



CITY OF ALBANY
Hearings Board

MINUTES

Thursday April 6, 2023
Hybrid – 4:00 p.m.
Approved: April 27, 2023

Call to Order

4:00 p.m.

Member Joann Miller called the meeting to order at 4:00 p.m.

Pledge of Allegiance

Roll Call

Board Members Present: JoAnn Miller, Karen Cardosa, Stacey Bartholomew

Board Members Absent: None

Staff Present: Current Planning Manager David Martineau, Planner II Liz Olmstead, Administrative Assistant I Kaitlin Martin (Virtual)

Approval of Minutes

4:01 p.m.

Board Member Bartholomew moved to approve the meeting minutes from March 23, 2023, Member Miller seconded the motion, which passed 3-0.

Business from the Public

4:01 p.m.

None.

Public Hearing – Type III – Quasi-Judicial Process

4:02 p.m.

File CU-01-23: Conditional Use Review to expand the existing shelter for low barrier occupancy, create a warming center and a five-room respite facility. The subject property is located at 1100 & 1122 Jackson Street SE and 450 11th Avenue SE and is zoned Light Industrial (LI).

Board member Miller opened the public hearing at 4:02 p.m.

Declarations by the Commission

4:04 p.m.

No commissioners declared a conflict of interest or reported ex parte contact.

Commissioner Cardosa reported that she had driven by the site, and Commissioner Bartholomew reported that she had not visited the site since 2022.

No commissioners abstained from participating.

No commissioners challenged the declarations.

Current Planning Manager David Martineau read the meeting procedures.

Staff Report

4:07 p.m.

Project Planner Liz Olmstead presented the staff report for CU-01-23. *

Board member Bartholomew noted that there are two conditions of approval, one of which concerns landscaping, and asked if this condition needed to be fulfilled before the use can happen. Planning Manager David Martineau confirmed that prior to a certificate of occupancy the landscape setback requirements would need to be met.

Applicant Testimony

4:08 p.m.

C.H.A.N.C.E. Recovery Shelter Projects Director, Clinton Kendall, shared a brief overview of the building and noted some of the projects/deferred maintenance. Kendall shared that he would do whatever is necessary to expedite the process.

Board member Cardoso inquired what the activity at the shelter has been like for the past year. Kendall responded that they have been at capacity and remain at capacity, and that with the expansion will be able to add 40 beds, which is essential with the uptick of services needed.

Member Cardoso inquired about a timeline to complete the project which Kendall responded that he just needs the land use approval and permits.

Martineau added that the condition to install the landscaping is for the certificate of occupancy, and that a temporary certificate of occupancy is available to provide people with ample time to meet landscaping requirements. Martineau also discussed the appeal period as well as next steps for the applicant.

Commissioner Bartholomew asked how long the appeal period would last, which Martineau concluded that it would last 10 days past the date that the notice of decision was mailed.

Public Testimony **4:18 p.m.**
None.

Applicant Rebuttal Testimony **4:19 p.m.**
None.

Procedural Questions **4:19 p.m.**
None.

Board member Miller closed the public hearing at 4:20 p.m.

Discussion
None.

Motion: Board member Cardoso moved to approve the proposed Conditional Use Review as conditioned under planning file CU-01-23. This motion is based on the findings and conclusions in the March 29, 2023, staff report and the findings in support of the application made by the hearings board during deliberations on this matter. Member Bartholomew seconded the motion, which passed 3-0.

Business from the Commission **4:21 p.m.**
None.

Next meeting date: April 27, 2023

Adjournment **4:22 p.m.**
Hearing no further business, Member Miller adjourned the meeting at 4:22 p.m.

Respectfully submitted,

Signature on file

Kaitlin Martin
Administrative Assistant I

Reviewed by,

Signature on file

David Martineau
Current Planning Manager

**Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing cdaa@cityofalbany.net.*