



ALBANY CITY COUNCIL
AGENDA

Wednesday, June 24, 2020

This meeting will be conducted virtually. At 7:15 p.m., join the meeting at:

<https://www.gotomeet.me/cityofalbany/ccm>

You can use your built-in microphone or dial in using your phone.

Call: [1-646-749-3129](tel:1-646-749-3129)

Access code: [491-970-829](tel:491-970-829)

1. Call to order and pledge of allegiance

2. Roll call

3. Public hearing, Landmarks Commission appeal

Persons wanting to address the council during the public hearing have the following options:

1- *Email your comments to cdaa@cityofalbany.net. Please include your name and address. Comments received before 5:00 p.m. on Tuesday, June 23, 2020, will be forwarded to the council and posted to the website at <https://www.cityofalbany.net/council/materials>.*

2- *To testify virtually during the public hearing, register by emailing cdaa@cityofalbany.net before 3:00 p.m. on the day of the meeting. Please provide your name and address, and whether you are speaking for, against, or neutral on the project. During public testimony, the mayor will call upon those who have registered to speak, followed by any others.*

a. Construction of two buildings at Fourth Avenue and Calapooia Street. [Pages 3-64]

Action: _____

4. Business from the public

Persons wanting to provide comment the council under "business from the public" must send their written comments by email to cityclerk@cityofalbany.net. Please limit comments to one page and include your name and address. Emails received before noon on the day of the meeting will be included in the record.

5. Award of contracts

a. Emergency loans for small business. [Pages 65-66]

Action: _____



Award of contracts, continued

- b. Housing rehabilitation loan program. [Page 67]

Action: _____

- c. CARES Act funding agreement. [Page 68]

Action: _____

6. Adoption of consent calendar

- a. Reappointing Amy Roberts to the Library Board. [Pages 69-71]

- b. Approval of minutes

- 1) May 13, 2020, meeting. [Pages 72-77]

- c. Recommendation to OLCC

- 1) Annual liquor license renewals. [Pages 78-79]

- d. Adoption of resolution

- 1) Accepting the abstract of votes regarding the ballots cast in the state of Oregon general election held Tuesday, May 19, 2020, regarding City of Albany public safety levy. [Pages 80-83] RES NO. _____

- 2) Adopting the public transportation agency safety plan. [Pages 84-109]

Action: _____

7. Reports

- a. Republic Services annual report. [Pages 110-133]

- b. Transient lodging tax funding report. [Page 134]

8. Business from the council

9. Next meeting dates

Monday, July 6, 2020; 4 p.m. work session

Wednesday, July 8, 2020; 7:15 p.m. regular meeting

10. Adjournment

Due to Governor Brown's Executive Orders limiting public gatherings during the COVID-19 pandemic, this meeting is accessible to the public via phone and video connection.



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT*
 Jeff Blaine, P.E. Public Works Engineering & Community Development Director *JB*

FROM: David Martineau, Planning Manager *DM*
 Laura LaRoque, Planner III *LL*

DATE: June 17, 2020, for the June 24, 2020, City Council Meeting

SUBJECT: Historic Review for New Construction of Two Three-Story Mixed-Use Buildings on a Lot Within the Monteith National Register Historic District (file no. HI-04-20).
 Relates to Strategic Plan Theme | Great Neighborhoods

Action Requested:
 Staff recommends City Council hold a public hearing and make a decision regarding the proposed new construction of two, three-story mixed-use buildings at a site known as 331 Calapooia Street SE, and 525 and 533 Fourth Avenue SW, within the Monteith National Register Historic District.

Discussion:
 On May 6 and May 19, 2020, the Landmarks Commission (LC) considered the above referenced application through virtual public hearings, verbal and written testimony, and deliberation. The LC denied the application based on the project's lack of conformance with review criteria 7.270(1)(a) and (b) of Albany Development Code (ADC). Reasons for denial centered around the conflict between what is permitted in the Downtown Mixed Use (DMU) zone and the Historic overlay standards. The LC cited ADC 1.040, which notes the more restrictive standards should apply, noting the criteria in ADC 7.270(1)(a) regarding setbacks and (b) regarding size and scale were not satisfied. As stated by the LC, the denial was intended to allow the applicant the opportunity to refine certain elements (i.e. setback, height, and mass) of proposed development under their own accord rather than imposing conditions that could result in unintended and/or unanticipated consequences.

On May 29, 2020, the applicant requested a de novo review of the application, which is allowed in accordance with ADC 1.520(3). The basis of the applicant's appeal is that minimally adequate findings supporting the LC's decision failed to be adopted. Attached to this memo is the applicant's de novo request and written appeal statement submitted to the Planning Division on May 29, 2020.

This memo is not intended to replace the staff report dated April 29, 2020, but rather adds supplemental analysis for the council to consider when deciding this matter. It will summarize the decision-making context and conclude by offering the council some general decision options to consider.

Decision-Making Context

According to ADC 7.230, the purpose of historic review for new construction within a historic district is to ensure that new structures are compatible with the character of that district. The following review criteria must be met in order to approve a new construction request.

ADC 7.270 New Construction Review Criteria. The Community Development Director or the Landmarks Advisory Commission must find that the request meets the following applicable criteria in order to approve the new construction request:

(1) Within the Monteith and Hackleman Districts:

- (a) The development maintains any unifying development patterns such as sidewalk and street tree location, setbacks, building coverage, and orientation to the street.*
- (b) The structure is of similar size and scale of surrounding buildings, and as much as possible reflects the craftsmanship of those buildings.*
- (c) Building materials are reflective of and complementary to existing buildings within the district.*

Subjective terms within the review criteria (i.e. unifying, similar, reflective of, and complementary) are ultimately left to the decision makers to interpret through a discretionary review based on the staff analysis, materials submitted by the applicant, and testimony submitted on behalf of other interested parties. Due to the subjective nature of the review criteria, there can be instances in which council can apply the same set of review criteria and reach an entirely different decision. The ability for this to occur is inherent to the land use process and should not be considered as conflicting with prior decisions or recommendations. This is especially true in cases such as this, when new information will likely be introduced that was not considered by the prior decision-making body.

Another item of note is the transitional area in which the site is located. The site is in the DMU zoning district, which as the name suggests, encourages mixed-uses and high-density residential infill and office employment. The site is across the street from the Hackleman Monteith (HM) zoning district, which is intended primarily to preserve the existing single-family residential character of the Hackleman and Monteith National Register Historic Districts. The site is also located within the Monteith National Register Historic District thus subject to the Historic Overlay district standards (Attachment D).

Therefore, it can be said that there is an inherent conflict between the zone designation that encourages high-density residential infill and Historic Overlay district standards, which encourages the preservation of the single-family residential character of the Monteith National Register Historic District.

On such occasions the purpose statement can help ground the decision-making process. The purpose of this review according to ADC 7.230 is to ensure that proposed new development is compatible with the character of the Monteith district. The term *compatible* is not intended to mean the same but “capable of existing together in harmony.” As such, council may grant flexibility in DMU zone and design standards where necessary to achieve historic compatibility.

Recommendation and General Decision Options to Consider

In the staff report dated April 29, 2020, staff concluded that with conditions of approval the proposal met the review criteria of ADC 7.270(1). Below is a summary of staff’s recommended conditions of approval as well as other decision options to consider.

Setbacks. Recommended Condition 2 provides a range in which Building Two could be placed along the Calapooia Street frontage to achieve a unified setback to existing development abutting the site. The range is

intended to improve building alignment along the Calapooia Street frontage while allowing flexibility to determine the specific setback that works best for the site overall. As written, the condition would increase the applicant's proposed setbacks from 2- to 3-feet-6-inches to no more than 5 feet closer (approximately 10 feet), and no more than 5 feet farther (approximately 20 feet) from the main wall of the abutting structure at 323 Calapooia Street SW. This condition could be modified to a specific numeric standard, such as 5 feet which is the maximum setback in the DMU zone, or alternatively, it could be removed should council determine and make findings that setback adjustments are not necessary in order to meet the review criteria of ADC 7.270(1)(a).

Size and Scale. Recommended Condition 3 would require proposed building offsets to be increased to break up the front wall plane of each building into approximately 16.5-foot to 25-foot segments. As conditioned, the depth of the proposed offsets, which are approximately 1-foot-9-inches and 2-foot-4-inches, would increase to 5 feet. This condition could be modified to specify an offset less than 5 feet or it could be removed entirely should council determine and make findings that modifications are not necessary to meet the review criteria of ADC 7.270(1)(b).

Height. Recommended Condition 4 would require a minimum 4-foot reduction to the overall height including a minimum 2-foot reduction to the first-floor wall height to reduce the disparity in height and horizontal floor alignment in comparison with existing development abutting the site. As conditioned, the structures would be 8 feet less than the maximum height of the zone (45 feet) and 6 – 19 feet (roughly one half to two stories) taller than existing structures abutting the site. This condition could be modified to specify a reduction in one or more of the following elements: foundation height, wall height of any or all of the floors, and/or the distance between the top-of-wall and peak of roof. This condition could also be removed completely should council determine and make findings that modifications are not necessary in order to meet the review criteria of ADC 7.270(1)(b).

Materials. Recommended Condition 1 and Conditions 5 - 8 could be removed if information is provided by the applicant for your review and approval during this proceeding, council delegates review of these items to staff at the time of building permit review or if it is determined by council that this information is not necessary in order to meet the review criteria of ADC 7.270(1)(c).

Options for Council

City council has three options:

- Option 1: Approve the application with conditions as proposed; or
- Option 2: Approve the application with modifications to the recommended conditions; or
- Option 3: Deny the application.

Based on the analysis provided in the report, staff recommends council pursue Option 1 and approve the application subject to the recommended conditions of approval. However, due to the subjective nature of the review criteria and testimony received through the hearing processes, council may reasonably reach a different conclusion. Sample motions for each option are provided as Attachment E.

Budget Impact:

None

LL:js

Attachments:

- A. Notice of Appeal
- B. Appeal Statement
- C. Staff Report, dated April 29, 2020
- D. Monteith National Register District / DMU Zone District Map
- E. Sample Motions



PUBLIC WORKS - COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

**NOTICE OF APPEAL OR
REQUEST FOR PUBLIC HEARING**

The undersigned, who believe they have standing to appeal, or request a public hearing as they case may be, hereby request consideration by the

City Council of a decision made on May 20, 2020

(Name of Board/Commission, or City Council) (Date)

by the Albany Landmarks Commission

(Community Development Director, Hearings Board, Planning Commission, Landmarks Advisory Commission)

Relating to a request for Mixed Use Development, File III-04-20 *(case file name and number)*

I am/we are appealing this decision because of the following defect(s) in the hearing process and/or interpretation of the criteria set forth in the Albany Development Code sections which are applicable to the previously stated land use request *(Attach your findings of fact):*

See attached letter from Attorney Bill Kloos

I (we) understand that a hearing will be set for this appeal and I (we) will be present at that time to answer questions regarding this appeal.

Name Mark Siegner

Name _____

Address 516 Kouns Drive NW

Address _____

Albany, OR 97321

Signature *Mark Siegner*

Signature _____

Date 5/29/2020

Date _____

TO BE FILLED OUT BY STAFF

Case No. (same as application request) _____

See Fee Schedule Filing Fee: Varies *(fees subject to change every July 1)*

- Request for Public Hearing
- Appeal to City Council
- Appeal to Planning Commission
- Appeal to Hearings Officer (expedited land division only)

*The fee for a public hearing on a tentative decision shall be paid by the applicant, not the person requesting the hearing.

DATE FILED _____ FEE PAID _____

RECEIPT NO: _____ RECEIVED BY _____

cd.citvofalbanv.net

LAW OFFICE OF BILL KLOOS PC

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BILL KLOOS
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May 29, 2020

Albany City Council
City Hall
333 S.W. Broadalbin St.
Albany, OR 97321

Re: Siegner Appeal of Landmarks Commission Denial; File III-04-20

Dear Mayor and City Council:

Please accept this letter and appeal form as an appeal of the May 20, 2020 denial of my clients' development proposal. This appeal is filed under ADC 1.530. The requirements for an appeal are addressed below:

(1) Identification of the decision sought to be reviewed, including the date of the decision.

Landmarks Commission decision, May 20, 2020, file III-04-20.

(2) A statement of the interest of the person seeking review and that he/she was a party to the initial proceedings.

The appellant is the applicant and property owner.

(4) If de novo review is requested, a statement summarizing the new evidence that will be offered and the criteria to which it will relate.

De novo review is requested. The Commission failed to adopt specific findings addressing the standards for approval. It failed to explain why the application was denied. Therefore, it will be potentially necessary for the applicant to submit new evidence of compliance with all relevant standards.

(3) The specific policy or criteria relied upon for review.

The Commission failed to adopt minimally adequate findings supporting its denial. ADC 1.500(2) requires in part: "For denial, a statement of the facts establishing noncompliance with one or more required policy or criteria." The required findings are missing and/or are too conclusory to meet the code. The keeps the appellant guessing as to the reasons for the denial and what should be emphasized on appeal.

The Staff Report recommended approval. The Commission erred in failing to follow the recommendation of the Staff Report.

Eugene Hearings Official
September 10, 2019
Page 2

There are three principal standards referenced in ADC 7.270. These are:

- (1) Within the Monteith and Hackleman Districts:
 - (a) The development maintains any unifying development patterns such as sidewalk and street tree location, setbacks, building coverage, and orientation to the street.
 - (b) The structure is of similar size and scale of surrounding buildings, and as much as possible reflects the craftsmanship of those buildings.
 - (c) Building materials are reflective of and complementary to existing buildings within the district.

The Commission generally found noncompliance with (a) and (b), without explaining why that is so. The applicant asserts that was error and the use complies with both of those standards.

The Commission also generally found that the use does not comply with “other applicable standards and review criteria listed in the Albany Development Code.” Without reference to specific criteria that the Commission believes are relevant and not met, the applicant is again guessing as to the Commission had in mind. The applicant believes and asserts that all relevant code standards are complied with.

The applicant looks forward to the hearing on this matter.

Sincerely,

Bill Kloos
Bill Kloos

Cc: Client



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Staff Report

Historic Review of New Construction

New Mixed-Use Development in Monteith National Register Historic District

File No. HI-04-20

April 29, 2020

Summary

Mark and Tina Siegner have submitted a Historic Review of New Construction application for construction of two three-story mixed-use buildings on a lot within the Monteith National Register Historic District. The subject property located in the northeast corner of the Calapooia Street and Fourth Avenue intersection at 331 Calapooia Street SW, 533 Fourth Avenue SW, and 525 Fourth Avenue SW, in the Downtown Mixed Use (DMU) zoning district (Attachment A).

According to ADC 5.060, Table 5-1 Schedule of Permitted Uses, the proposed use is allowed on this property subject to approval of a Site Plan Review permit. A Site Plan Review application has been submitted and when deemed complete will be evaluated through a Type I-L review procedure for conformance with the Site Plan Review criteria contained in ADC 2.450.

As stated above, the development is proposed within the Monteith National Register Historic District. Per ADC 7.230, all new construction over 100 square feet within a historic district is subject to approval of a Historic Review of New Construction. The purpose of new construction review is to ensure that new structures are compatible with the character of the district in which they are located.

The subject application has been referred to the Landmarks Commission by the Director as permitted per ADC 1.360 and processed under a Type III review procedure in accordance with ADC 1.360. The review criteria for Historic Review of New Construction within the Monteith National Register Historic District contained in ADC 7.270(1) are addressed in this report. These criteria must be satisfied to grant approval for this application.

Application Information

Review Body:	Landmarks Commission (Type III review)
Staff Report Prepared By:	Laura LaRoque, Project Planner
Property Owner/Applicant:	Mark and Tina Siegner; 516 Kouns Drive NW, Albany, OR 97321
Architect/Representative:	William Ryals; 935 Jones Avenue NW, Albany, OR 97321
Address/Location	525 & 533 Fourth Avenue SW; 331 Calapooia Street SW

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Map/Tax Lot:	Linn County Assessor’s Map No.; 11S-04W-12AA Tax Lot 700
Subdivision:	A portion of Lot 7 and Lot 8, Block 23, City of Albany
Zoning:	Downtown Mixed Use (DMU) Zone District with Historic Overlay District (/HD); Monteith National Register Historic District
Total Land Area	10,659 square feet (0.25 acres) according to Linn County Tax Assessor’s Records
Neighborhood:	Central Albany
Surrounding Zoning:	North: Downtown Mixed Use (DMU) Zone District East: Downtown Mixed Use (DMU) Zone District South Hackleman Monteith (HM) District (across Fourth Ave.) West Hackleman Monteith (HM) District (across Calapooia Street)
Surrounding Uses:	North: Residential Single-Family/Commercial (Fisher Funeral Home) East: Residential Single-Family South Residential Single-Family (across Fourth Ave.) West Residential Multi-Family (across Calapooia Street)
Prior Land Use History:	HI-12-18 (331 Calapooia Street SW, 533 Fourth Avenue SW, and 525 Fourth Avenue SW): Demolition of three historic contributing homes in the Monteith Historic District. Demolition Permits Nos. B-1670-18/ B-1670-18/ B-1670-18. M1-07-94 & VR-06-94: (323 and 331 Calapooia Street SW and 525 and 533 Fourth Avenue SW): Subdivision to divide two existing platted lots containing 14,752 square feet into four lots containing 3,163 square feet (Lot 1), 3,894 square feet (Lot 2), 3,260 square feet (Lot 3), and 3,511 square feet (Lot 4), with concurrent Variance to allow single family lot sizes of less than 5,000 square feet.

Notice Information

On April 16, 2020, a Notice of Public Hearing was mailed to property owners within 300 feet of the subject property. On April 21, 2020, Notice of Public Hearing was also posted on the subject site. As of the date of this report, no public testimony has been received.

Analysis of Development Code Criteria

Albany Development Code (ADC) criteria for Historic Review of New Construction (ADC 7.270(1)) are addressed in this report for the proposed development. The criteria must be satisfied to grant approval for this application. Code criteria are written in **bold** followed by findings, conclusions, and conditions of approval where conditions are necessary to meet the review criteria.

New Construction Criteria (ADC 7.270(1))

Criterion 1

The development maintains any unifying development patterns such as sidewalk and street tree location, setbacks, building coverage, and orientation to the street.

Findings of Fact

- 1.1 Location. The subject property located in the northeast corner of the Calapooia Street and Fourth Avenue intersection, at a site known as 331 Calapooia Street SW, 533 Fourth Avenue SW, and 525 Fourth Avenue SW (Attachment A.1).

The subject site is located to the northern extent of the Monteith National Register Historic District one block southwest of the Downtown National Register District (Attachment A.1). The subject property is zoned Downtown Mixed Use (DMU) with a Historic District Overlay.

In 2017, the zone designation of the subject property changed from Historic Downtown (HD) to the newly created DMU zone district (see Ord. No. 5894). The DMU zone district was created to serve as a transitional zone between the downtown commercial development in the HD zone district and the prominently residential single-family development in the Hackleman Monteith (HM) zone district. According to ADC 5.030, the *DMU district is intended for a mix of retail, services, institutions, offices, and housing that supports businesses in and around the Historic Downtown District. Mixed uses are encouraged both horizontally and vertically. High-density residential infill and office employment are both encouraged.*

- 1.2 Permitted Use. The proposed use (units above or attached to a business) is allowed with Site Plan Review permit approval in the DMU zone. A Site Plan Review application has been submitted and when deemed complete will be evaluated through a Type I-L review procedure for consistency with the Site Plan Review criteria contained in ADC 2.450 as well as other applicable ADC standards.
- 1.3 Purpose of Historic Review. The proposed development is within the Monteith National Register Historic District and is therefore subject to approval of a Historic Review of New Construction. The purpose of new construction exterior design review is to ensure new structures are compatible with the character of the district in which they are located.

“Compatible” does not mean “the same”. *Merriam Webster’s Collegiate Dictionary*, Eleventh Edition, defines “compatible” as “(1) capable of existing together in harmony”.

According to the Guidelines for New Construction in Albany’s Residential Historic Districts and Neighborhoods (Guidelines), *a new building should contribute to that character by respecting the location, design, materials, and other character-defining features of historic buildings in the neighborhood. This doesn’t necessarily mean building a replica of the house across the street, or a house that tries to create a false historic appearance. The first step in designing a new building that works is to look for patterns in the existing buildings in the vicinity of the site. Compatibility can be achieved through careful attention to the following aspects of a building: orientation, site location, scale and mass, proportions, height, roof shape, porches, rhythm of window and door openings, materials, decorative finish details, foundations, and garage location* (see Attachment A.3)

- 1.4 Proposal. The proposal is to construct two three-story mixed-use buildings on a lot within the Monteith National Register District (see Attachments B.1 – B.10). Two accessory structures are proposed in addition to the two primary buildings (as shown on the site plan). However, supplemental application materials such as elevation(s) drawings and/or written narrative depicting the height and exterior design

of the accessory structures was not provided with this application submittal. Therefore, a condition of approval will ensure a subsequent review of said accessory structure(s).

- 1.5 Orientation. Most historic buildings in the district squarely face a street, with their principal facade and entrance in full view. For buildings on corner lots, entrances may be located on each principal façade or at the corner to anchor the intersection and to capture pedestrian activity from both street frontages. Likewise, new buildings within the district should be oriented to the street with main entryways along these principal facades.

The historic development pattern in the district and block of the proposed development is consistent with current design standards and main entrance design standards in ADC 8.265. The principal facades of commercial enterprises in the block and near vicinity are oriented to the abutting streets with main entrances facing the street or corner intersection. The residences on the subject block and across the streets from the proposed development all squarely face and have primary facades oriented towards the abutting street.

- 1.6 Building One is located to the southeast of the subject site with the principal (front) elevation and entrance oriented towards Fourth Avenue (south); rear elevation oriented towards the alley (north); side elevation and secondary entrance oriented towards the public plaza and Building Two (west); and other side elevation with mechanical equipment and access towards the east interior property line (see Attachment B.1). Building Two is located to the southwest of the site with the principal (front) elevation and entrance orientated towards Calapooia Street; rear elevation oriented towards Building Two (east); side elevation and secondary entrance oriented towards Fourth Avenue (south); and other side elevation with mechanical equipment and access towards to the north (see Attachment B.1).
- 1.7 Additionally, two accessory structures (i.e. residential storage units) are subordinate to the primary structure and situated 14-feet-6-inches behind Building One at the east and west property lines, and 35 feet from the alley (north) property line where a parking lot is proposed.
- 1.8 Setbacks. New construction in the Monteith district should maintain unifying development patterns including setbacks of historic properties on the street frontage where the building is proposed. In addition, the ADC specifies the setbacks of a structure, that is, the distance a structure must be located from front and interior property lines.

In the DMU zone, there is no minimum front setback for structures, but there is a 5-foot or at least 20-foot minimum setback for garage or carport vehicle entrances. The maximum setback for non-residential and mixed-use development is 5 feet unless 100 percent of the increased setback is used for pedestrian amenities associated with the building use, such as patio dining for a restaurant, sidewalk café, plaza, or courtyard. There is no minimum interior setback unless proposed development is abutting a residential district or historic landmark. In such instances, a 5-foot minimum interior setback is required for new buildings that exceed 35 feet in height in the DMU zone. According to ADC 5.115(2)(b), minimum interior setback is *to respect and respond to the character and scale of recognized historic residential buildings and ensure adequate light and air to such buildings, while allowing reasonable use of abutting properties consistent with the vision for Central Albany.*

- 1.9 There are two existing structures along the Fourth Avenue block face and one existing structure along the Calapooia Street frontage block face. Based on aerial measurements, the commercial structure at 330 - 340 Washington Street (State Farm Insurance Agency) has a zero front setback to front property lines along both Fourth Avenue and Washington Street; the main façade and porch of the adjacent

residential dwelling at 515 Fourth Avenue are set back approximately 7 feet and 1 foot respectively from front property along Fourth Avenue; the main façade and porch of the adjacent residential dwelling at 323 Calapooia Street is set back approximately 15 feet from front property along Fourth Avenue (see Attachment A.2).

- 1.10 Building One has a variable setback of 2-feet to 3-feet-6-inches from the Fourth Avenue (south) front property line; a 6-foot setback from the east interior property line abutting a historic residential dwelling; a 62-feet-5-inch setback from the alley and 23-feet-five-inches setback from the northern interior property line abutting a historic residential dwelling; and a 70-foot setback from the Calapooia Street (west) property line (see Attachment B.1).

Building Two has a variable setback of 2-feet to 3-feet-6-inches from the Calapooia Street (west) front property line and zero setback from the Fourth Avenue front property line; a 6-foot setback from the north interior property line abutting a historic residential dwelling; and a 93-foot setback from the east interior property line abutting a historic residential dwelling (see Attachment B.1).

The residential storage units have zero setback from the east and west interior property lines; a 35-foot setback from the alley (north) property line; and a 60-foot setback from Fourth Avenue (south) front property line (see Attachment B.1).

- 1.11 The approximate footprint of the proposed buildings on the subject property in relationship to structures along the Fourth Avenue and Calapooia Street block face is illustrated in a map entitled Building Footprints (see Attachment A.2). As shown, the proposed building frontages along the Fourth Avenue block face are within the range of setbacks of the two other structures along Fourth Avenue. Conversely, Building Two is approximately 13 feet closer to the front property line along Calapooia Street than the structure at 323 Calapooia Street. A condition of approval shall require Building Two to be no more than five feet closer, and no more than five feet farther from the street than the main wall of the abutting structure at 323 Calapooia Street in order to maintain an unified development pattern along the Calapooia Street block face.

- 1.12 Building Coverage. The subject property is comprised of two lots (portions of Lots 7 and 8, Block 23, of the City of Albany Subdivision) which are approximately 6,365 square feet and 4,295 square feet in size, respectively. The overall lot size of the proposed development is approximately 10,600 square feet. The total building coverage for the entirety of the development is 51 percent. The building coverage area of Building One and the two accessory structures is approximately 45 percent. The building coverage area of Building Two is approximately 59 percent.

- 1.13 The building coverage for the proposed development is within seven percent of the average building coverage of structures within the subject block when calculated per lot and one percent of the average when calculated for the development as a whole (see Table One, below).

Table One: Coverage Area Comparison

Site	Building Footprint	Lot Size**	Building Coverage
Subject Site	5,356 square feet	10,600 square feet	51%
Building One & Accessory Structures	2,833 square feet	6,365 square feet	45%

Building Two	2,523 square feet	4,295 square feet	59%
323 Calapooia Street	1,355 square feet*	3,159 square feet	43%
306 Washington Street	5,500 square feet*	6,927 square feet	79%
318 Washington Street	830 square feet*	1,698 square feet	48%
320 Washington Street	800 square feet*	1,761 square feet	45%
326 Washington Street	1,150 square feet*	3,332 square feet	35%
520 Third Avenue	3,700 square feet*	6,927 square feet	53%
515 Fourth Avenue	1,215 square feet*	2,062 square feet	58%

* Based on approximate aerial measurements
 ** Based on Linn County Tax Assessor’s records

1.14 Similarly, a GIS (Geographic Information System Mapping) query of the subject block estimated the average square footage, lot size, and building coverage area on the subject block as 2,361 square feet, 4,248 square feet, and 55 percent, respectively. Based on these analyses, the building coverage of the proposed development is found to be comparable to building coverage of the existing development on the same block.

1.15 Sidewalks. Calapooia Street and Fourth Avenue are classified as local streets and are constructed to City standards along the frontage of the site. Improvements along the frontage of the site include curb, gutter, a six-foot landscape strip, and a five-foot sidewalk on each side of the street.

No modifications to the existing sidewalks are proposed. As shown in the site plan, the following on-site pedestrian improvements are proposed: 1) a paved walkway extension from the interior edge of the existing sidewalk to the front of each building; 2) a concrete public plaza accessible from Fourth Avenue between the buildings; and 3) private internal sidewalks for circulation between buildings, to storage and parking areas, and to the public right-of-way.

1.16 Street Trees. The applicant proposes four street trees at approximately 32-foot intervals in the 6-foot landscape strip along the Fourth Avenue frontage and two street trees 32-feet apart in the planter strip along the Calapooia Street frontage. Presently, there are no street trees within the planter strips along the frontage of the subject property.

There are a few trees planted in the landscaping strip along the street frontages of the block where development is proposed. One street tree is planted along Fourth Avenue southwest of the front entrance of 515 Fourth Avenue. Six street trees are planted along Washington Street near the main entrances of 306 and 326 Washington Street. Four street trees are planted along Third Avenue near the side entrance of 306 Washington Street and parking lot entrances of 530 Third Avenue. Four street trees are planted along Calapooia Street; two street trees are planted along the side of the parking lot at 530 Third Avenue; and two street trees are planted near the front entrance of 323 Calapooia Street. Across the street from the proposed development, there are five street trees along the west side of Calapooia Street and five street trees along the south side of Fourth Avenue.

According to ADC 12.321, street trees are not required unless a new public street is created in conjunction with development. When required, one tree per thirty feet of lineal street frontage is

standard. Although not required, the proposed street tree closely align with the spacing interval standard of ADC 12.321 and spacing interval of the existing street trees on the same block.

Conclusions

- 1.1 A Historic Review of New Construction application for the proposed accessory structures must be submitted for review and approval prior to the issuance of any building permit for said accessory structure(s).
- 1.2 The proposed development squarely faces and has primary facades oriented towards the abutting street which is consistent with the historic development pattern in the district.
- 1.3 The front setbacks of Building One and Two along Fourth Avenue comply with the setback standards of the DMU zone and are within the range of front setbacks along Fourth Avenue block face.
- 1.4 The front setbacks of Building Two along Calapooia Street comply with the maximum setbacks of the DMU zone but would result in a disorderly development pattern along Calapooia Street block face. A condition of approval will ensure that the front setback of Building Two along the Calapooia Street block face is brought into closer alignment with the structure at 323 Calapooia Street in order to maintain a unified development pattern.
- 1.5 The building coverage of the proposed development is comparable to building coverage of existing development on the same block.
- 1.6 The public street system adjacent to the site is constructed to City standards.
- 1.7 The proposed street tree spacing intervals achieve a uniformed arrangement of street trees along the frontage of the site.
- 1.8 This criterion can be met with the following conditions.

Conditions of Approval

- Condition 1* Prior to issuance of a building permit for accessory structure(s), review and approval of a Historic Review of New Construction application for said proposed accessory structures is required.
- Condition 2* Prior to issuance of a building permit for Building Two, the applicant shall submit a revised site plan to the Community Development Department for review and approval that places the front setback of Building Two no more than five feet closer, and no more than five feet farther from the Calapooia Street (front) property line than the main wall of the abutting structure at 323 Calapooia Street SW.

Criterion 2

The structure is of similar size and scale of surrounding buildings, and as much as possible reflects the craftsmanship of those buildings.

Findings of Fact and Conclusions

- 2.1 Scale and Massing. Building mass and scale includes basic building form characteristics such as width, size, height, and volume. These design characteristics influence how a building is perceived from the street or sidewalk and how it relates to neighboring development. Although a new building may be larger than adjacent buildings, it should not be monolithic in scale.

- 2.2 Buildings One and Two are each three stories tall, 57-feet-10-inches wide and 43-feet-6-inches deep with a total building area of 6,732 square feet (see Elevation Plans, Attachments B8 & B9).
- 2.3 In comparison with the abutting historic contributing single-family residential dwellings to the north and east, the proposed structures are approximately twice as wide and seven times as big.

Table Two: Building Size Comparison

Site	Building Width	Building Depth	Area
Subject Site			
Building One	57 feet 10 inches wide	45 feet 10 inches deep	6,732 square feet
Building Two	57 feet 10 inches wide	45 feet 10 inches deep	6,732 square feet
323 Calapooia Street	28 feet wide*	44 feet deep*	1,546 square feet**
320 Washington Street	25 feet wide*	30 feet deep*	528 square feet**
515 Fourth Avenue	25 feet wide*	40 feet deep*	900 square feet**

* Based on approximate aerial measurements

** Based on Linn County Tax Assessor’s records

- 2.4 A combination of articulation techniques is proposed to promote a sense of human scale and reflect traditional façade proportions. Building articulation includes vertical or horizontal changes in materials, color, and texture, as well as minor variations in the wall plane.
- 2.5 Variations in Material & Wall Projections. The primary facades and entrances of Buildings One and Two are defined by differentiating materials such as cultured stone, brick, aluminum storefront windows and doors, and projecting roof overhangs that are finished with wood beams, brackets, and column trim.
- 2.6 The secondary facades and entrances of Buildings One and Two are similarly defined by cultured stone, brick, aluminum storefront windows and doors, and projecting powdered coated metal awnings. These projecting powdered coated metal awnings are replicated above the first-story storefront flanking the main entrance doorways.
- 2.7 There is no articulation on the rear elevations of Buildings One and Two but the five-foot-deep decks that span the length of the upper two floors of the proposed structures provided horizontal articulation. Additionally, variations in the railing finishes (i.e. smooth composite lap railing siding and powder coated metal railing material) creates a visual break and interest along the wall plane.
- 2.8 Wall offsets. Offset wall planes on the primary facades of Buildings One and Two are also proposed to create visual interest and breaking up the massing of the structures. On the ground and upper levels of the front elevation, slight offsets are used to break up the wall plane into approximately 16.5-foot to 25-foot segments. The depth of the ground floor and upper floor recesses are one-foot-five-inches and two-feet-four-inches, respectively.

The proposed offsets break up the wall plane but are not deep enough to reduce the perceived mass and scale of the building. Offsets between main façade and porches of adjacent residential development in the district are found to be on average five feet deep. Therefore, condition of approval will require

- a minimum five-foot offset to closely approximate that of adjacent development and to ensure the proper impact of breaking up the massing of the structures.
- 2.9 Base, Middle, Cap design. The facade of the building is visually divided into three sections where a “base” and “cap” are clearly perceived and the “middle” includes everything in between. The cap includes cross gables, overhanging eaves, eave brackets, and shingles in the roof faces on the primary façade. The middle includes wall plane offsets, symmetrically arranged windows, mid-section trim, and variation in surface treatments. The base is defined by variation in surface treatments, offsets, and projections as previously, described under finding 2.5 and 2.6 above.
- 2.10 Building Height. Contributing to the size and scale of a building is the overall height of the structure and height of each of the stories. To accommodate the heights and development intensity that is permitted in the DMU zone, it is essential that building heights are sensitively mitigated so they do not negatively impact neighboring uses or detract from community and neighborhood character. Generally, new buildings should not overwhelm neighboring structures in height and should remain within a similar range found within the vicinity of neighboring properties.
- 2.11 The maximum height in the DMU zone is 85 feet. In order to maintain compatibility with existing historic structures and the character of designated historic districts, maximum building heights in the HD and DMU zones are limited to 45 feet within designated historic districts.
- 2.12 The district is comprised primarily of residential buildings amalgamated with a few institutional structures (i.e. Carnegie Library, Central School, and Whitespires Church). Residential structures in the district are typically one- to two-and-a-half stories tall. Institutional buildings range in height from one to three stories tall. A small portion of non-compatible/out-of-period buildings are also contained in the district boundaries such as apartments, gas stations, modern medical offices, and commercial buildings.
- 2.13 Building One and Two are each proposed to be three stories tall measuring 33-feet-3-inches to the top of the wall and 40-feet-10-inches to the peak of the roof (overall height) (Attachments B.8 & B.9). The distance between the top of the third floor and peak of the roof is seven-feet-six-inches tall. The height of the first, second, and third stories are 14 feet, 9 feet, and 9 feet, respectively (Attachments B.8 & B.9). ADC 8.440 requires the height of the first story be a minimum of 14 feet when occupied by commercial or institutional uses in the DMU zone, which adds to the overall floor-to-ceiling height. However, the review body may grant flexibility in meeting any of the design standards for development subject to historic review under Article 7, to achieve historic compatibility.
- 2.14 The subject site abuts historic contributing single-family residential dwellings to the north and east, Calapooia Street to west, and Fourth Avenue to the south. The structure to north at 323 Calapooia Street is two-stories tall with a raised foundation and one-story rear addition. The structures to the east at 320 Washington Street and 515 Fourth Avenue are both one-story. To the west of Calapooia Street at 334 Calapooia Street and 324 Calapooia Street are two-story structures. To the south of Fourth Avenue at 538 Fourth Avenue and 528 Fourth Avenue is a one-story structure with raised foundation and one-and-a-half story structure, respectively.
- 2.15 The precise height of the abutting development is unknown, but the floor-to-floor height for residential development is generally between eight to ten feet. Therefore, Building One is estimated to be two stories or 23 feet taller than the abutting structure to the east at 515 Fourth Avenue. Whereas Building

Two is estimated to be one-story or ten feet taller than the abutting structure to the north at 323 Calapooia Street.

- 2.16 A reduction to the overall and first-floor wall height of Building One and Two is required to maintain and respect the height of abutting residential dwellings, particularly to the east of the subject site. A minimum four-foot reduction to the overall height including a minimum two-foot reduction to the first-floor wall height is required to reduce the disparity in height and horizontal floor alignment between the proposed and existing abutting development.
- 2.17 Roof Form. In the district, the predominant roof shape is a traditional gable and hipped roof, with a few mansard and gambrel roofs. Bungalows typically have gable roofs with pitches of at least 4:12, and other architectural styles typically have a roof pitch of 8:12 or greater. Most commercial, mixed use, and multi-family buildings in the districts have flat roofs.
- 2.18 The roof shapes of Buildings One and Two include a main side gable with two cross gables at the front and rear main entrances and wall gables on either side of the front cross gable. The roof pitch of the main side gable is 4:12. The roof pitch of the cross gables and wall gables is 6:12. The proposed shape and pitch are comparable to the predominant residential style roof shapes and pitch within the district.
- 2.19 Craftsmanship. Architectural details proposed should be consistent with the architectural styles found within the district. Architectural details that are more ornate or elaborate than those found within the district are inappropriate.

The proposed structures incorporate the following architectural elements typical of Craftsman style buildings: overhanging eaves, eave brackets, shingles in the roof faces, wood porch columns with brackets, and lap siding, which are reflective of architectural details found throughout the district.

Conclusions

- 2.1 The proposed structures are approximately twice as wide and seven times as big as abutting single-family development. However, the mass and scale of the proposed structures is visibility reduced by building articulation and vertical or horizontal changes in finish materials, color, and texture.
- 2.2 Offsets also are used to break up the wall plane but are not deep enough to reduce the perceived mass and scale of the building. A condition of approval will require deeper offsets to approximate that of adjacent development and to ensure the proper impact of breaking up the perceived massing and scale of the structures.
- 2.3 Building Two is one story taller than the abutting structure to the north and Building One is two stories taller than the abutting structure to the east. A condition of approval will ensure that the overall height of Building One and Two is reduced including a reduction to the first-floor wall height to reduce the disparity in height and horizontal floor alignment between the proposed and existing abutting development.
- 2.4 The building style and combination of building elements proposed is consistent with the craftsmanship of the other houses in the surrounding area and district.
- 2.5 This criterion can be met with the following conditions.

Conditions

- Condition 3* Prior to issuance of a building permit, the applicant shall submit a revised elevation plan(s) and/or floor plans to the Community Development Department for review and approval that show a minimum five-foot-deep offsets in the same locations as proposed (i.e. primary street facing facades) of Buildings One and Two.
- Condition 4* Prior to issuance of a building permit, the applicant shall submit a revised elevation plan(s) to the Community Development Department for review and approval that shows the height of Buildings One and Two reduced a minimum of four feet overall including a minimum two-foot reduction to the first-floor wall height.

Criterion 3

Building materials are reflective of and complementary to existing buildings within the district.

Findings of Fact and Conclusions

- 3.1 Much of the character of a building resides with the variety and composition of architectural details and building materials. The materials used for walls, windows, sloping roofs, details, and other visible elements of historic buildings should be respected in the design of a new building. In districts where the existing buildings use diverse exterior materials, a range of exterior materials may be used by a compatible new building.
- 3.2 The size, texture, surface finish, and other defining characteristics of exterior materials are as important as the type of material itself. Building materials should complement the size, texture, surface finish, and other defining characteristics of exterior materials traditionally found in the district.
- 3.3 Detailed window information such as functionality (fixed/operable), grid type (between the glass, exterior, or simulated divided lites), and obscuring (textured/frosted/etc.) is not provided in the application submittal. Operable windows appear to be primarily horizontal slide except for the (bathroom) windows on the side elevations and windows next to the rear doorway that are single or double-hung. Single horizontal slide windows are not consistent with traditional single-hung or double-hung vertical window styles found in the vicinity and surrounding district.
- 3.4 Street Facing Windows - Upper Levels. On the primary elevations, the proposed second and third floor windows are symmetrically arranged and uniform in style and dimensions. Each window is six-foot-wide by four-and one-half foot-tall with six-over-three grid pattern and composite frames.
- 3.5 Street Facing Windows - Ground Level: On the primary street facing elevations, the first-floor windows and doors are symmetrically arranged and uniform in style and dimensions. The first floor includes two arched topped fixed storefront windows flanking the primary entrance. However, most transom windows over storefront windows are rectangular and multi-paned like what is proposed over the main entrances. The primary entrance includes two side-by-side entry doors each flanked with side lites and square overhead transom. All first-floor storefront windows appear to be fixed with aluminum frames.
- 3.6 Side Elevation Windows: On the side elevations, a variety of window types (i.e. multi-paned, sliders, one-over-one) are incorporated, which provides inconsistency in architectural style and detail. This is

especially noticeable on the side street facing elevation of Building Two, where windows vary in functionality, size, style, and arrangement.

- 3.7 Rear Elevation Windows: On the rear elevations, the applicant proposes composite framed windows. The second and third story windows on the rear elevation are not symmetrical with windows on the ground floor nor the same function and size per floor. Additionally, the window function (i.e. sliders, one-over-one) and sizes also differ between the ground floor to upper floors.
- 3.8 Window Trim. Apart from the storefront windows, most of the windows are shown trimmed with approximately five-inch-wide wood trim that appears to include a true projecting sill and top molding. Windows lacking trim, sills, and top molding can be found on the plaza elevation (west) of Building One and street facing elevation (south) of Building Two as well as the interior side elevations (east, Building One and north, Building Two).
- 3.9 Doors. The storefront doors on the primary street facing elevations, are seven-feet-tall, full lite, aluminum framed. Exterior doors on the rear elevations vary in size and design. The styles proposed include: 1) four raised paneled; 2) half lite commercial entryways; 3) solid maintenance/storage entryways. The door material type is unknown.
- 3.10 Door Trim. Similar to the windows, the doors are shown to be trimmed with wood trim that appears to be approximately five-inches-wide and include top molding.
- 3.11 Siding. A variety of surface treatments are proposed. The predominant surface treatment is smooth, horizontal, seven-inch-wide, cement-fiber lap siding (Attachments B8 & B9). Smooth, cement-fiber straight shingles are proposed for the gables and to either side of the main front wall. Masonry treatments (i.e. cultured stone and brick) are proposed to accent storefront windows on either side of the primary entrance and columns bases. Information regarding the profile of the face of the siding as well as the finish of the masonry accents was not included in the application submittal.
- 3.12 Roofing. Architectural composite shingles are proposed as the roof covering material. Architectural shingles are constructed with multiple layers of material that gives the “dimensional” shingles a layered or three-dimensional look. Architectural composite shingles are common in the district and can be found on all abutting properties.
- 3.13 Awnings. Powder coated metal awnings are proposed to project over the side building entrances and over windows one either side of the main entrance doorways.
- 3.14 Wood Beams, Brackets and Column Trim. Solid wood architectural beams, brackets, and columns are shown on the Elevation Plans (see Attachments B8 & B9).

Conclusions

- 3.1 The proposed contemporary materials not traditionally used in the district, such as brick, simulated stone veneer, composite window frames, and fiberboard siding, are appropriate for new construction in the district when materials are visually similar to the traditional material in dimension, finish, and texture.
- 3.2 The first floor includes two arched topped fixed storefront windows flanking the primary entrance. A condition of approval will require rectangular and multi-paned transom windows over storefront windows like what is proposed over the main entrances.

- 3.3 A variety of window types (i.e. multi-paned, sliders, one-over-one), sizes, and alignment are incorporated. A condition of approval will ensure consistency in the function, size, and style of windows.
- 3.4 Most but not all windows are shown trimmed with wood trim that includes a true projecting sill and top molding that is approximately five inches wide. A condition of approval will ensure all composite framed windows are trimmed the same. Storefront windows are not required to be trimmed as they are accented by masonry finishes.
- 3.5 Exterior doors on the rear elevation vary in style, size, and design. The material type of the doors is unknown. A condition of approval will ensure uniformity in the material and style of all doors, except the storefront doors, which are to be full lite with aluminum frames.
- 3.6 Architectural beams, brackets, and columns are to be solid wood.
- 3.7 This criterion can be met with the following conditions.

Conditions

- Condition 5* Prior to issuance of a building permit, the applicant shall submit revised plan(s) and/or window and door schedules to the Community Development Department for review and approval that illustrates and/or describes the following: 1) all first-floor storefront windows as fixed with aluminum frames and clear/untextured obscuring; 2) all transoms to be rectangular and multi-paned; 3) all windows other than storefront and transoms must be uniformly sized and spaced, single- or double-hung, with either between the glass, or simulated divided grids, and clear/untextured obscuring; 4) all doors to be the same style (i.e. four raised paneled or half lite) and constructed of fiberglass, wood, or steel. Prior to the issuance of an occupancy permit, all doors and windows must be installed as proposed and/or approved.
- Condition 6* Prior to issuance of a building permit, the applicant shall submit revised plan(s) to the Community Development Department for review and approval that illustrates and/or describes all composite window frames trimmed with solid wood and include a true projecting sill and top wood molding that is at least five inches wide. Prior to the issuance of a certificate of occupancy, all composite window frames must be installed as proposed and/or approved.
- Condition 7* Prior to issuance of a building permit, the applicant shall submit revised plan(s) to the Community Development Department for review and approval that illustrates and/or describes the profile of the siding as well as the finish of the masonry accents. All siding is to be smooth without faux grain. Prior to the issuance of an occupancy permit, all siding and masonry accents are to be installed as proposed and/or approved.
- Condition 8* Prior to issuance of a building permit, the applicant shall submit revised plan(s) to the Community Development Department for review and approval that illustrates and/or describes architectural beams, brackets, and columns as solid wood. Prior to the issuance of a certificate of occupancy, all solid wood beams, brackets, and columns must be installed as proposed and/or approved.

Overall Conclusion – Conditions of Approval

As proposed and conditioned, the application for Historic Review of New Construction application of two three-story mixed-use buildings on a lot within the Monteith National Register Historic District satisfies all applicable review criteria as outlined in this report.

- Condition 1* Prior to issuance of a building permit for accessory structure(s), review and approval of a Historic Review of New Construction application for said proposed accessory structures shall be required.
- Condition 2* Prior to issuance of a building permit for Building Two, the applicant shall submit a revised site plan to the Community Development Department for review and approval that places the front setback of Building Two no more than five feet closer and no more than five feet farther from the main wall of the abutting structure at 323 Calapooia Street SW, along the Calapooia Street (front) property line.
- Condition 3* Prior to issuance of a building permit, the applicant shall submit a revised elevation plan(s) and/or floor plans to the Community Development Department for review and approval that show a minimum five-foot deep offsets in the same locations as proposed (i.e. primary street facing facades) of Building One and Two.
- Condition 4* Prior to issuance of a building permit, the applicant shall submit a revised elevation plan(s) to the Community Development Department for review and approval that shows the height of Building One and Two reduced a minimum of four feet overall including a minimum two-foot reduction to the first-floor wall height.
- Condition 5* Prior to issuance of a building permit, the applicant shall submit revised plan(s) and/or window and door schedules to the Community Development Department for review and approval that illustrates and/or describes the following: 1) all first-floor storefront windows as fixed with aluminum frames and clear/untextured obscuring; 2) all transoms to be rectangular and multi-paned; 3) all windows other than storefront and transoms to be uniformly sized and spaced, single- or double-hung, with either between the glass, or simulated divided grids, and clear/untextured obscuring; 4) all doors to be the same style (i.e. four raised paneled or half lite) and constructed of fiberglass, wood, or steel. Prior to the issuance of an occupancy permit, all doors and windows must be installed as proposed and/or approved.
- Condition 6* Prior to issuance of a building permit, the applicant shall submit revised plan(s) to the Community Development Department for review and approval that illustrates and/or describes all composite window frames trimmed with solid wood and include a true projecting sill and top molding that is at least five inches wide. Prior to the issuance of a certificate of occupancy, all composite window frames must be installed as proposed and/or approved.
- Condition 7* Prior to issuance of a building permit, the applicant shall submit revised plan(s) to the Community Development Department for review and approval that illustrates and/or describes the profile of the siding as well as the finish of the masonry accents. All siding is to be smooth without faux grain. Prior to the issuance of an occupancy permit, all siding and masonry accents are to be installed as proposed and/or approved.

Condition 8 Prior to issuance of a building permit, the applicant shall submit revised plan(s) to the Community Development Department for review and approval that illustrates and/or describes architectural beams, brackets, and columns as solid wood. Prior to the issuance of a certificate of occupancy, all solid wood beams, brackets and columns must be installed as proposed and/or approved.

Options and Recommendations

The Landmarks Commission has three options with respect to the subject application:

Option 1: Approve the request as proposed; or

Option 2: Approve the request with conditions of approval; or

Option 3: Deny the request.

Based on the discussion above, staff recommends that the Landmarks Commission pursue Option 2 and approve the application subject to the conditions of approval. If the Landmarks Commission accepts this recommendation, the following motion is suggested.

Suggested Motion

I move to approve the proposed New Construction application planning file HI-04-20 as conditioned in this staff report. This motion is based on the findings and conclusions in the April 29, 2020, staff report and the findings in support of the application made by the Landmarks Commission during deliberations on this matter.

Attachments

- A. Staff Provided Reference Material
 - 1. Location Map
 - 2. Building Footprint Map
 - 3. Guidelines for New Construction in Albany's Residential Historic Districts & Neighborhoods
- B. Applicant's Plan Set
 - 1. Site Plan (A0.1)
 - 2. Pre-Existing Site Plan (A0.2)
 - 3. Utility Plan (A0.3)
 - 4. Ground Floor Plan (A1.1)
 - 5. Second Floor Plan (A1.2)
 - 6. Third Floor Plan (A1.3)
 - 7. Roof Plan (A1.4)
 - 8. Elevation Plan (A3.0)
 - 9. Elevation Plan (A3.1)
 - 10. Finding of Facts

Acronyms

ADC	Albany Development Code
DMU	Downtown Mixed-Use Zone District
HI	Historic Review File Designation
HM	Hackleman Monteith Zone District
LC	Landmarks Commission



-  Subject Site
-  Downtown Historic District
-  Monteith Historic District
-  MUR - Mixed Use Residential
-  DMU - Downtown Mixed Use
-  HM - Hackleman / Monteith
-  HD - Historic Downtown
-  LE - Lyon / Ellsworth

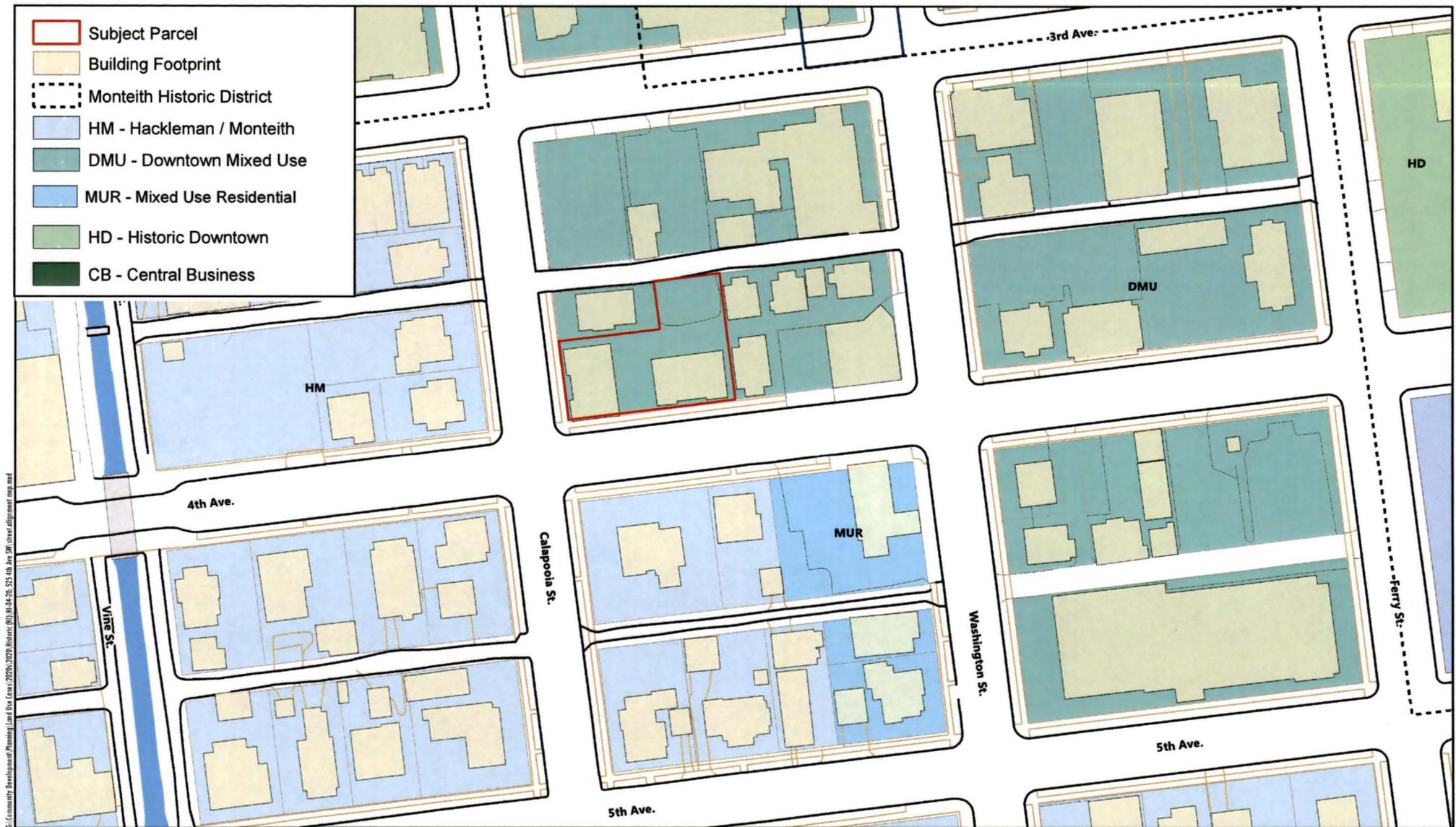
Planning Land Use Cases: 2020; 2020 (11/04-20); 2025 4th Ave SW; map:plandirid_map.mxd



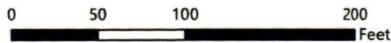
Date: 4/16/2020 Map Source: City of Albany

525 & 533 4th Avenue SW
331 Calapooia Street SW

Location / Zoning Map



G:\Community Development\Planning\Land Use Cases\2020\Bisect (01)\04-20-2020 525 4th Ave SW Urban alignment map.mxd



Date: 4/10/2020

525 & 533 4th Avenue SW; 331 Calapooia Street SW

Building Footprints

Guidelines for New Construction in Albany's Residential Historic Districts & Neighborhoods



Examples of new construction that fit into the historic neighborhood.

New Construction in Historic Districts & Neighborhoods

Albany's historic residential neighborhoods developed over many decades, and contain houses of many different styles, shapes and sizes. Because of this, there is no single blueprint for a new house that will be compatible with any given historic neighborhood. However, the architectural character and details found on Albany's historic buildings provide the "architectural vocabulary" that can be used in designing new buildings that are compatible with Albany's historic neighborhoods. The careful, sensitive and thoughtful design of any new construction in the districts is of the utmost importance because it must harmonize with the character of the neighborhoods and be made compatible with existing historic structures.

PURPOSE OF NEW CONSTRUCTION GUIDELINES

The purpose of these guidelines is to help property owners and contractors choose an appropriate approach when building in a historic district so that projects satisfy the standards and review criteria in the Albany Development Code (Article 7, Historic Overlay Districts).

These guidelines are also intended to help property owners and others understand the special features and characteristics of Albany's historic structures and incorporate that understanding into designs for new construction.

Objectives of the Guidelines:

- Help projects meet the review criteria and Secretary of Interiors Standards in the Albany Development Code.
- Maintain the integrity of our historic buildings and neighborhoods. Protect the existing historic buildings in the districts.

HISTORIC REVIEW

To protect the integrity of the Albany's historic resource, the City of Albany adopted the preservation ordinance in 1985. It requires all buildings built before 1946 in the National Register Historic Districts and those included on the City's official Local Historic Inventory to get historic approval for new buildings over 100 square feet.

DEVELOPMENT CODE REVIEW CRITERIA

7.270 New Construction Review Criteria. The Community Development Director or the Landmarks Advisory Commission must find that the request meets the following applicable criteria in order to approve the new construction request:

- (1) Within the Monteith and Hackleman Districts:
 - (a) The development maintains any unifying development patterns such as sidewalk and street tree location, setbacks, building coverage, and orientation to the street.
 - (b) The structure is of similar size and scale of surrounding buildings, and as much as possible reflects the craftsmanship of those buildings.
 - (c) Building materials are reflective of and complementary to existing buildings within the district.

New Construction in Historic Districts & Neighborhoods

WHAT MAKES A NEW BUILDING “COMPATIBLE” IN A HISTORIC NEIGHBORHOOD?

A new building should contribute to that character by respecting the location, design, materials, and other character-defining features of historic buildings in the neighborhood. This doesn't necessarily mean building a replica of the house across the street, or a house that tries to create a false historic appearance. The **first step** in designing a new building that works is to **look for patterns in the existing buildings** in the vicinity of the site. Compatibility can be achieved through careful attention to the following aspects of a building:

orientation	rhythm of window & door openings
site location	materials
scale and mass	decorative finish details
proportions	foundations
height	garage location
roof shape	
porches	



Three new houses fit into the historic neighborhood.

ORIENTATION, SETBACKS & BUILDING PLACEMENT

Building location and orientation toward the street are key characteristics of Albany's historic neighborhoods. Orientation of windows, main entrances, and porches toward the street and consistent setbacks and patterns contribute toward a pedestrian-friendly street environment.

REVIEW CRITERIA

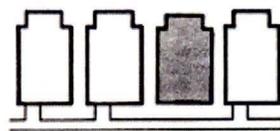
7.270(1)(a) The development maintains any unifying development patterns such as sidewalk and street tree location, setbacks, building coverage, and orientation to the street.

DESIGN GUIDELINES

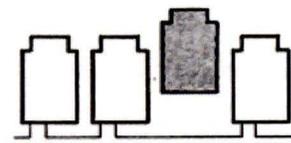
1. Orient windows, main entrances, and primary building façade elements towards the street. The front entrance should be clearly defined.
2. Buildings should maintain the historical front and side yard setbacks on the block.
3. to maintain the rhythm of buildings and open space on the street. If setbacks vary, a new building should be located within the range of setbacks found on the block face on which the building is to be located.



THIS



NOT THIS



New Construction in Historic Districts & Neighborhoods

SCALE, MASS, PROPORTION, HEIGHT & RHYTHM



- Scale is the relative or apparent size of a building in relation to its neighbors. Scale is also the apparent size of building elements, such as windows, doors, cornices, and other features to each other and to the building.
- Proportion is the relationship of the dimensions of building elements, such as the height to width dimension of windows, doors and other building elements, their sizing to each other, and to the facade of the building.
- A building's massing is the arrangement of its volumes, whether symmetrical or asymmetrical, in a central block, L-shaped, or arranged in wings. Mass and scale also relate to lot coverage.
- Height includes foundation walls, porch roofs, and main roofs. Albany's buildings range from one to two and a half stories tall.
- Rhythm is the spacing and repetition of elements on the front of the building and fronts along a street. It can be thought of the 'music' made by the building. The location of porches, windows and door openings affects the rhythm of a building.
- Neighborhood block frontages are often characterized by a consistent rhythm of development created by recurring building patterns.
- Craftsman, Bungalow, and Mid-century architectural styles emphasize horizontality. Victorian styles – Italianates and Queen Anne's typically emphasize verticality.

REVIEW CRITERIA

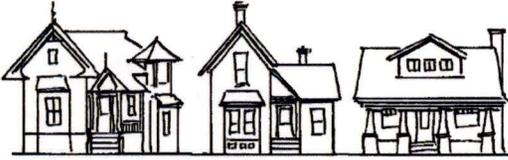
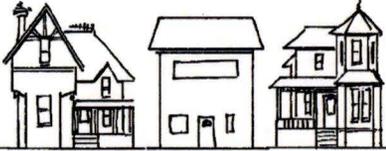
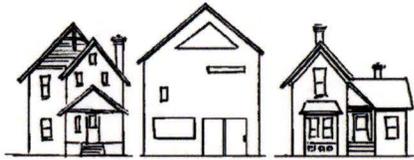
- 7.270(1) (a) The development maintains any unifying development patterns such as building coverage.
- (b) The structure is of similar size and scale of surrounding buildings.

DESIGN GUIDELINES

New construction will be compatible to other buildings on the block in scale, proportion, height, spacing, and rhythm of window and door openings.

	THIS	NOT THIS
Scale & Proportion	<p>New buildings should relate in scale and proportion to adjacent historic buildings.</p>	<p>Avoid buildings that are too large or too small in scale or massing to adjacent buildings.</p>

New Construction in Historic Districts & Neighborhoods

	THIS	NOT THIS
Scale & Proportion	<p>New buildings should relate in scale and proportion to adjacent historic buildings.</p> 	<p>Avoid buildings that are too large or too small in scale or massing to adjacent buildings.</p> 
Mass	<p>Break up boxlike forms into smaller, varied masses using porches, windows, roof forms common on historic buildings.</p> 	<p>Avoid single, monolithic forms that are not relieved by variations in mass.</p> 
Height	<p>Building height should be within the range of heights of area buildings. Step larger buildings down to smaller buildings.</p> 	<p>Avoid construction that greatly varies in height from buildings in the same block.</p> 
Rhythm	<p>Window and door openings should be located to create a pattern similar to those found on historic homes. Continue established building rhythms along the street.</p> 	<p>Avoid "odd" window and door shapes and sizes and lack of rhythm in their placement.</p> 



This new house uses appropriate detailing, scale, & rhythm.



New Construction in Historic Districts & Neighborhoods

CRAFTSMANSHIP

A lack of attention to the character of the design, the materials and details, and to the context within which the building will be placed can have a significant adverse impact for the area that can last a long time. The craftsmanship and architectural details are critical to making a new building be consistent with the character of the historic neighborhood. Several areas of the building design offer opportunities to incorporate appropriate levels of craftsmanship into a new building.

REVIEW CRITERIA

7.270(1)(b) The structure ... as much as possible reflects the craftsmanship of those buildings. Building materials are reflective of and complementary to existing buildings within the district.

A. ROOFS

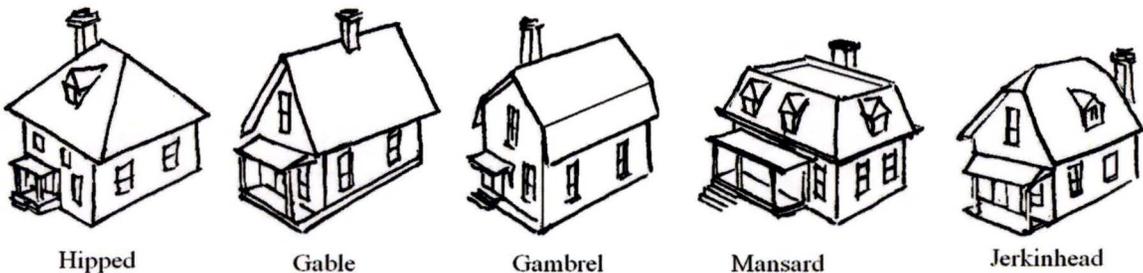
Roof shapes, patterns and colors are important to the character of buildings, both individually and as they are repeated along a streetscape.

DESIGN GUIDELINES

New buildings shall use common roof forms found in the historic districts and shall include gable and eave details appropriate to the building style.

1. Roof Shape. The roof shape of a new building shall respect the type and pitch of roofs for houses of similar architectural style and on neighboring houses. Most of Albany's residential roofs are traditional gable and hipped roofs; with a few mansard and gambrel roofs.

THIS



1. Avoid complex and unbalanced roof forms as well as flat or boxy roofs for the main part of the house.

NOT THIS

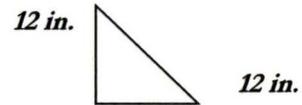


New Construction in Historic Districts & Neighborhoods

2. Roof pitch. Bungalows typically have gable roofs with pitches of at least 4:12, and other architectural styles typically have a roof pitch of 8:12 or greater.

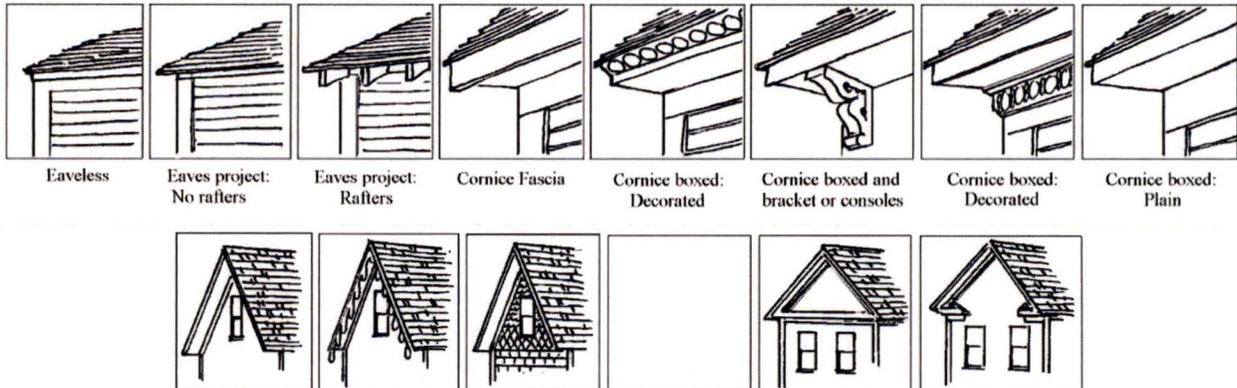
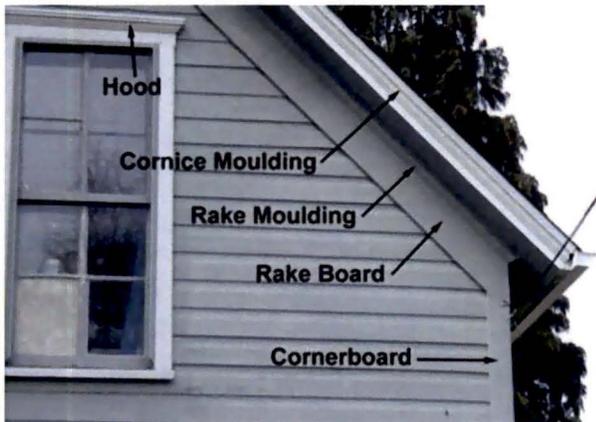


Pitch = the ratio of vertical inches to horizontal inches. A 12:12 pitch refers to 12 inches of rise to 12 inches of horizontal span.



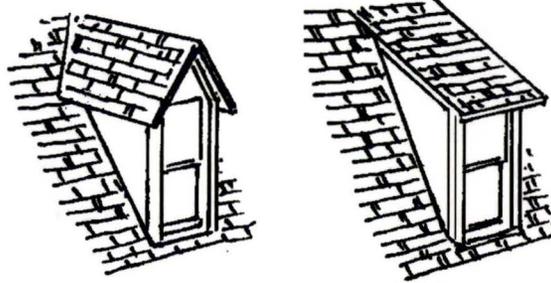
A steeply pitched front gable roof on a Gothic Revival house, demolished on 7th Avenue SE

3. Eave and Gable End Details. Incorporate architectural elements (such as overhanging eaves, use of bargeboards, soffits, fascia boards, shingles, brackets, and boxed eave returns, and more as shown in several of the images below) that would be consistent with style of architecture of the new building and that are compatible surrounding buildings.





4. Dormers. Dormers provide additional use and light for upper levels and can further define and enrich the building architecture. If used, dormers should be modest in size and fit the scale of the house and the roof.



B. PORCHES & ENTRIES

The front porch or covered entrance is a characteristic feature of many styles of historic residential architecture and plays a very important role in our buildings.



Pre 1900: Typical chamfered columns, simple balustrade and newel posts.



*Post 1900: Wide tapered columns on a porch wall.
431 8th Avenue SW*

New Construction in Historic Districts & Neighborhoods

DESIGN GUIDELINES

Porches or covered entries on new buildings will be compatible in detail with those in the neighborhood.

1. Porches, covered or recessed entries shall be included on new houses. Porches typically cover the entrance, and usually extend partially or fully across the main façade.
2. Porch columns and railings should be simple in design in square or round shapes. If balusters are used, they should be no more than two inches square or in diameter.
3. Columns should be a minimum of six inches and a maximum of ten inches square or in diameter.
4. Bungalows frequently featured boxed-in porch railings, though historic railings were not as high as the building code currently requires.
5. A porch may not be appropriate on new buildings in neighborhoods developed after 1925 that did not feature them originally. Recessed entries are features of some architectural styles.



Recessed entry, Minimal Traditional

B. WINDOWS & DOORS

Historic architecture displays a thoughtful use of natural lighting, often with numerous and well-placed arrangements of windows. Window and door design/type and location are important in defining a house style and in being consistent with the rhythm of window and door openings on other houses.

See the Albany's Architectural Styles brochure for information on what window designs are appropriate for different architectural styles.

DESIGN GUIDELINES

Window and door openings shall be similar in style, materials and placement to historic houses.

1. New windows should be rectangular sash whose proportions on the main facade should not be any less than two to one in height-to-width ratio.
2. Window and doors will be trimmed with smooth wood trim, usually 6 inches wide. Molding on the top piece of trim is appropriate for many house styles. Bay windows help break up facades and o

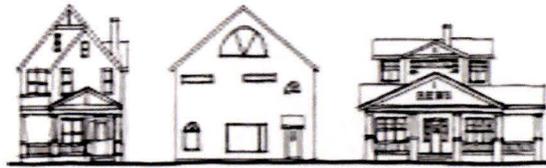
New Construction in Historic Districts & Neighborhoods



3. No horizontal sash, casement, or awning-type windows should be placed on the fronts of buildings.
4. The use of plastic or "snap-in" muntins (window pane dividers) is not permitted.

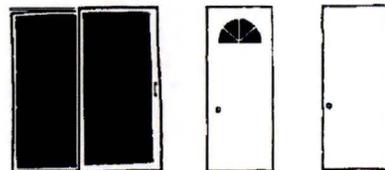
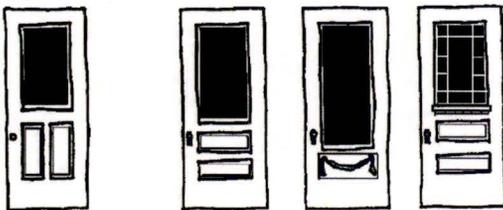
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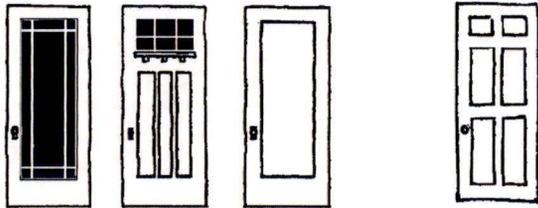
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Italianate &
Queen Anne

Turn of the Century



Bungalow and Craftsman

Colonial Revival

New Construction in Historic Districts & Neighborhoods

C. EXTERIOR FINISHES & MATERIALS

The size, texture, surface finish and other defining characteristics of exterior materials are as important as the type of material itself. The predominant materials in Albany's historic neighborhoods are wood - for siding, windows, trim and decorative details, although some housing from the 1920s and 1930s feature brick or stucco exterior walls. Incorporate details that are compatible to the neighborhood and the style of building that is planned to be built.

REVIEW CRITERIA

7.270(1)(b) Building materials are reflective of and complementary to existing buildings within the district.



DESIGN GUIDELINES

Materials and finishes used on new buildings should be consistent with the predominant materials used on other houses in a neighborhood.

1. Select a particular style that is appropriate for the building use and size. Maintain stylistic consistency in the design of the building; some variety is typical.
2. Use the same level of architectural details found on historic buildings, including eave details, such as whether rafter tails are exposed or boxed-in, the use of a rake and/or barge boards, shingle moldings, and wide window surrounds.
3. Using similar wall materials – such as lap (bevel, clapboard) or drop (channel, v-notch, shiplap) siding.
4. Using moldings and other decorative details that are generally similar, but somewhat simplified or otherwise distinguishable from the originals.



New Construction in Historic Districts & Neighborhoods

5. Fabricated wood siding such as T-1-11, along with exposed concrete block, aluminum, and vinyl are not recommended.
6. Foundation material and the height of the exposed area between the ground and the bottom of the walls should be consistent with other historic buildings in a neighborhood.
7. Poured concrete and concrete block covered with stucco are generally appropriate.
8. Exposure of one to three feet is generally consistent with most historical housing types in Albany.

New Construction in Historic Districts & Neighborhoods

GARAGE AND OUTBUILDING LOCATION, SIDEWALKS AND DRIVEWAYS

Garages and outbuildings must not be overlooked as important components of historic properties. They, too, must fit into the historic neighborhood.

GARAGE AND OUTBUILDING DETAILS

- Common garage and outbuilding roof forms in Albany include gable, hipped, and flat.
- Floors were usually poured concrete, but some were gravel, or simply board or dirt.
- The historic garage and outbuilding had windows to provide ventilation and light. One window on each wall was typical and the stock sash units were common and occasionally hollow clay was used for fireproof.
- Early garages often had exposed rafter tails; some have eaves finished in the same manner as the house.
- Accessory buildings are subservient to the primary building and should be placed at the rear of the lot behind the house to limit their visual impact as seen from the street. If alleys exist, they front the alley.
- The **garage door** is the key element in garage design and will help date the structure. The first garage doors were similar to barns, with big strap hinges, and doors that swung outward. New door types were soon invented, with sliding doors on tracks, divided into vertical sections, sliding along the interior wall of the garage. Bifold and accordion doors were also common. Typical early garage doors were often paneled, with the top third glazed. The sectional roll-up door, the most popular today, appeared in the late 1910s.
- Whatever paint color is most appropriate to the style and age of the house also applies to outbuildings.
- Although uncommon in Albany's historic districts, there was ultimately a complete integration of house and garage. Basement-level garages were built under the main living quarters, sometimes with a steep down-sloping driveway. With the post World War II boom and full acceptance of the automobile, the blank-faced double-garage door was unabashedly displayed on the primary facade of the house.



REVIEW CRITERIA

- 7.270(1)(a) The development maintains any unifying development patterns such as sidewalk and street tree location, setbacks, building coverage, and orientation to the street.
- 7.270(1)(b) Building materials are reflective of and complementary to existing buildings within the district.

New Construction in Historic Districts & Neighborhoods

DESIGN GUIDELINES

Garage and out buildings should reflect the character and scale of the house and other accessory buildings in the neighborhood.

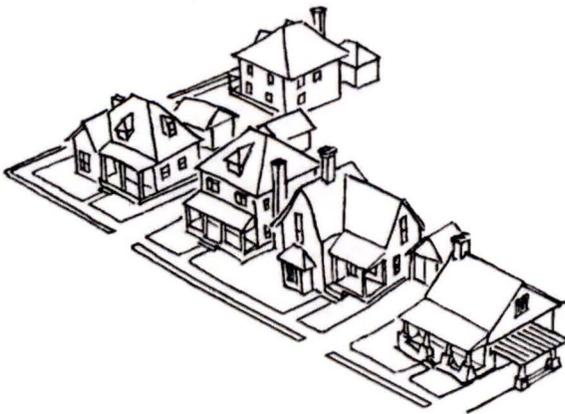
1. If you're rebuilding a historic garage or building a new one, echo the shape, pitch, eaves and material of your house's roof.
2. Garages and other out buildings should be located behind the house and not attached. If alleys are present, garages should be located off of an alley and accessible from the alley.
3. Garage doors should be consistent with the historic character of the neighborhood. Flat and raised panel roll up doors with no windows are not appropriate.
4. Sidewalks should be separated from the driveway and connect directly to the sidewalk and not to the driveway.

THIS

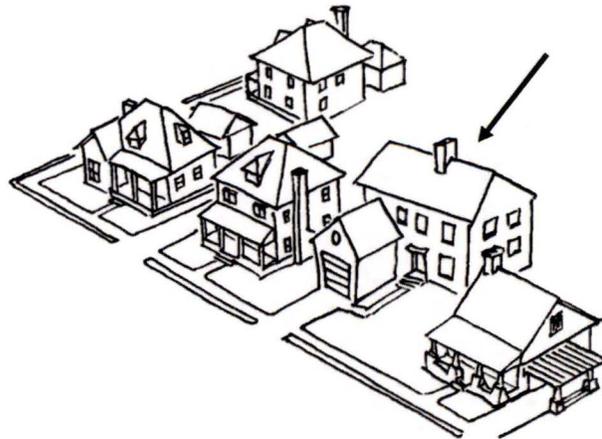


524 6th Avenue SW. This original garage uses the same roof pitch and style and is set back behind the house.

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New Construction in Historic Districts & Neighborhoods

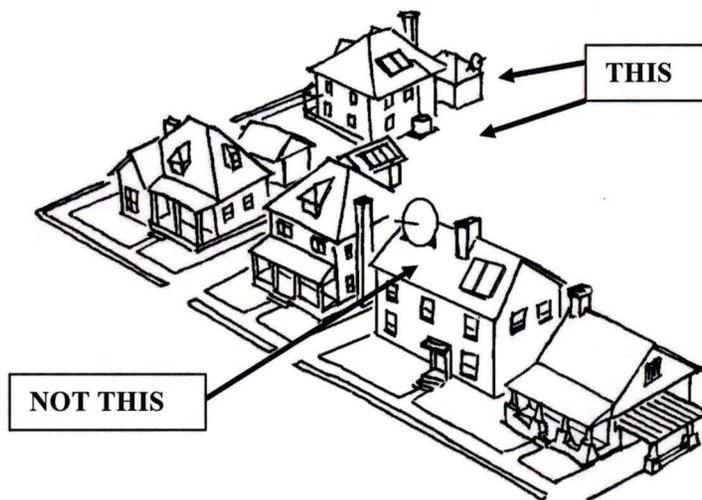
SOLAR PANELS, SKYLIGHTS & UTILITY SYSTEMS

REVIEW CRITERIA

7.270(1)(b) Building materials are reflective of and complementary to existing buildings within the district.

DESIGN GUIDELINES

1. Solar panels, skylights, satellite dishes, and other external utility systems on infill development in historic neighborhoods should be installed to the rear or side of a building where they will not be visible from the street.
2. Panels/skylights shall be installed flat and not alter the slope of the roof.



DISCLOSURE

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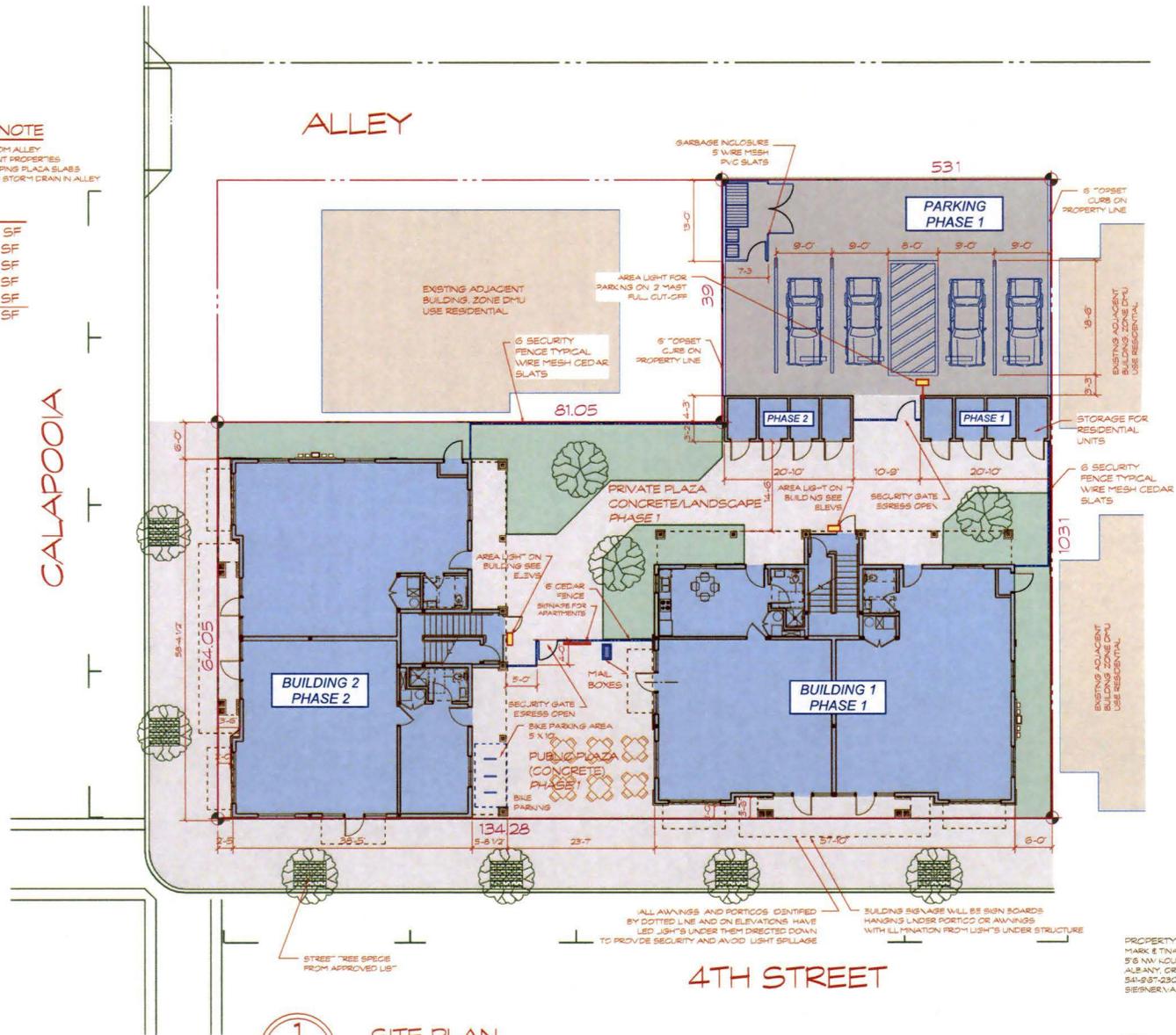
SITE DRAINAGE AND TOPOLOGY NOTE

THE SITE IS BASICALLY FLAT IT VARIES LESS THAN ONE FOOT FROM ALLEY TO STREET. ALL ELEVATIONS AT SIDEWALK, ALLEY AND ADJACENT PROPERTIES WILL REMAIN AS IS. ON SITE DRAINAGE IS ACCOMPLISHED BY WARPNING PLACA SLABS AND PARKING LOT AREA TO NEW GATCH BASINS CONNECTED TO STORM DRAIN IN ALLEY

NEW LOT COVERAGE

PARKING LOT	1,862 SF
STRUCTURE ONE	2,244 SF
STRUCTURE TWO	2,244 SF
STORAGE UNITS	310 SF
SIDEWALKS/COURTYARDS	2,583 SF
LOT COVERAGE	9,243 SF

LOT RATIO 9,243/10,632 = .87

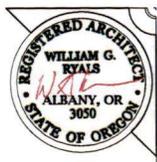


ALL AWAYINGS AND PORTICOES IDENTIFIED BY DOTTED LINE AND ON ELEVATIONS HAVE LED LIGHTS UNDER THEM DIRECTED DOWN TO PROVIDE SECURITY AND AVOID LIGHT SPILLAGE

BUILDING SIGNAGE WILL BE SIGN BOARDS HANGING UNDER PORTICO DE AWAYINGS WITH ILLUMINATION FROM LIGHTS UNDER STRUCTURE

PROPERTY OWNER/DEVELOPER
 MARK & TINA S BENSER
 836 NW HOUNG DRIVE
 ALBANY, OREGON 97321
 541-937-2304
 BENSER@ALBANYOHOMES.COM

1 SITE PLAN
 AO1 SCALE 1/8" = 1'-0"



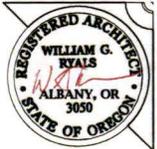
WILLIAM G. RYALS
 ARCHITECT
 800 Jones Ave. NW
 Albany, OR 97310
 Phone: 541-974-0001
 ryals.arch@comcast.net

FEB 18, 2020 - SUBMITTED FOR SITE PLAN REVIEW

CALAPOIA COMMONS
 Downtown LIVE/WORK/PLAY
 331 NW CALAPOIA STREET
 ALBANY, OREGON 97321

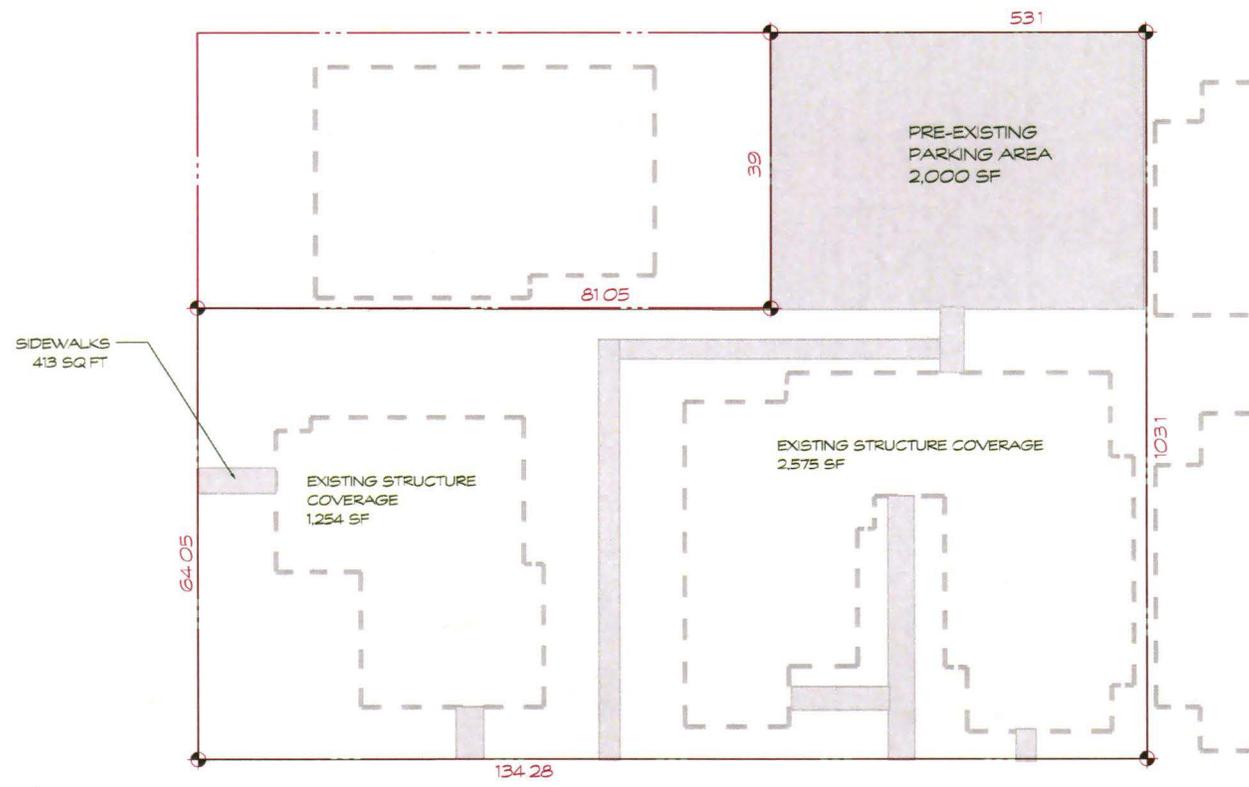
SITE PLAN REVIEW





WILLIAM G. RYALS
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ryals@williamgryals.com

FIG. 10. 2020 - SUBMITTED FOR SITE PLAN REVIEW



EXISTING LOT COVERAGE

EXISTING PARKING LOT	2,000 SF
STRUCTURE ONE	2,575 SF
STRUCTURE TWO	1,254 SF
MISC SIDEWALKS	413 SF
EXISTING COVERAGE	6,242 SF

LOT RATIO 6,242/10,632 = .59

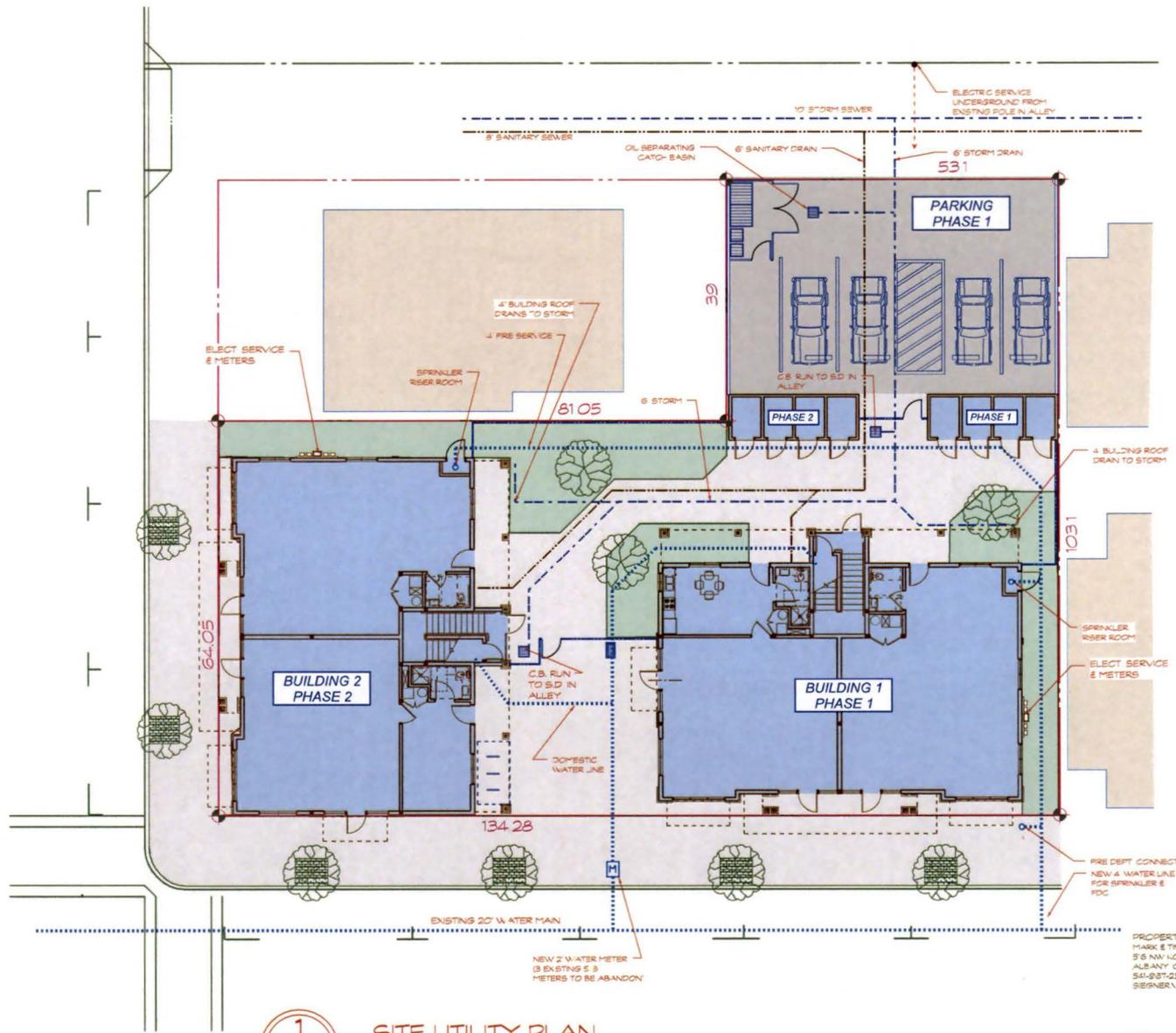
PROPERTY OWNER/DEVELOPER
MARK & TINA SENSER
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ALBANY, OREGON 97321
541-987-2304
SENSERVALEYPHOMESNC@GMAIL.COM

1
AO.2
PRE-EXISTING SITE PLAN
SCALE 1/8" = 1'-0"



CALAPOOIA COMMONS
Downtown LIVE/WORK/PLAY
331 NW CALAPOOIA STREET
ALBANY, OREGON 97321

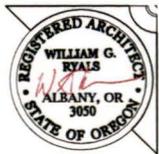
**PRE-EXISTING
SITE PLAN**



1
A0.3 **SITE UTILITY PLAN**
 SCALE 1/8" = 1'-0"



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 503-937-2334
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FEB 13, 2020 - PREPARED FOR SITE PLAN REVIEW

CALAPOOIA COMMONS
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 331 NW CALAPOOIA STREET
 ALBANY, OREGON 97321

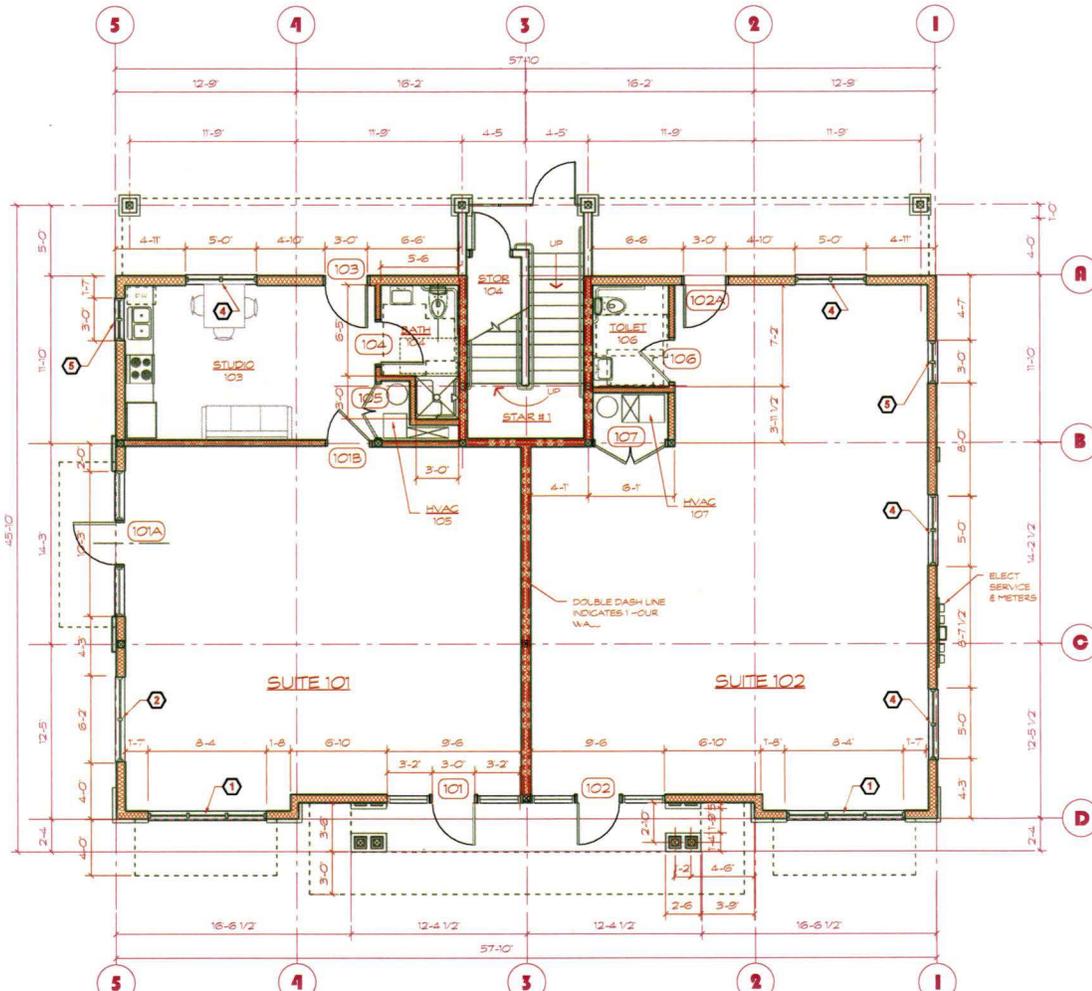
SITE UTILITY PLAN



DOOR SCHEDULE

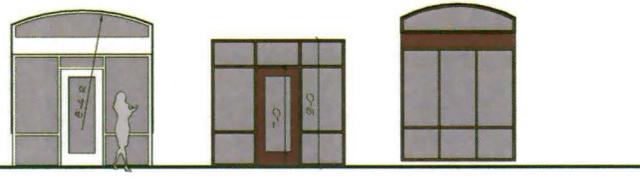
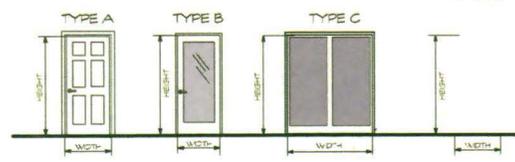
ALL GLAZING IN DOORS, OR WITHIN 24" OF DOOR OPENINGS SHALL BE SAFETY GLAZING.
COMPLY WITH (OSHA 2.0.0)
NOTE: ALL EXTERIOR DOORS MUST MEET 2014 Oregon Energy Efficiency Specialty Code

NO.	WIDTH	HEIGHT	CONSTR.	FRAME	TYPE	GLAZING	NOTES
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56	3'-0"	7'-0"	INSULATED OVER-HAD	STEEL	---	---	---
57	3'-0"	7'-0"	INSULATED OVER-HAD	STEEL	---	---	---
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95	3'-0"	7'-0"	INSULATED OVER-HAD	STEEL	---	---	---
96	3'-0"	7'-0"	INSULATED OVER-HAD	STEEL	---	---	---
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98	3'-0"	7'-0"	INSULATED OVER-HAD	STEEL	---	---	---
99	3'-0"	7'-0"	INSULATED OVER-HAD	STEEL	---	---	---
100	3'-0"	7'-0"	INSULATED OVER-HAD	STEEL	---	---	---



1 GROUND FLOOR PLAN
A1.1 1/4" = 1'-0"
0 5 10 15 NORTH

DOOR TYPES

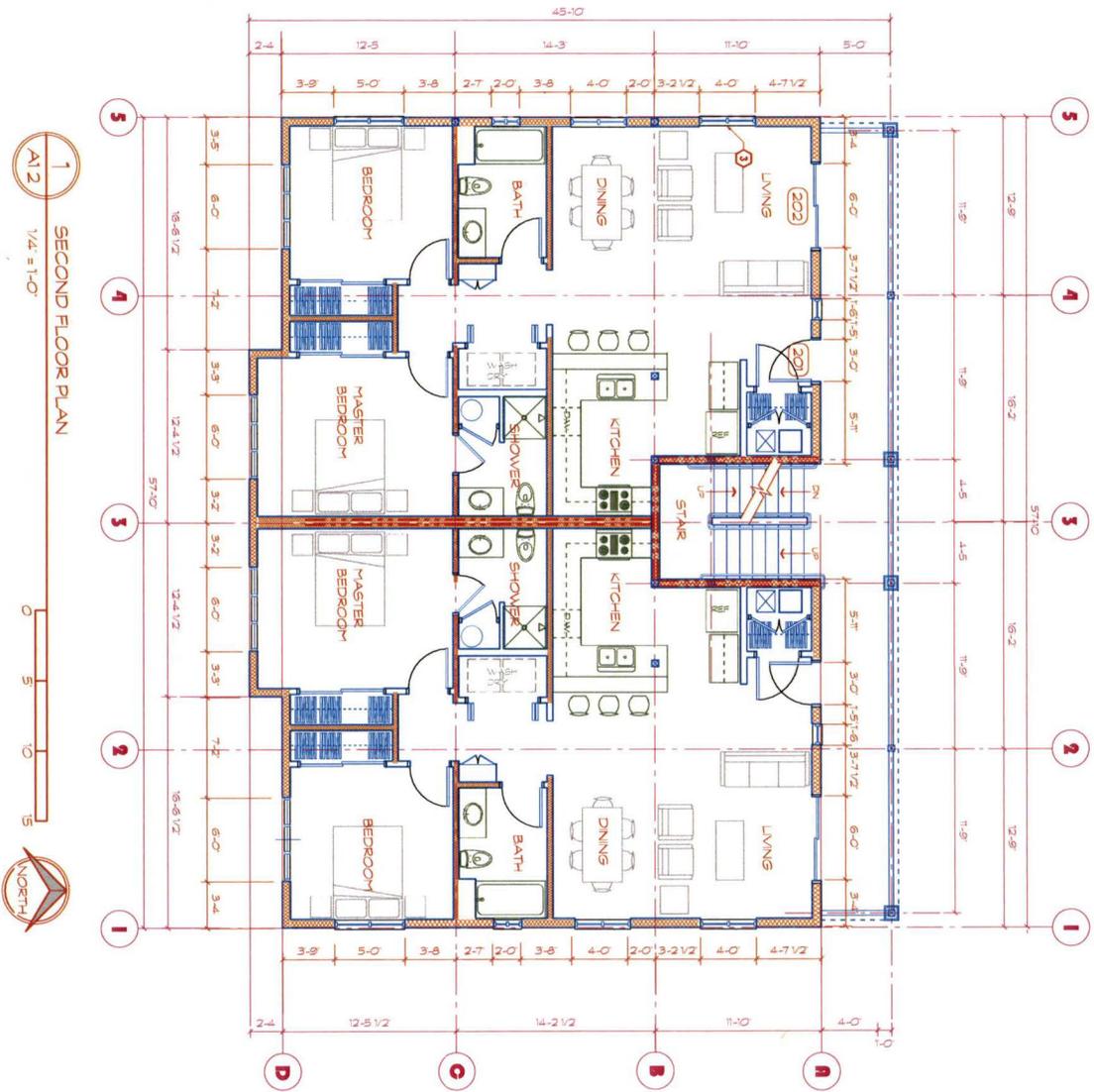


WILLIAM G. RYALS
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ryals@williamgryals.com

CALAPOOIA COMMONS
Downtown LIVE/WORK/PLAY
331 NW CALAPOOIA STREET
ALBANY, OREGON 97321

Ground Floor PLAN





1 SECOND FLOOR PLAN
A1.2 1/4" = 1'-0"



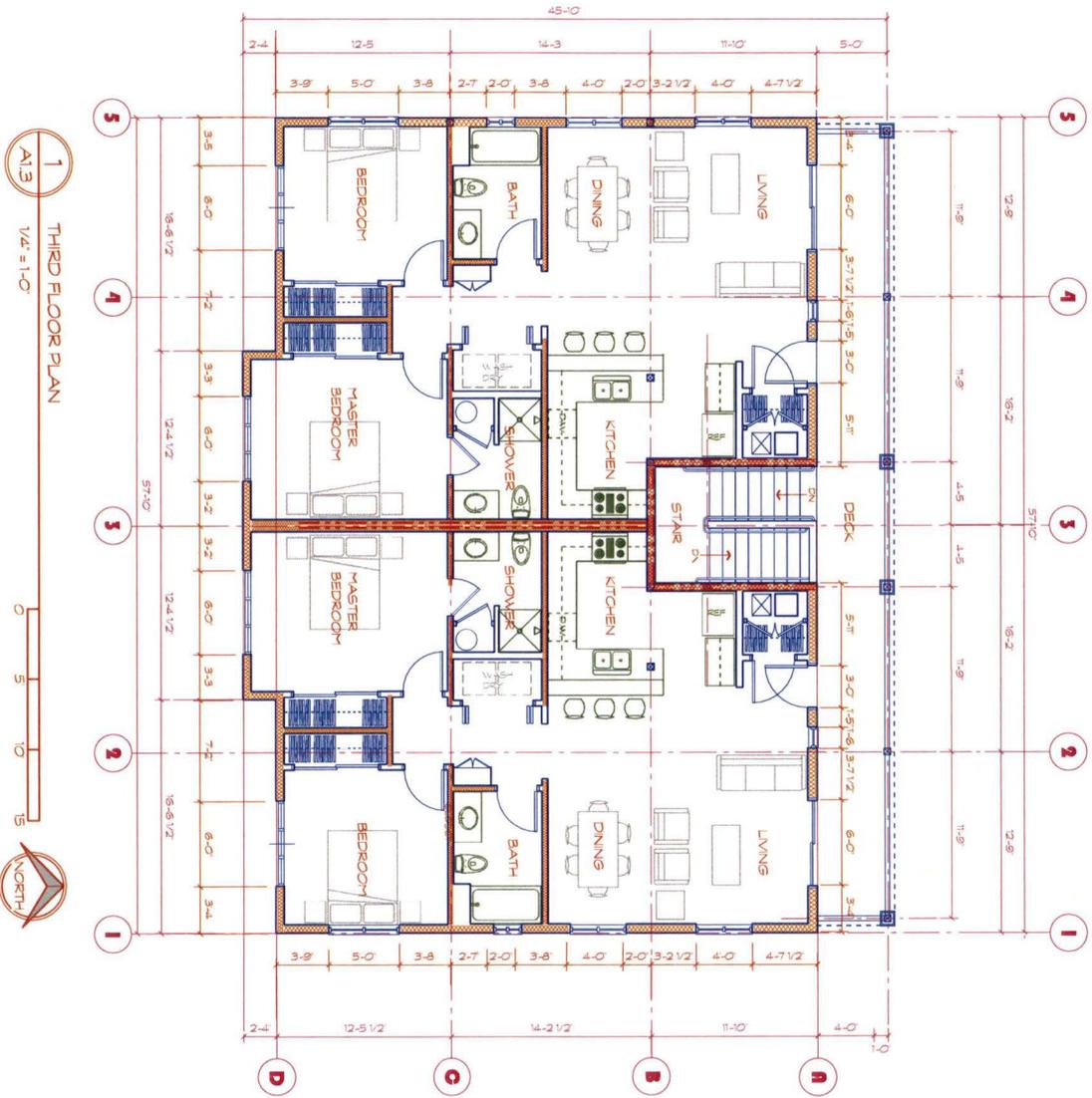
2nd Floor Plan

CALAPOOIA COMMONS
Downtown LIVE/WORK/PLAY
331 NW CALAPOOIA STREET
ALBANY, OREGON 97321

FEB. 13, 2020 ISSUED FOR SITE PLAN REVIEW

WILLIAM G. RYALS
ARCHITECT
825 Jones Ave. NW
Albany, Oregon 97321
Phone: 541.974.0908
ryals.architect@comcast.net





1
A1.3
THIRD FLOOR PLAN
1/4" = 1'-0"



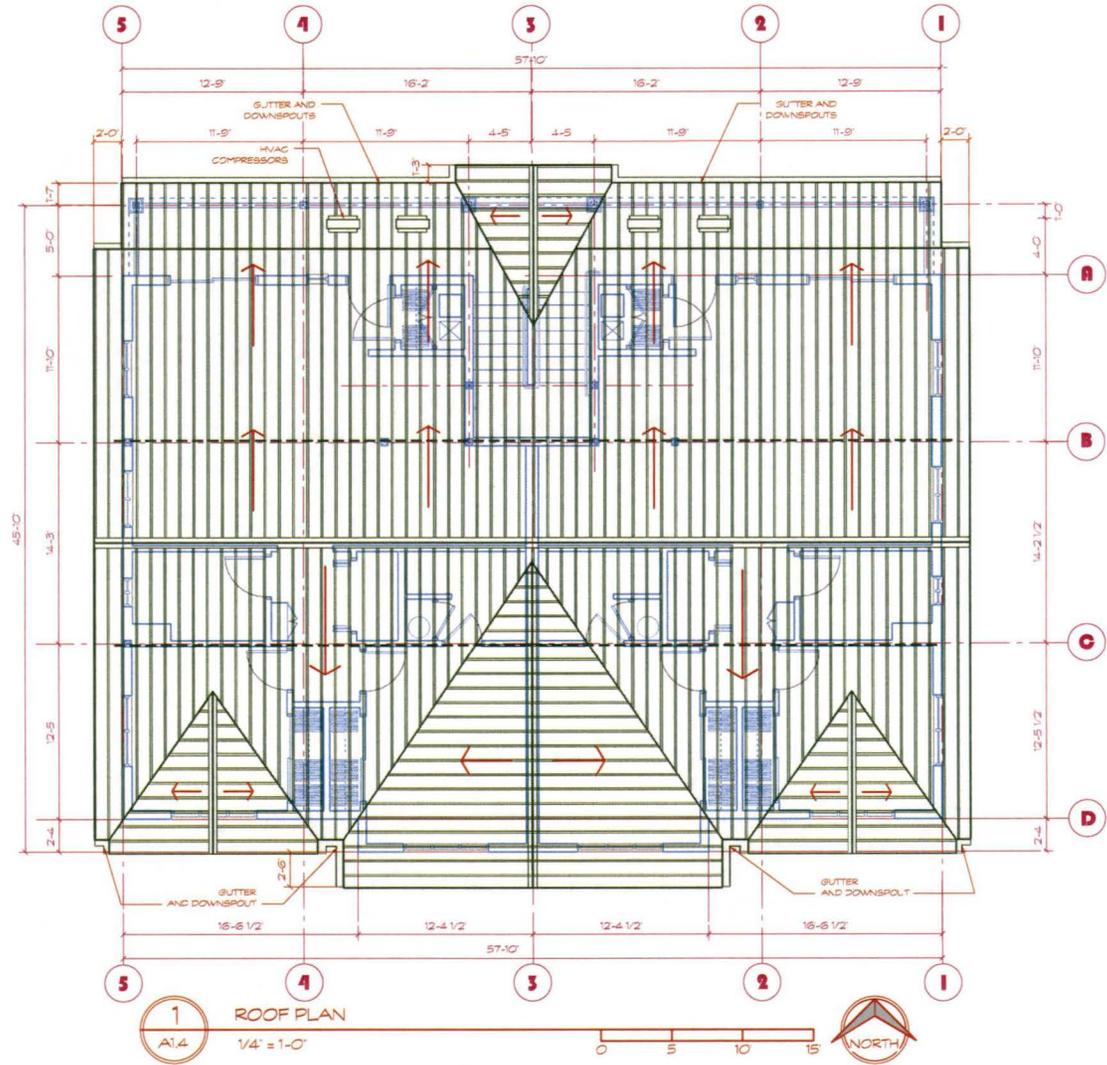
3rd Floor Plan

CALAPOOIA COMMONS
 Downtown LIVE/WORK/PLAY
 331 NW CALAPOOIA STREET
 ALBANY, OREGON 97321

FEB. 13, 2020 - ISSUED FOR SITE PLAN REVIEW

WILLIAM G. RYALS
 ARCHITECT
 925 Jones Ave. NW
 Albany, Oregon 97321
 Phone: 541.974.0908
 ryals.architect@comcast.net





- ROOF PLAN NOTES:**
1. PROVIDE A COPY OF THE ROOFING MATERIALS MANUFACTURE INSTALLATION INSTRUCTION LETTER PRIOR TO REQUESTING FINAL INSPECTION. OS&C SECTION 07
 2. ABSOLUTELY THERMAL INSULATION BOARD SHALL COMPLY WITH THE STANDARDS IN TABLE 509.2, OS&C SECTION 1509.2
 3. METAL FLASHINGS TO WHICH BITUMINOUS MATERIALS ARE TO BE ADHERED SHALL BE PRIMED PRIOR TO INSTALLATION. OS&C SECTION 150.5



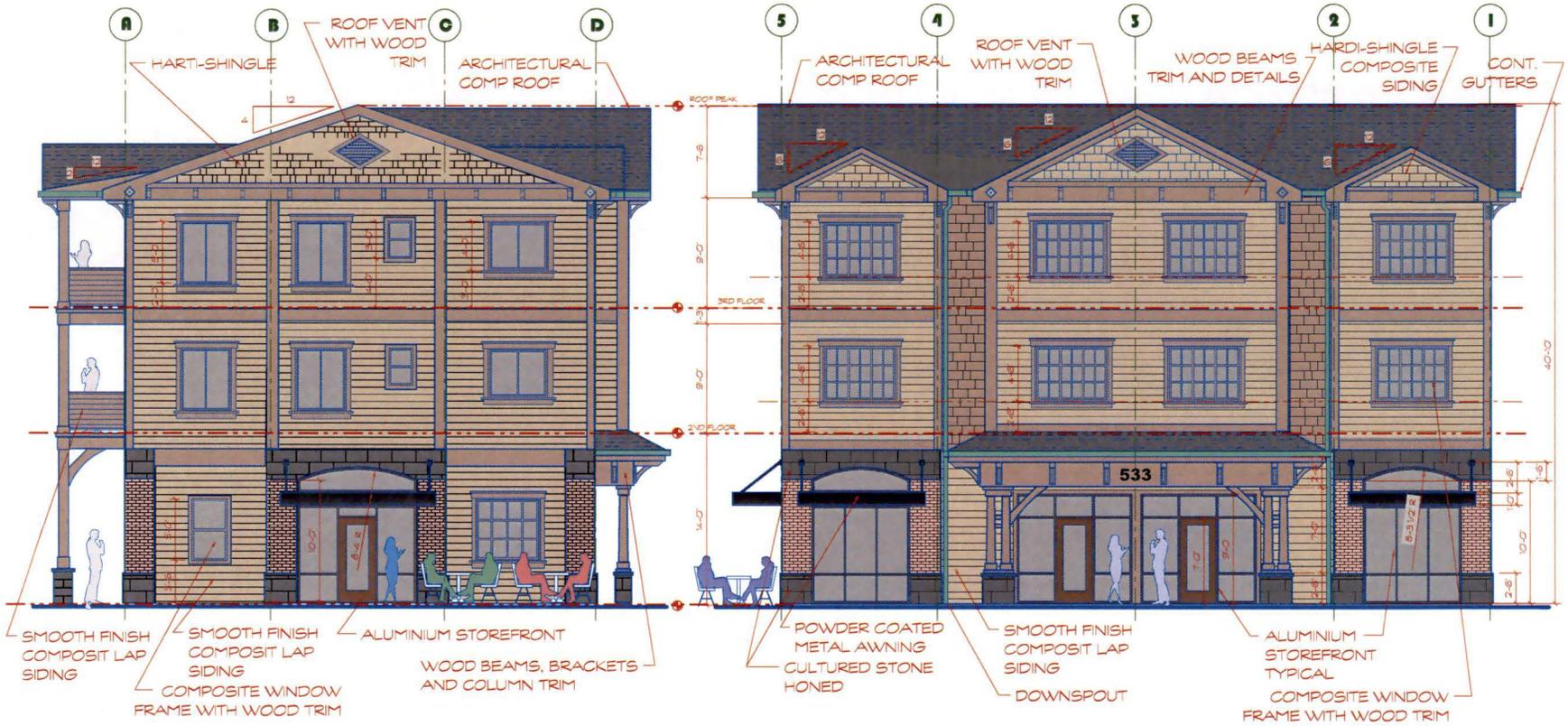
WILLIAM G. RYALS
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 ryals@williamgryals.com

FEB. 18, 2020 ISSUED FOR SITE PLAN REVIEW

CALAPOOIA COMMONS
 Downtown LIVE/WORK/PLAY
 331 NW CALAPOOIA STREET
 ALBANY, OREGON 97321

ROOF PLAN





2 WEST BUILDING ELEVATION
 A3.0 1/4" = 1'-0"
 0 5 10 15

1 SOUTH BUILDING ELEVATION
 A3.0 1/4" = 1'-0"
 0 5 10 15



WILLIAM G. KVALS
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 ALBANY, OREGON 97321
 www.williamgkvals.com

FILE IS 20200 LABELLED FOR SITE PLAN REVIEW

CALAPOOIA COURT
 Downtown LIVE/WORK/PLAY
 331 NW CALAPOOIA STREET
 ALBANY, OREGON 97321

BUILDING ELEVATIONS



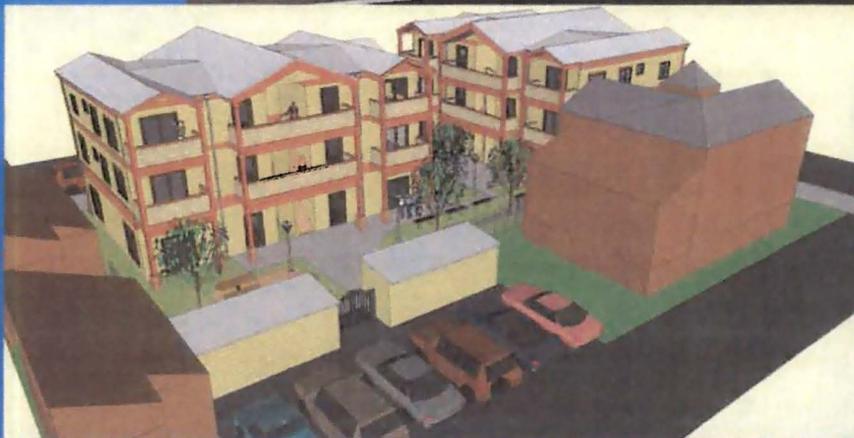
Valley Homes, Inc.
New Construction in Historic District

CALAPOOIA COURT

331 NW Calapooia Street - Albany, Oregon 97321



Historic Review Findings and Report Board of Landmarks ALBANY OREGON



William Gordon Ryals Architect

January 27th 2020

Criterion: 1a.

The development maintains any unifying development patterns such as sidewalk and street tree location, setbacks, building coverage, and orientation to the street.

Facts:

The proposed new development will not alter the existing sidewalk location. Street tree location will conform with City of Albany development code as no street trees exist at this time. The setbacks of this proposed development are consistent with the DMU zoning. The structures will have a 5 foot setback from interior property lines and be 0 – 5 feet from street facing property lines. The DMU zoning has a maximum front setback of 5/15 feet and a minimum 5 foot interior setback which this development meets. Building coverage of the proposed development will be 4520 square feet. The lot being developed is 10,665 square feet. The DMU zone has no applicable restrictions for minimum lot size or maximum building size. Building coverage for the proposed development will be 42% of the building lot. This is consistent and within the framework of the DMU zone. Orientation to the street of the proposed development will be street facing. One structure will be sited on the corner of Fourth and Calapooia and its' facade will incorporate windows, awnings, and architectural details on both Fourth Avenue and Calapooia Street. The second building is facing Fourth Avenue solely, with all of the same features. Both structures are consistent with the goals of the DMU zone.

Conclusion:

This development meets the criteria of unifying development patterns, sidewalk and street tree location, setbacks, building coverage, and orientation. The development fits within the DMU zone and the Monteith District.

Criterion: 2a.

The structure is of similar size and scale of surrounding buildings, and as much as possible reflects the craftsmanship of those buildings.

Facts:

The proposed development consists of two three story structures. The lower floor is commercial space with first floor to second floor being fourteen feet. The top two floors consist of residential space being nine feet from floor to floor. The structures will be approximately 32 feet to the eaves. The footprint of each structure is 45' 10" x 57' 10", or 2651.39 square feet. Both the footprint and height of the proposed development is consistent and conforming to development code within the zone and district. The surrounding area has a mix of commercial, business, and residential use. Attached please find 7 photos of neighboring properties. The development is adjacent or within two blocks of these properties. These properties are representative of the district and zone. As you can see from the photos, they vary in size and scale. There is a five story structure located at Third and Calapooia. The proposed development shares the alley with a business and home that are similarly three stories. There are homes and rentals across the street that are either two or three stories as well. There are also some single story houses and businesses within the block. The mix of development that has occurred prior adds to the character and offers uniqueness to the zone and district. Not every structure looks like its neighbor and this charm is part of the beauty of the district.

The proposed development also will incorporate elements and exterior architectural details that are consistent and conforming to the zone and district. These features will enhance the development as well as the district. Wide belly bands, trim of windows, gable banding, bay windows, and awnings are some of the additional details that not only make this development more attractive, but also the neighborhood as well. Porches are also part of this development, which is a very prominent feature of the district.

Conclusion:

The proposed development maintains similar size and scale of the many different structures of the district. This proposed development is three stories which is a very common size of the existing nearby homes and businesses, therefore being consistent with prior development in the zone and district. The detailing of the proposed development is meant to exceed what is required within the ADC and district standards. This will ensure that proposed development adds to the neighborhood and enhances the district as a whole. The craftsmanship of this development will promote and improve the area, zone, and district.

Criterion C: 3a.

Building materials are reflective of and complimentary to existing buildings within the district.

Facts:

Attached please find 7 photos of neighboring properties. The development is adjacent or within two blocks of these properties. These properties are representative of the district and zone. As you can see from the photos, the neighboring properties have different window types, siding types, and architectural details. All adding in some way to enhance the diversity of the district and zone. Some windows are vinyl, some are wood, some have grids and some do not, some siding is wood, some is hardiplank, some is vinyl, shingles as well as stucco are also both represented. The proposed development will be a wood framed structure with a mixture of siding types. Lap siding is a common siding type within the district and this development will incorporate lap siding as well. Hardiplank is the preferred type of lap siding for its durability. Shingle accents are also a nice detail on many structures within the district. Shingles will also be a part of the exterior detailing on this development. Masonry (i.e. brick, stone) have been used for centuries on homes and businesses not only in Albany, but worldwide. Masonry accents will be added for curb appeal and will help the project enhance the neighborhood. Windows will be of composite materials with trim to match other homes in the district. As mentioned earlier, exterior trim detailing will be used to ensure this project compliments the district. Metal awnings are also seen on many businesses nearby. These provide a unique look as well as function. Covered porches that invite people in, have always been a nice feature on homes and businesses and will be a part of this project. The overall goal of this project in its entirety is to be a great addition to Albany and its' downtown area. This will be accomplished by using some timeless exterior detailing as well as meshing in some more modern styling. These details certainly add to the cost, but will add to the district and neighborhood and provide a sense of pride once completed.

Conclusion:

This project is not trying to be a historic structure, but it will have ample exterior detailing that is prevalent in the district. The building materials used in this development are similar to other

homes and businesses nearby and are reflective and complementary to existing buildings within the district. There are many different products from vinyl to wood to brick to composite materials. Our world is evolving and products change and improve. Windows have also made improvements to function and insulation values. Products range from vinyl to wood to metal to composite. The district has all of these window types represented. This project will try to incorporate the best value while maintaining the look that is important to the integrity of the district. Trim detailing throughout this project will be used around windows, belly and gable banding, wide corner trim, gable accents, and porch features to make this project an asset to the district. The use of the available building materials will be such that they compliment the district. These details and craftsmanship will add to the cost but will give the neighborhood something they can be proud of which has been a long time coming.

334 Calapooia SW ↓



↓ 306 Washington SW



602/606 3rd SW ↑

510 5th Ave SW ↑

323 Calapooia SW ↑



635 3rd Ave SW ↑



↑ 420 3rd Ave SW



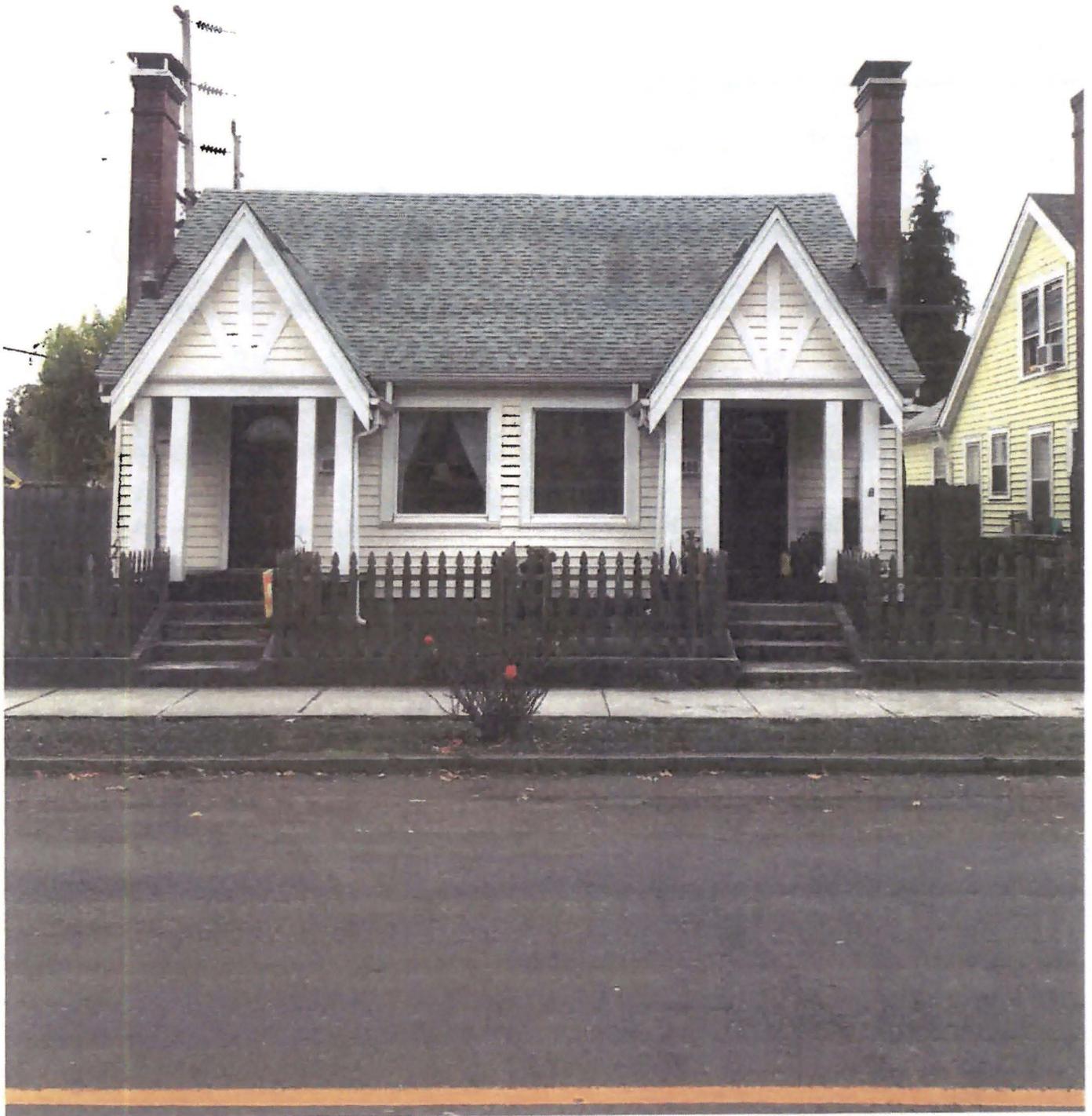
323 Calapooia SW



334 Galapooia SW



602-606 3rd Avenue SW



306 Washington Street SW

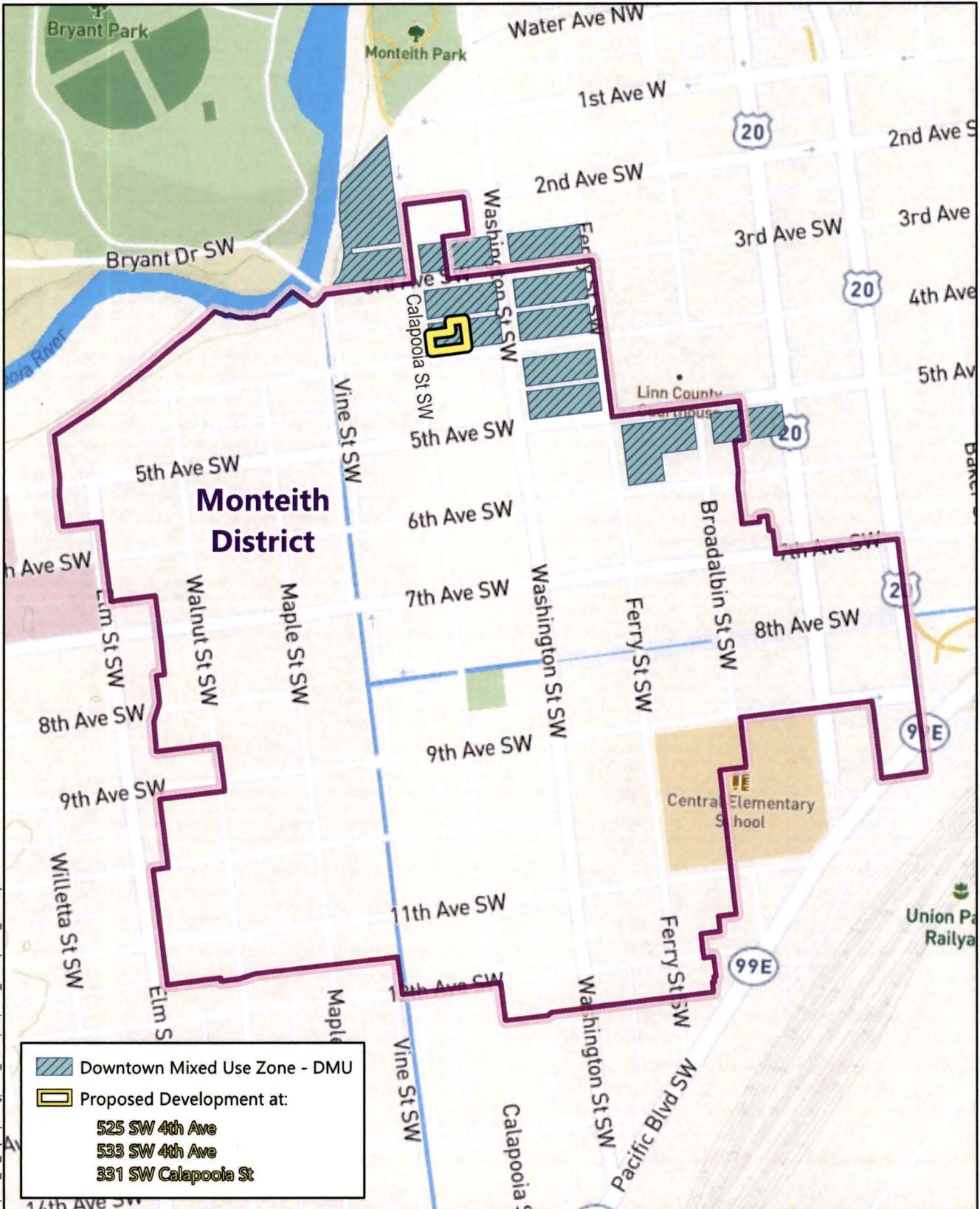


420 3rd Avenue SW

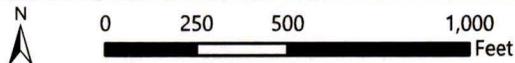


310 Fifth Avenue SW





D:\ArcGIS_Pro_Projects\Planning\Historic_Districts\APR\Historic_Districts\Historic_Districts.aprx



Date: 06/12/2020 Map Source: City of Albany

Proposed Development

Within DMU Zone and the Monteith Historic District



Sample Motions

Council has three options:

Option 1: Approve the application with conditions as proposed; or

Option 2: Approve the application with modifications to the recommended conditions; or

Option 3: Deny the application.

SAMPLE MOTIONS:

Option 1: Approve with conditions as proposed

I move that council approve land use application file no. HI-04-20 as conditioned in the April 29, 2020 staff report. This motion is based on findings and conclusions in the April 29, 2020 staff report, evidence presented, and the findings in support of the application made during deliberations on this matter.

Option 2: Motion to approve as modified

I move that council approve land use application file no. HI-04-20 [as provided in the staff report (and/or) with the following amendments]:

- 1. _____; and
- 2. _____

This motion is based on the findings and conclusions in the April 29, 2020 staff report, evidence presented, and the findings in support of the application made during deliberations on this matter.

Option 3: Motion to Deny

I move that council deny land use application [file no. HI-04-20 because the applicant has not demonstrated that Review Criterion _____ is met for the following reasons:

- 1. _____; and
- 2. _____





MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *HT (for PP)*
Jeff Blaine, P.E. Public Works Engineering & Community Development Director *JB*

FROM: David Martineau, Planning Manager *DM*
Anne Catlin, Planner III

DATE: June 15, 2020, for the June 24, 2020, City Council Meeting

SUBJECT: Award of Contract for Emergency Loan Fund
Relates to Strategic Plan theme: A Healthy Economy

Action Requested:

Staff recommends that the City Council award a contract in the amount of \$208,311 to Community Lending Works of Springfield, Oregon as a second round of funding for the City's Emergency Loan Fund for Albany's small businesses.

Discussion:

On April 22, 2020, and May 13, 2020, the city council held public hearings regarding the proposed distribution of Community Development Block Grant (CDBG) funds including the CARES Act award and unspent funds from 2019 and 2018. Council approved these CDBG plans that allocate \$208,311 in CDBG funds to recapitalize the emergency loan fund for small businesses impacted by COVID-19.

Community Lending Works (CLW) was selected and awarded the contract for the City's first round of emergency funding for businesses. As a not-for-profit Community Development Finance Institution (CDFI), CLW is eligible to receive CDBG funds and is only one of two in Linn, Benton, and Lane counties.

Program Description

The Emergency Loan Fund was created to help Albany's small businesses that were impacted by COVID-19. Since this fund was established, various combinations of emergency funds have been developed around the state, including Business Oregon's Emergency Business Assistance Matching Fund. The City used the City's CDBG allocation as a match to apply for additional funds from Business Oregon. The CDBG loan fund program must use the same eligibility requirements. Eligibility requirements include:

- The business was unable to obtain Payroll Protection Program (PPP) or Economic Injury Disaster Loan (EIDL) funding at the time of application.
- The business was adversely affected by the COVID crisis and was forced to close per EO 20-12 or can demonstrate a 50 percent reduction in sales.
- The business had fewer than 25 employees as of February 29, 2020.
- The business was not delinquent on federal, state, or local taxes at the time of award.



June 15, 2020, for the June 24, 2020, City Council Meeting

- The business was compliant with federal, state, and local laws at the time of award.
- If the business is a non-profit, it must be a 501(c)(3).
- The business may not be a passive real estate holding company or others holding passive investments (e.g. absentee ownership).

Loans will be structured as low-interest forgivable loans up to three months of fixed operating expenses, or \$15,000, whichever is less.

Budget Impact:

Funds for this contract will be from the City's CDBG awards (\$90,000 CARES Act, \$89,311 from 2019, and \$29,000 from 2018 carryover funds).

AC:js

c: Seth Sherry, Economic Development Manager



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *HR (for PT)*
Jeff Blaine, P.E. Public Works Engineering & Community Development Director *JB*

FROM: David Martineau, Planning Manager *DM*
Anne Catlin, Planner III

DATE: June 15, 2020, for the June 24, 2020, City Council Meeting

SUBJECT: Award of Contract for Housing Rehabilitation Loan Program
Relates to Strategic Plan theme: Great Neighborhoods

Action Requested:

Staff recommends that the City Council award a contract in the amount of \$240,000 to DevNW of Corvallis, Oregon for a housing rehabilitation loan program.

Discussion:

The City used a competitive application process to solicit proposals from agencies to determine what projects to include in the 2020 Action Plan and how to reallocate prior year resources. DevNW's proposal to continue the housing rehabilitation loan program was selected for funding. It addresses the City's 2018-2022 Consolidated Plan goal to preserve and improve Albany's affordable housing through housing rehabilitation and weatherization programs.

On April 22, 2020, council approved the City's 2020 Action Plan that included \$204,000 for the housing rehabilitation program, and on May 13, 2020, the council approved amendments to the 2018 Action Plan to reallocate \$36,000 in unspent funds to housing rehabilitation.

Program Description

Albany's Housing Rehabilitation Loan Program was initiated as a response to an assessment of needs identified to help low- and moderate-income homeowners with substantial rehabilitation projects that alleviate health and safety issues, enable lower income residents to remain in their homes, and to improve Albany's existing affordable housing supply. DevNW manages this program on behalf of the City. The program provides no-interest deferred loans to eligible homeowners. Repaid loans are deposited into a revolving loan fund managed by DevNW. There is a waiting list for the rehabilitation loan funds.

Budget Impact:

Funds for this contract will be from the City's 2020 CDBG award (\$204,000) and 2018 carryover funds (\$36,000).

AC:js





MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager

 6/18

FROM: Jeanna Yeager, Finance Director

DATE: June 17, 2020, for the June 24, 2020, City Council Meeting

SUBJECT: Acceptance of Coronavirus Aid Relief and Economic Security (CARES) Act Funds
Relates to Strategic Plan theme: Effective Government

Action Requested:

Staff recommends council authorize, by motion, the finance director to sign a grant agreement with the state of Oregon to accept Coronavirus Aid Relief and Economic Security (CARES) Act funds.

Discussion:

The CARES Act provides funds to state, local, and tribal governments through the Coronavirus Relief Fund to be used for expenditures incurred due to COVID-19 during the period of March 1, 2020, through December 30, 2020.

From March 1, 2020, to May 15, 2020, also referred to as the “First Cost Period,” the City incurred costs of \$626,588 related to the coronavirus response and submitted that amount for reimbursement. This grant could provide reimbursement up to the full requested amount. No matching funds from the City are required.

Additional cost periods are likely, and the City expects to request reimbursement for COVID-related expenses incurred during those periods.

Budget Impact:

The acceptance of CARES Act funding could have an impact on current appropriation levels; at this time, the amount of grant funding is not clear. It is anticipated that monies will be allocated to the funds where expenditures occurred. Additional appropriation requests may be brought to council at a later date.

JLY:hr



MEMO

TO: Albany City Council

FROM: Holly Roten, Senior Administrative Supervisor *HR*

DATE: June 18, 2020, for the June 24, 2020, City Council Meeting

SUBJECT: Appointment to the Library Board

Relates to Strategic Plan theme: An Effective Government

Action Requested:

Council ratification of the following appointment:

Library Board

- Amy Roberts (Councilor Mike Sykes' reappointment to a new four-year term; application attached)

Discussion:

Mayor and councilor recommendations for any remaining vacancies on the City's citizen advisory groups will be submitted for approval at subsequent city council meetings.

Budget Impact:

None.

HR

Attachment



Citizen Advisory Group Application

Applying To Library Board

Received May 24, 2020

Name Amy Roberts

In City Limits? Ward 1

Are you currently employed outside the home? No

List current or most recent occupation, business, trade, or profession:

Library sub for GAPS school district

Please summarize what qualifications and experience you have that would apply to this position:

I am currently serving on the City of Albany Library Board. I sub in multiple Albany school libraries and have some knowledge of how a library can serve our community better. I coached an Albany middle school group to the 2020 Oregon Battle of the Books regional tournament.

List community/civic activities in which you are or have been active:

City of Albany Library Board
Volunteer in GAPS schools
Active church member

How many Library Board meetings have you attended?

7 or more

What is your understanding of the role of a Library Board member and what contributions do you hope to make to the board?

To attend meetings and library functions with intentionality and mindfulness. To support the library in any way I can. I hope to contribute knowledge of how the library can support and educate our community, while also getting more books in people's hands.

When did you last visit the Albany Public Library? Tell us about your experience during that visit.

The last week it was open before the coronavirus shutdown. The experience was good. I had a book on hold and it was on the shelf waiting. I looked for a couple other books and then did self checkout.

What role does the Albany Public Library play in making Albany a livable community?

It is a place the community can come to educate, entertain, and encourage each other. It is somewhere that all socioeconomic communities can be served.

How can the Library Board improve policies and services offered by the Albany Public Library?

The Library Board can discuss current policies and services and how they can be improved to better serve the ever-changing community.

Have you reviewed the meeting schedule for this board and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this board, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Current member





MINUTES

Wednesday, May 13, 2020
Regular Session
Council Chambers, City Hall

Approved: **DRAFT**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Sharon Konopa called the meeting to order at 7:15 p.m.

ROLL CALL

Councilors present: Mayor Sharon Konopa and Councilors Rich Kellum, Bill Coburn, Bessie Johnson, Alex Johnson II, Dick Olsen, and Mike Sykes

Councilors absent: None.

PROCLAMATIONS

7:16 p.m.

- a. Historic Preservation Month.
Konopa read the proclamation.

- b. Police Week.
Konopa read the proclamation.

- c. Public Works Week.
Konopa read the proclamation.

PUBLIC HEARING

Community Development Block Grant

Amending the Community Development Block Grant (CDBG) 2018-2022 consolidated plan and 2018 action plan as adopted by Resolution No. 6720.

OPEN: Konopa opened the public hearing at 7:25 p.m.

Planner III Anne Catlin said the City is required to hold a public hearing for amendments to the consolidated plan and action plan. She showed a slide of the projected annual allocations (see agenda file) and explained the amendments. No comments were received during the 30-day comment period, and no one signed up to testify at the public hearing.

Councilor Bessie Johnson asked why there is always a carryover year to year, since Albany doesn't receive a lot of money. Catlin said staff and the community development committee estimate needs and funds for each year. Last year they hoped to make a property purchase, but it didn't happen, so those funds carried over.

Management Assistant/Communications Officer Marilyn Smith confirmed that no other testimony was received.

CLOSE: Konopa closed the public hearing at 7:31 p.m.

MOTION: Councilor Mike Sykes moved to amend the consolidated plan and action plan as proposed. Councilor Alex Johnson II seconded the motion. He asked if Catlin would bring back a report on how the money is spent. Catlin said she would report back at any time.

VOTE: The motion passed 6-0, and was designated Resolution No. 6885.

BUSINESS FROM THE PUBLIC

None was received by 5:00 p.m.

SECOND READING OF ORDINANCE

7:32 p.m.

ZC-06-19, 2710 Grand Prairie Road SE.

City Attorney Sean Kidd read the ordinance for the second time in title only: AN ORDINANCE AMENDING ORDINANCE NO. 4441, WHICH ADOPTED THE CITY OF ALBANY ZONING MAP, BY AMENDING THE ALBANY ZONING MAP AND ADOPTING FINDINGS FOR THE PROPERTY LOCATED AT 2710 GRAND PRAIRIE ROAD SE; LINN COUNTY ASSESSOR'S MAP NO. 11S-03W-17D TAX LOT 101.

MOTION: Johnson moved to adopt the ordinance. Sykes seconded the motion.

Councilor Dick Olsen said he would vote no. He feels it's a mistake to put apartments in that location. Sykes said nothing can be built without the proper approvals from planning. Konopa said the application is only for a zone change. The question is whether this property should be zoned for higher density.

VOTE: The motion passed 4-2, with Olsen and Councilor Bill Coburn voting against. The ordinance was designated Ordinance No. 5940.

Konopa read the appeal language from the notice of decision.

FIRST READING OF ORDINANCE

7:45 p.m.

Amending Albany Municipal Code Chapter 13.21.112, Central Albany Parking Area.

Kidd read the ordinance for the first time in title only: AN ORDINANCE AMENDING THE ALBANY MUNICIPAL CODE (AMC) TITLE 13 BY THE REVISION OF CHAPTER 13.21.112 TITLED CENTRAL ALBANY PARKING AREA AND DECLARING AN EMERGENCY.

Kidd noted that the amendment corrects a citation error in the code amendment passed by the council on March 11, 2020.

MOTION: Coburn moved to have the ordinance read a second time in title only. Johnson seconded the motion, which passed 6-0.

Kidd read the ordinance a second time in title only.

MOTION: Coburn moved to adopt the resolution. Johnson seconded the motion, and it passed 6-0. The ordinance was designated Ordinance No. 5941.

ADOPTION OF RESOLUTIONS

7:48 p.m.

- a. Approving the purchase of four transit buses.

Public Works Operations Director Chris Bailey said staff is asking to buy four new buses through a state contract. The purchase would use mostly state funds, some federal funds, and \$88,000 from the equipment replacement fund.

Councilor Rich Kellum said he sees empty buses on Albany routes. A 35-foot empty bus isn't as efficient as a full shorter bus. Bailey said transit isn't able to change buses hourly based on demand. Kellum said it isn't a good idea to buy anything new now.

Johnson asked if the buses are additions or replacements. Transit Programs Supervisor Barry Hoffman said they are all additions. Johnson asked if we have the option of waiting to purchase? Bailey said it takes more than a year to manufacture the buses. The funds used to buy them can't be used for anything else.

MOTION: Olsen moved to adopt the resolution. Coburn seconded the motion, and it passed 4-2, with Kellum and Sykes voting against. The resolution was designated Resolution No. 6886.

- b. Applying for HB 2001 amendments grant funding.

8:06 p.m.

Planning Manager David Martineau said the proposed resolution shows council support of planning's application for HB 2001 amendments assistance. The middle housing requirements must be implemented by June of 2022. If they aren't, the City will have to use the state's model code, which is stiffer than the 2001 requirements. If we comply with the state's requirements now, we can adjust them to our own context.

MOTION: Johnson II moved to adopt the resolution. Olsen seconded the motion, which passed 6-0. The resolution was designated Resolution No. 6887.

AWARD OF CONTRACTS

- a. Auditing services to Boldt, Carlisle + Smith LLC.

8:10 p.m.

Finance Director Jeanna Yeager said the City has used Boldt, Carlisle for years, and found them good to work with.

Sykes recused himself because his daughter-in-law works for Boldt, Carlisle.

Johnson said she remembers that the City used to have to change auditing firms periodically. She asked if that was still the case. Yeager said best practice is to go out for proposals every five to ten years. That's what we're doing here, and Boldt, Carlisle made the better proposal. Johnson thinks it might be good to have new eyes periodically. Yeager said she doesn't know if procurement law will let us do that here.

Kellum said the council needs to know what's in statute before it can make this decision. Yeager said it's not a requirement to switch firms. Kellum asked if it's good practice, and Yeager said it can be.

Johnson II asked why the contract includes two one-year extensions. Why not just write a five-year contract? Yeager said the extensions allow the City to go out for another proposal request if we want to.

MOTION: Coburn moved to adopt the resolution and award the contract. Johnson seconded the motion. The motion failed 3-2, with Johnson II and Kellum voting against and Sykes recused. Four votes in the affirmative or negative are required to decide any question before the council. This item will come back to the May 27, 2020, meeting. Resolution No. N/A.

City Manager Peter Troedsson said staff will review best practices and bring the contract back to the council on May 27, 2020, without the extensions.

- b. ST-19-01, Crocker and Gibson Hill traffic signal.

8:22 p.m.

Civil Engineer III Chris Cerklewski said Emery & Sons was the low bidder of six.

MOTION: Johnson II moved to award the contract. Johnson seconded the motion.

VOTE: The motion passed 6-0.

APPROVAL OF AGREEMENT

8:27 p.m.

Maple Lawn Preschool operations and maintenance intergovernmental agreement.

Sykes asked if the agreement would get the City out of Maple Lawn completely, financially speaking. Parks & Recreation Director Kim Lyddane said the City will continue to pay for water, mowing, and the security system, but not for staff or program expenses. The City still owns the building.

Johnson asked if the Greater Albany Public School District (GAPS) could choose not to renew the agreement after the three-year term. Lyddane said there is a two-year optional renewal. After that, the City could use the building for something else. Johnson asked why it took a year to get the agreement ready. Lyddane said GAPS had to apply for funding.

Kellum said this is not a transition; at the end of it, we're back where we started.

Troedsson reminded the council that during the budget process in 2019, Maple Lawn was identified as a program to be cut. After the council heard a lot of public input, City staff worked hard to find money for the preschool to continue operating for one year, so that the parks director could work with the school district or another operator, and so that parents could make alternate arrangements. With this agreement, if the school district can't take over completely at the end of three years, Maple Lawn will close.

Johnson asked about City staff expenses for billing and collecting. Lyddane said City expenses have been passed on to GAPS.

MOTION: Coburn moved to approve the agreement. Johnson II seconded the motion. The motion passed 4-2, with Sykes and Kellum against.

ADOPTION OF CONSENT CALENDAR

8:46 p.m.

- a. Approval of minutes
 - 1) Wednesday, March 9, 2020, work session.
 - 2) Wednesday, April 8, 2020, meeting.
- b. Adoption of resolutions
 - 1) Application for FY 19-20 Assistance to Firefighters COVID-19 supplemental grant. RES NO. 6888
 - 2) Application for Gary Sinise Foundation First Responders grant. RES NO. 6889
 - 3) Accepting Michigan Public Health Institute Sound Off grant. RES NO. 6870
- c. Accepting funds
 - 1) Charitable contribution from Ion Enterprises, LLC.
 - 2) Charitable contribution from Country Financial.
 - 3) Receipt of CARES Act stimulus funds.

Coburn asked to have Item C pulled for discussion.

MOTION: Sykes moved to approve the consent calendar with Item C removed. Johnson seconded the motion. The motion passed 6-0.

Coburn would like to thank the donors for their contributions and make the community aware of them. Fire Chief Shane Wooton said the fire department has sent letters of thanks and tagged the donors on social media. Coburn suggested a press release and an article in the City Bridges newsletter. Johnson II suggested that the council or mayor also send letters. Troedsson said staff would draft letters.

MOTION: Coburn moved to approve Item C of the consent calendar. Johnson seconded the motion, which passed 6-0.

STAFF REPORT

8:49 p.m.

Multimodal station restroom grant

Bailey said public works applied in January for a \$164,800 grant from the Federal Transportation Administration through the Oregon Department of Transportation (ODOT). Tonight, staff is asking the council to authorize acceptance of the grant.

Johnson asked if ODOT would build the restroom. Bailey said public works will do the design and bid out the construction. Matching funds will come from other sources, so the City won't need to use any City funds.

Konopa asked if a restroom can be built for that little. Bailey said yes.

Konopa asked if the agreement could state that the City can lock the restroom and limit its use to transit system users only. Bailey said we couldn't enforce it. The restroom is needed partly because Amtrak locks the one inside the station to everyone except those with Amtrak tickets. The City should anticipate vandalism because that's what happens to public restrooms.

Sykes asked how much maintenance will cost. Bailey said public works estimates about \$20,000 per year, including minor repairs.

MOTION: Johnson II moved to authorize acceptance of the grant award. The motion was seconded and passed 6-0.

BUSINESS FROM THE COUNCIL

9:05 p.m.

Economic Development Manager Seth Sherry said business retention in Albany is very important now. He has been working with public works and community development on a proposal to use \$500,000 from the economic development water and sewer fund to give water or wastewater credits to businesses. The target would be small businesses in Albany who can show that they have been affected by COVID-19. The maximum credit would be \$10,000.

The council discussed how the money would be awarded (grants or loans), who would qualify, and how loans could be administered. They asked Sherry to bring back answers to some of the questions raised.

RECESS TO EXECUTIVE SESSION TO DISCUSS LABOR NEGOTIATIONS IN ACCORDANCE WITH ORS 192.660 (2)(D).

The council recessed into executive session at 9:49 p.m.

RECONVENE

The council reconvened into regular session at 10:05 p.m.

MOTION: Johnson moved to approve a single-role medic unit memorandum of agreement. Sykes seconded the motion, which passed 6-0.

NEXT MEETING DATES

Wednesday, May 27, 2020; 7:15 p.m. regular meeting
~~Monday, June 8, 2020; 4 p.m. work session~~ CANCELLED

ADJOURNMENT

There being no other business, the meeting was adjourned at 10:06 p.m.

Respectfully submitted,

Reviewed by,

Allison Liesse
Deputy City Clerk

Peter Troedsson
City Manager



MEMO

TO: Albany City Council

VIA: Jeanna Yeager, Finance Director

FROM: Linda Booth, Parks & Recreation Clerk III

DATE: June 17, 2020, for the June 24, 2020, City Council Meeting

SUBJECT: Annual Liquor License Renewals
 Relates to Strategic Plan theme: A Safe City

Action Requested:
 Council approval for these annual liquor license renewals

Discussion:
 The following is a list of businesses that have submitted an application for liquor license renewal. These businesses have paid their fees.

Tacos El Machin	Tacos El Machin LLC	1642 Pacific Blvd SE
La Aguila Mexican Store (2)	La Aguila Mexican Store LLC	1776 Geary St SE #1
Carino's Italian Restaurant	Johnny Carino's of Albany LLC	1825 14 th Ave SE
Red Robin Restaurant	Restaurant Development Company of Albany LLC	1845 14 th Ave SE
Safeway Store #1659	Safeway Inc	1990 14 th Ave SE
Southpaw's Perfect Pizza & Sports Pub	ZNE Corp	560 Hickory St NW #102
Target Store T-0609	Target Corporation	2255 14 th Ave SE
The Food Store	CECO Inc	4175 SE Santiam Hwy
Tone Authentic Thai Restaurant	Tone Thai LLC	236 1 st Ave SW
Elmer's Restaurant	Southern Oregon Elmer's LLC	2802 Santiam Hwy SE
Yellow Flamingo #3	Southern Oregon Elmer's LLC	1119-1123 Santiam Hwy SE
Sam City	VVK Inc	2180 Pacific Blvd SE
Frankie's	Lucky Vivian LLC	641 NW Hickory St #160



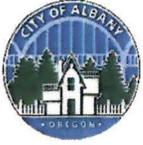
[Click in the Header to type meeting date here]

Ciddici's Pizza	Chanda Corp	133 5 th Ave
Ciddici's Pizza	Chanda Corporation	859 Belmont Ave SW #110
Cascade Grill & Bar	Cascade Grill & Bar LLC	110 Opal Ct NE
Grocery Outlet of Albany	3J2Grocers Inc	1950 14 th Ave SE
No Rails Ale House Inc (2)	No Rails Ale House Inc	117 1 st Ave Ne #105
Favorite Mistake	Nyquist Hospitality Inc	5420 Pacific Blvd SW
Lake Shore Lanes	Nyquist Bowl Inc	5432 Pacific Blvd SW
Sweet Red Bistro	Sweet Red Inc	208 W 1 st Ave
La Roca Mexican Restaurant	3 M's Restaurants LLC	1727 Hill St SE
Carniceria Los Compadres	Juan C. Orozco	2530 Pacific Blvd SE
3 Sheets Brewery	3 Sheets Brewery LLC	2115 NW 20 th Lp
Cellar Selections	Marcia J. Morse	1907 Marion St SE
Casetta Di Pasta	Casetta Di Pasta LLC	300 2 nd Ave SW #112
Albany Food Market	DS Albany LLC	3135 Santiam Hwy
Sybaris	Sybaris Inc	442 SW First
Wilhelm's	Wilhelm's LLC	1520 SE Pacific Blvd
Fastbreak Market	Fast Break Mart LLC	1203 Century Dr NE

Budget Impact:

Revenue of \$1120

lb



RESOLUTION NO. _____

A RESOLUTION ACCEPTING THE ABSTRACT OF VOTES REGARDING THE BALLOTS CAST IN THE ELECTION HELD TUESDAY, MAY 19, 2020, REGARDING MEASURE 22-181, RENEWAL OF THE AMBULANCE, FIRE, AND POLICE LOCAL OPTION TAX

WHEREAS, the abstract of votes prepared by Steve Druckenmiller, County Clerk, the duly elected, qualified county clerk of the county of Linn, state of Oregon; as to the ballots cast in the Linn County election held Tuesday, May 19, 2020, regarding the local measure for the City of Albany has been certified; and

WHEREAS, the abstract of votes prepared by James V. Morales, Clerk/Director of the Records & Elections Department, the duly appointed, qualified county clerk of the county of Benton, state of Oregon; as to the ballots cast in the Benton County election held Tuesday, May 19, 2020, regarding the local measure for the City of Albany has been certified.

NOW, THEREFORE, BE IT RESOLVED that the same are hereby accepted.

TOTAL CERTIFIED

22 - 181: Local Option Tax

	<u>Linn County</u>	<u>Benton County</u>	<u>Total Votes</u>	
Yes	9,155	2,678	11,833	Passed
No	3,031	755	3,786	Failed

DATED AND EFFECTIVE THIS 24th DAY OF JUNE 2020.

Mayor

ATTEST:

City Clerk

Exhibit "A"

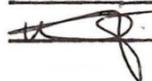
Office Report
Linn County
Primary Election May 19, 2020
All Precincts, All Districts, All ScanStations, All Contests, All Boxes
Final and Official

Total Ballots Cast: 36650, Registered Voters: 92023, Overall Turnout: 39.83%

CITY OF ALBANY 22-181 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Yes	No	Over Votes	Under Votes
Precinct 001	416	804	395	313 79.24%	82 20.76%	0	21
Precinct 003	315	702	287	240 80.81%	57 19.19%	0	18
Precinct 005	412	1280	380	291 74.62%	89 25.38%	0	22
Precinct 008	500	1694	466	358 76.82%	108 23.18%	0	34
Precinct 011	335	767	323	239 73.99%	84 26.01%	0	12
Precinct 014	392	1223	362	270 74.59%	92 25.41%	0	30
Precinct 015	147	426	141	103 73.05%	38 26.95%	0	6
Precinct 016	452	984	419	317 75.66%	102 24.34%	0	33
Precinct 018	1270	2793	1219	897 73.58%	322 26.42%	0	51
Precinct 048	683	1191	630	532 84.44%	98 15.56%	0	53
Precinct 084	412	1560	381	285 75.45%	96 24.55%	0	21
Precinct 089	506	980	475	356 74.95%	119 25.05%	0	31
Precinct 091	530	1879	505	368 72.87%	137 27.13%	0	25
Precinct 092	921	2469	864	656 75.93%	208 24.07%	0	57
Precinct 093	1087	2781	1045	749 71.67%	296 28.33%	0	42
Precinct 094	451	1225	434	327 75.35%	107 24.65%	0	17
Precinct 095	640	1632	618	437 70.71%	181 29.29%	0	22
Precinct 096	560	1045	532	403 75.75%	129 24.25%	1	27
Precinct 100	788	1710	728	568 78.02%	160 21.98%	0	40
Precinct 102	725	1738	682	484 72.43%	188 27.57%	0	43
Precinct 105	335	1037	321	231 71.96%	90 28.04%	0	15
Precinct 106	357	955	339	257 75.81%	82 24.19%	0	18
Precinct 107	641	1379	610	454 74.43%	156 25.57%	0	31
Total	12856	32274	12186	8155 75.13%	3031 24.87%	1	568

I hereby certify this copy to be a true, full and correct copy of the original now on record in my office.
STEVE DRUCKENMILLER


 County Clerk
 JUNE 4, 2020
 Deputy

Summary Results Report
 Benton County May 2020 Primary Election
 May 19, 2020

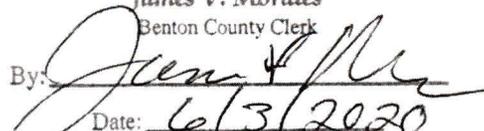
OFFICIAL RESULTS
 CERTIFIED
 Benton County

22-181 City of Albany City of Albany
 Vote For 1

	TOTAL	VOTE %
Yes	2,678	74.39%
No	755	20.97%
Total Votes Cast	3,433	95.36%
Overvotes	2	0.06%
Undervotes	165	4.58%

I hereby certify this copy to be a true
 and complete duplicate of the original
 on record in the Benton County Clerk's
 office in Corvallis, Oregon.

James V. Morales
 Benton County Clerk

By: 
 Date: 6/3/2020





MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager  6/18

FROM: Chris Bailey, Public Works Operations Director 

DATE: June 16, 2020, for the June 24, 2020, City Council Meeting

SUBJECT: Adopting the Public Transportation Agency Safety Plan
Relates to Strategic Plan theme: Effective Government

Action Requested:

Staff recommends City Council review and approve the Public Transportation Agency Safety Plan (PTASP) as required by the Federal Transit Administration (FTA).

Discussion:

The FTA published a rule on July 19, 2018, which requires small, urban public transportation providers receiving funds from the FTA Urbanized Area Formula Grant program to develop and implement a safety plan. This rule, which is known as the PTASP Rule, outlines the requirements for the safety plan which include development of safety performance targets, outlining an employee reporting program, and a process for review and update of the plan annually, among others. As a small public transportation provider, Albany was required to certify that we have a safety plan which meets these requirements before July 20, 2020.

Both Albany Transit and Corvallis Transit contracted with the Cascades West Council of Governments (COG) to help write this initial PTASP. COG staff led meetings, gathered input, and drafted and reviewed the plan with Albany Transit staff. All three of Albany's public transportation programs have an excellent safety record and, while Albany Transit had many of the policies and procedures required in the plan, the existing safety program is further strengthened by describing and encouraging employee input regarding safety improvement, and by setting numeric safety performance targets. The completed PTASP for Albany is attached for your review.

Budget Impact:

None.

CB:ss
Attachment





Albany Transit System Public Transportation Agency Safety Plan

Adopted 6/24/20



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Introduction

This document serves as the **Public Transportation Agency Safety Plan (PTASP or ASP)** for the Albany Transit System (ATS) and fulfills the requirements set forth in the PTASP rule (49 C.F.R. Part 673).

As required by the PTASP rule, this plan includes the following:

- An approval by the agency's *Accountable Executive* and Albany City Council;
- The designation of a *Chief Safety Officer*;
- The documented processes of the agency's **Safety Management System (SMS)**, including the agency's **Safety Management Policy** and processes for **Safety Risk Management, Safety Assurance, and Safety Promotion**;
- An **Employee Safety Reporting Program**;
- Performance targets based on the safety performance measures established in Federal Transit Administration's (FTA) National Public Transportation Safety Plan (NSP);
- A process and timeline for conducting an annual review and update of the safety plan.

PTASP Requirement

The **Public Transportation Agency Safety Plan** rule (49 C.F.R. Part 673) requires certain operators of public transportation systems that are recipients or sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307) to develop safety plans. The Albany Transit System meets the definition of a small public transportation provider, as defined by 49 CFR § 673.5 (Part 673) and was therefore eligible to have the PTASP developed, on its behalf, by the Oregon Department of Transportation (ODOT). The Albany Transit System opted to develop its PTASP independently with planning support from the Oregon Cascades West Council of Governments (OCWCOG). This document is the result of that effort.

About Albany Transit System

Transit Agency Name	Albany Transit System (City of Albany)		
Transit Agency Address	112 Tenth Avenue SW, Albany, OR 97321		
Name and Title of Accountable Executive	Chris Bailey, Public Works Operations Director		
Name of Chief Safety Officer or SMS Executive	Barry Hoffman, Transit Programs Supervisor		
Mode(s) of Service Covered by This Plan	Fixed Route Bus; Paratransit	List All FTA Funding Types (e.g., 5307, 5337, 5339)	5307, 5310, 5339 (5339 utilized at times), other federal funding sources used when opportunity presents itself
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus; Paratransit Both services directly operated by Albany Transit System		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Description of Arrangement(s) Albany Transit System provides service for Linn-Benton Loop & City of Millersburg Senior & Disabled Services through contract agreements.
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	City of Millersburg Linn-Benton Loop Board		

Plan Development, Approval, and Updates

Name of Person That Drafted This Plan	<p>Stephen Dobrinich; Transportation Planner Oregon Cascades West Council of Governments (OCWCOG).</p> <p>This document was developed by OCWCOG staff on behalf of the Albany Transit System (ATS) in accordance with 49 C.F.R. Part 673. Throughout the development of this document ATS retained review and approval authority providing detailed input on system operation as necessary.</p>	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	Public Works Operations Director	6/24/2020
Approval by the Board of Directors or an Equivalent Authority	Approval Authority	Date of Approval
	Albany City Council	6/24/2020
	Relevant Documentation (Title and Location)	
	A copy of City Council minutes from the June 24, 2020 meeting approving the Agency Safety Plan (ASP) , is maintained on file by the <i>Chief Safety Officer</i> , Albany Transit System.	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Albany Transit System (City of Albany)	7/1/2020
	Relevant Documentation (Title and Location)	
	NA	

Version Number and Updates

Record the complete history of successive versions of this plan.

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1		New Document Completed	6/24/2020

Annual Review and Update of the Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the ASP.

This plan will be reviewed and updated by the *Chief Safety Officer* by July 1 of each year. The *Accountable Executive* will review and approve any changes and then sign the new ASP. *Accountable Executive* will provide updates on changes to this document to Albany City Council.

Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

During FY2017-2018 ATS' Vehicle Revenue Miles (VRM) break down as follows:

- Total Fixed Route: Approx. 190,000 VRM
 - Regular ATS Routes: Approx. 97,000 VRM
 - Linn-Benton Loop: Approx. 93,000 VRM
- Paratransit: Approx. 110,000 VRM

Mode of Transit Service	Fatalities (Total)	Fatalities (per 100 thousand VRM)	Injuries (Total)	Injuries (per 100 thousand VRM)	Safety Events (Total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/ failures)
Fixed Route Bus	0	0	0	0	1	0.52	19,000 (approx. 10 failures/ year)
ADA/ Paratransit	0	0	0	0	1	0.91	110,000 (approx. 1 failure/ year)

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

Staff from the Albany Area Metropolitan Planning Organization (AAMPO) prepared this document on behalf of the Albany Transit System (ATS), with input from City of Albany staff. ATS' *Accountable Executive* shares the PTASP, including safety performance targets, with the Oregon Department of Transportation (ODOT) after its formal adoption. After formal adoption ATS will coordinate future updates and amendments. Updated versions of this document will be shared with the AAMPO and ODOT upon adoption.

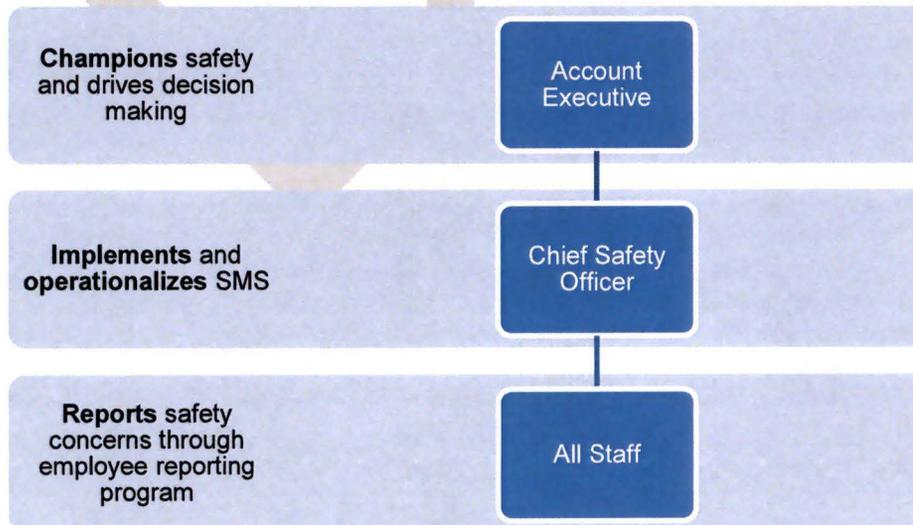
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Oregon Department of Transportation	7/1/20
Targets Transmitted to Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Albany Area Metropolitan Planning Organization	7/1/20

Safety Management System (SMS) Framework

Safety Management System (SMS) is a formal, top-down, data-driven, organization-wide approach to managing safety risks and assuring the effectiveness of safety risk mitigations. SMS involves the continuous collection and analysis of information that helps a transit operator become proactive about how it addresses safety risks. It brings management and labor together to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more precisely. The SMS Framework is comprised of four components:

<p><i>I Safety Management Policy</i></p> <p>The <i>Safety Management Policy</i> is the written foundation of a public transportation agency's <i>Safety Management System</i>. It formally and explicitly commits an agency to the development and implementation of the organizational structures and resources necessary to sustain the safety management processes and activities of an SMS.</p>	<p><i>III Safety Assurance</i></p> <p>The <i>Safety Assurance</i> component ensures that safety mitigations contained in this plan are implemented, adhered to, appropriate, effective, and sufficient in addressing the potential consequences of identified hazards. <i>Safety Assurance</i> also ensures that the SMS is effective in meeting PTASP safety objectives and performance targets.</p>
<p><i>II Safety Risk Management</i></p> <p>The <i>Safety Risk Management</i> component is comprised of the processes, activities, and tools a transit agency needs to identify and analyze hazards and assess safety risks in operations and supporting activities. It allows a transit agency to carefully examine what could cause harm, and determine whether the agency has taken sufficient precautions to minimize harm, or if further mitigations are necessary.</p>	<p><i>IV Safety Promotion</i></p> <p><i>Safety Promotion</i> provides visibility of the organization's commitment to safety, and fosters improved safety performance by increasing safety awareness through communication and training. Through communication of lessons learned and broader safety information, employees are made aware of safety priorities and safety concerns at both the organizational level and as they relate to their own duties.</p>

SMS Implementation Roles and Responsibilities



Safety Management Policy & Employee Safety Reporting (SMS Component #1)

Safety Management Policy Statement

*Use the written statement of **Safety Management Policy**, including safety objectives.*

Safety is a core value at the Albany Transit System, and managing safety is a core business function of our agency. Albany Transit Service is committed to developing, implementing, maintaining, and continuously improving processes to ensure the safety of its customers, employees, and the public. Albany Transit System will use the safety management processes to direct the prioritization of safety and allocate its organizational resources. We aim to support a robust safety culture, and achieve the highest level of safety performance, meeting all established FTA safety standards.

All levels of management and frontline employees are committed to safety and understand that safety is the primary responsibility of all employees.

The Albany Transit System is committed to the following safety objectives:

- Communicating the purpose and benefits of the **Safety Management System (SMS)** to all staff, managers, supervisors, and employees.
- Providing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through the Albany Transit System's **Employee Safety Reporting Program (ESRP)**, unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
- Providing appropriate management involvement and the necessary resources to establish an effective **Employee Safety Reporting Program** that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the ESRP. (After thoroughly analyzing provided data, the transit division will develop processes and procedures to mitigate safety risk to an acceptable level.)
- Establishing safety performance targets that are realistic, measurable, and data driven. Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

Safety Management Policy Communication

*Describe how the **Safety Management Policy** is communicated throughout the agency. Include dates where applicable.*

The *Chief Safety Officer*, who leads ATS' SMS activities, introduced staff to SMS principles in June 2020, at a Public Works Safety Committee. ATS' **Safety Management Policy Statement** was also distributed to each employee in the form of a handout during this meeting. ATS also posts copies of the **Safety Management Policy Statement** on bulletin boards in the main office and the bus barn. ATS will incorporate review and distribution of the **Safety Management Policy Statement** into new-hire training and will communicate SMS principles through the Public Works Safety Committee and monthly drivers meetings.

Authorities, Accountabilities, and Responsibilities

Describe the role of the following individuals for the development and management of the transit agency's **Safety Management System (SMS)**.

<p>Accountable Executive</p>	<p>The Public Works Operations Director serves as the <i>Accountable Executive</i> with the following authorities, accountabilities, and responsibilities:</p> <ul style="list-style-type: none"> • Controls and directs human and capital resources needed to develop and maintain the PTASP and SMS • Designates an adequately trained <i>Chief Safety Officer</i> who is a direct report • Ensures that ATS' SMS is effectively implemented • Ensures action is taken to address substandard performance in SMS • Assumes ultimate responsibility for carrying out ATS' PTASP and SMS • Maintains responsibility for carrying out the agency's Transit Asset Management Plan
<p>Chief Safety Officer</p>	<p>The <i>Accountable Executive</i> designates the Transit Programs Supervisor as the Albany Transit System's <i>Chief Safety Officer</i>. The <i>Chief Safety Officer</i> has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Develops Albany Transit System (ATS) PTASP and SMS policies and procedures • Ensures and oversees day-to-day implementation and operation of the ATS SMS • Manages the ATS Employee Safety Reporting Program (ESRP) • Sits on Public Works Safety Committee • Establishes and maintains ATS' Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents • Advises the <i>Accountable Executive</i> on SMS progress and status • Identifies substandard performance in SMS and develops action plans for approval by <i>Accountable Executive</i> • Ensures ATS policies are consistent with safety objectives • Provides Safety Risk Management (SRM) expertise and support for other ATS personnel who conduct and oversee Safety Assurance activities

<p>Agency Leadership and Executive Management</p>	<p>Agency Leadership also has authorities and responsibilities for day-to-day SMS implementation and operation of the Albany Transit System's SMS under this plan. ATS Agency Leadership and Executive Management include:</p> <ul style="list-style-type: none"> • Public Works Operations Director • Transit Programs Supervisor • Paratransit Services Supervisor <p>ATS Leadership personnel has the following authorities, accountabilities, and responsibilities:</p> <ul style="list-style-type: none"> • Participate as members of Public Works Safety Committee and other relevant safety groups • Complete training on SMS and ATS' PTASP elements • Oversee day-to-day operations of the SMS in their departments • Modify policies in their departments consistent with implementation of the SMS, as necessary • Provide subject matter expertise to support implementation of the SMS as requested by the <i>Accountable Executive</i> or the <i>Chief Safety Officer</i>, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness. <p>Other agency leadership personnel have roles in safety management but may not be involved in all the activities listed above. These members include:</p> <ul style="list-style-type: none"> • City of Albany HR Director (will get involved if there is a safety violation) • City of Albany Finance Director (not involved in day-to-day activities but will get involved in certain instances)
<p>Employee Safety Reporting Program</p> <p>Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).</p>	
<p>The Albany Transit System's <i>Employee Safety Reporting Program (ESRP)</i> encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:</p> <ul style="list-style-type: none"> • Report conditions directly to the dispatcher, who will add them to the daily Operations Log • Report conditions anonymously via a locked comment box in the bus barn • Verbal, written, or electronic communication to <i>Chief Safety Officer</i> • Fill out a safety incident form (general city form or transit specific safety form) • Add safety issues to the Public Works Safety Committee agenda • Report conditions directly to any supervisor, manager, director or any member of the Department Safety Committee <p>Examples of information typically reported include:</p>	

- Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles);
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- Events that managers might not otherwise know about (e.g. near misses); and
- Information about why a safety event occurred (e.g. radio communication challenges)

On a daily basis, the *Chief Safety Officer* reviews the dispatch daily Operations Log, checks the comment box and email, and documents identified safety conditions in the Safety Risk Register. ATS' *Chief Safety Officer*, supported by the Public Works Safety Committee, as necessary, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through ATS' **Safety Risk Management** process and that reported deficiencies and non-compliance with rules or procedures are managed through ATS' **Safety Assurance** process.

ATS' *Chief Safety Officer* discusses actions taken to address reported safety conditions during monthly driver meetings and, when appropriate, Public Works Safety Committee meetings. Information about general safety items, such as a road closing or moved bus stop, are posted to the bulletin board in the bus barn. Additionally, if the reporting employee provided his or her name during the reporting process, the *Chief Safety Officer* or designee follows up directly with the employee when ATS determines whether or not to take action and after any mitigations are implemented.

ATS encourages participation in the ESRP by protecting employees that report safety conditions in good faith (see City of Albany policies on the City's website for more information). However, ATS may take disciplinary action if the report involves activities that violate City policies such as:

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

Safety Risk Management (SMS Component #2)

Safety Risk Management Process

Describe the **Safety Risk Management** process, including:

- **Safety Hazard Identification:** The methods or processes to identify hazards and consequences of the hazards.
- **Safety Risk Assessment:** The methods or processes to assess the safety risks associated with identified safety hazards.
- **Safety Risk Mitigation:** The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.

Safety Risk Management Process

The Albany Transit System (ATS) uses the **Safety Risk Management (SRM)** process as a primary method to ensure the safety of operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to ATS' leadership. The SRM process allows ATS to carefully examine what could cause harm and determine whether sufficient precautions have been taken to minimize the harm, or if further mitigations are necessary.

ATS' *Chief Safety Officer* leads the SRM process, working with the Public Works Safety Committee to identify hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The results of ATS' SRM process are documented in the Safety Risk Register and referenced materials.

ATS' SRM process applies to all elements of the system including operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision.

In carrying out the SRM process, ATS uses the following terms:

- **Event** – Any accident, incident, or occurrence.
- **Hazard** – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, or infrastructure belonging to ATS; or damage to the environment.
- **Risk** – Composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk Mitigation** – Method(s) to eliminate or reduce the effects of hazards.
- **Consequence** – An effect of a hazard involving injury, illness, death, or damage to ATS property or the environment.

Safety Hazard Identification

The safety hazard identification process offers ATS the ability to identify hazards and potential consequences in the operation and maintenance of the system. Hazards can be identified through a variety of sources, including:

- ESRP;
- Review of vehicle camera footage;
- Review of monthly performance data and safety performance targets;
- Observations from supervisors;
- Maintenance reports;
- Comments from customers, passengers, and third parties, including ATS' transit insurance pool and vendors;

- Public Works Safety Committee, Transit Safety Planning Workgroup and monthly driver meetings;
- Results of audits and inspections of vehicles and facilities;
- Results of training assessments;
- Investigations into safety events, incidents, and occurrences; and
- Federal Transit Administration (FTA) and other oversight authorities

When a safety concern is observed by ATS' management or supervisory personnel, whatever the source, it is reported to ATS' *Chief Safety Officer*. Procedures for reporting hazards to the *Chief Safety Officer* are reviewed during driver meetings and in the Public Works Safety Committee. Reporting procedures are also posted on the employee bulletin board at the bus barn. The *Chief Safety Officer* also receives employee reports from the ESRP, customer comments related to safety, and the dispatch daily operations Log. ATS' *Chief Safety Officer* reviews these sources for hazards and documents them in ATS' Safety Risk Register.

ATS' *Chief Safety Officer* also may enter hazards into the Safety Risk Register based on their review of ATS' operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

ATS' *Chief Safety Officer* may conduct further analyses of hazards and consequences entered into the Safety Risk Register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, ATS' *Chief Safety Officer* may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

If deemed necessary, ATS' *Chief Safety Officer* will prepare an agenda item to discuss identified hazards and consequences with the Public Works Safety Committee. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the *Accountable Executive* and addressed through the SRM process (with or without the full Public Works Safety Committee) for safety risk assessment and mitigation. This means that the *Chief Safety Officer* believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or Oregon environmental protection standards. Otherwise, the *Chief Safety Officer* will prioritize hazards for further SRM activity.

Safety Risk Assessment

ATS assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on risk.

The *Chief Safety Officer* and Public Works Safety Committee assess prioritized hazards using ATS' Safety Risk Matrix (Appendix B). This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as a *hazard rating*. For example, a risk may be assessed as "1A" or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level.

This matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- "High" hazard ratings will be considered unacceptable and require action from ATS to mitigate the safety risk,
- "Medium" hazard ratings will be considered undesirable and require ATS' Safety Committee to make a decision regarding their acceptability, and
- "Low" hazard ratings may be accepted by the *Chief Safety Officer* without additional review.

Using a categorization of High, Medium, or Low allows for hazards to be prioritized for mitigation based on their associated safety risk.

The *Chief Safety Officer* prepares a Safety Risk Assessment Package prior to safety risk assessment activities being discussed at a Public Works Safety Committee meeting. During the meeting, the *Chief Safety Officer* reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The *Chief Safety Officer* may request support from members of the Public Works Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the *Chief Safety Officer* will facilitate completion of relevant sections of the Safety Risk Register, using the ATS Safety Risk Assessment Matrix, with the Public Works Safety Committee. The *Chief Safety Officer* will document the Public Works Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The *Chief Safety Officer* will maintain on file Public Works Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections for a period of three years from the date of generation.

Safety Risk Mitigation

ATS' *Accountable Executive* and *Chief Safety Officer* review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Public Works Safety Committee. ATS can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. ATS' *Chief Safety Officer* tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Public Works Safety Committee during monthly meetings and to ATS staff upon request.

In the Safety Risk Register, ATS' *Chief Safety Officer* will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

Safety Assurance (SMS Component #3)

Safety Performance Monitoring and Measurement
<p>Through the Safety Assurance process, ATS:</p> <ul style="list-style-type: none">• Evaluates compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control safety risk;• Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended;• Investigates safety events to identify causal factors; and• Analyzes information from safety reporting, including data about safety failures, defects, or conditions.
<p><i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i></p>
<p>ATS has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:</p> <ul style="list-style-type: none">• Safety audits,• Informal inspections,• Regular review of onboard camera footage to assess drivers and specific incidents,• Safety surveys,• ESRP,• Investigation of safety occurrences,• Safety review prior to the launch or modification of any facet of service,• Daily data gathering and monitoring of data related to the delivery of service, and• Regular vehicle inspections and preventative maintenance, <p>Results from the above processes are compared against recent performance by the <i>Chief Safety Officer</i> to determine where action needs to be taken. The <i>Chief Safety Officer</i> enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Public Works Safety Committee.</p>
<p><i>Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.</i></p>
<p>ATS monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The <i>Chief Safety Officer</i> maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.</p> <p>The <i>Chief Safety Officer</i> establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The <i>Chief Safety Officer</i> will endeavor to make use of existing ATS processes and activities before assigning new information collection activities.</p> <p>ATS' <i>Chief Safety Officer</i> and Public Works Safety Committee review the performance of individual safety risk mitigations during Public Works Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk</p>

mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Public Works Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The *Chief Safety Officer* will approve or modify this proposed course of action and oversee its execution.

ATS' *Chief Safety Officer* and Public Works Safety Committee also monitor ATS' operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and
- Analyzing operational and safety data to identify emerging safety concerns.

The *Chief Safety Officer* works with the Public Works Safety Committee and *Accountable Executive* to carry out and document all monitoring activities.

Describe activities to conduct investigations of safety events, including the identification of causal factors.

ATS maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event.

The *Chief Safety Officer* maintains all documentation of ATS' investigation policies, processes, forms, checklists, activities, and results. As detailed in ATS' procedures, an investigation report is prepared and sent to the Public Works Safety Committee for integration into their analysis of the event. The Public Works Safety Committee serves the entire City of Albany Public Works Department with members selecting the chair of the board.

The Public Works Safety Committee reviews and makes recommendations to the *Chief Safety Officer* based on an investigation report. The *Chief Safety Officer* determines whether:

- The accident was preventable or non-preventable;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

Describe activities to monitor information reported through internal safety reporting programs.

The *Chief Safety Officer* and Public Works Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the *Chief Safety Officer* and Public Works Safety Committee ensure that the concerns are investigated or analyzed through ATS' SRM process.

The *Chief Safety Officer* also reviews internal and external reviews, including audits and assessments, with findings concerning ATS' safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Safety Promotion (SMS Component #4)

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

ATS safety training program applies to all ATS employees directly responsible for safety, including:

- Bus vehicle operators,
- Dispatchers,
- Managers and supervisors, (*Chief Safety Officer & Paratransit Services Supervisor*)
- City Leadership and Executive Management (*Accountable Executive & other key staff*)
- Outside maintenance contractors

ATS dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS.

Operations safety-related skill training includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for operations supervisors and managers,
- Accident investigation training for operations supervisors and managers,
- Pre-trip bus evaluation Go/No-Go list
- Conflict resolution,
- Passenger assistance class,
- First aide/ CPR, and
- Defensive driving

Vehicle maintenance safety-related skill training is provided by vendors because ATS contracts out maintenance.

ATS' *Accountable Executive* and Agency Leadership and Executive Management team must complete FTA's SMS Awareness online training and an executive session on safety management.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

ATS' *Chief Safety Officer* and Transit Safety Planning Workgroup (established in Union MOA) will coordinate safety communication activities for the SMS. ATS' activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- Communicating safety and safety performance information throughout the agency
- Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency
- Informing employees of safety actions taken in response to reports submitted through the ESRP

ATS will communicate **Safety Management Policy**, reporting, and training through the following activities:

- Mandatory annual trainings – maintaining a calendar of when they take place at meetings vs which ones drivers have to get elsewhere (FTA has a list of trainings available)
- Monthly safety report at driver meetings
- Hang communication items on bulletin board
- Hang communication items on posted schedule board

Draft

Appendix A: Supporting Documentation

Supporting Documentation

Include or reference documentation used to implement and carry out the ASP that are not included elsewhere in this Plan.

Albany Transit System will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

There are a number of documents which are key to the implementation of the actions outlined in the Albany Transit System's PTASP. These include:

- City of Albany Safety Incident Form
- Transit Safety Incident Form –ATS staff relies on this document to capture details about incidents and talk about corrective actions. This form builds on the information captured in the City of Albany Incident Form and provides space to document injuries to public transit riders
- Equipment Loss Form
- City of Albany Workers Compensation document

Appendix B: Safety Risk Matrix

As part of the development of the Public Transportation Agency Safety Plan (PTASP) the Albany Transit System chose to adopt a Safety Risk Matrix in order to help implement the Safety Risk Management process. The Safety Risk Matrix provides a structured approach to assessing the safety risks associated with identified safety hazards including the likelihood and severity of the consequences of the hazards, including existing mitigations, and prioritization of the hazards based on the safety risk. The Safety Risk Matrix is designed to do the following:

- Assess the likelihood and severity of the consequences of identified hazards;
- Determine if the safety risk is acceptable with existing mitigations, or if additional action is needed; and
- Prioritize hazards based on the safety risk of their potential consequences.

The illustrative tables below represent the basic structure of ATS' Safety Risk Matrix. A more detailed version, including definitions, can be found in ATS' Safety Risk Register which is administered by the Chief Safety Officer.

Risk Assessment Matrix				
Likelihood	Severity			
	1 (Catastrophic)	2 (Critical)	3 (Marginal)	4 (Negligible)
A (Frequent)	1A	2A	3A	4A
B (Probable)	1B	2B	3B	4B
C (Occasional)	1C	2C	3C	4C
D (Remote)	1D	2D	3D	4D
E (Improbable)	1E	2E	3E	4E

Risk Assessment Matrix Color Code	
<i>"Tolerability" based on identified severity & likelihood</i>	
High Risk	<u>Unacceptable – Action Required</u> : Safety risk must be mitigated or eliminated.
Medium Risk	<u>Undesireable – Management Decision</u> : Management must decide whether to accept safety risk with monitoring or require additional action.
Low Risk	<u>Acceptable with Review</u> : Safety Risk is acceptable pending management approval.

Appendix C: Definitions of Special Terms Used in the ASP

Albany Transit System incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the *Public Transportation Agency Safety Plan* regulation.

Term	Definition
Accident	Refers to an Event that <u>involves any of the following</u> : A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; or an evacuation for life safety reasons.
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
Consequence	An effect of a hazard involving injury, illness, or death; damage to or loss of the facilities, equipment, or infrastructure of a public transportation system; or damage to the environment
Equivalent Authority	An entity that carries out duties similar to that of a Board of Directors for a recipient or sub-recipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or sub-recipient's Public Transportation Agency Safety Plan.
Event	Any accident, incident, or occurrence.
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, or infrastructure of a public transportation system; or damage to the environment.
Incident	An event that <u>involves any of the following</u> : a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, or infrastructure that disrupts the operations of a transit agency.
Investigation	The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
National Public Transportation Safety Plan	The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
Occurrence	An Event <u>without</u> any personal injury in which any damage to facilities, equipment, or infrastructure <u>does not disrupt</u> the operations of a transit agency.
Operator	Operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.

Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
Performance Target	A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
Public Transportation Agency Safety Plan (or Agency Safety Plan)	The documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
Risk	Composite of predicted severity and likelihood of the potential effect of a hazard.
Risk Mitigation	Method(s) to eliminate or reduce the effects of hazards.
Safety Assurance	Processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
Safety Management System	The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
Safety performance target	A performance target related to safety management activities.
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety Risk Assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance of its safety risks.
Safety Risk Management	A process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury	Any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
Transit Agency	An operator of a public transportation system.
Transit Asset Management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

FTA's Safety Performance Measures

Term	Measures
Injuries	Total number and rate per total vehicle revenue miles.
Fatalities	Total number and rate per total vehicle revenue miles.
Safety Events	Total number and rate per total vehicle revenue miles.
System Reliability	Mean distance between major mechanical failures.

Appendix D: List of Acronyms Used in the ASP

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
ATS	Albany Transit System
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SMS	Safety Management System
SRM	Safety Risk Management
U.S.C.	United States Code
VRM	Vehicle Revenue Miles



Our Blue Planet

We believe in the preservation of our Blue Planet... a cleaner, safer and healthier world where people thrive, not just for today, but for generations to come. We are guardians of our environment and have a responsibility to regenerate our planet with the materials we are entrusted to handle every day by driving increased recycling, generating renewable energy and helping our customers to be more resourceful. We must lead by example, working diligently to improve our relationship with the environment and society through decreased vehicle emissions, innovative landfill technologies, use of renewable energy, community engagement and employee growth opportunities. We are privileged to serve more than 14 million customers nationwide in 240 markets across the country, creating effortless experiences that support their evolving needs and honor their unique commitments to improving their communities.



16,506
**Residential,
Commercial &
Industrial
Customers In the City
of Albany**

Letter from Management



May 10, 2020

Mayor Sharon Konopa
Albany City Council
City Manager, Peter Troedsson

Dear Mayor Konopa, Council and Staff,

Republic Services is pleased to submit the Annual Report for 2019. In this report, you will find current information about recycling, waste tons, our safety record and financial documents. We appreciate the partnership we share with the City of Albany and look forward to our continued work in 2020.

In addition, we want to keep you updated with the latest information we have about service during the Covid-19 crisis. Our drivers continue to work and run all routes. We have a contingency plan in place, should we have a reduced workforce. The only changes thus far are that we suspended bulky or other pick ups at the curb (including loose cardboard) and are asking all customers to place extra trash in tightly closed bags for collection. Bulk pick ups have been reinstated but we continue to ask customers to place only what fits in the cart out for recycling and organic waste. Spring Recycle events are being postponed to Fall.

Republic Services launched "Committed to Serve," a \$20 million initiative to recognize its frontline employees in the field, their families and small business customers across the county. Republic Services' 28,000 frontline employees have received a weekly meal, a weekly dinner for employees and their families, and bi-weekly \$100 gift cards (\$400 per employee) to be spent locally. All meals are purchased from local, small businesses to help support Republic Services' customer and the communities we serve.

In Albany, Republic Services is providing meals for 77 employees and their families per week. To date, over \$15,000 has been spent with local restaurants including Southpaws Pizza, Forks & Corks, Van Vleet Meat and Rogers. Over \$30,000 will be spent through the gift card program.

Please feel free to contact either of us at any time.

Best Regards,
Shawn Edmonds

Julie Jackson

Republic Services
General Manager

Republic Services
Municipal Manager



Our Promise to Our Customers

We'll handle it from here™, our brand promise. We take pride in offering you a partnership that is supported by Simple Solutions, Reliability and Environmentally Responsibility.

•**Simple Solutions** – We offer a wide range of tailored products to assist the community in the responsible recycling or disposal of multiple waste streams that include electronics, universal waste, and household hazardous waste. Additionally, our investments in web and smartphone based apps allow simple interaction between customers and Republic Services, offering service details, alerts, as well as delivery schedules and billing information.

•**Reliability** – Our 99.9% pickup reliability rate speaks for itself and when callers do reach out to us for any needs, we strive for 1st call resolution through our fully integrated customer resource centers. Our drivers are the safest in the industry, providing residents with confidence in the care we take while doing our job.

•**Environmental Responsibility** – We are globally recognized as a leader in sustainability. Our investments in recycling infrastructure locally include operating the first curbside recycling, yard debris and food scrap collection programs in Oregon, along with running a fleet of 24 Compressed Natural Gas powered trucks, and a landfill gas-to-energy plant, all are examples of how we strive to be a good neighbor in Corvallis.



Our Blue Planet: 2030 Goals

Republic Services is proud to unveil new sustainability goals designed to address critical global macro trends and our most material sustainability risks and opportunities.



OUR BLUE PLANET: 2030 GOALS



Safety Amplified:

0

Zero employee fatalities



Reduce our OSHA Total Recordable Incident Rate (TRIR) to 2.0 or less by 2030



Engaged Workforce: **88%**

Achieve and maintain employee engagement scores at or above 88% by 2030



Climate Leadership:



Reduce absolute Scope 1 and 2 greenhouse gas emissions 35% by 2030 (2017 baseline year)
 • ALIGNED WITH SBTi •



Circular Economy: 40%
 Increase recovery of key materials by 40% on a combined basis by 2030 (2017 baseline year)

Regenerative Landfills: 50%
 Increase biogas sent to beneficial reuse by 50% by 2030 (2017 baseline year)



Charitable Giving: 20M Positively impact **20 million people** by 2030

† SBTi is a collaboration between CDP, the United Nations Global Compact (UNGC), World Resources Institute (WRI) and the World Wide Fund for Nature (WWF)

People

Our people are the heart of our Company. They embody our values, embrace our vision and are united by a shared dedication to our customers, our communities and our Blue Planet — working every day to make the world cleaner, safer and healthier. An engaged, diverse and inclusive workforce — one where our employees use their unique experiences and backgrounds to drive change and differentiation — is essential to our success.

An Evolving Workforce

The workforce is changing, and we embrace these changes. Thirty-five percent of the labor force is comprised of millennials today, a trend that's expected to increase to 75 percent by 2025.¹ Nearly 80 percent of mature millennials consider a company's social and environmental commitments when deciding where to work.²

Additionally, the number of drivers available to meet demand is falling, and the American Trucking Association projects a shortage of 174,000 drivers in the U.S. by 2026.³ Given the relatively high average age of truckers today, this potential shortage makes our workforce and millennial engagement goals even more important for long-term success as our Company grows.

1. <https://www.pewresearch.org/fact-tank/2018/04/11/millennials-largest-generation-us-labor-force/>

2. 2016 Cone Communications Employee Engagement Survey

3. <https://www.trucking.org/article/New%20Report%20Says-National-Shortage-of-Truck-Drivers-to-Reach-50,000-This-Year>



Diversity & Inclusion

Our employees set us apart from the competition. Their unique ideas, experiences and backgrounds make everything we do for our customers, communities and planet possible. Hiring the best people is more than just a good business strategy — it's fundamental to who we are.



We believe we're an employer of choice and prioritize hiring the best and brightest people to move us forward. Our world-class benefits and opportunities for growth and advancement are only a fraction of what we offer to attract and retain employees. We value diverse opinions and innovative thoughts, and encourage our employees to share their ideas and suggestions through surveys, town hall meetings and other tools that help us listen, react and initiate change. We've also created an employee resource group that provides an opportunity for employees to network, share ideas and information, and develop leadership skills.

Giving Back



Good neighbors

 building strong
 neighborhoods™

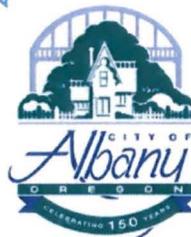


National Neighborhood Promise™

Through our National Neighborhood Promise program we are good neighbors building strong neighborhoods. Last year, we had the opportunity to support our first three neighborhood revitalization projects. We partnered with local nonprofit organizations in Denver, Minneapolis and Philadelphia to make a difference. Together, we were able to make a positive and sustainable impact in the lives of our employees, customers and other community members through neighborhood revitalization efforts.

Last year, Republic Services gave approximately \$7.1 million back to the communities we serve. Locally, over \$200,000 was donated to the area through the Community Grant and National Neighborhood Promise programs.

The newly-created Republic Services Charitable Foundation is dedicated to partnering with nonprofit, charitable organizations with a focus on neighborhood revitalization, disaster relief, safety and social services. Through the Foundation and our National Neighborhood Promise™ program, we are making a promise to help rebuild, revitalize and restore places and spaces in need to create stronger neighborhoods.



Management Team



Rich Dysinger Operations Manager

Email: rdysinger@republicservices.com

Rich Dysinger joined Republic Services in 1987. He is responsible for day to day operations in our Albany division with a commitment to safety and customer service. Having lived all his life in the Linn County area, Rich brings strong local leadership to the job.



Shawn Edmonds, General Manager

Email: sedmonds@republicservices.com

Shawn Edmonds joined Republic Services in 2015 as the General Manager for Western Oregon. He is responsible for four hauling divisions, including Albany, as well as Coffin Butte Landfill and Pacific Region Compost. Shawn earned his Bachelor's degree in Business Administration from Western Washington University.



Julie Jackson, Municipal Manager

Email: jjackson6@republicservices.com

Julie Jackson joined Republic Services in 2005 and serves as the Municipal Manager. She began as the Recycling Coordinator and is now the liaison between the company and the communities we serve. She earned her Bachelor's degree from Oregon State University in Education.

Customer Service

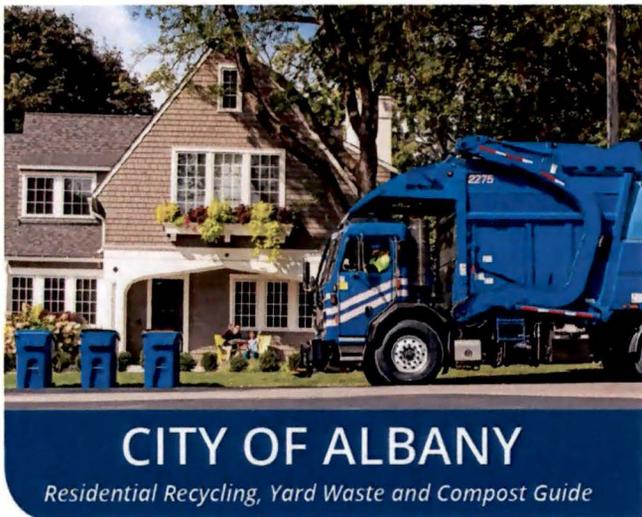
We listened. Our Divisions of Western Oregon are in the process of hiring additional customer service representatives. They will train during the month of April and begin answering local calls soon after.

Don't need to speak to a representative? It's easier than ever to use our Republic Services App., (formerly My Resource™.) It can be found on any mobile device in the Google Play or Apple Stores and downloaded at no cost.

Recycling Guides, Glass Map, Pick-up Schedules and much more information can be found on the Albany/Republic Services website. Just go to:

<https://www.republicservices.com/municipality/albany-or>

Want some great video tutorials about what and how to recycle? Go to: recyclingsimplified.com. We know recycling can be confusing, but these videos will help you Recycle Right.



New for 2020

All customers were mailed a new flyer intended To answer questions about:

- Service
- Reuse Opportunities
- What to Recycle
- How to Recycle
- What not to Recycle
- Household Hazardous Waste
- Organics Waste
- Glass Calendars / Schedule
- Holiday Schedules
- How to find Local Web Information
- What to do with E-Waste

In the 2021 version, Watch for:

- More Reuse Opportunities
- Frequently Asked Questions

Simple Account Access. Anytime. Anywhere.

Manage your account from home or on the go with the Republic Services app. Visit RepublicServices.com/Account to access your account or download the app

- ✓ Pay your bill
- ✓ Schedule a pickup
- ✓ Report a missed pickup
- ✓ Rate your service
- ✓ Repair a container
- ✓ Find new products
- ✓ Save time



RepublicServices.com/albany-or
541.928.2551



We'll handle it from here.®

Customer Service

OPERATIONS TEAM

Whether it's the people answering the phones or the people who make trucks roll, Republic Services is dedicated to providing excellent service to our customers. Dispatchers, Operations Clerks, Route Supervisors, Depot/Yard Attendants and the Maintenance Technicians who work in our shop all do their job each day so that our customers can depend on quality service.



Customer Service



Drivers, Front and Center.

Drivers for Republic Services are 41% safer than the industry. Why do Republic Drivers excel at Safety? The answer lies in a “let’s work together” approach, in which safety is everyone’s responsibility. From trainers to technicians, supervisors to service personnel, our people are charged with ensuring all of our vehicles are well maintained, clean, safe to drive, equipped with the latest safety features and have well-trained drivers who can safely operate the vehicle at all times and in all conditions.



Recycling Education and Outreach

EDUCATION

Education is a big part of the job for our Recycling Coordinator, so it's no surprise that he spends over 100 hours during the year at schools, community events and meetings. During 2019, we began the process of working with communities to make changes to the recycling mix. This will be an ongoing project in 2020 and beyond.

COMMUNITY PRESENTATIONS

School Presentations	6
Master Recycler Classes	11
Community Presentations	19

Republic Services works with the City of Albany to meet it's requirements with the Oregon Department of Environmental Quality (DEQ). Below are just a few of the ways we accomplish this.

- Master Recycler Program
- Compost Workshops
- Bi-Annual Newsletters
- School & Community Presentations



Tino Barreras, Recycling Coordinator
 Email: tbarreras@republicservices.com

Tino joined the team in 2019 and serves as the Recycling Coordinator for Republic Services in Corvallis, making presentations throughout the community and in schools. He also co-facilitates the Master Recycler program and is an Oregon Green Schools Coordinator.



Recycling Numbers

YEAR OVER YEAR RECYCLING COMPARISON

COMMODITY	TOTAL 2018	TOTAL 2019	% CHANGE
COMMINGLE 1	6,966	6,346	-9%
NEWSPAPER	320	387	+21%
CARDBOARD	3,757	3,862	+3%
GLASS	531	535	+1%
WOOD WASTE	505	484	-4%
FOOD WASTE *	27	0	
SCRAP METAL <small>(total has CB Depot removed)</small>	59	56	-2%
ELECTRONICS	76	103	+36%
MOTOR OIL	51	56	+10%
PLASTIC FILM 3	12	0	
YARD WASTE <small>(+ Leaves & Christmas Trees)</small>	11,080	10,883	-2%
TOTAL RECYCLING TONS	23,284	22,712	-3%
TOTAL LANDFILL TONS	69,172	74,292	+7%
TOTAL WASTE	92,456	97,004	+5%

* Food Waste is collection was re-routed and shows in yard waste for 2018

Recycling *Simplified*

Let's Simplify Recycling

By simplifying recycling and raising awareness, we can help our customers and the communities we serve minimize their environmental impact, and make local recycling programs sustainable, both now and for future generations.



QUICK TIP
Empty. Clean. Dry.™

Recycling Numbers

HHW CUSTOMER COUNTS

	2019	2018	2017
Customer Event			
HHW/Recycle Event	895	678	496

Household Hazardous Waste events provide disposal of unwanted hazardous materials in a way that is safe for the community and the environment. Almost 900 community residents participated in 2019.



COMMUNITIES

We stand for strong neighborhoods, and investing in the communities in which we live and work is important to us. Our contributions vary in form — we provide financial support where it is needed, volunteer our time and provide in-kind donations of products and services in an effort to sustain our planet and make it better for generations to come.

HHW REUSE TABLE *

	# of People	Items taken for Reuse
10/12/2019	0	0
10/11/2019	10	54
10/13/2018	25	58
10/12/2018	10	43

* Reuse table did not happen on 10/12/2019 due to weather

HHW EVENT TONS

Selected Collection items	Paint	Flammable liquids	Toxic Liquids	Flammable aerosols	Total
Total in lbs	41,200	8,800	10,820	1,500	77,204

Customer Counts

RESIDENTIAL

Service Level	2019	2018
Residential		
Cans	16	16
20 Gal Carts	371	430
35 Gal Cart weekly	8,939	9,154
90 Gal Cart	5,910	5,693
On-Call		44
Total Residential	15,236	15,337
Residential recycling customers	15,066	15,013
Residential mixed organics customers (includes commercial food waste collection)	14,343	14,450
Commercial	714	*1,834
Industrial (Permanent Customers)	103	69
*Large difference in Commercial is likely due to a change in the way mobile home parks are classified as Residential vs Commercial		
Solid Waste Disposal Site - Coffin Butte Landfill		
Organics Disposal Site – Pacific Region Compost		

Financial Management



Dan Strandy, Controller

Email: dstrand@republicservices.com

Dan Strandy has worked for Republic Services for 14 years in various controllership roles. He is originally from Portland and earned his Bachelor's degree in Business Administration from Oregon State University

FRANCHISE FEES

City of Albany

CURRENT YEAR: 2019			PRIOR YEAR: 2018		
Month	2019 Receipts	Fee Paid	Month	2018 Receipts	Fee Paid
19-Jan	\$935,998	\$56,160	18-Jan	\$887,339	\$53,240
19-Feb	\$897,823	\$53,869	18-Feb	\$807,159	\$48,430
19-Mar	\$1,024,714	\$61,483	18-Mar	\$925,991	\$55,559
19-Apr	\$927,872	\$55,672	18-Apr	\$823,342	\$49,400
19-May	\$998,572	\$59,914	18-May	\$824,142	\$49,448
19-Jun	\$935,232	\$56,114	18-Jun	\$847,580	\$50,855
19-Jul	\$1,033,570	\$62,014	18-Jul	\$848,984	\$50,939
19-Aug	\$1,050,916	\$63,055	18-Aug	\$1,050,723	\$63,043
19-Sep	\$979,551	\$58,773	18-Sep	\$919,176	\$55,151
19-Oct	\$1,017,855	\$61,071	18-Oct	\$914,850	\$54,891
19-Nov	\$962,607	\$57,756	18-Nov	\$924,341	\$55,460
19-Dec	\$940,401	\$56,424	18-Dec	\$853,932	\$51,236
TOTAL	\$11,705,112	\$702,307	TOTAL	\$10,627,559	\$637,654

Financial

COLLECTION RECEIPTS

CURRENT YEAR: 2019			PRIOR YEAR: 2018		
Month	2019 Receipts	Fee Paid	Month	2018 Receipts	Fee Paid
19-Jan	\$935,998	\$56,160	18-Jan	\$887,339	\$53,240
19-Feb	\$897,823	\$53,869	18-Feb	\$807,159	\$48,430
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19-Jul	\$1,033,570	\$62,014	18-Jul	\$848,984	\$50,939
19-Aug	\$1,050,916	\$63,055	18-Aug	\$1,050,723	\$63,043
19-Sep	\$979,551	\$58,773	18-Sep	\$919,176	\$55,151
19-Oct	\$1,017,855	\$61,071	18-Oct	\$914,850	\$54,891
19-Nov	\$962,607	\$57,756	18-Nov	\$924,341	\$55,460
19-Dec	\$940,401	\$56,424	18-Dec	\$853,932	\$51,236
TOTAL	\$11,705,112	\$702,307	TOTAL	\$10,627,559	\$637,654



We'll handle it from here.™

Financial

REVENUE, EARNINGS & EXPENSE

In 2019 Net Income as a percentage of revenue was 10.4%, up slightly from 9.6% in 2018. Strong economy driving significant volume growth in the industrial and commercial lines of business drove revenue up 9.7%. Cost of operations grew correspondingly at 8.7%, mostly from increased volume and increases in recycling disposal from continued poor commingle and cardboard markets. Additionally, a major roof replacement to the facility occurred in the fall of 2019.

Franchise fees paid to the City of Albany totaled \$702k in 2019, up \$65k from a year ago. Net income for Republic Services was \$1.146M.



Our statement of profit and loss and statement of cash flows do not consider interest expense like a typical business as we do not require bank loans, but instead receive “free” cash transfers from our corporate headquarters. However, the Republic Services as an overall company does have significant outstanding debt with associated interest expense that is not considered in these financial statements.



Republic Service and the City agreed to increase the franchise fee from 6% to 7%, effective January 1, 2020. This will increase franchise fees paid to the city by approximately \$110k. Republic Services did not request a price increase to cover this increased expense to protect the consumer from additional rate adjustments.



Beginning in 2020, the new Oregon Revenue Tax of 0.57% will take effect, adding approximately \$70k of additional expense into the operations. Republic Services is not asking for a price increase to cover this new expense in 2020, but instead will absorb the cost and not pass it on to the consumer; unlike the practice we are seeing in many businesses across the state.



Dow Jones Sustainability Index™

Earned the gold standard in corporate responsibility by Dow Jones Sustainability Index. Republic was the only company in the industry to be named to both the World and North America Indices.



100 Most Sustainable Companies

Recognized on the inaugural Barron's 100 Most Sustainable Companies list. Republic was the only recycling and solid waste services provider to be listed.

Financial

STATEMENT OF INCOME

*Republic Services of Albany
City of Albany
Statement of Income
For the Year Ended December 31, 2018 and 2019*

	<u>2018</u>	<u>2019</u>	<u>% Change</u>
<i>Revenue</i>	10,022,757	10,990,991	9.7%
<i>Cost of Operations</i>	7,720,976	8,388,985	8.7%
<i>Gross Profit</i>	<u>2,301,781</u>	<u>2,602,006</u>	13.0%
<i>Sales, General and Administrative</i>	955,363	996,913	4.3%
<i>Operating Income</i>	<u>1,346,418</u>	<u>1,605,093</u>	19.2%
<i>Provision for Income Taxes</i>	385,075	459,057	19.2%
<i>Net Income</i>	<u>961,342</u>	<u>1,146,037</u>	19.2%
<i>Net Income as a Percent of Sales</i>	9.6%	10.4%	

Financial

SCHEDULE OF DIRECT EXPENSES

*Republic Services of Albany
City of Albany
Schedule of Direct Expenses
For the Year Ended December 31, 2018 and 2019*

	2018	2019	% Change
<i>COST OF OPERATIONS</i>			
Labor	1,857,852	1,991,227	7%
Repairs and Maintenance	812,810	878,406	8%
Vehicle Operating Costs	522,002	482,344	-8%
Facility	364,417	448,039	23%
Insurance	216,162	244,810	13%
Disposal & Recycle Purchases	2,817,361	3,217,877	14%
Franchise Fees	637,654	702,307	10%
Other Operating Costs	95,644	82,488	-14%
Depreciation	397,074	341,487	-14%
<i>TOTAL COST OF OPERATIONS</i>	<i>7,720,976</i>	<i>8,388,985</i>	<i>9%</i>
 <i>Sales, General and Administrative</i>			
Salaries	285,106	301,985	6%
Rent and Office Expense	110,414	91,999	-17%
Travel and Entertainment	16,588	6,237	-62%
Professional Fees	13,478	11,955	-11%
Bad Debt Expense	48,727	46,259	-5%
Management Services	327,094	379,950	16%
Other Expenses	153,957	158,529	3%
<i>TOTAL SALES, GENERAL & ADMINISTRATIVE</i>	<i>955,363</i>	<i>996,913</i>	<i>4%</i>

Fleet/Safety

FOCUS TOGETHER

Our nationally-recognized and award-winning Focus 6 program has provided safety training and education programs that have helped our drivers reduce six types of serious incidents by 5.5% in the past year. However, by broadening the scope and reach of the program to include other employees across the Company, we believe we can have an even greater impact on the overall safety and well-being of our employees — simply by working together. That's why we have repositioned the program and given it a new name, "Focus Together." No matter what the job in the organization, everyone has a part to play in creating and maintaining a safe and secure environment inside and outside of the workplace.

It's Republic's #1 priority.



Working together also is the underlying strategy of Together for Safer Roads, an innovative coalition of global private sector companies working to improve worldwide road safety through initiatives, ideas and innovation. Republic is the only recycling and waste services provider associated with the coalition, and is actively working with the coalition and its member companies to achieve a shared mission of fewer road traffic collisions, deaths and injuries worldwide. A centerpiece of this work is a newly-launched initiative, the Global Entrepreneur Program. This initiative brings together smaller start-up companies in the road safety and transportation spaces with member companies to collectively find new solutions to complex roadway safety challenges.

26M

Using Compressed Natural Gas (CNG) to power our collections vehicles in many parts of America has helped save about 26 million gallons of diesel fuel a year. Our CNG fleet is making a lasting environmental impact by reducing air emissions and unwanted noise.

Innovations like electric trucks and onboard route software are also on the horizon.



Retreading Tires for an Extended Life

A tire tread can be recycled about 2.3 times beyond its initial tread. Retreading tires is a complicated process, but we know the value of recycling resources wherever and whenever possible. We save roughly 200,000 tires per year with our retreading program. It's beneficial for our business, but more importantly, it's good for the environment.



Getting the Most from Our Oil

Oil never really wears out — it just gets dirty — so recycling it creates a valuable resource while preventing it from impacting our ecosystem. As stewards of our planet, we responsibly handle the motor oil used by our fleet. We partner with a leading oil-recycling company to collect and refine about 1.2 million gallons of oil each year. We've also decreased our oil drain intervals by 200%, reducing our own consumption of oil resources by 50%.



Our goal is to reduce fleet emissions from our direct operational impacts (Scope 1 emissions) by 3% by 2018.

41%

41% better safety performance than the industry average, based on OSHA data

62%

62% Improved safety performance in the Albany Division

Fleet/Safety



**We embody the Five R's
on the Republic Star:**

**Respectful Resourceful
Responsible Relentless
Reliable**

Our employees thrive in an atmosphere where safety is our top priority and each person can be a compassionate steward of our Blue Planet. We're committed to more than picking up and handling our country's waste. This is a collective effort to do what's best for our communities, customers, employees, shareholders and environment — without exception, without fail. This is not a fleeting cause. It is the foundation for our future, and the very heart of who we are as we work every day to protect our Blue Planet.



A LAST WORD: SAFETY

Safety is at the forefront of our operations every hour of every day. Making sure that the community is safe and that each of our drivers, operators, technicians and office staff return home safely at night is always on the top of my mind.

"Having a better safety record than the rest of our industry is not an easy task, but one that we are committed to and continue to achieve."

*Rich Dysinger,
Albany Operations Manager*



We'll handle it from here.™

Collector Republic Services - Albany

Wasteshed Linn



State of Oregon
Department of
Environmental
Quality

A. Post-Consumer Materials Handled in 2019 (Single Wasteshed)

Use a separate page 1 for each Oregon wasteshed.

INSTRUCTIONS: For each post-consumer material handled in 2019, record the amount obtained by each of the following collection methods. In columns (A)-(F) record the amount collected by your company. In column (G), record the amount received from other companies; list each company from which you received material. If material is received from multiple wastesheds, the totals reported (column H1) for each wasteshed should, when added together, equal the total reported in column (H2) on page 2. If material is collected in only one wasteshed, (H1) will = (H2).

Materials (See Attachment A:	Amount Collected: Only by Your Company						(G) Amount Received From Other Companies	**REQUIRED** Company Name(s)	(H1) Total Amount Collected / Handled In This Wasteshed (A) thru (G)
	(A) On-Route Residential (Curbside Only)	(B) On-Route Commercial	(C) Multi- Family	(D) Disposal Sites & Transfer Stations	(E) Other Depots & Other Residential	(F) Construction & Demolition			
COMMINGLED All Commingled Materials (XXX) Tons	5,585.030	578.270			163.550		19.300	Lebanon Transfer Station	6,346.150
PAPER FIBERS Newspaper / Magz. (FIB NP) Tons		362.780			24.770				387.550
Mixed Papers Only (FIB MW) Tons									-
Office Pack / Hi Grade (FIB HI) Tons									-
Cardboard / Kraft (OCC) Tons		3,656.440			206.210				3,862.650
NON-FIBER Film Plastics (PF) Tons									-
Rigid Plastic Bottle & Containers (RPC) Tons									-
Other Plastics (PO) (kind) Tons									-
Container Glass (GL) Tons	429.480				87.830		18.180	Lebanon Transfer Station	535.490
Aluminum (AL) Tons									-
"Tinned" Steel Cans (TC) Tons									-
Scrap Metal (SCM) Tons		15.590					40.730	Lebanon Transfer Station	56.320
Lead Acid Batteries (LAB) Units / Tons									-
Tires (TIR) Units / Tons									-
getting from Albany officeUsed Motor Oil (OIL) Gallons / Tons					56.093				56.093
Electronics (EL) Tons					102.720				102.720
Asphalt Roofing (RF) Tons									-
ORGANICS Food Waste (FW) Tons									-
Food Waste / Yard Debris Mix Tons	10,202.760								10,202.760
Wood / Lumber (MW) Tons / CuYd		484.260							484.260
Compacted Yard Debris (YD) Tons / CuYd									-
Uncompacted Yard Debris (YD) Tons / CuYd		380.080			29.880		13.260	Lebanon Transfer Station	423.220
OTHER Other Leaves Tons	207.070								207.070
Other Tons									-
Other Tons									-

Account Description	FY19-20			FY20-21			Biennial Budget	\$894,520
	FY19-20 Planned Budget	FY19-20 Revised Budget	% Decrease	FY20-21 Planned Budget	FY20-21 Revised Budget	% Decrease	FY19-21 Revised Biennial Budget	% of the FY20-21 Biennial Budget
TLT (ALL Revenues)	\$1,048,600	\$789,000	-24.76%	\$1,059,200	\$424,280	-60%	\$1,213,280	
Wages/Salaries and Benefits	\$68,100	\$68,100	0.00%	\$73,500	\$40,097	-45%	\$108,197	9%
Material & Services	\$86,700	\$86,700	0.00%	\$91,900	\$27,570	-70%	\$114,270	9%
AMEDC	\$51,600	\$51,600	0.00%	\$51,600	\$7,740	-85%	\$59,340	5%
Total Tourism related activities	\$842,200	\$776,200	-7.84%	\$842,200	\$155,273	-82%	\$931,473	77%
CITY EVENTS	\$1,000	\$1,000	0.00%	1000	\$300	-70%	\$1,300	0.11%
COLLABORATIVE TOURISM	\$48,400	\$6,400	-86.78%	48400	\$0	-100%	\$6,400	1%
ALBANY MAIN ST PROG DEV	\$48,400	\$48,400	0.00%	48400	\$14,520	-70%	\$62,920	5%
VETERANS' DAY PARADE	\$3,000	\$0	-100.00%	3000	\$901	-70%	\$901	0%
ALBANY DOWNTOWN ASSOCIATION	\$46,300	\$46,300	0.00%	46300	\$13,890	-70%	\$60,190	5%
ALBANY VISITORS ASSOCIATION	\$384,500	\$384,500	0.00%	384500	\$115,350	-70%	\$499,850	41%
MONTEITH HOUSE OPERATIONS	\$6,300	\$6,300	0.00%	6300	\$1,893	-70%	\$8,193	1%
TO: AIRPORT - TLT	\$72,300	\$51,300	-29.05%	72300	\$0	-100%	\$51,300	4%
TO: FIRE - TLT	\$24,800	\$24,800	0.00%	24800	\$2,790	-89%	\$27,590	2%
TO: MONTEITH HOUSE - TLT	\$6,300	\$6,300	0.00%	6300	\$2,524	-60%	\$8,824	1%
TO: NWA - TLT	\$153,400	\$153,400	0.00%	153400	\$0	100%	\$153,400	13%
TO: POLICE - TLT	\$24,800	\$24,800	0.00%	24800	\$2,790	-89%	\$27,590	2%
TO: PW STREETS - TLT	\$2,800	\$2,800	0.00%	2800	\$315	-89%	\$3,115	0%
TO: TROLLEY - TLT	\$19,900	\$19,900	0.00%	19900	\$0	-100%	\$19,900	2%
	\$1,048,600	\$982,600	-6.29%	\$1,059,200	\$230,680	-78%	\$1,213,280	100%
FY19-20 Gap		(\$193,600)					FY20-21 GAP	\$0.00

