



Albany Development Code Amendments Task Force

# AGENDA

---

**Wednesday, October 17, 2018**

12:00 p.m.

Ralston Room, Albany Fire Department

611 Lyon Street SE

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. TWO-TRACK REVIEW SYSTEM
5. REVIEW OF MULTI-FAMILY STANDARDS
6. NEXT MEETING DATE – NOVEMBER 15, 2018, ALBANY FIRE DEPARTMENT
7. ADJOURNMENT

The location of this meeting is accessible to the disabled. If you have a disability that requires accommodation, please notify the City Manager's Office in advance of the meeting: [CMadmin@cityofalbany.net](mailto:CMadmin@cityofalbany.net) | 541-704-2307 or 541-917-7519.

[cityofalbany.net](http://cityofalbany.net)





Albany Development Code Amendments Task Force  
City Council Chambers, 333 Broadalbin Street SW  
Thursday, September 13, 2018, 12:00 p.m.

---

# MINUTES

## Roll Call

### Present

Rich Kellum, Chris Equinoa, Cordell Post, Larry Preston, Dave Reece, Candace Ribera, Bill Ryals, Wayne Scheler, Dan Watson, Joann Zimmer

### Absent

John Pascone, Janet Steele

### Staff Present

Bob Richardson, Planning Manager; Jeff Blaine, P.E., Public Works Engineering and Community Development Director; Peter Troedsson, City Manager; Matthew Ruettgers, Development Services Manager; Kris Schendel, Code Compliance Officer; David Martineau, Planner III; Cathy Corliss, Angelo Planning Group; Kate Rogers, Angelo Planning Group

## Project Introduction

12:00 pm

Jeff Blaine, Public Works Engineering and Community Development Director, went over the scope of work and role of the task force. The City hired Angelo Planning Group to conduct a code audit, which included meetings between Angelo Planning Group and developer representatives, selected citizens, city staff, City Council, and Planning Commission. A common thread seemed to be concern with the code. From these meetings, a work plan was developed to address the issues. Council allocated funding to take on the project and decided to create task force to focus on the following Code Priorities:

1. Make Sign Code content-neutral; this has already been completed
2. Affordable housing
3. Two-track permit system
4. Streamline/expedite land division processes
5. Improve plan development processes
6. Buffering and transitions between uses
7. Parking requirements
8. Requirements for modifying existing developments in non-conforming situations

The role of this task force is to focus on these specific issues and make recommendations to City Council, but ultimately City Council will have final decision.

Angelo Planning Group will be creating an interactive website to promote public outreach and encourage input from people outside the task force prior to implementation.

City Manager Peter Troedsson thanked the group and is looking forward to seeing how this develops in the city.

## Multi-Track Review Introduction and Options

12:40 pm

Planning Manager Bob Richardson went over procedures for meetings and general goals. The project is broken up into three phases:

1. Multi-track review system / Multi-family development standards
2. Commercial and industrial non-residential zones (next year)
3. Land division standards in non-conforming developments

The goal is to have draft code language the end of June 2019, spend the second year going through the commercial and industrial standards, and then end of the third year, have one package of amendments that are ready to adopt.

Richardson talked about types of land use applications:

Type 1 – not land use applications, they are the type of decisions that should not require any discretion, judgment, or interpretation at all; they are staff level decisions.

Type 1L – require a site plan review; limited land use decisions that require discretion of staff; public notice is required so neighbors can respond and/or appeal to Planning Commission or the Land Use Board of Appeals. Planning Commission will apply their judgment.

Type 2 – quite similar to 1L as it also requires staff discretion. Public can request a hearing before Planning Commission.

Type 3 – always require public notice and public hearing. Decision may be made by Landmarks Advisory Commission, Hearings Board or the Planning Commission.

Type 4 – public notice and public hearing are required; these are reviewed by Planning Commission, who sends recommendation to City Council for final decision.

Cathy Corliss passed out a memo on Development Code Structure – Options for a Two-Track System. She would like everyone to read and bring thoughts to the next meeting, highlighting the three tracks below:

1. Clear and objective standards and criteria
2. Discretionary review
3. Separate standards and guidelines.

There was some discussion among the group about how long the permit process can take in Albany, reasons for it, and possible ways to streamline the process.

## Next Meeting Date

October 17, 2018, at the Albany Fire Department

## Adjournment

1:31 pm

The meeting was adjourned at 1:31 pm.

Respectfully submitted,

Reviewed by,

Shelley Shultz  
Administrative Assistant I

David Martineau  
Acting Planning Manager

DRAFT