



CITY OF ALBANY  
Planning Commission

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**MINUTES**

Monday, October 14, 2024  
Council Chambers – 5:15 p.m.  
**Approved: October 28, 2024**

Call to Order

Chair JoAnn Miller called the meeting to order at 5:15 p.m.

Pledge of Allegiance

Roll Call

Commissioners Present: Chair JoAnn Miller, Karen Cardosa, Stacey Bartholomew, Skylar Bailey, Circe Verba, Bill Ryals

Commissioners absent: Ted Bunch Jr., Kenny Larson, Ron Green (All excused.)

Approval of the Minutes

**5:16 p.m.**

**Motion:** Commissioner Bailey moved to approve the minutes from the September 30, 2024 meeting as presented. Commissioner Bartholomew seconded the motion which passed 6-0.

Business from the Public

None.

***Chair Miller called the Public Hearing to Order at 5:18 p.m.***

Public Hearing: Planning File no. AD-01-24 Adjustment Review Type III Quasi-Judicial Process to allow rooftop mechanical equipment on a historic structure at 240 2nd Avenue SW.

Commission Disclosures

There were no conflicts of interest declared, ex parte contacts or site visits reported by the Commission members.

No commissioners abstained from participating in the proceedings and there were no challenges offered to their participation.

Project planner Alyssa Schrems read the hearing procedures.

Staff Report

Schrems shared slides\* on the Adjustment to Design Standards to allow placement of mechanical equipment on the roof of the one-story addition to the building from 1960. The Landmarks Commission has approved the other exterior alterations, but the Planning Commission must approve the adjustment. Staff recommends approving the request as proposed.

Applicant Testimony

**5:25 p.m.**

Applicant representative Laura LaRoque with Udell Engineering and Land Surveying, LLC testified that this building is on the National Historic District Register and is undergoing renovations. It will be converted from commercial uses to boutique hotel with multiple dwelling units. The roof of the main building is not compatible with the placement of mechanical units. The one-story building addition is newer and not historic and will also help obscure the units from view from at least one direction. So, they are asking for a deviance from code standards to allow this one aspect to differ from the code.

Commissioner Ryals agreed that any screening of that size would become an architectural element that is out of place for the historic property.

Commissioner Cardoso asked about the past uses of the building and its structural soundness to hold the equipment. The one-story building had commercial uses but is vacant during remodel.

Public Testimony

**5:34 p.m.**

None.

Procedural Questions

None.

***Chair Miller closed the public hearing closed at 5:34 p.m.***

Commission Deliberations

Commissioner Ryals offered his familiarity with the building noting that the most recent change was to install a boiler system with radiators, so the current approach is trying to be a greener more cost-effective approach for heating the individual units and the least invasive approach, to minimize alterations to the building.

**Motion:** Commissioner Ryals motioned to approve the proposed adjustment to ADC 8.390(3)(b) compatibility standards. This motion is based on the findings and conclusions in the October 7, 2024 staff report, and the findings in support of the application made by the planning commission during deliberations on this matter. Commissioner Bailey seconded the motion, which passed 6-0.

Public Hearing: Planning File no. CP-01-24, ZC-01-24, PA-08-24 and NR-02-24, Type IV-Quasi-Judicial process Comprehensive Plan and Zoning Map Amendment, Partition, and Natural Resource Impact Review.

***Chair Miller opened the public hearing at 5:40 p.m.***

Commission Disclosures

There were no conflicts of interest declared.

There was ex parte contact with previous and current owner reported by Commissioner Bartholomew and Commissioner Bailey reported knowing the applicant but expressed that their participation could be unbiased.

No commissioners abstained from participating in the proceedings and there were no challenges offered to their participation.

Project planner Jennifer Cepello read the hearing procedures.

Staff Report

**5:43 p.m.**

Cepello presented slides\* and described the application was asking for a Comprehensive Plan and Zoning Map Amendment, Partition and Natural Resource Impact Review. The 4.3-acre subject property is located at 3016 Grand Prairie Road SE. The request is to partition the property into a northern parcel of 2.80 acres, and southern parcel of 1.55 acres in addition to change the comprehensive plan designation from the low density residential to medium density residential along with corresponding zoning map changes. Periwinkle Creek riparian area is between the two parcels. The NR impact review is required for any land division within a riparian corridor. She noted the composition of the surrounding properties. Partly institutional and low-density residential development. City Council has the deciding vote.

Applicant Testimony

**5:48 p.m.**

Kim Riccitelli, Green Cascades LLC testified on behalf of the property owners. She reported no development has been proposed with this application but just desire to partition the property at the natural boundary of

the creek. They believe the northern half lends itself to a different type of development than the southern half and the current application would be a step towards future applications.

Clarifying Questions:

Commissioner Bailey asked if this is landlocked? Whether there is road access across the riparian corridor? Cepello replied that the southern half already has an access/utility easement to Mountain View. And the northern parcel is accessed on Grand Prairie.

Commissioner Ryals asked about whether the property could be developed to townhouses or apartments. Cepello answered potentially.

Public Testimony

**5:51 p.m.**

Gary Short expressed his dissatisfaction with the process. Feeling that the process leaves out the neighbors and doesn't feel they are being included in the decisions.

Tracy Voeller testified his concern with the partition but they haven't heard any specifics around the planned use for the property. They don't believe that there should be approval for the partition without some information regarding the ultimate use. He went on to testify about the long-term condition of the property and wanted some reassurance that the homeless camp debris won't just be pushed to the other parcel.

Curtis Pitt objected to Commissioners Bartholomew and Bailey participation as they are they are familiar with the owners. He also understood that the staff report recommended the partition be approved and he objects to that decision. He believes that the rezoning of the property does not comply with the Comprehensive Plan for the area and rezoning will create more problems with traffic, safety, schools and property values as well as destroying wildlife habitat. He noted that the Comprehensive Plan states there should be a demonstration of need prior to zoning changes.

Ed Giles read a statement regarding the current and past state of the property that has become a hazard and homeless encampment. He wanted a good faith effort by the owners to be good neighbors and would like to know the plan for the property. He emphasized that enforcement has written numerous citations about the property, and it's never been cleaned up.

Applicant Response

**6:09 p.m.**

Kim Riccitelli returned thanking the speakers and wanted to address their concerns. She understood that the applicants have strictly followed the application procedures. The transient issue is a major concern and priority for her clients and they have tried to clean out the homeless encampment. No violations are ongoing. No access is provided across Periwinkle Creek and nothing should spread to the southern parcel. The intention is to separate the parcel along the natural boundary because the needs of the north and south parcel neighborhoods aren't being met. Any development would remove the vagrancy problems. They recognize Albany's housing needs and this could be infilled with additional housing without changes to existing infrastructure.

Commission Ryals asked about the parcel sizes to estimate the potential number of units. Riccitelli replied if with townhomes it would be 70 – 72 units.

Procedural Questions

**6:18 p.m.**

Staff addressed the audience concern regarding ex-parte communication.

Commission took brief recess from 6:21 p.m. to 6:26 p.m.

Commissioner Bailey recused himself from the hearing.

Chair Miller suggested continuing the hearing to the October 28, 2024, meeting. The Chair is leaving the floor open for any additional testimony until the next meeting.

Commissioner Bailey asked whether the staff can require an applicant to inform them about their plan for the properties. Staff explained that applicants just have to meet the criteria of the code.

Business from the Commission

None.

Staff Updates

Cepello opened the floor for any volunteers for the Hearing Board. Commissioners Bartholomew, Ryals and Miller volunteered for the Hearings Board.

Next Meeting Date

The next meeting is scheduled for October 28, 2024, at 5:15 p.m.

Adjournment

Hearing no further business, Chair Miller adjourned the meeting at 6:32 p.m.

Respectfully submitted,

*Signature on file*

Susan Muniz  
Recorder

Reviewed by,

*Signature on file*

Jennifer Cepello  
Planner III

*\*Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing [cdaa@albanyoregon.gov](mailto:cdaa@albanyoregon.gov).*