



# ALBANY CITY COUNCIL AGENDA

**Wednesday, March 27, 2024**  
**6:00 p.m.**

Council Chambers, City Hall  
333 Broadalbin Street SW

Watch on YouTube: <https://www.youtube.com/user/cityofalbany>

Please help us get Albany's work done.

Be respectful and refer to the rules of conduct posted by the main door to the Chambers and on the website.

1. Call to order and pledge of allegiance
2. Roll call
3. Special presentations
  - a. Albany Visitors Association – [Verbal]
4. Business from the public
5. First reading of ordinances
  - a. Introduction of a new Special Event Permit and discussion on amending Albany Municipal Code Chapters 7, 13, and 14 – Kim Lyddane [pages 3-13]
    - 1) Amending AMC Title 14 to specify the permit required for temporary use of public right-of-way  
ORD NO. \_\_\_\_\_ p. 8
    - 2) Amending AMC Titles 7 and 13 and creating a new special event permit  
ORD NO. \_\_\_\_\_ p. 10
    - 3) Amending AMC Title 7 to clarify the issuance of parks and recreation permits  
ORD NO. \_\_\_\_\_ p. 12
6. Adoption of resolutions
  - a. Approve fees for special event permitting – Kim Lyddane [Pages 14-15]      RES NO. \_\_\_\_\_ p. 14
7. Adoption of consent agenda
  - a. Approval of minutes [Pages 16-18]
    - 1) March 13, 2024, city council meeting

MOTION: \_\_\_\_\_
8. Staff reports
  - a. Personnel change requests for Municipal Court – Jeanna Yeager [Page 19]      MOTION \_\_\_\_\_
  - b. Multi-unit property tax exemption overview – Sophie Adams [Page 20-21]
9. Business from the council



10. City manager report
11. Next meeting dates  
Monday, April 8, 2024; 4:00 p.m. work session  
Wednesday, April 10, 2024; 6:00 p.m. meeting
12. Adjournment

*This meeting is accessible to the public via video connection. The location for in-person attendance is accessible to people with disabilities. If you have a disability that requires accommodation, please notify city staff at least 48 hours in advance of the meeting at: [cityclerk@albanyoregon.gov](mailto:cityclerk@albanyoregon.gov)*

*Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the City website.*



# MEMO



TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 3/19*

FROM: Kim Lyddane, Parks and Recreation Director  
Aaron Hiemstra

DATE: March 14, 2024, for the March 27, 2024, City Council Meeting

**SUBJECT:** Introduction of a new Special Event Permit and discussion on amending Albany Municipal Code Chapters 7, 13 and 14.

**Action Requested:**

Staff requests that the City Council by ordinance adopt a new Special Event Permit, adopt new Special Event Permit fees, and amend Albany Municipal Code Chapters 7, 13, and 14.

**Discussion:**

**Special Event Permit**

In recent years, the City of Albany has received more requests for special events on City-owned property. Previously, events would apply for a road closure permit and a noise permit as applicable. As events and complexity increase, there is a need for more information to be collected to ensure smooth operations. As a result, a new special event permit has been created to better support City staff in reviewing and approval of requests.

Depending on their size or the complexity, special events require review by several City departments including Police, Fire, Community Development, Public Works, Finance, and Parks and Recreation. Each department must review event specifics to determine the impacts of the event and assign additional resources as needed. Previous permits did not capture sufficient event details and often resulted in limited resources being spent on additional communication and planning. The new special event permit aims to streamline the permitting process by requiring applicants to provide details on additional items such as transportation impacts, notification to neighboring impacted homes/businesses, garbage arrangements, security needs, etc.

**Updating Special Event Permitting Fees**

Depending on the nature of the event, additional permits may be needed for vendors and alcohol. To aid in efficiency, event permits will now be routed and approved electronically and payment will be required at the time of application.



Permit Fees for Special Events

Permit Type	Cost	Notes
Sound	\$25	1-74 attendees
Road Closure	\$25	1-74 attendees
Small Event	\$75	75-199 attendees
Large Event/ Parade	\$125	200+ attendees
Vendor	\$50/ \$25 (non-profit)	
Alcohol	\$25	

Fee costs do not cover the time/resources required to review and approve applications. However, in alignment with the Strategic Plan, the City does not want permit fees to impede community events and celebrations that support creating great neighborhoods, a healthy economy, and an effective government. The new permit and updates fees will go into effect on April 1, 2024.

**Updating Impacted Albany Municipal Code- Special Event Permit**

With the creation of the Special Event Permit, Albany Municipal Code needs to be updated as follows:

**7.28.230 Merchandising, advertising and signs.**

No person in a park shall:

(1) ~~Vending and Peddling.~~ Expose or offer for sale any article or thing. Nor shall a vendor station or place any stand, cart or vehicle for the transportation, sale or display of any such article or thing. Exception is made for any regularly licensed concessionaire acting by and under the authority and regulation of the parks and recreation director. **vendor permits should be applied for at time of park rental or along with the special event permit, sound permit, and/or road closure permit.**

(2) Advertising. Announce, advertise, or call attention in any way to any article or service for sale or hire. (Ord. 4585 § 1, 1983; Ord. 3169 § 7, 1964).

**7.68.010 Obstructing passageways.**

(1) No person shall, except as otherwise permitted by ordinance, obstruct, cause to be obstructed, or assist in obstructing pedestrian or vehicular traffic on any sidewalk or street.

(2) No person or persons shall fail or refuse to disperse when lawfully ordered to do so by any police officer.

(3) The provisions of this section do not apply to the delivery of merchandise or equipment, provided that no person shall permit such merchandise or equipment to remain on any street or sidewalk for the purposes of storage or display except by permit.

(4) No person shall use any street or sidewalk or any portion thereof for the selling, storing, or display of merchandise or equipment, except as allowed by a ~~temporary right-of-way permit~~ **special event permit or road closure permit.**

(5) No person shall deposit any earth or other debris upon any street or sidewalk.

(6) No person shall place or erect a structure or part of a structure on or over a public street or sidewalk without an encroachment or ~~street use permit~~ **special event permit or road closure permit.**

(7) No person shall permit any cellar door or grate located in or upon a sidewalk to remain open except when the entrance is being used; and when being used, the entrance shall be opened only with the proper safeguards to protect pedestrians using the sidewalk.

(8) No owner, lessee, occupant, or person having the control or custody of any premises or unimproved property shall permit any snow or ice which has fallen or has accumulated upon the sidewalks abutting upon such premises or property to remain more than two hours after the snow or ice has ceased to fall thereon; provided, however, that if the snow is falling or ice accumulating after the hour of 6:00 p.m., the same shall be removed by 7:30 a.m. the following day.

Section 3: AMC Title 13 is amended as follows:

### **13.33.010 Permit required.**

No person or persons shall obstruct or make use of a public street, sidewalk, or other right-of-way for the purpose of a public or private gathering, parade or processional, display advertising, offering of services, food or other merchandise, or promotional event or making use of a public right of way which would limit the unobstructed use of such by the general public, without first obtaining a temporary right of way permit special event permit or road closure permit. All other uses of the public right-of-way shall obtain an encroachment permit per 14.08.010.

### **13.33.020 Application.**

Application for a ~~temporary right of way use~~ special event or road closure permit shall be made on the form provided by the City and shall contain:

- (1) The name of the person or organization requesting the permit; and
- (2) A description of the intended use, routes, size of display, and, if required, a drawing or site plan which indicates size, materials, and location of the intended use.

### **Updating Impacted Albany Municipal Code- General Clean-Up**

While updating the permits, it is also a good time to continue to clean up impacted Albany Municipal Code. To continue serving the community most effectively, the following updates are recommended:

### **7.28.010 Definitions.**

The following words and phrases, whenever used in this chapter, shall be construed as defined in this section:

**(1) “Boat” is any watercraft in or upon or docked or moored at any place in any waterway within the boundaries of the City.**

~~(2)~~ (1) “City” means the City of Albany.

~~(3)~~ (2) “Director” means the person appointed by the city manager as the director of parks and recreation for the City of Albany or designee.

~~(4)~~ (3) “Park” means a park, playground, beach, recreation center, trail, and multiuse path or any other area in the City, owned or used by the City, and devoted to active or passive “recreation.”

~~(5)~~ (4) “Person” means any person, firm, partnership, association, corporation, company or organization of any kind.

~~(6)~~ (5) “Skatepark” means the Albany Skatepark, a facility for the use of skateboards, roller skates, bicycles and inline roller skates located at 1375 Sixth Avenue SE, Albany, Oregon.

~~(7)~~ (6) “Vehicle” means any wheeled conveyance, whether motor powered, animal-drawn, or self-propelled. The term includes any trailer in tow of any size, kind or description. Exception is made for baby carriages and vehicles in the service of the City parks. (Ord. 5775 § 1, 2012; Ord. 5724 § 1, 2009; Ord. 5464 § 1, 2000; Ord. 4585 § 1, 1983; Ord. 3169 § 1, 1964).

**(8) “Waterway” means any water, waterway, lake, river, tributary, canal, lagoon, or connecting waters within the boundaries of the City.**

#### 7.28.065 Public docks – Prohibitions.

~~(1) Definitions.~~

~~(a) “Boat” is any watercraft in or upon or docked or moored at any place in any waterway within the boundaries of the City.~~

~~(b) “City” is the City of Albany.~~

~~(c) “Waterway” is any water, waterway, lake, river, tributary, canal, lagoon, or connecting waters within the boundaries of the City.~~

~~(1) (2) Swimming.~~ No person shall use a public dock for the purpose of ingress or egress while swimming in the Willamette River or any tributary of the Willamette River.

~~(2) (3) Moorage.~~ No boat shall be moored at a public dock or adjacent to a City park or parkway for a continuous moorage in excess of 24 hours.

~~(3) (4) Violation – Penalty.~~ Any violation of provision of this chapter shall be subject to the general penalty provisions as provided in Chapter [1.04](#) AMC and more particularly AMC [1.04.010](#). (Ord. 4585 § 1, 1983; Ord. 4540 §§ 1 – 4, 1982).

#### 7.28.104 Intoxicating beverages – Special ~~privilege permit~~ – Issuance authority.

Notwithstanding prohibition against the use or possession of alcoholic beverages in City parks set forth in other ordinances of the City, the city manager **and the parks and recreation director** shall have the right to issue **authorization** ~~a special permit~~ for the use and possession of alcoholic beverages in the parks. (Ord. 3860 § 2, 1975).

#### 7.28.108 Intoxicating beverages – Special ~~privilege permit~~ – Conditions.

The granting of **authorization** ~~a permit~~ referred to in AMC [7.28.104](#) shall be discretionary with the city manager **and parks and recreation director** and, if issued, such conditions may be attached thereto as will be in the best interests of peace, health and safety to all citizens. (Ord. 3860 § 4, 1975).

#### 7.28.250 Reservation of park facilities – Obtaining a permit.

A person shall obtain a **rental** permit from the **parks and recreation department Director** before participating in a park activity requiring reservation of facilities. A person seeking issuance of a permit shall file an application with the department which will include:

- (1) The name and address of the applicant;
- (2) The name and address of the person(s), corporation or association sponsoring the activity, if any;
- (3) The day and hours for which the permit is desired;
- (4) The park or portion thereof for which such permit is desired;
- (5) An estimate of the anticipated attendance; and
- (6) Any other information which the director shall find reasonable to a fair determination as to whether a permit should be issued. (Ord. 4585 § 1, 1983; Ord. 3169 § 8(4)(a), 1964).

**(7) Payment for permit due at the time of application.**

#### 7.28.260 Standards for issuance.

The director shall issue a permit when it is found:

- (1) That the proposed activity or use of the park will not unreasonably interfere with or detract from the general enjoyment of the park, the promotion of public health, welfare, safety and recreation;
- (2) That the proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct;
- (3) That the proposed activity will not entail unusual, extraordinary or burdensome expense or police operation by the City;

(4) That the facilities desired have not been previously reserved by another group at the day and hour requested in the application;

**(5) That the proposed activity or use does not include elements that are unlawful in federal court;**

**(6) ~~(5)~~ That all permit deposits and fees have been paid prior to the date of the requested park and park facility usage. (Ord. 4585 § 1, 1983; Ord. 3169 § 8(4)(b), 1964)**

#### **14.08.010 Permit.**

~~No person shall use or occupy a street, alley, or public sidewalk for performance of work under a building permit except in accordance with the provision of Chapter 44 of the Structural Specialty Code.~~

**No person shall occupy or make use of a public right-of-way in a way that would limit the unobstructed use of such by the general public, without first obtaining an encroachment permit.**

#### **14.08.020 Application**

**Application for an ~~temporary right-of-way use~~ encroachment permit shall be made on the form provided by the City of Albany Public Works Department and shall contain:**

**(1) The name of the person or organization requesting the permit; and**

**(2) A description of the intended use, dates of use, and, if required, a drawing or site plan that indicates size, materials, and location of the intended use.**

**(3) If required, a traffic control plan for any impacts to vehicle movements or accessible route plan for any impacts to pedestrian movements.**

#### **14.08.030 Permit Duration**

**The permit shall be valid for the period specified thereon or ~~sixty~~ 60 days. Permits may be renewed at the discretion of the public works director. Permits may be revoked, or renewal thereof denied, for violation of conditions placed on the permit, or for any fraud or misrepresentation in the application.**

#### **Budget Impact:**

Fee increases will result in around \$300 additional revenue annually with a process that greatly improves City efficiency and customer service.

KL: AH

Attachments: Special Event Permit Ordinance, Special Event Permit Fee Ordinance, Albany Municipal Code Special Event Permit Ordinance, Albany Municipal Code Chapter 7 General Clean Up Ordinance, and Albany Municipal Code Chapter 14 Ordinance (5)



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING ALBANY MUNICIPAL CODE (AMC) TITLE 14 TO SPECIFY THE PERMIT REQUIRED FOR TEMPORARY USE OF PUBLIC RIGHT-OF-WAY

WHEREAS, current AMC references to a “temporary right-of-way” permit may apply to either work on a public or private project or to special events; and

WHEREAS, a special event permit has been created in the parks and recreation department that will appropriately regulate aspects of a proposed event other than use of the right-of-way; and

WHEREAS, determining permit requirements for work in the right-of-way is appropriate to the public works department, and separating and clarifying the uses will streamline the permit process and enhance enforcement; and

WHEREAS, the proposed amendments to the AMC will not change its intent;

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

Section 1: A permit for work in the public right-of-way is hereby designated an “encroachment permit.”

Section 2: Title 14 of the AMC is hereby amended, as shown in bold type for additions and strikethrough text for deletions:

**14.08.010 Permit.**

~~No person shall use or occupy a street, alley, or public sidewalk for performance of work under a building permit except in accordance with the provision of Chapter 44 of the Structural Specialty Code.~~

**No person shall occupy or make use of a public right-of-way in a way that would limit the unobstructed use of such by the general public, without first obtaining an encroachment permit.**

**14.08.020 Application**

**Application for an ~~temporary right-of-way use~~ encroachment permit shall be made on the form provided by the City of Albany Public Works Department and shall contain:**

- (1) The name of the person or organization requesting the permit; and**
- (2) A description of the intended use, dates of use, and, if required, a drawing or site plan that indicates size, materials, and location of the intended use.**
- (3) If required, a traffic control plan for any impacts to vehicle movements or accessible route plan for any impacts to pedestrian movements.**

**14.08.030 Permit Duration**

**The permit shall be valid for the period specified thereon or ~~sixty~~60 days. Permits may be renewed at the discretion of the public works director. Permits may be revoked, or renewal thereof denied, for violation of conditions placed on the permit, or for any fraud or misrepresentation in the application.**

Passed by the Council: \_\_\_\_\_

Approved by the Mayor: \_\_\_\_\_

Effective Date: \_\_\_\_\_



\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



AN ORDINANCE AMENDING ALBANY MUNICIPAL CODE (AMC) TITLES 7 AND 13 AND CREATING A NEW SPECIAL EVENT PERMIT

WHEREAS, special events in the City of Albany may create noise or traffic, or have other effects on the community or part of the community; and

WHEREAS, the AMC does not currently include adequate application requirements to effectively describe and regulate a special event; and

WHEREAS, several departments of the City are concerned with different aspects of a proposed event;

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

Section 1: A special event permit is created, to allow relevant information about the possible impacts of a proposed event to be collected and used to evaluate whether a permit should be issued, and what conditions, if any, should be placed upon it;

Section 2: AMC Title 7 is amended as follows:

**7.28.230 Merchandising, advertising and signs.**

No person in a park shall:

(1) ~~Vending and Peddling.~~ Expose or offer for sale any article or thing. Nor shall a vendor station or place any stand, cart or vehicle for the transportation, sale or display of any such article or thing. Exception is made for any regularly licensed concessionaire acting by and under the authority and regulation of the parks and recreation director. **vendor permits should be applied for at time of park rental or along with the special event permit, sound permit, and/or road closure permit.**

(2) Advertising. Announce, advertise, or call attention in any way to any article or service for sale or hire. (Ord. 4585 § 1, 1983; Ord. 3169 § 7, 1964).

**7.68.010 Obstructing passageways.**

(1) No person shall, except as otherwise permitted by ordinance, obstruct, cause to be obstructed, or assist in obstructing pedestrian or vehicular traffic on any sidewalk or street.

(2) No person or persons shall fail or refuse to disperse when lawfully ordered to do so by any police officer.

(3) The provisions of this section do not apply to the delivery of merchandise or equipment, provided that no person shall permit such merchandise or equipment to remain on any street or sidewalk for the purposes of storage or display except by permit.

(4) No person shall use any street or sidewalk or any portion thereof for the selling, storing, or display of merchandise or equipment, except as allowed by a ~~temporary right-of-way permit~~ **special event permit or road closure permit.**

(5) No person shall deposit any earth or other debris upon any street or sidewalk.

(6) No person shall place or erect a structure or part of a structure on or over a public street or sidewalk without an encroachment or ~~street use permit~~ **special event permit or road closure permit.**

(7) No person shall permit any cellar door or grate located in or upon a sidewalk to remain open except when the entrance is being used; and when being used, the entrance shall be opened only with the proper safeguards to protect pedestrians using the sidewalk.

(8) No owner, lessee, occupant, or person having the control or custody of any premises or unimproved property shall permit any snow or ice which has fallen or has accumulated upon the sidewalks abutting upon such premises or property to remain more than two hours after the snow or ice has ceased to fall thereon; provided, however, that if the snow is falling or ice accumulating after the hour of 6:00 p.m., the same shall be removed by 7:30 a.m. the following day.

Section 3: AMC Title 13 is amended as follows:

**13.33.010 Permit required.**

No person or persons shall obstruct or make use of a public street, sidewalk, or other right-of-way for the purpose of a public or private gathering, parade or processional, display advertising, offering of services, food or other merchandise, or promotional event or making use of a public right-of-way which would limit the unobstructed use of such by the general public, without first obtaining a temporary right-of-way permit **special event permit or road closure permit. All other uses of the public right-of-way shall obtain an encroachment permit per 14.08.010.**

**13.33.020 Application.**

Application for a ~~temporary right-of-way use~~ **special event or road closure permit** shall be made on the form provided by the City and shall contain:

- (1) The name of the person or organization requesting the permit; and
- (2) A description of the intended use, routes, size of display, and, if required, a drawing or site plan which indicates size, materials, and location of the intended use.

Passed by the Council: \_\_\_\_\_

Approved by the Mayor: \_\_\_\_\_

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



AN ORDINANCE AMENDING ALBANY MUNICIPAL CODE (AMC) TITLE 7 TO CLARIFY THE ISSUANCE OF PARKS AND RECREATION PERMITS

WHEREAS, the parks and recreation department is reviewing Albany Municipal Code to make needed adjustments and updates; and

WHEREAS, the following sections require modifications to ensure transparency and improved process implementation;

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

AMC Title 7 is amended as follows:

**7.28.010 Definitions.**

The following words and phrases, whenever used in this chapter, shall be construed as defined in this section:

**(1) “Boat” is any watercraft in or upon or docked or moored at any place in any waterway within the boundaries of the City.**

~~(2) (4)~~ “City” means the City of Albany.

~~(3) (2)~~ “Director” means the person appointed by the city manager as the director of parks and recreation for the City of Albany or designee.

~~(4) (3)~~ “Park” means a park, playground, beach, recreation center, trail, and multiuse path or any other area in the City, owned or used by the City, and devoted to active or passive “recreation.”

~~(5) (4)~~ “Person” means any person, firm, partnership, association, corporation, company or organization of any kind.

~~(6) (5)~~ “Skatepark” means the Albany Skatepark, a facility for the use of skateboards, roller skates, bicycles and inline roller skates located at 1375 Sixth Avenue SE, Albany, Oregon.

~~(7) (6)~~ “Vehicle” means any wheeled conveyance, whether motor powered, animal-drawn, or self-propelled. The term includes any trailer in tow of any size, kind or description. Exception is made for baby carriages and vehicles in the service of the City parks. (Ord. 5775 § 1, 2012; Ord. 5724 § 1, 2009; Ord. 5464 § 1, 2000; Ord. 4585 § 1, 1983; Ord. 3169 § 1, 1964).

**(8) “Waterway” means any water, waterway, lake, river, tributary, canal, lagoon, or connecting waters within the boundaries of the City.**

**7.28.065 Public docks – Prohibitions.**

(1) Definitions:

~~(a) “Boat” is any watercraft in or upon or docked or moored at any place in any waterway within the boundaries of the City.~~

~~(b) “City” is the City of Albany.~~

~~(c) “Waterway” is any water, waterway, lake, river, tributary, canal, lagoon, or connecting waters within the boundaries of the City.~~

~~(1) (2)~~ Swimming. No person shall use a public dock for the purpose of ingress or egress while swimming in the Willamette River or any tributary of the Willamette River.

~~(2) (3)~~ Moorage. No boat shall be moored at a public dock or adjacent to a City park or parkway for a continuous moorage in excess of 24 hours.

~~(3) (4)~~ Violation – Penalty. Any violation of provision of this chapter shall be subject to the general penalty provisions as provided in Chapter [1.04](#) AMC and more particularly AMC [1.04.010](#). (Ord. 4585 § 1, 1983; Ord. 4540 §§ 1 – 4, 1982).

**7.28.104 Intoxicating beverages – Special ~~privilege permit~~ – Issuance authority.**

Notwithstanding prohibition against the use or possession of alcoholic beverages in City parks set forth in other ordinances of the City, the city manager **and the parks and recreation director** shall have the right to issue **authorization** ~~a special permit~~ for the use and possession of alcoholic beverages in the parks. (Ord. 3860 § 2, 1975).

**7.28.108 Intoxicating beverages – Special ~~privilege permit~~ – Conditions.**

The granting of ~~authorization~~ a permit referred to in AMC 7.28.104 shall be discretionary with the city manager **and parks and recreation director** and, if issued, such conditions may be attached thereto as will be in the best interests of peace, health and safety to all citizens. (Ord. 3860 § 4, 1975).

**7.28.250 Reservation of park facilities – Obtaining a permit.**

A person shall obtain a rental permit from the parks and recreation department ~~Director~~ before participating in a park activity requiring reservation of facilities. A person seeking issuance of a permit shall file an application with the department which will include:

- (1) The name and address of the applicant;
- (2) The name and address of the person(s), corporation or association sponsoring the activity, if any;
- (3) The day and hours for which the permit is desired;
- (4) The park or portion thereof for which such permit is desired;
- (5) An estimate of the anticipated attendance; and
- (6) Any other information which the director shall find reasonable to a fair determination as to whether a permit should be issued. (Ord. 4585 § 1, 1983; Ord. 3169 § 8(4)(a), 1964).

**(7) Payment for permit due at the time of application.**

**7.28.260 Standards for issuance.**

The director shall issue a permit when it is found:

- (1) That the proposed activity or use of the park will not unreasonably interfere with or detract from the general enjoyment of the park, the promotion of public health, welfare, safety and recreation;
- (2) That the proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct;
- (3) That the proposed activity will not entail unusual, extraordinary or burdensome expense or police operation by the City;
- (4) That the facilities desired have not been previously reserved by another group at the day and hour requested in the application;

**(5) That the proposed activity or use does not include elements that are unlawful in federal court;**

~~(6)~~ **(6)** That all permit deposits and fees have been paid prior to the date of the requested park and park facility usage. (Ord. 4585 § 1, 1983; Ord. 3169 § 8(4)(b), 1964)

Passed by the Council: \_\_\_\_\_

Approved by the Mayor: \_\_\_\_\_

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



RESOLUTION NO. \_\_\_\_\_

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A RESOLUTION APPROVING FEES FOR SPECIAL EVENT PERMITTING

WHEREAS, the City of Albany Parks and Recreation Department issues permits for certain privileges requested for events that take place in public parks and elsewhere; and

WHEREAS, the department charges fees to cover the administrative cost of issuing the permits; and

WHEREAS, the staffing and administrative costs associated with issuing permits increases from year to year, making it necessary to raise the fees to continue to cover costs; and

WHEREAS, the parks and recreation department has created a special events permit to regulate the increasingly complex requirements of large proposed events; and

WHEREAS, permit fees are required for the new special event permit for events expected to attract over 75 people;

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that fees for the existing permits and for the special event permit shall be charged per the schedule in Attachment A, which shall be effective April 26, 2024.

DATED THIS 27TH DAY OF MARCH 2024.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**Attachment A- Event Permits**

<b>Permit Type</b>	<b>New/Updated Fee</b>	<b>Old Fee</b>	<b>Notes</b>
Sound	\$25	\$15	1-74 attendees
Road Closure	\$25	\$15	1-74 attendees
Small Special Event	\$75		75-199 attendees
Large Special Event/ Parade	\$125		200+ attendees
Vendor	\$50/ \$25 (non-profit)	\$50/25 (non-profit)	
Alcohol	\$25	\$25	



**MINUTES**

Wednesday, March 13, 2024

Meeting

Approved: DRAFT

Call to Order and Pledge of Allegiance

Mayor Alex Johnson II called the meeting to order at 6:00 p.m. The mayor led the pledge of allegiance.

Roll Call

Councilors present: Mayor Alex Johnson II and Councilors Matilda Novak, Ray Kopczynski, Jackie Montague, Marilyn Smith, and Ramycia McGhee

Councilors absent: Councilor Steph Newton was excused

Special Presentations

a. Albany Fire Department Life Saving Awards

Fire Chief Shane Wooton presented life-saving awards to Linda and Mark Phillips and to Firefighter/EMT Davis Blackmon, Lieutenant Shane Castle, and Firefighter/EMT Chris McNeese. He also presented awards to Randy Usinger and Jason Rowell of AA Towing for their help rescuing a person whose car went into the canal.

b. Linn County Veterans Day Parade

**6:12 p.m.**

Christine Ferguson said the Veterans Day parade received an Oregon Ovation Award for Community Impact last year. The organization is solvent but looking for sponsors. They have added a list of veteran-owned local businesses to their web site.

c. Ram's Horn Ministries

This presentation was cancelled.

Business from the Public

**6:16 p.m.**

Alex Rice, of Albany, asked the council to consider reopening the pedestrian/bicycle path between Westwood Place and 36th Ave.

Lise Grato, executive director of the Albany Downtown Association, gave an update on activities downtown.

2. Award of Contract

**6:21 p.m.**

North Albany Lift Station improvements (WWTP-24-01-CC)

City Engineer Staci Belcastro said Public Works went through a formal request for proposal process. She described the project. Funding is available in the sewer capital projects fund.

MOTION: Councilor Jackie Montague moved to award the contract as outlined in the staff report. Councilor Marilyn Smith seconded the motion, and it passed 5-0.

Adoption of Consent Agenda

**6:28 p.m.**





- a. Appointments
  - 1) Appointing Ryan McAlister to the Building Board of Appeals
  - 2) Appointing Joyce Thompson Graham to the Parks, Recreation, and Tree Commission
- b. Approval of minutes
  - 1) February 12, 2024, city council special session with Linn County
  - 2) February 28, 2024, city council meeting
- c. Recommendations to OLCC
  - 1) Approve change of ownership, full on-premises, commercial liquor license application for AJLL LLC dba Vito's Trattoria
- d. Adoption of resolutions
  - 1) Appropriation of Scharpf Foundation Grant and Endowment for Parks and Recreation Department  
RES NO. 7307
  - 2) Apply for Local Government Grant Program to aid in rehabilitation of Deerfield Park  
RES NO. 7308
- e. Approval of agreements
  - 1) Intergovernmental Agreement with Oregon Youth Authority  
RES NO. 7309

MOTION: Councilor Ramycia McGhee moved to adopt the consent agenda as presented. Montague seconded the motion, and it passed 5-0.

3. Staff Report

**6:29 p.m.**

Salary grade adjustment for building official manager classification

Director of Community Development Matthew Ruetters said the council approved a grade adjustment for this position in 2022 but didn't implement the salary increase in the 2023-2025 budget. The change proposed in 2022 is still accurate.

MOTION: Smith moved to approve the salary grade adjustment. Councilor Ray Kopczynski seconded the motion, and it passed 5-0.

Business from the Council

Several councilors agreed that the bicycle/pedestrian path closure may no longer be needed. City Manager Peter Troedsson said staff will talk to Transportation System Analyst Ron Irish and Public Works Director Chris Bailey and bring information back to the council.

Councilor Matilda Novak reminded the council of the speaker at the last council meeting who expressed concern about Greater Albany Public Schools' Diversity, Equity, and Inclusion (DEI) team. Novak said the team is staffed and active.

City Manager Report

**6:41 p.m.**

Troedsson said the Oregon Department of Transportation (ODOT) will begin work on the Ellsworth Street bridge March 24. The bridge will be closed weeknights through August.

Next Meeting Dates

~~Monday, March 25, 2024; 4:00 p.m. work session~~

Wednesday, March 27, 2024; 6:00 p.m. meeting

ADJOURNMENT

There being no other business, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Reviewed by,

Allison Liesse  
City Clerk

Peter Troedsson  
City Manager

*\*Documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing [cityclerk@albanyoregon.org](mailto:cityclerk@albanyoregon.org).*



# MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *BT 3/19*

FROM: September Ridgeway, Court Supervisor  
Jeanna Yeager, Finance Director

DATE: March 15, 2024, for March 27, 2024, City Council Meeting

**SUBJECT:** Personnel Change Requests for Municipal Court  
Relates to Strategic Plan theme: Effective Government

### Action Requested:

Staff requests that the City Council, by motion, approve the following personnel change requests for Municipal Court effective April 1, 2024:

- Salary grade adjustment for the Court Supervisor classification from N130 to N140.
- Add 1.0 full-time equivalent (FTE) Court Clerk position.

### Discussion:

At the December 13, 2023, council meeting, council approved staff to negotiate a contract with Verra Mobility for the installation and operation of photo red light enforcement, as well as photo speed enforcement at four intersections. The increase in the numbers of citations will be substantial and requires at least one additional FTE in municipal court to help process them.

The need to recruit competitively for a court clerk prompted the Finance Director to request an updated salary survey. Human Resources staff completed a comprehensive survey of comparable jurisdictions and found that the municipal court positions are behind market. Human Resources recommends that Court Supervisor position move from N130 to N140 on the Nonbargaining schedule in order to bring the classification to market. An additional request will be presented to City Council at a future Council meeting related to salary grade adjustments for the AFSCME-represented classifications within Municipal Court (Court Clerk and Senior Court Clerk) once the City can conclude negotiations with the union.

The Human Resources Director has reviewed and approved this request as outlined.

### Budget Impact:

If approved, the budget impact of the reclassification of the Court Supervisor position for the remainder of this biennium is approximately \$2,700. This position is funded through the Municipal Court budget, and there are adequate funds available to support this increase.

The budget impact of the additional Court Clerk position for the remainder of this biennium is approximately \$95,000 and will be funded from the revenues received from the increased number of citations.

JLY

cc: Holly Roten, Human Resources Director



# MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *3/19*

FROM: Matthew Ruettgers, Community Development Director *MR*  
Sophie Adams, Economic Development Manager *SA*

DATE: March 15, 2024, for the March 27, 2024, City Council Meeting

**SUBJECT:** Multi-Unit Property Tax Exemption Overview

Relates to Strategic Plan theme: Great Neighborhoods, Healthy Economy

### Action Requested:

Provide general feedback on Multi-Unit Property Tax Exemption program guidelines, specifically regarding desired public benefits.

### Discussion:

The Multi-Unit Property Tax Exemption (MUPTE) is a program outlined in the Oregon Revised Statutes (ORS) to stimulate the construction of multiple-unit housing to improve the balance between residential and commercial areas and ensure full-time use of the areas as places where residents can live as well as work.

A project that meets the council-approved guidelines would be eligible for up to ten years of property tax exemption on the value of the new or converted multi-unit housing projects, excluding the land and improvements not part of the housing project. Standards and guidelines are primarily set in ORS, including review and construction timelines and minimum public benefit.

Eligible projects are required to meet these draft criteria:

- Located within a quarter mile of a fixed route transit service and/or designated core areas.
- Minimum of five dwelling units.
- New construction, additions to existing multi-unit housing, or structures converted to dwelling units.
- Completed by January 1, 2032.
- Include 15 to 30 percent of affordable housing or make a commensurate in-lieu-of fee.
- Demonstrate the need for incentive through third party financial review.
- Include one or more public benefits, including but not limited to: recreation facilities, public parking within the downtown core, open spaces, childcare facilities, common meeting rooms, transit amenities and transit or pedestrian design elements, accessible units beyond code requirements, development or redevelopment of underutilized or blighted property.

While MUPTE has been previously discussed and suggested by council, it is also tool recommended by Albany's Housing Implementation Plan, developed with the help of the Housing Affordability Task Force, staff, housing stakeholders, and the broader community. MUPTE has been specifically identified as a requirement for some affordable and mixed-use developers to base projects in Albany.

**Budget Impact:**

None at this time. If implemented, this program would only exempt taxes on the value of qualified projects, which may not be built without incentives like MUPTÉ. Application fees would offset the administrative costs to city and county staff and in-lieu-of fees would be used to facilitate public affordable housing projects within the city.

SA:km