Term & Position</u>
Jai Giffin	7985 NW Ridgewood Dr Corvallis, OR 97330	01/01/2025 – 12/31/2025 Secretary

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Ridgewood Road District.

Adopted this 17th day of December, 2024.

Signed this 17th day of December, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice-Chair

Pat Malone, Commissioner

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

In the Matter of Appointment to the) ORDER NO. D2024-061
Rosewood Estates Road District)

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on the Rosewood Estates Road District:

<u>Name</u>	<u>Address</u>	<u>Term & Position</u>
Janelle Booth	2530 Newgate Drive Philomath, OR 97370	01/01/2025 – 12/31/2027 Secretary

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Rosewood Estates Road District.

Adopted this 17th day of December, 2024.

Signed this 17th day of December, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice-Chair

Pat Malone, Commissioner

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

In the Matter of Appointment to the) ORDER NO. D2024-066
Westwood Hills Road District)

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on the Westwood Hills Road District:

<u>Name</u>	<u>Address</u>	<u>Term & Position</u>
Erin Huber	7711 NW Wild Iris Ln Corvallis, OR 97330	01/01/2025 – 12/31/2027 President

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Westwood Hills Road District.

Adopted this 17th day of December, 2024.

Signed this 17th day of December, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice-Chair

Pat Malone, Commissioner

6. WORK SESSION PUBLIC WORKS



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Agenda Placement and Contacts

Suggested Agenda Date 12/17/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Gary Stockhoff

Phone Extension * 6010

Meeting Attendee Name * Gary Stockhoff, Greg Munn, Marilee Hoppner

Agenda Item Details ⬆

Item Title * Benton County Fleet Update

- 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 * Benton County Fleet Services has been operating in a deficit for several years. The attached presentation contains the pertinent background information, current measures being implemented to address the deficit, and proposed measures to ensure Fleet Services is self-sustaining going forward.

Options * Review the attached presentation and provide direction as needed.

Fiscal Impact * Yes
 No

Fiscal Impact Description * As indicated on the attached presentation.

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*

Provision of internal and external fleet services helps ensure vehicles and equipment needed to sustain and promote a vibrant livable community are available when needed.

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*

Provision of internal and external fleet services helps ensure vehicles and equipment needed for Community Safety, Emergency Preparedness, and Mobility and Transportation are available when needed.

Recommendations and Motions

Item Recommendations and Motions

Staff Review information attached and presented and provide direction as needed.

Recommendations*

Meeting Motions* I move to ...

Not applicable

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 - Fleet Update 17dec24-vers2.pptx 1.01MB

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

Department Approver GARY STOCKHOFF

2023-25 Budget Update

Benton County Fleet Services

Marilee Hoppner, Financial Analyst
Gary Stockhoff, Public Works Director
Greg Munn, Chief Financial Officer

December 17, 2024



Background

- Benton County Fleet Services (BCFS) oversees the county's internal fleet and certain external governmental agencies.
- Prior to the 2019-21 biennium, internal and external fleet were collectively maintained under one Internal Service Fund. They are now tracked separately.
- A new fleet cost tracking software program (Mercury) was implemented at the beginning of the 2021-23 biennium. It helped provide consistency with how costs and data were tracked and reported.
- Due to continuing challenges with the budget the BOC directed staff in October 2023 to do a deeper analysis on the matter and provide options to address it.
- The analysis was completed and key findings are provided on the following slide.

Key Findings –

- Industry market rates were reviewed and showed the current county rate of \$143/hr was approximately 25% below the current average. The breakeven rate for 2023-25 for external customer should have been approximately \$183 per hour.
- Errors in the costing methodology between the internal and external fleet programs were discovered. Adjustments needed to be made.
- A mid-biennium (July 1, 2024) rate adjustment to \$153/hour should occur to help reduce the future deficit. Previously rates only increased at the start of a new biennium.
- All external customers should be charged the full hourly rate at the commencement of the 2025/27 biennium.

Financial Impact

External Fleet Budget Forecast			
	21-23	23-25	
	Biennium	Biennium	Total
	\$ in Thousands	\$ in Thousands	\$ in Thousands
Deficit	\$ 596	\$ 365	\$ 961
Transfer - Reserve		\$ (150)	\$ (150)
Insurance Savings	\$ (601)		\$ (601)
General Fund Impact	\$ (5)	\$ 215	\$ 210

Actions Completed

Staff has completed the following actions since the last update:

- Rates were increased to \$153/hour as of 07/01/24. External customers were notified of such, and that a more significant increase was anticipated for 07/01/25.
- An estimate of the new rate (\$193.00/hour) was provided to our external customers in October 2024.
- BOC approved the transfer of up to \$811,000 of General Fund Balance to the External Fleet Enterprise Fund to address the deficit. \$365,000 of transfer will be delayed to end of the biennium to determine exact amount necessary.
- Based on findings from the analysis, and changes made, the external fleet broke even for the quarter ending 9/30/24.

Next Steps

Staff plans to complete the following changes:

- Finalize the labor rate increase for 7/1/2025.
- Ensure the parts markup aligns with the industry.
- Review fees charged for new vehicle purchases made on behalf of External customers.
- Review the billing of labor hours to ensure they align with the industry.
- Inventory analysis
- Service writer position
- Next BOC Update – March 4, 2025



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every day.



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Benton County

. NEW BUSINESS



B C I

Agenda Placement and Contacts

Suggested Agenda Date 12/17/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Gary Stockhoff

Phone Extension * 6010

Meeting Attendee Name * Gary Stockhoff and Charlene Pech

Agenda Item Details ⬆

Item Title * Review and Approve STIF (State Transportation Investment Funds) Committee Project and Budget Recommendations for the 2025-27 Biennium

- 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 * 15 Minutes

Board/Committee Involvement * Yes No

Name of Board/Committee STIF Committee

Advertisement * Yes No

Names/Dates of Publications List each publication name and date
Gazette Times Project Solicitation Ad
10/01/2024

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

Statewide Transportation Improvement Fund Program Review.

In 2017, the Oregon Legislature passed a landmark transportation bill that established the Statewide Transportation Improvement Fund (STIF). The program is funded through:

- A 0.1% state payroll tax,
- General taxes on cigarettes,
- "Lawnmower" gas,
- State ID card fees, and
- State General Funds.

The STIF program provides a dedicated revenue stream for public transportation across Oregon. It is allocated as follows:

- 90% Formula Program
- 9% Discretionary/Transit Network Program
- 1% Technical Resource Center

The program generates approximately \$120 million annually, distributed to Qualified Entities (QEs). Benton County serves as the QE for its geographic region.

Combining the STF and STIF Programs

In 2021, the Oregon Legislature directed the Oregon Department of Transportation (ODOT) to consolidate the STF (Special Transportation Fund) and STIF programs starting in the 2023-25 biennium. To facilitate this, ODOT convened a STIF Rules Advisory Committee, which developed new Oregon Administrative Rules (OARs). The Oregon Transportation Commission adopted these rules in 2022.

Benton County collaborated with its STAC (Special Transportation Advisory Committee) and STIF Advisory Committee to update bylaws in accordance with these OARs and Oregon Revised Statutes. The updated bylaws were approved by the Benton County Board of Commissioners in 2022.

Although the programs are now combined, ODOT tracks revenues separately:

- Population Funds: Derived from a population-based formula, formerly STF funds.
- Payroll Funds: Generated from payroll taxes and used for broader public transit projects.

For FYs 2025-27, the State estimates Benton County will receive approximately \$565,040 in population-based funds and \$4,653,828 in payroll-based funds. The total estimated available amount for FYs 2025-27 payroll-based projects is \$7,265,816. This includes the projected revenue from both anticipated new STIF monies and carryover STIF Funds from prior biennia.

The STIF Advisory Committee met on October 14, November 4, and November 20,

2024, to review and finalize recommendations for the FY-27 STIF Formula Fund projects, both Population- and Payroll-based funds. These meetings fulfilled the requirements outlined in Oregon Administrative Rules (OAR) 732-042-0010 and 732-042-0020, which mandate Qualified Entities develop a suballocation methodology in collaboration with Public Transportation Service Providers and forward prioritized projects for Governing Body (Board) approval.

Key outcomes of these meetings included:

1.Suballocation methodology:

- On October 14, the Committee affirmed a revised suballocation methodology for STIF Payroll formula funds.

- The current methodology, adopted in 2018, was reassessed due to concerns about reliance on non-validated tools and subjective data inputs.

- A new methodology, adhering strictly to OAR 732-042-0010(2), prioritizes proportional distribution-based on payroll tax revenue by geographic territory (corporate limits) of PTSPs, as provided by the State’s regional economist. This established a starting place for allocations and not a guarantee of funding amounts to any PTSP and is readily duplicatable in future with data from the State.

2.Prioritized projects and budge pursuant to OAR 732-042-0015:

- On November 4, the Committee heard project request presentations from small sub-providers for Population-based funds and PTSPs for Payroll-based funds. The Committee had an opportunity to ask questions of each requester, in order to evaluate the projects. On November 20, the projects and requested funding amounts presented in Attachments B and C were evaluated and placed in order of rank and priority based on criteria established in OAR 732-042-0015 during the November 20 meeting.

- The STIF Advisory Committee unanimously recommended for approval to the Board of Commissioners the proposed project list and funding allocations for Benton County’s Public Transportation Service Providers.

- The deadline for submitting the approved projects to ODOT is January 15, 2025.

Options *

1)Approve the STIF Formula Fund Payroll suballocation method and FYs 2025-27 STIF Formula projects and associated funding requests:

- a. STIF Formula Fund Suballocation Method (Attachment A)
- b.FY 2025-27 Benton County STIF Formula Payroll Projects (\$7,867,098) (Attachment B)
- c.FY 2025-27 Benton County STIF Formula Population Projects (\$565,040) (Attachment C)

2)Reject any or all of the proposed recommendations and direct staff to address areas of concern.

- a.Reject all STIF Advisory Committee recommendations and request staff address areas of concern.
- b.Reject Item 1) a, b, or c and request staff address areas of concern.

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

The fiscal impact is minimal, as these programs are almost entirely funded through state and federal formula and/or discretionary grant programs.

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.
 Transportation services

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* The proposed projects align with Benton County's core values by enhancing Vibrant, Livable Communities through improved public transit services that strengthen accessibility and connectivity. They ensure equitable transportation options for underserved populations, including individuals with disabilities and older adults, supporting Equity for Everyone and Supportive People Resources.

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 agenda item supports accessible and sustainable public transportation, increasing social and health equity—particularly in rural communities like Benton County. The proposed projects aim to preserve and expand transportation access for marginalized and underserved populations throughout the county and the Willamette Valley.

The projects directly contribute to Mobility and Transportation by enhancing regional transit services, providing reliable and accessible options for all community members. Additionally, this focus area supports the cities of Philomath and Corvallis in meeting Federal ADA (Americans with Disabilities Act) paratransit requirements, ensuring

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* 1. Adopt the new STIF Formula Fund Payroll suballocation methodology to ensure compliance with OAR requirements and support equitable fund distribution, as outlined in Attachment A.

2. Approve the proposed FYs 2025-27 STIF Formula Fund projects by ranked priority order with associated funding, as outlined in Attachments B and C.

Meeting Motions* I move to ...
...approve and adopt the suballocation methodology for distribution of STIF funds in Benton County (Attachment A).

I move to approve the projects and associated budgets for the:

•FYs 2025-27 Benton County STIF Formula Payroll Projects (\$7,867,098) (Attachment B)

•STIF Formula Population Funded Projects (\$565,040) (Attachment C)

MOTION 1: I MOVE TO APPROVE AND ADOPT THE SUBALLOCATION METHODOLOGY FOR DISTRIBUTION OF STIF FUNDS IN BENTON COUNTY AS SHOWN IN ATTACHMENT A.

MOTION 2: I MOVE TO APPROVE THE PROJECTS AND ASSOCIATED BUDGETS FOR THE:

FISCAL YEARS 2025-27 BENTON COUNTY STIF FORMULA PAYROLL PROJECTS (\$7,867,098, AS SHOWN ON ATTACHMENT B), AND

STIF FORMULA POPULATION FUNDED PROJECTS (\$565,040 AS SHOWN ON ATTACHMENT C).

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.

Attachment A.pdf	129KB
Attachment B.pdf	793.96KB
Attachment C.pdf	71.91KB

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

Department Approver GARY STOCKHOFF

FY 2025-2027 STIF Formula Fund Sub-Allocation				
Allocation to cities within Benton County - August 2024 Estimate				
City / County	Payroll Percentage	FY 2026	FY 2027	FY25-27 Combined
	100.00%	2,253,779	2,400,049	\$ 4,653,829
North Albany	1.30%	\$ 29,299	\$ 31,201	\$ 60,500
Adair Village	0.30%	\$ 6,761	\$ 7,200	\$ 13,961
Corvallis	83.00%	\$ 1,862,523	\$ 1,983,400	\$ 3,845,923
Monroe	0.31%	\$ 6,987	\$ 7,440	\$ 14,427
Philomath	2.45%	\$ 55,218	\$ 58,801	\$ 114,019
Benton County	13.00%	\$ 292,991	\$ 312,006	\$ 604,998
Total	100%	\$ 2,253,779	\$ 2,400,049	\$ 4,653,828

Funding Allocation Summary by PTSP (assuming successful Discretionary grants)							
Agency	FY25-27 Allocation - %	FY 25-27 Allocation - \$	Request for FY26	Request for FY27	TOTAL Request for FY25-27	FY25-27 Allocation (Actual)	Ongoing Operations Request
North Albany (ATS)	1.30%	\$ 94,456	\$ 80,000	\$ 100,000	\$ 180,000	2.42%	\$ 160,000
Linn-Benton Loop (ATS)			\$ 520,000	\$ 430,000	\$ 950,000	12.77%	\$ 860,000
Benton Area Transit (BAT) - includes Monroe and Adair Village	13.61%	\$ 988,878	\$ 603,167	\$ 913,431	\$ 1,516,598	20.39%	\$ 1,122,862
Corvallis Transit System (CTS)	82.64%	\$ 6,004,470	\$ 1,908,050	\$ 1,604,050	\$ 3,512,100	47.21%	\$ 2,442,100
OCWCOG			\$ 230,000	\$ 30,000	\$ 260,000	3.50%	\$ 60,000
Philomath Connection (CTS)	2.45%	\$ 178,012	\$ 157,400	\$ 163,000	\$ 320,400	4.31%	\$ 271,400
Reserve			\$ 350,000	\$ 350,000	\$ 700,000	9.41%	
Total	100%	\$ 7,265,816	\$ 3,848,617	3,590,481	\$ 7,439,098	100%	\$ 4,916,362

Funding Allocation Summary by PTSP (assuming fully funding unsuccessful Discretionary grants)							
Agency	FY25-27 Allocation - %	FY 25-27 Allocation - \$	Request for FY26	Request for FY27	TOTAL Request for FY25-27	FY25-27 Allocation (Actual)	Ongoing Operations Request
North Albany (ATS)	1.30%	\$ 94,456	\$ 80,000	\$ 100,000	\$ 180,000	2.29%	\$ 160,000
Linn-Benton Loop (ATS)	0.00%	\$ -	\$ 520,000	\$ 430,000	\$ 950,000	12.08%	\$ 860,000
Benton Area Transit (BAT)	13.00%	\$ 988,878	\$ 803,167	\$ 1,141,431	\$ 1,944,598	24.72%	\$ 1,122,862
Corvallis Transit System (CTS)	83.00%	\$ 6,004,470	\$ 1,908,050	\$ 1,604,050	\$ 3,512,100	44.64%	\$ 2,442,100
OCWCOG	0.00%	\$ -	\$ 230,000	\$ 30,000	\$ 260,000	3.30%	\$ 60,000
Philomath Connection (CTS)	2.45%	\$ 178,012	\$ 157,400	\$ 163,000	\$ 320,400	4.07%	\$ 271,400
Reserve			\$ 350,000	\$ 350,000	\$ 700,000	8.90%	
Total	100%	\$ 7,265,816	\$ 4,048,617	3,818,481	\$ 7,867,098	100%	\$ 4,916,362

Biennium Allocation Summary				
	FY23-25	FY26	FY27	Total
Projected Allocation	\$ -	\$ 2,253,779	\$ 2,400,049	\$ 4,653,828
Unspent Funds from Previous Biennium (as of Oct 2024)	\$ 2,611,988	\$ -	\$ -	\$ 2,611,988
Subtotal Available (incl. Unspent Funds)				\$ 7,265,816

			Attachment B
FY 2025-27 Benton County STIF Formula Payroll Project Rankings			
ATS-1	Linn-Benton Loop Expanded Service Preservation	\$ 860,000	1
BAT-2	Formula 5311 Grant Match	\$ 262,862	2
BAT-1	BAT Preservation of Service	\$ 368,000	3
ATS-2	North Albany Expanded Service Preservation	\$ 160,000	4
CTS-1	Corvallis Transit System Expanded Service	\$ 1,980,000	5
PC-1	Philomath Connection Expanded Service	\$ 189,400	6
CTS-2	Transit Support Position	\$ 226,500	7
COG-2	OSU Mobility Hub Construction Match	\$ 200,000	8
COG-1	Seamless Transit Continuing Operations	\$ 60,000	9
BAT-8	99W Pilot Project Discretionary Grant Match	\$ 63,520	10
BAT-9	99W Project Ongoing Operations	\$ 92,000	11
CTS-4	CTS Bus Stop Amenities	\$ 210,000	12
PC-3	PC Bus Stop Amenities	\$ 49,000	13
CTS-6	Transit Planning Services	\$ 50,000	14
CTS-8	Late Night Service (match for 5307)	\$ 154,000	15
CTS-7	Microtransit Service Pilot (match for 5307)	\$ 81,600	16
BAT-7	STIF Discretionary Grant Match; Security Fencing	\$ 50,000	17
CTS-10	Bus Yard Planning Grant	\$ 100,000	18
ATS-3	Linn-Benton Loop Bus Purchase Match (carry over from FY23-25)	\$ 90,000	19
BAT-4	Self-Perform Analysis	\$ 150,000	20
BAT-10	Bus Purchases Full Project Contingency	\$ 300,000	21
BAT-11	Security Fencing/Gates Full Contingency	\$ 250,000	22
CTS-3	Mid-life Rebuild for CTS Buses	\$ 340,000	23
PC-2	Fareless Philomath Service	\$ 82,000	24
CTS-9	Microtransit Vehicles Pilot (match for 5307)	\$ 120,000	25
ATS-4	Albany Transit System Bus Purchase Match	\$ 20,000	26
BAT-3	Innovative Mobility Grant Match-Rural Shuttle Study	\$ 8,216	27
BAT-5	BAT Bus Stop Amenities	\$ 50,000	28
BAT-6	STIF Discretionary Grant Match; Bus Purchases	\$ 72,000	29
CTS-5	Bus Wash Equipment (match to local funds)	\$ 250,000	30
BAT-12	BAT Self-Perform Operations Contingency	\$ 400,000	31
Res-1	Reserve Balance	\$ 700,000	32
Total Request		\$ 7,867,098	

FY25-27 STIF Formula Population Fund Projects					
Project ID	Agency	Project Title	Request for FY26	Request for FY27	TOTAL Request for FY25-27
POP-1	Benton County	"BAT Lift" Special Transportation Services	\$ 258,020	\$ 258,020	\$ 516,040
POP-2	Grace Center	Community Outing Program & Client Transportation Services	\$ 4,000	\$ 4,000	\$ 8,000
POP-3	OCWCOG	Senior Companion Program	\$ 7,000	\$ 7,000	\$ 14,000
POP-4	Janus House	Janus House / Mental Health Association of Benton County	\$ 6,000	\$ 6,000	\$ 12,000
POP-5	City of Albany	North Albany Call-a-Ride Service	\$ 7,500	\$ 7,500	\$ 15,000
Providers who did not reapply			\$ -	\$ -	\$ -
			\$ 282,520	\$ 282,520	\$ 565,040

NOTE: The total of project requests are meant to use all Benton County allocated funds without a reserve



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Agenda Placement and Contacts

Suggested Agenda Date 12/17/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Rick Crager

Phone Extension * 5417666246

Meeting Attendee Name * Ed Fulford (Planning Commissioner), James Thom (Hewlett Packard), and Ryan Noss (Corvallis School District)

Agenda Item Details



Item Title * Regional Housing Update and Planning Commission Subcommittee

- 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 * 30 minutes

Name of Board/Committee Planning Commission

Board/Committee Involvement * Yes
 No

Advertisement * Yes
 No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The Planning Commission established a regional housing subcommittee as part of its efforts in updating the County's Comprehensive Plan. In helping to inform the scope and goals of this work, socialization efforts have been ongoing through the summer and early fall. This work has now been completed and based on what has been learned, the proposed goal is to "Enable regional community to explore opportunities to meet short- & long-term broad housing needs". To effectively achieve this goal, it will require the establishment of a committee that is focused on a broader scope than initially anticipated and may be better suited as a committee created by the Board of Commissioners in which it will report directly.

The attached presentation provides an overview of the work to date; regional housing facts and trends, current data indicating the urgency for action, and an outline of next steps.

We are seeking direction from the Board on how best to structure this important work going forward.

Options *

1. Recommend staff move forward in establishing a proposal for the Board to adopt a Regional Housing Committee
2. Recommend the Regional Housing Committee continue under the umbrella of the Planning Commission

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

2023-25 - may have small fiscal impact related to staffing cost to support the committee.

2025-27 - \$675,000 if approved by the Board

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* Creating more workforce housing and providing housing that more effectively addresses the needs of community.

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 proposes opportunities to explore housing growth that is affordable for the workforce.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Staff recommends the Board direct staff to propose a resolution to create a Regional Housing Committee

Meeting Motions* I move to ...
...direct staff to return in January 2025 with proposed recommendations and a resolution to create a Regional Housing Committee.

MEETING MOTION: I MOVE TO DIRECT STAFF TO RETURN IN JANUARY 2025 WITH PROPOSED RECOMMENDATIONS AND A RESOLUTION TO CREATE A REGIONAL HOUSING COMMITTEE.

Attachments, Comments, and Submission

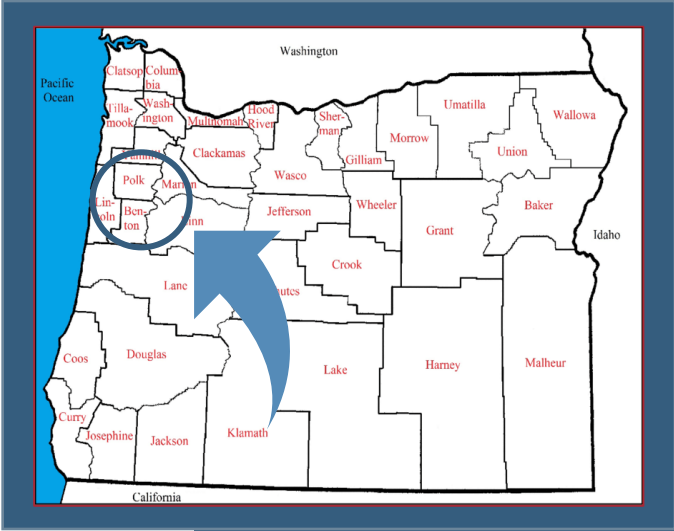
Item Comments and Attachments

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.

Regional Housing Update - Dec 2024.pptx 3.05MB

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

Department Approver RICK CRAGER



Regional Housing Update

Benton County Planning Commission | Ed Fulford | Dec 2024

AGENDA

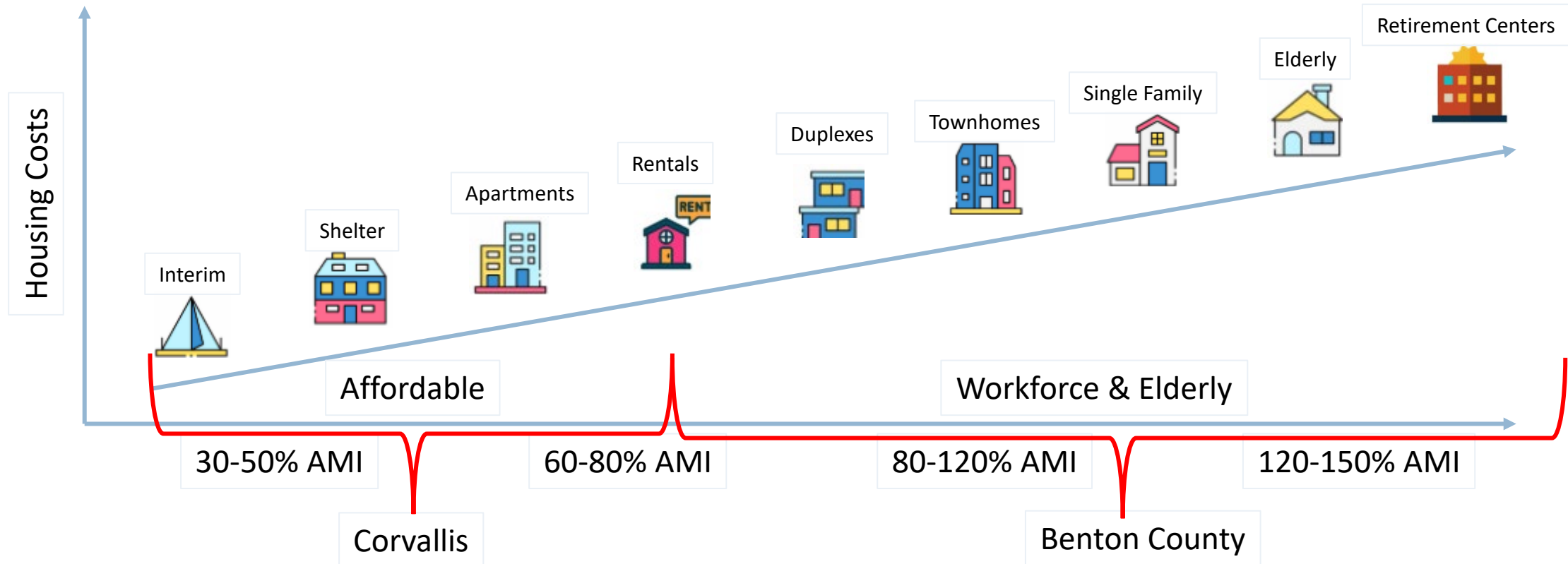
- Regional Housing Project Update
- Regional Facts & Trends
- Housing Urgency
 - School Enrollment Decline
 - Rent Burden & Housing Units #
- Socialization Learnings
- Next Steps & Ask

Project Goals

- Initial Goal: Enable regional community to explore opportunities to meet short- & long-term broad housing needs
- Fundamental Goals: `
 - Benton County leads to a sustainable future housing
 - Benton County plans and builds a resilient community ready for change
 - Benton County & Partners invest and build full-range of housing for Oregonians that need to be here for school, work and/or support of the regional economy
 - Companies, Organizations and Institutions need a workforce to support their vital aspect of our economy – OSU, HP, Samaritan, School District, Corvallis, Benton County, Philomath, Adair Village as well as the next CH2M-Hill or Nvidia

Project Scope

- Benton County and Corvallis are intricately interconnected in housing. Both sides are working diligently to address gaps focusing on minimal overlap.

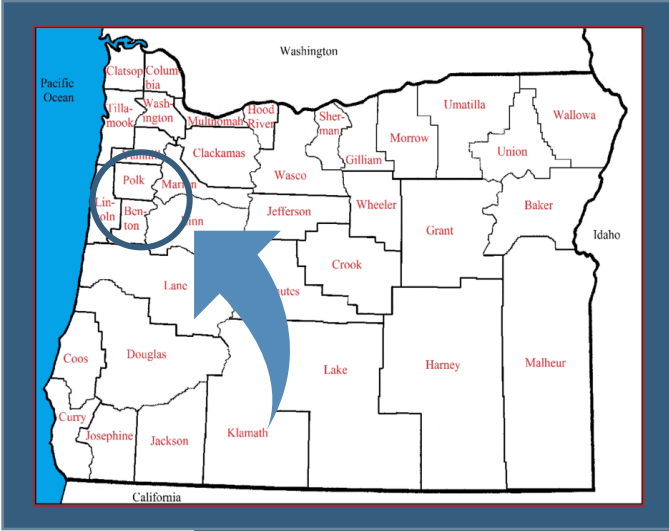


Project Timeline

- High-level Timeline:
 - Feb 2024: Identify commissioners and partners to be included
 - Mar 2024: Adopt charge, become an official county subcommittee
 - Apr 2024: Begin socialization effort, build trust, gain insight, explore
 - Dec 2024/Jan 2025: Set agendas, framework, and strategic direction alignment

Project Work Plan Update

- Socialized Plan with 44+ Groups/Individuals
 - State Government: 12 – Governor’s Office, DLCD, HUD, OHCS, State Reps
 - Cities: 10 – Adair Village, Albany, Alsea, Corvallis, Independence, Lebanon, Lincoln City, Monmouth, Monroe, Philomath
 - Developers/Builders: 5 – Hayden Homes, Gerding, Shortstack, DevNW, Damon Olson
 - Conservationists: 2 – 1000 Friends, Sightline
 - Employers: 6 – HP, OSU, Samaritan, LBCC, Corvallis School District, Boys & Girls Club
 - Housing Experts: 9 – CHF, CSC, DCM Communities, DiamondM, SEDCOR
- Leadership Team Development
 - Developed leadership selection criteria, but waiting on next phase to engage

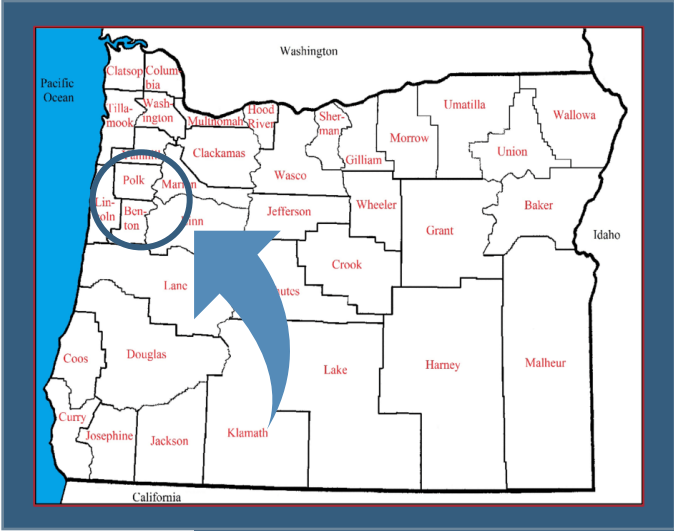


Regional Facts & Trends

Benton County Planning Commission | Ed Fulford | Dec 2024

Regional Facts & Trends

- Urgency - Corvallis School District Enrollment Down:
 - -7.7% from 2013-2022
 - -3.6% from 2023-2024, speeding up
 - Lack of affordable workforce housing
 - Schools are the soul of a community, as teachers & families leave, the community begins to decline
- Housing Units - State Challenge
 - As of 2023 Oregon ranks 46th in housing production nationally
 - Governor's Office needs 36,000 units yearly, producing 60,383 units over past 4 years
 - Benton County needs 5,000 units yearly, producing 936 units over past 4 years
 - Benton County is the number 2 county in Oregon in rent burden residents, increased 2% YOY
- Commuters
 - Corvallis has 26,000 commuters daily inbound and only 6,000 outbound

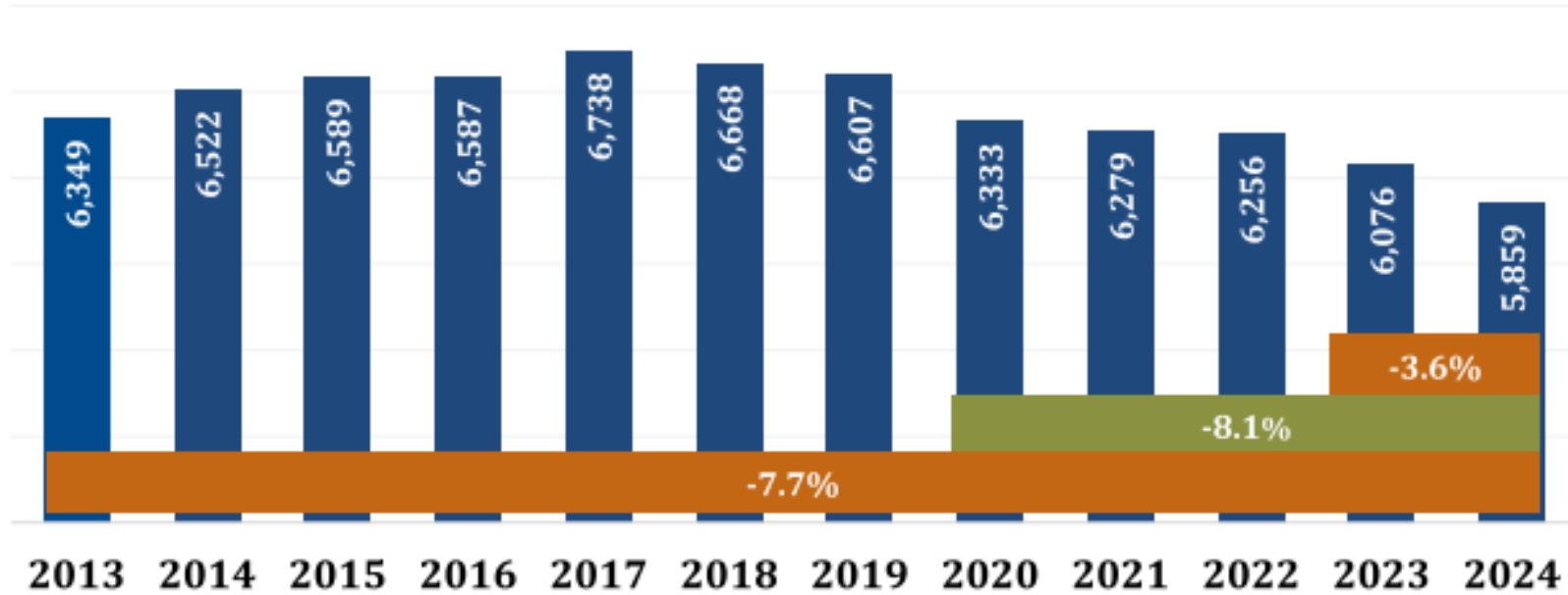


School Enrollment Decline

Benton County Planning Commission | Ed Fulford | Dec 2024

2024 Total Enrollment

Corvallis School District enrollment decline - lack of workforce housing plays a critical role



Compared to last year, total enrollment has decreased by 217 students or 3.6%, which is primarily due to declining birth rates and students moving out of the district boundaries. Compared to five years ago, total enrollment has decreased by 474 students or 8.1%. Compared to ten years ago, total enrollment has decreased by 490 students or 7.7%.

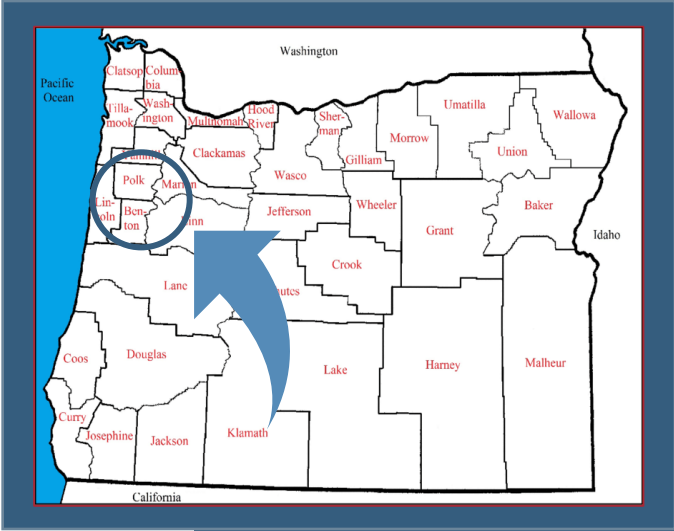
School Enrollment Decline – Community Impact

- Economic Consequences:
 - Reduced Funding: Many school districts rely on local property taxes for funding. As property prices rise, affordability declines, potentially leading to decreased enrollment as families move out, further reducing funding.
 - Job Losses: Lower enrollment can result in staff reductions, impacting local employment and the economy.
- Community Dynamics:
 - Population Decline: A decreasing school-age population can signal a broader demographic shift, affecting local businesses and services that rely on families.
 - Changing Community Identity: Schools often serve as community hubs; declining enrollment can lead to a diminished sense of community.

School Enrollment Decline – Community Impact

- **Impact on Housing Market:**
 - **Decreased Demand:** Families might avoid areas with declining school populations, leading to stagnant or falling property values, which can further exacerbate local economic issues.

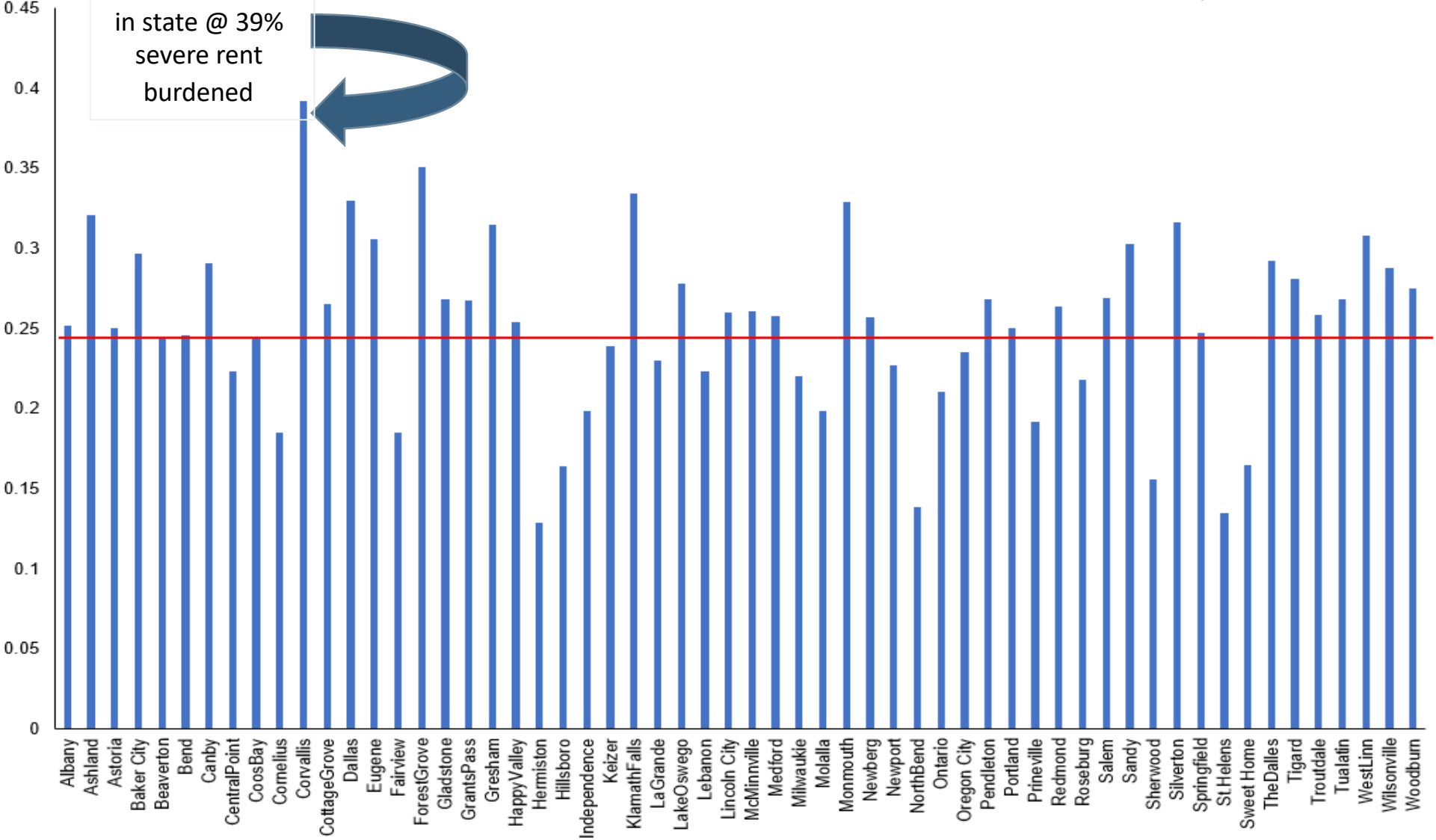
- **Social Implications:**
 - **Fewer Resources for Students:** With declining enrollment, schools may offer fewer programs and extracurricular activities, impacting student engagement and outcomes. School consolidations could be in order.
 - **Increased Class Sizes:** Staff reductions can lead to larger class sizes, affecting the quality of education which then impacts family school selections.



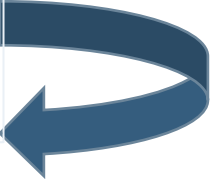
Rent Burden & Housing Units

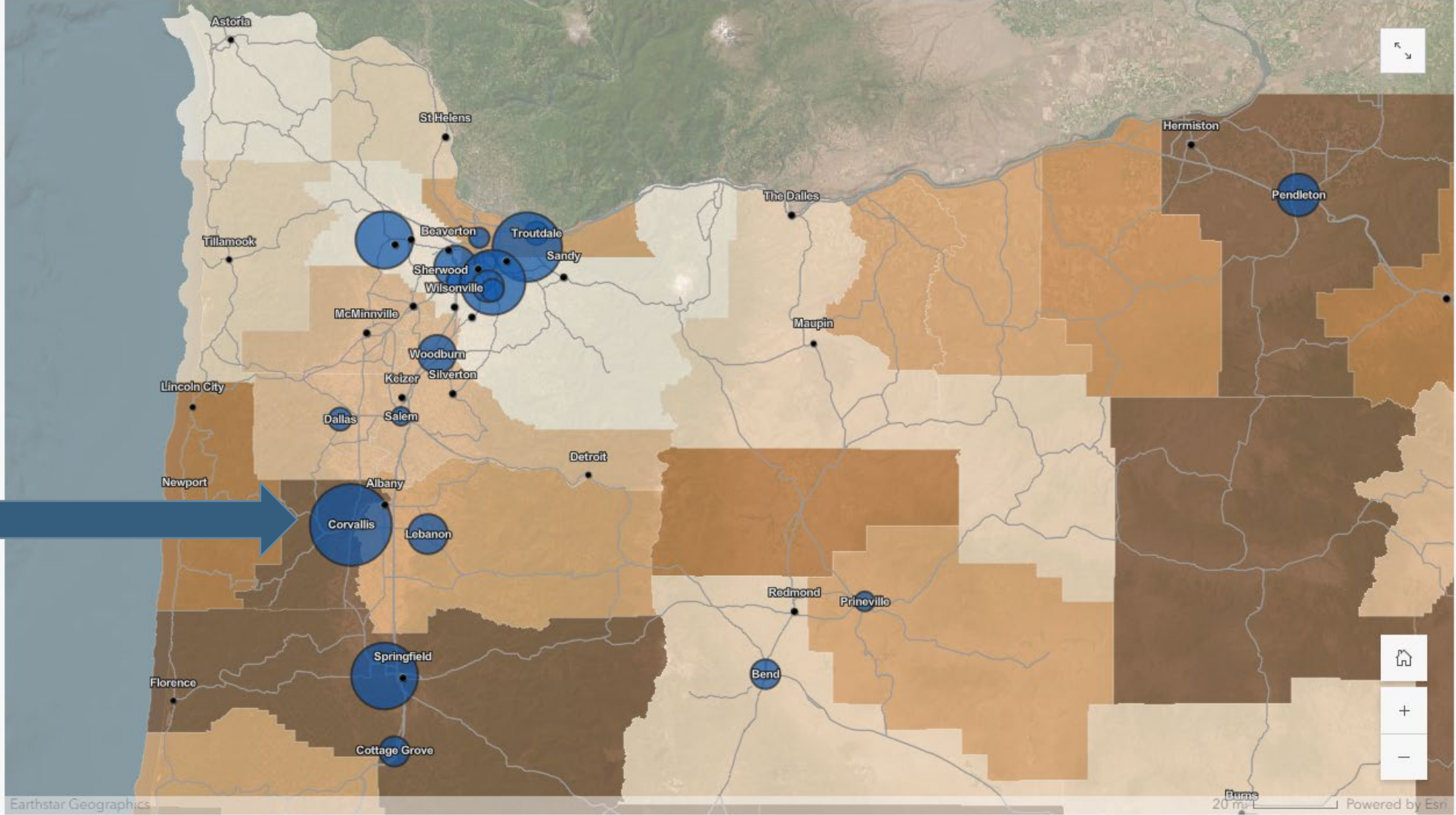
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% Severe Burden by City



2023 Corvallis #1
in state @ 39%
severe rent
burdened

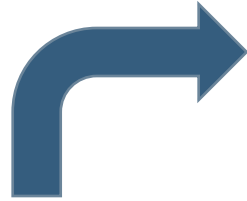




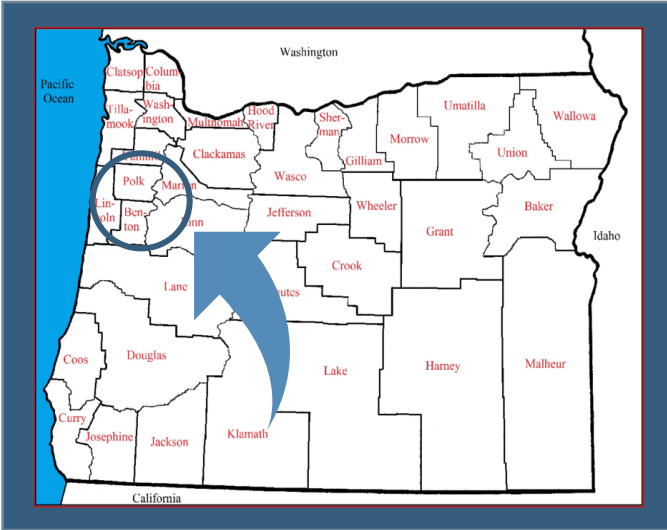
2023 Corvallis #1
in state @ 39%
severe rent
burdened

Rent Burden

Geographic Area	April 1, 2020 Estimates Base	Housing Unit Estimate (as of July 1)			
		2020	2021	2022	2023
Oregon	1,813,746	1,819,203	1,836,750	1,859,003	1,879,586
Baker County, Oregon	8,609	8,617	8,652	8,721	8,795
Benton County, Oregon	40,150	40,299	40,636	40,939	41,235
Clackamas County, Oregon	170,096	170,533	172,505	174,338	176,602
Clatsop County, Oregon	23,016	23,053	23,235	23,412	23,552
Columbia County, Oregon	21,697	21,747	21,969	22,275	22,377
Coos County, Oregon	31,378	31,436	31,696	31,984	32,174
Crook County, Oregon	11,159	11,257	11,499	11,854	12,121
Curry County, Oregon	13,018	13,039	13,110	13,210	13,316
Deschutes County, Oregon	94,110	94,606	96,901	99,608	101,703
Douglas County, Oregon	49,774	49,857	50,141	50,657	50,966
Gilliam County, Oregon	1,095	1,098	1,110	1,124	1,133
Grant County, Oregon	4,112	4,124	4,138	4,168	4,186
Harney County, Oregon	3,694	3,696	3,716	3,735	3,756
Hood River County, Oregon	10,126	10,146	10,219	10,293	10,372
Jackson County, Oregon	96,239	96,477	96,545	97,742	98,868
Jefferson County, Oregon	10,253	10,288	10,399	10,644	10,783
Josephine County, Oregon	38,748	38,814	39,167	39,545	39,921
Klamath County, Oregon	32,730	32,769	32,944	33,197	33,387
Lake County, Oregon	4,195	4,199	4,212	4,240	4,266
Lane County, Oregon	166,226	166,499	167,817	169,993	171,787
Lincoln County, Oregon	32,066	32,154	32,328	32,567	32,910
Linn County, Oregon	51,921	52,089	52,861	53,509	53,866
Malheur County, Oregon	11,615	11,624	11,660	11,708	11,751
Marion County, Oregon	128,541	128,904	130,307	132,024	134,394
Morrow County, Oregon	4,717	4,726	4,781	4,850	5,067
Multnomah County, Oregon	363,994	365,444	367,988	371,371	373,969



Benton County
936 housing units
built over 4 years

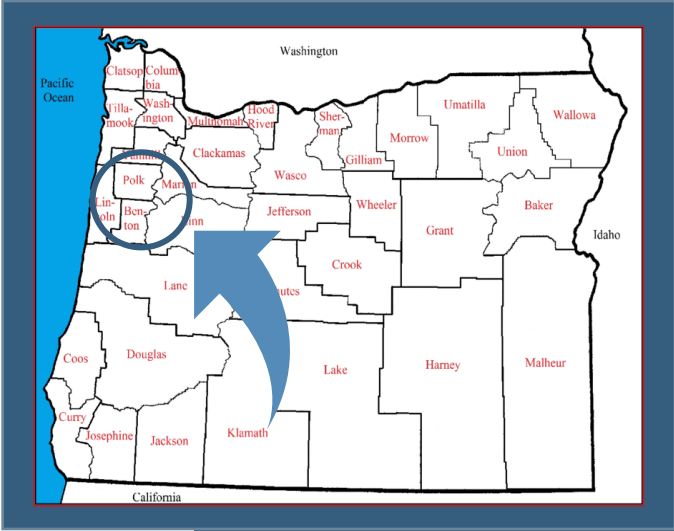


Socialization Learnings

Benton County Planning Commission | Ed Fulford | Dec 2024

Housing Socialization - Key Learnings

- Large employers such as HP, Samaritan, OSU, Benton County, and Corvallis School District are very supportive
- Adair Village has a potential of 1000 housing units if there was a way to secure a waste treatment plant funding for the area.
- There is a lack of minority owned contractor businesses in the area, an OHCS funding requirement for state sponsored affordable housing projects.
- Bend and Yamhill have economic development models that could be leveraged.
- Eugene and Tillamook have added housing subject matter experts (SMEs) to their staff capacity to help in getting housing development projects moving quickly.
- Some developers want to avoid Corvallis and Benton County in general due to the complexities, costs and time frames in getting new developments stood up.
- Housing is a “whole community need” including Nurses. Teachers. Firefighters. Healthcare. Doctors. Professors. Engineers. Seniors. Students.



Next Steps & Ask

Benton County Planning Commission | Ed Fulford | Dec 2024

Next Steps

- Confirm support from Board of Commissioners and received direction on preferred scope and oversight of Regional Housing Subcommittee
- Adopt Regional Housing Subcommittee Charge
- Develop a Regional Housing Needs Analysis (DLCD)
 - Part of Comp Plan Development - the specific needs, aspirations, concerns, opportunity and readiness
- Create a Buildable Lands Inventory
 - Assessment of capacity for development, redevelopment and infill
- Housing Production Strategy
 - Update comp plan and code language
 - Develop public-private investment strategy
- Fund Housing SMEs & Program Framework

2025-27 Budget Ask

Program Component	Year 1 Costs	Year 2 Costs	Total
Housing Needs Analysis (DLCD)	—	—	\$0
Buildable Lands Inventory	\$80,000	—	\$80,000
Housing Production Strategy	\$50,000	\$100,000	\$150,000
Comp Plan/Code Updates	—	\$60,000	\$60,000
Housing SME	\$125,000	\$125,000	\$250,000
Program Framework	\$75,000	\$60,000	\$135,000
Total	\$330,000	\$345,000	\$675,000

Parting Thoughts

“The best time to plant a tree was 20 years ago. The second-best time is now” –
Chinese Proverb





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Agenda Placement and Contacts

Suggested Agenda Date 12/17/24

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Community Development

Contact Name * Shannon Bush

Phone Extension * x6349

Meeting Attendee Name * Petra Schuetz

Agenda Item Details



Item Title * Order No. D2024-060, Revising Fees for Land Use and Planning Division Services Provided by the Community Development Department

- 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 * 15 minutes

Board/Committee Involvement * Yes No

Advertisement * Yes No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The Planning Division is providing the recommended fee revisions to the Board of Commissioners for review and consideration for Calendar Year 2025, effective January 1, 2025.

Options *

Approve the proposed fee revisions, or
Decline to approve the proposed fee revisions.

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

The proposed fee revisions will help offset increased costs over the past year and remain aligned with inflation.

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* N/A

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* N/A

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Approve the proposed 2025 fee schedule and adopt Order No. D2024-060

Meeting Motions* I move to ...
...adopt Order No. D2024-060 revising fees for County Land Use and Planning Division services effective January 1, 2025.

MEETING MOTION: I MOVE TO ADOPT ORDER NO. D2024-060 REVISING FEES FOR COUNTY LAND USE AND PLANNING DIVISION SERVICES EFFECTIVE JANUARY 1, 2025.

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.

Community Development PlanningDiv Fees - BOC memo 11.26.2024 DRAFT.docx	144.1KB
PlanningDiv 2025 Fees Updated_SMB_11-27-24_AttachmentA.pdf	761.11KB
Order D2024-060 Planning Division 2025 Fees.pdf	90.74KB

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

Department Approver PETRA SCHUETZ

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

In the Matter of Revising Land Use and)
Planning Division Fees for Services Provided)
By the Community Development Department)

ORDER #D2024-060

IT APPEARING TO THE BOARD THAT,

The Benton County Board of Commissioners has the authority to establish land use fees under Oregon Revised Statutes (ORS) 215.416; and

ORS Chapters 92, 198, 203, 205, 209, and 368 authorize Benton County to establish fees for County land use and Planning Division services; and

The last time the fees for County land use and Planning Division services were modified was in 2024.

NOW, THEREFORE, IT IS HEREBY ORDERED that the Community Development Land Use and Planning Division revised fee schedule, as shown on Attachment A, be approved effective January 1, 2025; and

BE IT FURTHER ORDERED that Benton County Community Development shall consider annual incremental fee increases in the amount of 5% or the Western Region CPI (Consumer Price Index) plus 2%, whichever is greater, unless a proposed fee increase exceeds this amount requiring additional justification. No fee increase shall be implemented without Board approval.

Adopted this 17th day of December, 2024.

Signed this 17th day of December, 2024.

BENTON COUNTY
BOARD OF COMMISSIONERS

Approved as to form:

By _____
Xanthippe Augerot, Chair

By _____
Vance M. Croney
County Counsel

By _____
Nancy Wyse, Vice-Chair

By _____
Pat Malone, Commissioner

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

FEE DESCRIPTION	2024	2025	Planning Per Parcel Fee	Deposit (variable by App Type)	REASON FOR CHANGE / RECOMMENDATION [2025]
	Base Planning Application Fee	Base Planning Application Fee			
	[2024]	[2025]	[2025]	[2025]	
DOCUMENT FEES	Variable	Variable		Variable	
Recording of Docs (non-covenants) prepared by applicant	--	--	--	--	No change - actual cost
Preparation and recording of covenants and other legal documents	\$ 90	\$ 95	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
PERMIT REVIEW AND RELATED ACTIONS					
Code Enforcement	<i>Actual Cost</i>	<i>Actual Cost</i>	--	--	No change - actual cost
Erosion & Sediment Control Permit	\$ 110	\$ 115	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Floodplain Development Permit (all development activities in a floodplain)	\$ 60	\$ 65	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Floodplain Review of Structural Building Permit or Manufactured Home Placement	\$ 480	\$ 495	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Permit Zoning Compliance Review:	--	--	--	--	--
Demolition Permit Add-on: Dwellings in Resource Zones (EFU/MPA/FC)	\$ 231	\$ 240	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Demolition Permit (dwellings in non-resource zones, other structures in any zone)	\$ 69	\$ 75	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Structural, Mobile Home Placement, Change of Use/Occupancy, Recreational Vehicle (RV) Placement Permits	\$ 110	\$ 115	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Agricultural Exemption	\$ 142	\$ 145	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Water Reviews (well water quality and pump tests)	\$ 69	\$ 75	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Septic Reviews (Full review: Feasibility, Alteration, Authorization)	\$ 131	\$ 135	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

FEE DESCRIPTION	2024	2025	Planning Per Parcel Fee	Deposit (variable by App Type)	REASON FOR CHANGE / RECOMMENDATION [2025]
	Base Planning Application Fee [2024]	Base Planning Application Fee [2025]			
Septic Review (Partial review: Installation)	\$ 67	\$ 70	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Recreational Vehicle (RV) Placement Land Use Application	\$ 110	\$ 115	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
DWELLINGS ON RESOURCE LAND					
Dwelling - EFU/MPA Accessory Farm-related	\$ 1,271	\$ 1,300	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Farm Related - 160 acres or more	\$ 370	\$ 380	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Farm-help for a Relative	\$ 551	\$ 565	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Income Test on less than 160 acres	\$ 1,124	\$ 1,150	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Lot of Record: Non-High value soils	\$ 1,323	\$ 1,355	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Lot of Record: High value soils	\$ 2,168	\$ 2,215	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Non-farm: West of coast range	\$ 2,042	\$ 2,090	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Non-farm: East of coast range	<i>Actual Cost</i>	<i>Actual Cost</i>		\$ 4,000	No change - actual cost (no change in deposit)
Dwelling - FC 160 acres or more	\$ 609	\$ 625	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - FC Lot of Record Forest Dwelling	\$ 1,323	\$ 1,355	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - FC Template Test Dwelling	\$ 2,226	\$ 2,275	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

FEE DESCRIPTION	2024	2025	Planning Per Parcel Fee	Deposit (variable by App Type)	REASON FOR CHANGE / RECOMMENDATION [2025]
	Base Planning Application Fee [2024]	Base Planning Application Fee [2025]			
PROPERTY LINE ADJUSTMENTS & LAND DIVISIONS					
Consolidation (if plat required, add plat fee provided under PLAs)	\$ 399	\$ 410	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Well Test Notification (Base Fee incl 4hrs; add'l time charged at staff hourly rate below)	<i>Actual Cost</i>	<i>Actual Cost</i>		\$ 525	No change - actual cost (no change in deposit)
Land Division inside Corvallis UGB (add to partition & subdivision fees)	\$ 614	\$ 630	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Partition - EFU/MPA/FC zones only, no dwellings involved, both parcels would meet minimum parcel size	\$ 793	\$ 810	\$ 215	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Partition - All other, except Series Partitions, OUTSIDE Corvallis UGB	\$ 731	\$ 750	\$ 215	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Partition - All other, except Series Partitions, INSIDE Corvallis UGB	\$ 1,346	\$ 1,375	\$ 215	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Partition - Series Partition, Preliminary Plat Approval	\$ 1,739	\$ 1,780	\$ 215	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Partition - Series Partition, Final Plat Approval	--	--	--	--	No base planning fee
Property Line Adjustment (between two properties), Ministerial Review	\$ 1,023	\$ 1,045	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
if Survey, add PW Surveyor Review fee	\$ 1,023	\$ 1,045	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

FEE DESCRIPTION	2024	2025	Planning Per Parcel Fee	Deposit (variable by App Type)	REASON FOR CHANGE / RECOMMENDATION [2025]
	Base Planning Application Fee [2024]	Base Planning Application Fee [2025]			
<i>if Plat, add PW Surveyor fee of \$415 plus \$120/parcel; Assessment fee of \$250 plus \$30/parcel; and Records Fee of \$93. (Do not</i>	\$ 1,023	\$ 1,045	--	--	<i>Applied 2.1% increase and rounded up to nearest \$5 increment</i>
Property Line Adjustment (between two properties), Quasi-Judicial Review	\$ 1,259	\$ 1,290	--	--	<i>Applied 2.1% increase and rounded up to nearest \$5 increment</i>
<i>if Survey, add PW Surveyor Review fee</i>	--	--	--	--	--
<i>if Plat, add PW Surveyor fee of \$415 plus \$120/parcel; Assessment fee of \$250 plus \$30/parcel; and Records Fee of \$93. (Do not include \$115 engineer review fee for partitions)</i>	--	--	--	--	--
Additional Property Line Adjustment Applications reviewed concurrently	--	<i>50% of planning fee</i>	--	--	<i>**Corrected: No fee change, but corrected in spreadsheet to indicate "50% of planning fee" as previously shown</i>
Subdivision	--	--	--	--	--
<i>Subdivision Application fee plus \$260/lot; PW Surveyor plat review fee of \$1,425, plus \$125/lot Pre-Monumented</i>	\$ 3,371	\$ 3,445	\$ 260	--	<i>Applied 2.1% increase and rounded up to nearest \$5 increment</i>
<i>Subdivision Application fee plus \$260/lot; PW Surveyor plat review fee of \$2,005, plus \$125/lot</i>	\$ 3,371	\$ 3,445	\$ 260	--	<i>Applied 2.1% increase and rounded up to nearest \$5 increment</i>

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

FEE DESCRIPTION	2024	2025	Planning Per Parcel Fee [2025]	Deposit (variable by App Type) [2025]	REASON FOR CHANGE / RECOMMENDATION [2025]
	Base Planning Application Fee [2024]	Base Planning Application Fee [2025]			
OTHER LAND USE APPLICATIONS					
Administrative Review	\$ 646	\$ 660	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Agritourism: Single-event license, per ORS 215.283(4)(b)	\$ 399	\$ 410	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Agritourism: Single event/activity, per ORS 215.283(4)(a)	\$ 1,418	\$ 1,450	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Agritourism: Limited use permit, up to 6 events/activities, per ORS 215.283(4)	\$ 2,011	\$ 2,055	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Agritourism: Events permit, up to 18 events/activities, per ORS 215.283(4)(d)	\$ 2,326	\$ 2,375	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Conditional Use: Staff Decision or Greenway	\$ 1,418	\$ 1,450	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Conditional Use: Planning Commission Hearing	\$ 2,048	\$ 2,095	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Create a Tax Lot/Deed Release	\$ 184	\$ 190	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Floodplain, Land Development Activities (large projects)	\$ 600	\$ 615	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Floodplain Minor Variance	\$ 368	\$ 380	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Home Occupation, excluding Exclusive Farm Use or Forest Conservation zones	\$ 399	\$ 410	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Hydrogeologic Proposal and Study - Review	Actual Cost	Actual Cost	--	\$ 1,500	No change - actual cost (no change in deposit)
Interpretations of Code, Written	\$ 782	\$ 800	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

FEE DESCRIPTION	2024	2025	Planning Per Parcel Fee	Deposit (variable by App Type)	REASON FOR CHANGE / RECOMMENDATION [2025]
	Base Planning Application Fee	Base Planning Application Fee			
	[2024]	[2025]	[2025]	[2025]	
Land Use application, including Conditional Use Permit, in Landfill Site (LS) Zone - Planning Commission Decision or Staff Decision	<i>Actual Cost</i>	<i>Actual Cost</i>		\$ 10,000	No change - actual cost (no change in deposit)
Medical Hardship in Resource Zone (Exclusive Farm Use or Forest Conservation), <i>Conditional Use Permit required</i>	\$ 688	\$ 705		--	Applied 2.1% increase and rounded up to nearest \$5 increment
Medical Hardship in Non-Resource Zone	\$ 515	\$ 530		--	Applied 2.1% increase and rounded up to nearest \$5 increment
Medical Hardship (Transfer of/Addition to existing medical hardship approval)	\$ 301	\$ 310		--	Applied 2.1% increase and rounded up to nearest \$5 increment
Ministerial Review	\$ 399	\$ 410		--	Applied 2.1% increase and rounded up to nearest \$5 increment
Modification to Natural Features Standards (Corvallis Urban Fringe only):	--	--		--	--
<i>Implementation Plan (88.800(3) to (9)) & Non-Discretionary Review (88.800(1))</i>	\$ 693	\$ 710		--	Applied 2.1% increase and rounded up to nearest \$5 increment
<i>Discretionary Review per BCC 88.800(2)</i>	\$ 1,061	\$ 1,085		--	Applied 2.1% increase and rounded up to nearest \$5 increment
Non-Conforming Use Alteration or Expansiono	\$ 1,066	\$ 1,090		--	Applied 2.1% increase and rounded up to nearest \$5 increment
Pre-application Conference, when required by code (e.g., subdivision, series partition, partition subject to Chapter 100)	\$ 767	\$ 785		--	Applied 2.1% increase and rounded up to nearest \$5 increment
Pre-application Conference requested by applicant or Planning Official	\$ 441	\$ 455		--	Applied 2.1% increase and rounded up to nearest \$5 increment

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

FEE DESCRIPTION	2024	2025	Planning Per Parcel Fee	Deposit (variable by App Type)	REASON FOR CHANGE / RECOMMENDATION [2025]
	Base Planning Application Fee [2024]	Base Planning Application Fee [2025]			
Site Development Plan Review: No site visit	\$ 478	\$ 490	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Site Development Plan Review: With site visit	\$ 725	\$ 740	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Variance	\$ 992	\$ 1,015	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Vested Right	\$ 1,260	\$ 1,290	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Winery land use application (per BCC 55.150)	\$ 646	\$ 660	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Winery Events License for 1 to 6 events per year	\$ 399	\$ 410	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Winery Events Permit for 7 or more events per year	\$ 399	\$ 410	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Zone/ Comprehensive Plan Change: Zone change only and a 2nd legal ad	\$ 2,861	\$ 2,925	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Zone/ Comprehensive Plan Change: Zone/Comp Plan change without Goal Exception and a 2nd legal ad	\$ 3,250	\$ 3,320	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Zone/ Comprehensive Plan Change: Zone/Comp Plan change with Goal Exception and a 2nd legal ad	\$ 4,898	\$ 5,005	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Zone/ Comprehensive Plan Change: Mineral & Agg. Overlay-Zone/Comp Plan change and a 2nd legal ad	<i>Actual Cost</i>	<i>Actual Cost</i>		\$ 4,000	No change - actual cost (no change in deposit)
APPEALS		\$ -			

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

FEE DESCRIPTION	2024	2025	Planning Per Parcel Fee	Deposit (variable by App Type)	REASON FOR CHANGE / RECOMMENDATION [2025]
	Base Planning Application Fee	Base Planning Application Fee			
	[2024]	[2025]	[2025]	[2025]	
Appeal of a Planning Commission decision in Landfill Site Zone	<i>Actual Cost*</i> <i>(borne by</i> <i>appellant);</i> <i>\$5,000 deposit</i> <i>(equivalent to</i> <i>half of original</i> <i>application</i> <i>deposit)</i>	<i>Actual Cost*</i> <i>(borne by</i> <i>appellant);</i> <i>\$5,000 deposit</i> <i>(equivalent to</i> <i>half of original</i> <i>application</i> <i>deposit)</i>		\$5,000	<i>No change - actual cost (no change in deposit)</i>
Appeal of a Planning Commission decision excluding Landfill Site Zone	<i>Actual cost*</i>	<i>Actual cost*</i>		<i>Deposit of</i> <i>original</i> <i>application</i> <i>fee</i>	<i>No change - actual cost (no change in deposit)</i>
Appeal of a Planning Official's decision	<i>Actual cost</i>	<i>Actual cost</i>		--	<i>No change - actual cost</i>
Remand hearing	\$ 1,454	\$ 1,485		--	<i>Applied 2.1% increase and rounded up to nearest \$5 increment</i>
OTHER					
Hourly Land Use/Property Research (extensions requiring review by Planning Official, general, other)	<i>\$130/hourly</i> <i>rate,</i> <i>1 hr. deposit</i>	<i>\$130/hourly</i> <i>rate,</i> <i>1 hr. deposit</i>		\$ 130	<i>No change</i>
Land Use Permit Extensions Reviewed by PC (fee includes \$540 Full Notice)	\$ 452	\$ 465		--	<i>Applied 2.1% increase and rounded up to nearest \$5 increment</i>
Public Hearing requested by applicant, add on (for non-partitions/PLAs)	\$ 635	\$ 650		--	<i>Applied 2.1% increase and rounded up to nearest \$5 increment</i>
Photo Copies/Prints: Letter & Legal sizes	\$ 0.25	\$ 0.25		--	<i>No change</i>
11 x 17 (poster size) & all sizes color copies/prints	\$ 1.00	\$ 1.00		--	<i>No change</i>

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

<i>FEE DESCRIPTION</i>	<i>2024</i>	<i>2025</i>	<i>Planning Per Parcel Fee</i>	<i>Deposit (variable by App Type)</i>	<i>REASON FOR CHANGE / RECOMMENDATION</i> <i>[2025]</i>
	<i>Base Planning Application Fee</i>	<i>Base Planning Application Fee</i>			
Refund Check Processing	\$ 25	\$ 25	--		<i>No change</i>
Unauthorized Land Use Activities	<i>Double Standard Fee</i>	<i>Double Standard Fee</i>	--		<i>No change</i>



B

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Agenda Placement and Contacts

Suggested Agenda Date 12/17/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Maura Kwiatkowski

Phone Extension * 5417663531

Meeting Attendee Name * Rachel McEneny, County Administrator

Agenda Item Details ⬆

Item Title * Resource Naming Suggestions for 4185 SW Research Way

- 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 * 15 minutes

Board/Committee Involvement * Yes No

Advertisement * Yes No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues*

At its December 10, 2024 Goal-setting Work Session, in accordance with Benton County Policy A109, Resource Naming, the Board of Commissioners directed the County Administrator to present naming recommendations for the County-owned building located at 4185 SW Research Way.

Options*

1. Select one of the recommended names presented,
2. Select another name, or
3. Direct the County Administrator to provide additional options.

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* N/A

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* N/A

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Staff recommends the Board of Commissioners select a name for the County-owned building located at 4185 SW Research Way.

Meeting Motions* I move to ...
...name the County-owned building located at 4185 SW Research Way as the [SELECTED NAME] building.

MEETING MOTION: I MOVE TO NAME THE COUNTY-OWNED BUILDING LOCATED AT 4185 SW RESEARCH WAY AS THE _____ BUILDING.

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.

Building name suggestions.pdf 124.56KB

Comments (optional)

Department Approver RACHEL MCENENY



NAMING OPPORTUNITIES FOR THE COUNTY-OWNED BUILDING AT 4185 SW RESEARCH WAY

REVISED 12/12/24

Dr. Helen Gilkey

Dr. Gilkey (1886-1972) was the American authority on truffles: a rare group of underground fungi considered a delicacy. The curator of the Oregon Agricultural College Herbarium and a published author of scientific books, Gilkey had supervised the collection of approximately 120,000 dried plant specimens by her retirement in 1951. She graduated from Oregon Agricultural College and taught in the Botany Department.

Gilkey, a gifted artist, illustrated many publications on topics such as Northwestern flowering plants, Oregon's noxious weeds, and poisonous plants. After she retired, she continued to lecture, study, and write. Gilkey and her sister began taking color slides of Oregon's wildflowers for publication.

She also worked in the community with garden and nature study clubs and helped develop wildflower shows. In 1952 Gilkey received Oregon's top horticulture award from the Oregon Federation of Garden Clubs for her outstanding work and contributions to the field of botany.

She is interred at the Historic Crystal Lake Cemetery.

Daniel Rayfield

Daniel Rayfield is the Attorney General-elect of the State of Oregon and former speaker of the Oregon House of Representatives from 2022 to 2024.

While in law school Rayfield worked as a clerk with the Benton County District Attorney's Office. He then worked as a trial attorney in Albany and Corvallis. He was sworn in January 12, 2015 as the House District 16 representative, which includes Corvallis and Adair Village.

In the community, Rayfield has served numerous roles, including commissioner of the Linn-Benton Housing Authority, member of the New Roots Housing Board, past president of the Linn-Benton Bar Association, past chair of the Linn and Benton Judicial Screening Committee, past president of the Majestic Theater Management Board, former Linn County Peer Court Judge, and former coach of the Oregon State University Mock Trial Team.

Over the last five years, Rayfield's commitment to healthcare equity, public safety and emergency response, and housing and homelessness has been instrumental in Benton County receiving over \$57 million in funding to support projects that include the Children and Family Mental Health Building, the soon to be opened Crisis Center, the new Courthouse, and the Emergency Operations Center.

Naming Opportunities for the County-owned Building

at 4185 SW Research Way

December 11, 2024 (Revised 12/12/24)

Page 2

Barbara Ross

Barbara Ross moved to Corvallis in 1970 with a master's degree in social work and a passion for helping people in need. In addition to caring for three young children and working as a social worker at Good Samaritan Hospital, she was deeply involved in many community organizations including Fish of Corvallis, Vina Moses, Community Outreach, and the Corvallis Homeless Shelter Coalition.

Her focus was always helping and housing the most vulnerable members of the community. She built coalitions, raised funds, and worked toward the big picture of self-sufficiency for everyone. She was known and loved as a person who was driven, good-hearted, and able to get things done.

Ross began her political career in 1977 when she became the second female County Commissioner for Benton County, a position she held for 10 years. She later served as Corvallis School Board member for eight years and State Representative for District 35 for six years.

When Ross left Corvallis after 41 years to retire in Portland, Mayor Julie Manning called her "one of those irreplaceable people." Ross passed away April 4, 2022 at age 86.

Louis Alexander Southworth

Louis Alexander Southworth (1830-1917) and his mother came to Benton County as slaves of James Southworth in the 1850s. Because James Southworth needed money, he allowed his slave to work in the gold fields near Jacksonville, Oregon before rehoming to Benton County. After his mother died, Southworth's master allowed him to leave again to make money.

This time he went to the gold fields near Yreka, California. An accomplished musician, he played the fiddle for dancing schools, and he was able to pay the \$1,000 required to gain his freedom. Southworth was a veteran of the Rogue River Indian Wars. According to local lore, he met a company of volunteer soldiers on their way to Rogue River. They asked him to give up his rifle, as weapons were scarce. He declined but joined the company.

In 1868 he moved to Buena Vista, Oregon and worked as a blacksmith. There he learned to read and write. He married Laria Cooper in 1874, and they moved to Tidewater, near Waldport. There he worked on the Alsea ferrying passengers and cargo up and down the river.

Sometime after his wife's death in 1901, he moved to Corvallis. Southworth lived at the corner of Fourth and Adams Streets in Corvallis in his later years. After he was unable to work, his many friends helped him keep and stay in his home until his death in 1917. Southworth is interred at the Historic Crystal Lake Cemetery.

Dunawi Building

Dunawi Creek runs nearby (just south of Starker Park). It is the Kalapuyan word for female elders.

Klickitat Building

Benton County was created out of lands originally inhabited by the Klickitat, who rented it from the Kalapuya for use as hunting grounds. The name pairs nicely with the Kalapuya Building.

Sunrise Building/Sunrise Center

The name pairs with the adjacent Sunset Building. Sunrise has positive connotations in relation to children and mental health (fresh start; new light after a period of darkness).

. WORK SESSION



Board of Commissioners Agenda Item

Agenda Placement and Contacts

Suggested Agenda Date 12/17/24

View [Agenda Tracker](#)

Suggested Placement * Work Session

Department * Board of Commissioners

Contact Name * Rick Crager

Phone Extension * 5417666246

Meeting Attendee Name * Rick Crager, Lacey Mollel, and April Holland

Agenda Item Details ⬆

Item Title * Health Services Structure - Status Report

- 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 * 45 minutes

Board/Committee Involvement * Yes No

Advertisement * Yes No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

On June 18, 2024, the Board of Commissioners (BOC) approved maintaining the County's existing Health Services structure, comprising the Health Department and Community Health Centers. This decision replaced an earlier recommendation to consolidate into a single department. Under the revised approach, the County is focusing on five key areas to enhance service delivery and operational efficiency:

1. Restructuring and realigning the Health Business office to reduce redundancy, foster collaboration, and provide equitable and efficient support to both Departments.
2. Reevaluating the Behavioral Health Division to improve integration and coordination across Health Services.
3. Identifying and addressing duplicative programs and services within the Departments to enhance effectiveness and efficiency.
4. Reviewing management span of control to ensure effective oversight and leadership for staff and programs.
5. Reevaluating positions to provide clarity in job duties, ensure proper classification, and improve recruitment and retention.

The attached memorandum provides an update of the work completed to date, as well as the next steps in implementing a new health services structure.

Options *

N/A

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*

The proposed adjustment to the current structure focuses on providing improvement in the continuum of health services through increased organizational efficiency, strategic focus, and measurable outcomes.

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*

Ensuring efficient and high-quality health services that effectively meet the needs of the community.

Recommendations and Motions

Item Recommendations and Motions

Staff N/A

Recommendations*

Work Session I move to ...

Motions* N/A

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 Health Service Structure - 12.17.24.pdf 218.22KB

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

Department Approver RICK CRAGER



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Corvallis, OR 97333

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MEMORANDUM

Date: December 10, 2024

To: Board of Commissioners

From: Rick Crager, Assistant County Administrator
Lacey Mollel, Executive Director of CHC
April Holland, Health Department Director

RE: Health Services Structure – Status Report

Background

On June 18, 2024, the Board of Commissioners (BOC) approved maintaining the County's existing Health Services structure, comprising the Health Department and Community Health Centers. This decision replaced an earlier recommendation to consolidate into a single department. Under the revised approach, the County is focusing on five key areas to enhance service delivery and operational efficiency:

1. **Restructuring and realigning the Health Business office** to reduce redundancy, foster collaboration, and provide equitable and efficient support to both Departments.
2. **Reevaluating the Behavioral Health Division** to improve integration and coordination across Health Services.
3. **Identifying and addressing duplicative programs and services** within the Departments to enhance effectiveness and efficiency.
4. **Reviewing management span of control** to ensure effective oversight and leadership for staff and programs.
5. **Reevaluating positions** to provide clarity in job duties, ensure proper classification, and improve recruitment and retention.

Status Report

Since approval of the new approach, the County has appointed permanent Directors for both Departments—April Holland for the Health Department and

Lacey Mollie for Community Health Centers' ending in 18 months of interim leadership. Each Director has been working on sharing key leadership roles and organizing management teams to best support their respective Departments.

While leadership permanency was necessary, this process, along with the impacts of the recently resolved labor strike, has delayed some focus area work, affecting the original October 31 and December 31 deadlines. Nonetheless, substantial progress has been made and all components are expected to be completed in the first quarter of 2025.

Below is an update on each focus area:

Focus Area 1: Restructuring and Realigning the Health Business Office

- Developed an organizational plan to merge three teams into a unified Health Services Business Operations Division.
- Established a new Division Director position with shared oversight by both Department Heads, using cost-neutral restructuring.
- Divided the Division into two sub-units:
 - **Revenue Cycle Services:** Handles billing, systems, and data analysis.
 - **Compliance Services:** Covers coding, quality control, records management, and referral coordination.
- Transitioned all financial activities (e.g., budget management, revenue analysis) to the Financial Services Department.
- Finalized position descriptions and set a full implementation target for February 28, 2025.

Focus Area 2: Reevaluating the Behavioral Health Division

- Conducted research on integrated service models used by other counties.
- The Health Department and Community Health Center are moving toward alignment between the intersection of Behavioral Health service delivery, CMHP compliance, and the transition to integrated services from co-located services.
- The Departments are working on a collaborative process to review the financial and service agreements necessary to align with an integrated service delivery model between the CMHP, Health Department, and the CHC.
- Actualization of meaningful integrated services requires extensive work on service delivery models, alignment of funding streams, and most importantly commitment to organizational culture transformation.

- Began aligning Behavioral Health service delivery between the Health Department and Community Health Centers to transition from co-located to integrated services.

Focus Area 3: Addressing Duplicative Programs and Services

Efforts to identify and streamline redundancies focus on:

- Expanding oversight capacity for the Coordinated Homelessness Response Office to implement strategic priorities effectively.
- Aligning Health-Related Social Needs benefit coordination across services to leverage local, state, and national partnerships.
- Enhancing services for justice-involved populations through collaborations with law enforcement and local service providers.

Each initiative is at a different stage of research, analysis, and implementation, with some changes ready for immediate action and others requiring further study.

Focus Area 4: Reviewing Management Span of Control

Focus Area 5: Reevaluating Positions

- Completed position analyses to evaluate management scope and responsibilities.
- Identified high-priority areas for improvement and began evaluating recommendations for urgent implementation.
- Collaborated with Human Resources to prioritize changes, some of which will be cost-neutral, while others will be included in the 2025-27 budget cycle.
- All Health Services Management positions completed a Position Analysis to better understand scope of responsibility and ensure consistent classification.

Next Steps

Although initial timelines were impacted by leadership hiring and the labor strike, progress continues in all focus areas. Staff remain confident that this foundational work will position the County for long-term success. The timeline for implementation will be based on factors that include, but are not limited to, information received from staff input, budgetary opportunities/constraints, changes required to ensure compliance, and capacity of internal services to

Support proposals (human resources, budget, accounting, information technology, legal).

The following next steps are planned:

- **First Quarter 2025:** Provide an update to the Board of Commissioners, detailing progress and adjusted timelines.
- **Strategic Plan Development:** Begin the strategic planning process after completing foundational work in focus areas to ensure alignment with organizational culture and priorities. This will be revisited during the February 2025 goal-setting meeting.

Health Services leadership acknowledges the need for an intentional, trauma-informed approach to these organizational changes. This deliberate pace is necessary to ensure meaningful, sustainable progress in service delivery and workforce support.



Board of Commissioners Agenda Item

Agenda Placement and Contacts

Suggested Agenda Date 12/17/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Sean McGuire

Phone Extension * 0152

Meeting Attendee Name * Sean McGuire, Sustainability; Bailey Payne, Community Development

Agenda Item Details ⬆

Item Title * Sustainable Materials Management Plan (SMMP) Task Force Update

- 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 * 15 minutes

Board/Committee Involvement * Yes No

Advertisement * Yes No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues * Staff will provide an update on the Sustainable Materials Management Plan (SMMP) Task Force process. Specific issues will include an overview of the October 21, 2024 Kickoff Meeting, current status, and expectations moving forward.

Options * N/A

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* The SMMP is a solution-based initiative that positively affects all communities' Core Values within Benton County and the region.

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* The SMMP is a solution-based initiative that positively affects all communities' Core Values within Benton County and the region.

Recommendations and Motions

Item Recommendations and Motions

Staff N/A
Recommendations*

Meeting Motions* I move to ...
N/A

Department RACHEL MCENENY
Approver