



Work Session

WS

Milwaukie City Council



MILWAUKIE CITY COUNCIL WORK SESSION

City Hall Conference Room
10722 SE Main Street
www.milwaukieoregon.gov

AGENDA
AUGUST 16, 2016

	Page #
A light dinner will be served.	
1. 4:00 p.m. Building Department Fiscal Year Review Staff: Samantha Vandagriff, Building Official	1
2. 4:15 p.m. Clackamas County Urban Lumber Project Staff: Mitch Nieman, Assistant to the City Manager	
3. 4:45 p.m. Board, Commission, and Committee (BCC) By-Laws Report Staff: Pat DuVal, Co-City Recorder, and Scott Stauffer, Co-City Recorder	
4. 5:00 p.m. Regional Flexible Fund Allocation Program for the Monroe Street Neighborhood Greenway Staff: Denny Egner, Planning Director	11
5. 5:15 p.m. Design and Landmark Committee (DLC) Update Staff: Brett Kelter, Associate Planner	13
6. 5:45 p.m. Adjourn Work Session	

EXECUTIVE SESSION

Upon adjournment of the Work Session the City Council will meet in Executive Session pursuant to Oregon Revised Statute (ORS) 192.660(2) (h) to consult with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.

Meeting Information

- The time listed for each item is approximate; the actual time each item is considered may change due to the length of time devoted to the previous item. The Council may vote in Work Session on non-legislative issues.
- Executive Sessions: The Milwaukie City Council may meet in executive session immediately following adjournment pursuant to ORS 192.660(2).
 - All Executive Session discussions are confidential and those present may disclose nothing.
 - Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed.
 - Executive Sessions may not be held for the purpose of taking final actions or making final decisions.
 - Executive Sessions are closed to the public.
- For assistance/service per the Americans with Disabilities Act (ADA), please dial TDD 503-786-7555. During meetings the Council asks that all pagers and cell phones be set on silent mode or turned off.



MILWAUKIE CITY COUNCIL
STAFF REPORT

Agenda Item: **WS 1.**
Meeting Date: **August 16, 2016**

To: Mayor and City Council
Through: Bill Monahan, City Manager

Subject: **Building Department 2016 Fiscal Year Recap**

From: Samantha Vandagriff, Building Official

Date: 7/29/16 for the 8/16/16 Work Session

ACTION REQUESTED

To listen to a presentation on the activity of the building department over the 2016 fiscal year.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

June 2015 – Council approved by resolution a fee increase for the building department along with approving the fee schedule for the City.

July 2015 – Council approved an Intergovernmental Agreement with Happy Valley for backup coverage for plan review and inspection services.

Dec 2015 - Council approved an Intergovernmental Agreement with Clackamas County for backup coverage for plan review and inspection services.

BACKGROUND

The Milwaukie Building Department currently consists of two FTE's, the Building Official and a Permit technician position.

The Building Department now processes all of the permits for structural, mechanical, plumbing, and electrical and completes plan review for structural, mechanical, and fire and life safety. After the permits are issued, the Department performs inspections for commercial structural and mechanical, and residential structural, mechanical, and plumbing.

The Building Department has current Intergovernmental Agreements with Happy Valley and Clackamas County, these IGA's are for coverage when in house staff is out of the office.

ATTACHMENTS

1. Building Department update power point presentation

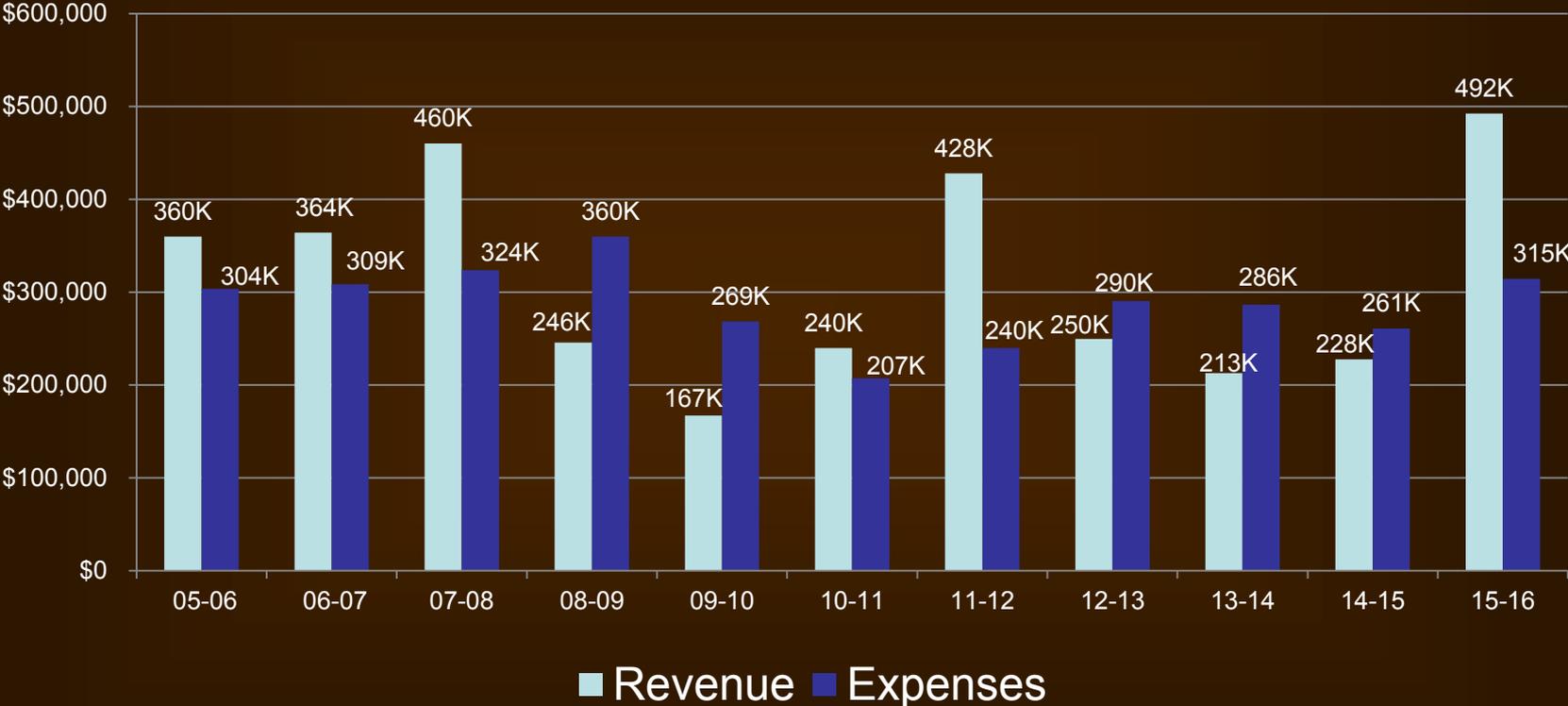


Building Department Update



WS2

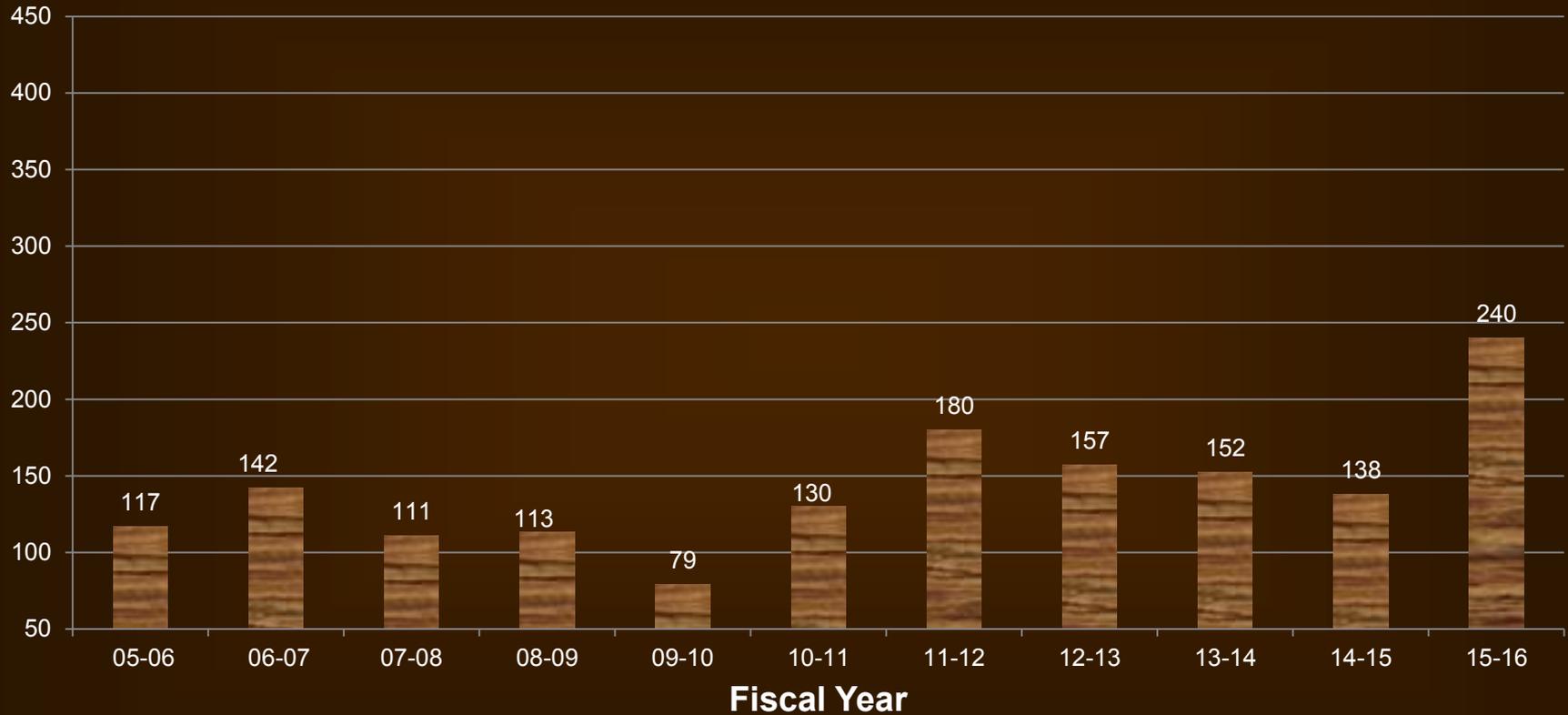
City of Milwaukie Building Department Revenue vs. Expenses



WS3



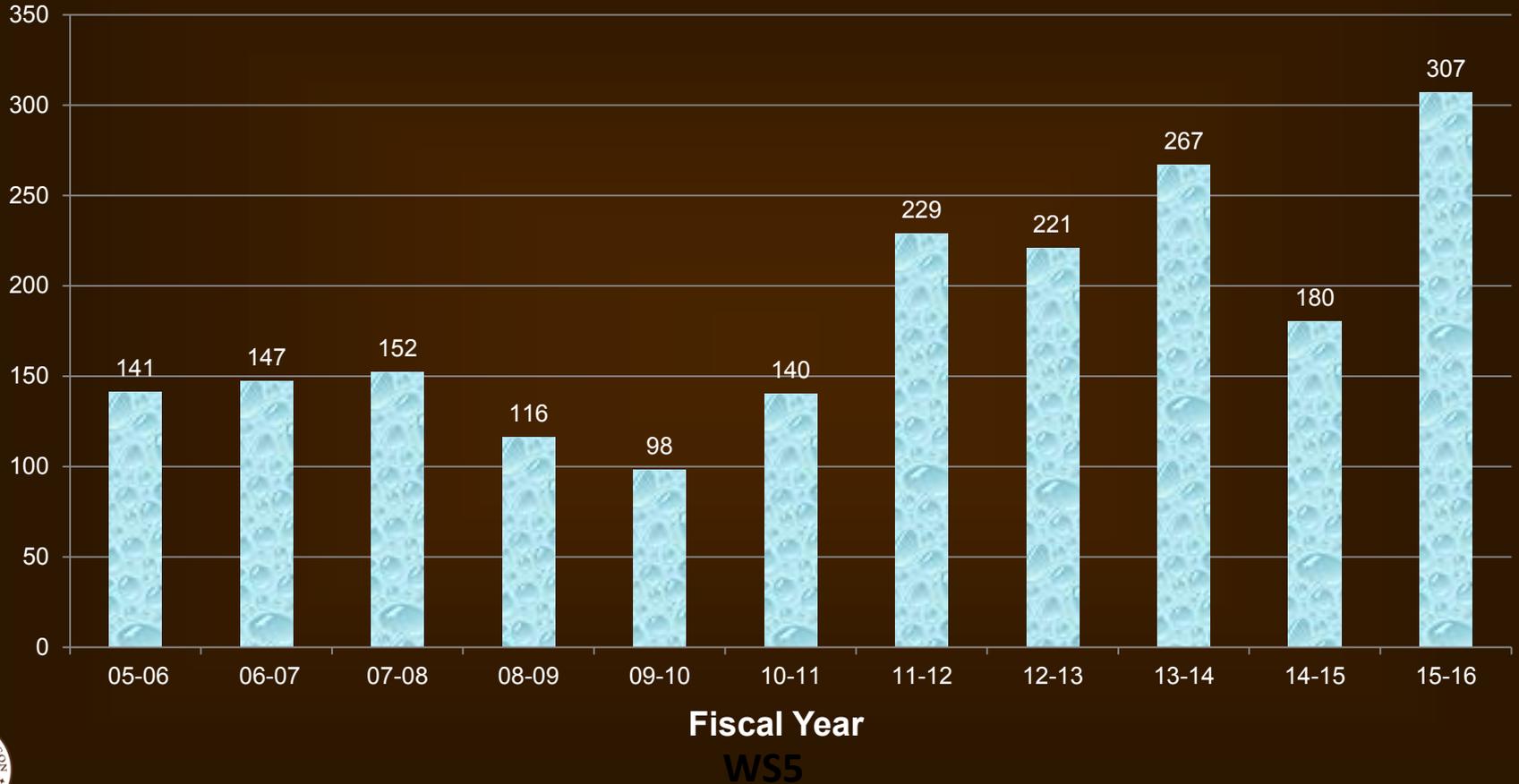
City of Milwaukie Number of Structural Permits Issued



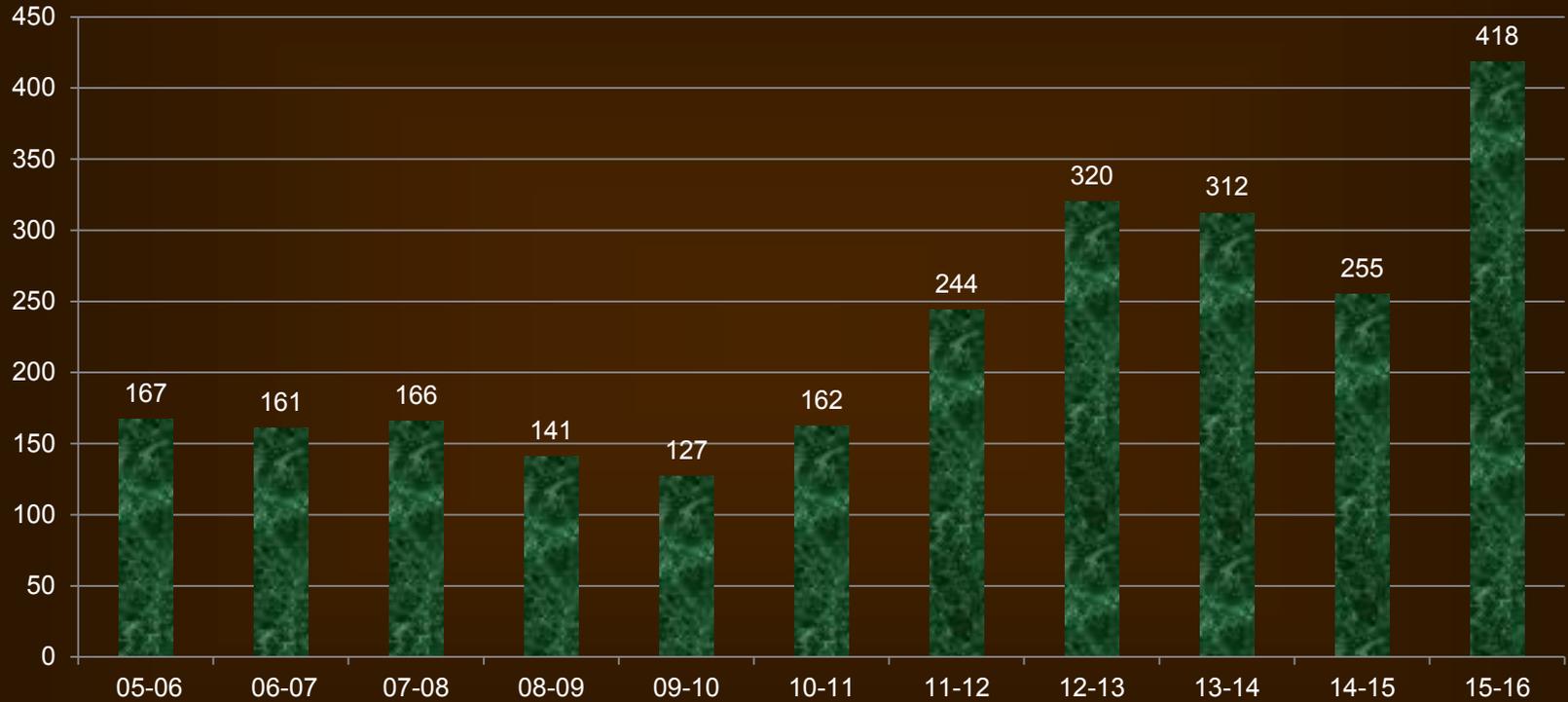
WS4



City of Milwaukie Number of Plumbing Permits Issued



City of Milwaukie Number of Mechanical Permits Issued

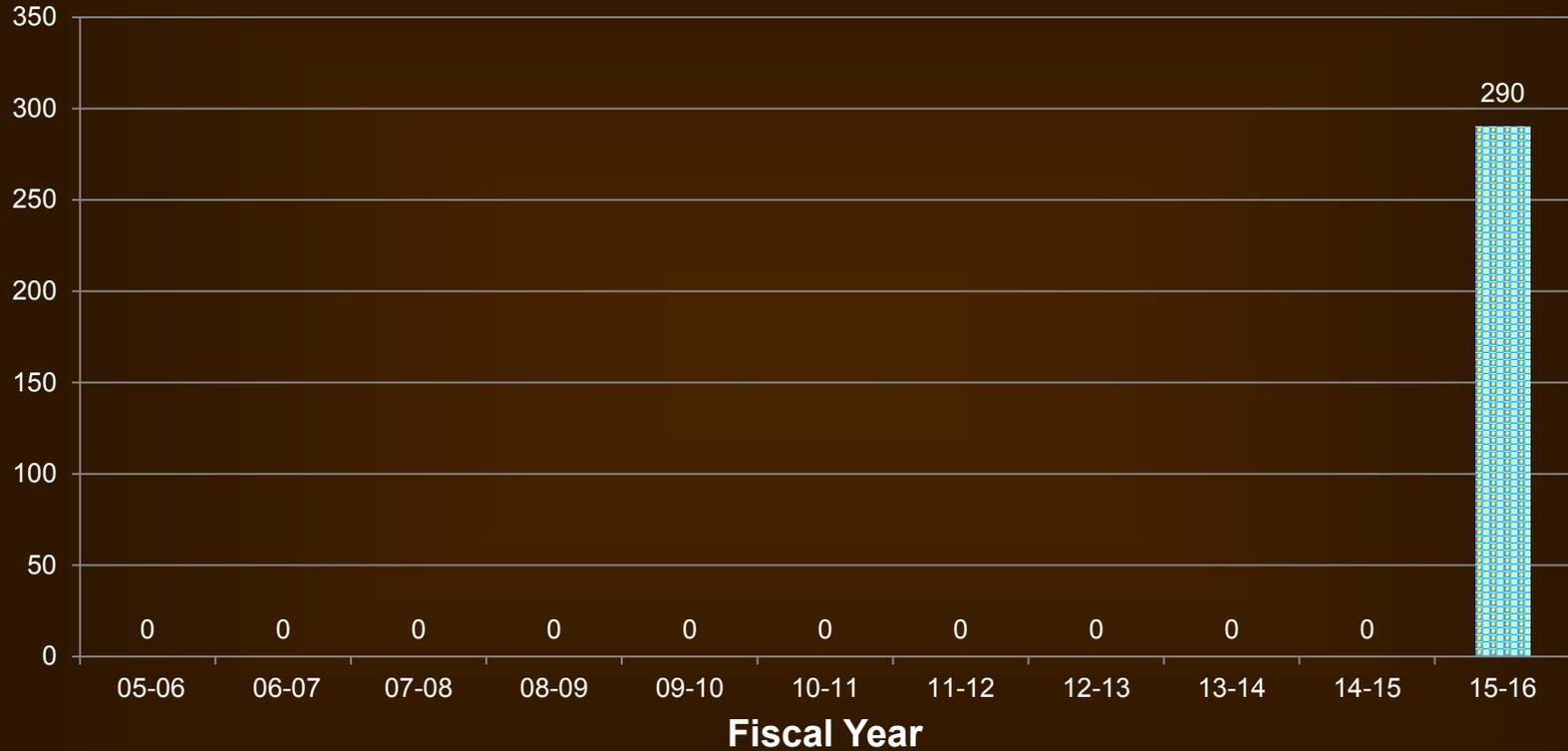


Fiscal Year

WS6



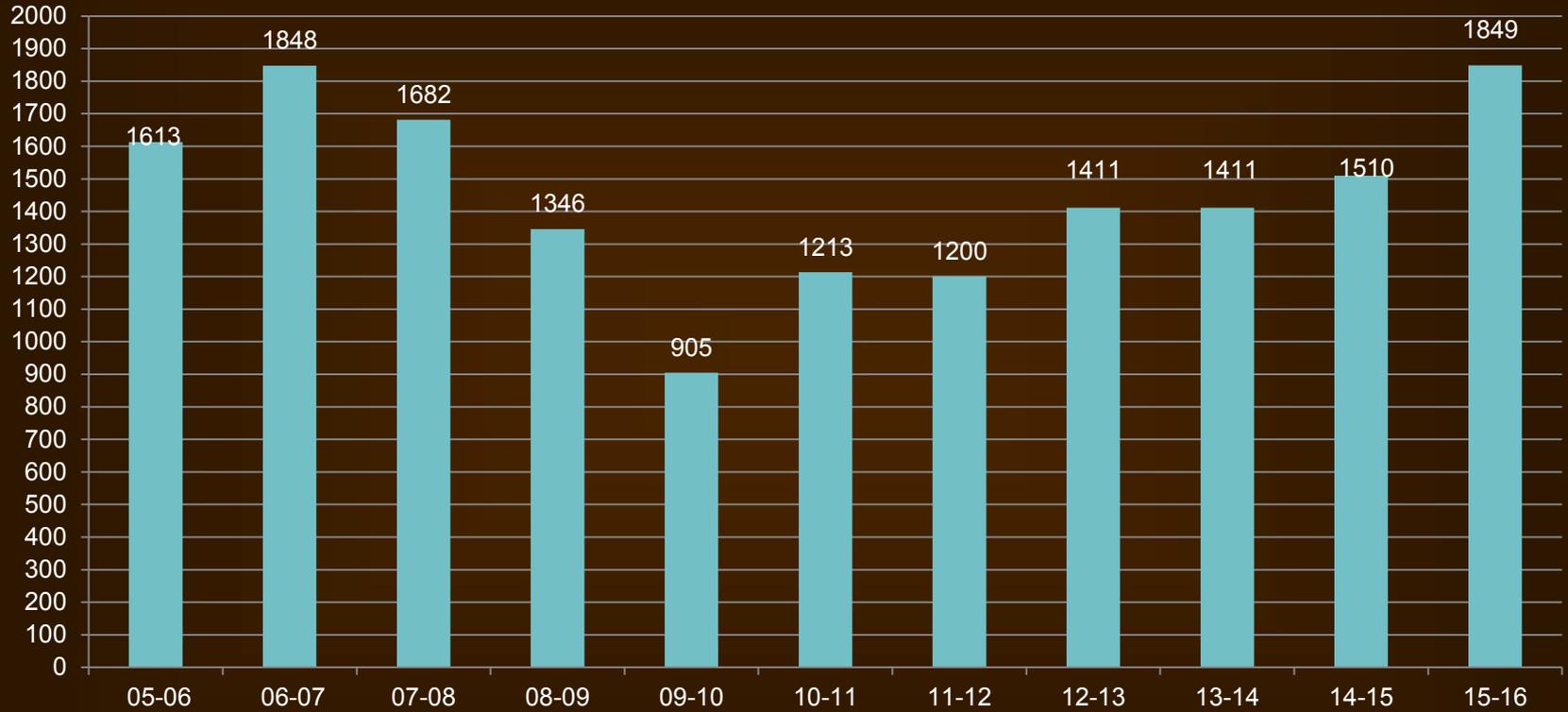
City of Milwaukie Number of Electrical Permits Issued



Note: The Milwaukie Building Department began issuing electrical permits as of January 1st, 2016.



City of Milwaukie Number of Inspections Performed



Fiscal Year

WS8



Essential Tasks and Projects

- Research of Seismic requirements for Essential Facilities
- Research and implementation of Dangerous building enforcement
- Enforcement of code violation
- Records requests
- 30 to 50 phone calls a day
- Research and creating new addresses
- Refunds for all departments in Accela



On the Horizon

- The following are possible projects:
 - Development of the Murphy site
 - Development of the opportunity sites for the City
 - Development off Rusk rd. by the Senior center, last proposal was for 70 to 85 units
 - 25 to 30 new houses in various land partitions
 - Library revamp
 - Demo and New Multifamily housing on Willard
 - Solar campaign





MILWAUKIE CITY COUNCIL
STAFF REPORT

Agenda Item: **WS 4.**
Meeting Date: **August 16, 2016**

To: Mayor and City Council
Through: Bill Monahan, City Manager
Alma Flores, Community Development Director
Subject: **Regional Flexible Fund Allocation Program
Monroe Street Neighborhood Greenway**
From: Denny Egner, Planning Director
Charles Eaton, Engineering Director
Date: August 5, 2016

ACTION REQUESTED

Discussion on 2019-2021 Regional Flexible Funds Allocation program. Provide directing to staff on project nomination and percent of funding match to contribute.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

December 1, 2015: City Council adopted Resolution 107-215 which included directing staff to take steps to implement the Concept Plan, including pursuing grants to fund further design and construction of the Monroe Street Neighborhood Greenway.

November 3, 2015: Public hearing opened to take public testimony on the draft Concept Plan and to allow for Council discussion.

August 18, 2015: Worksession update to begin preparing for the public hearing on the draft Concept Plan, proposed for November 3, 2015.

June 16, 2015: Worksession update to present the final draft of the Concept Plan and outline next steps in moving toward adoption of the plan.

August 2014 to May 2015: Three staff updates on project status (August 2014, February and May 2015). Formal adoption of new Council goals for 2015-16, including a focus on bicycle and pedestrian safety.

February 2013 to June 2014: Formal adoption of Council goals for 2013 and 2014, including goals related to making Monroe Street a neighborhood greenway. Two staff updates on project status (January and April 2014). Council adoption of Resolutions 47-2013 and 55-2014, endorsing the City's grant application for the project and authorizing an Intergovernmental Agreement (IGA) with the Oregon Department of Transportation (ODOT) to do the project.

BACKGROUND

Currently the project solicitation period is open for the 2019-2021 Regional Flexible Fund Allocation (RFFA) program. This program includes two areas: Active Transportation and Freight Investments. There is \$25.81 million available for Active Transportation projects and \$7.3 million available for Freight Investments.

City staff evaluated the projects included in the current Capital Improvement Program (CIP) to determine which projects best met the guidelines of the RFFA program. Three projects appeared to be the best fit for Active Transportation funding:

1. Monroe Street Neighborhood Greenway
2. Lake Road Improvements
3. Railroad Ave. Multi-use path

All of the projects were reviewed in relation to the following factors:

1. Project readiness
2. Availability of matching funds
3. County-wide impact

The Monroe Street Neighborhood Greenway was selected for the following reasons:

1. Continues the implementation of the Greenway Plan in accordance with City Council direction
2. Plan is a High City priority within the City of Milwaukie Transportation System Plan.
3. The project ranked the highest of the Milwaukie Projects by Clackamas County Coordinating Committee (C4)
4. Complements the adjacent County Greenway project being submitted by Clackamas County for the RFFA program..

Given the limited availability of funding, staff is proposing to request funds for preliminary engineering and right-of-way acquisition only at this time. This corresponds with the recommendation of County staff for the portion of the greenway outside the City of Milwaukie and would create a complete shovel ready project. The estimated cost for preliminary engineering and ROW acquisition is \$2.45 million with a minimum match requirement of \$252,000.

CONCURRENCE

NA

FISCAL IMPACTS

If the project is funded the City would be obligated for the agreed to match requirement. The Bike and Pedestrian Accessibility program could provide the matching funds for the project. The program identified would provide funds by FY 2019-21 for a match at the recommended funding level. The City would need to allocate a minimum of 10.27% and could potentially allocate up to 28% utilizing the proposed matching fund source.

WORK LOAD IMPACTS

This project would be administered through ODOT with City administrative oversight.

ALTERNATIVES

1. Approve an application for an alternative project other than the Monroe Street Greenway.
2. Do not move forward with any application for the RFFA funding at this time.

ATTACHMENTS

N/A



MILWAUKIE CITY COUNCIL
STAFF REPORT

Agenda Item: **WS 5.**
Meeting Date: **August 16, 2016**

To: Mayor and City Council
Through: Bill Monahan, City Manager
Alma Flores, Community Development Director
Dennis Egner, Planning Director
Subject: **Design and Landmarks Committee Update**
From: Brett Kelter, Associate Planner
Date: August 9, 2016

ACTION REQUESTED

Council review and comment on the draft Design and Landmarks Committee work program for 2016-17.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

2007-2015: DLC has met with Council 7 times to review annual work programs.

BACKGROUND

The City Council and Design and Landmarks Committee (DLC) meet annually to discuss the DLC's work program and seek concurrence from the Council.

The DLC serves the City by reviewing and advising on matters of urban design, architecture, historic preservation, and compliance of projects in the downtown zones with the Downtown Design Guidelines, according to the provisions of the Comprehensive Plan and Zoning and Sign Ordinances. It does this by making recommendations to the Planning Commission regarding development in downtown Milwaukie, and reviewing and recommending appropriate design guidelines and design review processes and procedures to the City Council. Planning staff works closely with the Committee to make progress in all of these areas.

CONCURRENCE

The DLC has reviewed and concurs with the proposed work program.

FISCAL IMPACTS

None.

WORK LOAD IMPACTS

None. The City's adopted budget includes limited staff time for support of the DLC. Staff support of the Committee includes scheduling and staffing monthly meetings, providing information about projects before the DLC, preparing materials for DLC meetings, providing public notice about those meetings, and drafting meeting minutes for DLC review and approval.

ALTERNATIVES

N/A

ATTACHMENTS

1. 2016-17 Proposed DLC work program

Milwaukie Design and Landmarks Committee

2016-17 WORK PROGRAM

To be Confirmed by City Council on August 16, 2016

Accomplishments of 2015-16

Between August 2015 and July 2016, the DLC met 7 times. The committee saw a fleeting return to full membership, with all 5 seats being filled in April 2016. Between April and July 2016, the members included Sherry Grau (Chair), James Fossen (Vice Chair), Scott Jones, Chip Addabbo, and Lauren Loosveldt. In July 2016, time constraints led Member Chip Addabbo to step down from the Committee, so there is currently one opening to be filled.

During the past year, there were no development projects that triggered a need for design review by the Committee. Over the past five months, the Committee has focused on an update to the Downtown Design Guidelines.

Work Program for 2016-17

The following is a summary of the projected DLC activities for 2016-17:

Review as Needed

1. Downtown Design Review. For development proposals in Downtown zones, conduct public design review meetings to advise the Planning Commission on implementation of the Downtown Design Guidelines.
2. Post-Decision Limited Design Review. Conduct design review meetings on development proposals when the Planning Commission has made design review a condition of approval or to assist with other City projects.
3. Historic Resources Review. Review Historic Landmark alteration or demolition requests and advise the Planning Commission on applications when City approval is required by the Milwaukie Municipal Code (MMC).

Provide Design-related Guidance

1. Update Downtown Design Guidelines. Work with Planning Department staff to update the Downtown Design Guidelines document, with the aim of making it more user-friendly. Incorporate photos and images that more clearly illustrate the recommended approach to downtown building design, and consider revisions to the existing text that more clearly communicate the vision established in the guidelines themselves.
2. General Design Guidance. As requested and appropriate, provide guidance to staff in all areas of design in downtown, including proposals for the public right-of-way.

Participate in Long-Range Planning Projects

- Comprehensive Plan and Code Revision Projects. Participate in and advise Planning staff and Planning Commission on proposals relating to community design. Anticipated projects in the Planning Department work program for the coming year include:
 - Comprehensive Plan Update – The Planning Department has begun the first significant update since the Comp Plan was adopted in 1989. A community visioning process is among the first components, and the DLC is being encouraged to participate. As work progresses with the Comp Plan update, it may include a re-evaluation of the Historic Resources Inventory.
 - Code Housekeeping Project – Planning staff is proposing minor adjustments to the Historic Preservation Overlay Zone (MMC Section 19.403). This is part of a set of housekeeping amendments.
- Development of Opportunity Sites. The City is moving forward in 2016-17 to actualize development on its various “opportunity sites,” including Block 14 on Main Street between Harrison Street and Jackson Street, as well as the Cash Spot site at Washington Street and McLoughlin Boulevard. There may be opportunities for the Committee to participate in some aspect of these efforts, where the members’ expertise and experience with architecture and design could benefit the process.

Receive Ongoing Training

- Continue to develop the group’s understanding of the particular design elements that make Milwaukie unique.
- Deepen the group’s knowledge of the land use review process.
- Stay up to date on State statutes regarding land use law and ethics for public officials.
- Take advantage of other relevant training opportunities.