# Work Session

WS

# Milwaukie City Council

MILWAUKIE CITY COUNCIL
WORK SESSION

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

# AGENDA
## JANUARY 7, 2014

A light dinner will be served.

| | | | | Page # |
|---|---|---|---|---|
| **1.** | 5:00 p.m. | **City Manager's Report** | Bill Monahan | |
| **2.** | 5:20 p.m. | **Management Study** | Council President Hedges | |
| **3.** | 5:30 p.m. | **Enforcement of Yard Debris as a Violation** | Interim Police Chief Steve Bartol & Code Compliance Coordinator Tim Salyers | **1** |
| **4.** | 6:00 p.m. | **Monroe St Neighborhood Greenway Project** | Associate Planner Brett Kelver | **19** |
| **5.** | 6:15 p.m. | **Bike Rack Discussion** | Program Coordinator Beth Ragel & Arts Committee Members | **35** |
| **5.** | **6:30 p.m.** | **Adjourn Work Session** | | |

**6:30 p.m. Executive Session**
Upon adjournment of the work session, the City Council will meet in executive session pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations and ORS 192.660(2)(h) consultation with counsel concerning legal rights and duties regarding current litigation of litigation likely to be filed.

**Information**
Executive Session: The City Council may meet in executive session pursuant to ORS 192.660(2). All discussions are confidential and those present may disclose nothing from the Session. 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. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

**Public Notice**
- The Council may vote in work session on non-legislative issues.
- The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the one previous to it.
- The Council requests that mobile devices be set on silent or turned off during the meeting.
- The City of Milwaukie is committed to providing equal access to information and public meetings per the Americans with Disabilities Act. For special accommodations, please call 503-786-7502 or email ocr@milwaukieoregon.gov at least 48 hours prior to the meeting.

MILWAUKIE CITY COUNCIL
STAFF REPORT

**To:** Mayor and City Council

**Through:** Bill Monahan, City Manager

**Subject:** **Enforcement of Yard Debris as a Violation**

**From:** Steve Bartol, Interim Chief of Police
Tim Salyers, Code Compliance Coordinator

**Date:** December 17, 2013

**ACTION REQUESTED**
For the Council to determine if it wants to exclude the enforcement of yard debris piles related to Milwaukie Municipal Code (MMC) Section 8.04.070 Nuisances Affecting Public Health.

**HISTORY OF PRIOR ACTIONS AND DISCUSSIONS**
December 3rd, 2013, Mr. Marcus Reuter addressed the Council during the Regular Session's Audience Participation portion of the agenda. Mr. Reuter explained he had received a notice of violation from Code Compliance Coordinator Tim Salyers informing him that the brush pile located on his property was in violation of the MMC. Mr. Reuter felt enforcement of yard debris did not meet the intent of the specific code section. Further, Mr. Reuter explained that the brush pile on his property was intentionally constructed to replace bird habitat lost as a result of cleaning up his property. Council requested to have staff put together the case file and attend a work session. Council also requested that staff suspend all enforcement cases relating to yard debris.

**BACKGROUND**
The Code
The code section in question is under Title 8 Health and Safety, specifically in the Nuisances chapter. Milwaukie Municipal Code Section 8.04.070 Nuisances Affecting Public Health states,

> "No person may permit or cause a nuisance affecting public health. The following are nuisances affecting the public health and may be abated as provided in this chapter:
> (B) Debris on Private Property. Accumulations of debris, rubbish, manure, and junk, junk machinery, or junk vehicles of any kind, inoperable vehicles, and other refuse located on private property that are not removed within a reasonable time."

History of Enforcement
Historically, yard debris cases have been enforced under this section of the code. Cases have been initiated both through complaints from citizens and through self-initiated activity of code enforcement staff. Yard debris cases have ranged from tree trimming projects to a dump pile for a property.

A check of the code enforcement tracker yielded 20 cases since 2003 that gave specific information related to piles of branches, tree trimmings, yard debris and brush piles. **Attachment 1** contains photos from some of those cases. It should be noted that 16 of these cases were initiated by citizen complaints. Yard debris piles have been described by complainants as fire hazards, harborage for rats and unsightly to view. While many cases resulted in compliance, others resulted in citations being issued. Of those cases resulting in citations, all resulted in either a guilty plea by the defendant or a verdict of guilty being issued by former Judge Gray.

As a result of the defenses raised in Mr. Rueter's case, staff consulted with the city prosecutor Rhett Bernstein to determine if he felt yard debris piles were a violation of MMC Section 8.04.070, Nuisances Affecting Public Health. Mr. Bernstein agreed that it was. He also pointed out that piles of yard debris or brush piles could be considered violations of MMC 8.04.110B which prohibits "Dead, decaying, or unsafe trees or tree limbs that present a safety hazard to the public or adjacent property." In Mr. Bernstein's opinion, there is currently no exemption in the code to allow for the intentional building of brush piles for the purpose of providing animal or bird habitat.

History of the case involving Mr. Reuter's property

10/03/2013- Coordinator Salyers received an email requesting a site visit at the neighboring property to examine a possible violation described as a pile of yard debris.

10/18/2013- Coordinator Salyers went to the adjoining property and observed a large pile of yard debris approximately 60' L x 5' W x 3' T. He issued a Notice of Violation for the pile of yard debris. The notice had a compliance date of 10/28/2013.

10/21/2013- Coordinator Salyers received voicemail from Ann Wilson calling the yard debris pile "compost." Coordinator Salyers returned Ms. Wilson's call and granted an extension for compliance to 12/2/2013. She explained that they were working with Chris Runyard on a naturescaping project on their property.

10/30/2013- Coordinator Salyers spoke with Councilor Gamba on the phone.

10/30/2013- Coordinator Salyers received an email from Councilor Gamba.

11/01/2013- Coordinator Salyers Site Visit and took Pictures from complainants property. **See Attachment 2 & 3**

11/01/2013- Coordinator Salyers Sent an email to Rhett Bernstein asking if a citation was enforceable.

11/02/2013- Received a response from Mr. Bernstein saying he would prosecute.

11/21/2013- Steve Bartol and Tim Salyers met with Mr. Rueter at the property.

11/22/2013- Councilor Gamba sent an email requesting a meeting.

11/27/2013- Councilor Gamba, Bill Monahan and Steve Bartol had a meeting.

12/02/2013- Bill Monahan consulted with Mr. Bernstein regarding relevant code sections for enforcement.

**CONCURRENCE**
The City Prosecutor has agreed with code compliance staff's enforcement.

**FISCAL IMPACTS**
N/A

**WORK LOAD IMPACTS**
If Council decides that yard debris violations do meet the intent of the code, there will be no change in Code Enforcement staff's work load.

If Council decides yard debris and brush piles do not meet the intent of the code, then enforcement would cease on those types of violations.

**ALTERNATIVES**
Although we do not believe the argument that yard debris and or brush piles are not "debris" as defined by the code has ever been raised as a defense, the court has previously ruled that yard debris and brush piles do in fact constitute a violation. For the court to rule differently, a defendant would have to bring this argument as a defense. If they were found guilty and still disagreed with the court, they could appeal to district court for a higher opinion. The alternative to a test case going before the court would be for the council to take affirmative action to amend the code to provide exemptions and or clarification.
If Council feels yard debris should continue to be a violation, and feels the language in the code is adequate to address the issue, do nothing and continue enforcement as is.

If Council believes the City should not interpret yard debris and or brush piles as debris under the code, direct staff to discontinue enforcement under the definition of debris.

If Council feels that yard debris and brush piles should be a violation, but that the definition of debris is inadequately articulated in the code, then direct staff to draft language that specifically includes yard debris and brush piles as a violation. Such language should include a definition and limitations so staff can administer the code and properly explain distinctions to the community.

If Council feels they would like to allow some sort of yard debris piles with restrictions, Council could direct staff to research what kind of restrictions would be appropriate and what conditions would need to be met for a compliant yard debris pile, and then draft language to amend the code. Definitions and language that describes limitations on habitat, such as "Approved/Designed Habitat" should be developed.

**ATTACHMENTS**
1. Photos of examples of prior code cases
2. Lot Map and Aerial Photo of Mr. Reuter's yard debris pile
3. Photos of Mr. Reuter's yard debris pile
4. Code Sections 8.04.070 & 8.04.110

Attachment 1

**WS 5**

**WS 6**

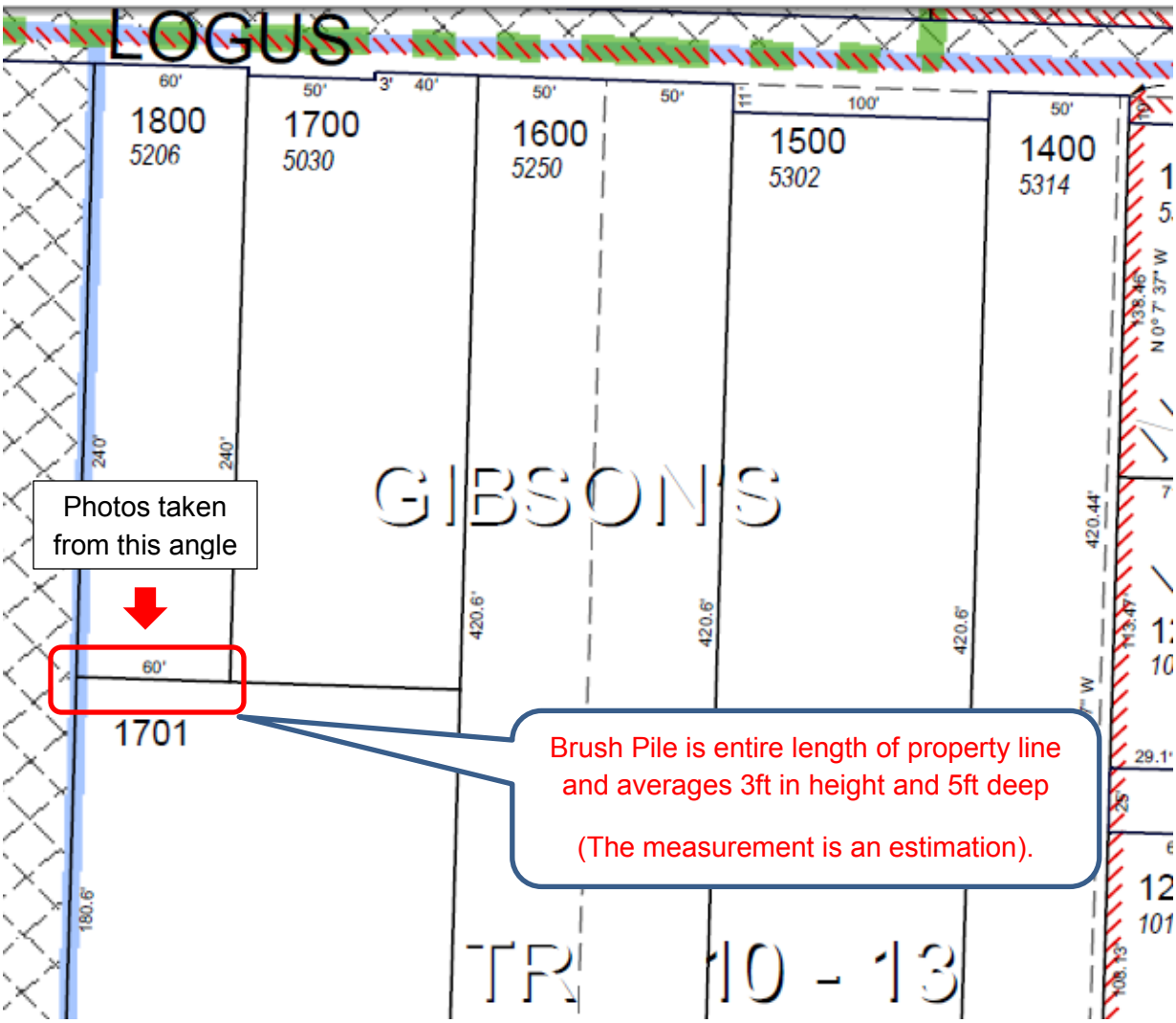
**WS 7**

**WS 8**

**WS 9**

**WS 10**

Attachment 2




Vacant Lot 1701 & Lot 1700 are owned by the same person, which is the occupant of 1700.

The yard debris pile is on Lot 1701.

**WS 12**

Attachment 3

**WS 13**

**WS 14**

**WS 15**

**WS 16**

Attachment 4

**8.04.070 NUISANCES AFFECTING PUBLIC HEALTH**

**No person may permit or cause a nuisance affecting public health. The following are nuisances affecting the public health and may be abated as provided in this chapter:**

A. Privies

An open vault or privy constructed and maintained within the city, except those constructed or maintained in connection with construction projects in accordance with the State Board of Health regulations.

**B. Debris on Private Property**

**Accumulations of debris, rubbish, manure, and junk, junk machinery, or junk vehicles of any kind, inoperable vehicles, and other refuse located on private property that are not removed within a reasonable time.**

C. Stagnant Water

Stagnant water which affords a breeding place for mosquitoes and other insect pests.

D. Water Pollution

Pollution of a body of water, well, spring, stream, or drainage ditch by sewage, industrial wastes, or other substances placed in or near such water in a manner that will cause harmful material to pollute the water.

E. Food

Decayed or unwholesome food which is offered for human consumption.

F. Odor

Premises which are in such a state or condition as to cause an offensive odor or which are in an unsanitary condition.

G. Surface Drainage

Drainage of liquid wastes from private premises.

H. Smoke, etc.

Dense smoke, noxious fumes, gas soot, or cinders in unreasonable quantities.

I. Harborage for Rats

It is unlawful for any person who owns and/or is in charge of property to allow the accumulation of any litter, filth, garbage, decaying animal or vegetable matter, which may or does offer harborage or source of food for rats.

J. Properties Declared “Unfit for Use”

Property placed on the Oregon Health Division “Unfit for Use List” because it has been used for the manufacture of illegal drugs and that has not been issued a “Certificate of Fitness” by the Oregon Health Division. (Ord. 2064 § 1, 2013; Ord. 1961 § 1, 2006; Ord. 1959 § 1, 2006; Ord. 1377 § 1, 1977; Ord. 1028 § 6, 1964)

**8.04.110 WEEDS AND NOXIOUS GROWTH—DEAD OR DECAYING TREES OR TREE LIMBS**

**The following things, practices, or conditions on any real property are nuisances. For purpose of this section, "real property" includes any portion of a right-of-way adjacent to the real property.**

A. Grass, thistles cockleburs, brambles, wild blackberry bushes, weeds listed under any weed category in the Oregon State Noxious Weed List maintained by the Oregon State Weed Board, or other noxious vegetation, where the plant has:

1. Grown to greater than eight (8) inches in height;
2. Gone to seed; or
3. Become a fire hazard.

**B. Dead, decaying, or unsafe trees or tree limbs that present a safety hazard to the public or adjacent property.** In stating the abatement costs pursuant to subsection C of Section 8.04.200 of this chapter, the Council may, in its sole discretion, determine the cost to be less than the total cost of abatement in order to:

1. Share no more than fifty percent (50%) of the net cost of removal of a tree in the right-of-way with an adjacent property owner who did not plant the tree; and/or
2. Assist a low-income resident of the city who is responsible for paying the cost of removal and whose income level shall meet the low-income eligibility requirement of Chapter 13.20 of this code. In making this determination, the Council shall consider using other alternatives such as deferred and partial payments to minimize the adverse impact on income. (Ord. 2064 § 2, 2013; Ord. 1929, 2003: Ord. 1028 § 10, 1964)

MILWAUKIE CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item: **WS 4.**

Meeting Date: **1/07/14**

**Title:** **Monroe Street Neighborhood Greenway Concept Plan**

**Prepared By:** Brett Kelver, Associate Planner

**Department Approval:** Stephen Butler, Community Development Director

**City Manager Approval:** Bill Monahan

**Approval Date:** 12/18/13

## ISSUES BEFORE COUNCIL

Update Council on the preparations to launch a project related to the Monroe Street neighborhood greenway, supported by a grant from ODOT's Transportation and Growth Management (TGM) program. The project will result in design concepts for improvements that will make Monroe Street a safer and calmer route for bicycles, pedestrians, and auto traffic.

## STAFF RECOMMENDATION

No action required. Staff is updating the Council on the draft scope of work for this project.

## KEY FACTS & INFORMATION SUMMARY

The project will engage public stakeholders in a process to consider traffic calming measures and other improvements for the various sections of Monroe Street, to make the street a safer route for bicycles, pedestrians, and auto traffic. Staff from the Planning and Engineering Departments is working with ODOT to develop a scope of work for the project. ODOT will contract with a qualified consultant for the project. It is expected that the City and ODOT will then enter into an Intergovernmental Agreement (IGA) to set out the work program and specify how the City will work with the consultant. A Project Advisory Committee (PAC) will be formed, including stakeholders from the various neighborhoods and affected user groups as well as technical and agency representatives.

## OTHER ALTERNATIVES CONSIDERED

The TGM program has particular rules that funded projects must follow (regarding timeline and general process), but the scope of work for the project is negotiated by ODOT and the City.

## CITY COUNCIL GOALS

6c. Consider making Monroe Street a bike boulevard. (Note: "Bike boulevards" are now referred to as "neighborhood greenways" in the City's Transportation System Plan.)

## FISCAL NOTES

ODOT will provide up to $93,785 for qualified consultant services for the project; the City will provide a match in staff time of approximately $15,000.

## ATTACHMENTS

1. Resolution No. 47-2013 – Council authorization to apply for TGM funds
2. Statement of Work (current draft)
3. 1-page informational flier – Monroe Street Neighborhood Greenway Concept Design Project

MILWAUKIE CITY COUNCIL
STAFF REPORT

**To:** Mayor and City Council

**Through:** Bill Monahan, City Manager
Stephen Butler, Community Development Director

**Subject:** **Monroe Street Neighborhood Greenway Concept Plan**

**From:** Brett Kelver, Associate Planner

**Date:** December 31, 2013, for January 7, 2014, Work Session

## ACTION REQUESTED

No action required. Staff is updating the Council on the draft scope of work for this project.

## HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

**June 4, 2013:** Adoption of a Council resolution (No. 47-2013) endorsing the City's grant application for this project.

**February 19, 2013:** Formal adoption of Council goals for 2013, including Goal 6c, "Consider making Monroe Street a bike boulevard."

## BACKGROUND

The City's Transportation System Plan (TSP) identifies Monroe Street as one of several "neighborhood greenways," or routes with low traffic speeds that are safer for bicyclists and pedestrians. Monroe Street is an important east-west route across the city, providing connections through several neighborhoods and to downtown Milwaukie. Neighborhood greenways use a variety of tools—such as pavement markings, signage, "bulbout" curb extensions, and mini traffic circles—to make it safer for bicycles to share the travel lane for vehicles, with the added benefits of providing a safer environment for pedestrians and calmer traffic for all residents and users of the street.

Currently, there are sections of Monroe Street where poor pavement quality, a lack of curbs and sidewalks, and challenging intersection crossings all present barriers to the street's function as an effective neighborhood greenway. In order to identify recommended treatments for Monroe Street, the City has secured Transportation and Growth Management (TGM) funding from the Oregon Department of Transportation (ODOT). The TGM grant will enable the City to engage the affected stakeholders along Monroe Street in a planning process to design the Monroe Street Neighborhood Greenway, with the participation of technical advisors and a qualified consultant.

### History

In 2007, community members who participated in the Bicycle Workshop for the 2007 TSP update identified Monroe Street as one of four routes through Milwaukie that could serve as effective "bike boulevards," or streets where low traffic volumes and speeds allow for safe travel by bicycles and autos in a shared travel lane. In early 2013, during its annual goal-setting process and in response to public comment, Council established a goal to "Consider making

Monroe Street a bike boulevard." During the 2013 TSP update process, the term "bike boulevard" evolved into the term "neighborhood greenway," to better reflect the fact that the improvements associated with bike boulevards in fact make the street safer and calmer for travel by bicycles, pedestrians, and autos.

Staff began looking for opportunities to secure funding to study Monroe Street and identified the TGM program as a possible source. The TGM program was developed by ODOT to support planning efforts that promote more sustainable and livable communities and that increase opportunities for transit, walking, and bicycling. The City is familiar with this particular funding source, as both the 2007 TSP update and the recent project to develop the Tacoma Station Area Plan were funded by the TGM program.

In June 2013, Council adopted Resolution No. 47-2013, endorsing a City application to the TGM program for funding to support a project to develop concept designs for the Monroe Street Neighborhood Greenway (see Attachment 1). In September 2013, ODOT notified the City that the Monroe Street project had been selected to move forward in the TGM grant process, with an offer to provide up to $93,785 for qualified consultant services for the project—the City will be providing an in-kind match of staff time for approximately $15,000. To remain eligible for TGM funding, the project must be effectively underway by Spring 2014 and completed the following year (by June 30, 2015).

**Next Steps**

To be clear, this is not a construction project. The TGM grant is to develop a concept plan that will guide future street improvements (with Council approval) to make the Monroe Street Neighborhood Greenway a physical reality. The next step in the process involves the City and ODOT working together to outline a "Statement of Work," which is essentially the project work scope. The current draft of the Statement of Work is attached (see Attachment 2).

The project will be overseen by a team comprised of staff from the City's Planning and Engineering Departments, as well as the ODOT grant manager. The team will select a qualified consultant to assist with the planning process, one with extensive familiarity and experience with the various tools and techniques that have been utilized to establish neighborhood greenways in other communities. A substantial public outreach component will ensure that the concept plan reflects the participation of affected stakeholders, particularly those who live and/or travel along Monroe Street.

The project's public involvement aspect includes two key elements:

- **Project Advisory Committee**
  A Project Advisory Committee (PAC) will be formed early in the process, comprised of stakeholders from the various neighborhoods and affected user groups as well as technical and agency representatives. The PAC's role is to provide suggestions and recommendations and to review draft materials before presentation to the broader public.

- **Public workshops**
  The consultant and PAC will solicit input from the larger community, initially with respect to needs and concerns about the street and later in response to the draft concept designs that are developed. Open public workshops will be the format used to allow people to share their ideas and suggestions about how the Monroe Street Neighborhood Greenway takes shape.

Staff held an introductory public information meeting on December 4, 2013, to explain the project and let people know that the substantive activities will be kicking off later in the spring. Approximately 20 people attended the December 4 meeting, nearly all of them residents of Milwaukie. The staff liaisons to each of the NDAs also took talking points to the various NDA December meetings. Upcoming outreach efforts include the development and maintenance of a project website, as well as an informational mailing and invitation to participate that will be sent to all property owners and residents on the entire length of Monroe Street. Staff will create informational materials similar to the 1-page flier developed for the December 4 meeting and the December NDA meetings (see Attachment 3) and will continue to provide regular updates to Council and the NDAs.

The project team is currently working on the Statement of Work so that ODOT can initiate a search for qualified consultants by sometime in February or March 2014. Once a consultant has been selected, ODOT will develop a contract with the consultant; the City will enter into an Intergovernmental Agreement (IGA) with ODOT in order to proceed, as is the standard practice for TGM grants. The TGM deadline for developing a final Statement of Work and being ready to proceed is May 15, 2014, after which point the real work of the project will begin.

**CONCURRENCE**

The City's Planning, Engineering, and Public Works Departments have been coordinating for this project and will continue to be involved throughout the process.

**FISCAL IMPACTS**

ODOT will provide up to $93,785 for qualified consultant services for the project; the City will provide a match in staff time of approximately $15,000.

**WORK LOAD IMPACTS**

Staff from the City's Planning and Engineering Departments will be overseeing the project, with Brett Kelver (Associate Planner) serving as project manager. The project is anticipated to represent a significant portion (20-25%) of Mr. Kelver's workload for 2014. At this time, Brad Albert (Civil Engineer) and Kenny Hill (Streets/Stormwater Supervisor) are anticipated to participate on the Project Advisory Committee, to provide technical perspective and insight throughout the concept planning process. The Directors of the Community Development, Engineering, Planning, and Public Works Departments will also be involved with the City's management team for the project, as will the ODOT grant manager.

**ALTERNATIVES**

The TGM program has particular rules that funded projects must follow (regarding timeline and general process), but the scope of work for the project is negotiated by ODOT and the City. If the City does not agree with the final scope of work, it could forego the TGM funds and either look for another way to fund the project or defer the project to a later date.

**ATTACHMENTS**

1. Resolution No. 47-2013 – Council authorization to apply for TGM funds
2. Statement of Work (current draft)
3. 1-page informational flier – Monroe Street Neighborhood Greenway Concept Design Project

**RESOLUTION NO. 47-2013**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, AUTHORIZING STAFF TO APPLY FOR A TRANSPORTATION GROWTH MANAGEMENT GRANT TO FUND DESIGN OF MONROE STREET BICYCLE BOULEVARD/NEIGHBORHOOD GREENWAY OPTIONS.**

**WHEREAS,** the Oregon Department of Transportation and Oregon Department of Land Conservation and Development are accepting applications for the Transportation and Growth Management Grant program in June 2013; and

**WHEREAS,** the City of Milwaukie desires to participate in this grant program to develop options for Monroe Street improvements as a bicycle boulevard/neighborhood greenway street; and

**WHEREAS,** consideration of bike boulevards on Monroe Street is one of City Council's priority goals for 2013;

**WHEREAS,** the Transportation and Growth Management Grant program is well suited to address design options for this street;

**NOW, THEREFORE, BE IT RESOLVED** that Milwaukie City Council endorses the City's application to the Oregon Department of Transportation and Oregon Department of Land Conservation and Development Transportation and Growth Management Grant program for development of bike boulevard/ neighborhood greenway concepts for Monroe Street.

Introduced and adopted by the City Council on June 4, 2013.

This resolution is effective on June 4, 2013.

Jeremy Ferguson, Mayor

ATTEST:

Pat DuVal, City Recorder

APPROVED AS TO FORM:
Jordan Ramis PC

City Attorney

*DRAFT*

# Statement of Work

## Monroe Street Neighborhood Greenway Concept Plan

**DEFINITIONS & ABBREVIATIONS**

City – City of Milwaukie
Consultant – Consultant with expertise in the field
County – Clackamas County
NDA – Neighborhood District Association
ODOT – Oregon Department of Transportation
PAC – Project Advisory Committee
PSAC – Public Safety Advisory Committee
TGM – Transportation and Growth Management program
TSP – Milwaukie Transportation System Plan
WOC – Work Order Contract
WOCPM – Work Order Contract Project Manager

**PURPOSE**

The Milwaukie Transportation System Plan (TSP) identifies Monroe Street as a key east-west bicycle route across Milwaukie, one that is also important for pedestrians as a connection through several neighborhoods. The TSP classifies Monroe as a greenway, which includes a shared-lane bikeway, sidewalks, and green-street stormwater facilities. The Monroe Street Neighborhood Greenway Concept Plan will identify possible improvements (such as signage, pavement markings, intersection signalization, curb extensions, refuge islands, speed humps, and mini traffic circles) that would ensure traffic volumes and speeds are appropriate for a shared bikeway, in the form of a conceptual design for improvements to accommodate bikes, pedestrians, and stormwater. Anticipated deliverables for the project include concept design plans for each section of Monroe Street, consisting of a plan view, typical cross-sections, and conceptual drawings where necessary to illustrate specific proposed improvements.

**STUDY AREA**

The Study Area centers on Monroe Street between 21st Ave in the west and Linwood Ave in the east, a linear distance of approximately 2 miles.

**BACKGROUND**

The Milwaukie TSP classifies Monroe Street as a collector street within the city limits. The roadway connects downtown Milwaukie in the west (starting at Hwy 99E, aka McLoughlin Blvd) with residential neighborhoods in the east. Monroe Street has several sections with different characteristics—starting downtown, Monroe Street moves through higher density housing and commercial areas to lower density housing areas in the eastern part of the City and beyond. Based on an initial assessment of traffic data obtained from speed reader boards posted at three locations on Monroe Street, existing daily traffic volumes and average speeds are low and within the range necessary to safely accommodate a bikeway.

Between 21st Ave and 42nd Ave, there are curbs and sidewalks on Monroe Street, typically on both sides of the street but with sidewalk widths of 5 ft or less. The right-of-way (ROW) width in this western section of Monroe Street ranges from 40 ft (21st Ave to 29th Ave) to 50 ft (29th Ave to Campbell St/Oak St) to 60 ft (Oak St to 42nd Ave). Monroe Street crosses the Union Pacific Railroad line at Oak St, where higher traffic counts and the railroad tracks present a safety challenge. Between 42nd Ave and Linwood Ave, the street has a more rural cross section, with no curbs or sidewalks and with varying pavement width. The ROW width in this eastern section ranges from 60 ft (42nd Ave to 52nd Ave) to 45 ft (52nd Ave to Linwood Ave). Figure 1 presents an aerial view of Monroe Street between 21st Ave and Linwood Ave *[will need to insert an aerial image as Figure 1]*.

From the city limits at Linwood Ave, Monroe Street extends almost 1 mile farther east into unincorporated Clackamas County, terminating at Fuller Rd. A project to make bicycle enhancements on Monroe Street from the City limit at Linwood Ave east to 72nd Ave is a Tier 1 priority in the County's TSP and for the North Clackamas Revitalization Area (NCRA), the urban renewal area just east of Milwaukie at Monroe Street. The County recognizes the intersection of Linwood Ave and Monroe Street as a location in need of safety and traffic improvements. The County has a Tier 1 project to improve this intersection, whether with a traffic signal, a crossing signal, a traffic circle, or some other feature, listed in the County TSP and mentions the needed intersection improvement in the currently adopted County Comprehensive Plan. It is important that the Monroe Street Neighborhood Greenway Concept Plan consider potential improvements to the Linwood-Monroe intersection, to the extent that those improvements become known.

Although the Monroe Street Neighborhood Greenway Concept Plan is specific to Monroe Street within the Milwaukie city limits, the recommended design concepts that emerge from the plan may also be applicable to the Clackamas County section of Monroe Street (east of Linwood Ave). Likewise, the concepts and principles may also be applicable to the other Neighborhood Greenways designated in the TSP, such as Stanley Ave, 19th Ave, and the 29th Ave/Harvey St/40th Ave route.

**PROJECT OBJECTIVES**

The primary objective of this project is to develop a conceptual plan for street design treatments along SE Monroe Street between SE 21st Avenue and SE Linwood Avenue, to better accommodate multimodal circulation, improve safety for all modes, support adjacent land use and development, and conceptually address options for treatment of stormwater runoff related to recommended improvements.

More specific objectives include the following:

- Create a corridor design that will encourage and support the use of alternative transportation modes and reduce reliance on the automobile, and provide better multimodal links between downtown Milwaukie and central and eastern neighborhoods and commercial areas.
- Provide safe routes and crossings for bicyclists and pedestrians to significant area destinations such as the downtown light rail station, commercial areas (including Milwaukie Marketplace, Oak Street Square, and King Road Shopping Center), and nearby schools (including Portland Waldorf School, Milwaukie Elementary, St. John's Catholic School, and Milwaukie High School) and parks (including Riverfront Park, Homewood Park, and Wichita Park).

- Using design features as necessary, ensure that vehicle volumes and speeds are conducive to shared-lane bicycle use.
- Address the potential need for additional right-of-way and identify associated property impacts.
- At a planning level, identify means to address stormwater runoff from additional impervious surface in the right-of-way, considering green street treatments as well as more conventional measures.
- Involve the public and stakeholders in designing the streetscape for Monroe Street.

**DELIVERABLES OVERVIEW**

- The City of Milwaukie (City) shall be responsible for meeting logistics, including providing meeting locations and meeting notification. City shall prepare meeting agenda and facilitate meetings. The Consultant selected for this project (Consultant) shall present and lead discussion on technical materials to be discussed at each meeting.
- All draft materials must be submitted to the City project manager and Oregon Department of Transportation (ODOT) Work Order Contract Project Manager (WOCPM) at least one week prior to the packet mailing date for the meeting at which they are to be presented.
- Consultant shall prepare originals of materials to be distributed or presented at meetings, and City shall be responsible for reproductions. Consultant shall provide originals to City in hard copy and electronic form at least two days prior to the packet mailing date for the meeting at which they will be used (or two days prior to the meeting itself, if no packet will be sent in advance).
- Except as specified, Consultant shall provide three hard copies of all products, as well as an electronic file (in Word format for all written products and in PDF format for graphic products).
- Adoption ready: As necessary, any final plans and amendments to plans must be prepared as final policy statements of the local government and must not include language such as "it is recommended …" or "City should …." New and amended code language must be prepared as final regulatory statements of City. Final plan, plan amendments, code, code amendments, or other documents to be adopted must include all necessary amendments or deletions to existing City plans or code to avoid conflicts and enable full integration of proposed plan with existing City documents.
- The following text must appear in the final version of all final deliverables:

  *This project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), local government, and the State of Oregon funds.*

  *The contents of this document do not necessarily reflect views or policies of the State of Oregon.*

- At the conclusion of Project, Consultant shall provide copies of the final deliverables—Final Report and Final Conceptual Plan—to City and WOCPM in PDF and Word format. City shall receive 10 hard copies and one CD and WOCPM shall receive three hard copies and two CDs.

**WORK APPROACH**

## Task 1: Public Involvement and Interagency Coordination

**Objectives**

- Ensure an open planning process that solicits and considers input from direct stakeholders and community members.
- Ensure the Project is coordinated with affected local jurisdictions and organizations.

**Methodology**

1.1 PAC Roster – City shall identify representatives to comprise a Project Advisory Committee (PAC) and prepare a PAC Roster. The PAC must include a designated representative from each of the directly affected Neighborhood District Associations (NDAs)—Historic Milwaukie, Ardenwald, Hector Campbell, and Linwood—as well as representatives from the Public Safety Advisory Committee (PSAC), the Bike Milwaukie advocacy group, City Engineering department, City Public Works department (both the Streets and Stormwater divisions), Clackamas County Planning Department, and ODOT.

The purpose of the PAC is to review draft materials prior to public presentation, to help ensure products are consistent with applicable policies and standards, and to provide suggestions and recommendations to enhance products and meet project objectives.

1.2 Adjacent Parties List – City shall prepare Adjacent Parties List identifying all property owners and tenants, both business and residential, with property abutting the Monroe Street right-of-way. List must include contact information. The address is sufficient for residential tenants.

1.3 Project Publicity – City shall prepare Project Publicity, materials to publicize the project to the community. Project Publicity must include:

- Letter to Adjacent Parties, which describes the Project Objectives, public involvement opportunities, and encourages public input. City shall distribute the Letter to those owners and tenants on the Adjacent Parties List. Distribution shall be by mail to property owners. Distribution to tenants may occur by mail or through door hangers.
- Publicity materials, including project information and public involvement opportunities, shall be provided to interested bicycle and pedestrian groups.

1.4 Organizational Meeting – City shall arrange and Consultant shall conduct an Organizational Meeting to coordinate schedules for meetings, workshops, and project publicity. Subsequent to, and as part of meeting, Consultant shall prepare Project Schedule.

1.5 Web Page – City shall maintain an updated Web Page on the City website to provide an online resource for interested parties.

1.6 Project Management Team Meetings – City, Consultant and ODOT shall participate in up to three Project Management Team Meetings throughout Project to discuss and coordinate work program and deliverables. Project Management Team Meetings are not deliverables themselves, but are necessary for project management; the cost of Consultant attendance is reflected in the cost of other Consultant deliverables. City Project Manager shall determine, subject to WOCPM approval, how many and when Project Management Team Meetings are held. At the City Project Manager's discretion, Project Management Team Meetings may be conducted in person or by conference call.

**City Deliverables**

1a AC Roster
1b Adjacent Parties List
1c Project Publicity
1d Organizational Meeting
1e Web Page

**Consultant Deliverables**

1a Organizational Meeting
1b Project Schedule

**Schedule**

One to two months after notice to proceed

## Task 2: Document Existing Conditions

**Objectives**

- Identify and describe existing physical features, traffic characteristics, plans, and policies that affect the Monroe Street corridor in terms of neighborhood greenway design.
- Identify and describe examples of bikeways and neighborhood greenways in similar environments as Monroe Street, including how their design features support multiple modes of transportation and adjacent land uses.
- Identify environmental conditions (i.e. hydrology, steep slopes, access, sight distance, etc.) that may present needs, opportunities, or constraints to street design.

**Methodology**

2.1 Traffic Volume and Speed Counts – City shall gather 24-hour counts of vehicles and their travel speeds at up to four locations on the Monroe Street corridor. For valid results, count method must be inconspicuous (e.g. must not include a reader board alerting drivers to slow down).

2.2 Base Maps – Consultant shall prepare scale-able Base Maps describing:

i. Land Use. Using data available from GIS resources, develop land use base map(s) that must identify parcels, applicable comprehensive plan, zoning and design overlay designations, property ownership including street right-of-way, building footprints, topography, and environmental or historic features that could impact design or feasibility of a new roadway design.

ii. Transportation. Based on available GIS and aerial photographic resources, prepare transportation base map(s) that must be in same scale as land use base map. Transportation base map must depict existing right-of-way, travel lane width, intersection configurations including crosswalks, bike lane width, sidewalk width, missing sidewalk and bike lane segments, existing transit facilities, driveways, and other property access. (Size of base maps must be sufficient for use at community workshops and similar public presentations, as determined by the City project manager.)

iii. Geo/Hydrology. Based on available GIS resources prepare geological/Hydrology base map which must be in same scale as land use base map, and must include contours (maximum 5-ft), soil types per United States Department of Agriculture data, and all structural features (i.e., catch basins, stormwater conveyance systems and treatment facilities) in the project area as well as surface water features (i.e., creeks and drainage).

Individual base maps may be overlaid into a single map, as determined by the City Project Manager, to consolidate geographic information. Base Maps include a draft and a revision to incorporate AC Meeting #1, City, and WOCPM comments.

2.3 Field Trip – City shall conduct a field trip of the Monroe Street project area, to include members of the PAC and other interested parties. Consultant shall attend to take note of conditions and participant comments. In addition to touring the study area, City shall present project objectives and summarize the project process for participants. Depending on the weather and the physical ability of PAC members, the tour may include bicycling and walking. The Consultant will lead the tour along with assistance from the City Project Manager (PM). In addition, the Consultant will prepare a list of comparable Portland area bike, pedestrian, and green street facilities. The list will be provided to PAC members and they will be encouraged to visit these facilities on their own.

2.4 Needs, Opportunities, Constraints, and Tools Memo – Consultant shall prepare Needs, Opportunities, Constraints, and Tools Memo discussing the needs that must be addressed to develop a neighborhood greenway; and summarizing policies and the physical, environmental, and historic features, as well as the transportation system features identified in Subtasks 2.1 and 2.2.

Memo is not intended to reiterate information contained in Base Maps, but to highlight factors that, in the Consultant's professional opinion, should be considered in the development of the Conceptual Plan in Task 3. Memo also must discuss opportunities and constraints that these factors present toward achieving Project Objectives. Memo must also discuss the design elements that generally comprise a neighborhood greenway (including a bikeway), and discuss the design

tools that may be applied in the design Monroe Street considering identified needs, opportunities and constraints.

Discussion text must cover design elements including bikeway marking and signage, methods for traffic calming and volume redistribution, pedestrian facilities and green stormwater treatments, and discuss the pros, cons and applicability of each. Memo must consider and discuss design elements in terms of their impact on total right-of-way width, general construction costs (linear-foot costs for each component, and total costs to meet corridor needs), and impacts to private property and on-street parking. Memo must also state which design tools are in the consultant's professional opinion most appropriate for the Monroe Neighborhood Greenway design and why. Sources for design examples must include the Metro Green Street Handbook, the Portland Stormwater Management Manual, Washington County's Bicycle Facility Design Toolkit and Guidelines for Bikeway Treatments, and Cully Commercial Corridor and Local Street Plan. Consultant shall revise Memo in response to comments from PAC Meeting #1

2.5 PAC Meeting #1 – City shall arrange and conduct PAC Meeting #1 for review of and comment on Base Maps and Needs, Opportunities, Constraints, and Tools Memo. Consultant shall attend and present Base Maps and content of Needs, Opportunities, Constraints, and Tools Memo (graphics and text descriptions) to PAC for review and comment. Consultant shall record PAC comments and revise draft deliverables in response to comments.

**City Deliverables**

2a Review and comment on Base Maps, Technical Memorandum, Multi-Modal Street Examples, and Green Street Design Features
2b PAC Meeting #1

**Consultant Deliverables**

2a Base Maps
2b Needs, Opportunities, Constraints, and Tools Memo
2c PAC Meeting #1

**Schedule**

One to two months after completion of Task 1

## Task 3: Conduct Public Workshops

**Objectives**

- Present stakeholders with information gathered in Task 2, including opportunities and constraints to achieving Project Objectives.
- Enable workshop participants to understand multimodal and green street design features, their advantages, disadvantages, general costs and impacts, and how they affect multimodal circulation and adjacent development.

- Facilitate the development and refinement of a consensus-based conceptual design, consistent with Project Objectives, and supported by technical and community stakeholders.
- Conduct an engaging public process that encourages community participation.
- Ensure PAC members are kept informed of community concerns and desires that arise from the public process, and ensure that the process outcome is technically sound.

**Methodology**

3.1 Public Workshop #1 – City shall arrange and Consultant shall conduct Public Workshop #1 to address project background, existing conditions, opportunities and constraints, design elements from Task 2, and stormwater management alternatives. Workshop discussion must be based on information gathered and documented in Task 2. Workshop must include presentation of information and discussions (facilitated by Consultant and City staff) to gather participants' input on the topics presented.

Consultant shall document participants' input, including opinions on design criteria and project objectives, as well as ideas and opinions on potential street design elements. Consultant shall identify participants' prevailing preferences for street design, if any, for use in developing a proposed design concept for Monroe Street, including for accommodating bicyclists and pedestrians on Monroe Street. The consultant shall prepare a response to the ideas and comments presented in the workshop (for instance, addressing the validity of the concern, or pointing out how the concern will be addressed in the conceptual street design).

3.2 Proposed Conceptual Design – Consultant shall prepare Proposed Conceptual Design for Monroe Street based on results of Public Workshop #1. Proposed Conceptual Design must include:

i. Plan and cross-section drawings for a conceptual street design for Monroe Street that addresses Project Objectives. The plan view must show the entire Study Area, and must illustrate preferred design elements in the right-of-way, including sidewalks, structural elements such as retaining walls, green stormwater features, bike lanes, travel lanes, on-street parking and traffic-calming elements. Three to five typical cross-sections must be provided, as determined by the City Project Manager. All drawings must include preferred dimensions for each design element; however if an exact dimension cannot be specified, a range of dimensions may be indicated along with accompanying text describing factors to consider at a later date when developing a preferred dimension. Design elements not consistent with jurisdictions' current standards must be noted and explained.

ii. Conceptual level drawings and/or written descriptions of any potential stormwater drainage or green street treatments that in the Consultant's professional opinion may be incorporated in the roadway design. Descriptions, if provided, must indicate the type of treatment, general dimensions, suggestions and principles for phasing the construction of improvements, and any special considerations to be taken into account at later stages of project development.

Proposed Conceptual Design includes an initial draft, a possible post-PAC Meeting #2 revision, and a post-PAC Meeting #3 revision.

3.3 PAC Meeting #2 – City shall arrange and Consultant shall conduct PAC Meeting #2 to present the Proposed Conceptual Design and the results of Public Workshop #1. Consultant shall record PAC members' comments. The City and Consultant shall seek PAC consensus regarding the Proposed Conceptual Design. Consultant shall note any concerns of the PAC and modify the Proposed Conceptual Design to address the concerns prior to Public Workshop #2.

3.4 Public Workshop #2 – City shall arrange and Consultant shall conduct Public Workshop #2 to present the Proposed Conceptual Design for Monroe Street. Workshop #2 discussion must address the results of Public Workshop #1, and how those results were used in developing the Proposed Conceptual Design. Workshop #2 must include discussions (facilitated by Consultant and City staff) to solicit input from participants, including opinions of and recommended changes to the Proposed Conceptual Design. Consultant shall document participants' input.

3.5 PAC Meeting #3 – City shall arrange and Consultant shall conduct PAC Meeting #3 to review results of Public Workshop #2, including recommended changes to the Proposed Conceptual Design. Consultant shall note PAC member comments and concerns, and shall modify the Proposed Conceptual Design in response to PAC input.

3.6 Contingency Workshop and PAC Meeting – If needed as determined by the City Project Manager, subject to WOCPM approval, City shall arrange and Consultant shall conduct Workshop #3. If needed, it is anticipated Workshop #3 will focus on discussion of design considerations or features of the Proposed Conceptual Design with more significant impacts, in which case Consultant shall facilitate a discussion aimed at resolving issues with the Proposed Conceptual Design. Consultant shall note participant comments, including opinions of and recommended changes to the Proposed Conceptual Design. The process will be designed to achieve community consensus in support of an acceptable design consistent with project objectives.

Workshop #3 must be followed by a PAC meeting to review the results of Workshop #3, including recommended changes to the Proposed Conceptual Design. Consultant shall note PAC member comments and concerns, and shall modify the Proposed Conceptual Design in response to PAC comments. As determined by City Project Manager, the Workshop #3 follow-up PAC meeting may be a meeting, a telephone conference call, or an e-mail exchange.

**City Deliverables**

3a Review and comment on Proposed Conceptual Design
3b Preparation for and participation in Public Workshops #1 and #2 and PAC Meetings #2 and #3
3c Preparation for and participation in Public Workshop #3 and the follow-up PAC Meeting, if needed.

**Consultant Deliverables**

4a Public Workshop #1
4b Proposed Conceptual Design with revisions
4c PAC Meeting #2
4d Public Workshop #2

4e PAC Meeting #3
4f Public Workshop #3 and the follow-up PAC Meeting, if needed

**Schedule:**
One to two months after completion of Task 2

## Task 4: Prepare Implementation Materials

**Objectives**

- Provide a PAC review of the Proposed Conceptual Design developed in Task 3.
- Prepare adoption-ready materials for incorporation into City of Milwaukie's Comprehensive Plan Public Works Standards.

**Methodology**

4.1 Draft Final Report/Draft Conceptual Plan – Consultant shall prepare a Draft Final Report, including a plan view illustration, an overview of the planning process, a description of the conceptual plan's major features and how they respond to technical and public issues, principles for implementation phasing, and a discussion of alternative financing strategies. Draft Final Report must include break-out descriptions by segment of the conceptual plan for Monroe Street, as well as applicable cross-sections, for inclusion in City's Public Works Standards.

4.2 PAC Meeting #4 – City shall arrange and Consultant shall conduct PAC Meeting #4 to present the Draft Conceptual Plan and Draft Final Report. Consultant shall record PAC member comments.

4.3 Final Report/Final Conceptual Plan – Consultant shall modify Draft Conceptual Plan and Draft Final Report in response to PAC comments.

4.4 Public Hearings – City shall prepare for and make presentations of Final Conceptual Plan to Milwaukie City Council for adoption. Consultant shall attend up to three Public Hearings to present the Final Conceptual Plan.

**City Deliverables**

4a Review and comment on Draft Final Report and Draft Conceptual Plan
4b Preparation for and participation at PAC Meeting #4
4c Prepare for and make presentations of Final Conceptual Plan to Milwaukie City Council for adoption.

**Consultant Deliverables**

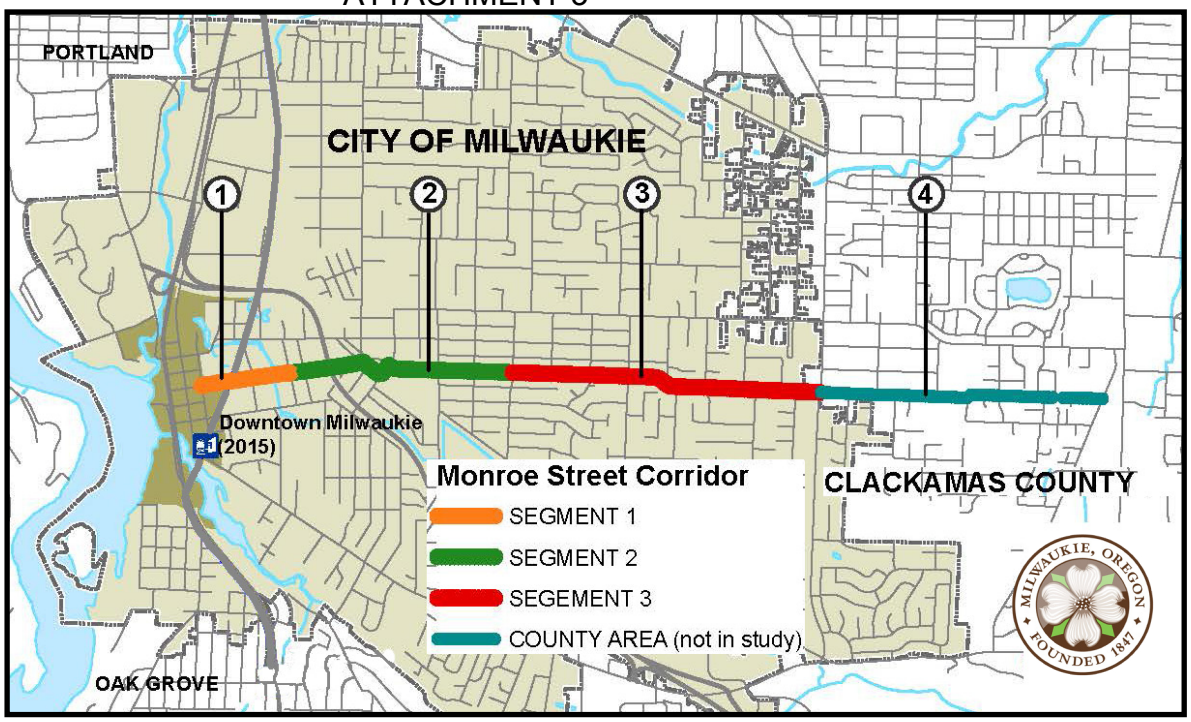
4a Draft Final Report/Draft Conceptual Plan
4b PAC Meeting #4
4c Final Report/Final Conceptual Plan

**Schedule**
One to two months after completion of Task 3

ATTACHMENT 3

# Monroe Street Neighborhood Greenway Concept Design Project

Planning Department · Project Manager Brett Kelver · 503-786-7657




Monroe Street is a key east-west route across Milwaukie, and is also an important connection between a number of Milwaukie's Neighborhoods and Downtown Milwaukie. The City's Transportation System Plan (TSP) has identified Monroe Street as a "High" priority for both bike boulevard and pedestrian improvements, and in June 2013 the City applied for an Oregon Department of Transportation (ODOT) grant to develop designs to improve Monroe Street.

In September 2013, ODOT awarded the City a Transportation and Growth Management (TGM) grant of $93,785 for the Monroe Street Neighborhood Greenway Project.

This project will engage residents, especially those Neighborhoods where Monroe passes through, and other interested parties to assess current conditions and needs, evaluate best practices that remedy those needs, and develop design options for the community to consider.

Developing Monroe Street with neighborhood greenway treatments will:

- Improve roadway conditions for bicycles and pedestrians
- Increase non-vehicular options for residents to access transit and Neighborhood and Downtown amenities
- Calm traffic
- Increase recreation opportunities for all levels of cyclists and pedestrians

Monroe Street has different characteristics at different points throughout town. This project will consider those differences and suggest designs that are specific to the nature of each particular segment.

The City will deliver a concept or concepts to ODOT by June 2015, after a public engagement process beginning in the spring of 2014.

## Contact Information

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For more information, please visit www.milwaukieoregon.gov.

MILWAUKIE CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item: **WS 5.**

Meeting Date: **1/7/14**

Title: **Project Summary: We Love Clean Rivers/Ripple bike rack installed at Milwaukie Riverfront Park in December, 2013.**

**Prepared By:** Beth Ragel, Program Coordinator

**Department Approval:** Teri Bankhead, Assistant to the City Manager

**City Manager Approval:** Bill Monahan, City Manager

**Approval Date:** 1/1/14

## ISSUES BEFORE COUNCIL

In December, 2013 an artistic trolley-theme bike rack was installed in the plaza at Riverfront Park, adjacent to the Trolley Trail bike path and near the intersection of Monroe Street and McLoughlin Boulevard. Council has raised questions about the approval and siting process that the artistic bike rack went through which led to its placement in the park.

## STAFF RECOMMENDATION

Staff recommends that Council empower the Milwaukie Arts Committee (artMOB) and the Riverfront Task Force to jointly determine the final location of the bike rack in the park after phase II construction of the park is complete. Phase II park construction is slated to begin this spring and to be complete by October 2014. Council may wish to discuss further how art may fit into their goals and priorities for the City, including development of guidelines for public art selection review and placement. The Arts Committee could assist with this function.

## KEY FACTS & INFORMATION SUMMARY

The artistic trolley-theme bike rack was given to the City as a gift by *We Love Clean Rivers*. The bike rack's design and location were developed through a stakeholder process (see attached summary) and also reviewed and approved by the Riverfront Task Force in August, 2013. It also was reviewed by the Community Development Director through a Type I Downtown Design Review in October, 2013 (Land Use File: DR-13-07.)

## OTHER ALTERNATIVES CONSIDERED

Other parks were considered for the siting of the bike rack, but the Riverfront Park location was preferred by *We Love Clean Rivers* and the artist selection committee because it best fit the Clackamas Tourism grant priorities in addition to the following reasons:

- Location out of the right-of-way, per Milwaukie Public Work Standards
- Proximity to the Trolley Trail bike corridor

- Proximity to the River—as the bike rack would include an educational component highlighting the need to keep the River clean
- Fulfilling a need for bike rack amenities called for in the Riverfront Park plan
- Project forwards the goals established in the guidelines for public art along the Trolley Trail developed as part of the Trolley Trail Master Plan and summarized in the *Trolley Trail Public Art and Amenities Guide*

**CITY COUNCIL GOALS**

City Council does not have any goals regarding public art in Milwaukie.

**FISCAL NOTES**

None

**ATTACHMENTS**

1. Project Summary: We Love Clean Rivers/Ripple Bike Rack installed at Milwaukie Riverfront Park in December, 2013.

Attachment 1

Project Summary
We Love Clean Rivers' Ripple Bike Rack Project
Milwaukie Riverfront Park
December, 2013

Project and artist selection:

- Last winter, staff signed an MOU to accept an artistic bike rack commissioned by *We Love Clean Rivers*. The bike rack would be a gift to the City of Milwaukie.

- *We Love Clean Rivers* was successful in receiving a grant from Clackamas County Tourism to do the proposed Ripple Bike Rack project focused on river and bicycle recreation, sustainability, public art and tourism in three cities along the River (West Linn, Oregon City and Milwaukie). Three bike racks were to be commissioned and inspired by and constructed out of both virgin materials and found materials collected from the Clackamas and Willamette River during volunteer clean up events.

- Project and artist selection were to be managed by the *Clackamas County Arts Alliance*.

- The *Clackamas County Arts Alliance* was contracted to provide Public Art Project Management services for the project.

- An Artist Selection Committee of seven individuals was seated with stakeholder representation from all three cities which included city staff , *We Love Clean Rivers* board member, a local business owner, cyclists/cycling advocates, local residents and artists—including one Milwaukie resident/artist.

- Goals and criteria for the project were established by the Art Selection Committee and a Call to Artists/Request for Qualifications (RFQ) was released soliciting applications from regional artists. Three finalists were interviewed from a pool of six applicants. Finalists were selected based on their qualifications, letter of interest, and prior experience. Ben Dye, Oregon City resident and artist, was selected for the commission due to his experience as well as his background in repurposing reclaimed materials. Ben also demonstrated a strong understanding of committee process and working with stakeholders to develop concepts unique to each city.

- The Artists consulted each city on potential theme and location of bike racks. Because this project is funded in part by a Clackamas County Tourism Grant, one of the primary goals was to support the growing cycling community by providing infrastructure that would encourage cyclists to "linger longer" in each city. The bike racks provide the necessary infrastructure and supports that goal. Per the grant guidelines, preferred location was near a bike corridor and/or the River.

Milwaukie site selection:

- Milwaukie engineering staff indicated that unless a standard "staple" style bike rack, it could not be placed in the public right-of-way per the Public Works Standards.

- In Milwaukie, the (former) Parks & Sustainability Director met with Milwaukie's Program Coordinator, Councilor Gamba and a member of artMOB to review potential sites for placement.

- Possible locations looked at were City Hall sculpture garden, Riverfront Park, Dogwood Park, and Scott Park/near Library.

- The Riverfront Park location was preferred for the following reasons:
    - Location out of the right-of-way, per Milwaukie Public Work Standards
    - Proximity to the Trolley Trail bike corridor
    - Proximity to the River—as the bike rack would include an educational component highlighting the need to keep the River clean
    - Fulfilling a need for bike rack amenities called for in the Riverfront Park plan
    - Project forwards the goals established in the guidelines for public art along the Trolley Trail developed as part of the Trolley Trail Master Plan and summarized in the *Trolley Trail Public Art and Amenities Guide*

- A trolley theme/style artistic bike rack was suggested for the Milwaukie location to coordinate with the adjacent Trolley Trail.

- The only place in the Riverfront Park not planned for demolition within 6 months (for Phase II construction of the Riverfront Park) was the existing plaza.

- Staff discussed that the bike rack would need to be moved to another part of the Park upon commencement of Phase III construction or it could be moved somewhere else in the park after Phase II was complete.

- Phase II of the park construction is slated to start late spring, 2014 and be complete within about six months of commencement.

<u>Local review and land use approval:</u>

- The artist developed renderings of trolley-theme rack for review by staff and the artist selection panel.

- After receiving renderings back, and seeing the rack was to be larger than a standard bike rack, staff had Milwaukie Planning staff review the concept.

- The bike rack was determined to be subject to a Type I Land Use Review due to its non-standard style and size (which is a director's decision based on criteria established in the code.)

- The Riverfront Board was presented the to-scale renderings by the artist and staff from the *Clackamas Arts Alliance* at their August 21, 2013 meeting. They gave the concept their approval.

- Milwaukie's Program Coordinator submitted an application for the Type I Land Use review of the bike rack and the Community Development Director approved the application for the Type I

Land Use in October, 2013. This extended the project timeline and County Tourism granted two extensions to accommodate the additional review and permitting process.

- Though not an artMOB-led project, the artMOB committee was kept in the loop informally by the Program Coordinator via email and at artMOB meetings. The committee indicated a blessing of the direction the project was taking and support for more public art and/or functional art in the city.

- The bike rack was installed in the Plaza in December, 2013. It was placed so as to be out of the right-of-way and not block the existing stairs. The placement was constrained to this small area (which, again, is the location while phase II of the park is under construction.)