OSU District Plan 2015-2025
Community and Technical Advisory Committee (CTAC)
Meeting Minutes

DATE | May 9, 2014 1:00 PM
CHAIR | David Dodson
MINUTES TAKEN BY | Keahi McFadden
ATTENDEES | Gary Angelo, Kavinda Arthenayake, BA Beierle, Randy Chakerian, Courtney Cloyd, Jon Dolan, Greg Gescher, Rebecca Houghtaling, Karla Kingsley (Kittelson & Associates) Bruce Marbin, Patrick Robinson (for Dan Larson), Brandon Trelstad (for Rainier Farmer), Brian Wall (call in), Phill Worth (Kittelson & Associates)
ABSENT | Charlyn Ellis, Rainier Farmer, Dan Larson, Joe Majeski, Kevin Young, Chuck Yutzie

David Dodson welcomed committee members, indicating that he will be chairing committee and appreciates everyone’s participation. Focus of today’s meeting is on logistics. An agenda was distributed to participants.

1. **Introductions (around the table)**

David- OSU Alum. Has worked at OSU for 5 years, first as Senior Planner then promoted to University Land Use Planning Manager. Facilitating the District Plan.

Keahi- Here to provide administrative support to committee.

Bruce- Corvallis resident and member of the OSU Accessible Advisory Committee. Deals with issues on accessibility to get things changed at OSU. All new buildings go through review process and 3rd party reviews during design and construction. Accessible travel grid around campus is under development.

Jon- Began as a student at OSU. Life safety, alarms, phones, etc. for campus.

Gary- Represents neighborhood NW of campus and member of the City/OSU Collaboration Traffic and Parking Work Group.

Randy- Corvallis resident since 1980 and part of Harding Neighborhood Association.

Kavinda- OSU for 11 years as director of conference services and recently expanded role.

BA- Lived in Corvallis since 2002 from Wyoming. Represents Historic Preservation.

Greg- Has worked for the City for 20 years and is OSU alum.

Patrick- Been in Corvallis for 7 years. UHDS facilities maintenance and construction.

Brandon- Also participated in the Parking and Traffic Work Group. Eleven years as sustainability and alternative transportation coordinator.

Brian- At OSU and handles expanding research impact, intellectual property licensing.

2. **Membership Contact List**

A membership contact list was distributed to participants. Revisions will be sent as needed by email as changes are made.

3. **District Plan Decision Tree**

A District Plan Decision Tree was distributed to show how decisions are made. CTAC will review materials and provide recommendations which will be forwarded to Steering Committee. The Steering Committee consists of Kirk Pawlowski, Glenn Ford, Steve Clarke, and deans/department heads from across the university. Draft versions of District Plan sections will be reviewed by CTAC members. OSU staff will lead outreach and engagement with other groups. The District Plan will ultimately be submitted to the City for public review and ultimate adoption by the City Council.

**Q**: BA: What sections of the City’s Land Development Code will be affected?

**A**: David: Chapter 3.36

**Q**: BA: Where does historic commission fall into decision tree?

**A**: David: To be determined

David asked if anyone needs a hard copy of current Campus Master Plan (CMP). It is available online on OSU’s website. David will send a link to CTAC members.

4. **Committees Role and Responsibility**

The CTAC is advisory to the Steering Committee. There will be opportunities to convene monthly to review progress and comment on draft recommendations.

**Q**: Randy: If neighbors feel their concerns aren’t adequately addressed is there a way to make an alternative recommendation to ensure it gets in front of the Steering Committee?

**A**: David will check and let the group know. Public outreach and engagement opportunities will be available throughout the process. David will report back at next regular meeting.
5. **CTAC By-Laws**
   A draft of the by-laws were distributed, however they need to be reviewed by the Executive Director of Capital Planning and Development first. David hopes we can adopt the by-laws at the next regularly scheduled meeting.

6. **District Plan Schedule**
   The current master plan includes an appendix that speaks to OSU’s obligation regarding outreach and engagement with neighborhoods. We are also visiting with the Planning Commission and City Council every 3 months, giving them the opportunity to provide input. In January of 2015 the draft District Plan will be complete. February and March includes public outreach to the public and decision makers before the land use application is submitted to the City in April.

7. **Set Recurring Monthly Meetings**
   Based on input from committee members, late afternoon meetings for 1.5 hours 4:00 – 5:30 pm on 2nd Thursdays of each month appear to work best. David will send email to confirm time, date, and location.

8. **Kittelson and Associates Scenarios Workshop Briefing**
   Phill Worth and Karla Kingsley from Kittelson Associates will be facilitating the May 20th scenarios workshop. They are under contract to prepare OSU’s Transportation Plan as well. Dinner will be served at 5:00 pm and the workshop will begin at 5:30 pm. The workshop is targeted to CTAC members and a few other staff members and is not open to the public. Food will be provided and a menu is being circulated so participants can make their selections. The purpose of the workshop is to challenge the committee to envision the way campus could grow while respecting the university’s mission and goals. The workshop will be an interactive experience, working in small groups with each group reporting to other groups. The scenarios developed will allow Kittelson and OSU to eventually create several alternative concepts.

   **Q:** Brandon: Will information or materials be distributed in advance of the workshop so participants can prepare?
   **A:** Phill: It is unlikely and it will be minimal if needed. Your knowledge base and background experience is what is needed.

9. **General Questions**
   **Q:** Courtney: Why is the Campus Master Plan now called District Plan?
   **A:** David: A Master Plans typically includes a physical development plan of campus, however OSU’s plan is more general with the campus broken into nine sectors with allowable square footage in each sector. OSU’s Plan is implemented through the City’s OSU Zoning District; therefore OSU felt District Plan reflected a more accurate nomenclature than Master Plan.

   **Q:** Jon: Why isn’t there anyone from Enrollment Management involved on CTAC? What kinds of students and demographics can we expect in the future?
A: David: Planning staff have been in discussions with Enrollment Management. David will check with Kirk Pawlowski to determine if someone like Kate Peterson should serve on the committee or perhaps speak at a future CTAC meeting.

Q: Is a campus tour needed?
A: Not much interest from the group.

10. **Next Meeting**: Scenarios workshop on May 20, 2014, 5:00 – 8:30 pm LaSells Stewart Center Ag Science Room.

11. **Action Items**:

   **David** – Talk with Executive Director of CP&D regarding edits to bylaws, specifically voting my members either at the meeting or by sending an e-mail to the chair prior to the meeting. Have Executive Director approve bylaws before committee reviews and approves them at the next regularly scheduled meeting.

   **David** – E-mail CTAC members a web link to the 2004 CMP and OSU’s Strategic Plan 3.0

   **David** – Check with Executive Director of CP&D to determine protocol for neighborhood concerns and their ability to forward suggestions to the District Plan Steering Committee. Will there be opportunities for Neighborhood Associations to testify before the Steering Committee or should testimony be presented at the public forums that OSU hosts?

   **David** – Send out e-mail confirmation of regularly scheduled monthly meeting dates, second Thursday of each month from 4:00-5:30 pm in OCB conference room 103.

   **Dodson** – Ask Executive Director of CP&D if someone from Enrollment Management such as Kate Peterson should serve on the committee or perhaps speak at a future CTAC meeting.

Meeting Adjourned 2:15 pm