

NOTICE OF PUBLIC MEETING

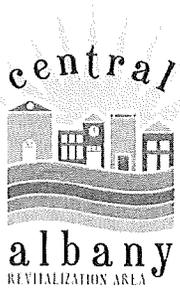
CENTRAL ALBANY REVITALIZATION AREA ADVISORY BOARD
City Hall Council Chambers
Wednesday, April 20, 2016
5:15 p.m.

AGENDA

1. CALL TO ORDER (Chair Rich Catlin)
2. ROLL CALL
3. APPROVAL OF MINUTES
➤ March 16, 2016. [Pages 2-11]
Action: _____
4. SCHEDULED BUSINESS
 - a. Business from the Public
 - b. Parklets in Downtown. [Verbal Presentation] (Porsche/ADA)
Action: _____
 - c. Edgewater Village Presentation. [Verbal Presentation] (Porsche/Diamonds)
Action: _____
 - d. Albany Carousel Request for Funding. [Pages 13-15] (Porsche)
Action: _____
 - e. U of O Sustainable Cities Year Program. [Pages 16-41] (Porsche)
Action: _____
 - f. CARA Code Review Approval of Bid. [Pages 42-60] (Porsche)
Action: _____
 - g. CARA/ARA Capital Improvement Program Draft. [Handouts at Meeting] (Porsche)
Action: _____
 - h. Staff updates and issues. [Verbal] (Porsche)
Action: _____
5. BUSINESS FROM THE BOARD
6. RECONVENE
7. NEXT MEETING DATE: *Wednesday, May 18, 2016*
7. ADJOURNMENT

City of Albany Web site: www.cityofalbany.net

The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, advance notice is requested by notifying the City Manager's Office at 541-917-7508, 541-704-2307, or 541-917-7519.



APPROVED: Draft

CITY OF ALBANY
Central Albany Revitalization Area Advisory Board
City Hall Council Chambers, 333 Broadalbin Street SW
Wednesday, March 16, 2016

MINUTES

Advisory Board Members present: Ray Kopczynski, David Abarr, Maura Wilson, Dick Olsen, Rich Catlin, Sharon Konopa, Mark Spence, Bill Coburn, Russ Allen, Loyd Henion, Mitch Langjahr, and Bessie Johnson (arrived at 5:35 p.m.)

Advisory Board Members absent: Floyd Collins (excused), and Rich Kellum (excused)

CALL TO ORDER

Chair Rich Catlin called the meeting to order at 5:15 p.m.

APPROVAL OF MINUTES

January 20, 2016

MOTION: Ray Kopczynski moved to approve the minutes as written. Maura Wilson seconded, and it was approved 11-0, with Russ Allen abstaining.

SCHEDULED BUSINESS

Business from the Public

None.

Storefront Grant request from Gary Neiland (\$10,000)

Economic Development and Urban Renewal Director Kate Porsche explained that the owner of the building, Gary Neiland, lives out of state. They had planned for Enrique Marquez, the individual that runs the restaurant at this location, to be present to speak; but he had a family emergency and is unable to attend. Porsche asked the Board whether they'd like to postpone this item to a later date. Wilson suggested that the Board bring up any issues they have with this item at the current meeting to give the owner an opportunity to respond.

Kopczynski pointed out that it didn't appear that Neiland had looked for any other financing, and he wondered whether the project will move forward if the CARA financing is denied.

Wilson questioned item K in the staff analysis, related to the number of jobs that would be created, and wondered why the information the owner listed does not match Porsche's staff report. Porsche said she believes Neiland is counting jobs that already exist, whereas the staff report looks at the net number of new jobs created. Porsche will have Neiland correct the information on his application.

Wilson said she's walked past this building and agrees that it needs to be updated, but she's not sure how the renovations are going to be in keeping with the historic nature of First Avenue. Catlin noted that he was unable to discern whether the elevation from Tim Hurley Designs on page 19 is part of the bid on the

previous page or if that is the design being proposed for the building. Dick Olsen questioned whether aluminum windows are appropriate for a historic building. Porsche explained that the proposal has not yet been reviewed by the Landmarks Advisory Commission; it is first being brought before the CARA Advisory Board to determine if they can get funding to move the project forward. Allen said he'd like to underscore his desire to see designs for the exterior elevation in that it's an investment in order to create a period piece that's going to be attractive and fit in with the Albany Community Theatre (ACT) next door. Olsen would like to see a historic photo of the building to see what the original characteristics were, which Porsche said she would include when this item is brought back. She will also include Rob Dortignacq's review of the exterior of the building.

Code Compliance Partnership Grant request (\$50,000)

Porsche explained that the partnership came about as a means to work toward the elimination of blight within the CARA boundary. Funds will come from CARA and the Community Development Department to create a position that will be housed within the Albany Police Department (APD). Funding for the position is being proposed for five years initially.

Police Chief Mario Lattanzio explained that areas with blighted properties are usually the areas of higher crime rates. The City works to remove the opportunity for people to commit crimes in those areas by requiring that the property owners be responsible for maintaining those properties. Existing staff in the Building Division is only able to handle nuisance code enforcement on a part-time basis, as they have other duties relating specifically to compliance with the City's Building Code. Lattanzio stated that as the city is growing, additional resources and staff are required to keep up with the workload, and APD's Community Service Officers have limited availability to deal with junk and trash violations. The person in this new position would be assigned to APD's Community Resource Unit. The plan is not to start citing people but to bring awareness and come up with a path or program to bring people into compliance voluntarily. Lattanzio explained that over half of the work related to code compliance is already within the CARA boundary, and funding this position will allow APD to have someone focused on code enforcement full time.

Porsche noted that any time urban renewal money is put into something like this, where the work can be done citywide, it is important to know that the percentage of work being done within the CARA boundary is proportionate to the amount of money being contributed from urban renewal. All but one of the most troublesome code compliance cases are within the CARA boundary. Porsche does not believe it will be an issue whatsoever with hitting the 50 percent workload threshold. Allen believes the threshold should be higher than 50 percent of work completed within the CARA boundary, given that the other 50 percent of funding from the Building Division is supporting the rest of the entire city.

Public Works Engineering and Community Development Director Jeff Blaine explained how the Building Division is able to justify contributing to the funding of this position. The funds are essentially being paid back to the General Fund for a bailout of the Building Division when the department was hit hard by the recession. Blaine explained that code compliance as a whole is done as a team and is spread across multiple departments. He is aware of at least two positions directed to code compliance that the City no longer has, and cases have continued to increase as resources have continued to decline. There is some distinction to be made between code compliance from a Building standpoint and from a nuisance standpoint. He feels this position provides an opportunity to redefine how the City focuses on code compliance issues as a whole, and specifically within the CARA boundary. He reiterated that when they evaluated the need for this position, all but one major code compliance case fell within the CARA boundary.

Discussion followed related to current staffing levels and how code compliance is managed between the Building and Planning Divisions. Blaine clarified that existing staff in the Building Division will remain in that position and this will create a new position within the Police Department. He explained that many

of the properties in question have multiple issues that cause the departments to be brought together, such as Building Code violations, junk and trash violations, and transients or other activities that require Police to respond. This position will allow the City to have a single point of contact. Blaine does not feel that the Building Division is currently able to meet APD's needs and respond to issues effectively so that Police can address some of the issues on the periphery of code compliance.

Bessie Johnson arrived at 5:35 p.m.

Loyd Henion asked how code violations are currently handled. Lattanzio explained that junk and trash complaints are usually handled by Community Service Officers. If the violation goes beyond that, it is referred to the Building Division. The person in the new position within APD will be able to respond much more quickly because this will be her/his primary job.

Mayor Sharon Konopa said she works with these code enforcement issues and she hears consistently that there is not enough staff time to deal with these issues effectively and really enforce the Albany Municipal Code (AMC). It is her understanding that the City is facing quite a backlog of cases, and she feels this is a great option for funding a much needed position.

Kopczynski commented that some of the cases outlined in the code squad reports that Council receives are quite scary. He would expect to receive more comprehensive reports with the filling of this position, given there will be more properties being addressed. He wonders how this is going to affect property owners following through and getting into compliance. Blaine stated that the hope is for staff to be able to get some of those properties off the list. The problem is the significant amount of staff time that it takes to address some of these issues and progress the case through the process. Lattanzio stated the goal is to be more proactive with compliance.

City Attorney Jim Delapoer believes that having someone dedicated to this full time, and allowing for continuity with an individual being able to learn the process and follow through on cases, will make a huge difference in being able to resolve these cases and achieve positive outcomes efficiently.

Mark Spence asked whether there is a precedent for CARA funding a City position. Porsche explained that CARA pays for a portion of her salary, as well as the Economic Development/Urban Renewal Coordinator position. She reminded the Board that in 2009, they did something similar to help fund a code compliance position in the Building Division that was focused on the CARA district.

Spence has concerns that additional staff time and money will not necessarily resolve code compliance issues. He also questions whether there is a way to measure a return on investment or to quantify the success of the position. The case may be that property values go up or crime goes down, but he would like to receive a measureable at some point, possibly after a year or two. He doesn't want to see that additional citations have been issued but the problems remain; he would like to understand that it's having some success.

City Manager Wes Hare stated that the obvious improvement is going to be in the length of time it takes to resolve issues as they're reported or as the City becomes aware of them. He said it's one thing if you think of these as abstract issues happening at properties across the city; it's another thing entirely if you're the neighboring property. Citizens don't appreciate when it takes the City a year, or even several years, to deal with these issues, while the problem property continues to negatively affect property values and create health and safety issues which is not an acceptable situation. Hare outlined the measures taken to address some of the extreme cases. He explained that it is intentionally difficult for the City to be able to take someone's property away from them or to deprive them of its use. It involves a lengthy legal process and a great deal of time, energy, and staff to be able to deal with some of these compliance issues. Hare stated the City doesn't have as many people now as we did several years, when the City did a better job of addressing these issues.

Mitch Langjahr asked Hare about staff reductions. Hare explained that the City had 428 employees in 2008 and is now down to 384, while the city continues to grow. The ratio of employees to population is at an all-time low. Hare said the City looks for opportunities to package contributions from different agencies and do what we can to be more efficient with the resources currently in place; but at some point, we have to acknowledge that we don't have the staff to accomplish the work that needs to be done to the satisfaction of the citizens.

Langjahr said he's also someone that looks at return on investment and shares the concerns about metrics. Hare feels that Chief Lattanzio has done a superb job of using the Computer Statistics (COMPSTAT) process to help identify maximum use of resources and feels they'll have some good ways to track the success of this new position.

Wilson said she understands there is an unmet need but she's not sure whether it is the Board's responsibility to fill a vacancy elsewhere in City government using CARA funds. She is open to better understanding that piece.

Hare explained that the position is being funded from multiple funding sources, not just CARA; but the biggest problem the City has right now is in the CARA boundary. In fact, the funds from CARA are probably not commensurate with the demand that CARA places on the City's ability to deal with code enforcement issues. In terms of curing blight, he feels it's a reasonable way to go.

Abarr, as a resident of the Hackleman District and a member of the Landmarks Advisory Commission, said he doesn't think anyone really understands how many code enforcement issues there are. He thinks people would be shocked at the number of Building Code violations alone.

MOTION: Kopczynski moved to approve the Partnership Grant as requested with a five-year sunset clause and at least annual reporting on the number of cases and their status.

Johnson commented that she understands Wilson's hesitations about funding staff positions, but this is exactly what CARA is for, to address blight; so this seems like it fits right into that objective. Allen also acknowledged the concern over backfilling lost City positions, but he also feels this fits the CARA objective.

Discussion followed related to the Code Squad reports that are generated quarterly and provided to City Council. Based on the request of board members, Porsche will begin to provide the CARA Board with these reports, in addition to the reporting that Kopczynski outlined in his motion.

Catlin asked to clarify whether this is a five-year commitment, which Porsche confirmed it is. Catlin questioned whether the position should be reviewed and renewed on an annual basis and discussion followed. Hare clarified that the position, as with all positions, will have to have budgetary authorized; so it will be reviewed annually regardless.

Spence stated that he would vote for the motion, as presented, and seconded it.

Porsche clarified that the motion is to approve funding, as outlined in the staff report, but that there would be annual reporting each year with metrics that would come back to the CARA Advisory Board and that staff would feed the Board the quarterly reports on code compliance that are currently being generated and presented to City Council.

Henion said he appreciates the proactive nature that this position is going to be taking and potentially reducing the number of people going through the court system by educating and informing the public. Delapoer stated that while voluntary compliance is certainly ideal, when it comes to those violators that

have been informed by staff and continue to neglect the issue month and month, often Municipal Court is the best tool to get them in compliance – getting a fine or sanction in place that makes it an economical choice to comply. While this doesn't help with persons that are violating the code because of some sort of mental illness, it is certainly an effective means of dealing with those willful violators, getting them into the system, and following through with judicial enforcement of the code.

VOTE: A vote was taken on the motion, and it passed 10-2, with Catlin and Langjahr voting no.

Staff Request: Purchase of Signs of Victory property at 118/120 Seventh Avenue SE (\$218,750)

Porsche explained that Signs of Victory has been operating an emergency homeless shelter at this location, just one house down from the corner of Seventh Avenue and Lyon Street, for many years. This location is not ideal for such an operation, and Signs of Victory hopes to relocate the shelter to their Jackson Street location, where other Signs of Victory services are currently housed. In April 2015, City staff formed a work group to meet with building owners, George Matland and Gale Armstrong-Cabrera, to determine what would be required to relocate to the Jackson Street site. One of the barriers the owners face in relocating is the requirement for fire sprinklers to be installed at the Jackson Street site, which is a significant expense.

Porsche is proposing what she feels is a win-win situation for Signs of Victory and CARA. CARA would purchase the property on Seventh Avenue at the current Real Market Value (RMV) of \$218,570.00, as identified by the Linn County Tax Assessor. This would provide Signs of Victory with the funding needed to make improvements to the Jackson Street site; and CARA would have control of the Seventh Avenue property, allowing the Board to determine how and for what purpose the property is assumed by a future buyer. CARA could then conduct a Request for Proposal (RFP) to find someone who is interested in purchasing the historic duplex and renovating it in a way that is in keeping with the CARA objective.

Porsche pointed out that in her staff report she stated that Signs of Victory was not currently paying property taxes for the Seventh Avenue property, which she believed was the case because they are a nonprofit. This was reported in error as Signs of Victory is currently paying taxes for this location. Porsche noted that if CARA purchases the property, it would be pulled from the tax rolls for the time that they own it, but the idea would be to return it to the tax rolls with increased value.

Delapoer advised the Board that the record will need to reflect that this is a blighted property and staff will need to document the nature of the blight. If it is determined that the property is blighted, then there is no question that it is appropriate for the Agency to acquire the property. Delapoer clarified that the knowledge staff has related to value of the property is based on the available tax information and a market analysis completed by a realtor; it is not based on an interior inspection. He would recommend that the purchase at least be subject to an inspection by the Urban Renewal Director, or her designee, to ensure that there isn't anything unexpected within the interior that would cause an evaluation based largely on external features to be inaccurate.

Allen stated he has no problem with the concept of CARA purchasing the property, but he wants to see the property have an inspection and an appraisal, just as a normal lender would require. Discussion followed related to conditions that the Board members would like to have for the purchase.

Porsche explained that she had foreseen paying for an inspection, just to make sure that there aren't any significant issues with the foundation, for example. Delapoer said he feels the inspection is much more important than the appraisal and that between the assessor's office and the market analysis that has been completed, that gives a good idea of the value of the property.

Spence said he is in favor of this project. He believes an inspection will be necessary in order to declare the home blighted and to confirm the value as well. He noted that there will be additional expenses to

what was outlined in the staff report in order to maintain the property during the time that CARA owns it and that money will need to be set aside as well. Spence asked whether the zoning would allow someone to have a business in one side of the duplex and a residence in the other side. Porsche confirmed that since it was built as a multiuse, then yes, the multiuse would be allowed.

Langjahr questioned why it is necessary for CARA to purchase the property and wonders why the Board isn't being approached for a loan, and then Signs of Victory can sell the property on their own. Porsche explained that the proposal is to purchase the Seventh Avenue property now because Signs of Victory needs the cash in order to finish the improvements to the Jackson Street property. There is a financial logjam. Porsche sees a benefit to CARA and to the neighborhood in CARA assuming control of the property and being able to drive what the next use of the building will be. Porsche assured the Board that purchasing property for reasons such as this is a very typical thing for an urban renewal district to do.

Discussion followed related to the specifics of the lease term and Signs of Victory's relocation. Langjahr expressed concerns over holding onto the property until 2017, as Porsche proposed, in that property values could go down and they would be gambling. Several Board members agreed that they would rather not hold onto the property any longer than necessary.

Lattanzio explained that this process started several years ago when he started as Police Chief and took a tour of the Seventh Avenue location. He noted the lack of supervision of the occupants on Seventh Avenue, and Matland indicated that they would like to relocate everyone to Jackson Street. Lattanzio added that when you look at our crime in blighted areas, you can almost divide it down Lyon and Ellsworth Streets; and this is an area where the city has blight issues and associated crime. Following his conversation with Matland, he then went to Public Information Officer Marilyn Smith and Porsche to ask what could be done to help Signs of Victory facilitate the transition to Jackson Street so that the Police Department doesn't have as many calls out to this location as they do currently.

Konopa commented that a lot of the clientele that Signs of Victory serves are probably not going to be able to find other housing, which is a driving factor for needing this transition time. She feels that Signs of Victory is an important part of the puzzle with solving homelessness and trying to get people into housing; they are really providing a service for those people. Lattanzio added that there are people who aren't allowed at other facilities, but Signs of Victory will let them in. Typically, these are people who have more significant issues with drugs or alcohol, and Signs of Victory will help them.

Matland stated there are many people who can't help themselves. His goal is to have a place established for Signs of Victory to operate for the next 30 years so that whoever is running it after he's gone won't have to worry about zoning issues, capacity, etc.; everything is set up for them to just take care of people and nurture and help them back to functioning in society. He clarified that he's not looking to make the facility fancy in any way. The men's dorm will be comfortable, a place to sleep and get something to eat and a change of clothes. They're going to build metal bunk beds, comfortable and functional, but nothing fancy. The warming center facility is on Jackson Street already and one of the things he'd really like to add to the Jackson Street location is a detox center, which Albany hasn't had in a long time.

Kopczynski said he definitely likes the concept because it is the first objective for urban renewal districts. He agrees with Langjahr and others that they should sell the property as soon as is reasonable and not necessarily wait until the new fire station is completed, but he also feels they shouldn't reduce the price simply because of ongoing construction in the area. He suggested that CARA could even rent the property out for a period until it sells. He is in favor of this proposal.

Wilson feels it is imperative that an inspection is done before a sales price is determined. She also has concerns that the property could potentially sit on the market for several years, incurring additional costs for CARA if that were the case. She urged the Board to consider the dollars and cents of this proposal, beyond the purchase price. Matland said he understands the concerns. The goal is to relocate their

services to an appropriate facility that is large enough to function properly and that is in the appropriate zoning. He said they are much too crowded in the Seventh Avenue location, they will even fold up the dining room tables to be able to place cots in that space at night. He wants the Board to know that he isn't looking to put the City in any sort of tight spot. Wilson said she feels it is a win-win, but the Board shoulders the responsibility of making sure.

Abarr stated that the zoning for the Seventh Avenue house is crucial. Selling a house right next to a fire station is probably not the best selling point. He feels it would be easier to sell the house as a commercial property than a residential property. Porsche clarified that the property is zoned Lyon/Ellsworth, which is a mixed-use zone and can be used as commercial, residential, or even multifamily.

Spence feels this is definitely a zoning issue with having this type of facility at the Seventh Avenue location. He also sees the fact that people are constantly moving in and out as a barrier to creating a neighborhood feel for the surrounding properties. He noted the Board's responsibility is not to see an immediate return on investment but to elevate property values within the CARA district as a whole, seeing a return in the long run. Spence would like to see an inspection done; but if it can be renovated, he feels it is worth purchasing. He feels it is a gateway into an entire neighborhood; and with Sixth Avenue being vacated, it will be even more so.

Allen reiterated his concerns over having an inspection done to determine the true value of the property. He feels if the value comes up short and they decide to give more than the true value, then CARA should be making a conscious decision to do so. He also isn't comfortable with holding onto the property. Once the six-month lease to Signs of Victory has expired, he would advocate disposing of the property.

MOTION: Olsen moved to direct staff to move ahead with purchasing the property as outlined in the staff report.

Kopczynski feels it should be subject to an inspection. Olsen feels that the inspection is unnecessary and questions whether they would then reduce the purchase price if the inspection does identify issues. He argued that they aren't trying to make money; they're trying to cure blight.

Discussion followed, and Olsen clarified that his motion is to purchase the property for the RMV without conditions. Delapoer pointed out that they would have to identify the nature of the blight and document it.

Coburn seconded the motion for the sake of discussion. He stated that they are stewards of taxpayer money. He would never go into a purchase like this only to discover years from now that they've purchased a property with significant issues. He feels there must be an inspection contingency.

Porsche clarified that she had intended for an inspection to be done. If the Board recommends the purchase of the property, then staff will move forward with their due diligence, which would include an inspection. It would then be brought before the Albany Revitalization Agency (ARA) for a final decision.

Allen questioned whether Olsen's motion aligned with what Porsche outlined. Porsche feels the motion does indeed match up with her intentions because the Board has previously passed resolutions empowering staff to perform due diligence. Allen was concerned that the maker of the motion was asked specifically whether an inspection would be required and the maker said no. This seems to be in direct conflict with what Porsche said.

AMENDED MOTION: Olsen amended his motion to approve the purchase of the property for the RMV, as outlined in the staff report, with staff to conduct due diligence on the property.

Langjahr questioned again why the Board is not being approached for a loan. It was mentioned previously that Signs of Victory could not afford to make payments on a loan, yet they will be leasing the property back from CARA. Allen pointed out that if they did not sell the property, they would be making loan payments in addition to the mortgage, rather than just taking on a lease payment.

VOTE ON AMENDED MOTION: A vote was taken on the amended motion, and it passed 12-0.

A vote was not taken on the original motion.

Kopczynski asked when the item would come back to the Agency for a final decision. Porsche will aim to bring this back to the April 20, 2016, ARA meeting for final consideration and decision.

September meeting date change from the 21st to the 22nd

Porsche advised the Board that the meeting date has been changed from September 21 to September 22, 2016.

Staff updates and issues

Porsche wanted to provide clarification related to an e-mail she and other CARA Board members received from Rich Kellum, which she believes was in response to information published in Hasso Hering's blog. The blog, as well as Kellum's e-mail, stated that there would be 30 to 40 parking spaces lost in the downtown area, which is inaccurate. With the current design, the accurate number of spaces lost is a net loss somewhere between zero and a maximum of six spaces. The number will be determined by how the bulb outs are designed and where they are placed on Lyon and Ellsworth Streets.

Streets design project

The streets design project is underway. Crandall Arambula recently held a joint meeting with Mackenzie, the engineering firm working on the fire station project, specifically to discuss the street design in front of the new fire station.

Dave Clark Path lighting

Work began on the Dave Clark Path lighting around March 1, 2016, and should be completed by the end of May.

Zoning Review

The Request for Proposal (RFP) for review of potential code changes in the three zoning districts has been issued, and two firms responded. Porsche noted that their response was more extensive than what staff thought it would be in that the respondents included more work than what staff had in mind. The firms have been asked to do revised proposals. This item should come back to the April 20, 2016, CARA meeting.

Wayfinding signage

Staff met with the designer of the wayfinding signage to discuss placement. Ken Ambrosini is finalizing the designs and wording; and once that's done, staff will bring costs to the Board. Based on a question from Wilson, Porsche confirmed that they are coordinating this project with the streets design project so that the work can be completed strategically. Spence explained that the Carnegie Library is going to be included in the sidewalk design with the Library paying for their portion. Spence wanted to confirm with Porsche that she included them in the RFP for a total evaluation so that the Library can get the discounted

rate for the work. Porsche will ensure that they are included in both the signage and streets design projects. Konopa also mentioned sections of sidewalk on Third Avenue between Ferry and Washington Streets, which are in very poor condition. Porsche will check to see that these are included in the project as well.

Edgewater Village

Porsche met with Crandall to discuss apartments and the Edgewater redesign. She felt it was a positive meeting, and they left with a positive layout and approach. Over the last three weeks, they've been honing in some of the details to make sure it is a good fit moving forward. As soon as a new plan is put together, it will be brought back before the Board. What is being discussed now is that everything west of Hill Street would be apartments, which is what George Crandall asked to do when he came before the Board. They are also discussing some live-work units on Hill Street, which would look like town houses but have the potential to house a business on the ground floor. West of Hill Street would be higher density apartments. Porsche recalled that the feedback from the Board previously was that they would consider apartments, but they would need to be high quality and visually appealing. Olsen asked whether this would mean apartments along the riverbank, which Porsche confirmed was the case. Porsche said they are working hard to ensure that this is a nice amenity for the neighborhood and a mixed-use village concept.

Wilson said she doesn't remember discussing apartments so much as condominiums along the river. Konopa feels very strongly that it should be condominiums, not apartments. Olsen is not thrilled with the idea of apartments either. Porsche explained that there are challenges for the developer to be able to obtain financing to build condominiums right now; but Konopa said she had heard that those financing trends are changing. Konopa is concerned that if apartments are built, the conversion to condominiums will never happen and they will remain as apartments.

Several Board members including Spence, Wilson, Johnson, and Olsen remember being very clear that the Board was not interested in the bulk of the units being apartments.

Allen remembers the developer being given direction to work with Porsche and Crandall to come up with a village concept; and the apartments were part of the village, but it would not be exclusively apartments. The village would include single-family residences, apartments, condominiums, a retail component, and some open space, as opposed to just throwing up apartment buildings.

Discussion followed related to the quality of build and the importance that any of the units constructed as apartments should be built in such a way that they can be converted to condominiums. Henion feels they need to ensure long-term viability. He feels the village concept is fine as long as it's a village that accommodates the long term. Spence doesn't have a problem with condominiums, especially if they're constructed in such a way that they have good views. It was determined that Porsche would contact the developer and designer to express the Board's concerns over the large number of apartments and bring this item back to CARA before they move forward with any additional design work.

Catlin explained that his firm is a consulting team for the owner, so he's remained silent on this issue to avoid influencing the Board's decision.

Lepman Third Avenue SW

Scott Lepman's contract is still pending. Staff is working to change his contract by substituting the Third Avenue SE townhomes for the Third Avenue SW property. City Attorney Sean Kidd recommended that the City wait to revise those contracts until Lepman is the recorded owner of the Third Avenue SE property, which should happen later this year. Konopa mentioned that Lepman has also purchased the Old Post Office/Old City Hall building on Second Avenue. He is planning to renovate the building to

house offices, and the parking lot will be available in the evenings for customers of neighboring restaurants.

Downtown Parking Map

Economic Development/Urban Renewal Coordinator Nathan Reid handed out a map of downtown parking spaces (see agenda file). He worked with Peggy Burris of the Albany Visitors Association to develop the map for downtown businesses to use. Reid will give businesses the master file from which they can identify where their business is on the map and make copies for their customers. The idea is to make patrons aware that although there may not be parking right in front of the building, there are a lot of parking spaces available downtown. Reid stated that the new wayfinding signage will certainly help to make people aware as well. Kopczynski commented that there is no parking problem in Albany; there's a perception of a problem. Porsche agreed, saying that the hope is for tools such as this to change the perception. Wilson suggested that the three-hour parking spaces could be added. Allen also noted that the signage for the orange spaces on the map is not clear that the spaces are available for use after 4:00 p.m., and Konopa agreed that better signage is needed for those lots. Burris would also like the wording on the signage to be updated to reflect that parking violators will be fined, not towed. Porsche will add this item to her wayfinding project.

Budget overview and Capital Improvement Plan (CIP)

Staff plans to bring the budget overview back to the Board at the April 20, 2016, meeting, along with the CIP documents.

BUSINESS FROM THE BOARD

There was no additional business.

NEXT MEETING DATE

Wednesday, April 20, 2016

ADJOURNMENT

Hearing no further business, Chair Catlin adjourned the meeting at 7:39 p.m.

Submitted by,

Reviewed by,

Holly Roten
Administrative Assistant I

Kate Porsche
Economic Development & Urban Renewal Director



TO: CARA Advisory Board
FROM: Kate Porsche, Economic Development & Urban Renewal Director *(Kate P)*
DATE: April 15, 2016, for April 20, 2016, CARA Advisory Board Meeting
SUBJECT: Staff Report – Overview of April 20 Meeting

Item 4b – Parklets: Peggy Burris, Albany Downtown Association Director, will be presenting photos and information on the two parklets that they are looking at installing in downtown. The purpose of this item is to show designs and let you know details about the forthcoming project. Staff recommends approval of this project, but no action is required.

Item 4c – Edgewater Village Presentation: We'll show photos and the progression of ideas related to the current design as well as the potential change to a mixed-use "village" type concept with apartments. George and Paula Diamond will be on hand to discuss the project as well. They currently have an approved plan that includes attached and detached homes but no multifamily. We took a time-out in December to explore the possibility of multifamily on the site. We hope to have a discussion at this meeting about the two options and to hear feedback from you and the Diamonds.

Item 4d – Albany Carousel Request for Funding: See attached staff report. Staff supports this request for \$339,500.

Item 4e – University of Oregon Sustainable Cities Year Program: See attached staff report. Staff supports this request.

Item 4f – CARA Code Review Approval of Bid: See attached staff report. Staff supports this request.

Item 4g – CARA/ARA Capital Improvement Program Draft: Staff will be bringing the draft CARA/ARA CIP project sheets to the meeting. We had intended to have them in the packet but had a setback this week when our database crashed. This project has been discussed as a way to look at the urban renewal plan's projects in a holistic manner. The thought was this information could be reviewed annually as a part of the overarching budget process. The plan is to have a general discussion about the 2016-2017 proposed budget at our May meeting.

KCP:ldh

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TO: CARA Advisory Board
FROM: Kate Porsche, Economic Development & Urban Renewal Director
DATE: April 15, 2016, for April 20, 2016, CARA Advisory Board Meeting
SUBJECT: Albany Carousel Museum Request for Funding

Background

The Albany Carousel Museum is coming before you with a final funding request to complete the project. Having recently received their bids, they are incredibly close to the finish line of fund-raising for the project.

Dr. Gary Goby reports that building costs came in at \$5.6 million. However, these bids did not include permits and SDC fees, the construction of their street frontage, or asbestos and lead paint remediation from the existing building prior to demolition. The carousel team will be on hand to speak with you and give you an update on the bids and their fund-raising efforts on the project. For your consideration, please review the attached letter outlining their request for funds (*Attachment A*).

CARA has previously committed the following amounts:

2011 Architectural Design forgivable loan	\$110,000
<u>2007 Developer Partnership Grant (for purchase of the land)</u>	<u>\$300,000</u>
Total CARA contribution to date	\$410,000

Request

The Albany Carousel is requesting that CARA help them with a developer partnership (grant) in the amount of \$339,500. As indicated in their letter, they are requesting funds for the following items:

Street improvement (sidewalks, striping, benches, trees and grates)	\$209,500
Permits and SDC's	90,000
Abatement and remediation of lead and asbestos	<u>40,000</u>
Total request	\$339,500

Recommendation

The Carousel and Museum project is a significant grassroots' project in Albany. It will be the west anchor in our downtown. Their fund-raising efforts have yielded great results so far, and they have indicated that the CARA funds will be the capstone for their project. This final CARA funding amount would enable them to move forward with demolition of the building this year and construction of the new building next year.

Staff believes that the funds requested for street improvement work are an excellent match in terms of the type of project and for the fact that it will fit hand in glove with the street projects already slated for 2017. I have checked with the Engineering Division, and the timing of this request fits nicely; they indicate we will be able to seamlessly roll this work into the other streets projects. The other funds to cover permits and SDC's as well as remediation work seem to be a good match as well. We are able to internally transfer funds from the CARA Fund to the

Public Works and Community Development Departments making this easy and seamless for applicants. Environmental remediation work is also an item this group has funded on projects the past.

Approval of this request would mean that the total CARA contribution toward the Carousel project be \$749,500.

Recommendation

Staff supports this request. The carousel project has already had a significant impact in our downtown. The construction of the building and operation of the carousel will only enhance this impact. Take the bus at the very beginning that need for funding of the land. Meet with the project, we were able to help with much needed architectural design to create a building form that folks can rally around. With this final request, our funds would be bookends to their project.

KCP:ldh

Attachment

G:\Economic Development\CARA\CARA Advisory Board\2016\Staff Reports\2016.04.20 Carousel Request for funding.doc



April 14, 2016

Central Albany Revitalization Area
333 Broadalbin Street SW
Albany, OR 97321

To Whom It May Concern,

In this letter we are requesting the amount of \$339,500.00 from CARA. Since the Albany Carousel Project is nearing initial construction, we are requesting funding to complete the funding package. Our bids are currently being finalized and your funding would allow the last gaps to be completed.

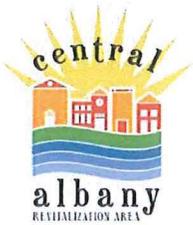
We are requesting the following: \$209,500.00 for street improvement, including, re-pavement, sidewalks, striping, benches, trees and grates all along 1st Avenue West. We are also requesting an additional \$90,000.00 for permits and SDCs. Lastly, \$40,000.00 for abatement and remediation for lead and asbestos, totaling \$339,500.00

We look forward to further questioning and conversations regarding this request at the next CARA meeting.

Sincerely,

Gary Goby and David Johnson
Albany Carousel Building Representatives

For your records: The Historic Carousel and Museum is a non-profit organization under Internal Revenue Code Section 501(c)(3). Our tax ID number is 93-1102746. No goods or services were provided for this contribution.



TO: CARA Advisory Board

FROM: Kate Porsche, Economic Development & Urban Renewal Director *Kate*

DATE: April 15, 2016, for April 20, 2016, CARA Advisory Board Meeting

SUBJECT: Staff Report – University of Oregon (U of O) Sustainable Cities Year Program

Background

The City of Albany applied for and has been selected to participate in the University of Oregon's Sustainable Cities Year Program (SCYP). The City Council heard the request from staff at its January 11, 2016, work session (see *Attachment A*, the staff report that outlined the program and its benefits). Ultimately, the Council decided to move forward; and staff from various departments worked to hone in a list of projects, which was submitted as part of our application to U of O (see *Attachment B*).

Additional information regarding the SCYP is below (from their website):

The Sustainable City Year Program (SCYP) links the students of the University of Oregon with an Oregon city, county, special district, or partnership of governments for an entire academic year.

Each year, a partner city receives assistance with their sustainability goals through the work of student classes across the University. In a typical year, SCYP addresses 15-25 projects through 20-30 courses with 500+ students across 13+ academic departments dedicating 40,000+ hours of student work. This work has focused on projects related to sustainable architectural design, urban design, planning, cost-benefit analysis, economic development, legal and policy analysis, and community engagement, among others.

Every year, SCYP helps cities reach their sustainability goals in an affordable manner while transforming higher education into an arena where students can learn through real-life problem solving.

More information can be found at their website: <https://sci.uoregon.edu>.

Council carefully considered the costs and benefits of the program and voted to move forward with it.

And while there are great benefits to this program, it does come with a cost. We do not yet know the exact costs at this point as the scope of the projects and the costs associated will be fleshed out through the spring and early summer. However, you will find estimated amounts for each project item in the attached document.

Request

Please review the attached list of proposed projects, specifically those relating to CARA: improving civic and community engagement, downtown catalyst projects, plan to develop canal walking paths, residential programs, Monteith Riverpark refinement /expansion, and St. Francis Hotel.

Staff is seeking feedback on the potential projects and general consensus to move forward with the list of projects and the expenditure of approximately \$99,000, which would see the completion of six different projects for CARA. This amount may fluctuate, and staff is working with other departments and some possible other funding sources on some of these projects.

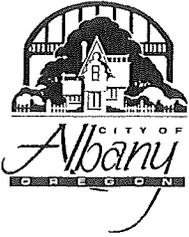
Recommendation

Staff strongly supports this request. The list of potential projects from CARA could help to move forward some of these longer-term initiatives. One item, the Monteith Riverpark Expansion was slated to be completed by consultants at a higher cost. This item will result in a cost savings for CARA, and, staff believes, a more robust project. While some of these projects may be on the longer-term horizon, staff believes completing this work now could help set the table for the next steps in the development of these projects. Additionally, completing the projects through the SCYP is a considerably more cost effective way to do this work, as compared to paying for consultants. My colleague in Redmond, where SCYP is focused this year, reports excellent results from the student projects, a great complement to their urban renewal work and planning and very professional looking results and reports.

KCP:ldh

Attachments 2

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TO: Albany City Council

FROM: Wes Hare, City Manager

DATE: January 6, 2016, for the January 11, 2016, City Council Work Session

SUBJECT: University of Oregon Sustainable City Year Program

RELATES TO STRATEGIC PLAN THEME:

- Great Neighborhoods
- A Safe City
- A Healthy Economy
- An Effective Government

Action Requested:

Staff requests that the City Council provide direction on whether or not to apply to the University of Oregon Sustainable City Year Program.

Discussion:

In recent months staff has held meetings with representatives from the University of Oregon (UO) to learn about their Sustainable City Year Program (SCYP). The SCYP is an annual program that pairs one Oregon city with multiple university teams, comprised of professors and students. The purpose of the program is to leverage the resources of the university to complete important city identified projects. Past SCYP cities include Salem, Redmond, Springfield, Medford, and Gresham. Reports from past participants indicate that projects delivered through the SCYP were of high quality and that there were several benefits from having university led projects. Some of these benefits included cost savings, being able to bring project partners together in a non-threatening way, and bringing a multitude of fresh ideas to projects.

Each year the UO accepts applications for program participation. The application includes a description of projects that each city would like considered for the program (typically 25 to 30 projects). The UO then works with the successful city to narrow down the project list, refine project scopes based on the resources the university can offer, and finalize project costs. Once an agreement between the city and UO is reached, projects are advanced through assistance from UO students and faculty, whose class work focuses on a particular project. In a typical year, the SCYP addresses 15-20 city projects through 20-30 courses with 500+ students spanning 13 academic departments, providing 40,000+ hours of student work.

Enclosed with this memorandum are potential projects from the Public Works, Community Development, Parks and Recreation, and Economic Development Departments that staff recommends submitting with the application, should Council choose to proceed. Final projects would be selected and scopes refined in partnership with the UO to ensure a good match between UO courses and City project goals.

Megan Banks from UO will be available at the Work Session to answer any questions from Council. If Council is interested in applying to the program, staff will prepare and submit an application with proposed projects by the January 31, 2016, deadline.

January 11, 2016, City Council Work Session

Page 2

January 6, 2016

Budget Impact:

The City of Albany would have to pay the UO for services provided under SCYP program. However, it is possible that the overall budget impact would be negligible due to the fact that many of the proposed projects are ones that are already planned for completion with dedicated funding sources. Given that some of these previously budgeted projects (e.g., Parks Master Plan) would be performed through outside consultants, it is probable that project costs will be below budgeted amounts.

Although the costs to every city will be different based on their community specific project lists, it would not be uncommon for the total cost to complete 15 to 20 projects to be around \$250,000. It is premature to identify costs for Albany because the final project list has not been identified and scopes aren't fully developed. If the Albany application is successful, staff would clearly define total costs and funding sources. While staff would return to Council with these details, it is important to understand that applying to the SCYP program is considered a commitment to participate if selected.

RAR:rk

Attachments

c: Chris Bailey
Jeff Blaine
Ed Hodney
Kate Porsche
Bob Richardson



ECONOMIC DEVELOPMENT

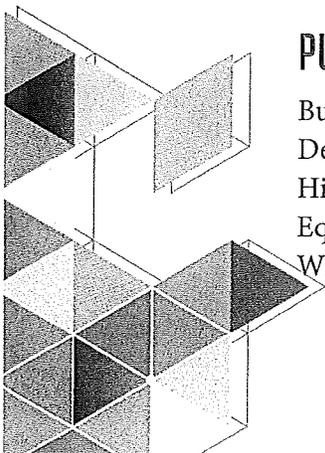
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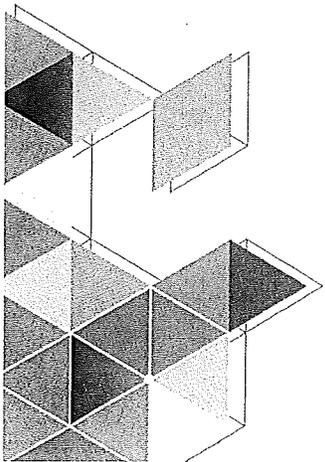


PROJECT: Improving Civic And Community Engagement

<p>Project Description:</p> <p>The City of Albany and the CARA urban renewal district would like to see better civic engagement and public participation in our policymaking. We seek to understand new and better ways to connect with and engage our citizens, especially those groups who do not typically attend (minorities, youth, and families).</p> <p>Albany Hispanic residents increased 129% from 2000 to 2010 based on the US Census Bureau. Statistics for the increase in Russian residents is not available, only anecdotal information. Developmentally disabled residents recreational needs have not been addressed other than a summer camp opportunity.</p> <p>Albany Parks & Recreation recognizes the opportunity and need to reach out to specific populations. A strategic plan is vital to serving the recreational needs of underserved populations. We would like to better understand what tools other communities are using, how to best communicate with different groups and understand their thoughts and concerns.</p> <p>This communication is two-way, as we would like better citizen input, but also better ways to tell our stories to citizens.</p>	<p>Comments:</p> <p><u>Funding Source:</u> CARA</p> <p><u>Estimated Budget:</u> \$12,000</p>
<p>Deliverables:</p> <ul style="list-style-type: none"> • Development of a Civic Engagement Program • Strategic plan to guide outreach to underserved populations in recreational activities and events. • Program will look at various means of distribution and receipt of information (internet, social, print, media) • Development of metrics related to civic engagement and tools that look to increased communication and input from stakeholders. • Create a Branded Civic Engagement Program. • Research and develop better ways to use existing city resources like GIS/city website/COA Twitter and Facebook accounts/channel 28, to increase community's awareness for projects, programs and services. • Consideration of how to better engage minorities, youth, and young families in our community. • Possible survey to understand how best to communicate with target audiences. • Review and report on best practices from other communities that could be implemented in Albany. 	
<p>City Department:</p> <p>Economic Development/CARA, Community Development, City Manager's office and PIO</p>	
<p>Potential Project Lead:</p> <p>Kate Porsche, Economic Development and Urban Renewal Director and Ed Hodney, Parks and Recreation Director</p>	
<p>Potential Funding Source:</p> <p>CARA, Parks & Recreation operating budget, OSU Extension Services, maybe look at CDBG for engaging minorities?</p>	
<p>Relevant City and Community Partners: Various departments, OSU Extension Service, Chamberlin House, Greater Albany Schools, Linn Benton Hispanic Advisory Committee, ARC of Linn County</p>	
<p>Related Council Goals: Healthy Economy and an Effective Government. Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources.</p> <p>Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p>	

PROJECT: Downtown Catalyst Projects

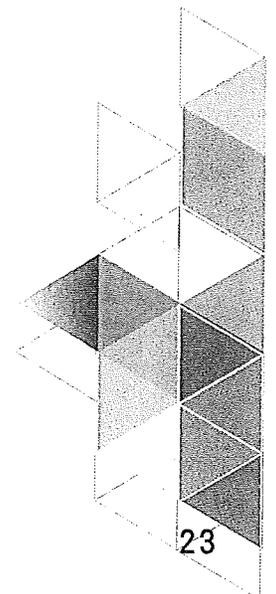
<p>Project Description: The 2011 retail refinement program outlined possible location for an east-end anchor in our downtown. We would like a closer look at the potential for development at that site, as well as consideration of other possible sites. Additionally, it would be helpful to understand other possible locations and types of catalyst projects that we should be looking to partner with using urban renewal funds.</p>	<p>Comments: <u>Funding Source:</u> CARA <u>Estimated Budget:</u> \$14,000</p>
<p>Deliverables:</p> <ul style="list-style-type: none"> • Review of 2011 refinement plan • Understanding of the proposed east-anchor site and constraints • Review of proposed parking garage location, etc. Consideration of other viable locations. • Consider development plans for various vacant parcels in the downtown core and east waterfront with an eye toward partnerships that could be viable catalyst projects 	
<p>City Department: Lead: CARA Coordinating Department: Community Development</p>	
<p>Potential Project Lead: Kate Porsche, Economic and Urban Renewal Director</p>	
<p>Potential Funding Source: CARA Funds</p>	
<p>Relevant City and Community Partners: CARA, Community Development Department. Albany Downtown Association</p>	
<p>Related Council Goals: Healthy Economy and Great Neighborhoods</p>	



PROJECT:

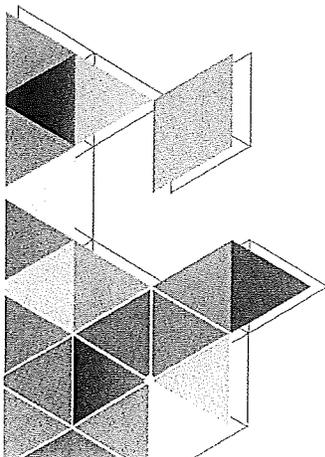
Economic Development Strategic Action Plan And Information On Target Industries

<p>Project Description: The City of Albany seeks to create a 5-year action plan to act as a roadmap to implementing local economic development initiatives. Additionally, we would like to understand market data related to target industries and recommend steps to better attract those target industries. The industries we would like to review include food processing, specialty metals, and manufacturing.</p>	<p>Comments: <u>Funding Source:</u> Transient Lodging Tax (TLT), or possible Chamber or AMEDC partnership <u>Estimated Budget:</u> \$12,000</p>
<p>Deliverables:</p> <ul style="list-style-type: none"> • Review of target industries • Meet with stakeholders to understand goals related to a 5-year strategic plan. • Review best practices related to economic development initiatives from other cities. • Review of market data related to target industries to better understand how to attract new businesses and help our existing businesses in these sectors to expand. 	
<p>City Department: Lead: Economic Development Coordinating Department: Community Development</p>	
<p>Potential Project Lead: Kate Porsche, Economic and Urban Renewal Director</p>	
<p>Potential Funding Source: Economic Development or TLT Funds</p>	
<p>Relevant City and Community Partners: AMEDC, local industry leaders</p>	
<p>Related Council Goals: Healthy Economy</p>	



PROJECT: Plan To Develop Canal Walking Paths

<p>Project Description:</p> <p>The CARA Plan includes multiple projects related to developing pedestrian amenities along the three canals in Central Albany: Vine Street, 8th Avenue, and Thurston Canal. The goal of the canal projects is to provide a clean safe walkway along the canals that can improve the property value of the surrounding neighborhood and turn it into a positive place that everyone can enjoy.</p> <p>Opportunities to provide pedestrian amenities around the Santiam-Albany Canal may be limited by FERC requirements. Research is needed to fully understand FERC requirements and to facilitate cost/benefit discussions regarding desired improvements. Consideration must also be given to maintenance access and protecting the structural integrity of the Canal.</p> <p>This project would help the CARA board outline a plan for future development of these projects.</p>	<p>Comments:</p> <p><u>Funding Source:</u> CARA</p> <p><u>Estimated Budget:</u> \$25,000</p>
<p>Deliverables:</p> <ul style="list-style-type: none"> • Students will analyze previous plans and work, coordinate with public works department to understand constraints and barriers to development around the Santiam-Albany Canal, including FERC, and property ownership issues. Provide a report outlining next steps for development, recommendations for phasing of projects, and design details for each project. 	
<p>City Department:</p> <p>Lead: CARA</p> <p>Coordinating: Parks and Rec, Community Development, Public Works</p>	
<p>Potential Project Lead:</p> <p>Kate Porsche, Economic Development and Urban Renewal Director</p>	
<p>Potential Funding Source:</p> <p>CARA Funds</p>	
<p>Relevant City and Community Partners:</p> <p>Parks and Recreation, Community Development, Public Works; Albany Downtown Association</p>	
<p>Related Council Goals:</p> <p>Great Neighborhoods; a Healthy Economy</p>	



PROJECT:

Residential Programs, A Plan To Create Density In The Central Albany Area

<p>Project Description:</p> <p>The CARA area currently has a residential loan program in place. It is generally believed that increasing residential density in the Central Albany Area is good for land-use, development, and the downtown economy. We are seeking to understand how the district could better incent and create public-private partnerships related to residential density.</p>	<p>Comments:</p> <p><u>Funding Source:</u> CARA <u>Estimated Budget:</u> \$12,000</p>
<p>Deliverables:</p> <ul style="list-style-type: none"> • With a background of current zoning and goals, help provide recommendations as to neighborhoods and specific areas where CARA should be working to increase residential density. • Provide a written report and presentation on suggestions, including best practices from other urban renewal districts as to suggested programs that will help to create the desired density and development patterns. • Analyze the previous CARA residential programs to understand their impact and how these programs could be changed or updated for better results. • Look at other URD's which have used funding programs to incent residential development, rehabilitation, in-fill, or mixed-use projects. Compile best-practices and recommendations. • Consideration should be given to historic homes, multi-family, as well as mixed-use developments. Additionally, the CARA plan outlines the goal of first-time home ownership, which should be looked at as well. Removal of blighting conditions should be considered as well. • Perform an economic analysis to understand the cost effectiveness of various developments proposed. 	
<p>City Department:</p> <p>Lead: CARA Coordinating Department: Community Development</p>	
<p>Potential Project Lead:</p> <p>Kate Porsche, Economic and Urban Renewal Director</p>	
<p>Potential Funding Source:</p> <p>CARA Funds</p>	
<p>Relevant City and Community Partners:</p> <p>CARA, Albany LAC, Community Development Department. Possible feedback from local realtors and local housing groups. Albany Downtown Association related to downtown housing possibilities.</p>	
<p>Related Council Goals:</p> <p>Healthy Economy and Great Neighborhoods</p>	

PROJECT:**Monteith Riverpark Refinement / Expansion****Project Description:**

The 2011 Retail Refinement Plan completed for the CARA district outlined the idea of a riverfront park and possible expansion or updating of the Monteith Riverpark. The former Albany Square location, the Monteith Riverpark expansion establishes a front door and gateway to the river and destination for families, residents, and visitors.

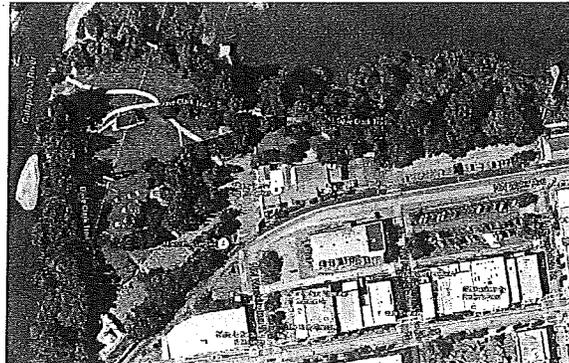
With the determination that a town square would be better suited to a location with direct proximity to our retail core, the site north of Water (currently a parking lot owned by the City) has been identified as an expansion of passive park area (think Tom McCall Waterfront Park in Portland) and as an important gateway between the city and the riverfront in Albany. The west end is important with the Carousel as an anchor and the possible gateway to Monteith Riverpark, where our annual River Rhythms concerts are held. At the east end is the intersection of Broadalbin and Water Avenue—a prime pedestrian corridor in our downtown.

Deliverables:

The goals of this project is to create a concept plan for the area, which is generally bordered by the Calapooia River at the west, Broadalbin Street at the east, the Willamette River at the north and Water Avenue at the south. We would also like to add in the triangle of land owned by the City, which is directly north of the Carousel building.

We are seeking a group to take on creation of conceptual designs and alternatives for the spaces. While these spaces are physically connected, they are currently distinct in their use and include:

- Monteith Riverpark
- The Albany Senior Center
- The vacant city-owned parking lot north of Water Avenue
- The triangle of land, north of the carousel, currently used for parking of City vehicles

**The specific work we seek includes:**

- Preparation of concept alternatives
- With an eye toward how to enhance the possible street projects and investments already being considered by CARA
- Consideration of the possible “gateway” treatment on Washington Street just south of Water Avenue
- Consideration of the use of space north of the carousel
- Possible overarching rework of the Monteith Riverpark space, including Senior Center and parking lot.
- View corridors and better engagement with the two rivers
- Selection of a preferred concept
- Preparation of cost estimates
- Refinement of concept

Comments:

Funding Source: CARA

Estimated Budget: \$24,000

We suggest this project be the second component related to the “Development Concept Plans for Albany Willamette Riverfront Parks and Trails” go first as the overarching design and review.

continued on page 15

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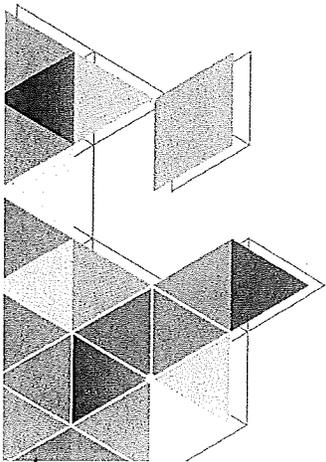
<p>City Department: Lead: CARA Coordinating Departments: Parks and Rec, and Community Development</p>	
<p>Potential Project Lead: Kate Porsche, Economic and Urban Renewal Director</p>	
<p>Potential Funding Source: CARA funds; possible contribution from Parks Department as well</p>	
<p>Relevant City and Community Partners: Parks department, Community Development Department. Albany Downtown Association, Albany Carousel.</p>	
<p>Related Council Goals: Healthy Economy and Great Neighborhoods</p>	

PROJECT:
St. Francis Hotel

<p>Project Description: The St. Francis Hotel, located at 406 1st Ave Albany, is a jewel in Albany's inventory of historic buildings. The first floor is currently used by a print shop and upper floors are unoccupied. ReStore Oregon did a comprehensive reuse report for us. We now seek to understand possible redevelopment partners and next steps to explore acquisition and redevelopment.</p>	<p>Comments: <u>Funding Source:</u> CARA <u>Estimated Budget:</u> \$12,000 <i>The scope of this project is more modest than others, but many believe this project could be a significant catalyst for the downtown area.</i></p>
<p>Deliverables:</p> <ul style="list-style-type: none"> Review existing reports and information. Understand barriers to development including development of the existing building, but also needs of current business and their possible relocation. Outline and present options and a road map to move the project forward. Compile findings in a report and present to the CARA board. 	
<p>City Department: CARA; and coordinate with Community Development Department.</p>	
<p>Potential Project Lead: Kate Porsche, Economic and Urban Renewal Director</p>	
<p>Potential Funding Source: CARA funds</p>	
<p>Relevant City and Community Partners: Various city departments, current building owners</p>	
<p>Related Council Goals: A Healthy Economy</p>	

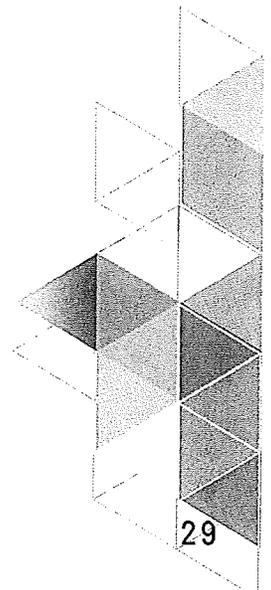
PROJECT:**Business Opportunities Assessment And Revenue Enhancement Plan For Parks & Recreation**

<p>Project Description:</p> <p>By City Council policy, the Parks & Recreation Department receives a flat 20% of the City's total tax revenues annually. The Department is, in part, supported with non-tax revenues. Approximately 45-60% (varies year-to-year) of department's total annual expenditures may be derived from resources other than property tax receipts. In particular, the department relies on earned income, charges for service, private donations and sponsorships, and grants to pay for certain services and projects.</p> <p>Our objective is to maintain a ratio of tax/non-tax revenues equal or better than 50%/50%. The needs of a growing and changing community require that we respond to more effectively to rapid changes in the market and optimize non-tax revenue production.</p>	<p>Comments:</p> <p><u>Funding Source:</u> Parks & Recreation Fund</p> <p><u>Estimated Budget:</u> \$10,000</p>
<p>Deliverables:</p> <p>Assessment of existing services and practices; analysis of strengths and weaknesses; recommend new revenue-producing service opportunities; recommend other avenues for revenue enhancement.</p>	
<p>City Department: Parks & Recreation</p>	
<p>Potential Project Lead: Parks & Recreation staff</p>	
<p>Potential Funding Source: Parks & Recreation Fund</p>	
<p>Relevant City and Community Partners: Parks & Recreation, Finance; Albany Parks & Recreation Foundation; community and business sponsors.</p>	
<p>Related Council Goals:</p> <p>Goal 1: Effectively and efficiently deliver the services that Albany's citizens need, want, and are willing to support.</p>	



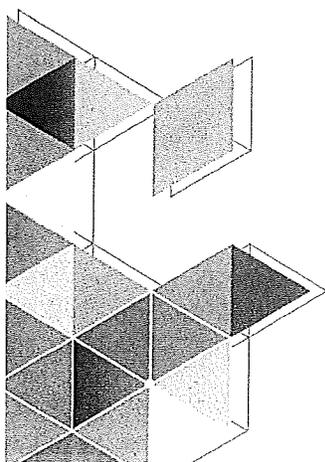
PROJECT:**Business Plan And Marketing Campaign For Albany Parks & Recreation Foundation**

<p>Project Description: We anticipate the announcement of a new Albany Parks & Recreation Foundation, 501(c)(3) in the spring 2016. The purpose of the foundation will be to financially support programs and projects to serve the parks and recreation needs of Albany.</p>	<p>Comments: <u>Funding Source:</u> Albany Parks & Recreation Foundation; donations <u>Estimated Budget:</u> \$3,000</p>
<p>Deliverables: Draft and final Business Plan; Marketing Plan</p>	
<p>City Department: Parks and Recreation</p>	
<p>Potential Project Lead: Director of Parks & Recreation</p>	
<p>Potential Funding Source: Parks & Recreation Fund, Foundation resources, private donations</p>	
<p>Relevant City and Community Partners: P&R Department, foundation supporters</p>	
<p>Related Council Goals: Goal 1: Effectively and efficiently deliver the services that Albany's citizens need, want, and are willing to support. *Objective 37: Sustain revenues received from gifts, grants, and endowments to equal or greater than \$10 per capita by 2014.</p>	



PROJECT: Strategic Plan For Collaborative Community Sports Facilities Provision And Management

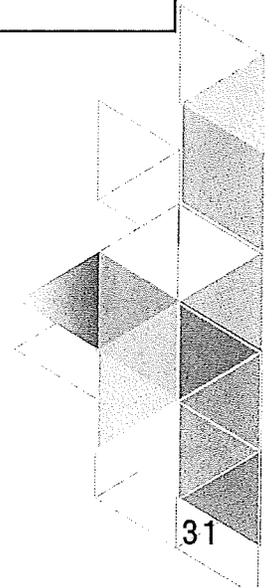
<p>Project Description:</p> <p>Albany Parks & Recreation (APRD), Albany Public Schools, and local youth sports entities have a history of success in collaboratively funding and building sports facilities. The City has provided capital funding for an outdoor track and football/soccer field at Timber Ridge School, a gym at Timber Ridge School, and a gym at the Albany Boys & Girls Club. Additionally, APRD provides public park space to support the activities of several youth sports groups.</p> <p>While these projects have marginally increased the community's collective capacity to support adult and youth sports, it is also agreed that there is still a significant deficit. This deficit in capacity must be addressed with more facilities over time, as well as a more efficient and coordinated use of the system.</p> <p>There is interest among these entities to expand facility offerings and make more efficient use of existing community facilities. A framework concept and plan for a collaborative effort is needed.</p>	<p>Comments:</p> <p><u>Funding Source:</u> Parks & Recreation Fund (\$2,500); several youth sports organizations (\$5,000), GAPS athletics (\$2,500)</p> <p><u>Estimated Budget:</u> \$10,000</p>
<p>Deliverables:</p> <p>Stakeholder recruitment and contracting; vision and mission development; assessment of community needs and opportunities; development of strategic plan and recommendations.</p>	
<p>City Department:</p> <p>Parks & Recreation</p>	
<p>Potential Project Lead:</p> <p>Parks & Recreation director</p>	
<p>Potential Funding Source:</p> <p>P&R operating budget, Albany Schools, alumni associations, Linn-Benton Community College, youth sports entities, private donors, businesses</p>	
<p>Relevant City and Community Partners:</p> <p>Parks & Recreation, youth sports entities, Albany Schools, Linn- Benton CC, business and industry</p>	
<p>Related Council Goals:</p> <p>Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources.</p> <p>Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p>	



PROJECT:

Development Of Concept Plans For Albany Willamette Riverfront Parks And Trails

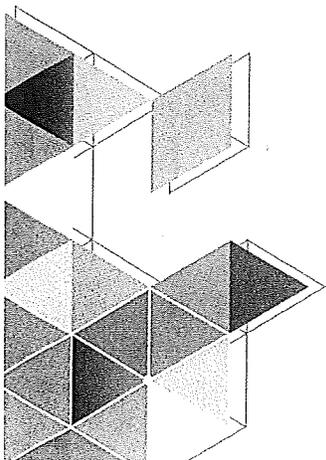
<p>Project Description: The City of Albany owns park land/open space or possesses easements along its entire frontage along the Willamette River, both north and south banks. Ownership includes the confluence of the Calapooia and Willamette rivers and several creeks. Six parks, the Dave Clark Path, and several hundred acres of riparian open space are included in these holdings. The holding date goes back several decades. Capital reinvestment has been piecemeal and inadequate to keep pace with the growing and changing uses of these spaces. An updated vision for these holdings in needed to guide future investment and management activities.</p>	<p>Comments: <u>Funding Source:</u> Parks & Recreation Fund <u>Estimated Budget:</u> \$45,000 <i>This project may be split into more than one project.</i> <i>We suggest this project go first as the overarching design and review.</i> <i>This project will provide a concept framework and look at connections relating to the CARA projects Monteith Riverpark Refinement / Expansion, Plan to Develop Canal Walking Paths, Downtown Catalyst Projects.</i></p>
<p>Deliverables: Assessment of current uses and conditions on existing properties; threats and opportunities analysis; draft and final concept plans for each included property; supportive maps and graphics; written recommendations and related reports to support conclusions.</p>	
<p>City Department: Parks & Recreation</p>	
<p>Potential Project Lead: Director of Parks & Recreation</p>	
<p>Potential Funding Source: Parks & Recreation Fund, CARA, Albany Parks & Recreation Foundation, grants</p>	
<p>Relevant City and Community Partners: Parks & Recreation, Planning & Community Development, Police, Fire, Public Works; neighborhood associations and adjacent businesses; Albany Downtown Association; Albany Visitors Association; Calapooia Watershed Council, Confederated Tribes of the Grand Ronde; Albany Parks & Recreation Foundation</p>	
<p>Related Council Goals: Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources. Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p>	



PROJECT:

ETLNA Resources Assessment And Management Plan

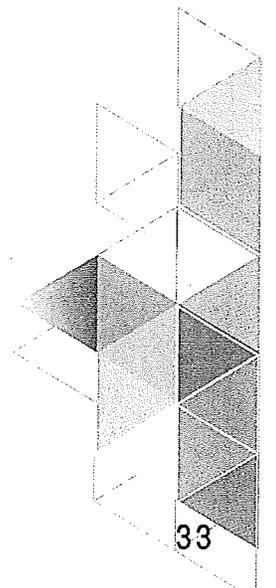
<p>Project Description: East Thornton Lake Natural Area (ETLNA) is 26 acres of undeveloped public land on Thornton Lake. The site was purchased in 2011 to further the following objectives:</p> <ul style="list-style-type: none"> • facilitate efforts to restore and enhance habitats for targeted plant and animal species; • provide outdoor recreation and environmental education opportunities; • interpret and promote the natural and historical heritage of Albany, both broadly defined and specific to the ETLNA site. 	<p>Comments: <u>Funding Source:</u> Parks & Recreation Fund/Parks SDC <u>Estimated Budget:</u> \$60,000</p>
<p>Deliverables: Assessment of natural resources; preparation of resource management plans; engineering and park site planning; site design architectural design. These services are required to facilitate the development and management of the East Thornton Lake Natural Area ("ETLNA").</p>	
<p>City Department: Parks & Recreation</p>	
<p>Potential Project Lead: Parks & Recreation director</p>	
<p>Potential Funding Source: Parks SDC program (currently budgeted), grants, and private donations</p>	
<p>Relevant City and Community Partners: Parks & Recreation, Public Works/Engineering, Friends of East Thornton Lake, Thornton Lake Homeowners Association, various State and Federal agencies, Albany Schools, Confederated Tribes of the Grand Ronde.</p>	
<p>Related Council Goals: Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources. Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p>	



PROJECT:

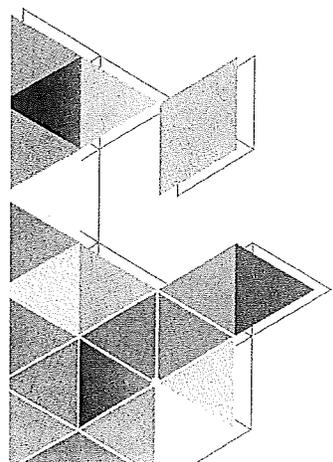
Strategic Plan For Serving The Older Adult Population

<p>Project Description: Older adult programs and facilities need a redesign and marketing plan to meet current population requirements and desires. The current Senior Center facility needs updating. Albany Parks & Recreation needs a strategy plan for serving the over 75 population as well as folks 55-60. Staff, stakeholders, and participants should all be part of the project.</p>	<p>Comments: <u>Funding Source:</u> Parks & Recreation Fund (\$5,000); Senior Center Foundation (\$5,000) <u>Estimated Budget:</u> \$10,000</p>
<p>Deliverables: Older adult facility and activity strategic plan</p>	
<p>City Department: Parks & Recreation</p>	
<p>Potential Project Lead: Parks and Recreation staff</p>	
<p>Potential Funding Source: Parks & Recreation operating budget, Senior Center Foundation</p>	
<p>Relevant City and Community Partners: Linn Benton Community College, RSVP, AARP, Senior Services</p>	
<p>Related Council Goals: Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources. Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p>	



PROJECT: Maintenance / Management Plans For Parks

<p>Project Description: Development and testing of a model for a park site maintenance and management plan; completion of documents for at least three parks, to be determined. Plans will assess current purpose, conditions, challenges, and opportunities related to maintenance and management of the sites. A new vision for each site will be presented, capital needs projected, maintenance and management protocols defined.</p> <p>The new plans will guide capital reinvestment and set maintenance activities and schedules based on available resources. These plans will be coordinated with the Parks Master Plan.</p> <p>The department has already prepared first drafts of the plans for a few parks. However, the drafts are not comprehensive or complete.</p>	<p>Comments: <u>Funding Source:</u> Parks & Recreation Fund <u>Estimated Budget:</u> \$7,500</p>
<p>Deliverables: Plan outline/concept for review by department representatives; draft plans for at least three parks; final plans in both electronic and printed form; support graphics and maps as necessary.</p>	
<p>City Department: Parks & Recreation</p>	
<p>Potential Project Lead: Parks & Recreation staff</p>	
<p>Potential Funding Source: P&R operating budget</p>	
<p>Relevant City and Community Partners: Parks and Recreation, Public Works, Police, Fire, Planning & Community Development; P&R, Tree, Arts commissions; Albany Parks & Recreation Foundation; Albany School District; neighborhood associations; businesses</p>	
<p>Related Council Goals: Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources.</p>	



PROJECT: Ten-Year Comprehensive Plan Update

<p>Project Description: Develop a 10-year Comprehensive Plan Update with a 5-year CIP. Tasks include:</p> <ul style="list-style-type: none"> • Review existing background information and data • Conduct a recreation needs assessment survey to determine community needs. • Compile a Community Needs Assessment • Develop a 5-year capital and operations plan • Develop funding strategies • Develop the Draft and Final Master Plan • Update the System Development Charges (SDC) methodology • Develop maps to support the planning process 	<p>Comments: <u>Funding Source:</u> Parks & Recreation Fund/Parks SDC and Administration Programs <u>Estimated Budget:</u> \$75,000</p>
<p>Deliverables:</p> <ol style="list-style-type: none"> 1. Facilitate and document the public involvement process 2. Survey data and summary report 3. Needs assessment report 4. CIP, operations and funding plan 5. Maps to support the planning process 6. Draft System Master Plan Report w/maps and graphics 7. Final System Master Plan Report w/maps and graphics 	
<p>City Department: Parks and Recreation</p>	
<p>Potential Project Lead: Department director</p>	
<p>Potential Funding Source: Parks & Recreation annual operating budget, Parks SDC program. Funds currently available.</p>	
<p>Relevant City and Community Partners: Various interest groups, agencies, non-profits and organizations will have a role to play</p>	
<p>Related Council Goals: Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources. Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p>	

PROJECT: Buildable Lands Inventory Update

<p>Project Description:</p> <p>The City last completed a housing needs analysis in 2006 and Buildable Lands Inventory in 2007. Since that time, development conditions in Albany have changed. For Albany's Comprehensive Plan and Development Code to be responsive to current and future housing and economic needs, the Buildable Lands Inventory needs to be updated and analysis of these needs performed.</p> <p>In general, this project would occur in three steps:</p> <ul style="list-style-type: none"> • Create a GIS database to account for the amount of buildable land available for residential, mixed-use, commercial, industrial, and open space uses. • Provide an analysis of vacant lands to understand physical constraints affecting their ability to be developed, e.g. wetlands, lot size. • Analyze recent development trends and project future land needs by zone and general use type, e.g. residential medium density, commercial, heavy industrial. <p>The purpose of this project is to collect data on existing land use conditions in the City to provide City staff information to evaluate the undeveloped and under-utilized land available for future development and identify strategies to ensure there is sufficient and appropriately zoned land available for the range of land uses permitted in the City.</p>	<p>Comments:</p> <p><u>Funding Source:</u> Planning Division Contractual Services Budget</p> <p><u>Estimated Budget:</u> \$20,000</p>
<p>Deliverables:</p> <ul style="list-style-type: none"> • Inventory of buildable lands including information on vacant land per zone • Analysis of constraints and characteristics of vacant land • Analysis of development trends since 2005 • Analysis of future land need by zone and general use type • Report on the number, density and average mix of existing housing types 	
<p>City Department:</p> <p>Community Development Department Economic Development Department Information Technology Department</p>	
<p>Potential Project Lead:</p> <p>David Martineau, Lead Current Planner</p>	
<p>Potential Funding Source:</p> <p>Planning Division Contractual Services Budget</p>	
<p>Relevant City and Community Partners:</p> <p>Benton County, Linn County, Albany Public Works, GAPS, and Community Development Departments</p>	
<p>Related Council Goals:</p> <p>"Enhance the value and diversity of Albany's economy by attracting, retaining, diversifying, and expanding local businesses."</p> <p>"Create and sustain a city of diverse neighborhoods where residents feel good about where they live."</p>	

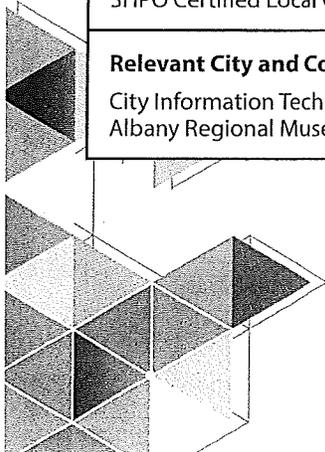
PROJECT: Development Resource Center & IT Services Space Planning

<p>Project Description:</p> <p>Changes in organizational structure and available physical space are driving the need to consider alterations to work spaces and delivery of customer service. The area of focus would be the second floor of City Hall. There are two distinct components to this project that, depending on the recommendations for each, could impact the other. The first component is centered on utilization of the southern portion of the second floor that will be occupied by the IT Department. Structural changes will be required in this area to support IT services and to facilitate incorporation of an IT training room that provides many important, citywide functions. The second component involves integrating staff from Community Development and Public Works and the creation of a Development Resource Center for the public. The Development Resource Center concept revolves around combining front counter services for CD and PW and creating a more unified approach for serving the development community.</p>	<p>Comments:</p> <p><u>Funding Source:</u> Costs shared by Public Works, Building, Planning, and IT. PW (\$10,000), Building (\$5,000), and Planning (\$5,000) in current budgets. Costs for the IT portion of the project will be required to facilitate a move from the rented facility across from City Hall. Any costs incurred will be offset by savings in avoiding rent.</p> <p><u>Estimated Budget:</u> \$15,000 - \$20,000</p> <p><i>Public Works Engineering and Community Development have been consolidated into a single department. When City Hall was constructed, these were two separate departments and construction promoted distinct separation and separate front counter services for the public. Now, as a single Department, the layout creates distinct physical and psychological barriers to bringing staff together to best serve the public and fully recognize internal efficiencies.</i></p> <p><i>The IT Department is currently leasing space across the street from City Hall. The relocation of Fire Department administrative services provides an opportunity to bring IT services into City Hall, negating the need for a lease. The space requirements for IT are different from the Fire Department and include components such as a training room.</i></p>
<p>Deliverables:</p> <p>The desired work product is a cohesive plan to best utilize the available space on the second floor of City Hall. The successful plan will consider the needs of staff, from a work flow, training, and meeting room perspective, and promote a sense of unity between Community Development and Public Works Engineering Staff. Furthermore, the plan will identify structural changes to facilitate a combined counter for Public Works Engineering and Community Development that results in secure working environment and internal efficiencies for managing our customer interface as well as an enhanced customer experience that fully leverages available technologies without sacrificing staff availability. Potential impacts to lighting and HVAC systems will be fully considered with plan development.</p>	
<p>City Department:</p> <p>Public Works Department Community Development Department Information Technology Department Parks Department (Building Maintenance Division)</p>	
<p>Potential Project Lead:</p> <p>Jorge Salinas, Assistant City Manager/Chief Information Officer Jeff Blaine, Public Works Engineering and Community Development Director</p>	
<p>Potential Funding Source:</p> <p>PW/CD/IT</p>	
<p>Relevant City and Community Partners:</p> <p>Public Works, Community Development, Information Technology, and Parks Departments; Development Community</p>	
<p>Related Council Goals:</p> <p>Strategic Plan Theme – A Healthy Economy Goal 4: Effectively and efficiently deliver the services that Albany’s citizens’ need, want, and are willing to support.</p>	

PROJECT: Historic Resource Data Integration And Mapping

<p>Project Description:</p> <p>The Historic Resource Data Integration and Mapping project will integrate and augment City records and other available data related to Albany's heritage and historic resources into a comprehensive record management system and GIS interface. With more efficient and functional record management, the quality and capacity of the service delivery will be increased for the City's Historic Preservation program and heritage partners.</p> <p>The City of Albany is a SHPO Certified Local Government, with four National Register Districts and nearly 800 landmark properties protected by local ordinance. The City of Albany is renowned regionally and nationally for its historic resources and has been working with local heritage partners for over 30 years to develop unique opportunities to share this heritage.</p> <p>The City's established record management and mapping systems have become a limiting factor in service delivery for the City's Historic Preservation Program and are also in the process of transition. The citywide transition to Laserfiche record management, Accela for building and land use permit tracking, and a new public mapping portal in the near future, presents the need and opportunity to integrate the City's historic preservation program records and other available information in a way that not only improves service delivery but also maximizes opportunities for public access and engagement. The City of Albany is uniquely positioned to assist with the integration of historic records and the development of tools that will be especially useful for partners creating materials for heritage programs and tourism.</p> <p>The goal of the Historic Resource Data Integration and Mapping project is to augment and integrate the City's records and other available digital collections related to historic resources and heritage to improve service delivery by optimizing efficiency, accessibility and usability, particularly with respect to emerging tools for communication and public engagement. Specific applications would include an interactive public map portal, thematic presentations using ESRI StoryMap software, or the creation of mobile apps for walking tours.</p>	<p>Comments:</p> <p><u>Funding Source:</u> Certified Local Government Grant</p> <p><u>Estimated Budget:</u> Not to exceed \$10,000</p>
<p>Deliverables:</p> <ul style="list-style-type: none"> • Digital collection of historic maps, air photos, with GIS map layers • Data Integration of historic records using the City's Laserfiche, Accela, and mapping applications • Templates for mobile apps, StoryMaps, etc. • List of best practices and Innovative Tools for mapping change over time 	
<p>City Department: Community Development</p>	
<p>Potential Project Lead: Bob Richardson, Shawna Adams</p>	
<p>Potential Funding Source: SHPO Certified Local Government Grant Funds</p>	
<p>Relevant City and Community Partners: City Information Technology Department (GIS), Albany Public Library, Albany Visitor's Association, Albany Regional Museum</p>	

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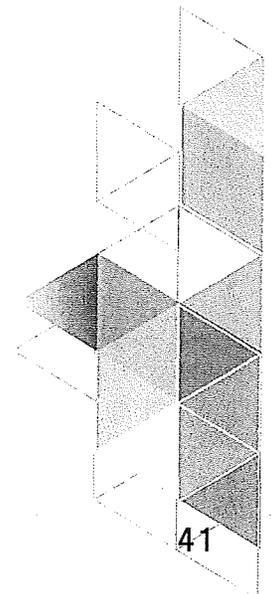
<p>Related Council Goals:</p> <p>Strategic Plan Theme: Great Neighborhoods</p> <p>Goal 1: Create and sustain a city of diverse neighborhoods where residents feel good about where they live.</p> <p>Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources.</p> <p>Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p> <p>Strategic Plan Theme: Healthy Economy</p> <p>Goal 2: Partnerships — Strengthen the area's role as a leading regional economic center through local and regional coordination and collaboration on economic development planning and projects.</p> <p>Goal 4: Central Albany — Create a readily identifiable downtown core that is unique and vibrant with a mixture of entertainment, housing, specialty shops, offices, and other commercial uses.</p> <p>Strategic Plan Theme: An Effective Government</p> <p>Goal 1: Effectively and efficiently deliver the services that Albany's citizens need, want, and are willing to support.</p>	
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PROJECT: Equity And Opportunity Mapping Analysis

<p>Project Description:</p> <p>The purpose of this project is to map socio-economic data of Albany residents, housing conditions, crime and accident reports, and the location of community amenities and services in order to help the City analyze access to housing and community amenities. These analytics will help create a common understanding of Albany's demographic distribution and will inform planning needs and investments by the City and area partners.</p> <p>The American Community Survey data show Census tracts 204 and 208 have higher concentrations of low-income and minority populations. These areas also have a higher percentage of older housing stock and apartments. Crime is higher and school reports show student achievement is lower in schools in these areas.</p> <p>As a recipient of federal funding, the City of Albany is required to affirmatively further fair housing and take steps to address issues of segregation and concentrated areas of poverty. The City will need to submit an Assessment of Fair Housing to the Department of Housing and Urban Development in 2017. This mapping analysis will provide necessary background data to develop this required plan.</p> <p>The data from this project will present a clearer picture of demographic and housing conditions by area, and can be the starting point in updating policies, codes, and developing targeted investment strategies to help Albany be an inclusive and welcoming community where residents feel good about where they live.</p>	<p>Comments:</p> <p><u>Funding Source:</u> Community Development Block Grant (CDBG)</p> <p><u>Estimated Budget:</u> Not to exceed \$14,000</p>
<p>Deliverables:</p> <ul style="list-style-type: none"> • Map of Census Tract and Block demographics, economic, and housing conditions (2010-14 American Community Survey data) • Map community amenities (schools, parks, transportation, services, etc.) • Map crime statistics • Evaluate GIS analytics and provide a preliminary assessment of findings, identifying areas of vulnerability and/or opportunity 	
<p>City Department: Community Development</p>	
<p>Potential Project Lead: Anne Catlin</p>	
<p>Potential Funding Source: Community Development Block Grant and General Fund – Planning Division</p>	
<p>Relevant City and Community Partners: City Information Technology Department, Police Department, Fire Department, Greater Albany Public School District</p>	
<p>Related Council Goals: Great Neighborhoods Goal 1: Create and sustain a city of diverse neighborhoods where residents feel good about where they live.</p>	

PROJECT: WRF Solids Alternatives Market Analysis

<p>Project Description: The City of Albany is currently evaluating alternatives for solids handling at the Albany-Millersburg Water Reclamation Facility. Each alternative process will result in either a Class B or Class A Biosolids product that is suitable for reuse. A key component in the decision-making process will be the City's ability to find suitable end-uses for the biosolids product. Alternative processes currently being considered would produce a compost product or a biosolids "cake" type product. Identifying potential uses for Biosolids within the Mid-Willamette Valley region will be critical in evaluating which alternative to pursue.</p>	<p>Comments: <u>Funding Source:</u> Public Works, Sewer Capital <u>Estimated Budget:</u> \$10,000</p>
<p>Deliverables: The desired work product is a written document summarizing an overall local market analysis for this valuable material, whether it is compost or biosolids cake. Specific local partners should be identified as well as any potential revenues or costs associated with different options.</p>	
<p>City Department: Public Works Department</p>	
<p>Potential Project Lead: Kristin Preston, Wastewater Superintendent</p>	
<p>Potential Funding Source: Public Works Sewer Capital</p>	
<p>Relevant City and Community Partners: City of Albany City of Millersburg Others TBD</p>	
<p>Related Council Goals: Strategic Plan Theme – A Safe City Goal 1, Objective 29: Effectively manage biosolids wastes at the Albany-Millersburg Water Reclamation Facility.</p>	





TO: CARA Advisory Board

FROM: Kate Porsche, Economic Development & Urban Renewal Director *Kate (oh)*

DATE: April 15, 2016, for April 20, 2016, CARA Advisory Board Meeting

SUBJECT: Staff Report – CARA Code Review Project and Approval of Bid

Background

This item is coming before you for your review and approval of the bid related to the CARA code review project.

As you may recall, this item was first brought before you in June 2015. Scott and Spencer Lepman outlined some of the challenges they were having due to some components of the code that were inhibiting their infill development project on Third Avenue SW.

Direction from the group at that time was to move forward with a request for proposals (RFP) process to find a suitable consultant who could help with a review of the development code in the HB, WF, and CB zones. The idea then, and now, was to take a holistic look to better understand the issues rather than fixing a specific concern.

A review group was formed including Bob Richardson, Planning Manager; Rich Catlin; Diane Murzynski, Purchasing Coordinator; and me. We initially received two proposals. The scope of both of them was far more extensive and expensive than staff thought necessary for this project. We then honed in the request and scope and contacted both proposers for revised proposals. We ended up with one proposal, from Angelo Planning Group (*Attachment A*). The other firm did not resubmit a proposal.

Request

The request before you is for review of the attached proposal. Total cost for all of the work is \$74,870. If the group decides to go this direction, staff recommends funding the total amount, which would address all the issues Angelo outlined in Exhibit E of its proposal:

Summary of Costs by Issue and Firm

		APG	CA	Subtotal by Issue	Cumulative Total
Base Cost	Issue 1 (obstacles to Housing) + kickoff, PMT meetings, public engagement, staff reports, hearings, expenses, etc.	\$33,850	\$15,010	\$49,860	\$49,860
	Issue 2 (provisions to achieve desirable building form)	\$2,860	\$6,980	\$9,840	\$59,700
Incremental Costs for Additional Issues	Issue 3 (use types per zone, and the Special Status list)	\$2,530	\$110	\$2,640	\$62,340
	Issue 4 (clear and objective standards and easy to understand text)	\$3,650	\$2,200	\$5,850	\$68,190
	Issue 5 (parking standards)	\$2,620	\$220	\$2,840	\$71,030
	Issue 6 (zoning maps)	\$3,230	\$610	\$3,840	\$74,870

The alternative to funding this work is that the Lepmans could propose code changes specific to their project. However, staff wonders if going this route would solve one problem but create others? Additionally, planners indicate that writing code changes for one specific issue, in a vacuum, tends not to be the best way to complete code revision work.

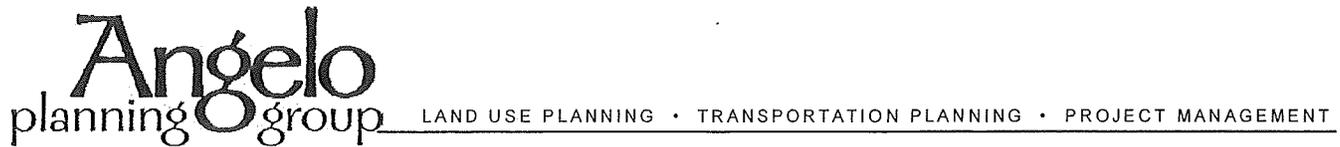
Recommendation

Staff recommends approval of the expenditure of \$74,870 for code review in the HW, WF, and CB zones. We believe that this holistic look at the three zones in Albany will benefit the City through simplified, understandable, and accessible land use regulations; an economic development tool and revitalization tool for Central Albany; and will create more effective planning and place-making tools to improve our communities.

KCP:ldh

Attachments 2

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April 1, 2016

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator
Finance Department
333 Broadalbin Street SW
Albany, OR 97321

Re: Revised Proposal Sections 6.4.3 and 6.4.4: Central Albany Downtown Development Code Review

Dear Ms. Murzynski:

Thank you for the opportunity to present a revised proposal for the Central Albany Downtown Development Code Review project. Angelo Planning Group (APG), and our team member Crandall Arambula, are excited about the project and look forward to applying our technical, policy, and practical skills to crafting thoughtful code solutions to Albany's priority issues.

The additional information regarding the City and CARA's priorities and budget provided in your March 16th letter was very helpful. As requested we have revised our response to Criteria 6.4.3 (Work Plan, Budget Cost and Delivery Schedule/Timeline) and 6.4.4 (Concept) as well as Exhibit E to be consistent with that guidance. All other elements of our original proposal, including our Statement of Qualifications and Experience, Exhibits A – D, and Addendum No. 1, are unchanged. In order to highlight the cost breakdown by issue we have provided a detailed budget as part of the revised Exhibit E. The revised budget provides a range from \$49,860 to \$74,870 depending on the number of issues addressed. If selected for this project, we will work closely with staff to further refine and agree on an approach, scope of work, and budget that meets Albany's needs.

We appreciate your consideration of the APG project team and look forward to working with you on this project. Please do not hesitate to contact me by telephone or e-mail if you have any questions regarding this submittal or if you need additional information.

Sincerely,

A handwritten signature in cursive script that reads "Catherine Corliss".

Catherine Corliss, AICP, Principal
Direct number: 503.227-3673
ccorliss@angeloplanning.com



Concept (Section 6.4.4)

This section has been updated. The Concept now reflects the streamlined overall approach and the specific issues identified by the City.

Through this project we will work closely with the community and City staff to amend the City's Development Code to address the issues identified by the City, considering the three zone districts (Historic Downtown (HD), Waterfront (WF) and Central Business (CB)). The City and CARA's interest is in the successful implementation of its plans. Our team shares this critical focus on implementation and believes that this step is where all the physical, policy, and economic planning is translated into practical results. We understand the need to implement the development concepts through specific changes to the City's Plans and Development Code. Concepts will be refined as planning progresses to ensure a seamless transition between the code and design concepts to ordinance adoption.

APG and Crandall Arambula are industry leaders in assessing and updating plans and codes, including addressing the types of issues flagged by the City of Albany. Our work plan lays out the process we propose to use to research and address the issues that the City has identified. Our approach will be tailored to the specific issues, as described below.



- ◆ Identifying obstacles to housing and other development requires thinking broadly about the development code and understanding what developers need for project feasibility. We will draw on the experience of local developers and our own experience to probe for potential obstacles such as height limits, setbacks, and density/floor area maximums that are constraining efficient building size; excessive parking, open space, landscaping, or stormwater management requirements; unnecessary discretionary review procedures that add cost and uncertainty to the development process; and inappropriate or ineffective design standards that add cost and complexity without achieving the City's vision for the area. However, we recognize that this project is not about allowing unrestricted development. The existing standards are in the code for a reason and each needs to be evaluated for the benefit it provides to the community and adjacent property owners. Finding the right balance and identifying unnecessary obstacles will be our focus.
- ◆ To ensure that provisions to achieve desirable building form are effective and leading to attractive infill development, we will draw on Crandall Arambula's expertise in visualizing and illustrating how code language translates into built form. Drawing on their work in developing the vision for the area and the City's desire to see development that adds value and supports



place-making, we will look for opportunities to refine development and design standards and guidelines to achieve attractive buildings that are appropriate to their setting.

- ◆ Evaluating appropriate new uses for a vibrant, mixed use area and considering the level of protection given to existing uses requires an understanding of the existing uses in the area, the desired vision for the area, and the potential impacts of incompatible uses. Our team has extensive experience working with downtown areas to address potentially incompatible uses, such as auto-oriented commercial uses and light industrial uses. We have helped implement a wide range of approaches to “grandfathered” uses, such as those on the Special Status lists. We understand the trade-offs between protecting existing businesses and achieving redevelopment and reuse that supports the vision for the area.
- ◆ APG understands the importance of providing clear and objective standards, both for legal reasons and so that developers, planning staff, and other users of the code have clear guidance on the City’s expectations. We will look for ways to simplify complex code standards, refine organization to improve clarity and reduce redundancy, and use code graphics to illustrate applicability or desired outcomes. Both APG and Crandall Arambula have experience preparing illustrative and regulatory code graphics.
- ◆ Our team understands that parking standards can become a significant barrier to redevelopment as well as reuse of existing buildings within a downtown; however it can also be a “flash point” for adjacent neighborhoods. We have worked on a number of parking-related projects including, most recently, a Parking Toolkit for the City of Portland. We will use test cases to explore how current parking requirements may be affecting the potential for reuse of existing buildings and compare the City’s standards against peer cities and best practices.
- ◆ We will consider the current pattern of zoning in the study area and how it relates to the City’s vision and the existing conditions in each area to determine whether there are opportunities to provide a better alignment between vision, development potential and development regulations. We will consider appropriate transitions to adjacent areas, the “legibility” of the downtown area (the ability to know where you are within the area and how the districts tie together), and the potential for place-making.

In order to successfully address any or all of these issues, public involvement and support will be key. Given the relatively short duration of the project, we recommend that the public involvement methods emphasize techniques that can be implemented relatively quickly, including: (1) stakeholder interviews, (2) presentations to established committees and interest groups, (3) open house meetings hosted by CARA and the Planning Commission, and (4) providing project information and opportunities to participate through the City’s web site.

The APG team has extensive experience crafting public outreach for code update projects, and linking detailed technical work to simple messages and engaging questions that speak to the average resident, property owner, or business owner so that an in-depth understanding of the development code is not required in order to provide useful input to the process. One way we propose to approach outreach to the general public for this project is to identify a short list of questions or topics (e.g. three to five) pertinent to the work in each Task and offer a survey or other interactive tool to solicit input on those



topics at each web update. Sending a brief project update along with a few questions to interested parties at each milestone can be an effective and streamlined way to engage the general public throughout the project.

We have outlined recommended subtasks in our proposed Work Plan; however, our overall approach to the tasks is as follows.

Task 1: Issues Identification

This task has been updated. It now reflects the fact that the City has now identified a short list of issues that may be addressed, which simplifies the approach to this task.

The focus of this task is to reach a shared understanding of the “Issues” specified by the City. This includes identifying specific code obstacles and opportunities within each issue; gathering perspectives from staff and affected individuals (e.g. developers) about how the identified issues have been playing out; and touring the area to see examples of areas where development has been problematic or successful. We will capture highlights of the findings from Task 1 in a series of draft “issue summaries” that describe the issue, summarize the code obstacles and opportunities, and note the range of perspectives expressed by stakeholders.



During this task we will also determine the strategy for public engagement, including which committees or interest groups will be targeted when, and key outcomes needed from each “touch” with stakeholders and the public.

Task 2: Prioritizing Amendments

This task has been updated. It now reflects the fact that the City has prioritized a short list of issues, which streamlines the approach to this task.

The City’s list of priority issues helps us narrow the scope, but there are still options and alternatives to solve each issue (e.g. potential obstacles to housing could include a range of issues from height limits and setbacks to open space requirements). Task 2 will provide a bridge from issue identification to code concepts. We will work with the PMT to select the code obstacles and opportunities to focus on in Task 3, and reflect those priorities in the final issue summaries, which we will share publicly. We will also offer simple interactive online outreach focused to the targeted issues.

Task 3: Code Concepts

This section is largely unchanged from the original proposal because the approach to Task 3 remains the same once the issues and ideas to address have been confirmed.



Following the approval of the list of code obstacles and opportunities to be developed into Code Concepts, the goal of Task 3 is to outline potential code solutions and seek consensus on the desired approach to addressing each issue before specific code language is drafted. We anticipate that there will be alternative means of accomplishing each of the code concepts. For example, concepts for addressing height limits as a barrier to housing could include as-of-right height increases throughout certain zones, targeted increases in certain areas or certain situations, or height bonuses for providing certain amenities. This step helps achieve understanding of, and agreement on, the direction that code amendments should take before we “get into the weeds”.

We anticipate that there may be some push and pull by property owners, potential developers, neighborhoods, and other interested stakeholders as we move from code concepts to draft and revised amendments. APG has extensive experience and success moving from the big picture level to the more detailed ordinance text. The skills of Crandall Arambula will also prove invaluable to illustrating the development implications of alternative code concepts. Urban design diagrams, photos, and simple illustrations can paint a picture of the visual impact of different development standards. Crandall Arambula’s urban design and architectural expertise and experience working with the City of Albany will enhance our understanding of how the design standards are translated into successful environments that are consistent with the vision.

Task 4: Draft Plan and Code Amendments

This section has been modified slightly to reflect the adjustments to the schedule that allow for 35-day notice to follow completion of the final draft code amendments without compromising the overall timeline.

As outlined in detail in the Work Plan, we are proposing that two drafts be prepared with an opportunity for review and comment by stakeholders, the Planning Commission and the general public in between. “Conforming” amendments ensure documents are internally consistent; and thus, are critical to the ultimate usability and effectiveness of any code change. As noted in the RFP, there are currently twenty-two chapters in the Albany Development Code. Depending on the approach taken, a number of these chapters may have to be amended. The draft amendments will include those changes necessary to ensure internal consistency within the Development Code.

Task 5: Public Hearings

This section is unchanged from the original proposal.

Work on Task 5 will ensure a complementary package of plan and Development Code amendments for the project area in compliance with code requirements for legislative amendments. We understand that one of the primary objectives of the RFP is to adopt amendments within about nine months, and we will keep our eye on that goal. In addition to our experience preparing code amendments appropriate to the jurisdiction and setting, our team is also skilled in drafting the necessary findings to support legislative adoption of plan and zoning changes that:

- ◆ Thoroughly address relevant approval criteria
- ◆ Are supported by a strong factual base



- ◆ Address and respond to public comments and input
- ◆ Minimize risks of appeal.

By building discussion of plan and code options into our early work, we will be in a good position to efficiently finalize the plan and code amendments in Task 5. This final task will provide the package of amendments and findings needed to move forward through the public hearing process. The APG team will also prepare for and attend the public hearings.

Work Plan / Cost / Schedule (Section 6.4.3)

We believe that our team has the right combination of skills and the depth of experience to achieve Albany's goals for this project. Our approach to achieving the project objectives and accomplishing the services identified in the Scope of Services is outlined below. In addition, as requested in the RFP, we have outlined the suggested role and level of involvement for City staff participating in support of this contract.

Key Team Member Roles and Responsibilities

This section is unchanged from the original proposal.

Catherine Corliss, Principal & Project Manager (APG): Cathy will serve as overall Project Manager and participate in each of the project tasks. She will provide guidance and review on each of the deliverables and recommendations for public outreach strategies. She will participate in all Project Management Team (PMT) meetings and key milestone decision point meetings, and will be responsible for managing and ensuring consistency with the project schedule, budget, and work plan. Cathy is an experienced project manager who has worked with multi-disciplinary teams on policy development and implementation for land use, growth management, transportation, natural resources, and development projects. Cathy has a proven track record of successfully leading complex planning and development code projects, including the Hood River Waterfront Refinement Plan, the City of Portland Mixed Use Centers and Corridors Livability and Parking, and the Mixed-use and Town Center Zoning for the City of Forest Grove projects described previously.

Becky Hewitt, Senior Planner (APG): Becky will play a lead role in conducting public outreach activities, drafting project materials, and coordinating with project team members on a day-to-day basis. She served as key planning staff on both the Dundee Downtown Code Update and the Woodburn Highway 99E Corridor Plan. In addition, she is currently working with the City of Bend on an urban growth boundary expansion effort that includes working with City staff and advisory committees to identify, prioritize, draft, and adopt a robust package of code amendments to promote efficient use of land inside the city.

Don Arambula, Principal (CA): Don will provide guidance to code amendments related to urban design and serve as a senior technical advisor. Don is recognized nationally as a creative urban designer and planner. He has a rich history of planning work in Albany, including the Albany Town Center Plan/CALUTS, and Design Guidelines, Retail Refinement Plan, and Design Review projects for CARA.



Jason Graf, Associate Principal (CA): Jason will prepare code amendments related to urban design concepts and illustrations. He will participate in key meetings and presentations. Jason was also involved in the CARA Retail Refinement Plan, as well as having a key role on the Forest Grove Mixed-Use and Town Center Design Standards and Shady Oak Station Area Development Strategy and Zoning Code/Development Standards projects described previously.

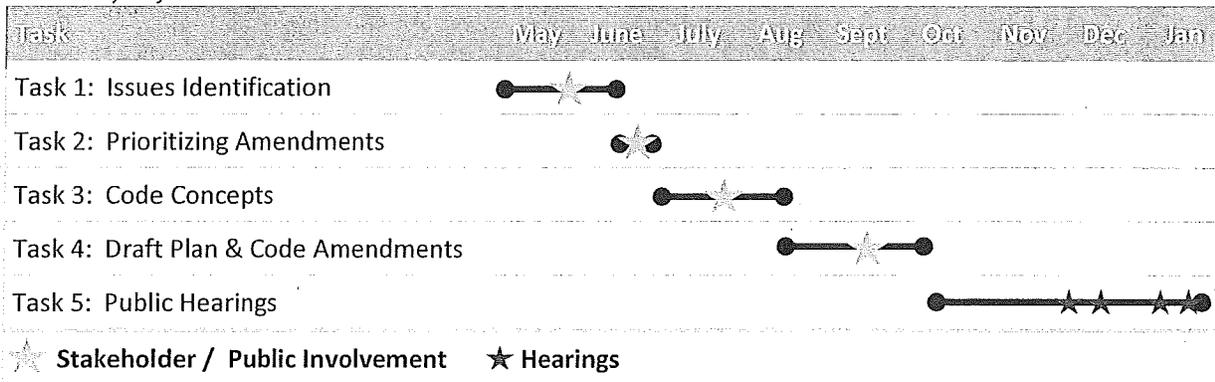
Schedule

This section has been updated. The schedule reflects the streamlined approach to Tasks 1 and 2 and the later start date for the project.

As shown in the preliminary project schedule, we have divided the project into five tasks which can be completed within nine months of project kickoff, which is anticipated at the beginning of May 2016. The City's work on issue identification and prioritization has allowed us to streamline the schedule on Tasks 1 and 2, allowing time to complete the four hearings identified in the RFP within the nine-month timeframe without relying on special sessions. If fewer hearings are needed or if the Planning Commission and/or City Council were willing to schedule special sessions, we could potentially shorten the timeline further. We know that schedule is important and will work closely with staff to ensure that the project timeline maximizes efficiency while still providing appropriate review times for staff, decision-makers and the public.

Key stakeholder/community input points are identified on the schedule below. We recommend holding a PMT meeting or conference call after each draft deliverable is complete and before each round of public outreach in order to ensure appropriate messaging and focused requests for feedback. We also suggest a PMT debrief following each round of outreach in order to clarify direction prior to preparing final deliverables so that work is completed efficiently and to the City's satisfaction.

Preliminary Project Schedule





Work Plan

Task 1: Issues Identification

All subtasks in Task 1 have been updated to reflect the streamlined approach, given that the City has already identified the short list of issues to be addressed. This includes a single round of stakeholder interviews (on the assumption that the interviews will be more focused) and a single combined presentation to the planning commission and landmarks advisory commission as a cost-saving measure.

Subtasks

1.1 Review existing plans and codes

The APG team will review relevant existing plans and codes in brief to understand the structure and context of the current regulations. This will ensure that we have a firm grasp of the policy direction behind the development code and the organization within the development code, and are ready to dig into the details of the relevant code sections for each issue.

1.2 Public Engagement Strategy

The APG team will provide an outline of the proposed methods, timing, and intended outcomes for each round of public outreach and information.

1.3 Community Tour/PMT Meeting #1/Meeting with planning staff

The agenda for our first project visit to Albany will include a site tour and kick-off meeting with the PMT (meeting #1). At the PMT meeting we will review the project schedule, roles and responsibilities, and protocols for internal and external communications. It will also be essential to review the Public Engagement Strategy, in particular the approach, schedule, and questions for the stakeholder interviews in Subtask 1.6.

During this trip we will also facilitate a discussion with City planning staff to tap into their experience with how the identified issues have been playing out “at the counter” and what they see as the key development code elements related to each issue.

1.4 Website materials

The APG team will provide informational and interactive materials/surveys for the City’s website explaining the project and providing an opportunity for the public to provide input related to the identified issues, such as what would make living downtown more attractive, what type of building form/design they would like to see downtown, or whether they think certain uses are appropriate downtown.

1.5 Mini Code Audit(s)

In order to thoroughly understand the elements of the existing development code that are linked to each of the identified issues that the team will be tackling, we suggest conducting a targeted code audit around each issue. The audit will enable the APG team to document all code sections that may be considered for revisions and how they affect the City’s desired outcomes.



1.6 Stakeholder Interviews & presentation to PC/LAC

We suggest using stakeholder interviews as a method to obtain input from those beyond City staff with direct experience with the identified issues (e.g. developers, neighborhood representatives). We recommend individual (or very small group) interviews with roughly four key stakeholders to explore specific concerns in detail. The APG team will prepare interview questions, conduct the interviews, and summarize key findings (without attributing statements to specific individuals).

We also suggest holding an initial discussion of the identified issues with the Planning Commission and Landmarks Advisory Commission to gather perspectives from those groups regarding the identified issues and understand the nature of the changes they would like to see around each issue.

In order to stay on schedule we will need to move quickly from identifying potential interviewees to scheduling and conducting the interviews. Given the City's expressed desire to reduce the budget, we have assumed that City staff will contact stakeholders to schedule interviews; however, we are happy to revisit this during project scoping if needed. For purposes of the budget, we are also assuming that the stakeholder interviews can be scheduled to take place during a single afternoon, followed by a presentation to a joint meeting of the Planning Commission and Landmarks Advisory Commission.

1.7 Issue Summaries

In order to capture the key findings from Task 1, the APG team will prepare issue summaries for each of the specified issues that capture the nature of the issue, how the code is currently creating obstacles to achieving the City's vision for the downtown, and the City's objectives for the code amendments addressing the issue. The issue summaries will include relevant imagery and be formatted and presented in a way that is accessible to the lay person.

Staff Participation

There are three types of staff participation that will be integral to the successful completion of Task 1:

- ◆ **PMT review and guidance:** At a minimum, the PMT should include the City Project Manager, Project Planner, and others who may be key in making management decisions for the project. The PMT will provide input into each subtask, such as suggesting site visit destinations; identifying stakeholder and interest groups that should be addressed in the public engagement strategy as well as potential interviewees; and reviewing and providing feedback on website materials.
- ◆ **Planning staff input:** The City's planning staff will play an important role in helping identify specific aspects of the development code that are contributing to the specified issues and sharing relevant experiences at the planning counter.
- ◆ **Logistical support:** The APG team will rely on City staff for support on certain logistical aspects of Task 1, including identifying and providing contact information for specific individuals for stakeholder interviews; scheduling interviews, the Planning staff meeting and the presentation to the planning and landmarks advisory commissions; arranging city meeting rooms as needed; and updating the relevant webpages.



Task 2: Prioritizing Amendments

The subtasks in Task 2 have been reduced and simplified to reflect the work that the City has already done on prioritizing issues for amendments.

Subtasks

2.1 PMT Meeting #2

The second PMT meeting will be an opportunity to discuss and provide closure on the findings from the research and outreach in Task 1 (through review of the issue summaries prepared in Subtask 1.7) and confirm the specific code elements that should be addressed in Task 3. The City's list of priority issues helps us narrow the scope, but there are still options within each issue (e.g. potential obstacles to housing could include a range of issues from height limits and setbacks to open space requirements). The PMT's direction on which code obstacles and opportunities to be address through this project will be incorporated into the issue summaries prior to sharing these with the public.

Another key outcome will be to confirm the key questions and messages for public involvement in Task 2 so that the APG team can begin preparing outreach materials.

For purposes of the budget, we have assumed that PMT #2 (and all subsequent PMT meetings) will be conducted as conference calls or online meetings in order to limit travel time and costs.

2.2 Website materials

The APG team will finalize the issue summaries from Subtask 1.7 for posting on the City's website and will prepare interactive materials/surveys that offer an opportunity for feedback on the issue summaries.

Staff Participation

Key elements of staff participation in Task 2 include:

- ◆ **PMT review and guidance:** The PMT will review draft materials and provide direction.
- ◆ **Planning staff input:** The City's planning staff will have the option of reviewing the draft issue summaries before they are made public.
- ◆ **Logistical support:** The APG team will rely on City staff to coordinate planning staff review of issue summaries if desired and update the relevant webpages.

Task 3: Code Concepts

The descriptions of some subtasks in Task 3 have been refined slightly to reflect the updated approach to the work in Tasks 1 and 2 and updated subtask numbering, though most remain as they were originally proposed and there are no substantive changes to the subtasks.



Subtasks

3.1 Prepare Draft Code Concepts Memo

The APG team will outline options to address each of the code elements selected in Subtask 2.1. This draft will be circulated both to the PMT and to Planning Staff, as appropriate, for written feedback.

3.2 PMT Meeting # 4 (conference call)

This PMT meeting will be an opportunity to discuss the draft code concepts, review and agree on suggested questions for general public input, and confirm plans for Task 3 public meetings.

3.3 Community & Web Outreach (two public meetings)

The code concept stage is a good time to bring in non-technical perspectives, from those who may not understand or care about the detailed language that follows and implements the concepts. The APG team will conduct two public meetings, such as meetings with City Commissions and/or presentations to key interest groups (e.g. the Chamber of Commerce).

We will also develop informational and interactive materials/surveys for the City's website illustrating key code concepts visually and soliciting feedback from the public on preferred approaches.

The APG team will capture input with outreach summaries or through additions/revisions to the draft code concepts memo.

3.4 PMT Meeting # 5 (conference call)

Following completion of all Task 3 outreach activities, the PMT will discuss and provide direction on the recommended code concepts to address each issue.

3.5 Finalize Code Concepts

The APG team will prepare a memorandum recommending specific code concepts for each issue that reflect the input from the community and the direction from the PMT.

Staff Participation

Key elements of staff participation in Task 3 include:

- ◆ **PMT review and guidance:** The PMT will review draft materials and provide direction at the decision points outlined above.
- ◆ **Planning staff input:** The City's planning staff will be given the opportunity to review the draft code concepts memorandum via email and written comments.
- ◆ **Logistical support:** The APG team will rely on City staff to schedule the Planning staff meeting and public / City Commission meetings; arrange city meeting rooms as needed; and update the relevant webpages.



Task 4: Draft Plan and Code Amendments

This section is essentially unchanged from the original proposal.

Subtasks

4.1 Prepare Draft Code Amendments

Building on the concepts completed in Task 3, the APG team will prepare a first draft of the plan and code amendments. Important to successful future implementation, the APG team will draft any conforming amendments needed to assure consistency with other code sections.

4.2 PMT Meeting # 6 (conference call)

This PMT meeting will be an opportunity to discuss the draft code amendments, agree on key questions for general public input, and confirm plans for Task 3 public meetings.

4.3 CARA and PC/LAC workshops (two meetings) & Website Materials

Pursuant to the approach outlined in the Public Engagement Strategy prepared under Task 1, the APG team will work with stakeholders to reach consensus on the draft amendments. Opportunities to review the draft amendments with the Planning Commission and/or general public may also be appropriate at this stage. At a minimum, the draft code amendments will be posted online with a summary of key changes and a mechanism for public comment.

4.4 PMT Meeting # 7 (conference call)

Following completion of all Task 4 outreach activities, the PMT will provide direction on revisions to the draft code amendments to respond to feedback.

4.5 Finalize Draft Code Amendments

The APG team will prepare a final draft of the code amendments based on input from the community and the direction from the PMT.

Staff Participation

Key elements of staff participation in Task 4 include:

- ◆ **PMT review and guidance:** The PMT will review draft materials and provide direction at the decision points outlined above.
- ◆ **Planning staff input:** The City's planning staff will be given the opportunity to review the draft code concepts memorandum via email and written comments.
- ◆ **Logistical support:** The APG team will rely on City staff to schedule the CARA and PC/LAC workshops; arrange city meeting rooms as needed; and update the relevant webpages.

Task 5: Public Hearings

This task has been updated to eliminate contingent subtasks that are not needed as a result of the City's clarification of the scope of potential amendments.



Subtasks

5.1 Draft Staff Report and Findings

The APG team will prepare a staff report and draft goal findings for the proposed code amendments addressing the approval criteria for Development Code Amendments in Section 2.290. The goal findings will be supported by the strong factual base established by the prior tasks and deliverables. For consistency in approach and formatting, we suggest City staff provide sample staff reports from other similar projects.

5.2 PMT Meeting #8 (conference call)

This PMT meeting will provide a chance for the team to discuss the draft staff report and findings and suggest changes. This would also be an opportunity to discuss the upcoming hearings and approach to the staff/consultant presentation.

5.3 Final Staff Report and Findings

Following PMT meeting #8, the team will provide a final version of the staff report and findings that reflects all of the input and suggestions received to date.

5.4 Website materials

To maximize public involvement in the process, copies of the draft materials should be available on the website as soon as possible. Email notification to interested parties and public notice can alert stakeholders and others of the availability of information on the website. An FAQ document could be used to help readers understand the amendments and process. However, because we will be starting the formal hearing process, the City may wish to have public comments made in writing on the record or in person at the hearing.

5.5 Hearings - Planning Commission and City Council

The amendments will be subject to the legislative approval process outlined in Article 1 Administration and Procedures. As outlined in the RFP, the APG team will attend two Planning Commission public hearings and two City Council public hearings for the adoption of the proposed amendments. The team will work with City staff to prepare presentation materials for each hearing.

Staff Participation

Key elements of staff participation in Task 5 include:

- ◆ **PMT review and guidance:** The PMT will provide sample staff reports from other similar projects and review and comment on the public hearing draft plan and code amendments and staff report
- ◆ **Logistical support:** The APG team will rely on City staff to schedule and provide required notice of hearings; and update the relevant webpages.



Project Cost

This section has been updated. The project cost reflects the streamlined approach to Tasks 1 and 2 as well as the more detailed information requested by the City.

As requested, we have attached a Cost Budget to Exhibit E that is broken down by the tasks indicated in Section 4.4 of the RFP. We have further broken this Cost Budget down by subtask, and, where applicable, by Issue. The revised budget provides a range from \$49,860 to \$74,870 depending on the number of issues addressed. While some tasks and costs are effectively constant regardless of the number or complexity of issues covered (e.g. site visit, public meetings, and hearings), others vary by the number and type of issues addressed (e.g. the mini code audit, the issue summaries, and preparing code concepts and code amendments). The Summary of Costs by Issue and Firm, below, summarizes the incremental cost of adding additional issues to the “Base Cost” associated with addressing the first issue; thus, highlighting the “economies of scale” in addressing multiple issues. If selected for this project, we will work closely with staff to further refine and agree on an approach, scope of work, and budget that meets Albany’s needs.

Summary of Costs by Issue and Firm

		APG	CA	Subtotal by Issue	Cumulative Total
Base Cost	Issue 1 (obstacles to Housing) + kickoff, PMT meetings, public engagement, staff reports, hearings, expenses, etc.	\$33,850	\$15,010	\$49,860	\$49,860
	Issue 2 (provisions to achieve desirable building form)	\$2,860	\$6,980	\$9,840	\$59,700
Incremental Costs for Additional Issues	Issue 3 (use types per zone, and the Special Status list)	\$2,530	\$110	\$2,640	\$62,340
	Issue 4 (clear and objective standards and easy to understand text)	\$3,650	\$2,200	\$5,850	\$68,190
	Issue 5 (parking standards)	\$2,620	\$220	\$2,840	\$71,030
	Issue 6 (zoning maps)	\$3,230	\$610	\$3,840	\$74,870

As described in our Work Plan, we have organized our subtasks to take full advantage of each of our trips to Albany. For example, we propose to do stakeholder interviews and a presentation in a single trip. The cost to add an additional stakeholder meeting to that same trip will be considerably less than adding a separate trip to hold an interview. We have also relied on conference calls for many of our PMT meetings. Our budget reflects these efficiencies. We will work closely with CARA and the City in the negotiation process to ensure that the scope and budget provides the best results for the best value. The estimated cost for individual meetings and services is as follows.

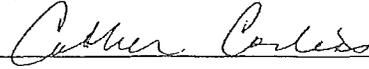
Meeting/Service Type	Cost per Meeting/Service
Workshop/public meeting (including prep)	\$3,370
PMT meeting (in Albany key team members)	\$1,580
PMT conference call (full team)	\$1,230
PMT conference call (key team members)	\$700
Stakeholder interviews (per interview, excluding travel time)	\$200

EXHIBIT E – BUDGET COST & DELIVERABLE SCHEDULE/TIMELINE

In accordance with the Request for Proposals issued by the City of Albany and the Central Albany Revitalization Area, the firm referenced below hereby submits an attached Budget Cost Proposal and Deliverables Schedule/Timeline. In addition, Proposer is hereby submitting a proposed Work Plan.

I, hereby certify, that the undersigned is authorized to represent the firm stated below, and empowered to submit this proposal, and if selected, authorized to sign a contract with the City of Albany and the Central Albany Revitalization Area for the services identified in the Request for Proposal. In addition, all Project Requirements, including insurance requirements, have been reviewed and are incorporated in this Cost Budget Proposal.

Firm Name: Angelo Planning Group, Inc.

Signature: 

Printed Name: Catherine Corliss

Title: Principal

Date: April 1, 2016



Attachment to Exhibit E: Cost Budget & Deliverable Schedule/Timeline

This section has been updated. The project cost reflects the streamlined approach to Tasks 1 and 2 as well as the more detailed information requested by the City. The schedule reflects the streamlined approach to Tasks 1 and 2 and the later start date for the project.

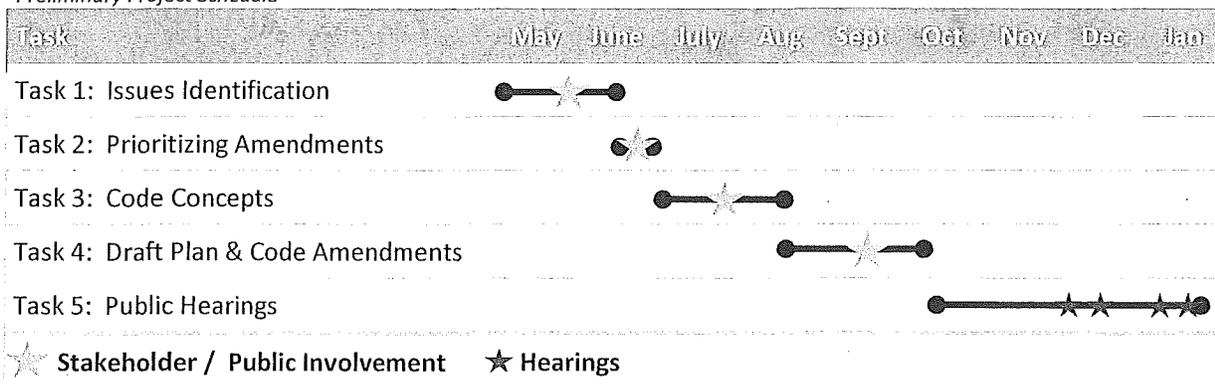
The cost budget and deliverable schedule reflect the Work Plan and assumptions outlined in the Angelo Planning Group proposal for the Central Albany Downtown Development Code Review dated April 2016.

While some tasks and costs are effectively constant regardless of the number or complexity of issues covered (e.g. site visit, public meetings, and hearings), others vary by the number and type of issues addressed (e.g. the mini code audit, the issue summaries, and preparing code concepts and code amendments). A detailed project cost budget is provided on the next page, which breaks out costs by issue where appropriate so that the City can see how the number of issues selected affects the budget in each task. The Summary of Costs by Issue and Firm, below, summarizes the incremental cost of adding additional issues to the "Base Cost" associated with addressing the first issue.

Summary of Costs by Issue and Firm

		APG	CA	Subtotal by Issue	Cumulative Total
Base Cost	Issue 1 (obstacles to Housing) + kickoff, PMT meetings, public engagement, staff reports, hearings, expenses, etc.	\$33,850	\$15,010	\$49,860	\$49,860
	Issue 2 (provisions to achieve desirable building form)	\$2,860	\$6,980	\$9,840	\$59,700
Incremental Costs for Additional Issues	Issue 3 (use types per zone, and the Special Status list)	\$2,530	\$110	\$2,640	\$62,340
	Issue 4 (clear and objective standards and easy to understand text)	\$3,650	\$2,200	\$5,850	\$68,190
	Issue 5 (parking standards)	\$2,620	\$220	\$2,840	\$71,030
	Issue 6 (zoning maps)	\$3,230	\$610	\$3,840	\$74,870

Preliminary Project Schedule





Task #	Task Description	Hours by Staff Person					Cost
		Angelo Planning Group			Crandall Arambula		
		C. Corliss \$149	R. Hewitt \$90	P.I. Support \$87	D. Arambula \$180	J. Graf \$110	
1	Issues Identification	22	88	3	5	48	\$11,900
1.1	Review existing plans and codes	2	8		2	4	\$1,820
1.2	Public Engagement Strategy	2	6		1	2	\$1,240
1.3	Community Site Visit and Tour/PMT Meeting #1/Meeting with staff	8	12			10	\$3,370
1.4	Website materials	2	6			2	\$1,060
1.5	Mini code audit on each issue (subtotals items 1.5.1 - 1.5.6)	5	24	0	1	12	\$4,410
1.5.1	obstacles to housing	1	4			2	\$730
1.5.2	provisions to achieve desirable building form	1	4		1	6	\$1,350
1.5.3	use types per zone, and the Special Status list	0.5	3			0.5	\$400
1.5.4	clear and objective standards and easy to understand text	1	6			2	\$910
1.5.5	parking standards	0.5	4			0.5	\$490
1.5.6	zoning maps	1	3			1	\$530
1.6	Stakeholder interviews (4 @ 1 hr each) & PC/LAC presentation		10			10	\$2,000
1.7	Draft Issue Summaries (subtotals items 1.7.1 - 1.7.6)	3	22	3	1	8	\$3,750
1.7.1	obstacles to housing	0.5	4	0.5		0.5	\$530
1.7.2	provisions to achieve desirable building form	0.5	2	0.5	1	4	\$920
1.7.3	use types per zone, and the Special Status list	0.5	4	0.5		0.5	\$530
1.7.4	clear and objective standards and easy to understand text	0.5	4	0.5		2	\$700
1.7.5	parking standards	0.5	4	0.5		0.5	\$530
1.7.6	zoning maps	0.5	4	0.5		0.5	\$530
2	Prioritizing Amendments	4	8	4	1	8	\$2,730
2.1	PMT #2 (conference call)	2	2			2	\$700
2.2	Final issue summaries & website materials	2	6	4	1	6	\$2,030
3	Code Concepts	14	72	14	6	38	\$15,040
3.1	Prepare draft code concepts memo (subtotals items 3.1.1 - 3.1.6)	6	34	0	2	18	\$6,290
3.1.1	obstacles to housing	1	6			1	\$800
3.1.2	provisions to achieve desirable building form	1	4		2	12	\$2,190
3.1.3	use types per zone, and the Special Status list	1	6				\$690
3.1.4	clear and objective standards and easy to understand text	1	6			2	\$910
3.1.5	parking standards	1	6			1	\$800
3.1.6	zoning maps	1	6			2	\$910
3.2	PMT Meeting # 4 (conference call)	2	2	2	2	2	\$1,230
3.3	Community & Web Outreach (2 Public Meetings)	1	18	12		12	\$4,130
3.4	PMT Meeting # 5 (conference call)	2	2		2	2	\$1,060
3.5	Finalize Code Concepts (subtotals items 3.5.1 - 3.5.6)	3	16	0	0	4	\$2,330
3.5.1	obstacles to housing	0.5	3				\$340
3.5.2	provisions to achieve desirable building form	0.5	3			4	\$780
3.5.3	use types per zone, and the Special Status list	0.5	2				\$250
3.5.4	clear and objective standards and easy to understand text	0.5	3				\$340
3.5.5	parking standards	0.5	2				\$250
3.5.6	zoning maps	0.5	3				\$340
4	Code Text Amendments	17	81	14	5	58	\$18,320
4.1	Prepare draft code amendments (subtotals items 4.5.1 - 4.5.6)	8	38	0	2	30	\$8,270
4.1.1	obstacles to housing	2	8				\$1,020
4.1.2	provisions to achieve desirable building form	1	6		2	20	\$3,250
4.1.3	use types per zone, and the Special Status list	1	4				\$510
4.1.4	clear and objective standards and easy to understand text	2	8			8	\$1,900
4.1.5	parking standards	1	4				\$510
4.1.6	zoning maps	1	8			2	\$1,090
4.2	PMT Meeting # 6 (conference call)	2	2	2	2	2	\$1,230
4.3	CARA and PC/LAC workshops (2 meetings) & Website Materials	1	18	12		12	\$4,130
4.4	PMT Meeting # 7 (conference call)	2	3			2	\$790
4.5	Finalize Code Amendments (subtotals items 4.5.1 - 4.5.6)	4	20	0	1	12	\$3,900
4.5.1	obstacles to housing	1	4				\$510
4.5.2	provisions to achieve desirable building form	1	4		1	6	\$1,350
4.5.3	use types per zone, and the Special Status list	0.5	2				\$250
4.5.4	clear and objective standards and easy to understand text	0.5	4			6	\$1,090
4.5.5	parking standards	0.5	2				\$250
4.5.6	zoning maps	0.5	4				\$430
5	Public Hearings	33	104	6	4	42	\$20,140
5.1	Draft staff report and findings	10	40		2	8	\$6,330
5.2	PMT Meeting #8 (conference call)	2	2			2	\$700
5.3	Final staff report and findings	4	16			6	\$2,700
5.4	Website materials	1	6	6		2	\$1,430
5.5	Hearings - Planning Commission and City Council (2 each)	16	40		2	24	\$8,980
Total Hours		90	353	41	21	194	
Labor Total		\$13,410	\$31,770	\$3,570	\$3,780	\$21,340	\$73,870
Expenses							\$1,000
Project Total							\$74,870