



ALBANY CITY COUNCIL

AGENDA

Wednesday, August 12, 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. Public hearings
 - a. 2019-2021 Supplemental budget. [Pages 3-8]

Action: _____ RES NO. _____

Persons wanting to address the council during public hearings have two options.

- 1. *Written testimony may be addressed to the finance director's office, 333 Broadalbin Street SW, Albany, OR 97321 or emailed to jc.rowley@cityofalbany.net. Please include your name and address. Comments received before 5:00 p.m. on August 11, 2020, will be included in the record.*
- 2. *To testify virtually during the public hearing, register by emailing cityclerk@cityofalbany.net by 5:00 p.m. on the day of the meeting. During public testimony, the mayor will call upon those who have registered to speak, and they will be unmuted at that time.*

- b. Rezone property on Highway 99E at Allen Lane. [Pages 9-47]

Action: _____ ORD NO. _____

Persons wanting to address the council during public hearings have two options.

- 1. *Submit written testimony to City staff at cdaa@cityofalbany.net. Comments received before 5:00 p.m. on August 11, 2020, will be included in the record.*
- 2. *To testify virtually during the public hearing, register by emailing cdaa@cityofalbany.net before 3:00 p.m. on the day of the meeting. Include your name and whether you are speaking for, against, or are neutral. During public testimony, the mayor will call upon those who have registered to speak, and they will be unmuted at that time. Testimony should only include new information.*



4. Business from the public

Persons wanting to provide comment to the council during "business from the public" must send their written comments by email to cityclerk@cityofalbany.net 5:00 p.m. the day before the meeting in order to be included in the public record. Please limit comments to one page and include your name and address.

5. Adoption of consent calendar

- a. Accepting Chris Equinoa's resignation from the Human Relations Commission, the Community Development Commission, and the Development Code Amendments Task Force.
- b. Appointments to the Library Board and Community Development Commission. [Pages 48-51]
- c. Approval of minutes
 - 1) July 8, 2020, meeting. [Pages 52-53]
- d. Recommendations to OLCC
 - 1) Approve new outlet off-premises sales liquor license application for City Delivery Service, 34550 Highway 99E. [Page 54]
 - 2) Approve limited on-premises liquor license application for The Pepper Tree, 1124 Salem Avenue SE. [Page 55]
 - 3) Annual liquor license renewals. [Page 56]
 - 4) Approving the proposed council meeting schedule for November and December 2020. [Pages 57-58]
- e. Adoption of resolutions
 - 1) Accepting grant for restroom at transit station. [Pages 59-60] RES NO. _____
 - 2) Accepting 2020 COPS hiring program grant. [Pages 61-62] RES NO. _____
 - 3) Accepting FEMA reimbursement grant. [Pages 63-64] RES NO. _____
 - 4) Accepting an easement from Target. [Pages 65-70] RES NO. _____
 - 5) Appropriating grant funds from Business Oregon. [Page 71] RES NO. _____

Action: _____

6. Staff reports

- a. City manager's office staffing changes. [Page 72]
- b. Designation of LOC voting delegate. [Page 73]

7. Business from the council

8. Next meeting dates

Monday, August 24; 2020; 4 p.m. work session *CANCELLED*
Wednesday, August 26, 2020; 7:15 p.m. regular meeting

9. Adjournment

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



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager **B 8/6**

FROM: Brett Tieszen, Senior Accountant

DATE: August 7, 2020, for the August 12, 2020, City Council Meeting

SUBJECT: 2019-2021 Supplemental Budget
Relates to Strategic Plan theme: Effective Government

Action Requested:

By resolution, adopt the proposed Biennium (BN) 2019-2021 supplemental budget.

Discussion:

The proposed supplemental budget changes total \$2,538,400, a 0.72 percent increase from the current BN 2019-2021 budget. Because one fund changed more than 10 percent, a public hearing was scheduled and noticed, pursuant to ORS 294.473. This supplemental budget will be used to adjust appropriations as needed. The proposed changes are discussed on a fund by fund basis in the narrative presented below.

Budget Impact:

Grants Fund:

Increase personnel services appropriations by \$1,555,800 and materials and services appropriations by \$982,600. The offset comes from grant money received after the City's budget process.

- Increase appropriations of \$1,555,800 to personnel services and \$661,700 to materials and services due to COVID-19 related activities. The offset is federal CARES Act funds distributed via the State's Coronavirus Relief Fund.
- Increase appropriations of \$220,900 to materials and services to be of assistance to Albany's small businesses, prevent low- and moderate-income households from becoming homeless, and provide shelter support to prevent the spread of COVID-19. The offset is a federal CARES Act Community Development Block Grant award.
- Increase appropriations of \$100,000 to materials and services in congruence with a grant accepted by Albany City Council Resolution 6914. The offset is the grant award by the Department of Land Conservation and Development.

The above grants resulted in a 68.5 percent increase in appropriations to the Grants Fund.

BDT:JCR:hr
Attachment: Resolution





RESOLUTION NO. _____

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR BIENNIUM 2019-2021

WHEREAS, the Albany City Council adopted a budget for the 2019-2021 biennium on June 12, 2019; and

WHEREAS, the Albany City Council adopted a supplemental budget for the 2019-2021 biennium on June 10, 2020; and

WHEREAS, there have been occurrences which were not anticipated at the time of the presentation of the budget for Biennium 2019-2021 which require a change in the City's financial planning; and

WHEREAS, there has occurred a pressing necessity which was not foreseen at the time of the preparation of the budget which requires prompt action.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the budget appropriations shown below are hereby approved for the 2019-2021 biennium.

GENERAL FUND

	Current Budget	Sup Bud Adj	Adj Budget
GENERAL FUND			
Administration	\$ 1,086,800	\$ -	\$ 1,086,800
Municipal Court	1,967,600	-	1,967,600
Planning	2,884,600	-	2,884,600
Police	32,015,200	-	32,015,200
Public Safety Levy - Police	3,348,700	-	3,348,700
Code Enforcement	40,000	-	40,000
Fire & Life Safety	2,127,300	-	2,127,300
Public Safety Levy - Fire	3,041,000	-	3,041,000
Fire Emergency Services	31,071,500	-	31,071,500
Library	6,012,700	-	6,012,700
Transfers Out	1,816,100	-	1,816,100
Contingency	2,303,600	-	2,303,600
Total GENERAL FUND	\$ 87,715,100	\$ -	\$ 87,715,100

SPECIAL REVENUE FUNDS

	Current Budget	Sup Bud Adj	Adj Budget
PARKS & RECREATION			
Park & Recreation Admin	\$ 3,731,100	\$ -	\$ 3,731,100
Resource Dev Marketing Svc	458,800	-	458,800
Performance & Cultural Art	1,421,900	-	1,421,900
Children/Youth/Fam Rec Svc	734,900	-	734,900
Adult Recreation Services	1,254,300	-	1,254,300
Sports Services	729,500	-	729,500
Aquatic Services	1,924,900	-	1,924,900
Park Maintenance Services	4,628,700	-	4,628,700
Park Sdc Projects	1,559,600	-	1,559,600
Senior Center Foundation	96,600	-	96,600
Parks Capital Imp Program	550,000	-	550,000
Transfers Out	733,000	-	733,000
Total PARKS & RECREATION FUND	\$ 17,823,300	\$ -	\$ 17,823,300

SPECIAL REVENUE FUNDS (CONTINUED)

	Current Budget	Sup Bud Adj	Adj Budget
GRANTS FUND			
Personnel	\$ 967,500	\$ 1,555,800	\$ 2,523,300
Materials & Services	1,880,200	982,600	2,862,800
Capital	697,300	-	697,300
Transfers Out	160,600	-	160,600
Total GRANTS FUND	\$ 3,705,600	\$ 2,538,400	\$ 6,244,000
	Current Budget	Sup Bud Adj	Adj Budget
BUILDING			
Building Inspection	\$ 3,670,200	\$ -	\$ 3,670,200
Electrical Permit Program	389,700	-	389,700
Transfers Out	120,000	-	120,000
Total BUILDING FUND Appropriations	4,179,900	-	4,179,900
Reserved for Future Expenditures	1,208,600	-	1,208,600
Total BUILDING FUND	\$ 5,388,500	\$ -	\$ 5,388,500
	Current Budget	Sup Bud Adj	Adj Budget
RISK MANAGEMENT			
Risk Management	\$ 2,893,400	\$ -	\$ 2,893,400
Transfers Out	3,660,000	-	3,660,000
Total RISK MANAGEMENT FUND	\$ 6,553,400	\$ -	\$ 6,553,400
	Current Budget	Sup Bud Adj	Adj Budget
ECONOMIC DEVELOPMENT			
Economic Dev Activities	\$ 1,897,000	\$ -	\$ 1,897,000
Lochner Road Improvements	3,647,000	-	3,647,000
Economic Dev Opportunity	3,880,000	-	3,880,000
Albany Municipal Airport	398,200	-	398,200
Airport Capital Projects	305,800	-	305,800
Transfers Out	753,300	-	753,300
Total ECONOMIC DEVELOPMENT FUND	\$ 10,881,300	\$ -	\$ 10,881,300
	Current Budget	Sup Bud Adj	Adj Budget
PUBLIC TRANSIT			
Albany Transit System	\$ 3,083,500	\$ -	\$ 3,083,500
Linn-Benton Loop	2,373,400	-	2,373,400
Paratransit System	1,652,000	-	1,652,000
Albany Transit Sys Equip	230,000	-	230,000
Linn-Benton Loop Equip Rep	140,000	-	140,000
Paratransit System Equip	97,000	-	97,000
Total PUBLIC TRANSIT FUND	\$ 7,575,900	\$ -	\$ 7,575,900
	Current Budget	Sup Bud Adj	Adj Budget
PUBLIC SAFETY LEVY			
Transfers Out	\$ 9,472,000	\$ -	\$ 9,472,000
TOTAL PUBLIC SAFETY LEVY FUND	\$ 9,472,000	\$ -	\$ 9,472,000

SPECIAL REVENUE FUNDS (CONTINUED)

	Current Budget	Sup Bud Adj	Adj Budget
CAPITAL REPLACEMENT			
Equipment Replacement	\$ 5,536,500	\$ -	\$ 5,536,500
City Facilities Repl	629,200	-	629,200
IT Equipment Replacement	2,030,400	-	2,030,400
Transfers Out	1,871,700	-	1,871,700
Total CAPITAL REPLACEMENT FUND	\$ 10,067,800	\$ -	\$ 10,067,800

	Current Budget	Sup Bud Adj	Adj Budget
STREETS			
Personnel	\$ 2,307,600	\$ -	\$ 2,307,600
Materials & Services	5,080,700	-	5,080,700
Capital	15,943,400	-	15,943,400
Transfers Out	225,100	-	225,100
Contingency	370,600	-	370,600
Total STREETS FUND	\$ 23,927,400	\$ -	\$ 23,927,400

DEBT SERVICE FUNDS

	Current Budget	Sup Bud Adj	Adj Budget
DEBT SERVICE			
2002 LTD Tax Pension Bonds	\$ 1,689,400	\$ -	\$ 1,689,400
2004 Revenue Obligations	183,000	-	183,000
Total DEBT SERVICE FUND	\$ 1,872,400	\$ -	\$ 1,872,400

	Current Budget	Sup Bud Adj	Adj Budget
GENERAL OBLIGATION DEBT SERVICE			
2015 Public Safety Facilities Bonds	\$ 2,527,100	\$ -	\$ 2,527,100
Total GENERAL OBLIGATION DEBT SERVICE FUND	\$ 2,527,100	\$ -	\$ 2,527,100

CAPITAL PROJECT FUND

	Current Budget	Sup Bud Adj	Adj Budget
CAPITAL PROJECTS			
Data Integration Proj	\$ 270,000	\$ -	\$ 270,000
Lid Construction Projects	1,338,000	-	1,338,000
Public Safety Facilities	1,049,000	-	1,049,000
Transfers Out	300,000	-	300,000
Total CAPITAL PROJECTS FUND	\$ 2,957,000	\$ -	\$ 2,957,000

PERMANENT FUND

	Current Budget	Sup Bud Adj	Adj Budget
LIBRARY TRUST			
V.O. Torney Trust	\$ 3,700	\$ -	\$ 3,700
Manela Trust	2,800	-	2,800
Total LIBRARY FUND Appropriations	6,500	-	6,500
Unappropriated Fund Balance	79,500	-	79,500
Total LIBRARY TRUST FUND	\$ 86,000	\$ -	\$ 86,000

ENTERPRISE FUNDS

	Current Budget	Sup Bud Adj	Adj Budget
SEWER			
Personnel	\$ 5,217,100	\$ -	\$ 5,217,100
Materials & Services	14,955,200	-	14,955,200
Capital	36,264,900	-	36,264,900
Transfers Out	5,671,700	-	5,671,700
Debt Service	14,500,900	-	14,500,900
Contingency	1,068,800	-	1,068,800
Total SEWER FUND	\$ 77,678,600	\$ -	\$ 77,678,600
WATER			
Personnel	\$ 5,978,000	\$ -	\$ 5,978,000
Materials & Services	13,290,000	-	13,290,000
Capital	13,810,900	-	13,810,900
Transfers Out	2,196,000	-	2,196,000
Debt Service	5,480,100	-	5,480,100
Contingency	1,040,000	-	1,040,000
Total WATER FUND	\$ 41,795,000	\$ -	\$ 41,795,000
STORMWATER			
Personnel	\$ 887,700	\$ -	\$ 887,700
Materials & Services	3,586,700	-	3,586,700
Capital	605,900	-	605,900
Contingency	191,100	-	191,100
Total STORMWATER FUND	\$ 5,271,400	\$ -	\$ 5,271,400

INTERNAL SERVICE FUNDS

	Current Budget	Sup Bud Adj	Adj Budget
CENTRAL SERVICES			
Finance Department	\$ 3,283,300	\$ -	\$ 3,283,300
Council & Administration	638,300	-	638,300
City Manager's Office	3,141,900	-	3,141,900
Information Technology Services	3,909,000	-	3,909,000
GIS Services	941,700	-	941,700
Permit Tracking	241,500	-	241,500
Human Resources	1,949,000	-	1,949,000
GF Facilities Maintenance Projects	451,600	-	451,600
Facilities Maintenance	1,721,300	-	1,721,300
Transfers Out	40,000	-	40,000
Total Appropriations	\$ 16,317,600	\$ -	\$ 16,317,600

INTERNAL SERVICE FUNDS (CONTINUED)

PUBLIC WORKS CENTRAL SERVICES	Current Budget	Sup Bud Adj	Adj Budget
PW Administration	\$ 2,957,000	\$ -	\$ 2,957,000
PW Engineering Services	7,040,900	-	7,040,900
PW Customer Services	1,293,900	-	1,293,900
Operations Administration	1,236,100	-	1,236,100
Facilities & Maint Eng	3,229,000	-	3,229,000
Water Quality Control Svcs	5,115,500	-	5,115,500
PW Engineering Equip Rep	55,000	-	55,000
PW Customer Serv Equip Rep	40,000	-	40,000
Operations Admin Equip Rep	3,000	-	3,000
Facilities & Maint Eng Eq	164,000	-	164,000
Water Quality Ctrl Equip	6,000	-	6,000
Total Appropriations	\$ 21,140,400	\$ -	\$ 21,140,400

DATED AND EFFECTIVE THIS 12TH DAY OF AUGUST 2020.

Mayor

ATTEST:

City Clerk



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*
Travis North, Planner II

DATE: August 4, 2020, for the August 12, 2020, City Council Meeting

SUBJECT: Public Hearing (Planning File ZC-01-20)
Relates to Strategic Plan theme: Great Neighborhoods

Action Requested:

Staff recommends that City Council hold a public hearing, deliberate, and make a decision regarding the proposed land use application as presented in the attached staff report (Attachment A). If Council decides to approve the application, staff also recommends that they adopt the attached ordinance (Attachment B) that would change the zoning map as proposed.

Discussion:

On August 12, 2020, the city council will hold a public hearing on a proposed zoning map amendment to rezone a 5.42-acre parcel from Neighborhood Commercial (NC) to Office Professional (OP), as described in detail in the attached staff report to the Planning Commission.

The application has been processed through the Type IV application review process in accordance with Albany Development Code 1.370. This process is required for zone change proposals and includes review and a recommendation by the planning commission prior to a final local decision made by city council.

On July 27, 2020, the planning commission held a duly advertised public hearing and voted 9-0 to recommend that the city council approve the land use application noted above.

Two letters of public testimony (Attachment C) were received on Monday, July 27. The Notice of Public Hearing for this application stated that written comments would be received until 5:00 p.m. on Friday, July 24. This deadline was implemented to allow adequate time for staff to send the planning commission the written comments and to allow time for each commissioner to read and consider the comments. Because neither of the comments were received by the specified deadline, they were not presented to the planning commission at the July 27 meeting. Likewise, neither of the commenters provided verbal testimony at the hearing.

Options for the City Council:

City council has three options with respect to the proposed zoning map amendment:

- Option 1: Approve the proposed zoning map amendment; or
- Option 2: Approve the proposed zoning map amendment with changes; or

cityofalbany.net

Option 3: Deny the proposed zoning map amendment.

Based on the analysis provided in the report, staff recommends city council approve the proposed zoning map amendment. If city council accepts this recommendation the following motion is suggested:

Motion to Adopt

I MOVE that the city council ADOPT the ordinance to amend the zoning map from Neighborhood Commercial to Office Professional as identified in the staff report, dated July 20, 2020, and referenced under planning file ZC-01-20. This motion is based on the findings and conclusions in the staff report to the planning commission and city council and findings in support of the decision made by city council during deliberations on this matter.

Budget Impact:

None

DM:tn:kc

Attachments:

- A. Staff Report dated July 20, 2020
- B. Ordinance
- C. Written Public Testimony



COMMUNITY DEVELOPMENT

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

Staff Report

Zoning Map Amendment

File: ZC-01-20

July 20, 2020

HEARING BODIES:	Planning Commission	City Council
HEARING DATES:	Monday, July 27, 2020	Wednesday, August 12, 2020
HEARING TIMES:	5:15 P.M.	7:15 P.M.
HEARING LOCATION:	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.	

At the scheduled start of the hearing, join with the GoToMeeting app on your computer, tablet, or smartphone (using your device’s microphone and speakers):

PLANNING COMMISSION, Monday, July 27, 2020
<https://www.gotomeet.me/CommunityDevelopmentCityofAlbany/>

If you wish to dial in using your phone:
Call 1-571-317-3122 and when prompted enter access code 498-239-709

CITY COUNCIL, Wednesday, August 12, 2020
<https://www.gotomeet.me/cityofalbany.com>

If you wish to dial in using your phone:
Call 1-646-749-3129 and when prompted enter access code 491-970-829

Executive Summary

The application is a request to rezone an existing 5.42-acre vacant parcel from Neighborhood Commercial (NC) to Office Professional (OP). The subject property is within the boundary of the South Albany Area Plan (SAAP) and is located on the east side of Pacific Boulevard at the intersection of Allen Lane and Pacific Boulevard, immediately adjacent to Linn-Benton Community College (LBCC). The proposed OP zoning district is compatible with the Comprehensive Plan Map Designation of Light Commercial (LC). Key differences between the two zones include:

- Manufacturing and production, as well as small-scale manufacturing and industrial offices, are permitted in the OP zone, whereas those uses are not allowed in the NC zone.
- Drive-thru restaurants are permitted in the NC zone, whereas they are not allowed in the OP zone.

- Multi-family development of three or more units is permitted with conditional use review in the OP zone, whereas they are not allowed in the NC zone.
- Single-family detached units are permitted outright in the OP zone, whereas they require site plan review in the NC zone.

The applicant is Five Point Five, LLC., represented by K & D Engineering, Inc., of Albany, Oregon. This Zoning Map Amendment application was deemed complete on May 7, 2020. At this time, the request is limited to the zone change; the applicant has not submitted a development application for formal land use review. The criteria for amending a zoning map are found in Albany Development Code (ADC) 2.740 and are addressed in the staff report below.

In summary, the proposed amendment satisfies applicable review criteria, will remain consistent with the City's Comprehensive Plan goals and policies, and will not affect implementation of the statewide planning goals. Therefore, the staff recommendation is APPROVAL of the proposed zoning map amendment.

Application Information

Proposal:	Zoning Map Amendment from the NC (Neighborhood Commercial) zoning district to the OP (Office Professional) zoning district.
Review Body:	Planning Commission and City Council (Type IV, Quasi-Judicial Decision)
Report Prepared By:	Travis North, Project Planner
Property Owner/Applicant:	Five Point Five, LLC; Mike Spencer; 1347 Spencer Mountain Drive NW, Albany, OR 97321
Applicant's Representative:	Dan Watson, K & D Engineering, Inc.; P.O. Box 725, Albany, OR 97321
Address/Location	Unaddressed Parcel
Map/Tax Lot:	Linn County Assessor's Map No. 11S-03W-30 Tax Lot 400
Zoning:	NC - Neighborhood Commercial
Comprehensive Plan Map:	LC - Light Commercial
Acres	5.42 acres
Existing Land Use:	Vacant
Neighborhood:	South Albany
Surrounding Zoning:	North: LI – Light Industrial South: OP – Office Professional East: IP – Industrial Park West: RS – 6.5 Residential Single Family & IP
Surrounding Uses:	North: Single-family residence South: Single-family residence East: Vacant West: Linn-Benton Community College/Single-family residence
Prior History:	Prior land use history could not be located. Zoning maps indicated the parcel has been zoned Neighborhood Commercial (NC) since at least 1987.

Review Process and Appeals

The proposal to amend the zoning map is made through a Type IV quasi-judicial land use review process. The planning commission will hold a public hearing to consider proposed amendments and will make a recommendation to the city council. If the planning commission denies the request, it only goes to city council on appeal. The city council will hold a subsequent public hearing to consider the proposed amendments. After closing the public hearing, the city council will deliberate and make a final decision. Within five days of the city council's final action on the proposed amendments, the community development director will provide written notice of the decisions to any parties entitled to notice. A city council decision can be appealed to the Oregon Land Use Board of Appeals (LUBA) if a person with standing files a Notice of Intent to Appeal within 21 days of the date the decision is reduced to writing and bears the necessary signatures of the decision makers.

Public Notice

A public notice was mailed to surrounding property owners within 300 feet of the subject property on July 7, 2020, and a notice was posted on the property on July 13, 2020, in accordance with ADC 1.370(2). At the time this report was published, the Albany Planning Division had not received any written comments regarding the proposed project.

Analysis of Development Code Criteria

The Development Code includes the following review criteria, which must be met for this application to be approved. Code criteria are written in **bold** followed by findings, conclusions, and conditions of approval where conditions are necessary to meet the review criteria.

Zoning Map Amendments (ADC 2.740)

Zoning Map amendments will be approved if the council finds that the applicant has shown that all of the following criteria are met.

Criterion 1

The proposed base zone is consistent with the Comprehensive Plan Map Designation for the entire subject area unless a plan map amendment has also been applied for.

Findings of Fact

- 1.1 The subject property is designated Light Commercial (LC) on the Comprehensive Plan Map. According to the Plan Designation Zoning Matrix (ADC 2.760, Table 2-1), the existing zone, NC, and the proposed zone, OP, are both compatible zoning districts with the Comprehensive Plan Map Designation.

Conclusions

- 1.1 The proposed OP zone is consistent with the Comprehensive Plan Map Designation of LC.
- 1.2 This criterion is satisfied.

Criterion 2

Existing or anticipated transportation facilities are adequate for uses permitted under the proposed zone designation.

Findings of Fact

- 2.1 The site is located on the east side of Pacific Boulevard at the intersection of Allen Lane and Pacific Boulevard. The zone change would change the designation of a 5.42-acre parcel from NC to OP.
- 2.2 Zone changes are required to comply with the Transportation Planning Rule (TPR). The rule holds that a “significant effect” occurs and must be mitigated if a proposed zone change would result in an existing or planned transportation facility either failing to meet an adopted performance standard or degrading the performance of an already failing facility.
- 2.3 The subject application included a TPR Assessment. The analysis was performed by K&D Engineering. The analysis compared the number of a.m. peak hour, p.m. peak hour, and average daily vehicle trips that could be generated by development of the site under the current NC zone designation with the trips that could result from development under the requested OP designation.
- 2.4 The K&D analysis evaluated potential trip generation from the site based on a variety of potential land uses. The reasonable worst-case use under both zone designations was found to develop with commercial as opposed to residential uses. The mix of commercial uses allowed on the site is best represented by the ITE trip generation category for “Shopping Center.” Because the worst-case use for the two zone designations is the same, there is no difference in traffic impacts that could result from the zone change.
- 2.5 The requested OP zone designation does allow for multifamily development that the current NC zone does not. The K&D analysis found that development of the site with a multifamily use would generate fewer vehicle trips than would development with commercial uses.

Conclusions

- 2.1 The proposed zone change would change the designation of a 5.42-acre parcel from NC to OP.
- 2.2 The TPR requires that zone changes be evaluated to see if the vehicle trip generation that could occur under the new zone designation is more than could have occurred under current designation, and if so, if the additional trips would result in a “significant effect.”
- 2.3 An analysis submitted by the applicant estimated that a reasonable worst-case development under the requested zone designation would, at most, generate 5 more p.m. peak hour and 59 more average daily trips than would development under the current zone designation. The additional trips generated by the requested zone change at number of trips falls below the Oregon Highway Plan (OHP) threshold of 400 average daily trips for evaluation of a significant effect under the TPR.
- 2.4 This criterion is satisfied.

Criterion 3

Existing or anticipated services (water, sanitary sewers, storm sewers, schools, police and fire protection) can accommodate potential development in the subject area without adverse impact on the affected service area.

Findings of Fact

- 3.1 Sanitary Sewer: City utility maps show a 12-inch public sanitary sewer main in Pacific Boulevard and a 10-inch main stubbed to the east side of Pacific Boulevard at Allen Lane.

The City’s Wastewater Collection System Facility Plan does not show any system deficiencies in this area that would indicate that development allowed as a result of the proposed zone change would

adversely impact the public sanitary sewer system. The existing public sanitary sewer facilities should be adequate to serve any potential development allowed under the proposed zoning designation

- 3.2 Water: City utility maps show a 16-inch public water main along the west side of Pacific Boulevard and a 12-inch main crossing Pacific Boulevard at Allen Lane.

The City's Water Facility Plan does not show any system deficiencies in this area that would indicate that development allowed as a result of the proposed zone change would adversely impact the public water system. The existing public water facilities should be adequate to serve any potential development allowed under the proposed zoning designation.

- 3.3 Storm Drainage: City utility maps show a ditch along the east side of Pacific Boulevard along the frontage of the subject property. Pacific Boulevard (Highway 99E) is an ODOT right-of-way under the jurisdiction of the State.

Future development on the subject property, regardless of the zoning designation, is likely to require the construction of on-site stormwater detention facilities as well as stormwater quality facilities. The detention facilities are typically designed to restrict stormwater discharge from the site to pre-development rates, which should mitigate potential impacts to the public storm drainage system in Pacific Boulevard.

Because Pacific Boulevard/Highway 99E is a State highway and under the jurisdiction of ODOT, any future development on the subject property would be subject to ODOT requirements pertaining to stormwater discharge to the highway drainage system.

Conclusions

- 3.1 Public utilities (sanitary sewer, water, storm drainage) are adequate to serve potential development on the subject property under the proposed Office Professional (OP) zoning designation.
- 3.2 Any specific utility requirements for future development would be determined at the time of land use application for the development.

Criterion 4

The intent and purpose of the proposed zoning district best satisfies the goals and policies of the Comprehensive Plan.

Findings of Fact

- 4.1 The current zoning designation of the subject property is Neighborhood Commercial (NC). The proposed zoning designation is OP.
- 4.2 According to Section 4.020(2) of the Development Code, the NC zoning district is intended "primarily for small areas of retail establishments serving nearby residents' frequent needs in convenient locations. The NC District is typically appropriate for small clusters or service centers located at intersections within residential neighborhoods. Businesses should fit into the residential pattern of development and not create land use, architectural or traffic conflicts. Generally, uses located within the NC Districts should have as their primary market area the population within a one-half mile radius."
- 4.3 According to Section 4.020(1) of the Development Code, the OP district is "intended to provide a vertical or horizontal mix of professional offices, personal services, live-work, residential and limited related commercial uses in close proximity to residential and commercial districts. The limited uses

allowed in this district are selected for their compatibility with residential use and the desired character of the neighborhood. OP is typically appropriate along arterial or collector streets as a transitional or buffer zone between residential and more intense commercial or industrial districts.”

4.4 For the following reasons, staff conclude that the subject property is poorly aligned with the intent and purpose of the NC zoning district:

- ADC 4.040(2) states that “the NC District is typically appropriate for small clusters or service centers located at intersections within residential neighborhoods.” Save the RS-6.5 zoning district to the west that is the site of the Linn-Benton Community College (LBCC), the subject property is entirely surround by commercial and industrial zoning districts. Although several of the adjoining parcels are developed with single-family residences, the subject property is not located in a “residential neighborhood.”
- ADC 4.040(2) states that “Businesses should fit into the residential pattern of development and not create land use, architectural or traffic conflicts.” Again, there is no “residential pattern of development” adjoining this property. The closest residential neighborhood is the neighborhood north of LBCC. However, this neighborhood is approximately one-half mile from the subject property and is separated from it by a state highway.
- ADC 4.040(2) states that “Generally, uses located within the NC Districts should have as their primary market area the population within a one-half mile radius.” Again, save for the residential area north of LBCC, the surrounding area is sparsely populated. To the east of the subject property is vacant agricultural land. Likewise, the entire east side of the property is comprised of railroad right-of-way, which restricts access from the east. To north and south, are single-family residences. However, these parcels are zoned commercial and industrial, and it is reasonable to conclude they will someday convert to those respective uses. To the west is LBCC; students or faculty are not housed on the campus.
- Per ADC 4.090 (2), Table 4-2, new NC zones may be no more than 30,000 s.f. of contiguous land. The subject parcel is 5.42 acres, which equates to 236,095 s.f., well above what would be allowed for a new NC zone.

4.5 For the following reasons, staff conclude that the subject property is more closely aligned with the intent and purpose of the OP zoning district:

- ADC 4.040(1) states that the OP district is “intended to provide a vertical or horizontal mix of professional offices, personal services, live-work, residential and limited related commercial uses in close proximity to residential and commercial districts.” The surrounding area is comprised of an eclectic mix of commercial, institutional, industrial, and residential uses and is surrounded by a diverse mix of zoning districts. The OP district permits a wider array of commercial and residential uses that mirror the surrounding zoning and land use patterns.
- ADC 4.040(1) states that “OP is typically appropriate along arterial or collector streets as a transitional or buffer zone between residential and more intense commercial or industrial districts.” The subject property is located along Pacific Boulevard, an arterial street. Likewise, the property acts as buffer between industrial land to the east and LBCC to the west, which is zoned residential.

- 4.6 The following Comprehensive Plan goals and policies are relevant in considering whether the proposed OP zoning designation “best satisfies” the goals and policies of the Comprehensive Plan. Each of the relevant goals and policies are listed below in bold italic print.

Statewide Planning Goal 1: Citizen Involvement (Chapter 9)

Goal: Ensure that local citizens and other affected groups, neighborhoods, agencies, and jurisdictions are involved in every phase of the planning process.

Policy 2: When making land use and other planning decisions:

- a. Actively seek input from all points of view from citizens and agencies and assure that interested parties from all areas of the Urban Growth Boundary have the opportunity to participate.***
- b. Utilize all criteria relevant to the issue.***
- c. Ensure the long-range interests of the general public are considered.***
- d. Give particular attention to input provided by the public.***
- e. Where opposing viewpoints are expressed, attempt to reach consensus where possible.***

Policy 3: Involve the general public in the use, evaluation, and periodic review and update of the Albany Comprehensive Plan.

Policy 4: Ensure information is made available to the public concerning development regulations, land use, and other planning matters including ways they can effectively participate in the planning process.

- 4.7 In Type IV quasi-judicial proceedings conducted for zoning map amendments as proposed by the applicant, the Development Code sets forth provisions for citizen involvement at public hearings before the planning commission and city council. Notice was mailed to surrounding property owners within 300 feet of the subject site and to affected government agencies. Notice of these public hearings was posted on the subject property. Based on these provisions, citizens will have ample opportunity to review and comment on the proposed map amendments.

People who are notified of the public hearings are invited to submit comments or questions about the application prior to the hearing or at the hearing. Review of the applications are based on the review criteria listed in the Development Code. The purpose of the public hearing is to provide the opportunity for people to express their opinion about the proposed changes. The planning commission and city council facilitate this process through their respective public hearings.

Statewide Planning Goal 2: Land Use Planning-Land Use Designations (Chapter 9)

To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.

- 4.8 According to the Albany Comprehensive Plan, “The relationship of the Plan designations to the zoning districts is summarized graphically in the ‘Plan Designation Zoning Matrix’. This matrix is for determining the compatibility of a particular zoning district with any given Plan designation. The matrix shows what zoning districts are compatible with each Plan designation”. The LC Comprehensive Plan Map Designation includes the OP zoning district.

Statewide Planning Goal 5: Open Spaces, Scenic and Historic Areas, & Natural Resources (Chapter 1)

Goal: Protect wetlands to ensure their continued contribution as natural areas, open space, wildlife and vegetative habitat, and storm water retention and conveyance.

Policy 1: Protect and enhance wetlands adopted as significant in the Local Wetlands Inventory.

Policy 4: Coordinate the review of any development proposal that could impact a wetland with applicable local, state, and federal agencies including Linn and Benton Counties, the Oregon Division of State Lands, the Army Corps of Engineers, Soil Conservation Service, Soil and Water Conservation Districts, etc.

- 4.9 The subject property contains non-significant local wetlands that are regulated by the Oregon Department of State Lands (DSL). The city notified DSL of the pending application on February 26, 2020. DSL provided acknowledgement of the notification on March 6, 2020 (Attachment D).

Statewide Planning Goal 9: Economic Development-Economy (Chapter 3)

Goal 1: Diversify the economic base in the Albany area and strengthen the area's role as a regional economic center.

Goal 5: Strive for a balance of growth in jobs and housing for Albany and the region.

- 4.10 The OP zone allows for wider range of industrial uses than the NC zone. Specifically, manufacturing is a permitted use in the OP zone, whereas it is not permitted in the NC zone. Because manufacturing is typically regional in nature, the inclusion of manufacturing supports the goal of strengthening the area's role as a regional economic center. Likewise, the OP zone also permits a wider range of residential uses than the NC zone. Specifically, multi-family housing of three or more units is permitted with a conditional use review in the OP zone, whereas they are prohibited in the NC zone. Additionally, single-family units and two-family units are permitted outright in the OP zone, whereas they require a site plan review in the NC zone. Therefore, the proposed zone change from NC to OP provides greater flexibility in balancing the need for jobs and housing in Albany.

Statewide Planning Goal 9: Economic Development - Land Use (Chapter 3)

Goal 1: Ensure an adequate supply of appropriately zoned land to provide for the full range of economic development opportunities in Albany, including commercial, professional, and industrial development.

Goal 2: Achieve stable land-use growth that results in a desirable and efficient land-use pattern.

Goal 4: Promote infill development and redevelopment throughout the City.

- 4.11 As discussed above, the OP zone allows for limited industrial uses and therefore supports Goal 1. The subject property is a vacant parcel located along an arterial street. Given the wider range of permitted uses in the OP zone, the proposed zone change is anticipated to spur development of the property and therefore supports Goal 2 and Goal 4.

Statewide Planning Goal 9: Economic Development – Public Infrastructure (Chapter 3)

Goal 1: Ensure that new industrial and commercial development is located in areas that can be adequately served by public infrastructure.

- 4.12 The availability of public infrastructure is discussed in detail in Criterion 3. The site is fully served with public utilities with adequate capacity to serve the allowable uses in the proposed zone. Therefore, the proposed zone change meets Goal 1.

Statewide Planning Goal 10: Housing (Chapter 4)

To provide for the housing needs of citizens of the state.

Goal 1: Provide a variety of development and program opportunities that meet the housing needs of all Albany's citizens.

Goal 2: Create a city of diverse neighborhoods where residents can find and afford the values they seek.

Policy 1: Ensure an adequate supply of residentially-zoned land in areas accessible to employment and public services.

- 4.13 Although the OP zoning district does not technically qualify as "residentially-zoned land," as noted above residential uses are permitted in the zone, including single-family and multi-family units. A development proposal was not provided with this application for a zoning change. The applicant states in the findings (Attachment B) that "we believe this property is ideally suited to provide services needed in the area. Residential housing that would serve the student population attending Linn-Benton Community College across the street for [sic] this property would also be allowed under a Conditional Use Review." However, it is not clear whether the applicant intends to develop residential units on the property or, for that matter, how they intend to develop the property. Residential development would support Albany's housing goals, particularly given the subject property's close proximity to LBCC, which is a regional center for both employment and public services.

Statewide Planning Goal 12: Transportation (Chapter 5)

- 4.14 The facts surrounding the transportation system are more fully addressed in the TPR Analysis completed by K&D Engineering (Attachment E) and staff analysis found in Criterion 2 of this report. At worst, the requested zone change would generate 5 more p.m. peak hour and 59 more average daily trips than would development under the current zone designation. The additional trips generated by the requested zone change at number of trips falls below the Oregon Highway Plan (OHP) threshold of 400 average daily trips for evaluation of a significant effect under the TPR. Therefore, the proposed change is consistent with Goal 12 and will not hinder the City of Albany in providing an efficient transportation system that provides for the local and regional movement of people and goods. It will not hinder the City of Albany's goal of providing a safe transportation system that ensures mobility for all community members and providing alternatives to automobile travel.

Statewide Planning Goal 14: Urbanization (Chapter 8)

Goal 1: Achieve stable land use growth which results in a desirable and efficient land use pattern.

Policy 9: Encourage the use of already serviced vacant and underdeveloped land through adaptive reuse of older areas of the community and the development and/or partitioning of lots which can meet minimum lot size requirements.

Policy 15: Encourage land use patterns and development plans which take advantage of density and location to reduce the need for travel and dependency on the private automobile, facilitate energy-efficient public transit systems, and permit building configurations which increase the efficiency of energy use.

Policy 16: Provide development opportunities for large-scale industrial and commercial development and for people to live in proximity to activity centers, particularly their place of employment.

- 4.15 The subject property is vacant and fully serviced with City of Albany water, sanitary sewer, storm drainage, and police and fire service. The property is located on an arterial street adjacent to a regional employment and public service hub (e.g. LBCC, Target Distribution) and in proximity to residential neighborhoods. Development of the property with residential, commercial, industrial or mixed-use would enable Albany residents to live and work in close proximity to nearby neighborhoods, public transit and activity centers.

Statewide Planning Goal 14: South Albany Area Plan (Chapter 8)

Policy 1: South Albany will be further planned and developed as a complete and livable community. It will include livable neighborhoods, varied housing, mixed use centers, schools, employment sites (commercial and industrial), parks, and natural resource areas – all tied together by a connected pattern of streets, pathways and open space

- 4.16 As previously noted, the OP zoning district permits a wider range of industrial and residential uses than the NC zoning district. Therefore, the OP zone provides greater flexibility in achieving the diverse mix of uses noted in Policy 1.

Policy 3: South Albany’s overall land use pattern of residential, employment, and open space areas shall be generally consistent with the Organizational Framework (see Figure 1).

- 4.17 The subject property is classified as employment land in the South Albany Area Plan (SAAP). As a commercial zoning district, the proposed zoning of OP is consistent with this designation.

Policy 4: Development patterns in South Albany should promote the efficient use of land and infrastructure and conservation of significant natural resources.

- 4.18 The subject property is a vacant parcel that is fully served by public utilities. The proposed zone change to OP is intended to spur development of the property by allowing a slightly wider range of uses. Development of the property supports the efficient use of land and existing infrastructure.

Policy 14: Commercial and Industrial lands in South Albany will help fulfill the City’s Economic Opportunities Analysis, take advantage of South Albany’s location in the region, and fulfill the economic role of the area defined by the plan. Zoning regulations for employment lands will incorporate flexibility in order to respond to changes in business and industry trends.

Policy 17: Comprehensive Plan and Zoning Map designations shall implement the Land Use Plan (see Figure 5), and be consistent with the following table:

SAAP Land Use Concept	Comprehensive Plan Map Designation	Zone Map Designation*
Low Density Residential	Low Density Residential	RS-5, RS-6, 5, RS-10
Medium Density Residential	Village Center at the Lochner and Columbus centers	RM
	Medium Density Residential elsewhere	RM, RS-5
Neighborhood Center	Village Center at the Lochner and Columbus centers	MUC
	Medium Density Residential or Mennonite Village	NC
Regional Commercial	General Residential	RC
Neighborhood Commercial	Light Commercial	NC
Industrial Park	Light Commercial	IP
Light Industrial	Light Industrial	LI
Heavy Industrial	Heavy Industrial	HI
Community Park	Low Density Residential	RS-5
Open Space	Open Space	OS

*Note: Overlay districts apply as applicable.

- 4.19 The introduction to “Chapter 8: Urbanization (Goal 14) – South Albany Area Plan” states that “In addition to the following South Albany policies, city-wide goals and policies throughout the Comprehensive Plan also apply in South Albany. Where there is inconsistency, the South Albany policies take precedence over the application of other Comprehensive Plan policies.” As shown in the table above, OP is not included in the NC SAAP “Zone Map Designation.” Curiously, OP is not listed in any of the SAAP Zone Map Designations. This implies that use is not permitted in the entirety of the SAAP area and that this restriction would supersede the Comprehensive Plan Designation of LC, which lists OP as a compatible zoning district. However, Policy 14 states that “Zoning regulations for employment lands will incorporate flexibility in order to respond to changes in business and industry trends.” Moreover, Policy 3 states that “South Albany’s overall land use pattern of residential, employment, and open space areas shall be *generally* consistent with the Organizational Framework (see Figure 1)” [emphasis added]. These two policies provide a reasonable level of flexibility within the SAAP regarding implementation of land use and zoning regulations. As shown below, the subject property is classified as “employment” land. As an LC zoning district, the OP zoning district is “generally consistent” with that classification.

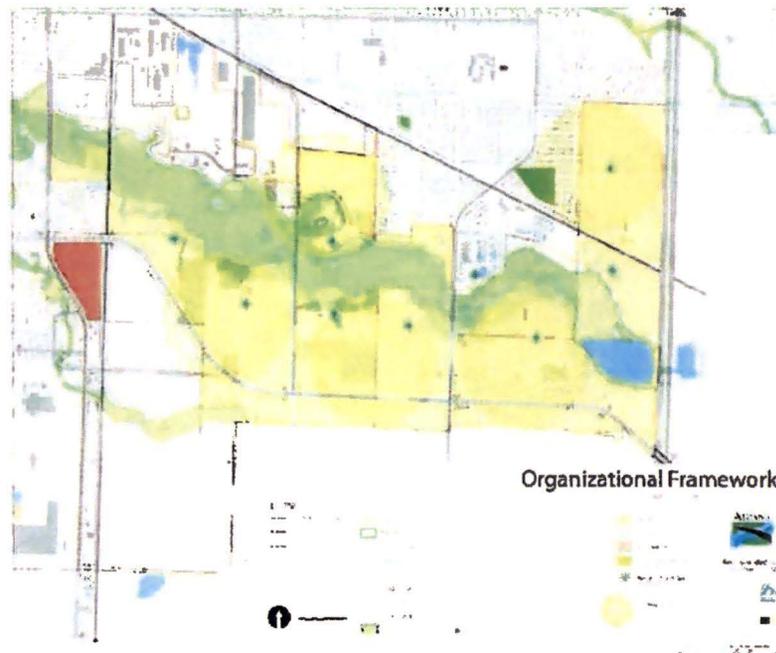


Figure 1. Organizational Framework

Conclusions

- 4.1 Based on the size of the property and its location along an arterial street in a sparsely populated area, the property is more aligned with the intent and purpose of the OP zone than it is the NC zone.
- 4.2 Goal 1. Citizen Involvement. Landowners within 300' of the subject property were notified of the public hearing. Likewise, the City posted a notice of the public hearing on the City website and the property was also posted with notices of the public hearing.

- 4.3 Goal 2, Land Use Planning. The LC Comprehensive Plan Designation lists both the NC and OP as compatible zoning districts.
- 4.4 Goal 9, Economic Development. The OP zoning district supports a wider range of industrial uses that support the City's economic development goals.
- 4.5 Goal 10, Housing. The OP district permits a wider range of the residential uses than the NC district and therefore is consistent with Goal 10 - Housing.
- 4.6 Goal 12, Transportation. The proposed zone change will have a negligible impact on the existing transportation system.
- 4.7 Goal 14, Urbanization. The subject property is vacant and fully serviced with public utilities. The proposed zone change will facilitate its development and therefore aligns with Goal 14, Urbanization.
- 4.8 Goal 14, Urbanization. The SAAP Zone Map Designation does not list the OP zone. However, flexibility with implementing the SAAP is provided in Policy 3 and 14.
- 4.9 This criterion has been satisfied.

Criterion 5

The land use and transportation pattern recommended in any applicable City-contracted or funded land use or transportation plan or study has been followed, unless the applicant demonstrates good cause for the departure from the plan or study.

Findings of Fact and Conclusion

- 5.1 Albany's Transportation System Plan (TSP) includes improvements necessary to accommodate anticipated development through the year 2030. The TSP does not include any projects along the frontage of this site.
- 5.2 Aside from the TSP, the subject property is not situated in the study area of any City-contracted or funded land use or transportation plan or study.

Conclusions

- 5.1 The proposed zone change will not modify the transportation pattern envisioned by the TSP.
- 5.2 The subject property is not situated in the study area of any City-contracted or funded land use or transportation plan or study.
- 5.3 This criterion is not applicable.

Overall Conclusion

The application for Zoning Map Amendment from the NC (Neighborhood Commercial) zoning district to the OP (Office Professional) zoning district satisfies all applicable review criteria as outlined in this report. The staff analysis concluded that the availability of utilities and infrastructure, the subject property's close proximity to LBCC and its location along an arterial street, and the surrounding land use patterns make the 5.42-acre property an ideal candidate for the proposed zone change. On balance, the evidence supports changing the zoning designation of the subject property from NC to OP.

Options for the Planning Commission

The planning commission has three options with respect to the proposed zone change request:

- Option 1: Recommend the city council approve the request as proposed;
- Option 2: Recommend the city council approve the request with conditions; or
- Option 3: Deny the request. The city council will only consider the proposal on appeal by the applicants.

Motion

Based on findings and conclusions presented in this report, staff recommends the planning commission choose Option 1 and recommend approval of the zone change request. If the planning commission follows this recommendation, the following motion is suggested:

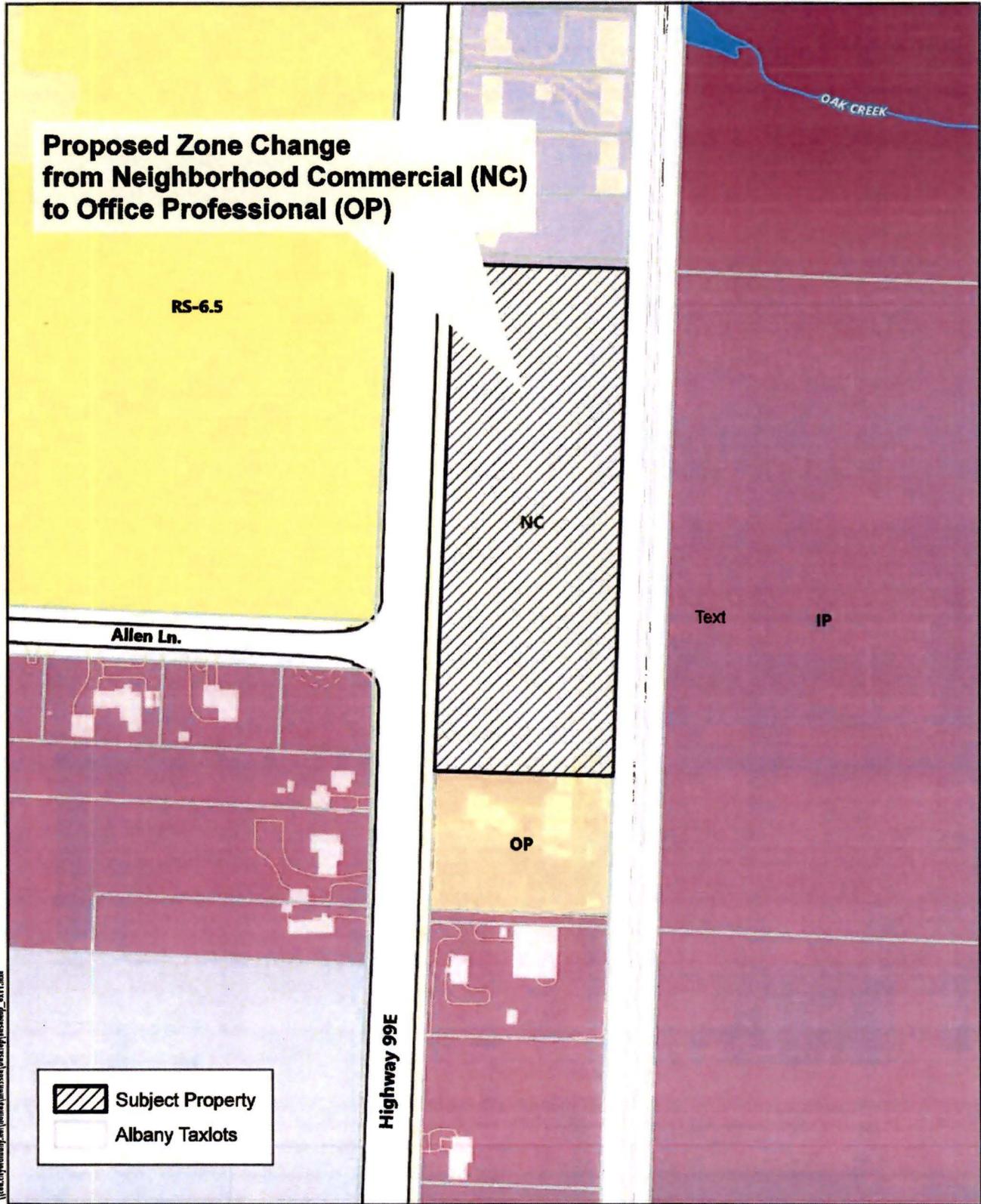
I move that the planning commission recommend that the city council approve land use application ZC-01-20, as described in the July 20, 2020, staff report to the planning commission. This motion is based on the findings and conclusions in the staff report, and the findings in support of the application made by the planning commission during deliberations on this matter.

Attachments

- A. Location Map
- B. Applicant's Narrative & Findings
- C. Applicant's Findings for the Transportation Planning Rule
- D. DSL Wetlands Notification Response (#WN-2020-0153)

Acronyms

ADC	Albany Development Code
IP	Industrial Park zoning district
ITE	Institute of Traffic Engineers
LBCC	Linn-Benton Community College
LC	Light Commercial
LI	Light Industrial zoning district
LLC	Limit Liability Company
LUBA	Land Use Board of Appeals
NC	Neighborhood Commercial zoning district
ODOT	Oregon Department of Transportation
OHP	Oregon Highway Plan
OP	Office Professional zoning district
RS-6.5	Residential Single-Family zoning district
SAAP	South Albany Area Plan
TPR	Transportation Planning Rule
TSP	Transportation System Plan



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N 102550
Fed

Linn Co. Assessor Map No. 11S-03W-3000 Tax Lot 400

Date: 2/26/2020 Map Source: City of Albany

City of Albany

Review Criteria / Written Response
Zoning Map Amendment
for
FIVE POINT FIVE

Tax Lot 400, Map 11S-03W-30

Narrative:

We are requesting a rezone of this property from Neighborhood Commercial (NC) to Office Professional (OP). The property to the North is Zoned Light Industrial (LI) and the property to the south is Zoned Office Professional (OP). The Comprehensive Plan Designation is Light Commercial.

The property is currently zoned Neighborhood Commercial (NC). The NC district is intended primarily for areas of retail establishments serving nearby residents' frequent needs in convenient locations. The NC District is typically appropriate for small clusters or service centers located at intersections within residential neighborhoods. Businesses should fit into the residential pattern of development and not create land use, architectural or traffic conflicts. Generally, uses located within NC Districts should have as their primary market area the population within a one-half mile radius. Multi family dwelling units are not allowed in this zone.

The OP district is intended to provide a vertical or horizontal mix of professional offices, personal services, live-work, residential and limited related commercial uses in close proximity to residential and commercial districts. The limited uses allowed in this district are selected for their compatibility with residential uses and the desired character of the neighborhood. OP is typically appropriate along arterial or collector streets as a transitional or buffer zone between residential and more intense commercial or industrial districts.

We believe this property is ideally suited to provide services needed in the area. Residential housing that would serve the students population attending Linn Benton Community College across the street for this property would also be allowed under a Conditional Use Permit.

Review Criteria (ADC 2.740):

Criteria 1: "The proposed base zone is consistent with the Comprehensive Plan map designation for the entire subject area unless a Comprehensive Plan map amendment has also been applied."

Response: On Page 8-7 of Chapter 8 Urbanization, under "Urbanization, Development Review, Background Study" The Comprehensive Plan states: "There should also be consideration of how well proposed developments provide convenient, efficient, and functional living, working, and/or

shopping environments.” The proposed zoning provides low intensity services and/or housing in a convenient location to the Community College across the street and the residential neighborhoods to the northwest.

Response: Page 8-12 of Chapter 8 Urbanization “Goal 13: Energy Conservation” under implementation reads: 2. Promote land use development patterns and projects that are energy efficient and cost effective. Housing and neighborhood level services are energy efficient by encouraging pedestrian travel to the local housing and community college.

Response: The South Albany Area Plan (SAAP) was adopted as part of the Comprehensive Plan in February 2013. This site is within the SAAP study area. Figure 5, Land Use Plan, of the SAAP designates the property Neighborhood Center, the property to the north as Industrial – Light and the property to the south as Residential Medium Density. This zoning meets the current Comprehensive Plan designation and is compatible with the Land Use Plan designations of the neighboring properties as shown in the South Albany Area Plan (SAAP).

Response: Page 8-9 of Chapter 8 Urbanization “Goal 14: Urbanization” under Policies reads: 4. Encourage flexibility in design review and interpretation of policies and regulations by ensuring that functional design and community benefit remain as the principal review criteria. Consider variance, conditional use, and special request procedures where strict interpretation of regulations would impede fulfillment of these criteria. OP zone designation provides some flexibility to provide a variety of services that meet the needs of the neighborhood.

Finding: *The proposed base zone is consistent with the current Comprehensive Plan Map designation for the entire subject area.*

Criteria 2: “Existing or anticipated transportation facilities are adequate for uses permitted under the proposed zone designation.”

Response: The site accesses Highway 99E. Highway 99E is a fully improved and listed as a Principal Arterial on Figure 7-4 of the Albany Transportation System Plan (TSP).

Response: Access to the property will be from Highway 99E. This site is subject to access control by ODOT with one reservation of access. One access will adequately serve this site under the proposed zoning. ODOT review will be required prior to construction of the access.

Response: Highway 99E is currently improved to urban standards with two bike lanes, two travel lanes and a center turn lane.

Response: Figure 7-3 from the TSP shows that 2030 traffic demand to capacity ratios will be 0.74 on Highway 99E at the site. This is well within City objectives.

Finding: *Existing or anticipated transportation facilities are adequate for uses permitted under the proposed zone designation.*

Criteria 3: "Existing or anticipated services (water, sanitary sewers, storm sewers, schools, police and fire protection) can accommodate potential development within the subject area without adverse impact on the affected service area."

Response: Storm drainage from the site will drain to ODOT Highway 99E drainage ditch facilities. The highway drains to East Fork Oak Creek. The City of Albany Drainage Master Plan reviewed this area and provided recommendations for pipe sizing under roadways. The analysis provided did not find any deficient ditches in the East Fork Oak Creek System. There are no master plan recommended drainage facilities located on this site. Current City development codes require storm water detention and water quality treatment, impacts to the system will be less than anticipated by the study.

Response: The site is served by a twelve-inch diameter public water main water line located in Highway 99E and stubbed to the west boundary of the site.

Response: The site is served by a ten-inch diameter public sewer collection line stubbed out to the west boundary of the site.

Response: The site is within the city service areas for fire and police protection and will be served by the City of Albany.

Response: The site is served by the Greater Albany Public School District. The District is currently upgrading the school building system through a \$50 million bond measure funded by property taxes.

Finding: Existing or anticipated services (water, sanitary sewers, storm sewers, schools, police and fire protection) can accommodate potential development within the subject area without adverse impact on the affected service area.

Criteria 4: "The intent and purpose of the proposed zoning district best satisfies the goals and policies of the Comprehensive Plan."

Response: Page 8-7 of Chapter 8 Urbanization, under "Urbanization, Development Review, Background Study" The Comprehensive Plan states: "There should also be consideration of how well proposed developments provide convenient, efficient, and functional living, working, and/or shopping environments." The proposed zoning provides low intensity services and/or housing in a convenient location to the Community College across the street and the residential neighborhoods to the northwest.

Response: Page 8-12 of Chapter 8 Urbanization "Goal 13: Energy Conservation" under implementation reads: 2. Promote land use development patterns and projects that are energy efficient and cost effective. Housing and neighborhood level services are energy efficient by encouraging pedestrian travel to the local housing and community college.

Response: The "Vision for South Albany" Goals listed on Page 8-23 of the Comprehensive Plan for the South Albany Area Plan (SAAP) states: "South Albany will be: 1. A complete, walkable

and welcoming community". The services including multi-family housing promotes this goal. The SAAP was adopted as part of the Comprehensive Plan in February 2013. This site is within the SAAP study area. This zoning meets the Comprehensive Plan designation and is consistent with the South Albany Area Plan (SAAP) goals.

Finding: The intent and purpose of the proposed zoning district best satisfies the goals and policies of the Comprehensive Plan.

Criteria 5: "The land use and transportation pattern recommended in any applicable City-contracted or funded land use or transportation plan or study has been followed, unless the applicant demonstrates good cause for the departure from the plan or study."

Response: The proposed zoning is compatible and consistent with the Street Framework adopted in the SAAP. The Street Framework was based on the TSP.

Response: The proposed zoning is compatible and consistent with the Trail Framework adopted in the SAAP.

Response: This zoning is consistent with the TSP. Figure 7-3 from the TSP shows that 2030 traffic demand to capacity ratios will be 0.74 on Highway 99E at the site. This is well within City objectives.

Finding: The use and transportation pattern recommended in the TSP is being followed and is consistent with the proposed zoning.

APPENDIX

Tax Lot 400, Map 11S-03W-30

K & D ENGINEERING, Inc.

Engineers • Planners • Surveyors

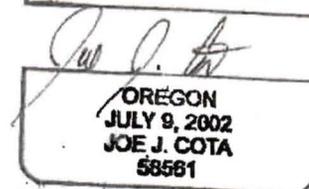
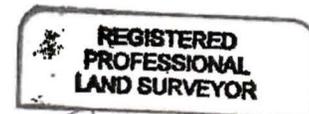
Legal Description

Zone Change

Tax Lot 400 of Linn County Assessor Map 11S03W30

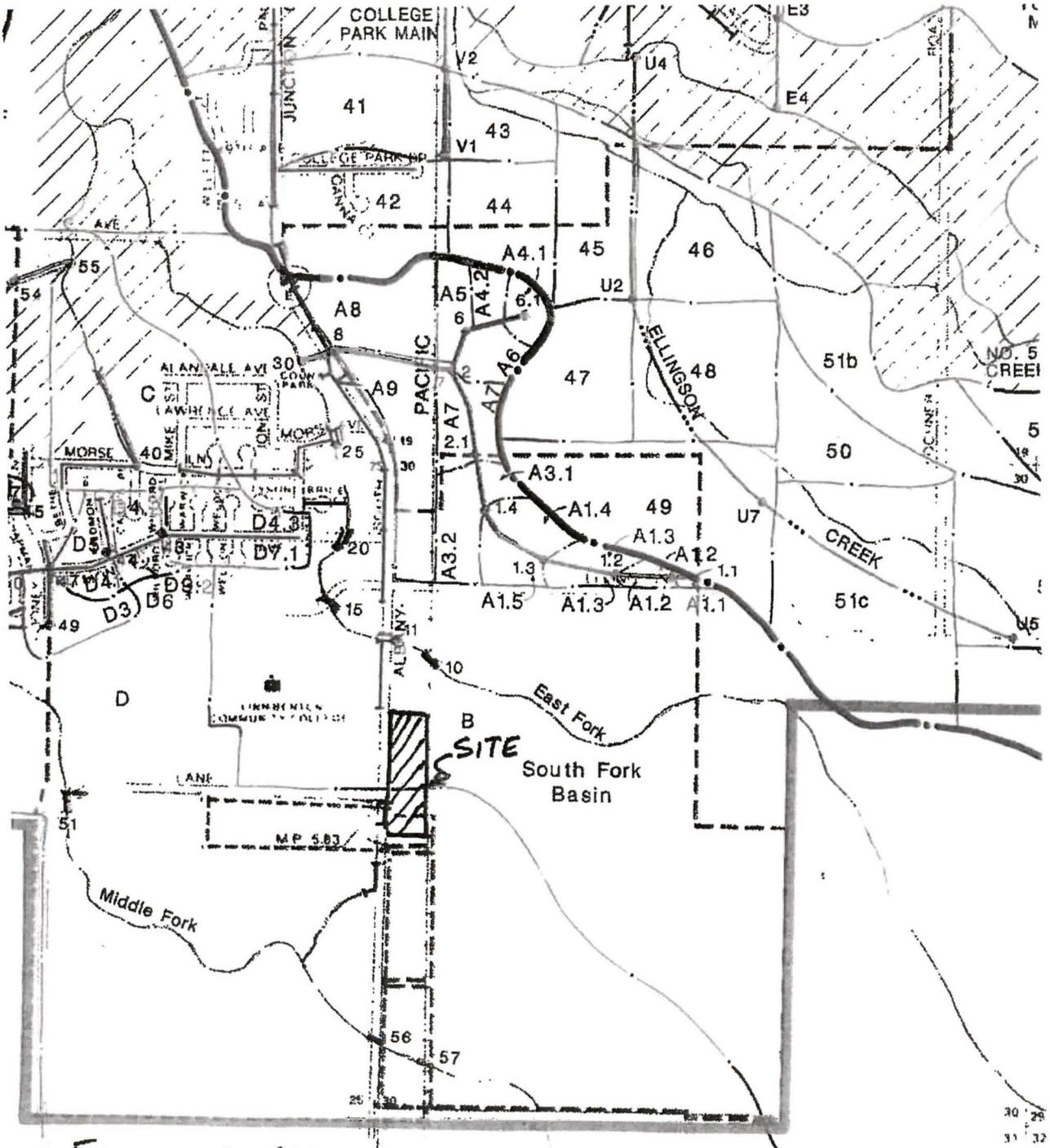
All of that property conveyed to Fivepointfive, LLC by Warranty Deed recorded in Document Number 2010-09583 in the Linn County, Oregon Deed Records on June 11, 2010, said property being located in the East 1/2 (half) of Section 30, Township 11 South, Range 3 West, Willamette Meridian, Linn County, Oregon and is more particularly described as follows:

Beginning at a 1/2 inch rod at the southwest corner of said Fivepointfive, LLC property, said rod being on the east right-of-way line of Pacific Highway and is 38.66 feet East and 287.18 feet South of the West 1/4 (quarter) Corner of said Section 30; thence North 00°31'30" East, along said east right-of-way line, 818.48 feet; thence EAST 284.65 feet to a point on the west right-of-way line of the Southern Pacific Railroad; thence South 00°07'00" West, along said west right-of-way line, 818.48 feet to a 1/2 inch rod; thence WEST 290.72 feet to the Point of Beginning.

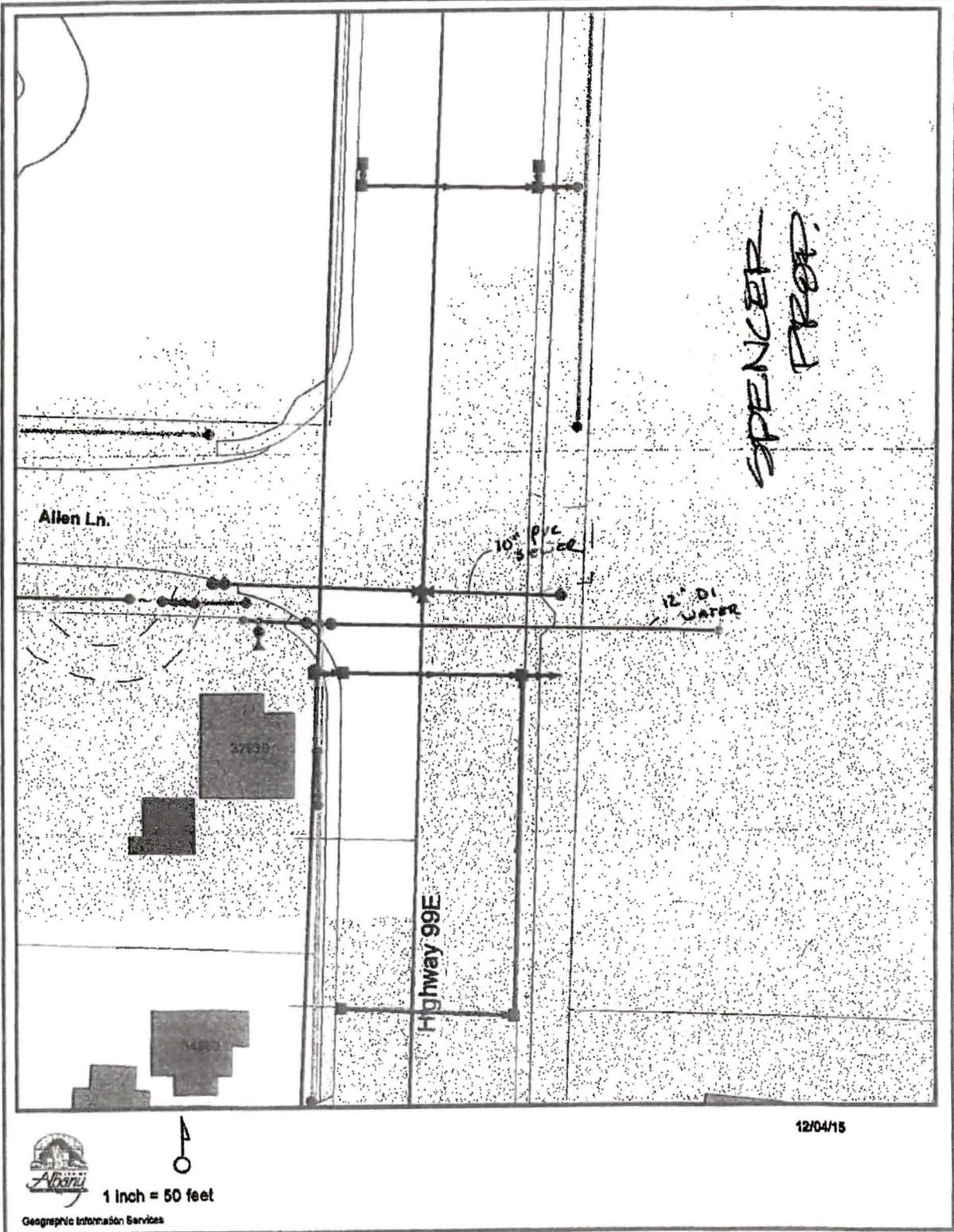


RENEWS: 12/31/19

August 27, 2019
ZONE CHANGE DESCRIPTION
(18-63) JJC:ls
File Ref: z:/projects/2018/18-63/surveying/documents/Legal Description.doc

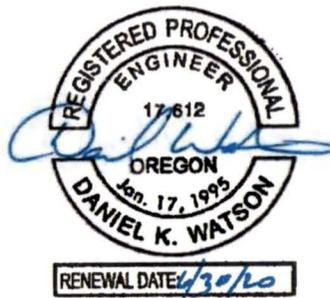


From: City of Albany Master Drainage Plan



TRAFFIC TRIP GENERATION STUDY

Assessor's Map 11S-03W-30
Albany, Oregon



Prepared by: Daniel Watson, P.E.
K&D Engineering
P. O. Box 725
Albany, OR 97321

Client: Five Point Five, LLC

Date: April 30, 2020

TRAFFIC TRIP GENERATION

Five Point Five, LLC

Assessor's Map 11S-03W-30
Albany, Oregon

Project Description

Five Point Five, LLC has submitted a rezone application to the City of Albany for this 5.42 acre site (236,100 sf). This site takes access to State Highway 99E across from Linn Benton Community College. The City has requested that the Applicant prepare an estimate of the potential change in traffic as a result of the proposed zone change in order to meet State Transportation Planning Rule policies. This review does not account for pass by trips.

The Property is currently zoned Neighborhood Commercial (NC). The proposed zone is Office Professional (OP). Table 4-1 of the Albany Development Code provides a schedule of permitted uses.

The Development Code limits retail sales in both zones for each individual business to 5,000 sf maximum floor area. For retail uses we utilized a floor area ratio of 0.25.

Only NC allows drive through Restaurants (with a Conditional Use permit). For the fast food with drive through we used a 2,500 sf building and a 32,000 sf lot size.

Both allow sit down restaurants and a floor area ratio of 0.20 was used because of the higher parking requirement when compared to dental/medical offices.

Only OP allows multi-family use (with a Conditional Use permit). City code requires 1,600 sf per unit.

Both Uses Allow Taverns, Bars and Night Clubs (with a Conditional Use permit).

Both Uses allow Offices with Medical-Dental being the highest trip generator.

Only OP Allows multi-family residential.

Several scenarios using the highest identified trip generators have been compiled and are presented in the following charts.

Project Trips

Project related traffic consist of trips on any portion of the public street system that will begin or end at the project site as a result of the proposed development.

Proposed Uses for The Site:

<u>FACILITY</u>	<u>ITE CODE</u>	<u>DAILY TRIPS</u>	<u>PM PEAK TRIPS</u>
Medical Offices	720	34.80/ksf	3.46/ksf
Multi-Family (mid-rise)	221	5.44/unit	0.44/unit
Fast Casual Restaurant	930	315.17/ksf	14.13/ksf
Fast Food w/Drive Through	934	470.95/ksf	32.67/ksf
Shopping Center	820	37.75/ksf	3.81/ksf
Drinking Place	925	N/A	11.36/ksf

Trip Generation

Trip generation is a measure or forecast of the number of trips that will be made to or from the project. It is generally equal to the traffic volume expected at the project entrance. All trips will access from State Highway 99E.

NC or OP ZONE TRIP GENERATION OPTION 1

Land Use	Unit of Measure	Units	PM Peak Hour Trip Rate	PM Peak Hour Trips	Total Trip Rate	Total Trips
Shopping Center ITE Code 820	/KSF Floor Area	59.0	3.81	225	37.75	2,228

Medical Offices, ITE Code 720 trips rates are slightly lower than Shopping Center rates.

**NC ZONE TRIP GENERATION
OPTION 2**

Land Use	Unit of Measure	Units	Peak Hour Trip Rate	PM Peak Hour Trips	Total Trip Rate	Total Trips
Shopping Center ITE Code 820	/KSF Floor Area	51.0	3.81	195	37.75	1,926
Fast Food with Drive Through ITE Code 934	/KSF Floor Area	2.5	32.67	82	470.95	1,178
SUM OPTION 2				277		3,104

**OP ZONE TRIP GENERATION
OPTION 2**

Land Use	Unit of Measure	Units	Peak Hour Trip Rate	PM Peak Hour Trips	Total Trip Rate	Total Trips
Shopping Center ITE Code 820	/KSF Floor Area	52.8	3.81	202	37.75	1,994
Fast Casual Restaurant ITE Code 934	/KSF Floor Area	5	14.13	71	315.17	1,576
SUM OPTION 2				273		3,570

**OP ZONE TRIP GENERATION
OPTION 3**

Land Use	Unit of Measure	Units	Peak Hour Trip Rate	Pear Hour Trips	Total Trip Rate	Total Trips
Multi Family ITE Code 221	/unit	148	0.44	65	5.44	806

Based on this analysis both zone designations result in similar highest projected traffic generation rates. The proposed Office Professional (OP) zone results in slightly fewer peak hour and total daily trips. This difference in the maximum rates due to the Neighborhood Commercial (NC) zone allowing drive through fast food restaurants while OP zone disallows them. OP Zone allows multi-family residential where NC disallows this use, but this residential use results in lower traffic rates than other allowed uses.



Wetland Land Use Notice Response

Response Page

Department of State Lands (DSL) WN#*

WN2020-0153

Responsible Jurisdiction

Staff Contact	Jurisdiction Type	Municipality
Melissa Anderson	City	Albany
Local case file #	County	
ZC-01-20	Linn	

Activity Location

Township	Range	Section	QQ section	Tax Lot(s)
11S	03W	30		400

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Linn

Latitude

44.585082

Longitude

-123.109148

Wetland/Waterway/Other Water Features

There are/may be wetlands, waterways or other water features on the property that are subject to the State Removal-Fill Law based upon a review of wetland maps, the county soil survey and other available information.

Local Wetlands Inventory shows wetland, waterway or other water features on the property

Your Activity

An onsite inspection by a qualified wetland consultant is recommended prior to site development to determine if the site has wetlands or other waters that may be regulated. The determination or delineation report should be submitted to DSL for review and approval. Approved maps will have a DSL stamp with approval date and expiration date.

- A state permit will not be required for the proposed project because, based on the submitted site plan, the project avoids impacts to jurisdictional wetlands, waterways, or other waters.

Applicable Oregon Removal-Fill Permit Requirement(s)

- A state permit is required for 50 cubic yards or more of fill removal or other ground alteration in wetlands, below ordinary high water of waterways, within other waters of the state, or below highest measured tide.

Closing Information

Additional Comments

Based on review of mapping submitted, the proposed activity ("Zoning map amendment from NC-Neighborhood Zone District to OP-Office Professional Zoning District") does not directly impact jurisdictional wetlands, waterways or other waters of the state.

Please note that this response is solely for the zoning map amendment and does not include any future site development/ground disturbance on the subject tax lot. The Local Wetland inventory map shows a farmed wetland throughout the central portion of the tax lot: extending from the northeast corner of the lot to the southwest corner of the lot. Prior to future ground disturbance activities on the tax lot, it is recommended that a wetland determination/delineation be conducted by a certified wetland consultant in order to identify potentially jurisdictional wetlands. The resultant report should be submitted to the Department of State Lands for review and approval/concurrence.

This is a preliminary jurisdictional determination and is advisory only.

This report is for the State Removal-Fill law only. City or County permits may be required for the proposed activity.

Contact Information

- For information on permitting, use of a state-owned water wetland determination or delineation report requirements please contact the respective DSL Aquatic Resource, Proprietary or Jurisdiction Coordinator for the site county. The current list is found at: <http://www.oregon.gov/dsl/ww/pages/wwstaff.aspx>
- The current Removal-Fill permit and/or Wetland Delineation report fee schedule is found at: <https://www.oregon.gov/dsl/WW/Documents/Removal-FillFees.pdf>

Response Date

3/6/2020

Response by:

Grey Wolf

Response Phone:

503-986-5321



ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 4441, WHICH ADOPTED THE CITY OF ALBANY ZONING MAP, BY AMENDING THE ALBANY ZONING MAP AND ADOPTING FINDINGS FOR THE PROPERTY LOCATED AT LINN COUNTY ASSESSOR'S MAP NO. 11S-03W-30 TAX LOT 400.

WHEREAS, on February 20, 2020, the Albany Community Development Department received an application for a zoning map amendment for an unaddressed property identified as Linn County Assessor's Map No. 11S-03W-30 Tax Lot 400 (Planning File ZC-01-20); and

WHEREAS, a zoning district map and legal description for the subject property are provided in ordinance Exhibits A and B, respectively; and

WHEREAS, the application is to amend the zoning map from Neighborhood Commercial (NC) to Office Professional (OP) for the same property; and

WHEREAS, the proposed zoning map amendment is discussed in detail in the July 20, 2020, staff report; and

WHEREAS, on July 27, 2020, the Albany Planning Commission held a public hearing, considered public testimony, deliberated on the proposed map amendment, and recommended approval of the proposal based on evidence presented in the staff report and during the public hearing; and

WHEREAS, on August 12, 2020, the Albany City Council held a public hearing on the proposal, reviewed the findings of fact and testimony presented at the public hearing, and then deliberated.

NOW, THEREFORE, THE PEOPLE OF THE CITY OF ALBANY DO ORDAIN AS FOLLOWS:

Section 1: The findings of fact and conclusions included in the staff report are hereby adopted in support of the decision.

Section 2: The zoning district map is hereby amended from Neighborhood Commercial (NC) to Office Professional (OP) on the property located in the City of Albany, Linn County, Oregon, as shown in Exhibit A and described in Exhibit B of this ordinance.

Section 3: A copy of this ordinance shall be filed in the Office of the City Clerk of the City of Albany and these changes shall be made on the official City of Albany zoning map.

Section 4: A copy of this ordinance shall be filed with the Linn County Assessor's Office within 90 days of the effective date of this ordinance.

Passed by the Council: _____

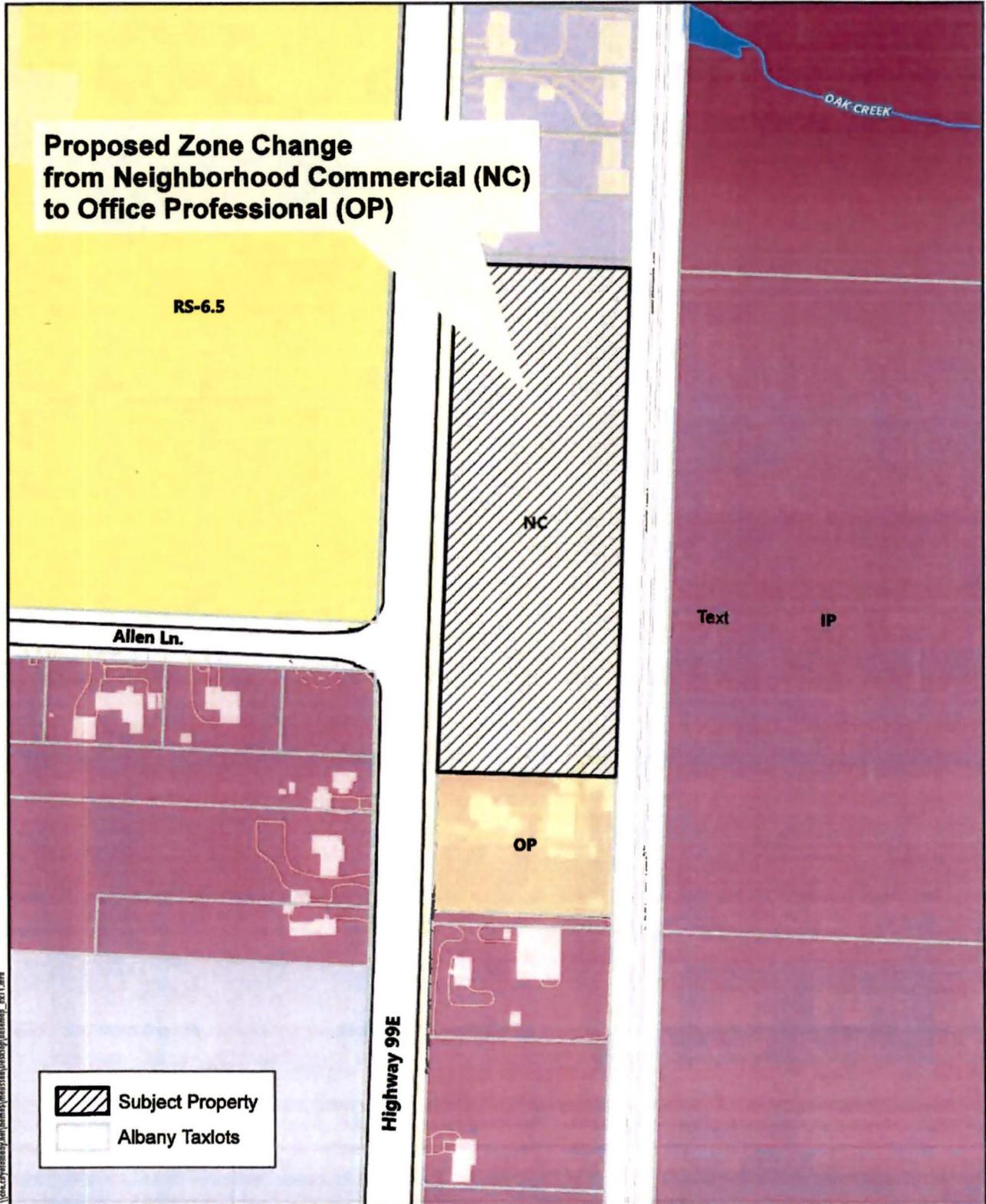
Approved by the Mayor: _____

Effective Date: _____

Mayor

ATTEST:

City Clerk



\\vms.c7yhb.albany.ny.us\jamesf\mcs\screen\Desktop\Barralisp_2011.mxd



N 102550
Feet

Linn Co. Assessor Map No. 11S-03W-3000 Tax Lot 400

Date: 2/26/2020 Map Source: City of Albany

City of Albany

K & D ENGINEERING, Inc.

Engineers • Planners • Surveyors

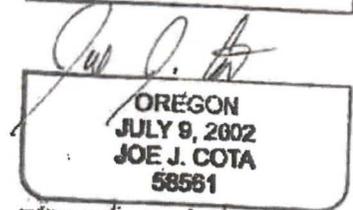
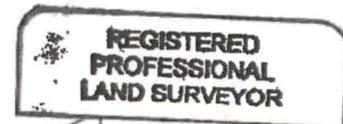
Legal Description

Zone Change

Tax Lot 400 of Linn County Assessor Map 11S03W30

All of that property conveyed to Fivepointfive, LLC by Warranty Deed recorded in Document Number 2010-09583 in the Linn County, Oregon Deed Records on June 11, 2010, said property being located in the East 1/2 (half) of Section 30, Township 11 South, Range 3 West, Willamette Meridian, Linn County, Oregon and is more particularly described as follows:

Beginning at a 1/2 inch rod at the southwest corner of said Fivepointfive, LLC property, said rod being on the east right-of-way line of Pacific Highway and is 38.66 feet East and 287.18 feet South of the West 1/4 (quarter) Corner of said Section 30; thence North 00°31'30" East, along said east right-of-way line, 818.48 feet; thence EAST 284.65 feet to a point on the west right-of-way line of the Southern Pacific Railroad; thence South 00°07'00" West, along said west right-of-way line, 818.48 feet to a 1/2 inch rod; thence WEST 290.72 feet to the Point of Beginning.



RENEWS: 12/31/19

August 27, 2019
ZONE CHANGE DESCRIPTION
(18-63) JJC:ls
File Ref: z:/projects/2018/18-63/surveying/documents/Legal Description.doc



July 27, 2020

City of Albany Planning Commission
333 Broadalbin Street SW,
PO Box 490,
Albany, Oregon 97321-0144

Re: Request to rezone 5.42 acre parcel from Neighborhood Commercial (NC) to Office Professional (OP) (ZC-01-20)

Dear Planning Commission Members:

This letter is submitted jointly by Housing Land Advocates (HLA) and the Fair Housing Council of Oregon (FHCO). Both HLA and FHCO are non-profit organizations that advocate for land use policies and practices that ensure an adequate and appropriate supply of affordable housing for all Oregonians. FHCO's interests relate to a jurisdiction's obligation to affirmatively further fair housing. Please include these comments in the record for the above-referenced proposed amendment.

As you know, and as reflected in the staff report, all amendments to the City's Comprehensive Plan and Zoning map must comply with the Statewide Planning Goals. ORS 197.175(2)(a). When a decision is made affecting the residential land supply, the City must refer to its Housing Needs Analysis (HNA) and Buildable Land Inventory (BLI) in order to show that an adequate number of needed housing units (both housing type and affordability level) will be supported by the residential land supply after enactment of the proposed change.

The staff report for the proposed zone change from Neighborhood Commercial (NC) to Office Professional (OP) recommends its approval. This recommendation is contingent on the Goal 10 findings, stating that since residential development near Linn-Benton Community College "would support Albany's housing goals" the changes comply with Goal 10. However, as also stated in the Goal 10 findings, while the applicant made mention to the possibility of student housing, they provided no development proposal with the request for the zone change. Additionally, unlike in many residential zones, the OP zone gives no guarantee of residential



development. Goal 10 findings must demonstrate that the changes do not leave the City with less than adequate residential land supplies in the types, locations, and affordability ranges affected. *See Mulford v. Town of Lakeview*, 36 Or LUBA 715, 731 (1999) (rezoning residential land for industrial uses); *Gresham v. Fairview*, 3 Or LUBA 219 (same); see also, *Home Builders Assn. of Lane Cty. v. City of Eugene*, 41 Or LUBA 370, 422 (2002) (subjecting Goal 10 inventories to tree and waterway protection zones of indefinite quantities and locations). Furthermore, no context through reference to the HNA was provided with the Goal 10 findings to inform the citizen where the City is in meeting its needed housing goals. For example, if the city was easily meeting its housing needs, it would reduce the importance as to whether this non residentially zoned piece of land would, or would not, provide housing. Only with a complete analysis showing the City's status and plans to provide needed housing as dictated by the HNA and compared to the BLI, can the public understand whether the City is achieving its goals through ZC-01-20.

HLA and FHCO urge the Planning Commission to defer approval of ZC-01-20 until adequate Goal 10 findings can be made, and the proposal evaluated under the HNA and BLI. Thank you for your consideration. Please provide written notice of your decision to, FHCO, c/o Louise Dix, at 1221 SW Yamhill Street, #305, Portland, OR 97205 and HLA, c/o Jennifer Bragar, at 121 SW Morrison Street, Suite 1850, Portland, OR 97204. Please feel free to email Louise Dix at ldix@fhco.org or reach her by phone at (541) 951-0667.

Thank you for your consideration.

A handwritten signature in black ink that reads "Louise Dix".

Louise Dix
AFFH Specialist
Fair Housing Council of Oregon

/s/ Jennifer Bragar

Jennifer Bragar
President
Housing Land Advocates

cc: Kevin Young (kevin.young@state.or.us)

July 24, 2020

Planning Comm
PO 490
Albany - Ore 97321

DON + MARY MARTIN - Trust -
34545 - Hwy 99E + 34645 - 99E
Tangent ORE 97389 -

Hello.

MARY + I OWN THE LAND
ON BOTH ENDS OF PROPERTY
F.I.Z # ZC-01-20 - FIVE POINT FIVE -
LLC - MIKE SPENCER -

OUR CONCERNS ARE
LOSS OF FARM LAND AND EXISTING
WET LAND

CONSIDER WELL, THOSE WHO
FOLLOW US WILL HAVE TO LIVE
WITH OUR DECISIONS -

Thank you. *[Signature]*
DON MARTIN -





MEMO

TO: Albany City Council

FROM: Holly Roten, Central Administrative Officer/PIO *HR*

DATE: July 29, 2020, for the August 12, 2020, City Council Meeting

SUBJECT: Appointments to the Library Board and Community Development Commission
Relates to Strategic Plan theme: An Effective Government

Action Requested:

Council ratification of the following appointments:

Albany Public Library Board

- Amanda Blaisdell (Councilor Bill Coburn's appointment to new a term expiring 6/30/2024; application attached)

Community Development Commission

- Stephanie Newton (Mayor Sharon Konopa's appointment to fill a vacant term expiring 12/31/2022; Human Relations Commission Representative)

Discussion:

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

Budget Impact:

None.

HR

Attachment





Citizen Advisory Group Application

Applying To Library Board

Received July 9, 2020

Name Amanda Blaisdell

In City Limits? Yes (Ward 2)

Are you currently
employed
outside the
home?

Yes (Oregon State University)

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

Mathematics instructor at Oregon State University

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

I have served on several leadership boards, including serving as Chairman at the Texas A&M Wesley Foundation and President of the Westminster House at Oregon State University. Through these roles, I have learned how to effectively work with a team to accomplish our visions, communicate respectfully and professionally, and collaborate with people outside our organization.

Through my experience working as a mathematics instructor at Oregon State University, I have come to realize the importance of providing educational materials to those who may not otherwise have access; libraries are essential for this to occur.

When I moved to Albany from Texas, one of the first things I did was get a library card. Libraries are such a valuable resource to the communities of which they are a part, and I take pride in supporting them in any way I can.

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

Founded the Albany/Corvallis Zero Waste Group (a project of the Corvallis Sustainability Coalition) in 2018.

Active member of the Corvallis Sustainability Coalition.

Active member of United Presbyterian Church of Albany; founded a young adult small group here; volunteer with the church bus to help those without cars get to church.

Take part regularly in community environment projects such as park clean-ups.

How many Library Board meetings have you attended?

None

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

Library board members help guide the future of the library. Not only does the board make financial decisions, such as how many librarians to hire and how to allocate funds, but they also have to make important decisions on what kinds of books and materials to make available. The board's job is to envision what kind of resources our library could provide for our community, and to set out to help make that happen.

I am passionate about sustainability and would love to contribute some of that knowledge to the library system, such as how to properly re-purpose or recycle old materials and how to improve energy usage in the buildings. I also would like to help support the library's mission of promoting Black, Indigenous, and other non-white authors; it's vital that everyone in our community can find books and other materials written by people with whom they identify. Finally, I would like to support the library in making internet access available to those who use it responsibly, as well as making e-books and audiobooks available for those who prefer these kinds of media.

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

I last visited the main library on July 1st. Due to COVID-related closures, the libraries aren't open for people to come inside, but they are still working tirelessly to make as many services available as possible. I went to pick up 2 books that I checked out through the their curbside service and was impressed with the efficiency of their system. As soon as I pulled up, they came out in PPE with a bag containing my books. It was incredible to see how dedicated they are to make their services available.

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

Not only does the library provide books, music, and videos, but the libraries provide a myriad of vital in-person and virtual services. Perhaps most importantly, the library provides a safe and friendly space for all people without them having to purchase something to be there. The library provides meeting rooms for all kinds of groups at a central and neutral location. The library promotes literacy through story-telling, reading groups, and reading to dogs (a program of which I am a huge fan!). It's a quiet place for students to learn and study, as well as access the internet if they need to. People who may not otherwise have the resources to do so can use the library to apply for jobs, improve their English language skills, and learn important life and career skills.

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

The library board can strive to be inclusive of and offer services to all members of our community. The decisions the board makes about the library can impact what kinds of materials are available, what classes people can take, and who feels welcome to enter our libraries; the board can help make these services as equitable as possible. The board should be mindful of persons with disabilities, those who are houseless, people who identify as LGBTQIA+, and those of all races and religions, to make sure that the library's services are accessible to and inclusive of these groups.

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

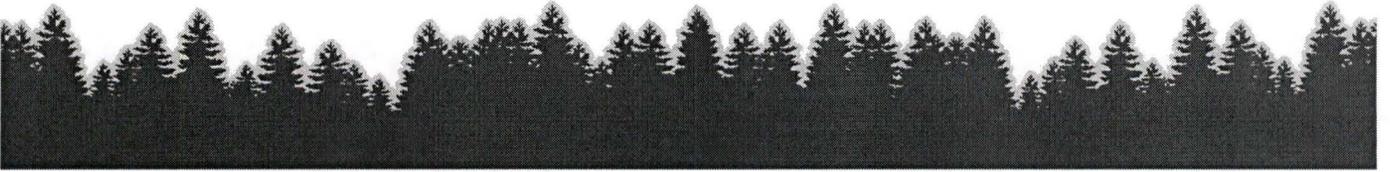
Yes

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

Yes

How did you hear about this opportunity?

City Councilman Alex Johnson





MINUTES

Wednesday, July 8, 2020

Regular Session

REMOTE

Approved: **DRAFT**

CALL TO ORDER

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

ROLL CALL

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

Councilors absent: None.

BUSINESS FROM THE PUBLIC

An email about the Siegner historic review, HI-04-20, was received from Carrie Richter, of Bateman Seidel Miner Blomgren Chellis & Gram, P.C. It was not mentioned during business from the public, but City Attorney Sean Kidd stated later in the meeting that the email was received and that he forwarded it to the councilors in the afternoon. For a copy of the email, see the agenda file.

APPROVAL OF AGREEMENT

- a. Cumberland Church sale

A copy of the proposed option agreement, with edits resulting from a meeting with the Cumberland Community Events Center, was in front of the council (see agenda file). Parks & Recreation Director Kim Lyddane drew the council’s attention to the proposed changes.

Kidd said he would discuss the added section 13.1 with the Cumberland group’s legal counsel Thursday, July 9, and come to agreement.

The council discussed the proposed process for sale of the church and lease and sale of the land it is to be moved to.

MOTION: Councilor Bill Coburn moved to approve the agreement as agreed to by both parties, with the option period ending on October 1, 2020. Councilor Rich Kellum seconded the motion, which passed 5-1, with Councilor Bessie Johnson voting against.

AWARD OF CONTRACT

8:15 p.m.

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

IT Project Manager Sean Park said the contract amount is over \$150,000, so it requires council approval.

Kellum asked if staff had looked at more than one system before requesting a sole-source procurement. Park said staff did a complete request for proposals process. The system will go live in January of 2021.

MOTION: Kellum moved to award the contract as outlined in the staff report. Councilor Mike Sykes seconded the motion, which passed 6-0. The resolution was designated Res. No. 6900.

ADOPTION OF CONSENT CALENDAR

8:19 p.m.

- a. Approval of minutes
 - 1) May 27, 2020, meeting.
 - 2) June 10, 2020, executive session.
- b. Recommendation to OLCC
 - 1) Annual liquor license renewals.

MOTION: Johnson moved to adopt the consent calendar as presented. Sykes seconded the motion, which passed 6-0.



STAFF REPORTS

8:20 p.m.

- a. Republic Services annual report
Konopa thanked Republic Services for their offer to donate trash pickup service for the downtown area (see agenda file).

PW Customer Services Supervisor Patty McInnes said utility billing has had to start doing shut-offs again, but they offer payment programs to anyone, whether or not they're eligible.

- b. Historic review, Siegner decision **8:31 p.m.**
Planner III Laura LaRoque referred to the memo on page 53 of the agenda packet. On June 24, 2020, the council held a *de novo* public hearing. After deliberation, the council tentatively approved the application and directed staff to bring back findings supporting the approval.

Councilor Dick Olsen asked if the Siegners could start work on their project tomorrow morning. LaRoque said a notice of decision will be mailed July 9, 2020. There is a 21-day appeal period, and then the project must gain site plan review approval before work can start.

MOTION: Coburn moved to adopt the staff findings as written. Kellum seconded the motion, and it passed 5-1, with Olsen voting against.

BUSINESS FROM THE COUNCIL

8:35 p.m.

Konopa read a letter received from Arauco explaining that they will lay off 75 employees (see agenda file.)

Deputy City Manager/CIO Jorge Salinas shared slides of a resolution authorizing an interfund loan to address the Transient Lodging Tax shortfall, and two repayment options (see agenda file). He asked the council to choose either a five-year or ten-year repayment plan.

MOTION: Johnson moved to approve the resolution with a ten-year repayment period. Councilor Alex Johnson II seconded the motion, which passed 6-0, and was designated Res. No. 6901.

Salinas asked the council to accept Republic Services' donation of service and authorize Troedsson to sign a memorandum of agreement (see agenda file).

MOTION: Johnson II made the motion. It was seconded by Sykes, and passed 6-0.

Economic Development Manager Seth Sherry said the City has received \$45,000 from Business Oregon for small grants to businesses affected by COVID-19. Community Lending Works also received \$25,000 for use in Albany. The City can now claim the rest of the \$200,000 requested, but the council must formally accept the \$45,000 already received.

MOTION: Johnson moved to formally accept \$45,000 from Business Oregon for small grants to businesses affected by COVID. Johnson II seconded the motion, which passed 6-0.

NEXT MEETING DATES

Monday, July 20, 2020; 4:00 p.m. work session
Wednesday, July 22, 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,

Allison Liesse
Deputy City Clerk

Peter Troedsson
City Manager



MEMO



TO: Albany City Council

VIA: Peter Troedsson, City Manager

PT 8/6

FROM: Marcia Harnden, Chief of Police

MH

DATE: July 28, 2020, for the August 12, 2020, City Council Meeting

SUBJECT: New Outlet, Off-Premises Sales, Liquor License Application for The Crespelle Alliance, Inc., DBA City Delivery Service, Location at 34550 Highway 99E.

Action Requested:

I recommend the new outlet, off-premises sales, liquor license application for The Crespelle Alliance, Inc., DBA City Delivery Service, location at 34550 Highway 99E, be approved.

Discussion:

Melinda Martin, on behalf of The Crespelle Alliance, Inc., DBA City Delivery Service, has applied for a new outlet, off-premises sales, liquor license. Based on a background and criminal history investigation through Albany Police Department records, the applicant has no criminal record.

Budget Impact:

None

MH:de



MEMO



TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 8/6*

FROM: Marcia Harnden, Chief of Police *MH*

DATE: August 4, 2020, for the August 12, 2020, City Council Meeting

SUBJECT: Limited On-Premises, Liquor License Application for Oregon Pepper Tree LLC, DBA The Pepper Tree, Location at 1125 Salem Avenue SE.

Action Requested:

I recommend the limited, on-premises sales, liquor license application for Oregon Pepper Tree LLC, DBA The Pepper Tree, location at 1125 Salem Avenue SE, be approved.

Discussion:

David Brown, on behalf of Oregon Pepper Tree LLC, DBA The Pepper Tree, has applied for a limited, on-premises sales, liquor license. Based on a background and criminal history investigation through Albany Police Department records, the applicant has no criminal record.

Budget Impact:

None

MH:de





MEMO

TO: Albany City Council

VIA: Jeana Yeager, Finance Director *for JY 8/6*

FROM: Linda Booth, Parks & Recreation Clerk III

DATE: July 27, 2020, for the August 12, 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.

Izzy's	Izzy's Operations LLC	2115 Pacific Blvd SW

Budget Impact:
 Revenue of \$35





MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT*

FROM: Holly Roten, Central Administrative Officer/PIO *HR*

DATE: July 30, 2020, for the August 26, 2020, City Council Meeting

SUBJECT: November and December 2020 Council Meeting Dates

Action Requested:

Council's approval of the proposed changes in the meeting schedule for November and December 2020.

Discussion:

Staff recommends the following meeting schedule:

November

Monday, November 2	Work session, 4:00 p.m.
Wednesday, November 4	Council meeting, 7:15 p.m.
Wednesday, November 11	City offices closed; Veterans Day
Monday, November 16	Work session, 4:00 p.m.
Wednesday, November 18	CARA & ARA meetings, 5:15 p.m.
November 23 – 27	No work session or meeting this week
November 26 & 27	City offices closed; Thanksgiving and Day after Thanksgiving
Monday, November 30	Work session, 4:00 p.m.

December

Wednesday, December 2	Council meeting, 7:15 p.m.
Wednesday, December 9	CARA & ARA meetings, 5:15 p.m.
Monday, December 14	Work session, 4:00 p.m.
Wednesday, December 16	Council meeting, 7:15 p.m.
December 21 – 25	No work session or meeting this week
Friday, December 25	City offices closed; Christmas Day
December 28 – January 1	No work session or meeting this week
Friday, January 1, 2021	City offices closed; New Year's Day

The above schedule is also shown on the attached calendar view.

HR
Attachment



November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5	
	W		R							R				
8	☑	10	11	12	13	14	6	7	☑	8	9	10	11	12
			Veterans Day							C				
15	16	17	18	19	20	21	13	14	15	16	17	18	19	
W			C				W			R				
22	23	24	25	26	27	28	20	21	22	23	24	25	26	
☑	No work session or meeting this week.			Thanksgiving Day	Day after Thanksgiving		☑	No work session or meeting this week.				Christmas Day		
29	30						27	28	29	30	31	1	2	
W									No work session or meeting this week.				New Year's Day	

- W** City Council Work Session; 4:00 p.m.
- R** City Council Meeting; 7:15 p.m.
- C** CARA & ARA Meetings; 5:15 p.m.
- ☑** Planning Commission meeting scheduled (No city council meetings on these dates)



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *8/6*

FROM: Chris Bailey, Public Works Operations Director *CB*

DATE: August 4, 2020, for the August 12, 2020, City Council Meeting

SUBJECT: Acceptance of Federal Transit Administration Section 5339 Grant Funds to Construct a Public Restroom at the Albany Multimodal Station

Relates to Strategic Plan theme: Effective Government

Action Requested:

Staff recommends Council authorize by resolution the acceptance of Federal Transit Administration (FTA) funding in the amount of \$164,800 for the construction of a new public restroom facility.

Discussion:

Council approved the application for FTA grant funds to construct a new restroom at the Albany Multimodal Station at the January 22, 2020, council meeting. The grant application was submitted and has been awarded by the FTA. Staff discussed this funding again at the May 13, 2020, council meeting where council voted to move forward with accepting the grant funding. The action before the council tonight is to formally vote on a resolution to accept and appropriate the funds.

Although the project was awarded by the FTA, the grant funds will be provided through the Oregon Department of Transportation (ODOT) Rail and Public Transit Division on a reimbursement basis. The grant provides \$164,800 toward the project cost, which was estimated to be \$206,000 in total. The match requirement is \$41,200, of which the ODOT Passenger Rail program has previously committed to provide \$10,000. Staff will be applying to other funding sources to provide the match for this project; however, even if no additional funding is awarded, there are adequate reserves in the Transit fund to match the grant.

Budget Impact:

Fund 21340100

Revenue:

21340100-420046 Section 5339 Grant Funds	\$164,800
21340100-424081 ODOT Rail Funds	\$10,000
21340100-492170 Additional Grants/Transfer in from Transit Reserve Funds	\$31,200

Expenditures:

21340100-700000 Capital Project	\$206,000
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CB:kc
Attachment





RESOLUTION NO. _____

A RESOLUTION ACCEPTING SECTION 5339 GRANT FUNDS FROM THE OREGON DEPARTMENT OF TRANSPORTATION RAIL AND PUBLIC TRANSIT DIVISION AND A COMMITMENT TO PROVIDE THE REQUIRED LOCAL MATCH

WHEREAS, the Federal Transit Administration announced the availability of grant funds for public transit facilities; and

WHEREAS, the Oregon Department of Transportation (ODOT) worked cooperatively with Albany staff to develop a grant proposal for new public restrooms at the Albany Multimodal Station; and

WHEREAS, the Albany City Council authorized staff to apply for \$164,800 in grant funding to pay for design, construction, and initial maintenance of the new facility; and

WHEREAS, the Federal Transit Administration and ODOT Rail and Public Transit Division have approved Albany's grant application; and

WHEREAS, a local or state funding match of a maximum of 20 percent, or \$41,200, is required.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council accepts these funds and authorizes the Public Works Operations Director to execute the grant agreement and conditions for their acceptance.

DATED AND EFFECTIVE THIS 12TH DAY OF AUGUST 2020.

Mayor

ATTEST:

City Clerk



MEMO



TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 8/6*

FROM: Marcia Harnden, Police Chief *MH 14*

DATE: August 4, 2020, for the August 12, 2020, City Council Regular Session

SUBJECT: Acceptance of U.S. Department of Justice Fiscal Year 2020 COPS Hiring Program Grant

Relates to Strategic Plan theme: A Safe City

Action Requested:

Staff recommends Council accept a U.S. Department of Justice Community Oriented Policing Services (COPS) Hiring Program grant to hire one sworn officer.

Discussion:

In February 2020, after Council approval, staff submitted an application to the U.S. Department of Justice Fiscal Year 2020 COPS Hiring Program to hire and fund one sworn officer position. This program is intended to create and preserve jobs and increase public safety through community policing efforts.

The Albany Police Department has been awarded a grant to fund one sworn officer position, up to \$391,555 over a three-year award period with no local match required. Accepting this grant award will help mitigate the negative impacts that have occurred due to freezing three police officer positions in the current budget cycle as well as reducing the impact of potential budget reductions in FY2021-2023.

Budget Impact:

No match is required, but the position must be retained for 12 months following the conclusion of the three-year award period. The approximate cost of one police officer position is \$125,000, which includes wages and benefits.

MH:de
Attachment





RESOLUTION NO. _____

A RESOLUTION ACCEPTING A U.S. DEPARTMENT OF JUSTICE COMMUNITY ORIENTED POLICING SERVICES (COPS) HIRING PROGRAM GRANT

WHEREAS, the U.S. Department of Justice has offered Albany a COPS Hiring Program grant in the amount of \$391,555; and

WHEREAS, this program is to create and preserve jobs and increase public safety through community policing efforts; and

WHEREAS, the grant funds will be used to hire and fund one sworn officer position for three years; and

WHEREAS, the position will continue to be funded for 12 months following the three-year award period.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the City of Albany accepts the COPS Hiring Program grant in the amount of \$391,555; and authorizes the Police Chief to execute the agreements and conditions for its acceptance.

DATED AND EFFECTIVE THIS 12TH DAY OF AUGUST 2020.

Mayor

ATTEST:

City Clerk



MEMO



TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 8/6*

FROM: Kim Lyddane, Director of Parks & Recreation

DATE: July 24, 2020, for the August 12, 2020 City Council Meeting

SUBJECT: Acceptance of Federal Emergency Management Agency Reimbursement Grant

Action Requested:

Council approval by resolution to accept a reimbursement grant from the Federal Emergency Management Agency.

Discussion:

The parks and recreation department has been awarded a reimbursement grant from the Federal Emergency Management Agency (FEMA), for damages sustained at Bryant, Bowman and Monteith parks during the spring 2019 flood. The department has received one distribution in the amount of \$25,469.90. The second distribution of \$26,510.10 is in process with a small third distribution expected.

Budget Impact:

There is no budget impact as funds were previously expended in prior fiscal year.

kl

Attachments: (1)





RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY OF ALBANY PARKS & RECREATION DEPARTMENT TO ACCEPT A FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT FROM THE OREGON EMERGENCY MANAGEMENT AGENCY.

WHEREAS, damages were sustained at Bryant, Bowman and Monteith parks during the spring 2019 flood; and

WHEREAS, the FEMA funding will provide reimbursement for eligible expenditures parks and recreation incurred repairing damage from the spring 2019 flood; and

WHEREAS, FEMA has awarded the City of Albany a reimbursement grant in the amount of \$25,469.90, and \$26,510.10 with a third distribution expected.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council to accept the FEMA reimbursement funds in the amount of \$25,469.90, \$26,510.10 and the small third distribution that is expected.

BE IT FURTHER RESOLVED that the city council accepts these funds.

DATED AND EFFECTIVE THIS 12TH DAY OF AUGUST 2020.

Mayor

ATTEST:

City Clerk



RESOLUTION NO. _____

A RESOLUTION ACCEPTING THE FOLLOWING EASEMENT

Grantor

Target Corporation

Purpose

Accepting a 6-foot x 80-foot sidewalk easement, as part of SI-19-24, Target Distribution Loading Zone project.
11S04W25 0215

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that it does hereby accept this easement.

DATED AND EFFECTIVE THIS 12TH DAY OF AUGUST 2020.

Mayor

ATTEST:

City Clerk

EASEMENT FOR PUBLIC SIDEWALK

THIS AGREEMENT, made and entered into this _____ day of _____, 2020, by and between **Target Corporation**, hereinafter called Grantor, and the CITY OF ALBANY, a Municipal Corporation, herein called "City."

WITNESSETH:

That for and in consideration of the total compensation to be paid by the City, the grantor has this day granted unto the City of Albany, an easement, including the right to enter upon the real property hereinafter described, and to maintain and repair public sidewalk for the purpose of providing pedestrian access across and through the lands hereinafter described, together with the right to excavate and refill ditches and/or trenches for the location of the said public sidewalk and the further right to remove trees, bushes, under-growth, and other obstructions interfering with the location and maintenance of the said public sidewalk.

This agreement is subject to the following terms and conditions:

1. The easement hereby granted consists of:

See legal description on attached Exhibit A and easement maps on attached Exhibits B and C.
2. The permanent easement described herein grants to the City, and to its successors, assigns, authorized agents, or contractors, the perpetual right to enter upon said easement at any time that it may see fit, for construction, maintenance, evaluation and/or repair purposes.
3. The easement granted is in consideration of \$1.00, receipt of which is acknowledged by the Grantor, and in further consideration of the public improvements to be placed upon said property and the benefits grantors may obtain therefrom.
4. The Grantor does hereby covenant with the City that they are lawfully seized and possessed of the real property above-described and that they have a good and lawful right to convey it or any part thereof and that they will forever warrant and defend the title thereto against the lawful claims of all persons whomsoever.
5. Upon performing any maintenance, the City shall return the site to original or better condition.
6. No permanent structure shall be constructed on this easement.

IN WITNESS WHEREOF, the Grantors have hereunto fixed their hand and seal the day and year written below.

GRANTOR: Target Corporation

Rick Fink

Name/Title Lead Program Manager

STATE OF Minnesota

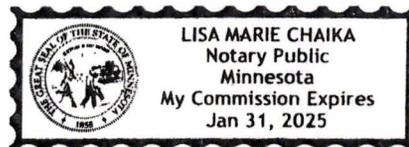
County of Hennepin

The foregoing instrument was acknowledged before me this 9th day of July 2020,

by Rick Fink, on behalf of Target Corporation as his/her voluntary act and deed.

Lisa Chaika

Notary Public – State of Minnesota



CITY OF ALBANY:

STATE OF OREGON)
County of Linn) ss.
City of Albany)

I, Peter Troedsson as City Manager of the City of Albany, Oregon, pursuant to Resolution Number _____, do hereby accept on behalf of the City of Albany, the above instrument pursuant to the terms thereof this _____ day of _____ 2020.

City Manager

ATTEST:

City Clerk

EXHIBIT A

Legal Description

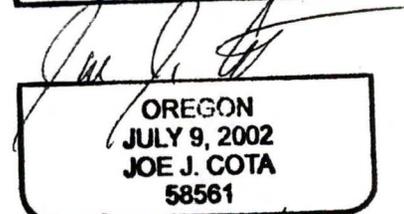
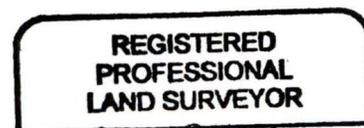
Sidewalk Easement

Located over Parcel 1 of Partition Plat 1995-32

Tax Lot 2105 of Assessor Map 11S-4W-25

A strip of land for easement purposes located over Parcel 1 of Partition Plat 1995-32, a partition recorded in Linn County, Oregon, said strip of land being more particularly described as follows:

Beginning at a point on the south line of said Parcel 1 that is South 67°48'46"
West 735.64 feet of the most easterly northeast corner of said Parcel 1; thence
North 87°44'48" West, along said south line, 80.00 feet; thence North
02°12'38" East 6.00 feet; thence South 87°44'48" East 80.00 feet; thence South
02°12'38" West 6.00 feet to the Point of Beginning.



RENEWS: 12/31/21

July 2, 2020

SIDEWALK EASEMENT

(19-35) JJC:ls

File Ref: z:/projects/2019/19-35/surveying/documents/easement legal.doc

LEGEND:

- CALCULATED POINT
- X — EXISTING FENCE
-  SIDEWALK EASEMENT, 480 SF
- PL PROPERTY LINE
- P.O.B. POINT OF BEGINNING
- P.P. PARTITION PLAT

EXHIBIT "B"
SIDEWALK EASEMENT TO CITY OF ALBANY
 LOCATED OVER

"TARGET CORPORATION" PROPERTY

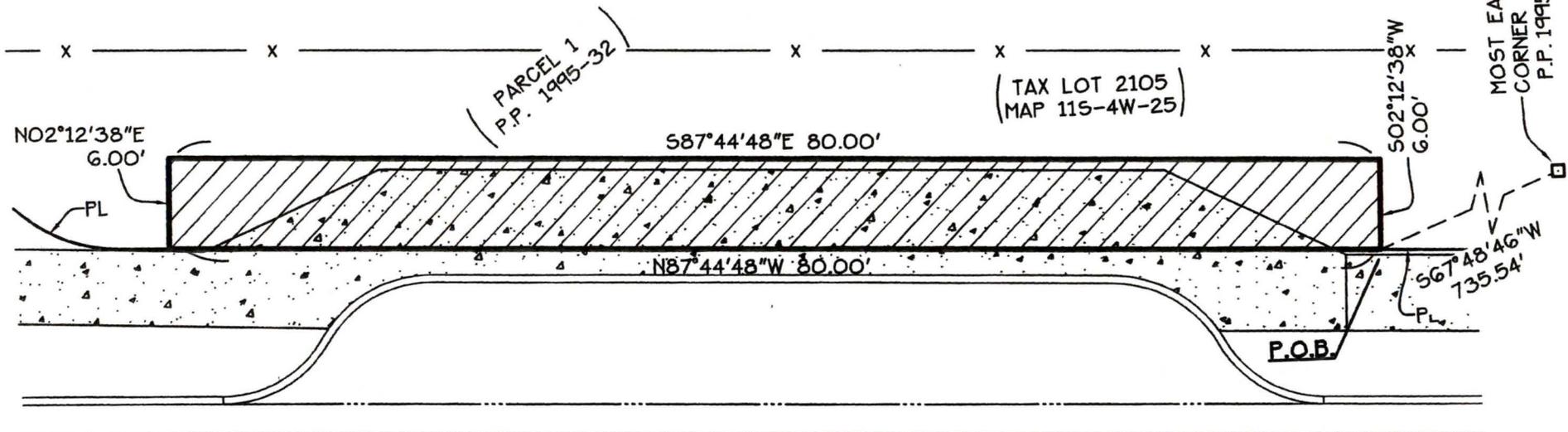
DEED REFERENCE MF VOL. 748, PG. 762

PARCEL 1 OF PARTITION PLAT 1995-32

TAX LOT 2105, MAP 115-4W-25

CITY OF ALBANY, LINN COUNTY, OREGON

SEPTEMBER 17, 2019



BETA DRIVE



SCALE: 1" = 10'



Date: 9/18/2019 Time: 8:13
 Scale: 1"=1(P5)
 File: dwg\2019\19-35\19-35_ease.dwg (George)



K & D ENGINEERING, Inc.
 278 N.W. Hickory Street P.O. Box 725
 Albany, Oregon 97321
 (541) 928-2583

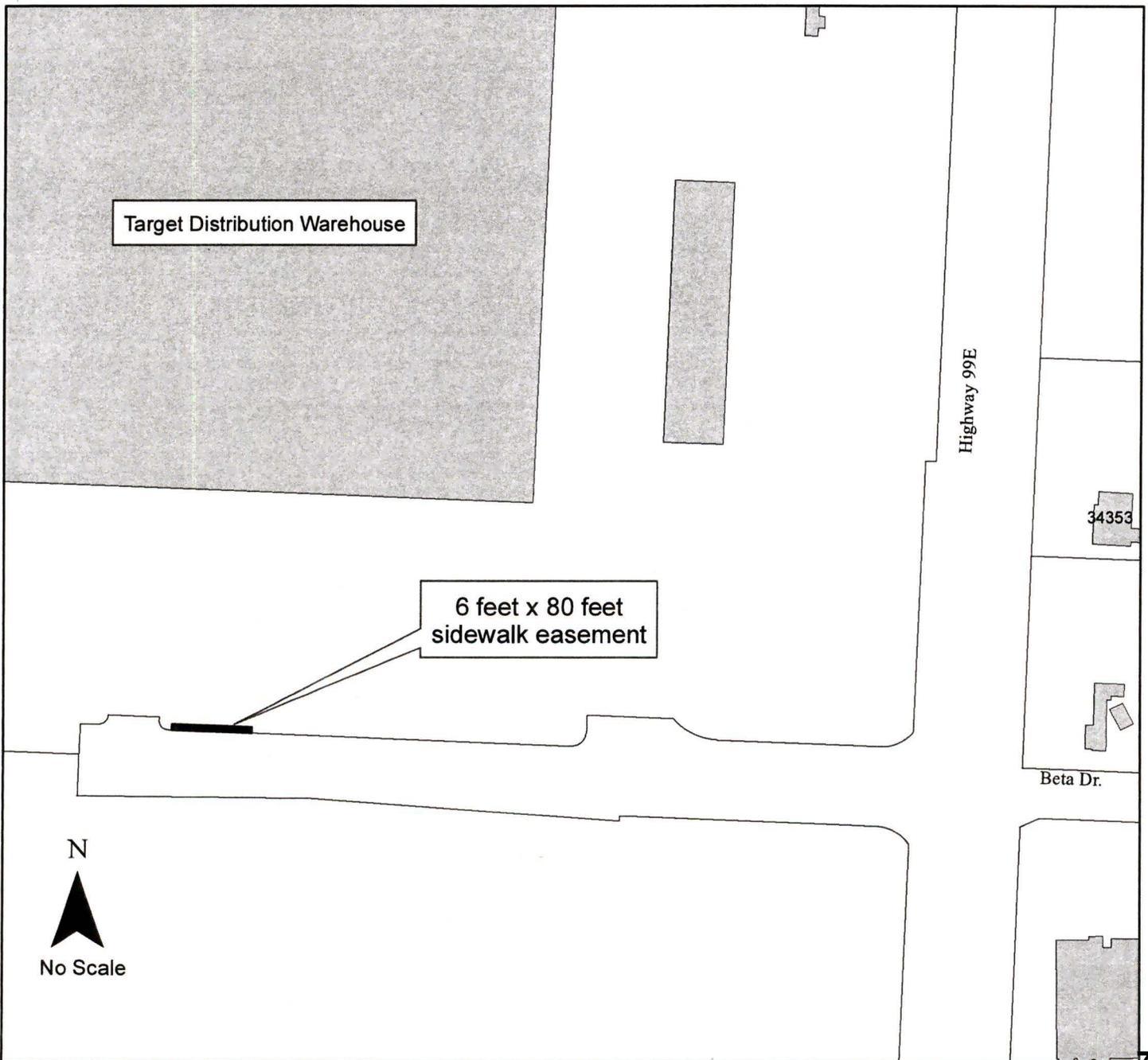
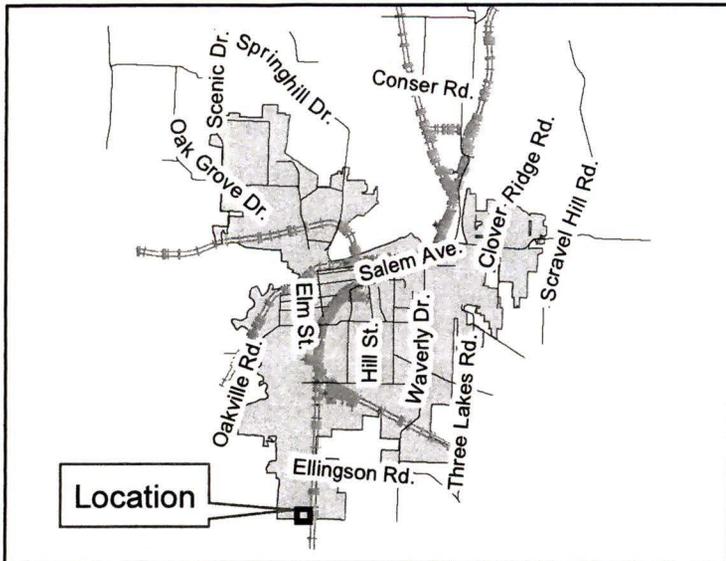
EXHIBIT C

11S04W25 0215

A six feet x 80 feet sidewalk
easement, as part of the
Target Loading Zone Project
SI-19-24



Geographic Information Services





RESOLUTION NO. _____

A RESOLUTION APPROPRIATING FUNDS FROM BUSINESS OREGON

WHEREAS, the COVID-19 crisis continues to harm small businesses in Albany; and

WHEREAS, the State of Oregon has made a limited amount of emergency grant funding available for small business relief; and

WHEREAS, the primary intent of this emergency grant funding is to support sole proprietors and businesses owned by historically disadvantaged individuals; and

WHEREAS, grants are only available to businesses who have not yet received federal financial assistance associated with the COVID-19 crisis; and

WHEREAS, at their July 8, 2020, meeting, the Albany City Council authorized the City Manager to enter into an agreement to accept and receive grant funds in the amount of \$45,000 from Business Oregon.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the Business Oregon grant funds are hereby appropriated as follows:

Resources:	Debit	Credit
21111025-670700		\$45,000
Requirements:		
21111025-469015	\$45,000	

DATED AND EFFECTIVE THIS 12TH DAY OF AUGUST 2020.

Mayor

ATTEST:

City Clerk



MEMO

TO: Albany City Council

FROM: Peter Troedsson, City Manager  8/6

DATE: July 21, 2020, for the August 12, 2020, City Council Meeting

SUBJECT: Recent Staffing Changes in the City Manager's Office

Action Requested:

Information.

Discussion:

With the June 30 retirement of the Management Assistant/Communications Officer in the City Manager's Office, the Senior Administrative Supervisor and Media & Applications Developer positions have absorbed the core functions and responsibilities of the recently vacated Communications Officer position.

Effective July 1, 2020, the following positions were reclassified:

- 1.0 FTE Senior Administrative Supervisor position in the City Manager's Office to Central Administrative Officer/PIO
- 1.0 FTE Media & Applications Developer position in the Information Technology Department (AFSCME position) to Communications and Engagement Officer in the City Manager's Office (Nonbargaining position).

Human Resources conducted a classification review and compensation survey and determined that given the increased responsibilities of the positions, both should be reclassified to N225 with updated job descriptions and titles that more accurately reflect the duties of the positions. This action was reviewed and approved by Danette Jamison, Human Resources Director.

Budget Impact:

The Central Administrative Officer/PIO has moved from N223 Step 2 to N225 Step 1, and the Communications and Engagement Officer has moved from A151 Step 6 to N225 Step 7. The increased wage cost of reclassifying both positions is \$4,181.64 for Fiscal Year 2020-2021. The wages and benefits cost to replace the Management Assistant/Communications Officer at N225 Step 1 would have been roughly \$125,000 per year. With the elimination of the position, the City Manager's Office will see an overall reduction in personnel costs of approximately \$120,000 per year.

Additionally, the City Manager's Office is not currently filling a budgeted 1.0 FTE Administrative Assistant I position that was vacated at the end of May. By keeping the position vacant, the department is able to further reduce personnel costs by roughly \$104,000 from June 2020 through the remainder of the biennium.

PT:hr





MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 8/6* *AK*

FROM: Holly Roten, Central Administrative Officer/PIO

DATE: July 28, 2020, for the August 12, 2020, City Council Meeting

SUBJECT: Designation of Voting Delegate for 2020 League of Oregon Cities Annual Business Meeting

Action Requested:

Designation of a voting delegate for the 2020 League of Oregon Cities (LOC) Annual Business Meeting to be held on Thursday, October 15, 2020. The named delegate must be someone registered to attend the LOC Annual Conference.

Discussion:

In concert with the 95th LOC Annual Conference, the LOC's Annual Business Meeting is scheduled for Thursday, October 15 at 2:15 p.m. At the Annual Business Meeting, city representatives will vote to approve the LOC Board of Directors for 2021. Because each member city is entitled to only one vote, cities are asked to identify a voting delegate by Friday, August 28.

The Council needs to officially designate a voting delegate who is registered to attend the LOC Annual Conference, which is being held virtually October 14-15.

Budget Impact:

None.

HR