



ALBANY CITY COUNCIL

AGENDA

Wednesday, July 8, 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)

Microphones will be muted and webcams will be turned off for presenters and members of the public unless called upon to speak.

Requests for Information to be shared on screen must be submitted before noon on the day of the meeting.

If participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off.

If disruption continues, the participant(s) will be removed from the meeting.

1. Call to order and pledge of allegiance

2. Roll call

3. Business from the public

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

4. Approval of agreement

a. Cumberland Church sale. [Pages 3-16]

Action: _____

5. Award of Contract

a. Sole-source procurement of utility billing e-payment and interactive voice response services through Infosend, Inc. [Pages 17-20]

Action: _____ RES NO. _____

6. Adoption of consent calendar

a. Approval of minutes

1) May 27, 2020, meeting. [Pages 21-26]

2) June 10, 2020, executive session. [Page 27]

b. Recommendation to OLCC

1) Annual liquor license renewals. [Page 28]

Action: _____



7. Staff reports
 - a. Republic Services annual report. [Pages 29-52]
 - b. Historic review, Siegner decision. [Pages 53-110]
8. Business from the council
9. Next meeting dates
Monday, July 20, 2020; 4 p.m. work session
Wednesday, July 22, 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.

**OPTION AGREEMENT
AND
AGREEMENT OF PURCHASE AND SALE**

DATE: July __, 2020 (“Effective Date”)
FROM: City of Albany, Oregon (“Owner”)
TO: Cumberland Community Event Center (“Optionee”)

RECITALS

Owner owns fee simple title to the real property described in Exhibit A attached hereto, together with all improvements situated on it. The real property, without improvements, together with all other rights, hereditaments, and tenements appurtenant to the real property are collectively referred to herein as the “Property.”

Optionee desires to acquire an option to purchase the Property on the terms and conditions herein stated.

Owner has agreed to grant Optionee an exclusive option to purchase the Property, and the parties desire to evidence their agreement regarding the option.

The parties therefore agree as follows:

AGREEMENT

Section 1. Grant of Option

Owner, in consideration of the sum of \$_____ paid to Owner by Optionee in cash, receipt of which is acknowledged by Owner, grants to Optionee the sole and exclusive option to purchase the Property (the “Option”) in the manner and for the price stated in this Agreement.

Section 2. Option Terms

2.1 Term. The term of the Option (the “Term”) commences on the Effective Date and will continue until 5:00 p.m., _____, 2020. If the last day of the Term falls on a Saturday, a Sunday, or a holiday recognized by the federal government or the state of Oregon, all of Optionee’s rights during either such time period will extend through the next business day.

2.2 Exercise of Option. The Option must be exercised by written notice (the “Exercise Notice”) given by Optionee to Owner at any time during the Term stating that Optionee has elected to exercise the Option. The Option may be exercised only with respect to the entire Property, and nothing contained herein will be construed as permitting Optionee to purchase less than all of the Property under this option. Upon exercise of the Option, Optionee shall be obligated to purchase the Property from Owner, and Owner will be obligated to sell the Property to Optionee, for the price and in the manner herein set forth.

1 - OPTION AGREEMENT AND AGREEMENT OF PURCHASE AND SALE
(Pride Printing Company, Inc. / City of Albany)

2.3 Failure to Exercise Option. If Optionee fails for any reason to exercise the Option in the manner set forth herein, Optionee will have no further claim against or interest in the Property or the Option Money Payment. In the event of the failure to exercise the Option, Optionee will provide Owner with any instruments that Owner reasonably deems necessary for the purpose of removing from the public record any cloud on title to the Property that is attributable to the grant or existence of the Option.

Section 3. Option Money

In payment for Owner's grant of this Option, Optionee has paid or will pay Owner the following sum (the "Option Money Payment"):

(1) Contemporaneously with the execution of this Agreement, Optionee has paid Owner the cash sum of \$ _____ as stated in Section 1, the receipt of which is acknowledged by Owner. No other Option Money Payment is due or payable during the Term.

If Optionee fails to pay Owner any Option Money Payment on or before the date on which the payment is due, TIME BEING OF THE ESSENCE OF THIS AGREEMENT, then the Option and all of Optionee's rights under this Agreement will automatically and completely terminate without any act or action by Owner. If the Option is exercised and the Property is acquired by Optionee, then the Option Money Payment paid by Optionee will be credited against the Purchase Price at Closing.

Section 4. Intentionally Left Blank

Section 5. Purchase Price

5.1 Purchase Price. The purchase price for the Property (the "Purchase Price") will be \$69,000.00.

5.2 Payment of Purchase Price. The purchase price for the Property will be payable as follows:

5.2.1 The entire balance of the Purchase Price will be paid in cash at closing.

Section 6. Remedies

6.1 Optionee. If Owner breaches any term or provision of this Agreement, then Optionee, as its exclusive remedy and in lieu of any other relief, may either (1) terminate this Agreement and obtain the return of all Option Money Payments previously paid to Owner or (2) tender performance of the obligations of Optionee and specifically enforce all obligations of Owner under this Agreement. Except as noted in Section 6.3 and any specific remedies reserved elsewhere in this Agreement, Optionee waives the right to pursue any remedy in law or equity against Owner.

6.2 Owner. If Optionee breaches any term or provision of this Agreement, and regardless of whether the breach occurs before or after Optionee notifies Owner of the exercise

of the Option, then Owner, will be entitled to terminate this Agreement by giving Optionee written notice of termination and to retain all Option Money Payments paid by Optionee. Owner expressly reserves the right to pursue any other right or remedy in law or equity other than the remedy specified above, including the right of specific performance and the right to sue for damages, in the event of a default by Optionee. Optionee and Owner have established the foregoing remedy in favor of Owner because of the difficulty and inconvenience resulting from Owner having to remove existing Tenants and improvements, all of which is required only by this transfer of title in lieu of Condemnation.

6.3 Other Remedies. The limitations on remedies set forth in this section do not apply to any cause of action accruing after Closing or preclude either party from seeking or obtaining injunctive relief or from seeking recovery against the other under any contractual indemnity set forth herein or for causing physical damage or injury to persons or property.

Section 7. Conditions Precedent to Closing

In addition to any other conditions contained in this Agreement, set forth below are certain conditions precedent for the benefit of Optionee (the "Conditions"). The Conditions are intended solely for the benefit of Optionee and Optionee will have the right to waive, by written notice, any of the Conditions, at its sole discretion; giving the Exercise Notice will not constitute such a waiver. If any Condition is not satisfied or waived on or before the deadline for satisfaction specified herein, then Optionee will have the right to terminate this Agreement, at its sole election, by giving Owner notice of termination before the deadline expires, to obtain the return of the Option Money Payments paid, and to exercise any remedy available to Optionee if the subject Condition was not satisfied by reason of a breach of this Agreement by Owner. If Optionee does not give Owner notice of termination before the applicable deadline, then Optionee will be deemed to have waived the termination privilege with respect to the Condition in question. The Conditions specifically delineated in this section are the following:

7.1 On the Closing Date, the Title Company (defined below) will be ready, willing, and able to issue, and will issue to Optionee on recordation of the Owner's deed mentioned below, the title insurance policy required by Section 9.6.

7.2 On or before the Closing Date, Owner will have performed all the covenants, conditions, agreements, and promises to be performed by it under this Agreement.

7.3 On or before _____, Optionee will have conducted any environmental reviews and audits (the "Environmental Audits") of the Property, indicating to the satisfaction of Optionee that the Property does not contain, either on its surface or in its subsurface or underlying water table, any Hazardous Substances (defined in Section 14). The Environmental Audit may include a historical review of the use of the Property, review of all regulatory agency permits and compliance and enforcement files and records, soil tests, the acquisition of core samples and water table samples by drilling conducted on the Property, and such other tests and studies as Optionee may deem appropriate. All tests and studies will be conducted by agents selected by Optionee and performed as Optionee directs, subject to the approval of Owner, which must not be unreasonably withheld, and the provisions of Section 12.

3 - OPTION AGREEMENT AND AGREEMENT OF PURCHASE AND SALE (Pride Printing Company, Inc. / City of Albany)

Section 8. Title

Within 15 days following the Effective Date, Owner will deliver to Optionee, at Optionee's expense, a preliminary title report (the "Title Report") covering the Property. The Title Report will be issued by the Title Company (defined in Section 9.1). The Title Report will be accompanied by legible copies of all plats and exceptions to title referenced in the Title Report (the "Exceptions"). Within 20 days of receiving the Title Report and the Exceptions, Optionee will give written notice (the "Initial Notice") to Owner of the Exceptions that Optionee will require Owner to remove of record at or before Closing (the "Unacceptable Exceptions"). If Optionee fails to give Owner the Initial Notice, then Optionee will be deemed to have approved the Title Report. Owner has 10 days following receipt of the Initial Notice to give written notice (the "Reply Notice") to Optionee of those Unacceptable Exceptions that Owner concludes, in good faith, that Owner cannot or will not remove at or before Closing. Owner will not have any obligation to institute litigation or spend any sum of money to cure or remove any Exceptions, but Owner will be obligated to remove, at or before Closing, any Exception created or suffered to be created by Owner that is security for payment of a sum of money (including mortgages, deeds of trust, tax liens, contractor's liens, and judgment liens) and any Exception created, or suffered to be created, by Owner after the Effective Date. Owner agrees to remove all Unacceptable Exceptions not referenced in a duly given Reply Notice. If one or more of the Unacceptable Exceptions cannot be removed at or before Closing and Owner so states in a duly given Reply Notice, then Optionee may exercise any of the following rights by giving written notice to Owner within 15 days of receiving the Reply Notice: (1) Optionee may terminate this Agreement, in which event the Option Money Payments will be refunded to Optionee and neither party will have any further liability, (2) Optionee may accept title to the Property subject to the Unacceptable Exceptions, or (3) Optionee may attempt to cure the Unacceptable Exceptions or any of them without cost or liability to Owner (but Owner will be obligated to cooperate with the cure efforts and to join in the execution of any curative instruments that will operate to remove the Unacceptable Exceptions). The foregoing rights of Optionee will not be deemed waived by giving the Exercise Notice. Exceptions that are shown on the Title Report and to which Optionee does not object or to which Optionee agrees, in writing, to waive objection, are referred herein to as the "Permitted Exceptions."

Owner will not cause, permit, or suffer any matter to be recorded with respect to the Property during the Term.

Section 9. Closing

9.1 Time and Place. Closing of the sale and purchase of the Property (the "Closing") will occur on (the "Closing Date selected by Optionee, but in all events the Closing will occur at least 60 days after the date that the Exercise Notice is given. The escrow for the Closing will be established at the office of Amerititle (the "Title Company"), at 1393 Clay Street, Albany, Oregon 97322.

9.2 Closing Obligations. On the Closing Date, Owner and Optionee will deposit the following documents and funds in escrow, and the Title Company will close escrow in accordance with the instructions of Owner and Optionee.

9.2.1 Owner will deposit the following:

- (1) The conveyance documents described in Section 10, duly executed and acknowledged;
- (2) A duly executed affidavit certifying that Owner is not a foreign person, trust, partnership, or corporation in compliance with the requirements of IRC §1445(b);
- (3) Original counterparts or legible photocopies of all documents, feasibility studies, surveys, engineering reports, and other items of a similar nature in the possession of Owner that relate to the Property;
- (4) Such documents as Optionee or the Title Company may require to evidence the authority of Owner to consummate this transaction; and
- (5) Such other documents and funds, including (without limitation) escrow instructions, that are required of Owner to close the sale in accordance with this Agreement.

9.2.2 Optionee will deposit the following:

- (1) The cash payment specified in Section 5, minus any credits due Optionee under the terms of this Agreement;
- (2) Any documents that Owner or the Title Company may require to evidence the authority of Optionee to consummate the transaction contemplated; and
- (3) Any other documents and funds, including (without limitation) escrow instructions, that are required of Optionee to close the sale and purchase of the Property in accordance with this Agreement.

9.3 Costs. Optionee will pay all of the escrow fee of the Title Company with respect to the Closing. Owner will pay the premium for the title insurance policy that Owner is obligated to provide to Optionee. Optionee will pay the fee for recording the conveyance documents referred to herein.

9.4 Prorations. All items of expense incurred by Owner with respect to the Property will be paid by Owner at Closing, without proration. All real property taxes and assessments payable with respect to the tax year in which Closing occurs will be prorated between Owner and Optionee as of the Closing Date.

9.5 Title Insurance Policies. As soon as practicable after Closing, and in any event no later than 30 days after the Closing Date, Owner will cause the Title Company to issue its standard form Owner's ALTA Title Insurance Policy, in the amount of the Purchase Price, insuring fee simple title to the Property is vested in Optionee, subject only to the Permitted Exceptions and the standard printed exceptions.

Section 10. Conveyance

5 - OPTION AGREEMENT AND AGREEMENT OF PURCHASE AND SALE
(Pride Printing Company, Inc. / City of Albany)

At the Closing, Owner will execute, acknowledge, and deliver to Optionee a Statutory Warranty Deed conveying the Property to Optionee, subject only to the Permitted Exceptions.

Section 11. Access to Property

11.1 Access. Owner grants to Optionee and its agents the right to enter on the Property at any reasonable times before the Closing Date for the purpose of conducting tests or studies that Optionee may deem necessary or appropriate in connection with its acquisition of the Property. Owner will cooperate with Optionee in making the tests and studies. No soil tests or drilling will be undertaken without first obtaining Owner's approval with respect to the agents retained to perform the work and the location and purpose of the tests or drilling. Optionee will not interfere with or disturb the rights of any tenants of Owner in possession of any portion of the Property. Optionee will protect, defend, and hold Owner harmless from any loss, liability, or damage to persons or property arising out of or related to Optionee's activities on the Property. If Optionee fails to exercise the Option and purchase the Property, Optionee will fully compensate Owner for any physical damage to the Property or any lien, encumbrance, or charge on it attributable to Optionee's activities under this paragraph. If Optionee fails to exercise the Option, Optionee will deliver to Owner a legible copy of any reports, studies, and drawings owned by Optionee that relate to the Property.

11.2 Approvals. Optionee has the right to apply for and obtain any governmental approvals to use and develop the Property as Optionee may desire. Owner will assist and cooperate with Optionee in obtaining any such approvals but does not guarantee any specific result in regards to any approvals. Such cooperation includes (without limitation) signing all applications and other documents requested by Optionee that may be reasonably related to such matters, as long as Owner approves the form and substance of all such documents. All costs and expenses incurred with respect to such approvals will be paid for by Optionee.

Section 12. Covenants of Owner

12.1 Ownership. During the Term, Owner will not sell, contract to sell, assign, lease, or otherwise transfer the Property or any part of it, nor grant an option to any third party to acquire all or any portion of it.

Section 13.

13.1.1 Litigation; Law. There is no litigation, arbitration, or administrative hearing pending before any governmental authority that concerns or affects the Property or any portion of it and, to the knowledge of Owner, no such proceeding is threatened. To the knowledge of Owner, the Property complies with all laws, ordinances, and governmental approvals and decisions that relate to it.

13.1.2 Hazardous Substances. For purposes of this subsection, the phrase “Hazardous Substances” has the same meaning attributed to it in ORS 465.200(16). Owner warrants, represents, and covenants as follows:

(1) To the knowledge of Owner, there are no Hazardous Substances in, on, or buried on or beneath the Property, and no Hazardous Substances have been emitted or released from the Property in violation of any applicable laws;

(2) Owner has not brought onto, stored on, buried on, used on, emitted or released from, or allowed to be brought onto, stored on, buried on, used on, or emitted or released from, the Property any Hazardous Substances in violation of any applicable environmental laws; and

(3) To the knowledge of Owner, no underground storage tanks are located on the Property, including (without limitation) any storage tanks that contain, or previously contained, any Hazardous Substances, and Owner agrees not to cause or permit any such tanks to be installed in the Property before Closing.

13.1.3 Status of Owner. Owner is not a foreign person, foreign partnership, foreign corporation, or foreign trust, as those terms are defined in IRC §1445.

13.1.4 Breach of Agreements. Neither the execution of this Agreement, nor the execution, delivery, or recordation of any document or agreement referenced herein, nor the exercise of the Option and closing of the transaction contemplated herein, constitutes or will constitute a default under any other agreement or contract that relates to the Property or to which Owner is a party.

13.1.5 Authority. No consents, documents, or approvals that have not been obtained are necessary to the effectiveness of the grant of the Option by Owner.

13.1.7 Contracts and Leases. There are no lease agreements, maintenance contracts, service agreements, or other contracts of any nature that pertain to, cover, or affect the Property or any part of it.

As used herein, the phrase “to the knowledge of Owner” or any variation of that phrase refers to matters within the actual knowledge of Owner and do not include constructive or imputed notice or knowledge; and the use of that phrase does not imply that Owner has undertaken any special inquiry or investigation with respect to the representation modified by the phrase, unless circumstances within the actual knowledge of Owner would warrant a reasonable person to undertake further inquiry when presented with similar circumstances.

13.2 Changed Conditions. If Owner discovers that one or more of the Warranties or one of the conditions referred to in the Warranties has changed after this Agreement is executed, through no fault of Owner, Owner will immediately inform Optionee, in writing, of that discovery. If the changed condition or Warranty cannot be cured within 10 days of the date Owner discovers the change, then Optionee may terminate this Agreement (and its exercise of the Option, if any) by giving written notice of termination to Owner within 15 days after

receiving the notice from Owner, and all Option Money Payments previously paid by Optionee will be returned to Optionee. If the changed condition or Warranty can be corrected within 10 days after discovery by Owner, Optionee will not have the right to terminate this Option Agreement under this section and Owner will correct the changed condition or Warranty within 10 days of the discovery. If Optionee does not terminate this Agreement and the changed condition or Warranty can be corrected and is not corrected by the Closing Date, then Optionee will have the right to withhold 150% of the estimated costs of correcting the changed condition or Warranty until the changed condition is corrected, and Owner will correct the changed condition, at Owner's sole expense and in an expeditious manner, failing which Optionee may use the withheld sums to make the correction. A change caused by Owner is deemed to be a breach of this Agreement by Owner if the change materially and adversely affects the Property or Optionee's rights.

Section 14. Recording

If Optionee fails to exercise the Option before the Term expires, Optionee will execute, acknowledge, and deliver to Owner a statutory quitclaim deed releasing any interest in the Property if requested by Owner.

Section 15. Waiver

Failure by Owner or Optionee to enforce any right under this Agreement will not be deemed to be a waiver of that right or of any other right.

Section 16. Successors and Assigns

Subject to the limitations on Owner's right to convey the Property set forth elsewhere herein, the terms, covenants, and conditions herein contained are binding on and inure to the benefit of the heirs, successors, and assigns of Owner and Optionee. Optionee may not assign its interest in this Option Agreement and the Property to any person or entity, without the consent of Owner.

Section 17. Notices

All notices required or permitted to be given will be in writing and will be deemed given and received on personal service or two business days after deposit in the United States Mail, certified or registered mail, postage prepaid, return receipt requested, addressed as follows:

To Owner: Cumberland Community Event Center

Albany, OR 97321

With a Copy

To:

To Optionee: Peter Troedsson
City Manager
333 Broadalbin St. SW
Albany, OR 97321

With a Copy

To: M. Sean Kidd
City Attorney
260 Ferry Street SW, Suite 202
Albany, OR 97321

The foregoing addresses may be changed by written notice, given in the same manner. Notice given in any manner other than the manner set forth above will be effective when received by the party for whom it is intended.

Section 18. Attorney Fees

If litigation is instituted with respect to this Agreement (including any litigation undertaken in the context of bankruptcy proceedings), the prevailing party will be entitled to recover from the losing party, in addition to all other sums and allowable costs, its reasonable attorney fees, both in preparation for and at trial and any appeal or review, the amount to be set by the court before which the matter is heard.

Section 19. Real Estate Commission

Each party agrees to pay any commission or finder's fees that may be due on account of this transaction to any broker or finder employed by it and to indemnify the other party against any claims for commissions or fees asserted by any broker claiming by, through, or under the indemnifying party.

Section 20. Integration, Modification, or Amendments

This Agreement contains the entire agreement of the parties with respect to the Property and supersedes all prior written and oral negotiations and agreements with respect to the Property. Any modifications, changes, additions, or deletions to this Agreement must be approved by Owner and Optionee, in writing.

Section 21. Representation

Owner and Optionee have each been represented by separate legal counsel of choice with respect to this transaction. Except as otherwise provided in Section 19, each party will be responsible for all attorney fees incurred by it with respect to this Agreement.

Section 22. Counterparts; Pronouns

This Agreement may be executed in one or more counterparts, all of which will be considered one and the same Agreement and will be effective when one or more counterparts have been signed and delivered by Owner and Optionee. With respect to any pronouns used, each gender used includes the other gender and the singular and the plural, as the context may require.

Section 23. Governing Law; Interpretation

This Agreement is governed by the laws of Oregon. If a court of competent jurisdiction holds any portion of this Agreement to be void or unenforceable as written, Owner and Optionee

intend that (1) that portion of this Agreement be enforced to the extent permitted by law and (2) the balance of this Agreement remain in full force and effect.

Section 24. Time Is of the Essence

Time is of the essence of this Agreement.

Section 25. Authority to Execute

Each person executing this Agreement on behalf of Owner and Optionee, respectively, warrants his or her authority to do so.

Section 26. Statutory Disclaimer

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2009. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROEPRTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.336 AND SECTION 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009.

Section 27. Consents

The parties agree to act in good faith and with fair dealing with one another in the execution, performance, and implementation of the terms and provisions of this Agreement. Whenever the consent, approval, or other action of a party is required under any provision of this Agreement, the consent, approval, or other action will not be unreasonably withheld, delayed, or conditioned by a party unless the provision in question expressly authorizes the party to withhold or deny consent or approval or decline to take action in accordance with a different standard, in which case the consent or approval or the decision to not take action may be withheld, delayed, or conditioned in accordance with the different standard. (Any provision indicating that consent is not to be unreasonably withheld is to be interpreted to mean that consent will not be unreasonably withheld, delayed, or conditioned.)

Executed on the day and year first above written.

OWNER:

CITY OF ALBANY

Title

OPTIONEE:

Cumberland Community Event Center

By: _____

Name: _____

Title: _____

Attachments:
Exhibit A—Property

EXHIBIT A

Property

[Description of Property]

EXHIBIT B

Form of Memorandum

After recording return to:

**MEMORANDUM OF OPTION AGREEMENT
AND AGREEMENT OF PURCHASE AND SALE**

_____, a _____ (“**Owner**”), and _____,
a _____ (“**Optionee**”), have entered into an Option Agreement and Agreement
of Purchase and Sale dated _____, 20__ (the “**Option Agreement**”), wherein
Owner has granted to Optionee the sole and exclusive option to purchase the property described
in Exhibit A. The term of the option will expire on _____, 20__.

This Memorandum is being executed and recorded in the Official Records of _____
County, Oregon, to give notice of the provisions of the Option Agreement and will not be
deemed or construed to define, limit, or modify the Option Agreement in any manner.
Executed as of _____, 20__.

OWNER:

OPTIONEE:

_____, a _____

_____, a _____

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

STATE OF OREGON)
) ss.
County of _____)

This instrument was acknowledged before me on _____, 20 __, by
_____, as _____ of _____, a _____, on behalf of said
_____.

/s/ _____
Notary Public for Oregon
My commission expires: _____

STATE OF OREGON)
) ss.
County of _____)

This instrument was acknowledged before me on _____, 20 __, by
_____, as _____ of _____, a _____, on behalf of said
_____.

/s/ _____
Notary Public for Oregon
My commission expires: _____



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager 
Jeff Blaine, P.E., Public Works Engineering and Community Development Director

FROM: Sean Park, Information Technology Project Manager
Diane M. Murzynski, Purchasing Coordinator

DATE: June 29, 2020, for the July 8, 2020, City Council Meeting

SUBJECT: Sole Source Procurement of Utility Billing E-Payment and Interactive Voice Response Services
Relates to Strategic Plan theme: An Effective Government

Action Requested:

Staff recommends the City Council, acting as the Local Contract Review Board, adopt the attached resolution that will:

- 1) Waive competitive bidding, accept written findings, and approve the use of a sole-source procurement method to obtain utility billing e-payment and interactive voice response (IVR) services; and
- 2) Authorize the Public Works Engineering and Community Development Director to negotiate and award a sole-source contract for utility billing e-payment and IVR services with InfoSend, Inc. concurrent with the existing InfoSend utility bill printing and mailing services contract.

Discussion:

Utility bill e-payment services provide the means for customers to manage their account and pay utility bills online via a web portal. Interactive voice response (IVR) services provide the means for customers to manage their account and pay utility bills via an automated telephone menu system for Spanish- and English-speaking customers. These services allow the customer to conduct City business any time of day in a manner that is most convenient for them. The utility billing department operates more efficiently by providing multiple avenues for account management and payment. E-payment services are currently offered to utility billing customers, while IVR is not.

The utility billing department is involved in a multi-year project to migrate the utility billing management system from Springbrook to Munis (an integrated financial, human resources, payroll, and utility billing management system). The migration is scheduled to be completed during the fourth quarter of 2020. The City contracted with InfoSend, Inc. in June 2020 to provide utility bill printing and mailing services for the Munis utility billing management system using a formal request for proposals process. Coincident with the change to InfoSend utility bill printing and mailing services, it is necessary to establish a new contract for e-payment and IVR services that are compatible with Munis.

ORS 279B.075 and OAR 137-047-0275 define the requirements allowing a sole source procurement and allow the Local Contract Review Board to award a contract for goods or services without competition by sole-source procurement if it is determined that the goods or services are available from only one source.

cityofalbany.net



Staff has provided written findings to support a sole-source procurement method outlined below:

- The e-payment and IVR systems are integrated directly with the mail and print services web portal. The proprietary nature of the integrated services, and the methods used to communicate sensitive payment and customer data between them, comprise a suite of services that by nature are generally provided by one vendor. In this instance, InfoSend, Inc. is the only provider of e-payment and IVR systems that is supported by InfoSend’s utility bill services portal. Similarly, the existing e-payment system used by Springbrook is the only e-payment system supported by Springbrook.
- When compared to current costs for these services in Springbrook, the use of the sole source procurement procedure for acquisition of these services will result in cost savings to the City by reducing e-payment transaction fees by approximately \$38,000 per year (including the cost of added IVR services).

	Current Costs (Springbrook)	Future Costs (InfoSend)	Savings
Annual	\$168,000	\$130,000	\$ 38,000
5-year	\$840,000	\$650,000	\$190,000

- It will ensure continuity of e-payment services for City customers and eliminate the risk of interruption of service that will be created if the sole-source procurement method was not approved. By adding IVR services, the City is expanding the payment methods available to City customers while decreasing total costs. For these reasons, this sole source procurement is in the public interest.
- The contract would run concurrently with InfoSend’s utility bill printing and mailing services contract. The InfoSend contract term is for five years, with an option to extend for two additional one-year terms.
- Public notice of the approval of a sole-source procurement, meeting requirements of ORS 279B.055(4), must be given at least seven days before award of the contract and affected persons may protest the request. Public notice of this request will be made in accordance with state purchasing requirements.

The attached resolution authorizes the use of a sole-source procurement process after adopting the written findings needed to satisfy City and State purchasing requirements.

Budget Impact:

The total cost for e-payment and IVR services over a five-year term is \$650,000. The cost for FY 2020-2021 is \$130,000 and is within the department’s current approved biennial budget and will not require additional funds. (70540610-610500)

SP:dm
 Attachment - Resolution



RESOLUTION NO. _____

A RESOLUTION OF THE ALBANY CITY COUNCIL, ACTING AS THE LOCAL CONTRACT REVIEW BOARD, WAIVING COMPETITIVE BIDDING AND AWARDING A SOLE-SOURCE PROCUREMENT CONTRACT TO INFOSEND, INC. FOR E-PAYMENT AND INTERACTIVE VOICE RESPONSE SERVICES

WHEREAS, Albany Municipal Code 2.66.060(11), Oregon Revised Statutes 279B.075, and Oregon Administrative Rule 137-047-0275 allow the City Council, acting as the Local Contract Review Board, to award a contract for goods or services without competition by sole-source procurement if it is determined that the goods or services are available from only one source; and

WHEREAS, such authorization must be based on written findings submitted by the department seeking the exception describing the circumstances to support the source selection and use of a sole-source procurement; and

WHEREAS, written findings may include that goods and services required for the exchange of software or data with other agencies are available from only one source and other findings that support the conclusion of availability of goods and services from only one source; and

WHEREAS, the Utility Billing division is migrating to the Munis utility billing management system in the fourth quarter of 2020; and

WHEREAS, the contract for Munis-compatible utility bill printing and mailing services was awarded to InfoSend, Inc. in June 2020 as a result of a formal RFP process; and

WHEREAS, the InfoSend utility bill portal requires the use of InfoSend-compatible e-payment and integrated voice recognition (IVR) services; and

WHEREAS, InfoSend Inc. is the only vendor that offers e-payment and IVR services compatible with the InfoSend utility bill portal; and

WHEREAS, entering into a contract with InfoSend, Inc. offers continuity of e-payment services for the citizens of Albany and is expected to result in cost savings by lowering transaction fees; and

WHEREAS, the use of a sole-source procurement to contract with InfoSend, Inc. provides a solution that is not available from any other vendor and meets the requirements of a sole-source procurement.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council, acting as the Local Contract Review Board:

SECTION 1. Adopts the following findings:

1. The City requires a sole-source procurement to procure e-payment and IVR services for the Utility Billing department.
2. A contract for utility bill printing and mailing services was awarded by the Albany City Council to InfoSend, Inc. in June 2020 as the result of a formal RFP process.
3. The IT Department has researched options and found that InfoSend, Inc. is the only vendor able to provide e-payment and IVR services compatible with the InfoSend utility bill portal in the exchange of data.

-
4. The use of InfoSend's e-payment and IVR services in conjunction with their utility bill printing and mailing services provides continuity of service for utility bill customers and avoids an interruption of utility bill e-payment services.
 5. The Utility Billing division will save approximately \$38,000 per year as a result of the sole-source procurement

SECTION 2. Notwithstanding the provisions of City Code Section 2.66.060, the Public Works Engineering and Community Development department is authorized to use the sole-source procurement method to procure e-payment and IVR services.

SECTION 3. The Public Works Engineering and Community Development Director is hereby directed to negotiate and award a sole-source contract for e-payment and IVR services to InfoSend, Inc. after the City has given public notice for seven days of its intent to award a contract, per Oregon Administrative Rules 137-047-0275 and ORS 279B.075.

DATED AND EFFECTIVE THIS 8TH DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk



MINUTES

Wednesday, May 27, 2020

Regular Session

REMOTE

Approved: DRAFT

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Sharon Konopa called the meeting to order at 7:15 p.m. The mayor led the pledge of allegiance.

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.

BUSINESS FROM THE PUBLIC

The city received several public comments (see agenda file). All were forwarded to the council. Comments were received from: Thad and Shannon Olivetti; Greg Johnson, Comfort Suites; Oregon Main Street; The Natty Dresser; Rod Bigner, Pix Theater; Willamette Valley Visitors Association; Historic Carousel & Museum; Oregon Restaurant & Lodging Association; Albany Visitors Association; Visit Corvallis; Travel Oregon; Oregon Destination Association; Randy Joss, TV Marketing Consultant; Phoenix Inn Suites; and Gabriel Anderson.

City Manager Peter Troedsson said Albany Downtown Association (ADA) Executive Director Lise Grato and Albany Visitors Association (AVA) Executive Director Rebecca Bond were available to answer questions.

The mayor asked if there was anyone else from the public wished to speak. No one did.

FIRST READING OF ORDINANCES

- a. Amending Albany Municipal Code 3.14.020 – 3.14.050, Transient Room Tax.

City Attorney Sean Kidd read the ordinance for the first time in title only: AN ORDINANCE AMENDING ALBANY MUNICIPAL CODE (AMC) SECTION 3.14.020 THROUGH 3.14.050, TRANSIENT ROOM TAX, BY REMOVING CERTAIN EXEMPTIONS.

MOTION: Councilor Bill Coburn moved to have the ordinance read for the second time in title only. Councilor Rich Kellum seconded and the motion passed 6-0.

Kidd read the ordinance for a second time in title only.

MOTION: Coburn moved to adopt the ordinance. Councilor Alex Johnson II seconded the motion, which passed 6-0 and was designated Ord. No. 5942.

- b. Increasing NW Natural Gas privilege tax.

Finance Director Jeanna Yeager said the council directed staff to increase this tax rate from 5% to 7% so that it is in alignment with other agreements.

Kidd read the ordinance for the first time in title only: AN ORDINANCE OF THE CITY OF ALBANY, OREGON AMENDING ALBANY MUNICIPAL CODE CHAPTER 5.36, NATURAL GAS UTILITY, AMOUNT.

MOTION: Councilor Mike Sykes moved to have the ordinance read for the second time in title only. Johnson II seconded and the motion passed 6-0.

Kidd read the ordinance for a second time in title only.

MOTION: Kellum moved to adopt the ordinance. Johnson II seconded the motion, which passed 6-0 and was designated Ord. No. 5943.

ADOPTION OF RESOLUTIONS

7:25 p.m.

- a. Accepting CARES Act funding for Albany transit.

Public Works Operations Director Chris Bailey said the Albany Transit System (ATS) is a small urban transit, so it qualifies for \$2.8 million from CARES. No local matches are required and there is no expiration date. Albany will draw down the funds over the next two or three fiscal years.

MOTION: Johnson II moved to adopt the resolution. Councilor Bessie Johnson seconded.

Kellum wanted to go on record saying it bothers him when we move money from one pocket to another (federal to local).

VOTE: The vote passed 5-1 with Kellum voting no. The resolution was designated Res. No. 6891.

- b. Authorizing financing of systems development charges for 3454 Oak Grove Way NW.

7:22 p.m.

Yeager explained that the city offers financing for assessments at a rate of 6.55 percent. The city takes a lien against the property to ensure the assessment is paid off if the property sells.

Sykes asked why the city collects System Development Charges (SDCs) if the city can't afford to build parks. He wants to discuss parks SDCs in the future.

MOTION: Johnson moved to adopt the resolution. Kellum seconded the motion, which passed 6-0 and was designated Res. No. 6892.

AWARD OF CONTRACTS

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

Yeager said according to Government Finance Officers Association (GFOA) best practices, alternating audit firms is a good idea. In this case, there were only two proposals. To follow procurement rules the city cannot prohibit Boldt, Carlisle + Smith from submitting a proposal. They came out ahead in the scoring. Staff removed the extensions. GFOA recommends five years or longer, so the city set it at five years.

MOTION: Kellum moved to adopt the resolution and Johnson seconded. The motion passed 6-0 and was designated Resolution No. 6893.

- b. Utility bill printing and mailing services to InfoSend, Inc.

Sykes asked why the city is contracting out for this service rather than doing it in house. IT Project Manager Sean Park said it required expensive equipment. The service prints and mails 20,000 bills a month and is compatible with the city's new utility billing software system.

Johnson II asked if there was a competitive bidding process. Park described the formal process; four proposals were submitted.

MOTION: Johnson moved to adopt the resolution and Johnson II seconded. The motion passed 6-0 and was designated Res. No. 6894.

APPROVAL OF AGREEMENT

- a. Albany-Millersburg stormwater intergovernmental agreement (IGA).

Bailey said the city has existing IGAs with Millersburg for water and wastewater. The stormwater IGA will charge the fully burdened staff rate, equipment rate, and a percentage SCADA software license fees.

Discussion followed about what the fully burdened rate includes and how it is calculated. The council is concerned that the city is reimbursed for all its costs; Bailey said the burdened rate reflects that. She will bring details about how the rate is calculated to the next council meeting.

ADOPTION OF CONSENT CALENDAR

- a. Approval of minutes
 - 1) March 18, 2020, special session.
 - 2) March 30, 2020, work session.
 - 3) April 22, 2020, meeting.
- b. Adoption of resolutions
 - 1) Release part of an easement, Pacific Cast Technologies. RES NO. 6895
- c. Recommendation to OLCC
 - 1) Approve off-premises sales liquor license application for Denny's, 3430 Spicer Drive SE.
 - 2) Approve off-premises sales liquor license application for Taqueria Alonzo, 250 Broadalbin Street SW.
 - 3) Approve off-premises sales liquor license application for He Got All the Whiskey, Inc., DBA Albany Liquor, 2350 Pacific Boulevard SE.
 - 4) Annual liquor license renewals.

Action: Coburn moved to adopt the consent calendar as presented. Johnson II seconded and it passed 6-0.

STAFF REPORTS

- a. Reclassification request, facilities maintenance electrician, public works.

Bailey said this is a reclassification for a current facilities electrician position. The benefit to the city is the position can take out electrical permits for the city rather than our paying a contractor to do so. Another benefit is the design and build of electrical control cabinets. Both provide cost savings for the city.

Following discussion about several examples of personnel reclassifications or reductions that resulted in savings, Kellum suggested staff announce those during council meetings for the benefit of the audience.

MOTION: Johnson II moved to approve the reclassification of 1.00 FTE Facilities Maintenance Electrician to Automation and Controls Electrician as outlined in the staff report. Sykes seconded and the motion passed 6-0.

b. Transient lodging tax funding discussion.

8:10 p.m.

Economic Development Manager Seth Sherry explained that due to the COVID-19 pandemic, there are unprecedented lows in travel that are affecting stays at hotels, and therefore transient lodging tax (TLT) revenues. Going into 2020-2021, TLT revenues are projected to be just 40-50 percent of normal for the state. To compound the problem, Albany is in the middle of a biennium and the two-year budget was built around projected revenues.

To balance the economic development budget, Sherry proposed two ideas: alter the timing of allocations to TLT revenue recipients, and make temporary cuts this coming year:

- 1- Sherry proposed moving from yearly to quarterly allocations, based on the previous quarter's actual TLT revenues received, instead of what was projected annually. The percentages would not change, so each agency's slice of the pie would remain the same. If we continue to base allocations on projections instead of what we have received, we will end up with a bigger deficit.
- 2- Consider temporary cuts for this coming FY in order to balance the budget.
 - a. \$153,000 - NW Art & Air Festival has been cancelled.
 - b. \$48,000 - Collaborative promotion tourism grant could be held back this fiscal year and be revisited next year.
 - c. \$72,000 - Airport capital improvements. This would not impact airport operating revenues. This is typically used for matching grant funds and capital improvements, and none are anticipated this year.
 - d. \$40,000 - Overtime costs for public safety at large events which have been canceled. This is a partial reduction.
 - e. \$19,000 - Trolley since events have been canceled. This is a partial reduction.
 - f. \$42,000 - AMEDC partial contract reduction. Sherry is having discussions with AMEDC and their other partners about what next year's contract might look like.

Sherry said the city is still committed to economic development and has been actively engaged with the future of regional collaboration. The city needs to augment our own economic capacity to attract and retain business. But due to the financial impact of the coronavirus, it would be irresponsible to spend revenues we don't have while trying to balance the budget.

Konopa thinks quarterly allocations based on previous quarter revenues is a good strategy. She agrees with the cuts as proposed, but it would be helpful if Sherry provided a comparison of what is existing vs. what is proposed. Kellum agreed.

Before agreeing to Sherry's second recommendation for cuts to programs, Kellum wants to hear from all the partners about what they are doing to save money. Parks, Fire, and Police

have taken a big hit and plan to lower costs, so Kellum wants to hear what the other agency's plans are going forward with the reduced funds. Sherry can get that information from the agencies and bring it back to the council.

Coburn also agrees with the first recommendation. He would like to get input from the TLT Committee.

Johnson II is the city's liaison for ADA. They've already cut 40 percent and applied for two grants. If we cut them to the point they can't operate, we won't get people back to Albany. We need to be cautious and very controlled.

Sykes said we are in an economic downturn and we don't know how long it will last. He is concerned about reducing advertising and the business that Albany might lose as a result.

Konopa wants staff to get clarification from the state on grandfathering and if TLT revenue rates should be 53 percent or 70 percent.

Bond said the letters received by the council demonstrate the importance of tourism for the economy. Economic development has many different facets and needs a diversified portfolio. She described cuts being made and possible opportunities

Grato appreciates the current position the city is in with funding challenges. She is concerned with the gap if funding will be based on low previous quarters. She is looking forward to building downtown Albany back up to where it needs to be and working with the city to make that happen.

Troedsson said staff will provide the council with the figures and totals they've requested. He reiterated that this is not a cut in percentages, with the exception of city programs that have been canceled. But if the pie is smaller, and the percentages remain the same, it results in less money, which is a sad reality. We don't have anything to augment that with. Troedsson thinks Sherry's two-prong approach is an appropriate way to address the problem.

BUSINESS FROM COUNCIL

Konopa said the large styrofoam duck is back in Waverly Lake.

BUSINESS FROM CITY MANAGER

Troedsson said the council's next meeting will be in person for the council, but virtual for the public due to continued limitations on spaces and gathering.

NEXT MEETING DATES

Wednesday, June 10, 2020, 7:15 p.m. council meeting

Monday, June 22, 2020, 4:00 p.m. work session

Wednesday, 10, 2020, 7:15 p.m. council meeting

ADJOURNMENT

There being no other business, the meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Reviewed by,

Mary Dibble
City Clerk

Peter Troedsson
City Manager



ALBANY CITY COUNCIL

Executive Session Minutes

Approved: _____

DATE HELD: June 10, 2020

SUBJECT: Discuss litigation

AUTHORIZATION: ORS 192.660(2)(h)

Mayor Sharon Konopa read the executive session script.

START TIME: 10:03 p.m.

ENDING TIME: 10:18 p.m.

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

LEGAL COUNSEL: City Attorney Sean Kidd

CITY STAFF: City Manager Peter Troedsson, Deputy City Manager/CIO Jorge Salinas, Management Assistant/Communications Officer Marilyn Smith, Deputy City Clerk Allison Liesse

CONSULTANTS/MEDIA REPRESENTATIVES: None

SUBJECT: Discussion of tort claims filed against the City.

City Attorney Sean Kidd summarized two tort claims filed by Willamette Riverkeeper and one filed in connection with the demolition of the house at 610 Sherman Street SE. He said Willamette Riverkeeper may file against City Manager Peter Troedsson personally, as well as against the City. Kidd outlined possible actions the council could take.

ATTACHMENTS: none.

Respectfully submitted,

Reviewed by,

Allison Liesse
Deputy City Clerk

Peter Troedsson
City Manager



MEMO

TO: Albany City Council

VIA: Jeana Yeager, Finance Director

FROM: Linda Booth, Parks & Recreation Clerk III

DATE: July 1, 2020, for the July 8, 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.

Cooper's	CBW Food Company LLC	1917 Pacific Blvd SE
Ba's Vietnamese Comfort Food	NHA BA LLC	117 1st Ave NE #104
North Albany IGA	North Albany Supermarket LLC	621 Hickory St NW
Ginza Japanese Restaurant	Hi Kyong Park	2218 Santiam Hwy SE
Linn Benton Community College	Linn Benton Community College	6500 Pacific Blvd SW
Los Dos Amigos Hacienda	Dos Amigos Hacienda Inc	2133 Santiam Hwy SE

Budget Impact:
 Revenue of \$210





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.



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

1 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.



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.®

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

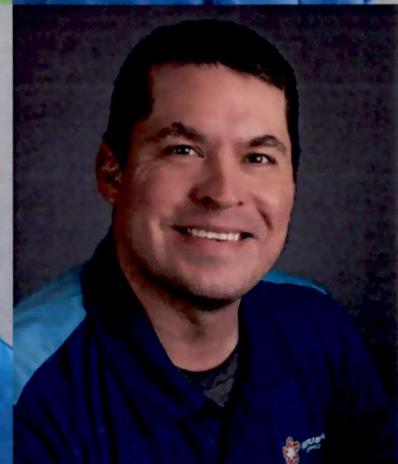
In the 2021 version, Watch for:

- More Reuse Opportunities
- Frequently Asked Questions

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
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



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

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>	7,720,976	8,388,985	9%
 <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>	955,363	996,913	4%

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

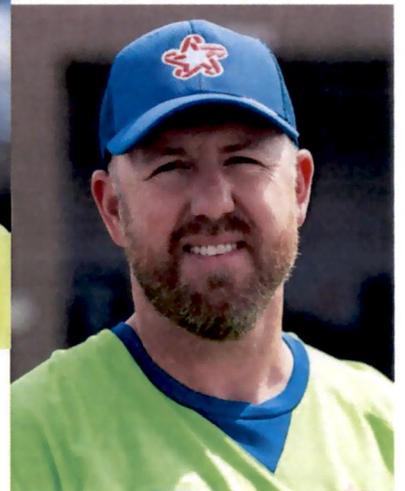
Fleet/Safety



**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*



REPUBLIC
SERVICES

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 (XOC) Tons	5,585.030	578.270			163.550		19.300	Lebanon Transfer Station	6,346.150
PAPER FIBERS Newspaper / Maga. (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 (PC) (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 (WW) 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									-



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: July 1, 2020, for the July 8, 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 review and adopt findings of fact for approval 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).

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.

The city council held a de novo public hearing on the appeal issues on June 24 and, after deliberation, tentatively decided to approve the application as submitted. The attached findings and conclusion memorialize the city council approval.

Budget Impact:

None

LL:ss

Attachments:

- A. Findings of Fact
- B. Staff Report dated April 29, 2020





COMMUNITY DEVELOPMENT

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

BEFORE THE ALBANY CITY COUNCIL

In the Matter of an Appeal of a
Landmarks Commission Denial
of an Application for
Historic Review of New Construction

FINAL DECISION AND
FINDINGS OF FACT AND
CONCLUSIONS OF LAW

File No. H1-04-20

APPLICANTS and PROPERTY OWNERS:

Mark and Tina Siegner
516 NW Kouns Drive
Albany, OR 97321

ARCHITECT:

William Ryals, AIA
935 Jones Ave. NW
Albany, OR 97321

PROPERTY:

331SW Calapooia Street, Albany, OR 97321
533 SW 4th Avenue, OR 97321
525 SW 4th Avenue, OR 97321

REQUEST:

Approval of new construction of two three-story mixed-use buildings on a lot within the Monteith National Register Historic District (file no. HI-04-20).

PROCEDURAL HISTORY:

On May 6 and 19 the Landmarks Commission considered a proposal for new construction of two, three-story mixed-use buildings at the location above within the Monteith National Register Historic District.

City staff recommended approval of the application with conditions. However, on May 20, 2020 the Commission denied the application for lack of conformance with the review criteria at ADC 7.270(1)(a) and (b).

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.

The City Council held a de novo public hearing on the appeal issues on June 24 and, after deliberation, tentatively decided to approve the application as submitted. These findings and conclusion memorialize the City Council approval.

These findings incorporate the procedural details stated in the April 29 Staff Report. These findings also incorporate the findings in the April 29 Staff Report to the extent not inconsistent with the findings made herein.

FINDINGS OF FACT AND CONCLUSIONS:Background

Findings 1.1 and 1.2 in the Staff Report to the Commission describe the location of the subject property and the permitted uses in the zoning districts that apply – the Downtown Mixed-Use zone and the Historic District Overlay.

As reflected in the submitted plan sheets, the proposal is to construct two three-story mixed-use buildings on a lot within the Monteith National Register District. Two small accessory structures for tenant storage are proposed in addition to the two primary buildings.

Code standards at issue in the appeal

There are three standards in ADC 7.270(1).

“(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 complimentary to existing buildings within the district.”

The Landmarks Commission found noncompliance with (a) and (b). However, it did not make detailed findings on any of these standards. These findings address the standards one at a time.

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

The proposal for building orientation, building coverage, sidewalks and street trees comply with the “unifying theme” standard in (1)(a) for the reasons explained in Staff Report findings 1.5, 1.6, 1.7, 1.12, 1.13, 1.14, 1.15, 1.16.

With respect to building setback, the Staff Report correctly finds that Building One maintains the unifying development pattern with respect to setbacks on Fourth Avenue. However, the Staff Report recommends an increased setback for Building Two on the Calapooia Street frontage because there is one other building on that street frontage with a 15-foot setback. We find that an increased setback is not needed for Building Two. A single existing building does not establish a “unifying development pattern” that must be maintained.

In summary, the development proposal complies with the standard in (1)(a) without conditioning with respect to setbacks.

Accessory structures. The plans include two small accessory structures for storage units for project residences. The Staff suggests that not enough information is available about the specifications for these structures, and, therefore, a condition should require subsequent historic review of these structures. Staff Report Finding 1.4. Plans for the accessory structure were submitted with the original application, and supplemental materials were submitted by the Applicant’s architect on June 24 for the City Council hearing. The June 24 plans showed elevations and finishing details for both the primary and accessory buildings. The applicant has represented, and the June 24 plans confirm, that the accessory structures will be completed with the same building materials as the primary structures will be finished in the same detailing as the primary structures. This matter is not directly related to the “unifying development pattern” that is at issue here. Nevertheless, the proposal for the accessory structure details is approved as represented by the Applicant.

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

There are three parts to this standard: size, scale, and craftsmanship.

Staff Report Findings 2.1 through 2.7 and the first paragraph of Finding 2.8 state basic information about size and scale, design, articulation and materials.

Wall Offsets: The Staff Report in Finding 2.8 recommends deeper offsets on the wall planes of the primary facades of the buildings to further break up the massing of the structures and make them more similar to adjacent residential buildings. Staff recommends 5 foot offsets instead of the 1.5 foot offsets as proposed. The applicant’s team testified that increasing the offsets would require redesign of the buildings.

Initially, “similarity” of “size and scale” is inherently a subjective issue of design. The record shows that the buildings are professionally designed and reflect a consideration of all buildings, including mixed use buildings, in the surrounding couple block area. Based on the information contained in the record and provided testimony, the Council concludes that deeper offsets are not needed to ensure that the size and scale of the buildings is sufficiently similar to the surrounding buildings. Council concludes that based on the evidence provided, redesigning the building is not necessary.

Building Height: Staff Report Findings 2.10 through 2.15 recites about nearby or abutting buildings. The Applicant has also submitted narrative and graphic evidence of buildings in the surrounding area. The range in height is great.

The Staff Report Finding 2.16 concludes that Building One must be reduced in height on its second and third floors in order to “maintain and respect the height of abutting residential dwellings, particularly to the east of

the subject site.” The applicant’s team testified that requiring this change would also require redesign of Building One.

The Council concludes that a reduction in height of Building One is not required. The rationale for staff’s recommendation relates to “abutting” residential building. Council finds that this is a too narrow of an interpretation of the standard. Under the standard the focus must be on the “surrounding area,” not just the abutting area. When the larger area is considered, provided testimony and information in the record demonstrate that the building is sufficiently close to what is existing to be considered similar.

In summary, the Council finds that that application complies with the standard in (1)(b).

(c) Building materials are reflective of and complimentary to existing buildings within the district.”

The Landmarks Commission did not specifically find that the development proposal was inconsistent with this standard. However, the Staff Report recommended a handful of conditions about what materials would be “reflective of and complimentary to the existing buildings.”

This standard relates to building materials. They must be “reflective of and complimentary” to the materials on the existing building within the district. This standard does not come with a limitation on the area within the district that is to be used for a comparison.

The narrative and photographic record supporting this application show that the building materials evident in the district are diverse. The narrative supports compliance with this standard in the following summary terms:

“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.”

Based on all the evidence in the record, the materials proposed to be used will be “reflective of and complimentary” of the materials already present in the district. Council concludes that the standard in (1)(c) is met and additional conditions regarding materials are not necessary.

DECISION

Based upon the foregoing Findings of Fact and Conclusions of Law, the Albany City Council hereby concludes and declares that the applicants have demonstrated compliance with the standards that apply to this application, and the application is approved.



COMMUNITY DEVELOPMENT

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

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

cd.cityofalbany.net



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 facade 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-foot-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 facade 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

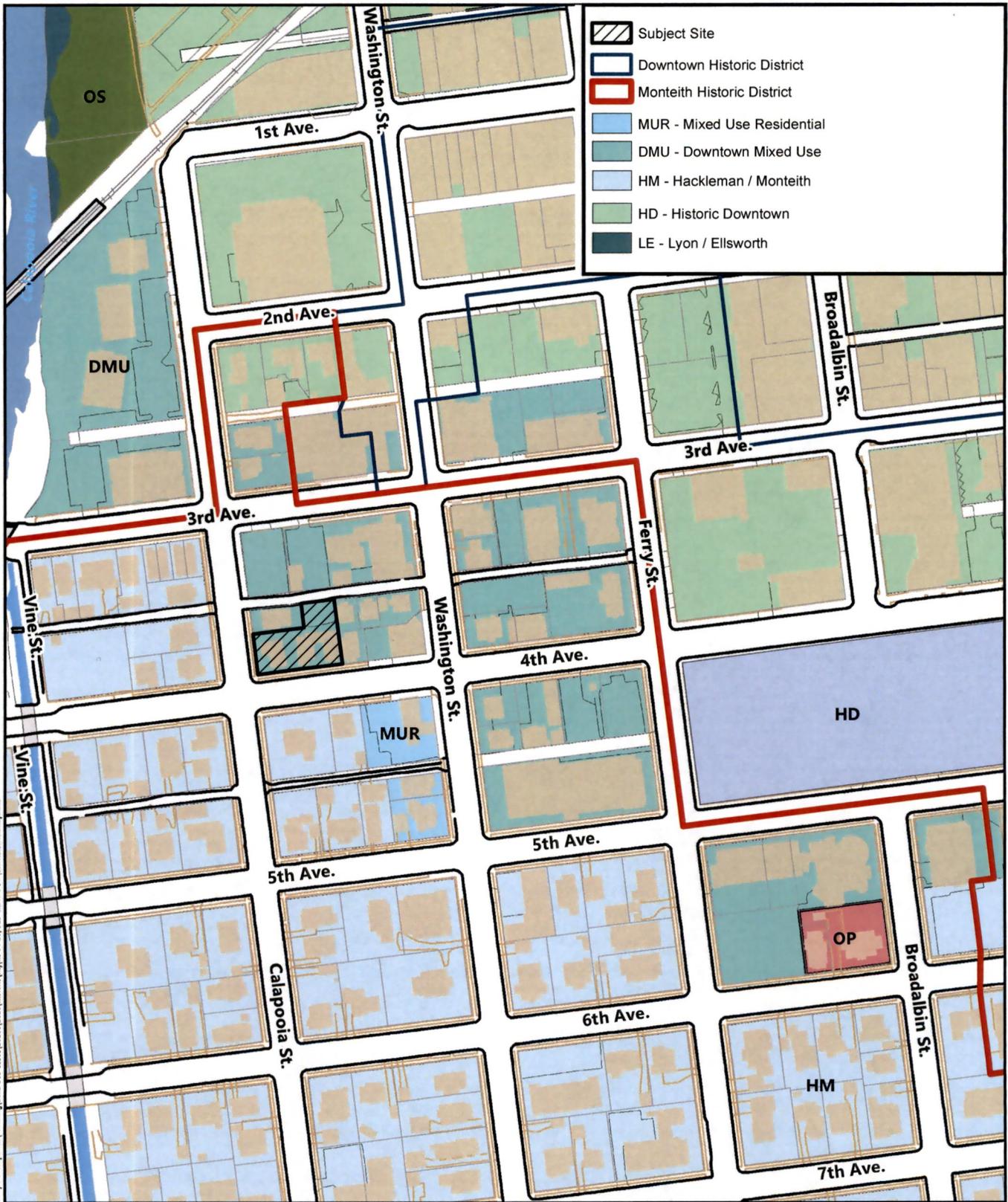
I move to approve the proposed New Construction application planning file HI-04-20 as conditioned in this staff report. This motion is based on the findings and conclusions in the April 29, 2020, staff report and the findings in support of the application made by the Landmarks Commission during deliberations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

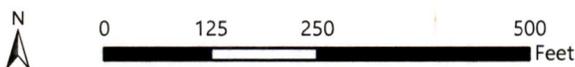


-  Subject Site
-  Downtown Historic District
-  Monteith Historic District
-  MUR - Mixed Use Residential
-  DMU - Downtown Mixed Use
-  HM - Hackleman / Monteith
-  HD - Historic Downtown
-  LE - Lyon / Ellsworth

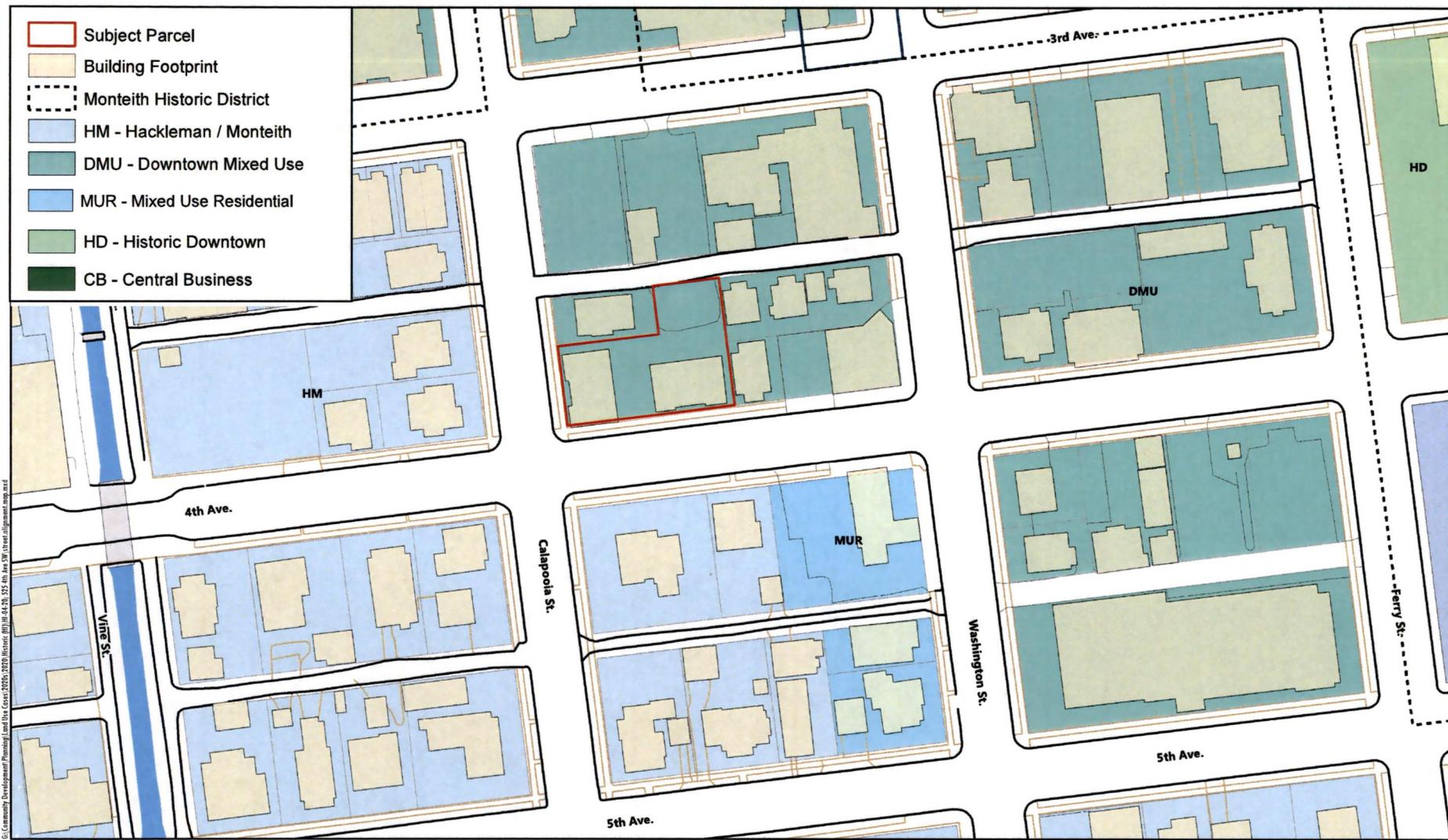
G:\Community Development\Planning\Land Use Cases\2020\2020\Historic (HM)\HM-04-20-525 4th Ave SW zone district.mxd

525 & 533 4th Avenue SW
331 Calapooia Street SW

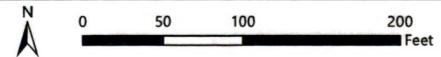
Location / Zoning Map



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



G:\Community Development\Planning\Lead Use Code\2015\2020\Historic\HM\HM_04_05_2015_4th SW Street Alignment.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

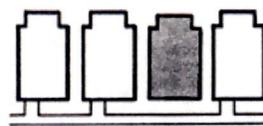
7.270(1)(a) The development maintains any unifying development patterns such as sidewalk and street tree location, setbacks, building coverage, and orientation to the street.

DESIGN GUIDELINES

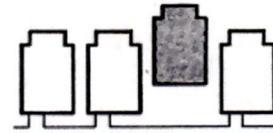
1. Orient windows, main entrances, and primary building façade elements towards the street. The front entrance should be clearly defined.
2. Buildings should maintain the historical front and side yard setbacks on the block.
3. to maintain the rhythm of buildings and open space on the street. If setbacks 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

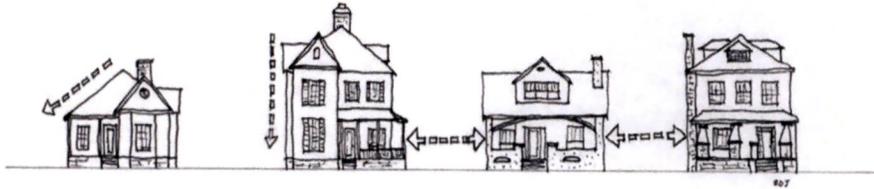


NOT THIS



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

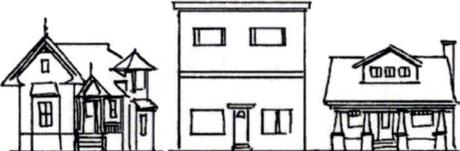
- 7.270(1) (a) The development maintains any unifying development patterns such as building coverage.
- (b) The structure is of similar size and scale of surrounding buildings.

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

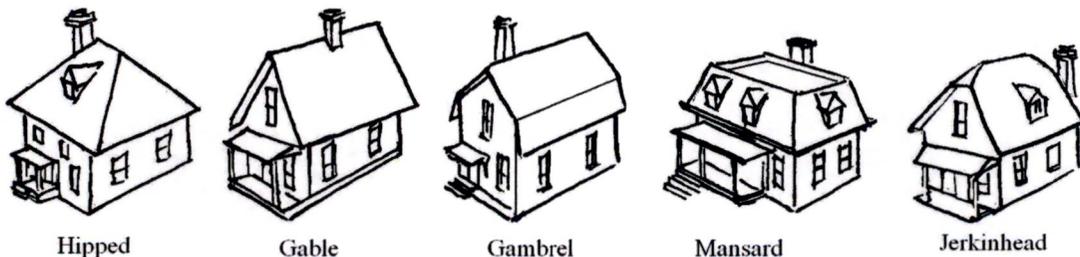
Roof shapes, patterns and colors are important to the character of buildings, both individually and as they are repeated along a streetscape.

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.

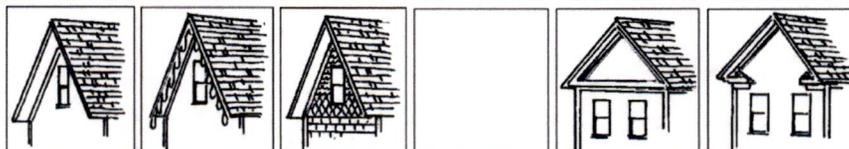
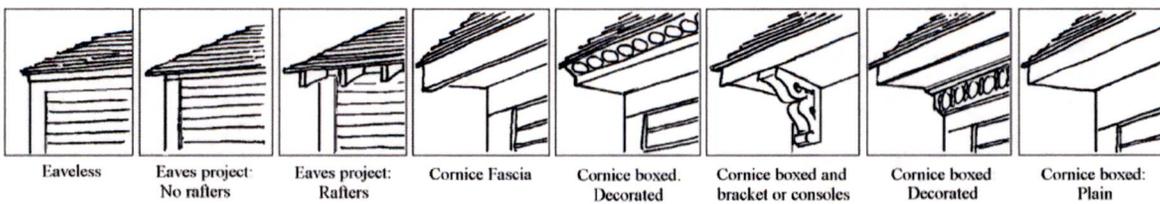
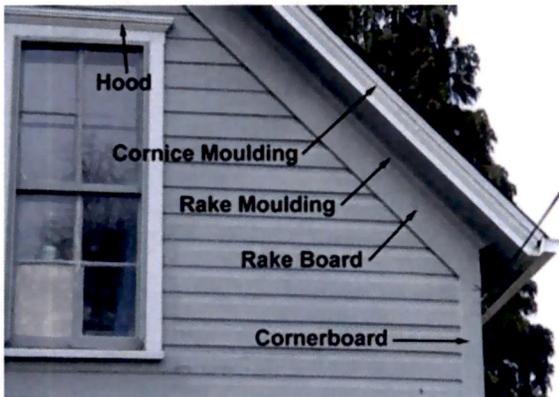


Pitch = the ratio of vertical inches to horizontal inches. A 12:12 pitch refers to 12 inches of rise to 12 inches of horizontal span.



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.



New Construction in Historic Districts & Neighborhoods



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.

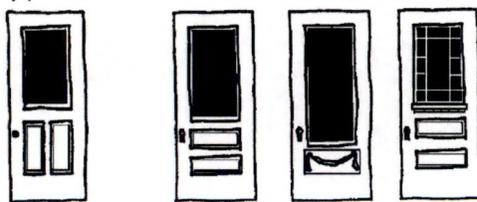
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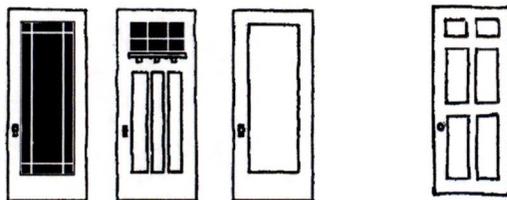
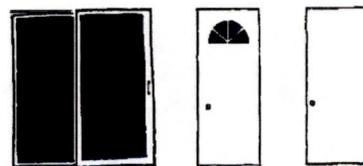
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Italianate &
Queen Anne

Turn of the Century

NOT THIS



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

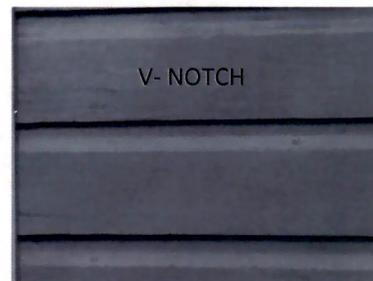
7.270(1)(b) Building materials are reflective of and complementary to existing buildings within the district.



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.

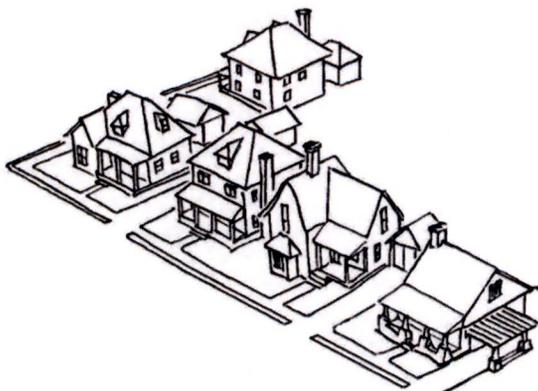
1. If you're rebuilding a historic garage or building a new one, echo the shape, pitch, eaves and material of your house's roof.
2. Garages and other out buildings should be located behind the house and not attached. If alleys are present, garages should be located off of an alley and accessible from 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.

THIS



NOT THIS



New Construction in Historic Districts & Neighborhoods

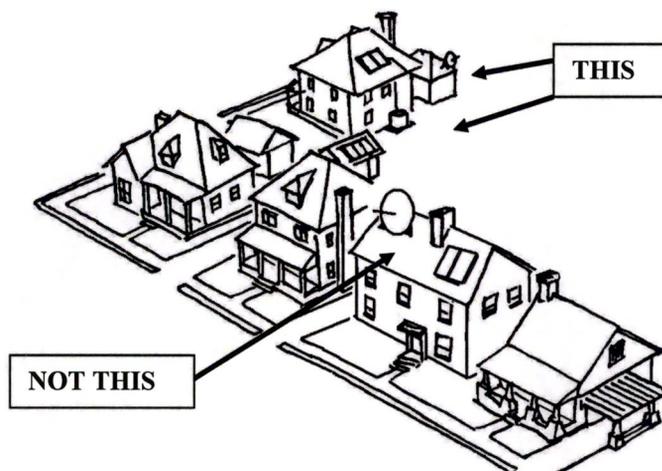
SOLAR PANELS, SKYLIGHTS & UTILITY SYSTEMS

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

Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, or handicap in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility described above, or if you desire further information, please write to: Office for Equal Opportunity, U.S. Department of the Interior, Washington D.C. 20240.

This publication has been financed in part with Federal Funds from the National Park Service, Department of the Interior, as provided through the Oregon State Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendations by the Department of the Interior.

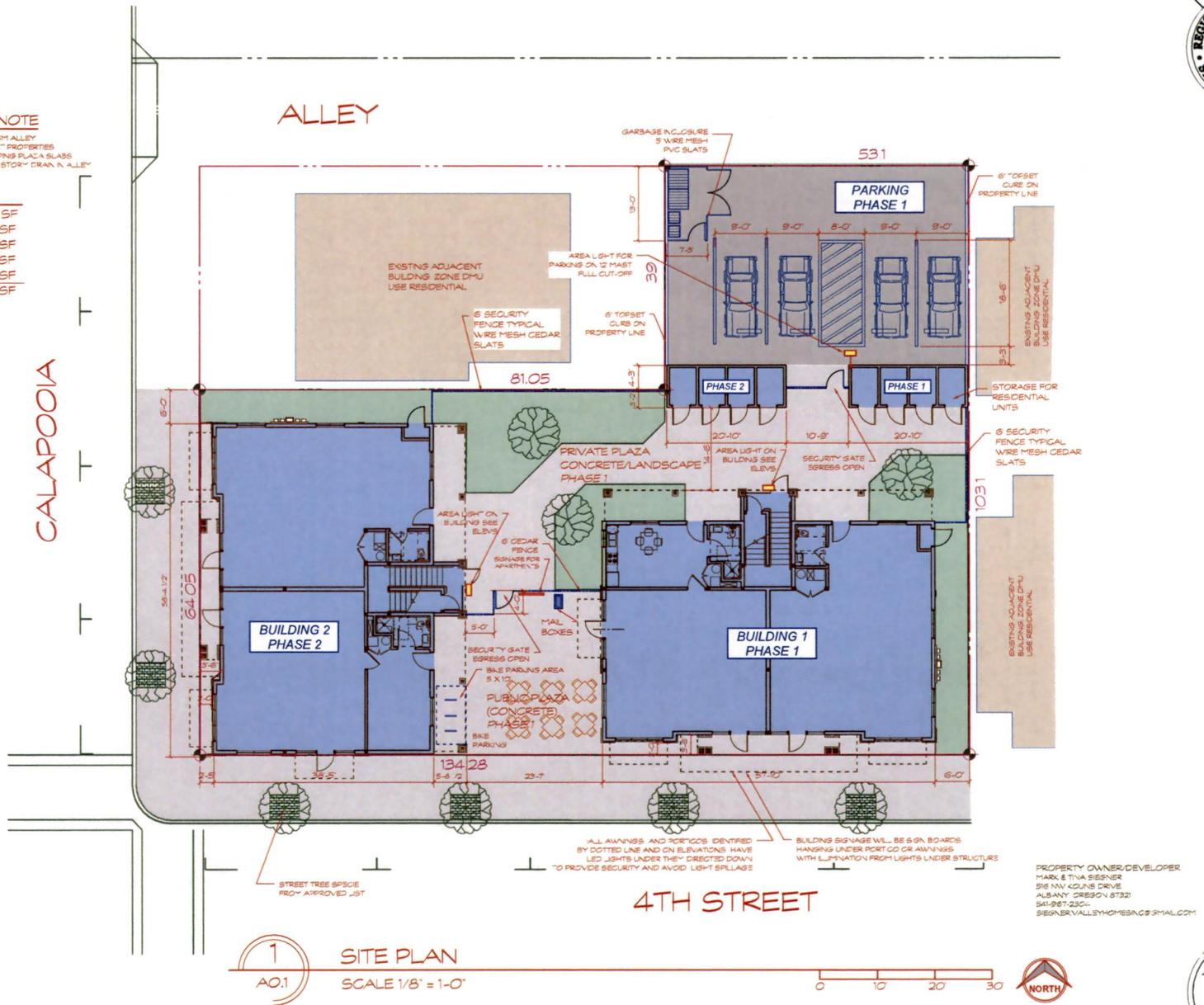
SITE DRAINAGE AND TOPOLOGY NOTE

THIS SITE IS ESSENTIALLY FLAT. IT AREAS 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 POURING PLACA SLABS AND PARKING LOT AREA TO NEW CATCH BASINS CONNECTED TO STORM DRAIN ALLEY.

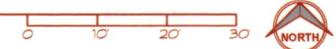
NEW LOT COVERAGE

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



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



PROPERTY OWNER/DEVELOPER
MARK & TINA SIESNER
516 NW GUNN DRIVE
ALBANY OREGON 97321
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SIESNERVALLEYHOMEBSNC@SHAL.COM

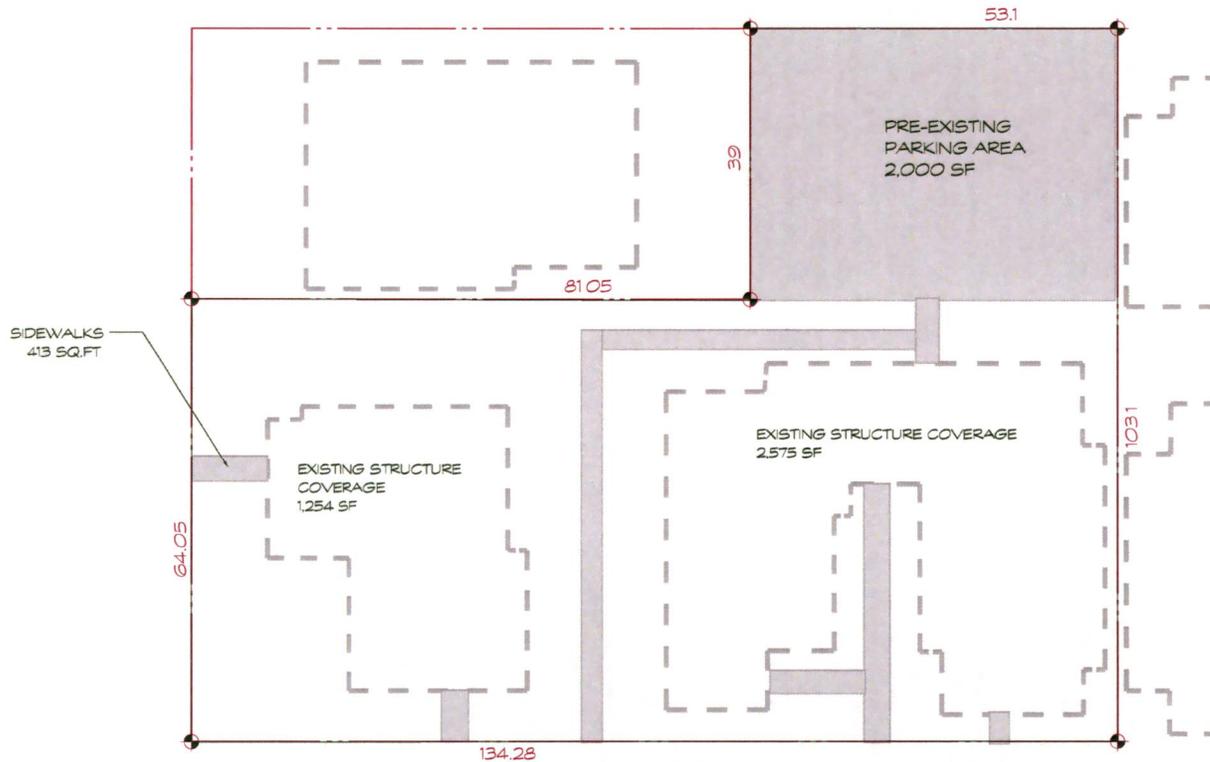


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CALAPOOIA COMMONS
Downtown LIVE/WORK/PLAY
331 NW CALAPOOIA STREET
ALBANY, OREGON 97321

SITE PLAN
REVIEW





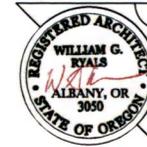
EXISTING LOT COVERAGE

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 S EIGNER
 516 NW COLINS DRIVE
 ALBANY OREGON 97321
 541-967-2300
 SEIGNERVALLEYHOMESINC@GMAIL.COM

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



WILLIAM G. RYALS
 ARCHITECT
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 Albany, OR 97321
 Phone: 541-967-2300
 ryals.architect@gmail.com

FEB. 13, 2022 - SHELLED FOR SITE PLAN REVIEW

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

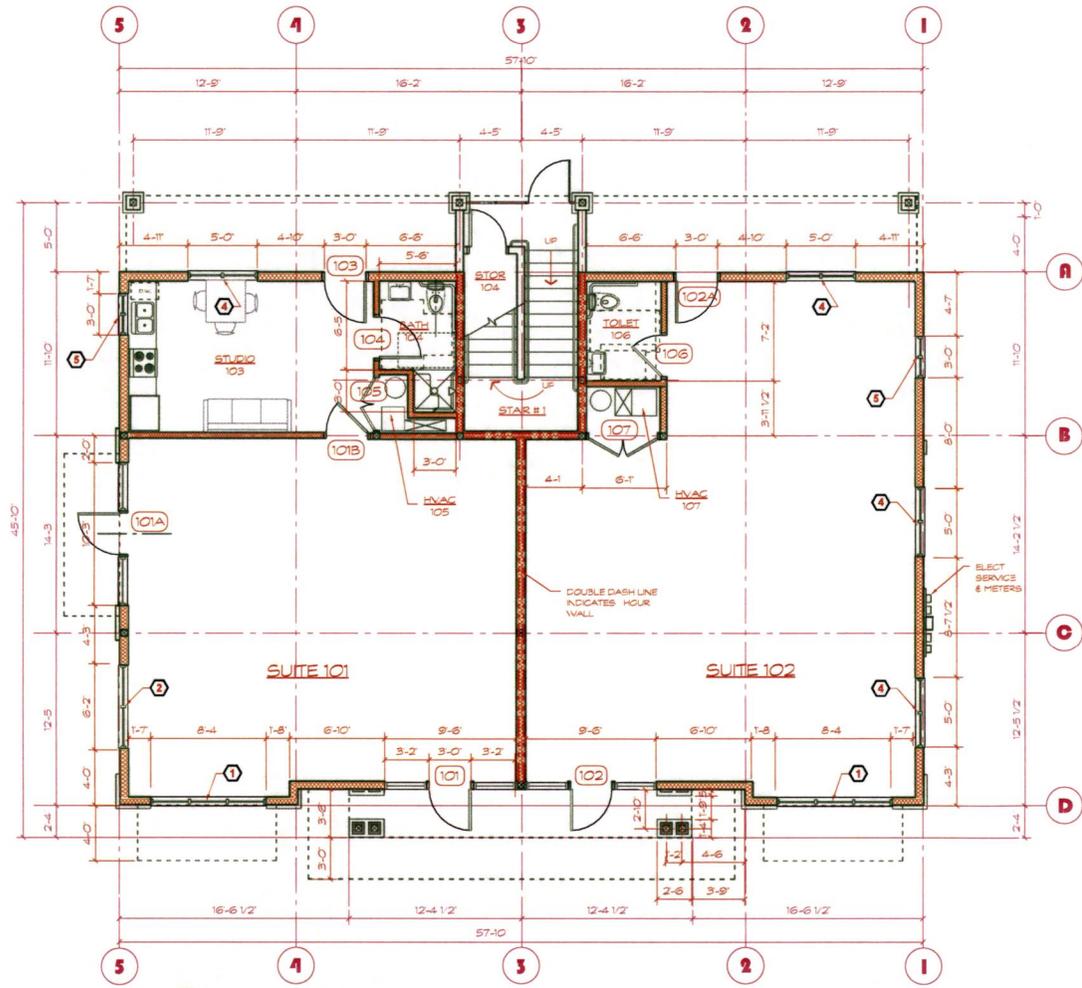
**PRE-EXISTING
 SITE PLAN**



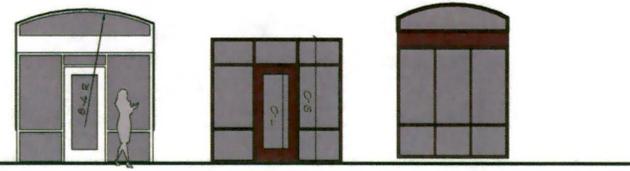
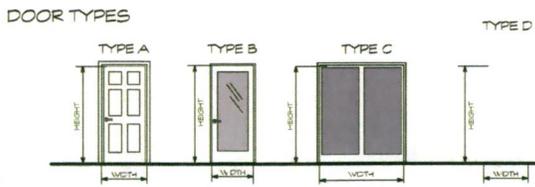
DOOR SCHEDULE

ALL GLAZING IN DOORS OR WITHIN 2'-0" OF DOOR OPENINGS SHALL BE SAFETY GLAZING
 COMPLYING WITH OSBCS SCHEDULE 10. NOTE: ALL EXTERIOR DOORS MUST MEET 2014 Oregon Energy Efficiency Specialty Code

NO.	WIDTH	HEIGHT	CONSTR.	FRAME	TYPE	GLAZING	NOTES
101	3'-0"	7'-0"	INSULATED GLASS	ALUM. METAL FRAM.	B	INSULATED / THERMO	CLEAR 1/8" GLASS, 1/2" SPACER, 1/8" PVB INTERLAYER, 3/16" INSULATED GLASS
102	3'-0"	7'-0"	1.5" SW. ANGLE BRK	TRUY METAL	A	NONE	GLASS
103	3'-0"	7'-0"	INSULATED GLASS	WELDED METAL	C	INSULATED / THERMO	GLASS WITH 200SER
104	3'-0"	7'-0"	1.5" SW. ANGLE BRK	TRUY METAL	A	NONE	GLASS
105	2'-0"	7'-0"	INSULATED GLASS	TRUY METAL	A	NONE	GLASS
106	3'-0"	7'-0"	1.5" SW. ANGLE BRK	TRUY METAL	A	NONE	GLASS (GLASS IN HAND)
107	3'-0"	7'-0"	1.5" SW. ANGLE BRK	TRUY METAL	A	NONE	GLASS
108	3'-0"	7'-0"	INSULATED GLASS	WELDED METAL	D	INSULATED / THERMO	GLASS
109	3'-0"	7'-0"	INSULATED GLASS	TRUY METAL	AA	NONE	FINISH: INSULATED IN BRIDGE OVER INSULATED
110	3'-0"	7'-0"	INSULATED GLASS	TRUY METAL	AA	NONE	FINISH: INSULATED IN BRIDGE OVER INSULATED
111	5'-8"	8'-8"	1.5" SW. ANGLE BRK	TRUY METAL	A	NONE	GLASS
201	3'-0"	6'-8"	INSULATED GLASS	TRUY METAL	AA	NONE	GLASS
202	3'-0"	6'-8"	INSULATED GLASS	TRUY METAL	AA	NONE	GLASS
203	2'-8"	6'-8"	1.5" SW. ANGLE BRK	TRUY METAL	A	NONE	GLASS
204	3'-0"	6'-8"	1.5" SW. ANGLE BRK	TRUY METAL	A	NONE	GLASS
205A	4'-0"	6'-8"	1.5" SW. ANGLE BRK	TRUY METAL	AA	NONE	GLASS BLUR
205B	4'-0"	6'-8"	1.5" SW. ANGLE BRK	TRUY METAL	AA	NONE	GLASS BLUR
206	4'-0"	6'-8"	1.5" SW. ANGLE BRK	TRUY METAL	A	NONE	GLASS
206A	4'-0"	6'-8"	1.5" SW. ANGLE BRK	TRUY METAL	AA	NONE	GLASS BLUR
206B	4'-0"	6'-8"	1.5" SW. ANGLE BRK	TRUY METAL	AA	NONE	GLASS BLUR
207	2'-8"	6'-8"	1.5" SW. ANGLE BRK	TRUY METAL	A	NONE	GLASS
207A	4'-0"	6'-8"	1.5" SW. ANGLE BRK	TRUY METAL	A	NONE	GLASS
207B	4'-0"	6'-8"	1.5" SW. ANGLE BRK	TRUY METAL	AA	NONE	GLASS BLUR
207C	3'-0"	6'-8"	1.5" SW. ANGLE BRK	TRUY METAL	A	NONE	GLASS



1 GROUND FLOOR PLAN
 A11 1/4" = 1'-0"
 0 5 10 15 NORTH

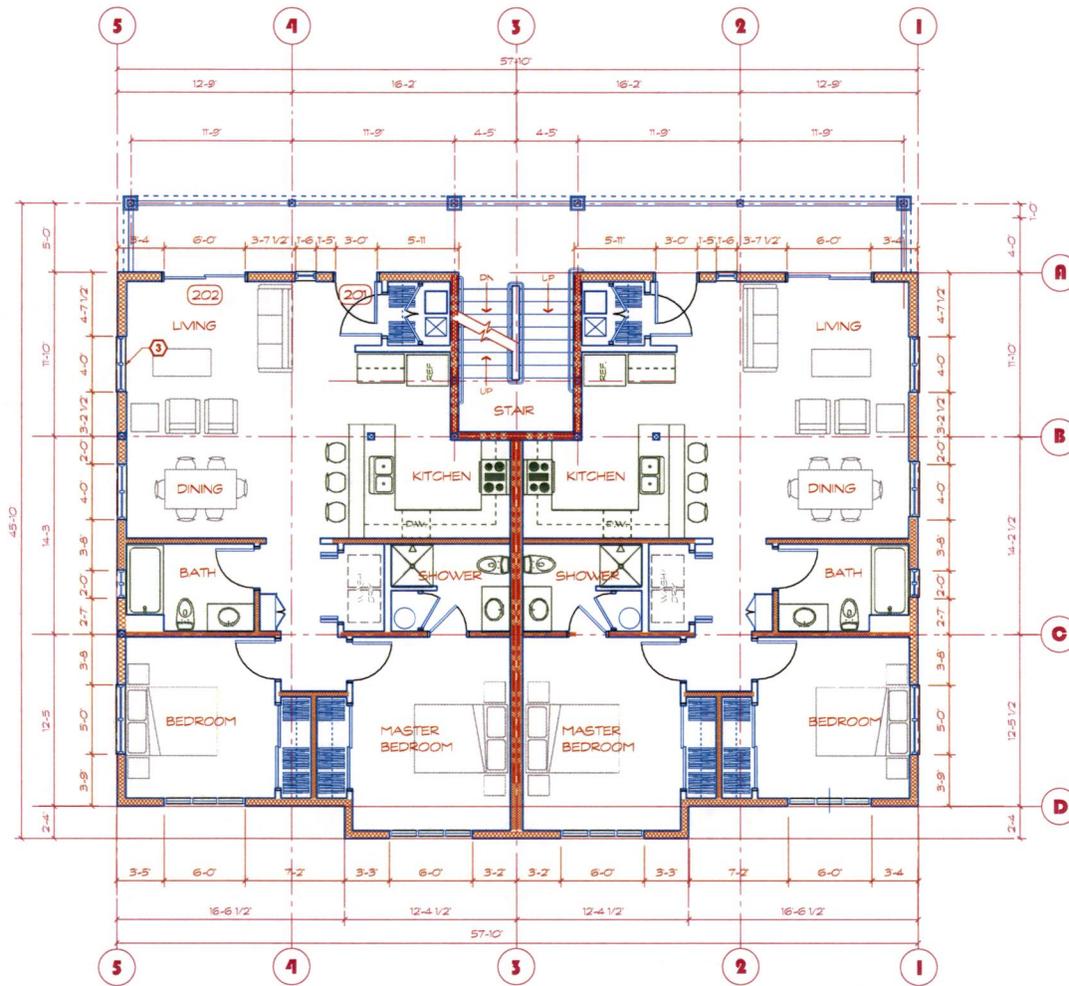


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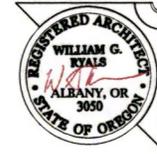
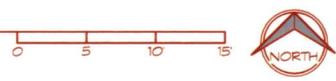
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Ground Floor PLAN





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

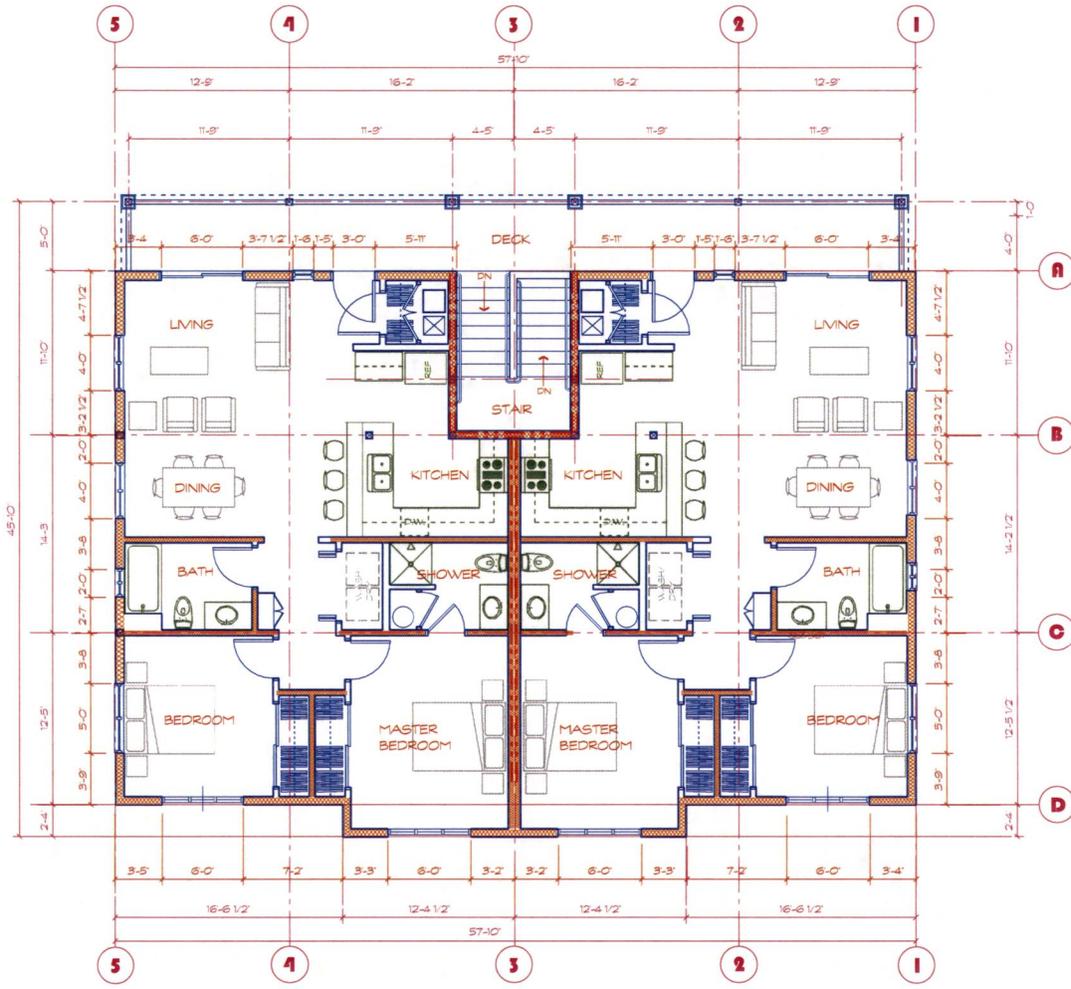


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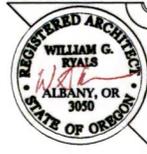
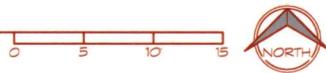
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**2nd Floor
 Plan**





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



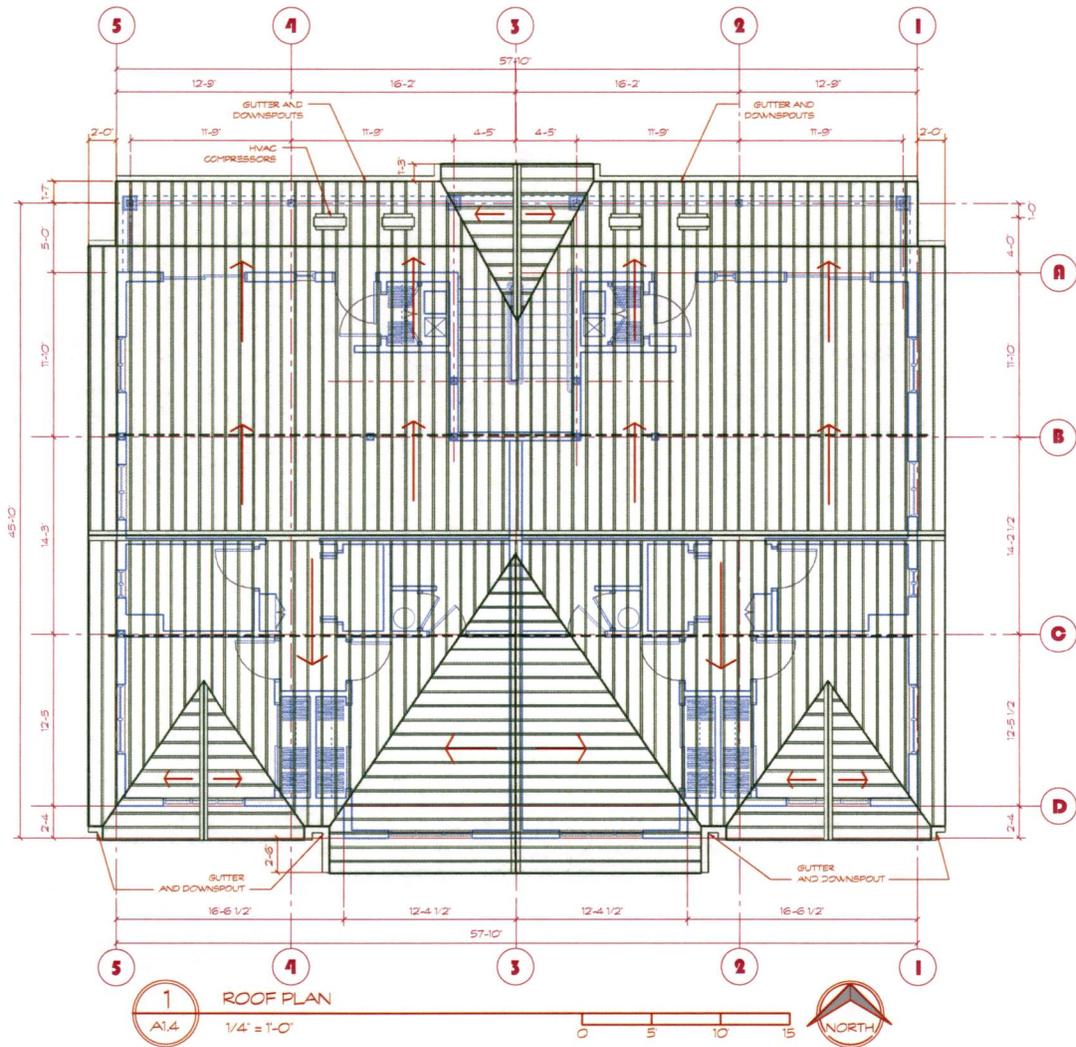
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Feb. 18, 2020 ISSUED FOR SITE PLAN REVIEW

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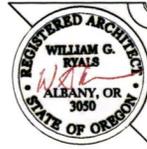
3rd Floor Plan





1 ROOF PLAN
 A1.4 1/4" = 1'-0"

- ROOF PLAN NOTES:**
1. PROVIDE A COPY OF THE SCOPING MATERIALS MANUFACTURE INSTALLATION VERIFICATION LETTER PRIOR TO REQUESTING FINAL INSPECTION. OSBC SECTION 107
 2. ABOVE DECK THERMAL INSULATION BOARD SHALL COMPLY WITH THE STANDARDS IN TABLE 909.2. OSBC SECTION 1909.2
 3. METAL FLASHING TO WHICH BITUMINOUS MATERIALS ARE TO BE ADHERED SHALL BE PRIMED PRIOR TO INSTALLATION. OSBC SECTION 1910.6



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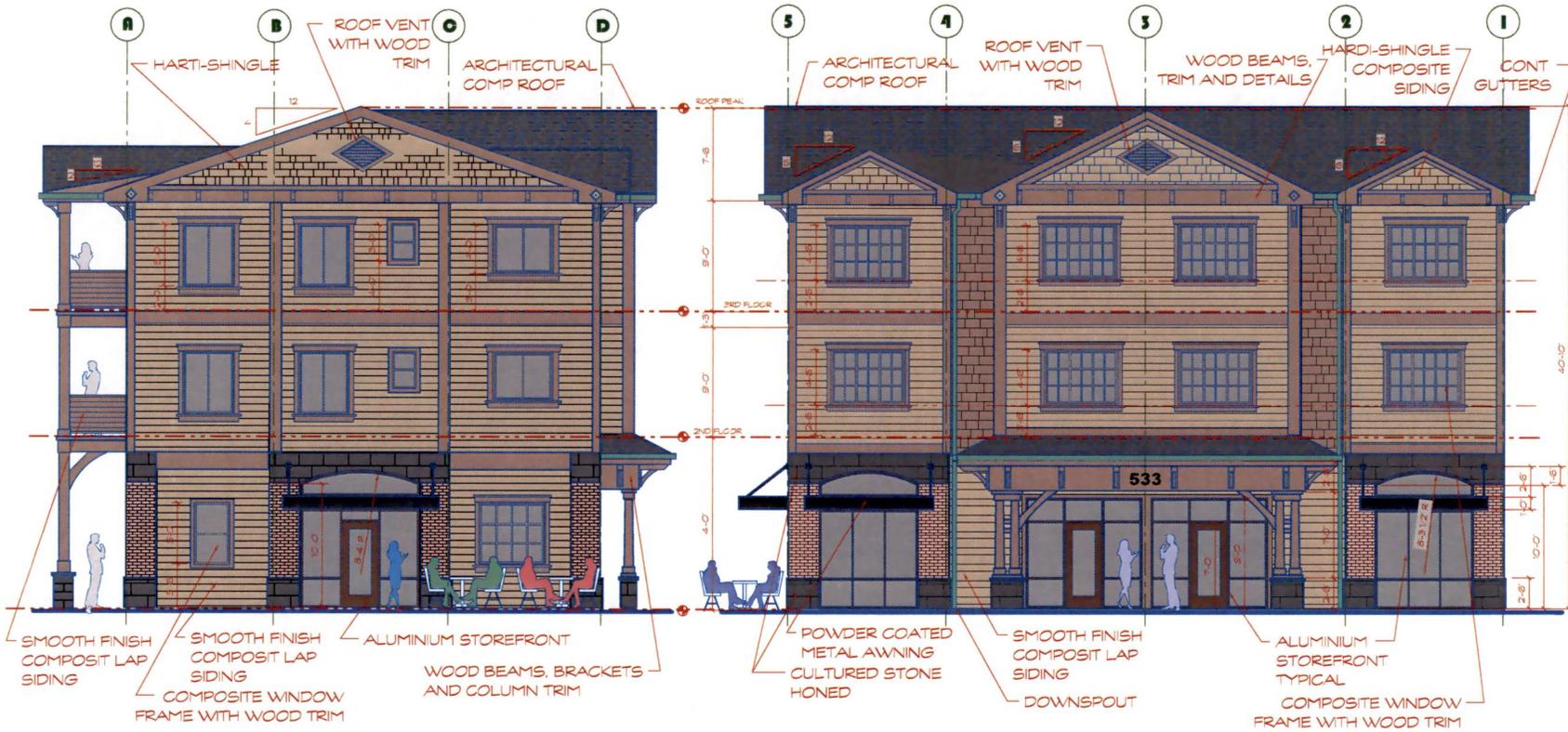
ROOF PLAN





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

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

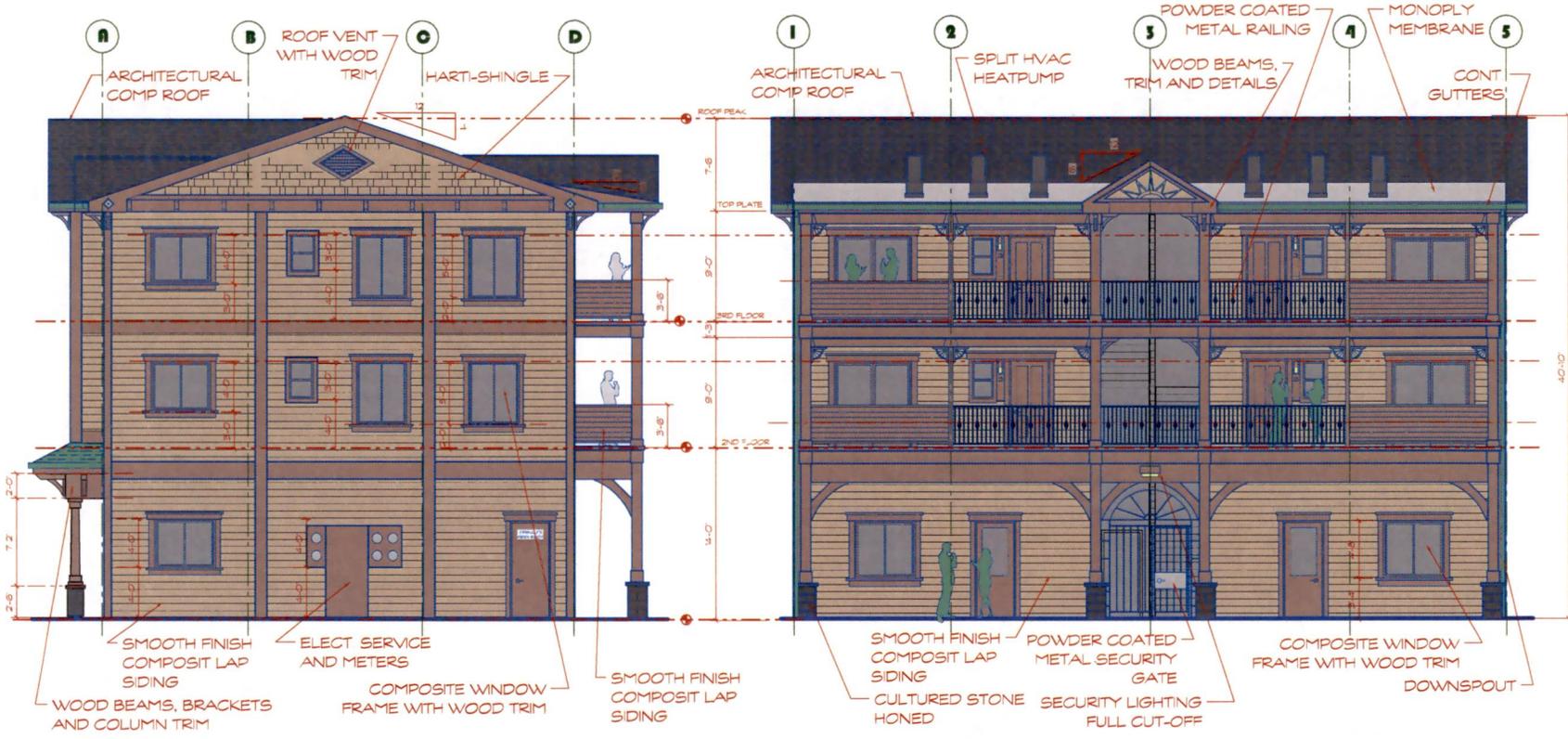
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BUILDING ELEVATIONS





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BUILDING ELEVATIONS



2 EAST BUILDING ELEVATION
 A31 1/4" = 1'-0"

1 NORTH BUILDING ELEVATION
 A31 1/4" = 1'-0"

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:

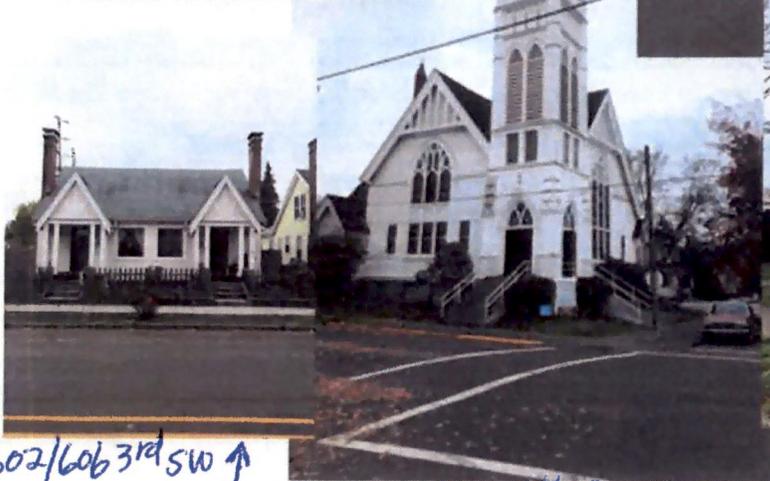
This project is not trying to be a historic structure, but it will have ample exterior detailing that is prevalent in the district. The building materials used in this development are similar to other

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 Salapooia SW



602-606 3rd Avenue SW



306 Washington Street SW



420 3rd Avenue SW



310 Fifth Avenue SW

