

City of Albany
Planning and Zoning Commission
Minutes February 8, 2011, Meeting

Note: These minutes are subject to Planning and Zoning Commission approval. The minutes are not verbatim. An audiotape of the meeting is available for public review.

Regular Meeting

1. Call to order

The meeting of the Planning and Zoning Commission was called to order by Chair Moss, in the City Council Chambers at 7:30 p.m. on Tuesday, February 8, 2011. He welcomed the new member of the Commission, Stacy Eisenmann.

2. Pledge of Allegiance

3. Roll Call

Present: Arkin, Eisenmann, Maass, Moss, Panian
Absent: None
Staff present: Community Development Director Anne Chaney, Planning Manager Jeff Bond, City Engineer Randy Leptien, Planning Clerk Amanda Bennett

4. Consent Calendar

a. Minutes from the January 11, 2011 Regular Commission Meeting.

Recommendation: Approve.

b. Minutes from the January 25, 2011 Regular Commission Meeting.

Recommendation: Approve.

Chair Moss noted he would abstain from any vote on the January 25, 2011, minutes, because he did not attend that meeting. Commissioner Arkin moved approval of the consent calendar. Commissioner Panian seconded. There was unanimous approval of the Consent Agenda.

5. Public Comment on Non-Agenda Items

There was no public comment.

6. Discussions and Possible Action on Matters Related to the Following Items

a. Discussion of City Building Permit Plan Check Process. Discussion of how to improve the City plan check process.

Recommendation: For information and discussion only.

Planning Manager Bond delivered the staff report. Chair Moss opened the public hearing. Dana Milner, Albany resident and General Contractor, reported Albany's permit process seemed slower than that of other cities. Community Development Director Chaney explained the City's process to try to improve the process. City Engineer Leptien liked that the staff were so available to the applicants. No one else wished to speak. Chair Moss closed the public hearing.

Chair Moss recommended a detailed checklist for applicant guidance. Commissioner Panian agreed the process was too slow and checklists for each area of plan check would be helpful, as well as standard details handouts. The City could incentivize smaller projects with smaller fees. The City could provide online tracking; maybe e-comments. He also encouraged the City to be

creative about dealing with stormwater runoff. He called for standardized guidance for foundations so that too much concrete would not be required.

Commissioner Maass hoped everything could be online for review. Commissioner Eisenmann noted "expedited" plan checks that go out to consultants could take as long as regular in-house plan checks. Commissioner Arkin indicated the external plan check comments often reflected a lack of thorough review of submitted plans, so maybe an in-house plan check would be better. Staff could note things that would be required in the Notice of Action--a "heads-up." Comments could be released as soon as received (with a disclaimer) rather than waiting until all of the checkers are done, so applicants can get to work on responding. He also suggested that applicants be able to make appointments with plan checker on the second round of review.

Chair Moss recommended employing a local semi-retired architect to check plans in-house. That staff member could send projects that are more complex to the external plan checker. Also could be used to check that comments have been met, rather than returning the plans to the external plan checker.

Don Waters, local contractor agreed that plan check process should speed up. Mr. Milner stated he had taken care of comments over the phone with the external plan checker. Planning Manager Bond stated they were considering having the external plan checker hold office hours at City Hall.

- b. 954 Kains. Planning Application #11-008. Design Review and Front Yard Parking Exception.** The applicant is requesting approval to convert an existing accessory building to a third residential unit. Approval of a front yard parking exception is required to accommodate required off street parking.
Recommendation: Provide direction to applicant and staff and continue action to a future meeting.

Planning Manager Bond delivered the staff report. Chair Moss opened the public hearing and invited the applicant to make a presentation. Don Waters, project contractor described the parking movements. Kevin Steed, neighboring property owner, thought the parking plan was not practically feasible. He also thought the noise and lights would bother his tenants and he did not want the trees removed. Mary Holbrook, Albany resident, indicated on-street parking was limited in the neighborhood, and driveways are blocked. She opposed front yard parking and tree removal. Richard Kresch, Albany resident, was opposed to the project. Kent Padrone, Albany resident, opposed the project. No one else wished to speak. Chair Moss closed the public hearing.

Chair Moss's interpretation of the code was that the accessory building could not be converted to residential space without it being moved. Commissioner Arkin noted this was the R-3 zone, which allowed higher FAR than other zones. He also noted Albany's housing needed to be increased. Six parking spaces would be required. He thought a redesign might better incorporate feasible parking. Commissioner Eisenmann inquired about whether compact spaces could be used and asked about what the required driveway width is. Commissioner Panian wanted to be sure the open space requirement was met.

c. Discussion of Review Standards for Professional Services Including Massage Establishments.

Recommendation: For information and discussion only.

Planning Manager Bond delivered the staff report. Chair Moss opened the public hearing. Clay Larson, Albany resident, wanted the City to rewrite the ordinance sections dealing with massage establishments. No one else wished to speak. Chair Moss closed the public hearing.

There was a lengthy discussion. Commissioner Arkin thought rather than limiting the number of massage establishments, maybe there could be a limit on the number in each city block. Chair Moss asked for more research and the City Attorney's opinion on what could be done.

d. Follow-up on Commissioner, Committee Member, and Board Member Training.

Discussion of lessons learned, ideas for changing protocols or procedures, and any other information needed. (No staff report.)

Recommendation: For information and discussion only.

Planning Manager Bond asked if there were any questions or comments.

e. 2011 Planning and Building Division Work Program

Recommendation: For information and discussion only.

Planning Manager Bond delivered the staff report.

7. Announcements/Communications:

- a. Update on City Council agenda items related to Planning and Zoning activities.
- b. Review of status of major projects and scheduling of upcoming agenda items

8. Future Planning and Zoning Commission Meeting Agenda Items:

- a. Please note that the Regular Planning and Zoning Commission meeting scheduled for February 22, 2011, will be rescheduled to February 23, 2011, due to the President's Day Holiday.
- b. Codornices Creek Project Phase III Ribbon Cutting, Friday, February 11, 2011, 12:00 - 1:30 p.m.

9. Adjournment

The meeting was adjourned at 10:21 p.m.

Next regular meeting: Wednesday, February 23, 2011, 7:30 p.m.

Submitted by:

Jeff Bond
Planning Manager