



CITY OF ALBANY  
Planning Commission

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**MINUTES**

Monday, February 3, 2025  
Council Chambers – 5:15 p.m.  
Approved: March 17, 2025

Call to Order

**5:15 p.m.**

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

Pledge of Allegiance

Roll Call

Commissioners present: Stacey Bartholomew, Tami Cockeram, Ron Green, Kenny Larson, Skylar Bailey, Karen Cardosa, JoAnn Miller

Commissioners absent: Ted Bunch Jr. (excused)

Approval of the Minutes

**5:17 p.m.**

**Motion:** Commissioner Bailey moved to approve the minutes from the December 16, 2024 meeting as presented. Commissioner Bartholomew seconded the motion which passed 7-0.

Business from the Public

**5:17 p.m.**

None.

Public Hearing: Planning File CP-03-24, Type IV-L Legislative process. Legislative Changes to the Comprehensive Plan to refresh content from adopted city facility plans and master plans and adopt additional facility and master plans as supporting documents to the Comprehensive Plan.

***Chair Miller called the public hearing to order at 5:19 p.m.***

Comprehensive Planning Manager, Anne Catlin, read the hearing procedures.

Staff Report

**5:19 p.m.**

Project Planner, Liz Olmstead reported that the purpose of the amendments is to update and remove redundant content, minor clarifications to existing content and adopt facility and master plans as supporting documents and shared slides\* explaining some of the changes.

Clarifying Questions

**5:23 p.m.**

Commissioner Bartholomew questioned why some of the charted data seemed out of date. Catlin explained that they didn't have the capacity to find current figures and there is a plan to do a complete overhaul of the Comprehensive Plan to align with the Strategic Planning process over the next year or two. They realize the plan is dated, but they are doing this update to keep it viable until that time.

Commissioner Cardosa had a question about how they define 'community focal point' mentioned in the South Albany/Oak Creek Area. Catlin explained some area plans had the idea to promote complete communities, not just all housing but including other amenities as part of the strategies at the time.

Commissioner Bartholomew asked about the maintenance backlog of Albany Parks and Recreation figures. She inquired if the numbers were correct. Staff will double-check with the Parks Department and correct if incorrect.

Catlin noted that the City has a Strategic plan that is based on the Comprehensive plan, but there hasn't been more current long-range planning and vision for the city.

Public Testimony

None.

Procedural Questions

None.

**Chair Miller closed the Public Hearing at 5:40 p.m.**

Commission Questions

None.

**Motion:** Commissioner Larson motioned that the Planning Commission recommend that the City Council approve the proposed Comprehensive Plan Text Amendments under planning file CP-03-24 with one correction to Chapter 3 on page 3-18 to retain the supporting documents. This motion is based on the findings and conclusions in the January 23, 2025 staff report and findings in support of the application made during deliberations on this matter. Commissioner Bailey seconded the motion, which passed 7-0.

Business from the Commission

**5:42 p.m.**

None.

Staff Updates

**5:42 p.m.**

Catlin noted some upcoming meeting dates. March 3, 2025, Joint Work Session with the City Council on FEMA requirements and Climate-Friendly Area changes. She suggested commissioners refresh their knowledge on this subject. March 17, 2025, will be the public hearing on those amendments. There is still another Commissioner yet to be appointed.

Next Meeting Date

March 3, 2025, Joint Work Session with City Council.

Adjournment

Hearing no further business, Chair Miller adjourned the meeting at 5:49 p.m.

Respectfully submitted,

*Signature on file*

Susan Muniz  
Recorder

Reviewed by,

*Signature on file*

Anne Catlin  
Comprehensive Planning Manager

*\*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).*