

ALBANY CITY COUNCIL AGENDA

Wednesday, July 10, 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. Presentation for Cumberland Church, National Register of Historic Places – Alyssa Schrems [Verbal]
4. Public hearings

Persons wanting to provide testimony during public hearings at city council meetings may:

 - 1- *Email written comments to the staff contact, listed below, including your name and subject of the public hearing, before **noon on the day of the meeting.***
 - 2- *To testify virtually during the public hearing, register by emailing the staff contact, listed below, before **noon on the day of the meeting,** with your name; phone number; and if you are speaking for, against, or neutral on the project/subject. The mayor will call upon those who have registered to speak.*
 - 3- *Appear in person at the meeting and register to speak using the sign-up sheet on the table.*
 - a. Water master plan adoption – Ryan Beathe [Pages 3-4] RES NO. _____ p. 4
The staff contact for this public hearing is: Ryan.Beathe@albanyoregon.gov
5. Business from the public
6. Second reading of ordinances
 - a. Legislative Article 6 Floodplain Amendments – Jennifer Cepello [Pages 5-39] ORD NO. _____ p. 5
7. Award of contracts
 - a. Award contract for AR-24-22 contingent upon grant submission and acceptance – Robb Romeo [Pages 40-43] RES NO. _____ p. 43

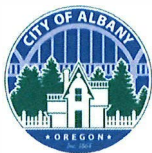
8. Adoption of consent agenda
 - a. Appointments [Pages 44-48]
 - 1) Accepting Gar Burroughs' resignation from the Airport Commission
 - 2) Accepting Saundra Alma's resignation from the Arts Commission
 - 3) Removing Miriam Cummins from the Human Relations Commission
 - b. Approval of minutes [Pages 49-60]
 - 1) June 12, 2024, city council meeting
 - 2) June 26, 2024, city council meeting
 - c. Recommendations to OLCC [Pages 61-62]
 - 1) Approve limited on-premises liquor license application for Coin Jam Jr LLC, dba Coin Jam JR
 - 2) Annual liquor license renewals
 - d. Approval of resolutions [Page 63]
 - 1) Updating City Managers Pro Tem RES NO. _____ p. 63

MOTION: _____

9. Staff reports
 - a. Low-Income Assistance Program Update – Chris Bailey [Pages 64-65]
10. Business from the council
11. City manager report
12. Recess to executive session to discuss evaluation of the employment related performance of the chief executive officer, employee, or staff member in accordance with ORS 192.660 (2)(i).
13. Reconvene
14. Next meeting dates
Monday, July 22, 2024; 4:00 p.m. work session
Wednesday, July 24, 2024; 6:00 p.m. meeting
15. 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

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 7/3

VIA: Peter Troedsson, City Manager
Chris Bailey, Public Works Director CB

FROM: Ryan Beathe, P.E., Civil Engineer III RB

DATE: June 26, 2024, for the July 10, 2024, City Council Regular Session

SUBJECT: Water Master Plan Adoption

Action Requested:

Staff recommends council, by resolution (Attachment 1), adopt the Water Master Plan (Plan). The Plan is available for viewing at <https://albanyoregon.gov/pw/water/master-plan>.

Discussion:

At the May 6, 2024, city council work session, staff presented the draft Plan with a recommendation for adoption. Council directed staff to pursue adoption of the Plan. With the adoption of the Plan, water deficiencies can be programmed into the Capital Improvement Program (CIP) or addressed through private development, as applicable.

Budget Impact:

Adoption of the new Plan will have no budget impacts.

RB:kc
Attachment



RESOLUTION NO. _____

A RESOLUTION ADOPTING THE 2024 WATER MASTER PLAN

WHEREAS, the City of Albany completed its last comprehensive water infrastructure analysis as part of the 2004 Water Facility Plan; and

WHEREAS, due to changing conditions, development, new regulations, and more advanced methods of analysis since the completion of the last plan, a reevaluation of the City's current water infrastructure and plan for future growth was needed; and

WHEREAS, with the adoption of the 2024 Water Master Plan and the subsequent necessary amendments to the Comprehensive Plan, updated water system improvements can be programmed into the Capital Improvement Program (CIP) or addressed through private development, as applicable.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the 2024 Water Master Plan is hereby adopted.

DATED THIS 10TH DAY OF JULY 2024.

Mayor

ATTEST:

City Clerk



ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 4441, WHICH ADOPTED THE CITY OF ALBANY DEVELOPMENT CODE, BY AMENDING THE ALBANY COMPREHENSIVE PLAN AND DEVELOPMENT CODE AND ADOPTING FINDINGS

WHEREAS, from time to time it is appropriate to amend the Albany Development Code to address changing conditions or laws, to clarify the intent of the standards, and to ensure that it remains responsive to community needs; and

WHEREAS, a notice of the proposed amendments and planning commission and city council public hearings was sent to the Oregon Department of Land Conservation and Development on February 19, 2024, published in the Albany Democrat-Herald on April 27, 2024, and mailed to Benton County and Linn County on April 29, 2024; and

WHEREAS, on May 13, 2024, the Albany Planning Commission held a public hearing regarding the proposed amendments, deliberated on the proposed amendments, and recommended approval based on the findings of fact presented in the staff report and evidence presented during the public hearing; and

WHEREAS, on June 12, 2024, and June 26, 2024, the Albany City Council held public hearings on the proposed amendments, reviewed the findings of fact, considered testimony presented at the public hearing, and deliberated.

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

Section 1: The Albany Development Code text is hereby amended as shown in attached Exhibit A for the following article: Article 6 Natural Resource Districts. (Planning file DC-02-24).

Section 2: The findings of fact and conclusions included in the staff report and attached as Exhibit B are hereby adopted in support of the decision.

Section 3: A copy of this ordinance shall be filed in the office of the city clerk of the City of Albany and these changes shall be made to the Albany Comprehensive Plan and Albany Development Code.

Passed by the Council: _____

Approved by the Mayor: _____

Effective Date: _____

Mayor

ATTEST:

City Clerk

Proposed additions to the Albany Development Code are shown in red underline and deletions in ~~strike-out~~. Sections not being amended are not shown unless needed for context.

ARTICLE 6 NATURAL RESOURCE DISTRICTS

6.010 Overview. The natural resource districts are intended to protect valuable natural resources within the City of Albany while allowing reasonable economic use of property.

The Open Space zoning district is a base zone that specifies allowed land uses adjacent to some water resources in Albany.

The Natural Resource overlay districts address development activities within specific natural resource areas and are applied over a base zone. The overlay district requirements are in addition to the requirements of the base zone and other City of Albany ordinances.

The following zoning and overlay districts are included in this article:

- Open Space Zoning District (OS)
- Floodplain Overlay District (/FP)
- Hillside Development Overlay District (/HD)
- Significant Natural Resource Overlay Districts
 - Riparian Corridor Overlay (/RC)
 - Significant Wetland Overlay (/SW)
 - Habitat Assessment Overlay (/HA)
- Willamette River Greenway Overlay District (/WG)

[Ord. 5562, 10/10/03; Ord. 5668, 4/11/07; Ord. 5764, 12/1/11]

Unless otherwise indicated, all amendments are to align the Floodplain Ordinance with the Oregon Model Floodplain Ordinance.

FLOODPLAIN

6.070 Statutory Authority. The State of Oregon has in ORS 197.175 delegated the responsibility to local governmental units to adopt floodplain management regulations designed to promote the public health, safety, and general welfare of its citizenry. Therefore, the City of Albany does recognize:

- (a) The flood hazard areas of Albany are subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
- (b) These flood losses may be caused by the cumulative effect of obstructions in special flood hazard areas which increase flood heights and velocities, and when inadequately anchored, cause damage in other areas. Uses that are inadequately floodproofed, elevated, or otherwise protected from flood damage also contribute to flood loss.

~~6.070~~ 6.072 Purpose. The Floodplain overlay district (/FP) standards are intended to manage development in the floodplain in a way that promotes public health, safety, and general welfare, and to minimize public and private losses due to flooding in the flood hazard areas by provisions designed to: ~~public and environmental health and safety and minimizes the economic loss and social disruption caused by impending flood events.~~

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- (a) Protect human life and health;
- (b) Minimize expenditure of public money for costly flood control projects;
- (c) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (d) Minimize prolonged business interruptions;
- (e) Minimize damage to public facilities and utilities such as water and gas mains; electric, telephone and sewer lines; and streets and bridges located in special flood hazard areas;
- (f) Help maintain a stable tax base by providing for the sound use and development of flood hazard areas so as to minimize blight areas caused by flooding;
- (g) Notify potential buyers that the property is in a special flood hazard area;
- (h) Notify those who occupy special flood hazard areas that they assume responsibility for their actions; and
- (i) Participate in, and maintain eligibility for, flood insurance and disaster relief.

[Ord. 5746, 9/29/10]

6.074 Methods of Reducing Flood Losses. In order to accomplish its purposes, these regulations include methods and provisions for:

- (a) Restricting or prohibiting development which is dangerous to health, safety, and property due to water or erosion hazards, or which result in increased damage due to erosion, flood heights or velocities;
- (b) Requiring that development vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (c) Regulating the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;
- (d) Controlling filling, grading, dredging, and other development which may increase flood damage;
- (e) Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or may increase flood hazards in other areas.

6.075 Definitions. As used in this Article the following words and phrases have the following meanings:

[Ord. 5746, 9/29/10]

Appeal: A request for a review of the interpretation of any provision of this ordinance or a request for a variance.

Area of Shallow Flooding: A designated Zone AO, AH, AR/AO or AR/AH on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of Special Flood Hazard: The land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. It is shown on the Flood Insurance Rate Map (FIRM) as Zone A, AO, AH, A1-30, AE, A99, AR. "Special flood hazard area" is synonymous in meaning and definition with the phrase "area of special flood hazard."

Base Flood or 100-year Flood: The flood having a one percent chance of occurring in any given year. Also see "Flood Fringe"

Base Flood Elevation (BFE): The elevation to which floodwater is anticipated to rise during the base flood. The BFE is the elevation, expressed in feet above sea level, that the base flood is expected to reach.

Basement: Any area of the building having its floor subgrade (below ground level) on all sides. The portion of a structure with its floor sub-grade (below ground level) on all sides.

Below-Grade Crawl Space: An enclosed area below the based flood elevation in which: (a) the interior grade is not more than two feet below the lowest adjacent exterior grade and; (b) the height, measured from the interior

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grade of the crawl space to the top of the crawl space foundation, does not exceed four feet at any point.

Continuous Storage Operations: Operations that continuously store equipment or materials, including, but not limited to lumber yards, automobile junkyards, logging or sawmill operations, storage yards for heavy equipment, automobile dealership lots, and other storage operations with similar impacts. These operations are included in the definition of floodplain development.

Critical Facility: A facility that needs to be operable during a flood, or for which even a slight chance of flooding might pose unacceptable risk to health and safety. Critical facilities include, but are not limited to schools, nursing homes, hospitals, police, fire and other emergency responders, and installations that produce, use or store hazardous materials.

Datum: ~~Until recently~~ Previously the FIRMs have referenced the National Geodetic Vertical Datum of 1929 (NGVD 29). A newer more accurate vertical datum, the North American Vertical Datum of 1988 (NAVD 88), will be used for all FIRM updates. The 2010 Albany FIRMs reference the NAVD 88 datum.

NAVD 88 will be used for floodplain management purposes in the City of Albany. The conversion factor from NGVD 29 to NAVD 88 for all flooding sources in Albany is +3.38 feet. This represents an average conversion offset. This simplified uniform conversion procedure can be used for entire counties when the maximum error is not more than 0.25 feet (3 inches) for that county, which is the case for the City of Albany.

Federal Emergency Management Agency (FEMA): The federal agency charged with implementing the National Flood Insurance Program. FEMA provides floodplain maps to the City of Albany.

Flood: A general and temporary condition of partial or complete inundation of normally dry land areas from:

- (a) the overflow of inland or tidal waters; and/or
- (b) the unusual and rapid accumulation of runoff of surface waters from any source;
- (c) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current; and/or

The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waters or currents of water exceeding anticipated cyclical levels or suddenly caused by unusually high water level in natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a) of this definition.

Flood Elevation Study: See “Flood Insurance Study”

Flood Fringe: Those areas on either side of the floodway within the Special Flood Hazard Area (100-year floodplain). This area is subject to inundation by the base flood but conveys little or no velocity flows. Zone designations on Flood Insurance Rate Maps for Albany include A and AE. Note Floodplain Relationships diagram (Figure 6.075-1). [Ord. 5947, 1/01/21]

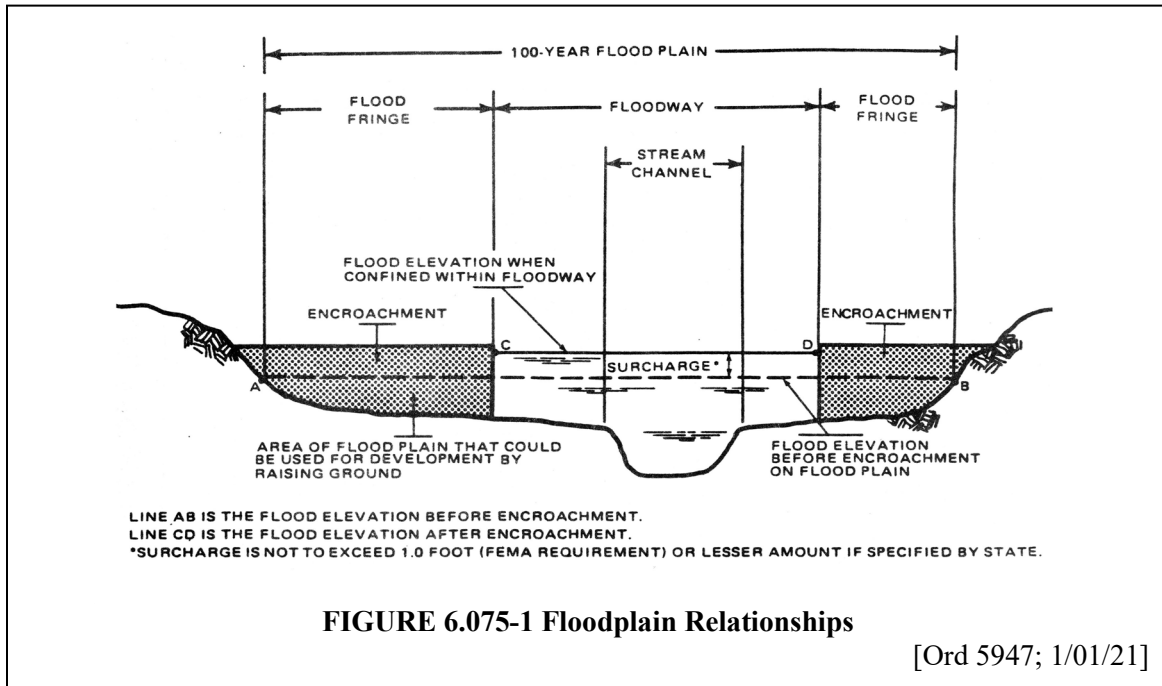
Flood Insurance Rate Map (FIRM): The official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM). ~~The official map on which FEMA has delineated the Base Flood Elevations, regulatory floodways, and Special Flood Hazard Areas.~~

Flood Insurance Study (FIS): An examination, evaluation, and determination of flood hazards and, if appropriate, corresponding water surface elevations, and/or an examination, evaluation, and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards. ~~The official report by the Federal Insurance Administration evaluating flood hazards and containing flood profiles, floodway boundaries and water surface elevations of the base flood.~~

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Floodplain: The combined area of the floodway and the flood fringe. Also known as the 100-year floodplain, and the Special Flood Hazard Area. Note Floodplain Relationships diagram in Figure 6.075-1.

[Ord. 5947, 1/01/21]



Floodplain Development: Any man-made change to real property, including but not limited to, construction or placement of buildings or other structures, fencing, mining, dredging, filling, grading, paving, excavating, land clearing, drilling, or Continuous Storage Operations in the Special Flood Hazard Area (100-year floodplain).

Floodproofing: Any combination of structural or nonstructural additions provisions, changes or adjustments to structures, land or waterway for the reduction or elimination of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents during a 100-year flood to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Also referred to as “Regulatory Floodway”. The regulatory floodway is the stream channel plus that portion of the overbanks that must be kept free from encroachment in order to discharge the 1-percent annual-chance flood without increasing flood levels by more than 1.0 foot. Note Floodplain Relationships diagram in Figure 6.075-1.

[Ord. 5947, 1/01/21]

Functionally Dependent Use: A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

Hazardous Material: The Oregon Department of Environmental Quality defines hazardous materials to include any of the following:

- (a) Hazardous waste as defined in ORS 466.005;

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- (b) Radioactive waste as defined in ORS 469.300, radioactive material identified by the Energy Facility Siting Council under 469.605 and radioactive substances as defined in 453.005;
- (c) Communicable disease agents as regulated by the Health Division under ORS Chapter 431 and 433.010 to 433.045 and 433.106 to 433.990;
- (d) Hazardous substances designated by the United States Environmental Protection Agency under section 311 of the Federal Water Pollution Control Act, P.L. 92-500, as amended;
- (e) Substances listed by the United States Environmental Protection Agency in 40 Code of Federal Regulations Part 302 -- Table 302.4 (List of Hazardous Substances and Reportable Quantities) and amendments;
- (f) Material regulated as a Chemical Agent under ORS 465.550;
- (g) Material used as a weapon of mass destruction, or biological weapon;
- (h) Pesticide residue;
- (i) Dry cleaning solvent as defined by ORS 465.200(9).

Highest Adjacent Grade: The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic Structure: Any structure that is:

- a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
- d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - i. By an approved state program as determined by the Secretary of the Interior or
 - ii. Directly by the Secretary of the Interior in states without approved programs.

Letter of Map Change (LOMC) means an official FEMA determination, by letter, to amend or revise effective Flood Insurance Rate Maps and Flood Insurance Studies. LOMCs are issued in the following categories:

- a) Letter of Map Amendment (LOMA): A revision based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific ~~property~~ structure or area is not located in a special flood hazard area;
- b) Letter of Map Revision (LOMR): A revision based on technical data ~~showing that~~, usually due to manmade changes, shows changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric (horizontal) features. One common type of LOMR, a LOMR-F, is a determination that a structure or parcel has been elevated by fill above the Base Flood Elevation and is excluded from the special flood hazard area; and
- c) Conditional Letter of Map Revision (CLOMR): A formal review and comment by FEMA as to whether a proposed project complies with the minimum National Flood Insurance Program floodplain management criteria. A CLOMR does NOT amend or revise effective Flood Insurance Rate Maps, Flood Boundary and Floodway Maps, or Flood Insurance Studies.

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Lowest Floor: The lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking vehicles, building access or storage, in any area other than a basement area, is not considered a building's lowest floor, provided that the enclosure is not built so as to render the structure in violation of the applicable design requirements of this Article found in Section 6.118(1).

Manufactured Dwelling: A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured dwelling" does not include a "recreational vehicle" and is synonymous with "manufactured home".

Manufactured Dwelling Park or Subdivision: A parcel (or contiguous) parcels of land divided into two or more manufactured dwelling lots for rent or sale.

Mean Sea Level: For purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, 1988, or other datum, to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

National Flood Insurance Program (NFIP): FEMA's National Flood Insurance Program (~~NFIP~~) has three basic components: —flood hazard mapping, flood insurance, and floodplain regulations. The combination of the three ~~all~~ work together to reduce flood damages. The NFIP is founded on a mutual agreement between the federal government and each participating community. Local, state and federal governments and private insurance companies must share roles and responsibilities to meet the goals and objectives of the NFIP. The City of Albany joined the NFIP in 1985. The community's role is of paramount importance. Residents and property owners can get federally-backed flood insurance only if the community carries out its responsibilities. The community enacts and implements the floodplain regulations required for participation in NFIP. The community's regulations must meet the regulations set by its state, as well as the NFIP criteria.

New Construction: For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by the City of Albany and includes any subsequent improvements to such structures.

Nonresidential: For the purposes of development in the floodplain, FEMA defines nonresidential construction to include structures not used for human habitation. This includes parking, limited storage, and building access ~~associated with residential uses~~, as well as commercial, industrial, and institutional uses. This differs from the definition of nonresidential in other Articles and Sections of this Code, and from the definition in the locally adopted State Building Codes.

Oregon Drainage Law: Oregon, through court decisions, has adopted a civil law doctrine of drainage. Generally, under this doctrine, adjoining landowners are entitled to have the normal course of natural drainage maintained. The lower landowner must accept water that naturally comes to his land from above, but he is entitled not to have the normal drainage changed or substantially increased. The lower landowner may not obstruct the runoff from the upper land, if the upper landowner is properly discharging the water. The drainage law has developed without legislative action; therefore, there are no Oregon Revised Statutes, rules, or other laws to cite. Note that this definition is intended to provide general information and should not be used as the basis for legal advice or legal decisions.

Permanent Foundation: A natural or manufactured support system to which a structure is anchored or attached. A permanent foundation is capable of resisting flood forces and may include posts, piles, poured concrete or reinforced block walls, properly compacted fill, or other systems of comparable flood resistivity and strength.

Recreational Vehicle: A vehicle that is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towed by a light duty truck, and;
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

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Residential: For the purposes of development in the floodplain, FEMA defines residential construction to include the entire habitable structure, including bathroom, laundry rooms, hobby rooms, workshops, etc. Residential accessory structures are considered residential construction. This differs from the definition of residential in other Articles and Sections of this Code, and from the definition of residential and habitable in the locally adopted State Building Codes.

Special Flood Hazard Area: See “Area of Special Flood Hazard” for this definition. ~~Areas subject to inundation during the occurrence of the 1 percent annual flood. These areas include both the flood fringe and the floodway and are collectively commonly referred to as the “100-year floodplain.”~~

Start of Construction: Includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured dwelling home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not the alteration affects the external dimensions of a building.

Structure: For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured dwelling.

Substantial Damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 49 percent of the market value of the structure before the damage occurred.

Substantial Improvement: For the purposes of this section any and all repairs, reconstruction, additions or improvements of a structure occurring within the ten years prior to the date of the application for the current improvement, the cost of which, when cumulatively added to the costs of prior improvements, equals or exceeds 49 percent of the market value of the structure before the start of construction of the improvement. Cumulative value will be computed by adding the valuations of all improvements within the ten-year period as calculated on the associated building permit plus the valuations that would have applied for improvements requiring permits but for which no permit was actually issued. This cumulative value shall be used in comparing the value of improvements against the current market value of the structure before the start of construction of the new improvement. The market value determination shall be based upon the county assessor's most recent computation of real market value at the time of the current application. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed.

The term does not, however, include either:

- (a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and are the minimum necessary to assure safe living conditions; or
- (b) Any restoration or rehabilitation of a structure on the City’s Local Historic Inventory or the National Register of Historic Places (additions and new construction are not exempt) and will not preclude the structure’s continued designation as a ‘historic structure’.

[Ord. 5875, 10/28/16]

- ~~(c) Maintenance, replacement, or repair of prior lawfully constructed improvements.~~

Variance: A grant of relief by the City from the terms of a floodplain management regulation.

Violation: The failure of a structure or other development to be fully compliant with the community’s floodplain management regulations. A structure or other development without the elevation certificate, other

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certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.

Watercourse: Any natural or artificial stream, river, creek, ditch, channel, canal, conduit, culvert, drain, waterway, gully, ravine or wash in which water flows in a definite direction or course, either continuously or intermittently, and has a definite channel, bed and banks; including any adjacent area subject to inundation by reason of overflow or flood water. This also includes any topographic feature not meeting the above definition that is identified in the City's Stormwater Master Plan as needing preservation.

GENERAL PROVISIONS

- 6.080 Lands to Which These Regulations Apply. These regulations apply to all special flood hazard areas in the City of Albany that are subject to inundation from a 100-year flood. These areas have been identified by the Federal Emergency Management Agency (FEMA) in the Flood Insurance Study (FIS) for Linn County, Oregon and Incorporated Areas effective date September 29, 2010 and as revised effective date December 8, 2016 and associated Flood Insurance Rate Maps (FIRMs) with Community Number 410137. ~~These areas are depicted on the FIRMs by the letters A and AE.~~ The Flood Insurance Study and FIRMs are on file at the City of Albany, Community Development Department at 333 Broadalbin Street SW.

[Ord. 5875, 10/28/16]

In addition, the City Council may adopt by resolution more current floodplain studies or boundary information. If the new information conflicts with the current effective Flood Insurance Study of Flood Insurance Rate Maps, the more restrictive information will apply.

[Ord. 5773, 02/08/12]

Precise Special Flood Hazard Area (100-year floodplain) boundaries may be difficult to determine from the maps referred to above due to their large scale and lack of site-specific ~~site specific~~ studies. In such instances, the Floodplain Administrator may apply FEMA base flood elevations to topographic maps or site surveys in order to determine actual boundaries. In the absence of FEMA base flood elevations, the Floodplain Administrator shall reasonably use other sources of floodplain and floodway data to determine base flood elevations and boundaries. However, when elevation data is not available through FEMA or another authoritative source and the development consists of 4 or more lots, 4 or more structures, or 4 or more acres, the applicant shall generate and have certified by a registered engineer the base flood elevation.

[Ord. 5146, 9/14/94; Ord. 5410, 7/28/99; Ord. 5746, 9/29/10]

- 6.081 Warning and Disclaimer of Liability. The degree of flood protection required by this article is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased as a result of failure of manmade structures and/or natural causes. This article does not imply that the land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This article does not create any duty or liability on the part of the City of Albany or any officer or employee thereof for any flood damages that result from reliance on this article or any administrative decision lawfully made thereunder.

[Ord. 5746, 9/29/10]

- 6.083 Coordination with State of Oregon Specialty Codes: Pursuant to the requirement established in ORS 455 that the City of Albany administers and enforces the State of Oregon Specialty Codes, the City of Albany does hereby acknowledge that the Oregon Specialty Codes contain certain provisions that apply to the design and construction of buildings and structures located in special flood hazard areas. Therefore, this ordinance is intended to be administered and enforced in conjunction with the Oregon Specialty Codes.

- 6.084 Compliance: All development within special flood hazard areas is subject to the terms of this Code and is required to comply with its provisions and all other applicable regulations.

- 6.085 Penalties for Noncompliance: No structure or land shall hereafter be constructed, located, extended,

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converted, or altered without full compliance with the terms of this ordinance and other applicable regulations. Violations of the provisions of this ordinance by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a civil infraction. Nothing contained herein shall prevent the City from taking such other lawful action as is necessary to prevent or remedy any violation.

~~6.082~~ 6.086 Abrogation and Greater Restrictions. This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another ordinance, Building Codes, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail. [Ord. 5746, 9/29/10]

~~6.087~~ Severability: This ordinance and the various parts thereof are hereby declared to be severable. If any section clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

~~6.088~~ Interpretation: In the interpretation and application of this ordinance, all provisions shall be:

- ~~(a) Considered as minimum requirements;~~
- ~~(b) Liberally construed in favor of the governing body; and~~
- ~~(c) Deemed neither to limit nor repeal any other powers granted under the state statutes.~~

ADMINISTRATION

6.089 Floodplain Administrator. The Community Development Director and their designee are ~~is~~ appointed to administer, implement, and enforce this Article in accordance with its provisions. The Floodplain Administrator may delegate authority to implement these provisions. Duties of the local floodplain administrator shall include but are not limited to Sections 6.090 through 6.099.

6.090 Permit Review. Review all development permit applications to determine that: [Ord. 5746, 9/29/10]

- a) The permit requirements of this ordinance have been satisfied;
- b) All other required local, state, and ~~And~~ federal permits have been obtained and approved.
- c) Review all development permits to determine if the proposed development is located in a floodway. If located in the floodway assure that the floodway provisions of Section 6.100 are met; and
- d) Review all development permits to determine if the proposed development is located in an area where Base Flood Elevation (BFE) data is available either through the Flood Insurance Study (FIS) or from another authoritative source. If BFE data is not available, then ensure compliance with the provisions of Section 6.107; and ~~whether proposed new development will be located in Areas of Special Flood Hazard.~~
- e) Provide the building official the Base Flood Elevation (BFE) with the additional one-foot freeboard applicable to any building requiring a development permit.
- e) Review applications for modifications of any existing development in Areas of Special Flood Hazard for compliance with the requirements of this Article.
- f) Interpret flood hazard area boundaries, provide available flood hazard information, and provide Base Flood Elevations, where they exist.
- g) Review proposed development to assure that necessary permits have been received from governmental agencies from which approval is required by federal or state law, including but not limited to section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334; the Endangered Species Act of 1973, 16 U.S.C. 1531-1544; and State of Oregon Removal-Fill permits. Copies of such permits shall be maintained on file.

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- ~~h) Review all development permit applications to determine if the proposed development is located in the floodway, and if so, ensure that the standards in Sections 6.100 through 6.110 6.113 are met.~~
- ~~i) When Base Flood Elevation data or floodway data are not available, then the Floodplain Administrator shall obtain, review and reasonably utilize any Base Flood Elevation and floodway data available from a federal, state or other authoritative source in order to administer the provisions of this Article.~~
- ~~j) When Base Flood Elevations or other engineering data are not available from an authoritative source, the Floodplain Administrator shall take into account the flood hazards, to the extent they are known, to determine whether a proposed building site or subdivision will be reasonably safe from flooding.~~
- k) Where interpretation is needed of the exact location of the Special Flood Hazard Boundary, including regulatory floodway, the Floodplain Administrator shall make the interpretation. Any person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in Section 6.095 ~~6.094~~.
- l) Issue floodplain development permits when the provisions of this Article have been met, or disapprove the same in the event of noncompliance.
- ~~m) Obtain, verify and record the actual elevation in relation to the vertical datum used on the effective FIRM, or highest adjacent grade where no BFE is available, of the lowest floor level, including basement, of all new construction or substantially improved buildings and structures.~~
- ~~n) Obtain, verify and record the actual elevation, in relation to the vertical datum used on the effective FIRM, or highest adjacent grade where no BFE is available, to which any new or substantially improved buildings or structures have been flood proofed. When flood proofing is utilized for a structure, the Floodplain Administrator shall obtain certification of design criteria from a registered professional engineer or architect.~~
- o) Ensure that all records pertaining to the provisions of this Article are permanently maintained in the Community Development Department and shall be open for public inspection.
- p) Make inspections in Areas of Special Flood Hazard to determine whether development has been undertaken without issuance of a floodplain development permit, ensure that development is undertaken in accordance with the floodplain development permit and this Article, and verify that existing buildings and structures maintain compliance with this Article.
- q) Coordinate with the Building Official to inspect areas where buildings and structures in flood hazard areas have been damaged, regardless of the cause of damage, and notify owners that permits may be required prior to repair, rehabilitation, demolition, relocation, or reconstruction of the building or structure.
- r) Review all development permit applications to determine if the proposed development qualifies as a substantial improvement as defined in ~~Make Substantial Improvement or Substantial Damage determinations based on the definitions described in Section 6.075.~~

6.091 Information to be obtained and maintained. The following information shall be obtained and maintained and shall be made available for public inspection as needed:

- (a) Obtain, record, and maintain the actual elevation (in relation to mean sea level) of the lowest floor (including basements) and all attendant utilities of all new or substantially improved structures where Base Flood Elevation (BFE) data is provided through the Flood Insurance Study (FIS), Flood Insurance Rate Map (FIRM), or obtained in accordance with Section 6.107.
- (b) Obtain and record the elevation (in relation to mean sea level) of the natural grade of the building site for a structure prior to the start of construction and the placement of any fill and ensure that the requirements of Sections 6.100 and 6.091 are adhered to.
- (c) Upon placement of the lowest floor of a structure (including basement) but prior to further vertical construction, obtain documentation, prepared, and sealed by a professional licensed surveyor or engineer,

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certifying the elevation (in relation to mean sea level) of the lowest floor (including basement).

- (d) Where base flood elevation data are utilized, obtain as-built certification of the elevation (in relation to mean sea level) of the lowest floor (including basement) prepared and sealed by a professional licensed surveyor or engineer, prior to the final inspection;
- (e) Maintain all Elevation Certificates (EC) submitted to the community;
- (f) Obtain, record, and maintain the elevation (in relation to mean sea level) to which the structure and all attending utilities were floodproofed for all new or substantially improved floodproofed structures were allowed under this ordinance and where Base Flood Elevation (BFE) data is provided through the FIS, FIRM, or obtain in accordance with Section 6.107;
- (g) Maintain all floodproofing certificates required under this ordinance;
- (h) Record and maintain all variance actions, including justification for their issuance;
- (i) Obtain and maintain all hydrologic and hydraulic analyses performed as required under Section 6.100
- (j) Record and maintain all Substantial Improvement and Substantial Damage calculations and determinations as required under Section 6.095;
- (k) Maintain for public inspection all records pertaining to the provisions of this ordinance.

6.092 Requirement to Notify Other Entities and Submit New Technical Data.

- (1) Community Boundary Alterations: The Floodplain Administrator shall notify the Federal Insurance Administrator in writing whenever the boundaries of the community have been modified by annexation, or the community has otherwise assumed authority or no longer has authority to adopt and enforce floodplain management regulations for a particular area, to ensure that all Flood Hazard Boundary Maps (FHBM) and Flood Insurance Rate Maps (FIRM) accurately represent the community's boundaries. Include within such notification a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority.
- (2) Watercourse Alterations: Notify adjacent communities, the Department of Land Conservation and Development, and other appropriate state and federal agencies, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration. This notification shall be provided by the applicant to the Federal Insurance Administration as a Letter of Map Revision (LOMR) along with either:
 - (a) A proposed maintenance plan to assure the flood carrying capacity within the altered or relocated portion of the watercourse is maintained; or
 - (b) Certification by a registered professional engineer that the project has been designed to retain its flood carrying capacity without periodic maintenance.

The applicant shall be required to submit a Conditional Letter of Map Revision (CLOMR) when required under Section 6.093. Ensure compliance with all applicable requirements in Sections 6.093 and 6.101.

6.093 Requirement to Submit New Technical Data: A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with Title 44 of the Code of Federal Regulations (CFR), Section 65.3. The community may require the applicant to submit such data and review fees required for compliance with this section through the applicable FEMA Letter of Map Change (LOMC) process.

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- (1) It is the responsibility of the applicant to have technical data prepared in a format required for a CLOMR or LOMR and to submit such data to FEMA on the appropriate application forms. Submittal and processing fees for these map revisions shall be the responsibility of the applicant.
- (2) Applicants shall be responsible for all costs associated with obtaining a CLOMR or LOMR from FEMA.
- (3) The City of Albany shall be under no obligation to sign the Community Acknowledgement Form, which is part of the CLOMR/LOMR application, without evaluation and concurrence with the information presented.
- (4) Within six months of project completion, an applicant who obtains an approved CLOMR from FEMA or whose development modifies floodplain boundaries or Base Flood Elevations shall obtain from FEMA a LOMR reflecting the as-built changes to the FIRM.

The Floodplain Administrator shall require a Conditional Letter of Map Revision prior to the issuance of a floodplain development permit for:

- (a) Proposed floodway encroachments that increase the base flood elevation; and
- (b) Proposed development which increases the base flood elevation by more than one foot in areas where FEMA has provided base flood elevations but no floodway.

An applicant shall notify FEMA within six months of project completion when an applicant has obtained a Conditional Letter of Map Revision (CLOMR) from FEMA. This notification to FEMA shall be provided as a Letter of Map Revision (LOMR).

6.094 Substantial Improvement and Substantial Damage Assessments and Determinations.

- (a) Conduct Substantial Improvement (SI) (as defined in Section 6.075) reviews for all structural development proposal applications and maintain a record of SI calculations within permit files in accordance with Section 6.092.
- (b) Conduct Substantial Damage (SD) (as defined in Section 6.075) assessments when structures are damaged due to a natural hazard event or other causes.
- (c) Make SD determinations whenever structures within the special flood hazard area (as established in Section 6.080) are damaged to the extent that the cost of restoring the structure to its before damaged condition would equal or exceed 49 percent of the market value of the structure before the damage occurred.

~~6.094~~ 6.095 Appeals. Appeals to the interpretations of the Floodplain Administrator shall be reviewed by the Hearings Board as a Type II procedure in accordance with Sections 1.040 and 1.410 of this Code. Appeals to the land use decisions (Types I-L, II, and III) resulting from the Floodplain Development Permit applications shall be reviewed in accordance with Section 1.410 of this Code.

[Ord. 5746, 9/29/10; Ord. 5947, 01/01/21]

~~6.092~~ 6.096 Variances. Variances from the terms of this section shall be granted only, when because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of this section deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classifications. Variances as interpreted in the National Flood Insurance Program are based on the physical characteristics of the land and are not dependent upon the occupants, type, or use of a structure. They primarily address small lots in densely populated residential neighborhoods. As such, variances from the flood elevations should be quite rare.

[Ord. 5746, 9/29/10]

The issuance of a variance is for floodplain management purposes only. Flood insurance premium rates are determined by federal statute according to actuarial risk and will not be modified by the granting of a variance.

No variance will be given to the standards for development in a floodway.

Variances from the floodplain management regulations of this section shall be reviewed using the Major

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Variance procedure (see Article 2) and shall be approved if the review body finds that all of the following criteria have been met: [Ord. 5746, 9/29/10; Ord. 5947, 1/01/21]

- (1) The applicant can show good and sufficient cause; and
- (2) Failure to grant the variance would result in exceptional hardship to the applicant; and
- (3) Issuing the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances; and
- (4) The variance is the minimum necessary, considering the flood hazard, to afford relief.
- (5) Variances from the required lowest floor elevation for new construction and substantial improvements may be granted if the review body finds that the request meets criteria (1)-(4) and the parcel is one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level. As the lot size increases the technical justification required for issuing the variance increases.
- (6) Variances may be granted for a functionally dependent use ~~water dependent use~~ provided that the structure or other development meets criteria (1)-(4) and is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.
- (7) Variances may be granted for the reconstruction, rehabilitation, or restoration of structures listed on Albany’s Local Historic Inventory or the National Register of Historic Places, without regard to the procedures set forth in this section. [Ord. 5875, 10/28/16]
- ~~(8) Variances may be granted for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry floodproofing, where it can be determined that such action will have low damage potential, complies with all other variance criteria and otherwise complies with Building Codes.~~

Upon issuing the variance, the Floodplain Administrator will notify the applicant in writing that the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance, and that such construction below the base flood level increases risks to life and property. Such notification and a record of all variance actions, including justification for their issuance shall be maintained in accordance with Section 6.092.

[Ord. 5746, 9/29/10]

~~6.093~~ 6.097 Floodplain Development Permit Required. A Floodplain Development Permit is required prior to initiating floodplain development activities, as defined in Section 6.075, in the Special Flood Hazard Area. This Article cannot anticipate all development activities that may be located within the Special Flood Hazard Area. The floodplain development permit shall expire 180 days after issuance unless the permitted activity has been substantially begun and thereafter pursued to completion.

[Ord. 5746, 9/29/10]

All development activities ~~that~~ require a Floodplain Development Permit and shall be processed in accordance with ADC Section 1.100, Land Use Application Procedures. When ambiguity exists concerning the appropriate classification of a particular activity, the use may be reviewed as a conditional use when the Floodplain Administrator determines that the proposed activity is consistent with other activities allowable within the subject district due to similar characteristics and impacts. When a development proposal involves a combination of activities, the more restrictive provisions of this Code shall apply.

[Ord. 5746, 9/29/10; Ord. 5947, 1/01/21]

A. The following activities will be processed through a Type I procedure as established in ADC Section 1.210: [Ord. 5947, 1/01/21]

- (1) The construction or placement of any structure 200 square feet or more.
- (2) Any substantial improvement to an existing structure as defined in this code.

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- (3) Placement of a recreational vehicle more than 180 consecutive days, as described in 6.124(2)-(3).
- (4) Solid fences and walls that require a permit as listed in Section 6.125.
- (5) Any site improvement for development in the floodplain pursuant to Section 6.110 ~~that is not exempt under Section 6.094 and~~ that does not already require a permit elsewhere in this Section of the Code. [Ord. 5875, 10/28/16]

B. The following activities will be processed through a Type I-L procedure as established in ADC 1.220: [Ord. 5947, 1/01/21]

- (1) Any development in the floodway allowed by Sections 6.100-6.101.
- (2) Grading, excavation, fill, and paving pursuant to Section 6.111 that cumulatively impacts more than 50 cubic yards of the native elevation and contours of the site or that otherwise requires a permit per this Article, and any associated retaining walls.
- (3) Mining and drilling operations that result in sledge, slag, or other materials remaining in the Special Flood Hazard Area will be considered fill for the purposes of this Article and will be reviewed through the applicable criteria in Section 6.111.
- (4) Additions or expansions of Continuous Storage Operations pursuant to Section 6.112.
- (5) New Continuous Storage Operations pursuant to Section 6.112.
- (6) Land Divisions of 19 lots or less pursuant to Section 6.110. [Ord. 5767, 12/7/11; Ord. 5875, 10/28/16]

C. The following activities will be processed through a Type II procedure as established in ADC 1.230: [Ord. 5947, 1/01/21]

- (1) Any alteration of a watercourse, pursuant to 6.101 and the applicable criteria in Section 6.111.

D. The following will be processed through a Type III procedure as established in ADC 1.240: [Ord. 5947, 1/01/21]

- (1) Land Divisions of 20 or more lots, Cluster Developments and Planned Developments pursuant to Section 6.110. [Ord. 5875, 10/28/16]
- (2) Manufactured home parks pursuant to Section 6.110 will be reviewed through the Manufactured Home Park application process.

~~6.094~~ 6.098 Floodplain Development Permit Exemptions. The following development activities in the flood fringe require application for a Floodplain Development Permit but may be deemed exempt from floodplain development regulations upon submission of the application form and appropriate supporting documentation. These exemptions do not apply to development in the floodway. ~~do not require a Floodplain Development Permit. These exemptions do not apply to development in the floodway.~~ (Note: Federal and State laws and regulations, including Oregon Drainage Law, may still apply to exempted development activities.) [Ord. 5746, 9/29/10]

- ~~(1) Structures less than 200 square feet that meet the provisions of 6.122.~~
- (2) Grading, excavation, fill or paving less than 50 cubic yards (cumulative).
- (3) Retaining walls not associated with a grading, fill, excavation, and paving review.
- (4) Open barbless wire, pipe, rail, chain link, or wood fences that meet the design guidelines in Section 6.125 of this Article.
- (5) Agricultural activities, not including structures.
- (6) Short-term storage of equipment or materials that in time of flooding could either be removed from the area, or would not cause harm to property, humans, animals or the environment by becoming buoyant or hazardous.

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- (7) Signs, markers, aids, etc., placed by a public agency to serve the public.
- ~~(8) Minor repairs or improvements to existing structures provided that the alterations do not increase the size or intensity of use, and do not constitute repair of substantial damage, or substantial improvement as defined in this Article.~~
- (9) Customary dredging to maintain existing channel capacity consistent with State or Federal laws and permits.
- (10) Replacement of utility facilities that are necessary to serve established and permitted uses, and that are of equal or lesser size and impact.
- (11) Subsurface public utility projects that will not ultimately result in modification to existing topography.
- (12) Transportation facility rehabilitation and maintenance projects that will not result in modifications to existing topography.

~~6.095~~ 6.099 General Information Requirements. Application for a development permit shall be made on forms furnished by the Floodplain Administrator and shall include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question, existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required: In addition to the information required in other sections of this code, the application for any development proposed in the Special Flood Hazard Area (100-year floodplain) must include the following information:

- (1) Elevations of the original contours.
- (2) Final elevations of proposed fills and excavations.
- (3) Base flood (100-year flood) elevations of the site based on North American Vertical Datum (NAVD) 1988.
- (4) Location of any designated floodway and base flood boundary. If no floodway is designated, estimate the location of the floodway boundary per Section 6.100
- (5) Location of any designated wetlands and/or wildlife habitat (if applicable).
- (6) In riverine flood zones, the proposed elevation (in relation to mean sea level), of the lowest floor (including basement) and all attending utilities of all new and substantially improved structures; in accordance with the requirements of Section 6.091. ~~Proposed elevation in relation to mean sea level of the lowest floor (including basement) of all structures (if applicable).~~
- (7) Description of the extent to which a watercourse will be altered or relocated as a result of proposed development (if applicable).
- (8) If floodproofing is required, the proposed description and elevation of floodproofing.
- (9) Elevation certificate. The base flood elevation shall be determined based on the applicable flood insurance study and flood profile. A copy of the flood profile with the base flood elevation identified on the flood profile shall be included with the elevation certificate as evidence for determining the base flood elevation. [Ord. 5875, 10/28/16]
- (10) Certification by a registered professional engineer or architect licensed in the State of Oregon that the floodproofing methods proposed for any non-residential structure meet the floodproofing criteria for non-residential structures in Section 6.118(2).
- (11) Base Flood Elevation data for subdivision proposals or other development when required per Section 6.091 and 6.110.
- (12) Substantial improvement calculation for any improvement, addition, reconstruction, renovation or rehabilitation of an existing structure.
- (13) The amount and location of any fill or excavation activities proposed.

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6.096 ~~Flood Insurance Rate Map (FIRM) Revisions. Requirements to Submit New Technical Data:~~ [Ord. 5746, 9/29/10]

- ~~(c) It is the responsibility of the applicant to have technical data prepared in a format required for a CLOMR or LOMR and to submit such data to FEMA on the appropriate application forms. Submittal and processing fees for these map revisions shall be the responsibility of the applicant.~~
- ~~(d) Applicants shall be responsible for all costs associated with obtaining a CLOMR or LOMR from FEMA.~~
- ~~(e) The City of Albany shall be under no obligation to sign the Community Acknowledgement Form, which is part of the CLOMR/LOMR application, without evaluation and concurrence with the information presented.~~
- ~~(f) Within six months of project completion, an applicant who obtains an approved CLOMR from FEMA or whose development modifies floodplain boundaries or Base Flood Elevations shall obtain from FEMA a LOMR reflecting the as-built changes to the FIRM.~~

PROVISIONS FOR FLOOD HAZARD REDUCTION

Staff Comments:

6.100(1) Floodway Restriction

- Clarification that all structures, as defined in Section 6.075, are prohibited in the floodway.

6.100 Floodway Restrictions. No development is allowed in any floodway except when the review body finds that the development will not result in any increase in flood levels during the occurrence of the 100-year flood. The finding shall be based upon applicant-supplied evidence prepared in accordance with standard engineering methodology approved by FEMA and certified by a registered professional engineer and upon documentation that one of the following criteria has been met: [Ord. 5875, 10/28/16]

- (1) The development does not involve the construction of permanent ~~or habitable~~ structures as defined in Section 6.075. ~~(including fences).~~ [Ord. 5746, 9/29/10]
- (2) The development is a public or private park or recreational use or municipal utility use.
- (3) The development is a water-dependent structure such as a dock, pier, bridge, or floating marina.

For temporary storage of materials or equipment:

- (4) The temporary storage or processing of materials will not become buoyant, flammable, hazardous explosive or otherwise potentially injurious to human, animal or plant life in times of flooding. [Ord. 5746, 9/29/10]
- (5) The temporary storage of material or equipment are not subject to major damage by floods and is firmly anchored to prevent flotation or is readily removable from the area within the time available after flood warning. [Ord. 5746, 9/29/10]

If the requirements above are satisfied, all new construction, substantial improvements, and other development shall comply with all other applicable flood hazard reduction provisions of Section 6.118.

If a floodway boundary is not designated on an official FEMA map available to the City, the floodway boundary can be estimated from available data and new studies. No new construction, substantial improvement, or development (including fill) shall be permitted within Zones A1-30 and AE on the community's Flood Insurance Rate Map (FIRM), unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community. ~~Proposed development along the estimated floodway boundary shall not result in an increase of the base flood level greater than one foot as certified by a registered professional engineer.~~

6.101 Alteration of a Watercourse. A watercourse is considered altered when any changes occur within its banks,

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including installation of new culverts and bridges, or size modifications to existing culverts and bridges.

[Ord. 5746, 9/29/10]

- (1) No development shall diminish the flood-carrying capacity of a watercourse.
- (2) Subject to the foregoing regulation, no person shall alter or relocate a watercourse without necessary approval from the Floodplain Administrator. [Ord. 5746, 9/29/10]
- (3) Prior to approval, the applicant shall provide a 30-day written notice to the City, any adjacent community, the Natural Hazards Program of the Oregon Department of Land Conservation and Development, and the DSL. [Ord. 5746, 9/29/10]
- (4) The applicant shall be responsible for ensuring necessary maintenance of the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished. [Ord. 5746, 9/29/10]
- (5) All alterations of a watercourse, with the exception of the installation of new culverts, bridges, or size modifications to existing culverts and bridges, must meet the requirements of Section 6.092.

6.107 Use of Other Base Flood Elevation Data. When Base Flood Elevation data has not been provided in accordance with Section 6.080 the local floodplain administrator shall obtain, review, and reasonably utilize any Base Flood Elevation data available from a federal, state, or other source, in order to administer Sections 6.100 through 6.125. All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) must meet the requirements of Section 6.110.

Base Flood Elevations shall be determined for development proposals that are 4 acres or more in size or are 4 lots or more, or 4 units or more; whichever is lesser in any unnumbered A zone that does not have an established based flood elevation. Development proposals located within a riverine unnumbered A Zone shall be reasonably safe from flooding; the test of reasonableness includes use of historical data, high water marks, FEMA provided Base Level Engineering data, and photographs of past flooding. When no Base Flood Elevation data is available, the elevation requirement for development proposals within a riverine unnumbered A Zone is a minimum of two (2) feet above the highest adjacent grade, to be reasonably safe from flooding. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates.

~~6.109~~ 6.108 Residential Development Standards. Applications proposing new residential dwelling units or the creation of residential lots or parcels on property with Special Flood Hazard Area (100-year floodplain) on it must comply with either the clear and objective standard in subsection (1) or the discretionary standard in subsection (2), below.

- (1) Clear and objective standard. No new dwelling units or new residential lots or parcels are allowed within the floodplain. An application to develop property that has floodplain on it, but where no development is proposed within the boundaries of that floodplain will be processed as otherwise required in this Code. In case of land divisions, “no development” means the floodplain area has been excluded from the land division. This can be done by setting the property aside for some other purpose than later development (for example, as a public drainage right-of-way).
- (2) Alternative review. Residential development is allowed within the floodplain subject to the provisions of this Floodplain overlay district and the standards in Sections 6.100 through 6.125.

[Ord. 5947, 1/01/21]

6.109 Structures located in multiple or partial flood zones. In coordination with the State of Oregon Specialty Codes:

- (1) When a structure is located in multiple flood zones on the community’s Flood Insurance Rate Map (FIRM), the provisions for the more restrictive flood zone shall apply.
- (2) When a structure is partially located in a special flood hazard area, the entire structure shall meet the requirements for new construction and substantial improvements.

6.110 Site Improvement, Land Division and Manufactured Home Park Standards. Site improvements, land divisions, and manufactured home parks in the Special Flood Hazard Area (100-year floodplain) shall be reviewed by the

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Planning Division as a part of the land use review process. An application to develop property that has floodplain on it, but where no development is proposed in that floodplain will be processed as otherwise required in this Code. In the case of a land division, “no actual development” means the floodplain area has been excluded from the land division. This can be done by setting the property aside for some other purpose than later development (for example, as a public drainage right-of-way).

[Ord. 5746, 9/29/10]

All new subdivision proposals, and other proposed new development (including proposals for manufactured dwelling parks and subdivisions), greater than four lots or four acres, whichever is the lesser, shall include Base Flood Elevation data.

In addition to the general review criteria for site improvements, land divisions and manufactured home parks, applications that propose actual development within the Special Flood Hazard Area shall also be subject to the following standards: [Ord. 5338, 1/28/98; Ord. 5746, 9/29/10]

- (1) All proposed new development and land divisions shall be consistent with the need to minimize flood damage and ensure that building sites will be reasonably safe from flooding.
- (2) All new development and land division proposals shall have utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- (3) On-site waste disposal systems shall be located and constructed to avoid functional impairment, or contamination from them, during flooding.
- (4) All development proposals shall have adequate drainage provided to reduce exposure to flood damage.
- (5) Any lot created for development purposes must have adequate area created outside of the floodway to maintain a buildable site area meeting the minimum requirements of this Article.
- (6) Any new public or private street providing access to a residential development shall have a roadway crown elevation not lower than one foot below the 100-year flood elevation.
- (7) All development proposals shall show the location of the 100-year flood contour line followed by the date the flood elevation was established. When elevation data is not available, either through the Flood Insurance Study or from another authoritative source, and the development is four or more acres or results in four or more lots or structures, the elevation shall be determined and certified by a registered engineer. In addition, a statement located on or attached to the recorded map or plat shall read as follows: “Development of property within the Special Flood Hazard Area as most currently established by the Federal Emergency Management Agency or City of Albany may be restricted and subject to special regulations by the City.” [Ord. 5338, 1/28/98]
- (8) In addition to the general review criteria applicable to manufactured home parks in Article 10, applications that propose actual development within a Special Flood Hazard Area shall include an evacuation plan indicating alternate vehicular access and escape routes.

Staff Comments:

6.111(2) Grading, Fill, Excavation, and Paving.

- Provided updated language to align with updated stormwater requirements in the Albany Municipal Code.

6.111 Grading, Fill, Excavation, and Paving. A floodplain development permit is required for grading, fill, excavation, and paving in the Special Flood Hazard Area (100-year floodplain), ~~except activities exempted in Section 6.094 of this Article.~~ No grading will be permitted in a floodway, except when the applicant has supplied evidence prepared by a professional engineer that demonstrates the proposal will not result in any increase in flood levels during the occurrence of the 100-year flood. The permit will be approved if the applicant has shown that each of the following criteria that are applicable have been met:

[Ord. 5746, 9/29/10; Ord. 5929, 7/26/19]

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- (1) Provisions have been made to maintain adequate flood-carrying capacity of existing watercourses, including future maintenance of that capacity.
- (2) The proposal will be approved only where adequate provisions for stormwater runoff to prevent and control nonpoint source pollution, land surface erosion, sedimentation, and stream channel erosion have been made that are consistent with the Public Works Engineering standards, or as otherwise approved by the City Engineer.
- (3) No grading, fill, excavation, or paving will be permitted over an existing public storm drain, sanitary sewer, or water line unless it can be demonstrated to the satisfaction of the City Engineer that the proposed grading, fill, excavation, or paving will not be detrimental to the anticipated service life, operation and maintenance of the existing utility.
- (4) ~~In areas where no floodway has been designated on the applicable FIRM, grading will not be permitted unless it is demonstrated by the applicant that the cumulative effect of the proposed grading, fill, excavation, or paving when combined with all other existing and planned development, will not increase the water surface elevation of the base flood more than a maximum of one foot (cumulative) at any point within the community.~~
- (5) The applicant shall notify the City of Albany, any adjacent community, and the Natural Hazards Mitigation Office of the Oregon Department of Land Conservation and Development of any proposed grading, fill, excavation, or paving activity that will result in alteration or relocation of a watercourse (see Section 6.101).
- (6) All drainage facilities shall be designed to carry waters to the nearest practicable watercourse approved by the designee as a safe place to deposit such waters. Erosion of ground in the area of discharge shall be prevented by installation of non-erosive down spouts and diffusers or other devices.
- (7) Building pads shall have a drainage gradient of two percent toward approved drainage facilities, unless waived by the Building Official or designee.

6.112 Continuous Storage Operations. The regulation of storage in the flood fringe focuses on long-term storage activities associated with continuous operations as defined in this Article. [Ord. 5746, 9/29/10]

A continuous storage operation is allowed if it can be shown that:

- (1) The materials or equipment will not be flammable, hazardous, explosive or otherwise potentially injurious to human, animal, or plant life in times of flooding; and
- (2) The materials or equipment are not subject to major damage by flood and are firmly anchored to prevent flotation or are readily removable from the area within the time available after flood warning.

6.113 Critical Facility Standards. Construction of new critical facilities, and additions to critical facilities built after September 29, 2010, shall be, to the maximum extent feasible, located outside the limits of the Special Flood Hazard Area (100-year floodplain). [Ord. 5746, 9/29/10]

Construction of new critical facilities shall be permissible within the Special Flood Hazard Area if no feasible alternative site is available. Critical facilities constructed within the Special Flood Hazard Area shall have the lowest floor elevated three feet above BFE or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility shall also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that hazardous materials will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the base flood elevation shall be provided to all critical facilities to the extent possible. [Ord. 5746, 9/29/10]

6.114 Standards for Shallow Flooding Areas. Shallow flooding areas appear on FIRMs as AO Zones with depth designations or as AH Zones with Base Flood Elevations. For AO Zones the base flood depths range from one (1) to three (3) feet above the ground where a clearly defined channel does not exist, or where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is usually characterized as sheet flow.

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For both AO and AH Zones, adequate drainage paths are required around structures on slopes to guide floodwaters around and away from proposed structures.

- (1) Standards for AH Zones. Development with AH Zones must comply with the standards found in Sections 6.100 through 6.125
- (2) Standard for AO Zones. The following provisions apply in addition to the requirements in Section 6.100 through 6.125:
 - (a) New construction, conversion to, and substantial improvements of residential structures and manufactured dwellings within AO Zones shall have the lowest floor, including basement, elevated one foot above the highest grade adjacent to the building, at a minimum to or above the depth number specified on the Flood Insurance Rate Map (FIRM) (at least two feet if no depth number is specified). For manufactured dwellings the lowest floor is considered to be the bottom of the longitudinal chassis frame beam.
 - (b) New construction, conversion to, and substantial improvements of non-residential structures within AO Zones shall either:
 - (i) Have the lowest floor (including basement) elevated above the highest adjacent grade of the building site, at minimum to or above one foot above the depth number specified on the Flood Insurance Rate Map (FIRM) (at least of two feet if no depth number above the highest adjacent grade if no depth number is specified); or
 - (ii) Together with attendant utility and sanitary facilities, be completely floodproofed to or above one foot above the depth number specified on the FIRM, or a minimum of two feet above the highest adjacent grade if no depth number is specified, so that any space below that level is water tight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrodynamic loads and the effects of buoyancy. If this method is used, compliance shall be certified by a registered professional engineer or architect as stated in Section 6.118(2).
 - (c) Recreational vehicles placed on sites within AO Zones on the community's Flood Insurance Rate Maps (FIRM) shall either:
 - (i) Be on the site for fewer than 180 consecutive days, and
 - (ii) Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
 - (iii) Meet the elevation requirements of Section 6.114(2)(a), and the anchoring and other requirements for manufactured dwellings of Section 6.123.
 - (d) In AO Zones, new and substantially improved accessory structures must comply with the standards in Section 6.121.
 - (e) In AO zones, enclosed areas beneath elevated structures must comply with the requirements in Section 6.115.

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6.115 Flood Openings. All new construction and substantial improvements with fully enclosed areas below the lowest floor (excluding basements) are subject to the following requirements. Enclosed areas below the Base Flood Elevation, including crawlspaces shall:

- (1) Be designed to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters;
- (2) Be used solely for parking, storage, or building access;
- (3) Be certified by a registered professional engineer or architect or meet or exceed all of the following minimum criteria:
 - (a) A minimum of two openings,
 - (b) The total net area of non-engineered openings shall be not less than one (1) square inch for each square foot of enclosed area, where the enclosed area is measured on the exterior of the enclosure walls,
 - (c) The bottom of all openings shall be no higher than one-foot above grade.
 - (d) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they shall allow the automatic flow of floodwater into and out of the enclosed areas and shall be accounted for in the determination of the net open area.
 - (e) All additional higher standards for flood openings in the State of Oregon Residential Specialty Codes Section R322.2.2 shall be complied with when applicable.

6.116 Below-Grade Crawlspaces: The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Hydrostatic loads and the effects of buoyancy can usually be addressed through the required flood openings stated in Section 6.115. Because of hydrodynamic loads, crawlspace construction is not allowed in areas with flood velocities greater than five feet per second unless the design is reviewed and approved by a qualified design professional, such as a registered architect or professional engineer. Other types of foundations are recommended for these areas.

- (1) The crawlspace is an enclosed area below the Base Flood Elevation (BFE) and, as such, must have openings that equalize hydrostatic pressures by allowing the automatic entry and exit of floodwaters. The bottom of each flood vent opening can be no more than one foot above the lowest adjacent exterior grade.
- (2) Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawlspace used to elevate the building, but also any joists, insulation, or other materials that extend below the BFE. The recommended construction practice is to elevate the bottom of joists and all insulation above the BFE.
- (3) Any building utility systems within the crawlspace must be elevated above to one foot above the BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork, in particular, must either be placed one foot above the BFE or sealed from floodwaters.
- (4) The interior grade of a crawlspace below the BFE must not be more than two feet below the lowest adjacent exterior grade.
- (5) The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the top of the crawlspace foundation wall must not exceed four feet at any point. The height limitation is the maximum allowed unsupported wall height according to the engineering analyses and building code requirements for flood hazard areas.
- (6) There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles or gravel or crushed stone drainage by gravity or mechanical means.

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(7) The velocity of floodwaters at the site shall not exceed five feet per second for any crawlspace. For velocities in excess of five feet per second, other foundation types are required be used.

6.1206.117

Building Standards. Applications for building permits within the Special Flood Hazard Area, as established in Section 6.080, shall be reviewed by the Building Official pursuant to locally adopted state building codes. In addition to building code criteria, all development in the Special Flood Hazard Area, ~~except that exempted in Section 6.094,~~ is subject to the following building standards:

[Ord. 5746, 9/29/10]

- (1) Property owners or developers shall file with the City ~~three~~ two elevation certificates in a format that is acceptable to FEMA. These certificates must be approved by the Building Official, prepared by a registered surveyor or professional engineer, architect or surveyor, and maintained for public inspection.
 - (a) A Pre-Construction Elevation Certificate shall be submitted and approved prior to setback and foundation inspection approval.
 - (b) A “Building Under Construction” Elevation Certificate shall be submitted and approved after the foundation is in place, but prior to further vertical construction. This allows the floodplain administrator the chance to review the lowest floor elevation and require any corrections before construction is finished.
 - (c) A Post-Construction Elevation Certificate shall be submitted and approved prior to final inspection approval for all building permits when the Pre-Construction Elevation Certificate shows the building site to be within a Special Flood Hazard Area and lowest adjacent grade to be at or below the base flood elevation (BFE). The Post-Construction certificate must contain: 1) the actual elevation (in relation to mean sea level) of the lowest floor including basement of all new or substantially improved structures; 2) the elevation of any flood proofing; and 3) whether or not the structure contains a basement.
- (2) New construction, conversion to, and substantial improvement of any residential structure shall have the lowest floor (including basement) elevated to or above one foot above the Base Flood Elevation for the 100-year flood as determined by the effective Flood Insurance Study. ~~The lowest floor, including basement, of any proposed structure (including residential and non-residential structures) shall be placed at least one (1) foot above the 100-year flood as determined by the latest Flood Insurance Study.~~
- (3) Enclosed areas below the lowest floor shall comply with the flood opening requirements in Section 6.115.
- (4) When elevation data is not available either through the Flood Insurance Study, FIRM, or from other sources of floodplain and floodway data as described in Section 6.080, applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., when available. When no base flood elevation data is available, the elevation requirement for development proposals within a riverine unnumbered A zone is a minimum of two (2) feet above the highest adjacent grade, to be reasonably safe from flooding.
- (5) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- (6) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
- (7) Electrical, heating, ventilation, plumbing, duct systems, and other ~~and air conditioning~~ equipment and ~~other~~ service facilities shall be ~~designed and/or otherwise~~ designed and/or otherwise elevated to one foot above the base flood elevation or shall be designed and installed to prevent water from entering or accumulating within the components and to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during conditions of flooding. ~~In addition, electrical, heating, ventilation, air-conditioning,~~

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plumbing, duct systems, and other equipment and service facilities shall meet all the requirements of this section if replaced as part of a substantial improvement. or located so as to prevent water from entering or accumulating within the components during a flood.

- (8) All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, and shall be installed or constructed using materials, methods, and practices that minimize flood damage.
- (9) All manufactured dwellings shall be anchored per Section 6.123.
- (10) All new and replacement ~~public~~ water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- (11) All new and replacement ~~public~~ sanitary sewer systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharges from the system into flood water. On site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding consistent with Oregon Department of Environmental Quality requirements.
- (12) If floodproofing methods are required as per Section 6.118(2) ~~6.121(2)~~, the property owners or developers shall file with the City a certification by a registered professional engineer or architect that the floodproofing methods meet or exceed FEMA standards. The City will maintain the certification available for public inspection. [Ord. 5146, 9/14/94; Ord. 5281, 3/26/97]
- (13) Underground tanks shall be anchored to prevent flotation, collapse, and lateral movement under conditions of the base flood. Above-ground tanks shall be installed at or above one foot above the base flood elevation or shall be anchored to prevent flotation, collapse, and lateral movement under conditions of the base flood.
- (14) In coordination with the State of Oregon Specialty Codes:
 - i. When a structure is located in multiple flood zones on the community's Flood Insurance Rate Maps (FIRM) the provisions for the more restrictive flood zone shall apply.
 - ii. When a structure is partially located in a special flood hazard area, the entire structure shall meet the requirements for new construction and substantial improvements.

~~6.121~~ 6.118

Flood Hazard Reduction Standards for Structures. All applicable flood hazard reduction measures are required and must be certified as required in Section 6.117(1) and (14) ~~6.120 (1) and (10)~~ above to at least meet the following standards ~~(these standards do not apply to structures exempted in Section 6.122):~~

[Ord. 5746, 9/29/10]

- (1) In all structures that will not be floodproofed, as described in 6.118(2) ~~6.121(2)~~, fully enclosed areas below the lowest floor (crawlspaces, parking areas or building access) and lower than one foot above the 100-year flood level must meet or exceed the following criteria:
 - ~~(a) Provide flood openings per Section 6.115. At least two openings, having a total net area of not less than one square inch for every square foot of enclosed area, subject to flooding, shall be provided.~~
 - ~~(b) The bottom of all openings shall be no higher than one foot above grade.~~
 - ~~(c) Openings may be equipped with screens, louvers, or other coverings or devices, provided that they permit the automatic entry and exit of floodwaters.~~
 - (a) The interior grade below the BFE must not be more than two (2) feet below the lowest adjacent exterior grade.
 - (b) The height of the below-grade area, measured from the interior grade to the top of the foundation wall must not exceed four (4) feet at any point.

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- (c) There must be an adequate drainage system that removes floodwaters from the interior area. The enclosed area should be drained within a reasonable time after a flood event.
 - (d) It will be used solely for parking vehicles, limited storage, or access to the building and will never be used for human habitation.
 - (e) The property owner of the building shall sign and record on the title to the property a non-conversion agreement, guaranteeing not to improve, finish, or otherwise convert the enclosed area below the lowest floor and lower than one-foot above the 100-year flood level and granting the City the right to inspect the enclosed area.
- (2) Nonresidential new construction, conversion to, and substantial improvement of any commercial, industrial, or other non-residential structure ~~construction~~ meeting the certification requirements of Section 6.117 (1) and (14) ~~6.120 (1) and (10)~~ can have the lowest floor and attendant utility and sanitary facilities located lower than one foot above the 100-year flood elevation if all of the following is met:
- (a) The structure is floodproofed so that areas lower than one foot above the 100-year flood level are watertight with walls substantially impermeable to the passage of water.
 - (b) The structure has structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
 - (c) ~~The applicant is notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level.~~ Applicants floodproofing non-residential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g. building floodproofed to the base flood level will be rated as one foot below.
 - (d) The applicant files a certification by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. The certification shall be provided to the Floodplain Administrator ~~Building Official~~ as set forth in Section 6.117(1) ~~6.120(1)~~. [Ord. 5146, 9/14/94; Ord. 5281, 3/26/97]
 - (e) Non-residential structures that are elevated, not floodproofed, shall comply with the standards for enclosed areas below the lowest floor in Section 6.115.
 - (f) Applicants floodproofing non-residential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g. building floodproofed to the base flood level will be rated as one foot below.
 - (g) Applicant supply a Maintenance Plan for the entire structure to include but not limited to: exterior envelope of structure; all penetrations to the exterior of the structure; all shields, gates, barriers, or components designed to provide floodproofing protection to the structure; all seals or gaskets for shields, gates, barriers, or components; and, the location of all shields, gates, barriers, and components as well as all associated hardware, and any materials or specialized tools necessary to seal the structure.
 - (h) Applicant supply an Emergency Action Plan (EAP) for the installation and sealing of the structure prior to a flooding event that clearly identifies what triggers the EAP and who is responsible for enacting the EAP. [Ord. 5875, 10/28/16]

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~~6.122~~6.121 Accessory Buildings. Accessory structures in Special Flood Hazard Areas (100-year floodplain) that represent a minimal investment are exempt from the standards of ~~ADC Section 6.117 and 6.118~~ 6.120 and 6.121. The following standards and all other regulations that apply to development in floodplain areas apply to those buildings. The definition of “minimal investment” for the purposes of this section is a building that costs less than \$10,000 in labor and materials to construct. The value of a proposed building will be the value stated on the application for building permits.

- (1) Accessory structures shall not be used for human habitation, and must only be used for parking, access, and/or storage.
- (2) Accessory structures shall be designed to have low flood damage potential.
- (3) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters.
- (4) Accessory structures shall be firmly anchored to prevent flotation, collapse, and lateral movement of the structure from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood that may result in damage to other structures.
- (5) Service facilities such as electrical, mechanical, and other service facilities ~~heating equipment~~ shall be elevated and/or floodproofed to at least one foot above the Base Flood Elevation.
- ~~(6) Accessory structures are limited to one-story structures less than 600 square feet.~~
- ~~(7) The portions of accessory structures located below the Base Flood Elevation must be built using flood resistant materials.~~
- ~~(8) Accessory structures must be designed and constructed to equalize hydrostatic flood forces on exterior walls and comply with the requirements for flood openings in Section 6.115.~~
- ~~(9) Accessory structures shall not be used to store toxic material, oil, or gasoline, or any priority persistent pollutant identified by the Oregon Department of Environmental Quality unless confined in a tank installed in compliance with Section 6.117.~~
- ~~(8) Accessory structures located partially or entirely within the floodway must comply with requirements for development within a floodway found in Section 6.100.~~

[Ord. 5281, 3/26/97]

~~6.122~~ Garages. Attached garages may be constructed with the garage floor slab below the Base Flood Elevation (BFE) in riverine flood zones if the following requirements are met:

- ~~(1) If located within a floodway the proposed garage must comply with the requirements of Section 6.100.~~
- ~~(2) The floor is at or above grade on at least one side;~~
- ~~(3) The garage is used solely for parking, building access, and/or storage~~
- ~~(4) The garage is constructed with flood openings in compliance with Section 6.115 to equalize hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwaters.~~
- ~~(5) The portions of the garage constructed below the BFE are constructed with materials resistant to flood damage;~~
- ~~(6) The garage is constructed in compliance with the standards of Sections 6.117 and 6.118; and~~
- ~~(7) The garage is constructed with electrical and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood, or be elevated to at least one foot above the Base Flood Elevation.~~

Detached garages must be constructed in compliance with the standards for accessory structures in Section 6.121 or non-residential structures in Section 6.118(2) depending on the square footage of the garage.

6.123 Manufactured Homes Dwellings. ~~New and replacement manufactured dwellings fall within the scope of the Building Codes. All new manufactured dwellings and replacement manufactured dwellings shall be installed using methods and practices that minimize flood damage and shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement. Methods of anchoring include, but are not limited to, use of over the top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.~~ Manufactured dwellings to be placed (new or replacement) or substantially improved that are supported on solid foundation walls shall be constructed with flood openings that comply with Section 6.115.

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The bottom of the longitudinal chassis frame beam shall be at or elevated one foot above the Base Flood Elevation.

Manufactured dwellings to be placed (new or replacement) or substantially improved shall be anchored to prevent flotation, collapse, and lateral movement during the base flood. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (reference FEMA’s “Manufactured Home Installation in Flood Hazard Areas” guidebook for additional techniques); and

Electrical crossover connections shall be a minimum of one foot above Base Flood Elevation (BFE).

[Ord. 5338, 1/28/98; Ord. 5746, 9/29/10]

6.124 Recreational Vehicles. Recreational vehicles placed on sites within the Special Flood Hazard Area (all A Zones and floodway) ~~flood fringe~~ are required to either:

[Ord. 5746, 9/29/10]

- (1) Be on the site for fewer than 180 consecutive days; or
- (2) Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
- (3) Meet the requirements of Section 6.123, including the anchoring and elevation requirements ~~of Section 6.123~~ for manufactured ~~dwellings~~ homes.

6.125 Flood Fringe Fencing and Wall Standards. Certain types of fences and garden walls may be allowed in the flood fringe of the Special Flood Hazard Area (100-year floodplain). All fences and garden walls constructed within the flood fringe must not obstruct the entry and exit of floodwater, through their design and construction. All fences and walls ~~are prohibited~~ in the floodway must comply with the requirements of Section 6.100. [Ord. 5746, 9/29/10]

Table 6.125-1 below is provided to assist in selecting appropriate fencing in the flood fringe. All fences and walls also must meet the standards in other sections of the Code.

[Ord. 5746, 9/29/10; Ord. 5947, 1/01/21]

TABLE 6.125-1. Fence type selection for flood fringe areas.

Fence Type	<u>Allowed in</u> Flood Fringe Areas
Open barbless wire; Open pipe or rail; Other wire, pipe or rail (e.g. field fence, chicken wire, etc.); Chain link (1)	No permit required <u>Yes</u>
Wood fences (2)	No permit required <u>Yes</u>
Solid fences and freestanding walls, such as masonry (3)	Permit required, must have openings at and below BFE
Other fences (4)	Permit required, must have openings at and below BFE

[Ord. 5947, 1/01/21]

- (1) Acceptable materials and installation methods that allow for the entry and exit of floodwater.
- (2) Wood fence boards should be spaced to allow for the entry and exit of floodwater.
- (3) Solid fences and freestanding walls must include a flap or opening in the areas at or below the Base Flood Elevation at least once every three fence panels or 24 feet, whichever is less. Fences less than 24 feet in length shall have at least one flap or opening in the areas at or below the Base Flood elevation. The minimum dimensions of the flap or opening shall not be less than 12"x12" or 8"x18". Openings shall not include any screening of any type or size. If flaps are used, they may be secured to allow closure

Proposed additions to the Albany Development Code are shown in red underline and deletions in ~~strike-out~~. Sections not being amended are not shown unless needed for context.

during normal use, but must be capable of self-release and opening to full dimensions when under pressure of no greater than 30 pounds per sq. ft. These standards do not apply to retaining walls which shall meet the same standards as other building, paving, and grading activities.

Solid fences and walls constructed within Zone A, where the base flood elevation has not been determined, can use other sources of floodplain and floodway data to determine base flood elevations and boundaries as described in Section 6.080, or the openings can be placed within one foot of the finished grade along the fence alignment.

- (4) Other fence materials and construction that would restrict the flow of floodwaters will require a permit so they can be reviewed and adapted to meet the intent of this section of the Code.



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

Staff Report

Article 6 Floodplain Development Code Amendments

Planning File: DC-02-24

May 6, 2024

HEARING BODIES:	Planning Commission	City Council
HEARING DATES:	Monday, May 13, 2024	Wednesday, June 12, 2024
HEARING TIMES:	5:15 p.m.	6:00 p.m.
HEARING LOCATION:	Council Chambers, Albany City Hall, 333 Broadalbin Street SW	
VIRTUAL OPTIONS:	Instructions to attend the hearings and provide comments will be provided on the applicable agenda.	
STAFF REPORT PREPARED BY:	Jennifer Cepello, Planner III	

Application Information

Proposal:	The proposed legislative amendments would amend Article 6 of the Albany Development Code to become compliant with the State’s minimum regulations.
Applicant:	Albany Community Development Department, 333 Broadalbin Street SW, Albany, OR 97321
Location:	Legislative amendments; not site specific

Overview

The Oregon Model Flood Hazard Ordinance was developed in cooperation with FEMA to help communities achieve compliance with the minimum NFIP and state standards for floodplain management. FEMA approved the model ordinance in August of 2019 with updates approved in October 2020. In 2019 the City of Albany participated in a Community Assistance Visit (CAV) with Oregon Department of Land Conservation and Development’s NFIP coordinator in which it was determined that Albany’s Floodplain Ordinance was no longer compliant with the State’s minimum requirements. The proposed amendments will align the City’s Floodplain ordinance with Oregon’s Model Flood Hazard Ordinance.

Summary of Proposed Changes

The City of Albany is proposing to amend its floodplain ordinance to comply with FEMA approved Oregon Model Flood Hazard Ordinance.

The specific proposed amendments are attached as Exhibits and areas of amendments are listed below. In the exhibits, proposed new text is shown in red underline print and proposed deleted text is ~~in black strike out font~~.

Commentary boxes in the attached exhibits provide context for the proposed amendments. Should the proposed amendments be approved, the text boxes with the explanations will be removed and the approved amendments made part of the ADC.



Exhibit A: Albany Development Code

- Article 6, Natural Resource Districts: Floodplain

Notice Information

Public notice was issued in accordance with legislative amendment requirements in the ADC Section 1.260. Specifically,

- Notice was provided to the Oregon Department of Land Conservation and Development (DLCD) on March 25, 2023, at least 35 days before the first evidentiary hearing, in accordance with Oregon Administrative Rule (OAR) 660-018-0020 and the ADC.
- Notice of the proposed amendments was emailed on April 29, 2024, to Linn County, Benton County, and Cascades West Council of Governments.
- Notice of the public hearings was published in the *Albany Democrat-Herald* on April 27, 2024, two weeks before the first public hearing on May 13, 2024.

As of the date of this report, the Community Development Department has not received any written testimony.

Analysis of Development Code Criteria

The ADC includes the following review criteria in Section 2.290, which must be met for these legislative amendments to be approved. Code criteria are written in *bold italics* and are followed by findings and conclusions.

Development Code Amendments Review Criteria (ADC 2.290)

Criterion 1: The proposed amendments better achieve the goals and policies of the Comprehensive Plan than the existing language.

Findings of Fact

- 1.1 The applicable Albany Comprehensive Plan and Statewide Planning goals and policies are provided below in **bold** print and are followed by findings of fact and conclusions.

Goal 1, Citizen Involvement: To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

Goal: Ensure that local citizens and other affected groups, neighborhoods, agencies, and jurisdictions are involved in every phase of the planning process.

Applicable Policies:

2. When making land use and other planning decisions:
 - a. Actively seek input from all points of view from citizens and agencies and assure that interested parties from all areas of the Urban Growth Boundary have the opportunity to participate.
 - b. Utilize all criteria relevant to the issue.
 - c. Ensure the long-range interests of the general public are considered.
 - d. Give particular attention to input provided by the public.
 - e. Where opposing viewpoints are expressed, attempt to reach consensus where possible.
4. Ensure information is made available to the public concerning development regulations, land use, and other planning matters including ways they can effectively participate in the planning process.

- 1.2 Public notice and hearings were held in accordance with Oregon Administrative Rules (OAR) and ADC 1.260. Public involvement for the amendments in planning file DC-02-24, included public notice as required in the OAR and in ADC Section 1.260. Specifically, notice was sent to the Department of Land Conservation and Development on March 25, 2024; notice of public hearings was mailed April 29, 2024, to Benton County and

Linn County, and notice was published in the Albany Democrat Herald on April 27, 2027. Two public hearings are scheduled – May 13, 2024 (planning commission), and June 12, 2024 (city council).

- 1.3 Information was made available to the public regarding the proposed development code amendments to enable public participation in the planning process by posting the staff report on the City's website on May 6, 2024, at least seven days before the first public hearing.

Statewide Planning Goal 2, Land Use Planning: To establish a land use planning process and policy framework as a basis for all decisions and actions related to the use of land and to assure an adequate factual bases for such decisions.

Goal 3: Incorporates the most recent and reliable information.

Goal 4: Remains consistent with state laws and administrative rules.

- 1.4 The Albany Development Code serves as the principal vehicle for implementing the Comprehensive Plan.
- 1.5 The Oregon Model Flood Hazard Ordinance was developed in cooperation with FEMA to help communities achieve compliance with the minimum NFIP and state standards for floodplain management. FEMA approved the model ordinance in August of 2019 with additional updates approved in October 2020.
- 1.6 The proposed amendments to Section 6 of Albany Development Code (ADC) will align existing floodplain ordinance with the Oregon Model Flood Hazard Ordinance.
- 1.7 The proposed amendments are based upon the most recent Department of Land Conservation and Development's Oregon Model Flood Hazard Ordinance and are intended to ensure consistency with state and federal laws.

Goal 7, Flood Hazards & Hillside: Protect life and property from natural disasters and hazards.

Policy 1: Continue to participate in the National Flood Insurance Program and comply with applicable standards.

Policy 2: Review any development that could potentially affect the floodway or increase the area subject to Special Flood Hazard Area (100-year floodplain), unless otherwise exempted.

Policy 3: Restrict new development (including fencing, grading, fill, excavation, and paving) from locating within floodways that would result in an increase in base-year flood levels. If it can be determined that there will be no increase in base-year flood levels, then the following uses may be considered;

- a. Public and private parks and recreational uses.
- b. Other uses, which would not involve the construction of permanent or habitable structures.
- c. Water-dependent structures such as docks, piers, bridges, and floating marinas.

Policy 4: Concurrent with new development, and when appropriate, secure dedications and easements adequate for channel maintenance and conveyance of storm water along natural drainageways and where identified on adopted master plans, secure easements for public open space, and future recreation use along all floodways and natural permanent drainageways.

Policy 5: Recognize that development within areas subject to flooding is subject to regulations to protect life and property and that certain types of development may not be allowed.

Policy 6: Ensure that development proposals in the flood fringe and adjacent to drainageways are consistent with Federal Emergency Management Agency (FEMA) and other applicable local regulations in order to minimize potential flood damage. Development proposals in areas subject to flooding may be reviewed according to the following criteria:

- a. Proposed development activities shall not change the flow of surface water during flooding so as to endanger property in the area. Special engineering reports on the changes in water flow and potential damage which may be caused as a result of proposed activities may be required. If necessary, local

drainage shall be improved to control increased runoff that might increase the danger of flooding to other property.

- b. Impacts on significant fish and wildlife habitat have been considered and appropriate protection measures included in project design.
- c. Problems of ponding, poor drainage, high water table, soil instability, or exposure to other flood hazards have been identified and mitigated. Evaluations and mitigating measures shall be based on a base year flood and wet seasons characteristics.
- d. If adjacent to a designated floodway, the development shall be designed to use the natural amenities of the floodway including open space, scenic views, and vegetation in accordance with an approved site plan.

Policy 9: Ensure that any filing or construction within the floodplain meets the following criteria:

- a. Require that a floodplain development permit is issued prior to any grading, fill, excavation, or paving activity, unless otherwise exempted, and that all grading, fill, excavation, or paving is engineered and compacted to applicable standards. Grading, fill, excavation, or paving areas for dwellings shall have engineering certification that loading rates are adequate for dwellings.
- b. The lowest finished floor elevation shall be built at least one (1) foot above the base-year flood level. Special engineering reports or structural work may be required.
- c. Require property owners or developers to file an elevation certification approved by the local community permit official, registered professional engineer, architect, or surveyor indicating elevation of the surrounding grade or lowest habitable floor (including basement) of all new residential structures. This information shall be maintained to indicate compliance with Federal Emergency Management Agency (FEMA) regulations.

Policy 10: For construction, remodeling, or major repairs to structures (including prefabricated and mobile homes) within the floodplain, review building permits to ensure that:

- a. Building location and grading are designed to protect the structure during the base year flood;
- b. Construction materials and utility equipment are resistant to flood damage.
- c. Construction methods and practices will minimize flood damage.
- d. Where appropriate, structures are designed or modified to prevent flotation, collapse, or lateral movement of the structure.

Policy 11: Development approval within the flood fringe shall be reviewed to protect property and public safety and significant natural values.

- 1.8 In 2019 the City of Albany participated in a Community Assistance Visit (CAV) with DLCD to ensure compliance with the State's and the NFIP floodplain requirements. It was through this process that it was found that the ADC was out of compliance with the most recent floodplain requirements.
- 1.9 The proposed amendments will update the existing floodplain regulations in Article 6 to meet the standards set by the State of Oregon and the NFIP, by aligning the ADC with the Oregon Model Floodplain Ordinance.
- 1.10 In general, the proposed amendments to the development code are intended to improve the land use process rather than significantly change the outcomes. The proposed amendments are intended to ensure consistency with state law by providing the most recent and reliable information.

Conclusions: Development Code Amendments Criterion 1

- 1.1 The proposed ADC amendments are consistent with the applicable Comprehensive Plan goals and policies in the Comprehensive Plan related to citizen involvement, land use planning, flood hazards, and urbanization.

- 1.2 The proposed text amendment will update the ADC's floodplain ordinance to be consistent with Federal Emergency Management Agency's (FEMA) minimum NFIP and State floodplain requirements.
- 1.3 This review criterion is met.

Criterion 2: The proposed amendments are consistent with Development Code policies on purpose and with the purpose statements for the base zone, special purpose districts, or development regulation where the amendment is proposed.

Findings of Fact

- 2.1 ADC amendments must be consistent with the policies and purpose statements for the affected base zones or development regulations where the amendments are proposed.
- 2.2 Section 1.020, the general purpose of the Albany Development Code is to: *set forth and coordinate City regulations governing the development and use of land. The Code is more specifically intended to do the following (applicable listed):*
1. *Serve as the principal vehicle for implementation of the City's Comprehensive Plan in a manner that protects the health, safety, and welfare of the citizens of Albany.*
 2. *Satisfy relevant requirements of federal law, state law, statewide goals, and administrative rules.*
 3. *Facilitate prompt review of development proposals and the application of clear and specific standards.*
 8. *Require that permitted uses and development designs provide reasonable protection from fire, flood, landslide, erosion, or other natural hazards, as well as prevent the spread of blight, and help prevent crime.*
- 2.3 The purpose of the Floodplain overlay district (/FP) standards in the ADC are to *"manage development in the floodplain in a way that promotes public and environmental health and safety and minimize the economic loss and social disruption caused by impending flood events."*
- 2.4 The proposed text amendments will bring the City of Albany's floodplain ordinance into alignment with the Oregon Model Floodplain Ordinance and the NFIP standards and requirements.
- 2.5 The following amendments are proposed for the floodplain ordinance to comply with the Oregon Model Floodplain Ordinance:
Addition of:
- Statutory Authority
 - Methods of Reducing Flood Losses
 - New definitions
 - Coordination with State of Oregon Specialty Codes
 - Compliance
 - Penalties for Noncompliance
 - Severability
 - Interpretation
 - Variance Procedure
 - Tanks
 - Uses of Other Base Flood Data
 - Structures Located in Multiple or Partial Flood Zones
 - Flood Openings
 - Garages
 - Before Regulatory Floodway
 - Standards for Shallow Flooding Areas
 - Standards for AH Zones

- Standards for AO Zones

Updates of:

- Statement of Purpose
- Basis of Establishing the Special Flood Hazard Areas
- Designation of the Floodplain Administrator
- Duties and Responsibilities of the Floodplain Administrator
- Permit Review
- Information to be Obtained and Maintained
- Community Boundary Alterations
- Watercourse Alterations
- Requirement to Submit New Technical Data
- Substantial Improvement and Substantial Damage Assessments and Determinations
- Floodplain Development Permit Required
- Application for Development Permit
- Anchoring
- Electrical, Mechanical, Plumbing, and Other Equipment
- Land Divisions/Subdivisions
- Residential Construction
- Non-Residential Construction
- Manufactured Dwellings
- Accessory Structures

- 2.4 The proposed amendments are consistent with the FEMA's minimum NFIP and State floodplain requirements.
- 2.5 The proposed amendments comply with state law and are consistent with the Plan. Thus, they are consistent with the provisions of ADC 1.050 – Consistency with Plan and Laws.
- 2.6 Amendments to the ADC are needed to comply with state floodplain regulations and align with the Oregon Model Floodplain Ordinance.

Conclusions: Development Code Amendment Criterion 2

- 2-1 The proposed Development Code amendments are consistent with applicable purpose statements, special purpose districts, or development regulations where amendments are proposed in Article 6.
- 2-2 Based on the above analysis, this criterion is satisfied.

Overall Conclusions

Based on the analysis in this report, the proposed Development Code amendments meet the applicable review criteria as outlined in this report.

The Planning Commission has two options with respect to the proposed Development Code amendments:

Option 1: Recommend that the City Council approve the amendment requests as presented; or

Option 2: Recommend the City Council approve the proposed amendments as modified by the Planning Commission.

Staff Recommendation

Based on the staff recommendation, the following motion is suggested:

I move that the Planning Commission recommend that the City Council approve the proposed Albany Development Code amendments detailed in planning file DC-02-24.

This motion is based on the findings and conclusions in the May 6, 2024, staff report, and the findings in support of the application made by the Planning Commission during deliberations on this matter.

Attachments

Exhibit A: Albany Development Code Amendments

Exhibit B: Oregon Model Floodplain Ordinance

Acronyms

ADC	Albany Development Code
AMC	Albany Municipal Code
CAV	Community Assistance Visit
DC	Development Code Text Amendment File Designation
DLCD	Oregon Department of Land Conservation and Development
FEMA	Federal Emergency Management Agency
FIS	Flood Insurance Study
/FP	Floodplain Overlay
LUBA	Oregon Land Use Board of Appeals
NFIP	National Flood Insurance Program
OAR	Oregon Administrative Rule
ORS	Oregon Revised Statutes



MEMO

TO: Albany City Council *AR 7/3*

VIA: Peter Troedsson, City Manager
Chris Bailey, Public Works Director *CB*

FROM: Robb Romeo, Transportation Manager *RR*

DATE: June 27, 2024, for the July 10, 2024, City Council Meeting

SUBJECT: Award of Contract for AR-24-22 and Approve Grant Submission and Acceptance
Relates to Strategic Plan theme: A Safe City; An Effective Government

Action Requested:

Staff recommends that the Council award, by motion, a contract for AR-24-22, Install Runway 16-34 Precision Approach Path Indicator (PAPI) and Install Taxiway A Lighting in the amount of \$843,192 to the low bidder, Kunert Electric, LLC, of Roseburg, OR contingent upon the award of a Federal Aviation Administration (FAA) grant for this project.

Staff also recommends council authorize, by resolution (Attachment 2), submission of an application to the FAA for federal funds to complete the Runway 16-34 PAPI and Taxiway A Lighting Improvement Project.

Discussion:

On Wednesday, June 26, 2024, bids were opened for AR-24-22, Install Runway 16-34 PAPI and Install Taxiway A Lighting. There was one bid submitted for this project in the amount of \$843,192.00. The engineer's estimate was \$1,100,000 - \$1,300,000. A bid summary is provided as Attachment 1.

Project Description

The 2016 Airport Master Plan identified needed improvements at the Albany Municipal Airport to include the replacement of the existing runway Visual Approach Slope Indicator (VASI) system with a PAPI system and install taxiway lighting. These lighting systems aid pilots in their approach to landing and visual assistance at night along the taxiway. The existing VASI system is becoming obsolete and more difficult, if not impossible, to find replacement parts. The PAPI systems are easier for pilots to read and more accurate than the VASI. Both lighting systems would improve pilot safety. This project included a base bid schedule to replace the VASI system with a PAPI system and an additive bid schedule to add edgeway lighting to the taxiway. Additionally, this project includes the design and engineering services by the City's engineering consulting firm, Precision Approach Engineering Inc., who specialize in managing FAA grant funded construction projects at the airport.

Funding Process

The PAPI and Taxiway project will be funded through an FAA grant, which typically requires a 10 percent local match. The FAA has a somewhat unique process for awarding funding for major capital projects that is different from other grant processes. The FAA works with several funding sources and attempts to fund as many capital projects across the northwest region as possible from available funds. Thus, they wait until projects are bid before the grant process begins to know the precise dollar amounts involved. Compared to the typical City grant process, these steps are out of order. AR-24-22 has been bid and the dollar amount communicated



to the FAA along with the estimated costs for engineering services for design and construction oversight. Staff also identified other funding for this project through the state of Oregon’s Critical Oregon Airport Relief (COAR) grant program. On February 14, 2024, council authorized, by resolution, acceptance of the COAR grant, which will pay up to 90 percent of Albany’s local match requirement, reducing the City’s match amount to 1 percent of the total project cost.

Summary of Total Estimated Project Cost

Based on the project bid and anticipated engineering costs, the total estimated project cost is \$1,176,292. A summary of estimated costs and funding sources is shown in the table below.

Project Elements	Estimated Costs
Project Costs:	
PAPI and Taxiway Lighting Construction	\$843,192
Engineering Services	\$333,100
Total Project	\$1,176,292
Funding Sources:	
FAA Grant (90%)	\$1,058,663
COAR Grant (9%)	\$105,866
City Airport Capital (1%)	\$11,763

Staff recommends that council award the construction contract in the amount of \$843,192 to Kunert Electric, contingent upon the award of a FAA grant; and authorize, by resolution, the submission of a grant application and acceptance of FAA grant funds in the amount of \$1,058,663 to complete the Runway 16-34 PAPI and Taxiway A Lighting Improvement Project.

Budget Impact:

This project will be funded by FAA and COAR grants covering 99 percent of the project costs with the remaining 1 percent (\$11,763) from the Airport Capital Projects fund (21140005). There are sufficient Airport capital funds to complete this project.

RR:kc

Attachments (2)



CITY OF ALBANY, OREGON
Public Works Department
Construction Contract Bids

Project: AR-24-22, Install Runway 16-34 PAPI; Install Taxiway A Lighting

Bid Opening: Wednesday, June 26, 2024

Engineer's Estimate	Kunert Electric LLC (Roseberg, OR)
\$1,100,000-1,300,000	\$843,192.00



RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY OF ALBANY TO SUBMIT A GRANT APPLICATION FOR FEDERAL AVIATION ADMINISTRATION FUNDS AND A COMMITMENT TO PROVIDE THE REQUIRED LOCAL MATCH

WHEREAS, the City of Albany is eligible to receive Federal Aviation Administration (FAA) grant funds; and

WHEREAS, approval of the FAA is required to expend these funds on capital projects for the benefit of Albany Municipal Airport; and

WHEREAS, a receipt of these funds will allow for installation of Precision Approach Path Indicator (PAPI) system and taxiway lighting which is estimated to cost \$1,176,292; and

WHEREAS, a 10 percent local match is required for FAA grant funds; and

WHEREAS, the City of Albany has accepted a Critical Oregon Airport Relieve (COAR) grant to fund 90 percent of the required 10 percent match; and

WHEREAS, this application for Federal Aviation Administration funding will request \$1,058,663 for costs associated with the construction and engineering services for this project with a COAR Grant covering \$105,866 of project costs and the City of Albany required local match of \$11,763.

NOW, THEREFORE, BE IT RESOLVED that the City of Albany approves and endorses the submittal of a grant application to the FAA for the purpose of constructing PAPI and taxiway lighting.

DATED AND EFFECTIVE THIS 10TH DAY OF JULY 2024.

Mayor

ATTEST:

City Clerk



MEMO

TO: Albany City Council

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

FROM: Kinzi McIntosh, Central Services Support Specialist *KM*

DATE: June 24, 2024, for the July 10, 2024, City Council Meeting

SUBJECT: Resignations from Citizen Advisory Groups
Relates to Strategic Plan theme: An Effective Government

Action Requested:

Council acceptance of the following resignations from the citizen advisory groups:

Airport Commission

- Gar Burroughs (position appointed by Councilor Kopczynski; current term ends 12/31/24)

Arts Commission

- Sandra Alma (position appointed by Mayor Johnson II; current term ends 12/31/26)

Discussion:

Gar Burroughs has notified the City of his resignation from the Airport Advisory Commission. Councilor Kopczynski's appointment to fill this vacancy will be submitted at a subsequent meeting.

Sandra Alma has notified the City of her resignation from the Arts Commission. Mayor Johnson II's appointment to fill this vacancy will be submitted at a subsequent meeting.

Budget Impact:

None.

KM

Attachments 2

McIntosh, Kinzi

Subject: FW: Gar Burroughs ; Resignation from Airport Advisory Committee.

From: Gar and Julia [REDACTED]
Sent: Monday, June 24, 2024 4:58 PM
To: Romeo, Robb <Robb.Romeo@albanyoregon.gov>
Subject: Gar Burroughs ; Resignation from Airport Advisory Committee.

[WARNING! This email came from outside our organization. Do NOT click unknown attachments or links in email.]

Good afternoon, Robb,

Just a reminder that I am resigning from the Albany Airport Advisory Committee as of June 20 2024.

I am in the process of selling my home and will no longer have an Albany address. I have certainly enjoyed being a part of the committee for the last several years. I will certainly attend some of the future meetings as a member of the public.

I appreciate all you have done for the airport in your term as Airport Manager. The airport is looking good.

Thanks for all you do.

Sincerely

Gar Burroughs.

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McIntosh, Kinzi

Subject: FW: Resignation

From: Sandra Alma [REDACTED]
Sent: Wednesday, June 19, 2024 9:05 AM
To: Johnson II, Alex <alex.johnson2@albanyoregon.gov>
Subject: Resignation

[WARNING! This email came from outside our organization. Do NOT click unknown attachments or links in email.]

Hello Mayor Johnson,
As per our conversation, I am resigning my position as Arts Commissioner for a Albany Oregon. Again, thank you so much for the opportunity, I appreciate you.
Sincerely,
Sandra Alma

DISCLAIMER: This email may be considered a public record of the City of Albany and subject to the State of Oregon Retention Schedule. This email also may be subject to public disclosure under the Oregon Public Records Law. This email, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you have received this communication in error, please notify the sender immediately and destroy all copies of the original message.



MEMO

TO: Albany City Council
VIA: Peter Troedsson, City Manager *PT 7/3*
FROM: Kinzi McIntosh, Central Services Support Specialist *KM*
DATE: July 1, 2024, for the July 10, 2024, City Council Meeting

SUBJECT: Removal from a Citizen Advisory Group
Relates to Strategic Plan theme: An Effective Government

Action Requested:

Council acceptance of the following removal from the Human Relations Commission:

Miriam Cummins (position appointed by Councilor Smith; current term ends 12/31/24)

Discussion:

Miriam Cummins is being removed from the Human Relations Commission due to absenteeism. Councilor Smith's appointment to fill this vacancy will be submitted at a subsequent meeting.

Budget Impact:

None.

KM



Mayor and fellow councilors,

I am asking for your concurrence to remove Miriam Cummins from the Human Relations Commission.

Ms. Cummins attended three HRC meetings in 2023 and has attended two meetings this year, the most recent one on March 26. Staff alerted me to this issue in December and I addressed it with Ms. Cummins by email. I addressed it with her again by email in June. The City's manual for citizen advisory groups includes this statement on page 16 under the heading Ethics and Conflicts of Interest: "Excessive absences (excused and unexcused) are not acceptable and may be cause for a member's removal from the citizen advisory group."

The council passed Resolution 6948 in 2020 when other issues of nonperformance were occurring. Section 4 of the resolution says: "City Council members shall have discretion to remove their appointed board member from her/ his office in the case of persistent absenteeism, whether **excused or unexcused**. In such instances, the appointing City Council member may present the action to the City Council for acceptance and secure the appointment of a successor using the applicable appointment parameters."

Section 2 of the resolution says: "Absences of 60 days need to be approved by the appointing councilor." For groups that meet monthly, missing two meetings in a row constitutes 60 days.

Ms. Cummins' term expires at the end of the year. I will seek to fill the appointment as soon as possible.

Thank you for your consideration.



Marilyn Smith

City Councilor, Ward 3
Council President 2023-24

[541-791-0057](tel:541-791-0057)

City of Albany, Oregon

www.albanyoregon.gov



MINUTES

Wednesday, June 12, 2024

Meeting

Council Chambers, City Hall

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, Steph Newton Azorr, Ray Kopczynski, Jackie Montague, and Ramycia McGhee

Councilors absent: Councilor Marilyn Smith was excused

Special Presentations

6:02 p.m.

- a. Fire Chief Shane Wooton retirement
City Manager Peter Troedsson spoke about Wooton's service to the city. Mayor Alex Johnson II presented Wooton with a key to the city.
- b. Ram's Horn Ministries
Gini Moreau, Kebbie Olson, Leroy Stack, and Matt Borg spoke about the founding and mission of Ram's Horn Ministries.

Public Hearings

- a. Public Works and Community Development fee adjustments **6:15 p.m.**
OPEN: Johnson II opened the public hearing at 6:15 p.m.

Public testimony:

Matthew Fitchett spoke against raising SDC fees.

Brad Dennis spoke in favor of raising SDC fees to the maximum allowable and of a special rate tier for middle-housing units.

No one else wished to speak.

CLOSE: Johnson II closed the public hearing at 6:26 p.m.

Councilor Jackie Montague asked about the impact to departments that are currently absorbing some of the SDC costs. Engineering Manager/Assistant City Engineer Aaron Hiemstra said most of the deficit is in staff time, which is funded by engineering services from utility user fees.

Councilor Matilda Novak asked if it is possible to raise SDCs beyond the proposed inflationary adjustment. Engineering Manager/Assistant City Engineer Rob Emmons said that except for water, the City does not charge the maximum allowable, so there is room to increase the fees. To Dennis's point,

Emmons said adding a rate tier for middle housing contradicts the work done in 2022-23 on SDC methodology.

MOTION: Montague moved to adopt all of the resolutions in the public hearing. Councilor Ramycia McGhee seconded the motion, and it passed 5-0.

- | | |
|---|---------------------|
| 1) Revising water system development charges | RES NO. <u>7326</u> |
| 2) Revising wastewater system development charges | RES NO. <u>7327</u> |
| 3) Revising transportation system development charges | RES NO. <u>7328</u> |
| 4) Revising storm drainage system development charges | RES NO. <u>7329</u> |
| 5) Revising park system development charges | RES NO. <u>7330</u> |
| 6) Revising wastewater connection charge | RES NO. <u>7331</u> |
| 7) Revising water connection charge | RES NO. <u>7332</u> |
| 8) Revising storm connection charge | RES NO. <u>7333</u> |
| 9) Adopting public works building Revising Post-Construction Stormwater Quality Program permit fees | RES NO. <u>7334</u> |
| 10) permit review fee | RES NO. <u>7335</u> |
| 11) Revising public works encroachment permit fee | RES NO. <u>7336</u> |
| 12) Revising planning division fees | RES NO. <u>7337</u> |
| 13) Revising building division fees | RES NO. <u>7338</u> |

b. Legislative ADC amendments (DC-03-24)

6:41 p.m.

OPEN: Johnson II opened the public hearing at 6:41 p.m.

Comprehensive Planning Manager Anne Catlin read the meeting procedures.

Planner II Liz Olmstead showed slides*. She said most of the proposed changes are minor clarifications and revisions required to comply with state law. The planning commission recommends approval.

Montague asked why the block length standards are being revised now. Catlin said block length standards will be different throughout the city with the climate friendly updates, but the current language needs to be clarified.

Councilor Steph Newton Azorr asked how the changes in housing choice will affect current property owners and future developments. Catlin said most of the proposed changes are related to allowing housing in more situations such as in commercial zones.

Novak asked if religious assemblies will have any choice about whether low-income housing is placed on their properties. Catlin said the changes allow more opportunities for property owners to have housing on their properties.

Public testimony:

Laura LaRoque, of Udell Engineering, said the packet was not effectively available to the public until 10 days before the hearing. She asked that the word "conceptual" be reinstated for the landscape plan required before review of a project. She said requiring a landscape plan at the review stage is premature.

Olmstead said "conceptual" is proposed to be removed in order to encourage submittal of plans that are specific enough to be reviewed against the code.

Councilor Ray Kopczynski asked about LaRoque's concern that information wasn't available. Catlin said the package has been available to the public for 35 days. The only changes made since the planning commission hearing were those suggested by LaRoque.

No one else wished to speak.

CLOSE: Johnson II closed the public hearing at 7:09 p.m.

Sean Kidd read the proposed ordinance for the first time in title only.

MOTION: Newton Azorr moved to have the ordinance read a second time in title only. Kopczynski seconded the motion, which passed 5-0.

Kidd read the ordinance a second time in title only.

MOTION: Montague moved to adopt the ordinance with the word "conversation" corrected to "conservation." The motion was seconded and passed 5-0. The ordinance was designated Ordinance No. 6042.

Johnson II read the appeal procedure.

Recess

The council recessed for a break at 7:12 p.m.

Reconvene

The council reconvened at 7:22 p.m.

- c. Legislative Article 6 floodplain amendments (DC-02-24)

7.22 p.m.

OPEN: Johnson II opened the public hearing at 7:22 p.m.
Current Planning Manager David Martineau read the meeting procedures.

Planner III Jennifer Cepello presented slides.* She said the proposed changes are being made to comply with state requirements and to clarify language. The planning commission recommends approval of the amendments.

Newton Azorr asked what the impact will be on property owners. Cepello said there are a few new requirements, such as for a third elevation certificate mid-building process.

Public testimony:

LaRoque gave the council a handout.* She said the Albany Development Code (ADC) provisions differ from the federal standard in some respects. Also, the ADC defines "no development" differently than the federal requirements.

Scott Lepman said he has two properties affected by the proposed ordinance. He asked why the City standard is stricter than the federal one.

No one else wished to speak.

Staff response:

Cepello said the higher standard already exists in the ADC and adherence to the higher standard gives Albany property owners a discount on flood insurance.

Planning requested a continuance to review LaRoque's packet before a decision is made.

CONTINUED: the public hearing was continued to the June 26, 2024, council meeting.

Business from the Public

7:43 p.m.

Zach Draper and Ryan Kesey, owners of the new food truck pod on Airport Road, asked that the building code be amended to allow temporary structures for longer than 6 months.

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

Brad Dennis distributed a handout* and explained how housing costs are driven by the economy.

Award of Contract

7:54 p.m.

a. Unarmed security guard

Finance Director Jeanna Yeager said the current contract expires at the end of June. She described the RFP process. Valley Merchant Services was determined to have the best proposal.

Newton Azorr asked why the City doesn't use Albany police officers for security. Yeager said it would be more expensive to use police, and most of them are armed, which isn't needed.

MOTION: Montague moved to award the contract as outlined in the staff report. Kopczynski seconded the motion, and it passed 5-0, and was designated Resolution No. 7340.

Approval of Agreement

a. ODOT cooperative improvement agreement, North Albany Road paving

7:59 p.m.

Cerklewski said the work in Oregon Department of Transportation (ODOT) right-of-way is to improve the road to meet ADA standards.

MOTION: Newton Azorr moved to approve the agreement. McGhee seconded the motion, which passed 5-0 and was designated Resolution No. 7341.

Adoption of Consent Agenda

801 p.m.

a. Resignation

1) Accepting Garry Barnes's resignation from the Airport Advisory Commission

b. Approval of minutes

1) May 20, 2024, City Council work session

2) May 22, 2024, City Council meeting

MOTION: Kopczynski moved to approve the consent agenda as presented. McGhee seconded the motion, which passed 5-0.

Business from the Council

8:02 p.m.

Novak asked staff to bring more information about the food tent issue to the council.

Novak also said fireworks have been banned in Eugene, Portland, and Bend. She would like Albany to have a new maximum fine of \$2,500 for anyone caught setting off illegal fireworks. Troedsson said illegal fireworks are already illegal under state statute, and Kidd said there is a fine in the state statute. Novak said she would like to see it enforced. Troedsson said that in order to enforce the law, the police have to witness the illegal action.

MOTION: Montague moved to display the Pride flag in the City Hall front window in June until the motion is repealed. Newton Azorr seconded the motion. Troedsson said the City's mission is to provide public services to the entire community. Displaying specialty flags isn't consistent with that mission.

VOTE: the motion failed 3-2, with Kopczynski and Novak voting no. A motion must receive four votes in the affirmative to pass.

MOTION: Montague moved to display the Pride flag in the City Hall front window this June. Newton Azorr seconded the motion, which failed 3-2, with Kopczynski and Novak voting no. A motion must receive four votes in the affirmative to pass.

Newton Azorr referenced the May 8 discussion of diversions for traffic tickets.

MOTION: Newton Azorr moved to remove the age restriction on the availability of diversion for a first traffic infraction. McGhee seconded the motion. Troedsson said most courts use an age threshold. Removing the age restriction would increase the workload on staff. Troedsson said the court should be independent of the legislative branch.

VOTE: the motion failed 3-2, with Kopczynski and Novak voting no. A motion must receive four votes in the affirmative to pass.

City Manager Report

8:28

Troedsson said staff had seen demos from several companies who have quoted transient lodging tax collection for short-term rentals. The program should go live in January of 2025.

Troedsson also said a public information campaign about fireworks will begin in late June.

Recess

The council recessed for a break at 8:31.

Reconvene

The council reconvened at 8:36

Executive Session

8:36 p.m.

The council recessed to executive session to discuss current litigation or litigation likely to be filed in accordance with ORS 192.660 (2)(h), and to discuss labor negotiations in accordance with ORS 192.660 (2)(d)

Reconvene

9:00 p.m.

The council reconvened into regular session.

MOTION: Kopczynski moved to approve the requested personnel changes for the engineering division. McGhee seconded the motion, and it passed 5-0.

Next Meeting Dates

Monday, June 22, 2024; 4:00 p.m. work session
Wednesday, June 24, 2024; 6:00 p.m. meeting

ADJOURNMENT

There being no other business, the meeting was adjourned at 9:01 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.*



MINUTES

Wednesday, June 26, 2024

Meeting

Council Chambers, City Hall

Approved: DRAFT

Call to Order

6:00 p.m.

Mayor Alex Johnson II called the meeting to order at 6:00 p.m.

Roll Call

Councilors present: Mayor Alex Johnson II and Councilors Steph Newton Azorr, Matilda Novak, Jackie Montague, Ray Kopczynski, and Marilyn Smith

Councilors absent: Ramycia McGhee (excused)

Public hearings

- a. Legislative Article 6 Floodplain Amendments

6:00 p.m.

Johnson II opened the public hearing at 6:01 p.m.

Planner III Jennifer Cepello presented slides* concerning changes made to the proposed ordinance since the previous public hearing.

Responding to questions from Councilor Matilda Novak, Cepello said federal regulations allow the development of storage and parking facilities in floodplains but not the development of habitable space. Cepello answered additional questions from Novak about specific developments occurring in North Albany.

No person signed up to give testimony for the public hearing and no person present wished to speak.

Johnson II closed the public hearing at 6:05 p.m.

City Attorney Sean Kidd read the ordinance for the first time in title only: AN ORDINANCE AMENDING ORDINANCE NO. 4441, WHICH ADOPTED THE CITY OF ALBANY DEVELOPMENT CODE, BY AMENDING THE ALBANY COMPREHENSIVE PLAN AND DEVELOPMENT CODE AND ADOPTING FINDINGS

MOTION: Councilor Marilyn Smith moved to have the ordinance read a second time in title only. Councilor Ray Kopczynski seconded the motion which failed 4-1 with Novak voting no. Motions to read an ordinance a second time in title only require a unanimous vote to pass. The ordinance will return to the July 10, 2024, city council meeting for an automatic second reading.

Responding to a question from Novak, Cepello said that, to her knowledge, the city has never granted variance to floodplain standards

b. Island Annexations

6:10 p.m.

Johnson II opened the public hearing at 6:10 p.m.

No member declared a conflict of interest, ex parte contact, or site visit and no member chose to abstain from participating in the proceedings.

Current Planning Manager David Martineau read the meeting procedures and presented slides* about the annexation.

No person signed up to give testimony for the public hearing and no person present wished to speak.

Johnson II closed the public hearing at 6:17 p.m. and asked Kidd to read the annexation ordinance a first time in title only.

Kidd read the ordinance for the first time in title only: AN ORDINANCE PROCLAIMING ANNEXATION OF PROPERTIES IDENTIFIED ON LINN COUNTY ASSESSOR'S MAP NO. 11S03W04AC TAX LOTS 701 AND 2100; AND AMENDING ORDINANCE NO. 4441, WHICH ADOPTED THE CITY OF ALBANY ZONING MAP BY AMENDING THE ALBANY ZONING MAP AND ADOPTING FINDINGS OF FACT AND CONCLUSIONS.

MOTION: Smith moved to have the ordinance read a second time in title only. Novak seconded the motion which passed 5-0.

Kidd read the ordinance for the second time in title only: AN ORDINANCE PROCLAIMING ANNEXATION OF PROPERTIES IDENTIFIED ON LINN COUNTY ASSESSOR'S MAP NO. 11S03W04AC TAX LOTS 701 AND 2100; AND AMENDING ORDINANCE NO. 4441, WHICH ADOPTED THE CITY OF ALBANY ZONING MAP BY AMENDING THE ALBANY ZONING MAP AND ADOPTING FINDINGS OF FACT AND CONCLUSIONS.

MOTION: Smith moved the City Council adopt an ordinance that would approve the land use application for annexation with concurrent rezones to RM and MUR under planning files AN-02-23 and ZC-05-23, as described in the May 24, 2024, staff report. This motion is based on the findings and conclusions in the staff report, testimony presented at the hearings, and the findings in support of the application made by the City Council during deliberations on this matter. Councilor Jackie Montague seconded the motion which passed 5-0 and was designated Ordinance No. 6043.

Johnson II asked Kidd to read the ordinance withdrawing annexed territory from the Albany Rural Fire Protection District for the first time in title only.

Kidd read the ordinance for the first time in title only: AN ORDINANCE WITHDRAWING TERRITORY IDENTIFIED ON LINN COUNTY ASSESSOR'S MAP NO. 11S03W04AC TAX LOTS 701 AND 2100 FROM THE ALBANY RURAL FIRE PROTECTION DISTRICT

MOTION: Montague moved to have the ordinance read a second time in title only. Councilor Steph Newton Azorr seconded the motion which passed 5-0.

Kidd read the ordinance the second time in title only: AN ORDINANCE WITHDRAWING TERRITORY IDENTIFIED ON LINN COUNTY ASSESSOR'S MAP NO. 11S03W04AC TAX LOTS 701 AND 2100 FROM THE ALBANY RURAL FIRE PROTECTION DISTRICT

MOTION: Montague moved the City Council adopt an ordinance that would withdraw properties listed in planning file AN-02-23 from the Albany Rural Fire Protection District. Smith seconded the motion which passed 5-0 and was designated Ordinance No. 6044.

- c. Community Development Block Grant (CDBG) Annual Action plan **6:23 p.m.**
Johnson II opened the public hearing at 6:23 p.m. Planner II Beth Frelander presented slides* on the CDBG program and annual action plan. Frelander and Comprehensive Planning Manager Anne Catlin gave the following answers to questions from councilors:
- The City Council will see an annual performance report in September that details how the previous year's CDBG allocations were spent and provides accountability for the funds. *(Kopczynski)*
 - The Housing and Urban Development (HUD) model, which determines how much funding is allocated to communities, considers many variables and staff are not sure which variables caused the city to receive a higher allocation than last year. *(Montague)*
 - The City of Albany started receiving CDBG funds around 2013. *(Novak)*
 - CDBG funding cannot be used for housing development, but it has been used to help with the purchase of land for tiny homes. *(Novak)*
 - The City does not just allocate funds to the top five requesters because there is a lot of consultation built into the process. *(Novak)*

Responding to requests from councilors, staff said they would bring back a long-term summary of CDBG funding accomplishments when they bring the annual performance report. Staff also agreed to include a tract map in future reports.

Smith said she is glad to see the breadth of organizations this year's CDBG allocation will be supporting. Newton Azorr spoke about the Community Development Commission's role in allocating the CDBG funding.

No person signed up to give testimony for the public hearing and no person present wished to speak.

Johnson II closed the public hearing at 6:35 p.m.

MOTION: Smith moved to adopt the resolution adopting the CDBG Annual Action plan as presented. Montague seconded the motion which passed 5-0 and was designated Resolution No. 7342.

Business from the Public

6:37 p.m.

Ben Roche read from prepared remarks* about the sale of sexual paraphernalia at the June 22, 2024, Pride event.

Gamile Nassar introduced himself as the new Executive Director of the Albany Area Habitat for Humanity and offered to give tours of new houses to councilors.

Carolyn McLeod and Ellie McLeod spoke about bike racks at city parks and said that more bike racks next to playgrounds would be useful.

Ray Hilts invited councilors to attend the July 4th breakfast hosted by the Albany Lions.

Adoption of resolutions

- a. Apply for Community Wildfire Risk Reduction grant **6:51 p.m.**
Deputy Fire Chief Chris LaBelle presented the item.

MOTION: Montague moved to adopt the resolution. Kopczynski seconded the motion which passed 5-0 and was designated Resolution No. 7343.

- b. Special Procurement for Vertical Lube Reactor replacement
Wastewater Superintendent Craig Prosser introduced the agenda item

6:53 p.m.

MOTION: Smith moved to adopt the resolution. Montague seconded the motion which passed 5-0 and was designated Resolution No. 7344.

Award of contract

- a. Banking and Procurement Card Services **6:56 p.m.**
Finance Director Jeanna Yeager presented the agenda item. Johnson II expressed concern about the choice of Wells Fargo and asked that a performance report be brought to the council before the contract may be renewed.

MOTION: Montague moved to adopt the resolution. Smith seconded the motion which passed 5-0 and was designated Resolution No. 7345.

Approval of agreement

- a. IGA for Shared Equipment **7:00 p.m.**
LaBelle presented the agenda item and clarified that the City of Albany will not need to pay for the shared equipment.

MOTION: Smith moved to approve the intergovernmental agreement as presented. Montague seconded the motion which passed 5-0.

- b. IGA for Linn County Transient Lodging Tax Collection **7:02 p.m.**
Yeager presented the agenda item and gave the following answers to councilor questions:

- There may be a need for an addendum to the contract to more specifically detail the collection of tax from short-term rentals, but that process should be easy when or if it becomes necessary. *(Montague)*
- The City of Albany collects the tax, it goes into the city's account, and then the city remits the appropriate amount to Linn County. *(Newton Azorr)*
- The money the city makes from providing this service goes into the Central Services fund. *(Smith)*
- By state law, at least 70% of the money the city remits to Linn County should be spent by the County on tourism. *(Novak)*

MOTION: Newton Azorr moved to adopt the resolution. Kopczynski seconded the motion which passed 5-0 and was designated Resolution No. 7346.

Adoption of consent agenda

7:08 p.m.

- a. Appointments
 - 1) Accepting Greg Soriano's resignation from the Human Relations Commission
 - 2) Appointing Amy Roberts to the Library Board
- b. Recommendations to OLCC
 - 1) Annual liquor license renewals
 - 2) Approve change of ownership full on-premises commercial liquor license for Golf Club of Oregon, 905 NW Springhill Drive

MOTION: Kopczynski moved to adopt the consent agenda as presented. Smith seconded the motion which passed 5-0.

Staff reports

- a. Pavement management funding discussion **7:09 p.m.**

Public Works Director and Acting City Manager Chris Bailey presented slides* about the city's street funding discussion. Bailey shared initial results of a consultant-led community survey about street funding and asked the council for direction on how to proceed with reducing the city's street funding gap. Staff recommended that the city council moves forward with a transportation utility fee (TUF) in the near-term and reserve the option for a local fuel tax for a future year.

Newton Azorr and Novak both said they want to see the consultant's public opinion report before considering any ordinance to implement a TUF. Bailey spoke about the methodology of the public opinion report and said that the opinion report should be presented to the council in late July and any ordinance would not come before council until at least August.

Montague supported staff returning with an ordinance implementing a TUF. Montague said she is interested in pursuing a local gas tax to help fund streets in the next few years.

Newton Azorr asked if the city could receive electric vehicle registrations from the state to charge those who live in town and wouldn't be purchasing fuel; asked about a phone poll that some Albany residents received about a transportation utility fee; and said nothing could be prepared in time for the November 2024 ballot. Bailey said she is unsure if the city could get access to the DMV data on electric vehicles and said that she is not sure what the phone poll asked, specifically. The polls results will be compiled and included with the opinion report.

Novak said that there are likely services that the city is providing that the public does not want, and the city should look at reducing current expenditures to pay for streets before implementing a new fee.

Kopczynski and Smith agreed with Montague and supported staff returning with a TUF ordinance and reserving a gas tax conversation for future years.

Johnson II said he is supportive of giving staff authority to start work on a TUF ordinance that the council would consider after viewing the public opinion report. Johnson II summarized the council's

direction as directing staff to bring back the city's public opinion report at the July meeting and a TUF ordinance in August.

Business from the council

7:56 p.m.

Montague, Smith, Newton Azorr, and Kopczynski spoke about recent and upcoming events.

Novak said she feels the city owes an apology to the community for allowing adult materials to be in full view of children at the recent Pride event.

Johnson II said he did not see the Pride event display that Roche described in his public testimony, but that he would have had an issue with it had he seen it. Johnson II spoke about recent and upcoming events.

City manager report

8:09 p.m.

Bailey, responding to comments from Novak, said that the city does not sponsor the annual Pride event, but rather attends it like any other vendor and has no authority to determine what vendors attend the event. Bailey also invited councilors to attend upcoming staff retirement ceremonies.

ADJOURNMENT

There being no other business, the meeting was adjourned at 8:09 p.m.

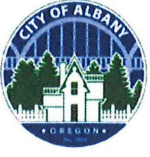
Respectfully submitted,

Reviewed by,

Gabe Shepherd
Deputy City Clerk

Peter Troedsson
City Manager

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MEMO



TO: Albany City Council

VIA: Peter Troedsson, City Manager

PT 7/3

FROM: Marcia Harnden, Chief of Police

MH

DATE: June 25, 2024, for the July 10, 2024, City Council Meeting

SUBJECT: Limited On-Premises Liquor License Application for Coin Jam Jr LLC, DBA Coin Jam JR, Located at 2736 Pacific Boulevard SE, Suite B

Action Requested:

I recommend the limited on-premises liquor license application for Coin Jam Jr LLC, DBA Coin Jam JR, located at 2736 Pacific Boulevard SE, Suite B, be approved.

Discussion:

Coin Jam Jr LLC, DBA Coin Jam JR, has applied for a limited on-premises liquor license. Based on a background and criminal history investigation through Albany Police Department records, the applicant has no criminal record.

Budget Impact:

None.

MH:rj





MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager

FROM: Rochelle James, Administrative Assistant, Albany Police Department

DATE: July 10, 2024, City Council Meeting

SUBJECT: Annual Liquor License Renewals

Action Requested:

Council approval for these annual liquor license renewals.

Discussion:

The following is a list of businesses that have applied for liquor license renewal. These businesses have paid their fees:

Denny's #7835	Canby-Denn Inc	3430 Spicer Dr SE
Sam City	VVK Inc.	2180 Pacific Blvd SE
FastBreak Market	Fast Break Mart LLC	1203 Century Dr NE
Linn Benton Community College	Linn Benton Community College	6500 Pacific Blvd SW
Wilhelm's	Wilhelm's LLC	1520 Pacific Blvd SE
Wine Crush	Wine Crush LLC	329 2 nd Ave SW
Sweet Red Bistro	Sweet Red Inc.	208 2 nd Ave SW
Tri Valley Food Mart 101	RITISH Inc.	2703 Santiam Hwy SE
Tri Valley Food Mart 103	ARSH Inc.	628 Ellsworth SW
Southpaws Perfect Pizza and Sports Pub	ZNE Corp	560 Hickory St NW #102
Carniceria Los Compadres	Orozco, Juan C	2530 Pacific Blvd SE Unit B
Ciddici's Pizza	Chanda Corporation	859 Belmont Ave SW #110
Depot Restaurant	Richter, Andrew A	822 Lyon St SW
Beloved Cheesecakes	Beloved Cheesecakes LLC	124 Broadalbin St SW

Budget Impact:

Revenue of \$490





RESOLUTION NO. _____

A RESOLUTION APPOINTING CITY MANAGERS PRO TEM AND REPEALING RESOLUTION NO. 7013

BE IT RESOLVED that in the absence or inability of City Manager Peter Troedsson to perform the duties of city manager, the Albany City Council authorizes the following individuals to assume the position of city manager pro tem with Peter Troedsson making the specific assignment as needed:

- Chris Bailey, Public Works Director
- Matthew Ruettgers, Community Development Director

BE IT FURTHER RESOLVED that Resolution No. 7013 is hereby repealed.

DATED AND EFFECTIVE THIS 10TH DAY OF JULY 2024.

Mayor

ATTEST:

City Clerk



MEMO

TO: Albany City Council

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

FROM: Chris Bailey, Public Works Director *CB*

DATE: June 27, 2024, for the July 10, 2024, City Council Meeting

SUBJECT: Update on Albany Low-Income Assistance Programs
Relates to Strategic Plan theme: Effective Government

Action Requested:

Information only.

Discussion:

Background

The City implemented a low-income assistance program (LIAP) in 2006 for qualifying drinking water customers in response to concerns surrounding increases in water rates. Those water rate increases were enacted to generate adequate revenue to pay for debt associated with construction of the Albany-Millersburg Water Treatment Plant and improvements at the city's diversion dam on the South Santiam River, among other related projects. Assistance was available to residential drinking water customers with a household income at or below 30 percent of the state's Median Household Income (MHI) who were also either disabled or over 60 years of age. In 2008, the income requirement was changed to 50 percent of state MHI, and in 2018 the qualifying income was changed again to 70 percent of state MHI. Other eligibility requirements exist, including that the household's utility bill must be in the name of the eligible applicant and the applicant must be at least 18 years old.

Since its inception, the City's LIAP has been administered by Community Services Consortium (CSC), a regional provider of many local, state, and federal assistance programs. While there is an administrative cost for using CSC, City staff and CSC staff feel there is a significant benefit to our citizens by providing one location and a common application that can be used to determine eligibility for a range of assistance services. The City pays CSC on a per application basis. Annual payment to CSC to administer the program ranges between \$3,000 to \$4,000.

In 2021, the council approved the implementation of the City Services Fee (CSF) and subsequently asked staff to update the City's LIAP. The result of that effort was the creation of a 50 percent CSF discount for eligible residential customers. At the same time, the requirement for senior or disability status was removed so that every residential water customer who met the income threshold qualified, and the qualifying income was changed to 60 percent of MHI to bring the city into alignment with the level used for other state and federal assistance programs. Changing to this qualifying income simplified and streamlined the process to determine eligibility for all programs available in our area but potentially reduced the number of residents who had a qualifying income. However, removing the additional requirement to be either disabled or over age 60 expanded the potential applicant pool. At that time, staff estimated 1,500 households in Albany would be eligible under the revised rules.

Additional Federal Funding

In 2021 as part of a broad range of efforts to help with the Covid-19 pandemic, the federal government created a new assistance program for water modeled on the federal energy assistance program. This new funding, called Low-Income Household Water Assistance or LIHWA, created a program where eligible households could apply for and receive assistance in paying arrears, paying reconnection fees, or receiving crisis payments up to a total amount of \$1,000. While this program had the same income qualification requirements as the City's LIAP, the benefits that were available to customers were much broader. The LIHWA program was created as a response to the impacts from Covid-19 and prioritized payments to avoid water shut-offs and to catch up accounts with arrears. This program was also administered through CSC in coordination with the City. This one-time funding was set to expire in December 2023, but additional funds were available that extended the program through March 2024. While it was a very popular program, there is no indication from the federal government that it will be renewed or proposed as a permanent assistance program.

Current Status

The City's LIAP currently consists of a 50 percent discount on the monthly CSF and a credit for up to four units of drinking water consumption per month. The most recent data shows 147 households currently participating in the program; in 2023, 228 households participated. On average, since its inception, an estimated 150-160 households have participated each year, with a maximum participation rate of about 250 households. Customers must recertify their eligibility for the program annually through an application process. Applications for the next calendar year open in October, but a customer can apply in any month and, if eligible, receive their discounts for the remainder of that calendar year.

In 2021, the council directed staff to work with Republic Services in developing an assistance program for their solid waste services in Albany. City staff and CSC staff met with Republic Services staff several times to discuss how to streamline this effort using our established program application and eligibility requirements and processes. Republic Services has implemented their program, which created a new lower rate for eligible customers.

Budget Impact:

None.

CB:kc

c: Patty McInnes, PW Customer Services Supervisor (via email)
Jeff Babbitt, Public Works Business Manager (via email)