



## MINUTES

Monday, May 20, 2024  
Work Session  
Council Chambers, City Hall  
**Approved: June 12, 2024**

### Call to Order and Pledge of Allegiance

Mayor Alex Johnson II called the meeting to order at 4:00 p.m.

### Roll Call

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

Councilors absent: None

### Business from the Public

Crime Prevention Through Environmental Design (CPTED) **4:01 p.m.**  
Code Compliance Officer Kris Schendel showed slides\* and gave a brief overview of CPTED and its four principles: natural surveillance, natural access control, territorial reinforcement, and maintenance.

Adjustments to System Development Charges and Public Works Fees **4:19 p.m.**  
Engineering Manager/Assistant City Engineer Rob Emmons showed slides.\* He said the proposed increases are annual inflationary adjustments. This year, the increase is just over 3%, based on the Engineering News-Record Construction Cost index for Seattle. This year is the fifth step of the phase-in of water and wastewater utility SDCs. Albany's SDC fees rank in the middle for Oregon cities.

The council directed staff to bring the item back for a public hearing June 12, 2024.

Adjustments to Encroachment Permit Fees **4:25 p.m.**  
Engineering Manager/Assistant City Engineer Aaron Hiemstra showed slides.\* He said encroachment permit fees haven't been updated since the 1990s, and the public works department has never charged a fee for time spent reviewing building permit applications. Public Works is also proposing a franchise utility review fee.

Councilor Ramycia McGhee asked why the fees have not been updated. Hiemstra said the engineering team has been underfunded and has never been able to work on it.

Councilor Matilda Novak said that utility companies will pass the fees through by adding them to the customer's bill.

Councilor Marilyn Smith asked if the fee is cost recovery for services rendered? Hiemstra said yes. Councilor Jackie Montague said at present public tax dollars are paying for the staff time spent and not reimbursed.

The council directed staff to bring the item back for a public hearing June 12, 2024.

Discussion Regarding Planning Division Fee Adjustments **4:37 p.m.**  
Current Planning Manager David Martineau gave the council a handout\* of fee adjustments based on the Consumer Price Index. Planning proposes new fees for land-use inspections related to building permits and for code compliance investigations. Staff also proposes a processing fee for refunds, where there isn't currently a cost-recovery mechanism.

Councilor Ray Kopczynski asked if the refund fee would apply when the refund was due to something wrong in the process. Martineau said no; the fee would be applied if an applicant backed out of the process.

Novak asked about the appeal fee for a Type III application, which is \$1,000. She said it shouldn't be a financial burden to be heard. Smith said processing an appeal involves a lot of work. She thinks it's a reasonable charge. Martineau said an appeal only happens once or maybe twice a year, usually brought by a developer appealing conditions of approval.

The council directed staff to bring the item back for a public hearing June 12, 2024.

Discussion on Proposed Building and Electrical Program Fee Updates

**4:46 p.m.**

Building Official Manager Johnathan Balkema said staff proposes a 5% increase in building and electrical permit fees. The building division is supported by its own fund, and increasing the fees will move it closer to actual cost recovery.

The council directed staff to bring the item back for a public hearing June 12, 2024.

Discussion on Amending Albany Municipal Code 7.98

**4:49 p.m.**

Natural Resources Specialist Jay Sharpe showed slides.\* Parks and Recreation proposes redefining the word "remove" in the Albany Municipal Code, and changing the minimum circumference of trees that can be removed. He showed the council two cross-sections of trees to demonstrate the difference between the current minimum 6.5-foot circumference and the proposed 5.25-foot circumference.

This item will come back to the regular meeting on May 22, 2024, for action.

Business from the Council

**4:56 p.m.**

City Manager Report

**5:07 p.m.**

Next Meeting Dates

Monday, June 10, 2024; 4:00 p.m. work session  
Wednesday, June 12, 2024; 6:00 p.m. meeting

ADJOURNMENT

There being no other business, the meeting was adjourned at 5:08 p.m.

Respectfully submitted,

Reviewed by,

Allison Liesse  
City Clerk

Peter Troedsson  
City Manager

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