

MAYOR'S BUSINESS READY TASK FORCE -MINUTES

June 19, 2012

Attendees: Sharon Konopa, Dala Rouse, Oscar Hult, Arthur Meeker , Jessica Pankratz, Dave Reece, Ron Reimers, Rob Richards, John Pascone, Janet Steele

Staff: Wes Hare, Heather Hansen, Tari Hayes

Guest: Richard Berger, Realtor's Association, Don & Christine Sullivan

1. Review and Approval of May 22nd minutes

Hult made motion to accept with edits, Meeker seconded, passed unanimously

2. Business from the Public

Christina Sullivan provided an overview of the process to date of opening up a coffee drive thru in Albany. (see agenda file).

Sullivan believes the Albany Development Code should be updated to better address the needs of business owners with small lot. Sullivan has had issues with parking and landscape requirements that she feels are accommodating to large developments, but not smaller developments. Sullivan feels the entire development process has been challenging, and that City staff, for the most part, have been difficult to deal with.

Mayor Konopa stated that she had picked up the City's Notice of Decision but hasn't had a chance to review it yet. Konopa appreciated Sullivan sharing her recommendations regarding site plan review; they will be a good resource to look at as the Task Force moves forward.

3. Review of Home Occupation standards (Anne Catlin) (see agenda file)

Catlin provided a draft proposal for creating two levels of home occupations for home based businesses and hobbies. Level 1 would allow businesses and hobbies outright, provided they meet the criteria. Level 2 would be an option for those that don't meet the Level 1 standards. Level 2 would be allowed following a conditional use review to ensure compatibility with the neighborhood. The intent of these standards is to allow home occupations as long as they comply with the standards and do not alter the residential character of the neighborhood, infringe upon the right of neighboring residents to the peaceful enjoyment of their homes, or are otherwise detrimental to the community at large.

While being modeled around Lebanon administratively, Albany's proposal is more lenient and less expensive than current Lebanon standards. Lebanon does not allow use outright, but instead requires administrative review. They use a checklist that the applicants signs, and there is a \$100 fee.

The Task Force brainstormed different types of occupations and what levels, if any, they would fall into. For instance, Konopa asked about home based business' such as Pampered Chef, would they need to register – no they would not have to unless they have more than 3 events a year.

The registration process would also help track home based businesses in the city. Rouse commented that businesses have to register with Oregon State Police if they are using caustic/toxic materials providing additional protection. Reece reiterated that enforcement is still complaint driven.

The group discussed the application and conditional use review processes. Frequently change of uses can require building permits. This is not a registration or licensing of the businesses. It's a check in with planning and building to make sure the customer is in compliance. It also provides the neighbors with notice of what's happening in their neighborhood. Conditional use review also triggers review by the

MAYOR'S BUSINESS READY TASK FORCE -MINUTES

June 19, 2012

building department to make sure that any areas open to the public are safe and up to safety codes. The prohibited uses for home occupations haven't changed with the proposed code language.

The Task Force made the following recommendations:

- Provide a Frequently Asked Questions section on the City's website regarding home occupation. The Chamber of Commerce and the Albany Millersburg Economic Development Corporation (AMEDEC) refer people to the City for questions that could be answered online.
- Make the conditional use fee nominal or on a tiered fee scale.
- Remove references to hobbies from the code, hobbies can vary greatly and are hard to define.
- Look at the size & scale requirements again. Level 1 maybe too small and it doesn't address large lots that could have large outbuildings.

Staff will make the suggested changes and email them to the Business Ready Task Force for review prior to taking it to the Planning Commission.

4. Review of Small Scale Manufacturing w/ On-site Retail (Evan Fransted)

The Albany Development Code (ADC) does not have a specific classification for small-scale manufacturing with an incidental retail component. In general, the Code classifies small-scale manufacturing as manufacturing, retail sales and service, or office. In some non-industrial zones, such as mixed-use zones and some commercial zones, small scale manufacturing may not be allowed where it might make sense. As the economy changes, these businesses have come up more often over the last couple years. This proposal would relax the code and give staff more flexibility in interpreting the code.

Fransted provided a matrix of code comparisons for small-scale manufacturing uses in other jurisdictions. The regulations take into consideration things such as size, type of use, air emissions, manufacturing, repair and fabrication, with incidental retails or wholesale sales associated with the use. If the business owner can meet the standards, they could be allowed in those zones.

Fransted went over the ADC tables and proposed edits to the 5.070 Special Conditions section of the code.

The group discussed some specific examples of uses and if they would be allowed in certain areas. Sometimes zones are created specifically for businesses, such as the residential/ medical zone around the hospital. It has some serious parking issues, adding retail would exacerbate the issue.

Richards asked where athletics, gymnastics, and cheerleading would fit. They are not addressed in this topic because this is small scale manufacturing. Mixed use will be addressed in future meetings.

The draft definition is as follows:

Definition: Small-scale businesses that manufacture artisan goods or specialty foods occupying no more than 5,000 square feet. Goods are generally sold on site with a small incidental retail component. Small-scale manufacturing businesses are intended to be allowed where compatible with the commercial and residential zones. The use shall not create excessive noise, dust or offensive odors that would be disruptive or be detrimental to other nearby commercial businesses or residential uses.

Examples would include: Types of uses could include sugar and confectionary, fruit and vegetable preserving; microbreweries, micro-distilleries, and wineries; artisan leather, glass, jewelry, cutlery, hand tools, wood, paper, ceramic, textile and yarn products; musical instruments, pens, pencils, sporting and athletic goods, toys, brooms and brushes, buttons, costume novelties, and other miscellaneous small-scale manufacturing industries.

At some point if you allow to many different uses you change the zone and the expectations for those who live or work there. Konopa noted that sometimes businesses can go in a location that better fits the type of business. Pascone asked if manufacturing was allowed outright when Water Ave. was rezoned.

MAYOR'S BUSINESS READY TASK FORCE -MINUTES

June 19, 2012

Hansen stated that there are specific properties that were grandfathered in. There are 18 properties specifically mentioned in the code.

ACTION: Come back with something unspecific right now, there are some vacant buildings perhaps we could add or open it up for that area.

- The group would like to see conditions for Industrial office, such as those used in Portland, but less complicated.

The group will discuss parking requirements in general at a future meeting. Fransted had some additional parking items related to small scale manufacturing he wanted to discuss.

If the business is doing well and wants to expand, it could trigger the need for more parking and have a greater impact on the neighbors. How do we support the expansion with consideration for conditions in the neighborhood?

There are sites around town that are in poor condition. Improvements, such as ADA accessibility, parking and landscaping, need to be done in order to bring the site into compliance with City codes. The group discussed at what point the improvements would need to be made. There is some discretion and improvements are frequently given tiered deadlines.

Frequently businesses will occupy a more affordable space. When they are successful and want to expand, the expansion can trigger more costly permit and improvement requirements. The Task Force is scheduled to discuss this issue more at the July 31, 2012 meeting.

Parking standards are different for retail and manufacturing, what happens when the business is both. Manufacturing parking requirements are based on the number of employees; retail is based on square footage. It makes sense to the group to base it by employee count, but that's not how the code is written.

5. Site Plan Review (David Martineau)

Site Plan Review (SPR) is required for most uses in commercial, industrial and village center districts. SPR ensures that parking is adequate to meet the proposed use, that the new use is compatible with existing adjacent uses, that property owners within a distance (usually 300 feet) are made aware of the proposed change of use and are given opportunity to comment, and that non-conforming elements of the site are brought up to current standards commensurate with the proposed changes.

However, there are occasions when requiring Site Plan Review makes no sense. Sometimes staff will know that the use would be approved at just a cursory glance of the application. These include properties that are already built-out and retail strip development or tenant spaces within existing buildings. In some cases, site improvements are not physically possible. For instance, the majority of properties in the Historic Downtown district are built lot line-to-lot line but SPR could still be required by the code.

Staff proposes to develop a checklist that provides a clear-cut process for determining if SPR is needed and at what level. Standards however must be clear-cut and objective, otherwise it needs to be a land use decision per state law.

Note: the general Site Plan Review process will be discussed at the Task Force meeting on August 14.

The group discussed different scenarios where a SPR shouldn't be needed:

- When a site is already build out, from lot line-to- lot line within the Downtown Parking District.
- When there are new tenants in a strip mall etc. They are usually renting and don't have control over the property.
- For a change of use that's the same or similar type of use, when the non-conforming building has not been vacant for more than a year.

MAYOR'S BUSINESS READY TASK FORCE -MINUTES

June 19, 2012

- Eliminate the requirement when it can be clearly demonstrated that they meet existing code.
- A developed site where it's just not possible to meet the requirements.

Site Plan Review (SPR) does help to apply the code consistently. There are unique situations that each business brings to the table, and SPR keeps it fair.

6. Next Scheduled Meeting Topics:

July 31 – Parking, Existing Buildings, Non-conforming, Difficult properties (staff from multiple departments)

August 14 – Development Review Process from start to finish (staff from multiple departments)

These meetings are 3 hours from 2-5. Staff will provide snacks.

The group agreed to send the home occupation draft out for email review, and then take it to the Planning Commission. If the Commission has substantial changes, it will come back to the Task Force for review; otherwise it will proceed to the City Council.

7. Adjourn 4:50

Respectfully submitted

Tari Hayes

City of Albany

Administrative Assistant