

WORK SESSION

AGENDA

WORK SESSION MILWAUKIE CITY COUNCIL NOVEMBER 17, 2009

MILWAUKIE CITY HALL

Second Floor Conference Room
10722 SE Main Street

A light dinner will be served

WORK SESSION – 5:30 p.m.

Discussion Items:

	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>	<u>Page #</u>
1.	5:30 p.m.	City Hall Sculpture Garden Update	Beth Ragel	
2.	5:40 p.m.	Event Permit Process Changes	Beth Ragel	1
3.	6:00 p.m.	Urban Renewal Feasibility Study	Alex Campbell & Jeff Tashman	11
4.	6:45 p.m.	Adjournment		

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 all pagers and cell phones be either set on silent mode 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 (ADA). If you need special accommodations, please call 503.786.7502 or email ocr@ci.milwaukie.or.us at least 48 hours prior to the meeting.



To: Mayor and City Council

Through: Mike Swanson, City Manager
JoAnn Herrigel, Community Services Director

From: Beth Ragel, Community Services Program Coordinator

Subject: Temporary Event Permit Process and Milwaukie Boat Ramp Policy

Date: November 17, 2009

Action Requested:

Provide input on the proposed event permit policy changes and schedule a public hearing in March or April regarding CruiseIn for Hope boat races planned for June, 2010.

History of Prior Actions and Discussions:

On April 5, 2006 City Council adopted the current temporary event code—Title 11 of the municipal code.

Background:

In February of 2009, City staff received an event permit application for a “CruiseIn for Hope” to be held in downtown Milwaukie and at the Riverfront on June 13 and 14, 2009. The event involved a car show to be held on Main Street and boat races to be held at the Jefferson Street boat ramp. Community Services staff, lead by Beth Ragel, coordinated the event permit review and approval process in conjunction with the Oregon Coast Guard. During the review process and subsequent event weekend, several comments were received from various community members and other parties regarding the impact that the boat races would have on wildlife, Elk Rock Island, and surrounding residences.

On August 18, 2009 program coordinator Beth Ragel gave Council a summary of the event and proposed several changes to help alleviate some of the concerns raised by community members about large events at the boat ramp. At that time Council said they supported the four staff recommendations presented and also indicated support for continuing the CruiseIn for Hope and boat races in the future. Council also asked staff to review the suggestions made by a resident of Island Station who gave public testimony at the August 18, 2009 meeting.

Staff recommendations presented on August 18, 2009:

1. Implement referral process to neighborhood district associations and business association for proposed large events
2. Emphasize to event sponsors the importance of notification of impacted residents and businesses
3. Begin including Portland Parks and Recreation, Willamette Riverkeepers, and other agencies when application for a large temporary event at the boat ramp is received.
4. Research and develop criteria for restricting water-based events to seasons of the year that will minimize impact on fish and other wildlife.

Steps made since last report:

Progress made on recommendations 1 and 2: "Implement referral process to neighborhood district associations and business association for proposed large events"; and "Emphasize to event sponsors the importance of notification of impacted residents and businesses."

- Staff has created a chart defining notification requirements for different size events (Attachment A).
- For proposed events that are large (defined fully on the chart) abutting property owners be notified by the applicant via a mailed letter. City staff will provide the applicants with a list of addresses they must mail a notification letter notification. The City's Program Coordinator will also send notification to the neighborhood association or business association chair and/or land use committee through a referral form (similar to those used by the Planning Department for land use applications) (Attachment B).
- For proposed events that are large applicants will be given a checklist of what to provide the City as well a list of addresses of who they must send mailed notification to. They will also be asked to sign a map showing they understand and will comply with the notification zone. This allows for discretion by staff to determine how far and wide the notification should be and is clear to applicant. This map will also be attached to referral form sent to the NDA (Attachments C and D).
- Staff has created a form letter applicants can use for notifying neighbors so they have guidance on what notification entails. (Attachment E).

Progress made on recommendation 3: "Begin including Portland Parks and Recreation, Willamette Riverkeepers, and other agencies when application for a large temporary event at the boat ramp is received."

Staff intends to notify these agencies by email as soon as an application is received. In addition, staff has decided to consult experts from the Oregon Department of Fish and

Wildlife, Audubon Society, and National Oceanic and Atmospheric Administration directly for their input. While the Coast Guard already does this during their review of water-based events, staff would like to understand all the related issues and reports as they arise.

Progress made on recommendation 4: “Research and develop criteria for restricting water-based events to seasons of the year that will minimize impact on fish and other wildlife.”

After consulting with experts from the Oregon Department of Fish and Wildlife, Audubon Society, and National Oceanic and Atmospheric Administration about the June boat races, staff believes that establishing blanket restrictions by season is not necessary. Since staff intends to consult these experts whenever a large event is proposed, and because small nuances can change the impact of an event, staff believes that reviewing proposals on a case by case basis makes the most sense. Staff intends to consult the afore listed agencies—who have been responsive and careful in reviewing proposals. Again, while the Coast Guard already consults these same agencies when reviewing water-based events, staff would like to understand all the related issues and reports as they arise as well.

Current Noise Code:

Council directed staff to review suggestions made by a resident of the Island Station neighborhood at the August 18, 2009 meeting. Many of the suggestions provided by this resident focused on the City’s noise code. These suggestions were forwarded to the City’s attorney, Bill Monahan, is currently reviewing the noise code. Section 8.08.120 of the noise code indicates that “the Police Department may give notice to affected property owners to discuss impacts of a requested variance.” Staff has discussed this language with the City Attorney and the City’s Police Chief, Bob Jordan, recommends that this notification be done through our Public Safety Advisory Committee (PSAC)—and that the code language reflect this clarification. PSAC is comprised of members from each neighborhood association. This notification, combined with a referral form sent from the Program Coordinator to the neighborhood Chair and Land Use committee, ensures that the neighborhood association will be notified in two ways. Beyond this clarification, staff does not have any formal recommendation for changes to the noise code or noise variance process.

Public Hearing:

Staff suggests that City Council schedule a hearing about the CruiseIn for Hope boat races in March or April. Staff believes that a public hearing specifically about the boat races will be requested by some members of the community and it makes sense to schedule one in advance. Our noise code allows for such a request.¹

¹ 8.08.120 Public notification and public hearing.

Concurrence

This staff report has been reviewed by the City Manager, Planning Director, Community Services Director, and the Police Chief.

Fiscal Impact

A referral system to the NDAs and businesses associations would require additional cost for mailings which would likely be minimal as there are generally only a few large events in Milwaukie a year.

Work Load Impacts

A referral system to NDAs, businesses associations, and other agencies would require additional staff time. Work load impacts would depend on the amount of feedback given from various stakeholders and the amount of coordination the event required.

Alternatives

- Keep the current system in place.
- Accept some of all of the proposed changes.
- Propose other changes.

Attachments:

- A: Event categories with notification benchmarks
- B: Example referral form
- C: Example of map detailing notification zone
- D: Example temporary event applicant's checklist
- E. Example notification letter

A. The police department may give notice and meet with affected property owners to discuss impacts of a requested variance.

B. A public hearing must be held before the granting of a variance if such hearing is requested by any affected party. (Ord. 1528 § 7(C), 1982)

ATTACHMENT A

Event Classification	Permit required	Insurance & Liability Required	Public Notification	NDA/Buss. Assn. Referral
<u>Small Sidewalk</u> <ul style="list-style-type: none"> • Less than 75 people • Held on sidewalk • Obey all traffic regulations • No City support required 	No	No	N/A	No
<u>Large Sidewalk</u> <ul style="list-style-type: none"> • At least 75 people • Held on sidewalk • Obey all traffic regulations • Minimal City support required • Approved route map/plan. 	Yes	No	To properties on blocks directly impacted.	No
<u>Street Event</u> <ul style="list-style-type: none"> • At least 75 people • Held in street—less than one block affected • No Police and/or maintenance support needed • Approved traffic control plan required 	Yes	Yes	To properties on blocks directly impacted.	No
<u>Small Parade</u> <ul style="list-style-type: none"> • Less than 100 people, and the combination of people, vehicles and/or animals is less than 10 blocks in length and the route is generally less than one mile long • Held in street • Limited animals or vehicles allowed • Police support because of interference with vehicular traffic • Approved traffic control plan required. 	Yes	Yes	To properties on blocks directly impacted.	No
<u>Medium Parade</u> <ul style="list-style-type: none"> • Less than 300 people, and the combination of people, vehicles and/or animals is greater than 10 blocks in length and the route is generally longer than one mile • Held in street • Animals or vehicles allowed • Police and maintenance support needed because of interference with vehicular traffic • Approved traffic control plan required 	Yes	Yes	To properties on blocks directly impacted.	Yes

<u>Large Parade</u> <ul style="list-style-type: none"> • At least 300 people, and the combination of people, vehicles and/or animals is greater than 10 blocks in length and the route is generally longer than one mile • Held in street • Animals or vehicles allowed • Police and maintenance support including mapping and traffic control devices because of interference with vehicular traffic • Approved traffic control plan required 	Yes	Yes	To properties on blocks directly impacted.	Yes
<u>Extra Large Event /Parade in Street</u> <ul style="list-style-type: none"> • Requires more than 100 hours of City time • At least 750 people • Spectators and/or long route • Animals or vehicles allowed • Substantial police and maintenance support because of interference with vehicular traffic, large number of people and length • Approved traffic control plan required. 	Yes	Yes	To properties on blocks directly impacted.	Yes
<u>Event at boat ramp or Riverfront Park</u> <ul style="list-style-type: none"> • At least 300 people and the combination of people, vehicles, and/or boats. • Held in park or at boat ramp • Police and maintenance support including mapping and traffic control devices because of interference with vehicular traffic or normal use of boat ramp • Approved traffic control plan required • Consultation with outside agencies to review impacts to habitat and wildlife. • Referral to Coast Guard, PPR, and Willamette Riverkeepers. 	Yes	Yes	To properties within 300 feet of boat ramp and if river is closed to boat ramps within 300 feet.	Yes plus review by various wildlife agencies and local partners.
<u>Exceptions</u> <ul style="list-style-type: none"> • Only used if proposed event does not fall into one of the other categories 	Yes	Probably	TBD	TBD

ATTACHMENT B



NOTICE OF TEMPORARY EVENT APPLICATION

Date sent: _____

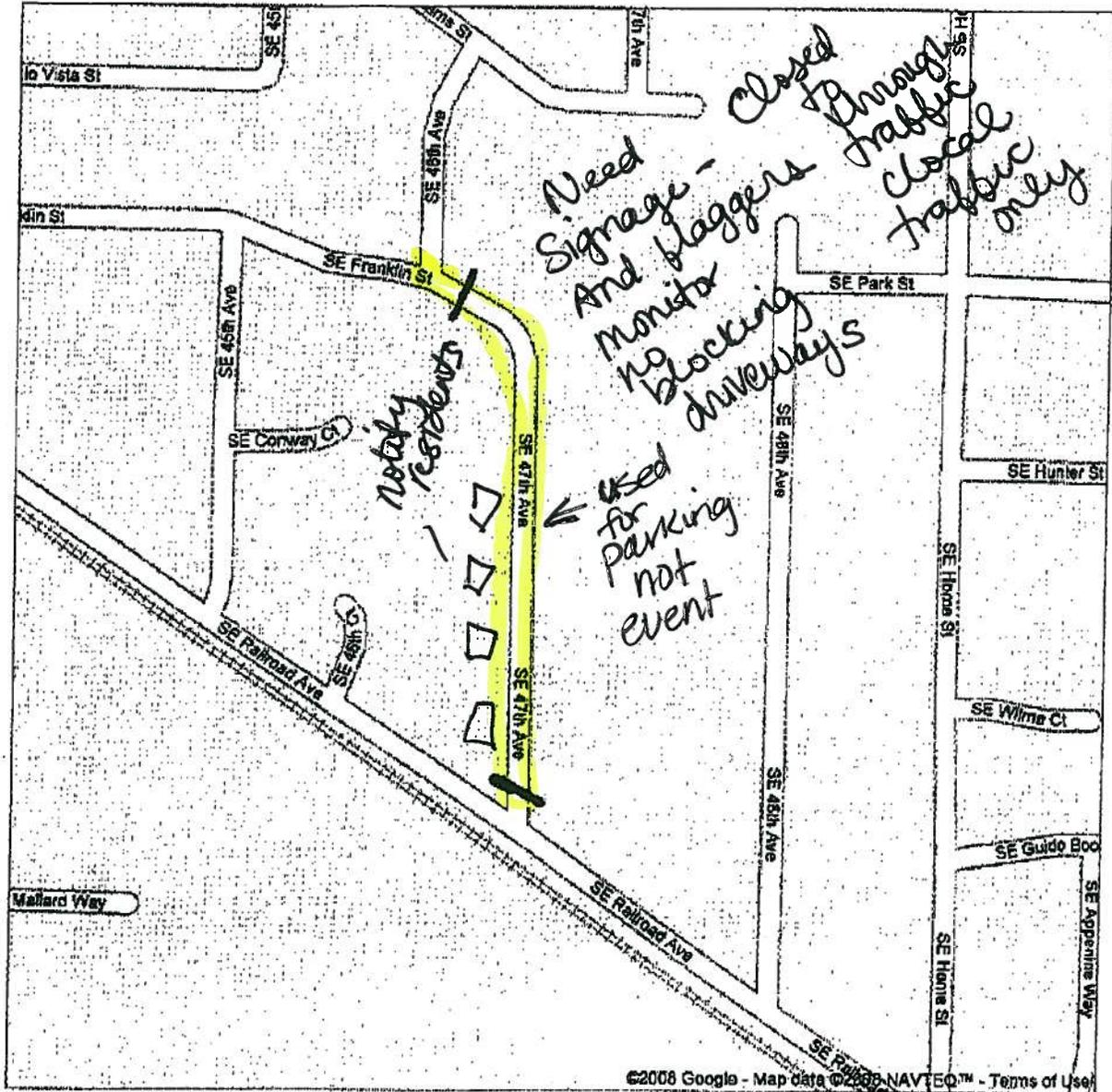
You are receiving this notice because a temporary event has been proposed in your neighborhood. This proposed event may impact adjacent properties by generating noise, closing streets, or creating other temporary impacts. The proposal and information on how to respond to this notice are described below.

Location:	Downtown Milwaukie-Harrison St, Main St, and Lake Road.
Proposal:	The applicant proposes to conduct a parade which will close the following streets between ___time and ___time. Attached is a map of the parade route also showing overflow parking plan. It is anticipated that approximately 300 spectators will attend this event. Organizers have instructed participants to park in designated overflow lots at Key Bank, the Municipal Lot across from City Hall, and at the American Legion lot.
Applicant/ Primary Contact Person:	Joe Brown (503) 999-9999
Neighborhood District Association(s):	<ul style="list-style-type: none">• Lake Road NDA, contact Debbie Patten at (503) 653-7908• Linwood NDA, contact Beth & Lynn Kelland at (503) 810-5742
Staff contact:	Beth Ragel Community Services Program Coordinator 10722 SE Main St Milwaukie, Or. 97222 (503) 786-7568 ragelb@ci.milwaukie.or.us

To learn more about a proposal: Call the staff contact assigned to the temporary event permit application.

To comment on a proposal: You are invited to comment on the proposal via email or written form sent to the staff person listed above.

Get Google Maps on your phone
Text the word "GMAPS" to 466453



*

Applicant has agreed to notify in writing all properties along 47th Ave. between Railroad Ave up to the intersection of 45th and Franklin St. Notification should be done via mailer. The City will provide addresses. Applicant has also reviewed the template notification letter and will Use that template as part of their notification to the abutting properties.

Staff: Chiefs Jordan

Applicant: Joe Brown

Date: May 20, 2009

ATTACHMENT D



Temporary Event Applicant’s Checklist

Applicant/Event: Race for Research
 Type of Event: Large Parade
 Estimated Attendance: 300
 Dates/Times: Aug 29
 Application Submittal Date: May 20
 Application Review Date: June 10

Checklist Item	Note	Deadline Date	Completion Date
Application and signed indemnity		June 10	
Traffic control plan		June 10	
Parking map(s)		June 10	
Site map(s)		June 10	
Barricade and sign rental		Aug 2	
Garbage/recycling clean up plan		June 10	
Insurance		Aug 10	
Notifications:			
<ul style="list-style-type: none"> Neighborhood Association 	Attend Linwood Aug 2 meeting	July 16	
<ul style="list-style-type: none"> Abutting Properties 	Mail letter—City to provide addresses	July 22	
Other items:			

Contact the Community Services Program Coordinator with questions at (503) 786-7568.

ATTACHMENT E

Dear Neighbors and Businesses,

May 1, 2009

We are writing to let you know about a large event that will be taking place near you in Milwaukie. The "Run for Research" will be a 10-k race that will wind through downtown Milwaukie and through several neighborhoods. The event will raise money for cancer research. Proceeds will go to the Oregon chapter of the National Cancer Society.

Event details follow:

Date and Time: Saturday Jun 12, 2009 from 9am to 10am

Map: Attached is a map of the route.

Number of participants: We are expecting approximately 500 runners/walkers in the parade.

Location Description: The event will begin at the Portland Waldorf School, head up Main Street, up Lake Road and end at Milwaukie Floral.

Blocked Streets: We will have assistance from the Milwaukie Police Department who will block the streets along the route around 8:30am. Any cars parked along the route may be towed to side streets.

Parking Arrangements: We have arranged for participant parking in overflow lots at Key Bank, across from City Hall, and at the American Legion. Participants will be instructed to park in these lots and not on side streets.

Noise: We will have a PA with music and announcer during the event. We will need to use this to give instructions to participants and the noise will likely start around 8am and end around 10am.

We apologize for any inconvenience or disturbance this may cause you. If you need special arrangements made or have any concerns please contact John Jacobs at (503) 999-9999.

We would love your participation in the race. There are many ways to participate or to support this event. Contact the event coordinator Stacy Walker at (503) 000-0000 for information on how to get involved. We have more information on our website at www.runforresearch.org

Sincerely,

John Jacobs
Run for Research Coordinator
(503) 999-9999
John@RunForResearch.org



To: Mayor and City Council

Through: Mike Swanson, City Manager &
Kenneth Asher, Community Development & Public Works Director

From: Alex Campbell, Resource & Economic Development Specialist

Subject: Urban Renewal Feasibility Study Briefing

Date: September 23 for October 6, 2009 Work Session

Action Requested

None. Staff seeks to share key findings from Consultant work.

History of Prior Actions and Discussions

Sept. 2009: Council approved amendment to Tashman Johnson contract to provide for additional study of downtown development standards and development feasibility.

April 2009: Council provided background briefing on feasibility study and urban renewal mechanics.

Feb. 2009: Council approved urban renewal study contract with Tashman Johnson.

Oct. 2008: Council directed staff to develop an urban renewal work plan.

June 2008: Council directed staff to look into urban renewal to support critical public infrastructure investments in downtown.

Dec. 2007: Council directed staff to consider steps to re-balance the relative financial burden of downtown PAR/streetscape improvements.

Background

The City's contract with Tashman Johnson is for feasibility-level analysis urban renewal potential in Milwaukie. Contractor work elements include:

- Development of revenue projections for Tax Increment Financing ("TIF").
- Review and input on possible urban renewal projects, with the understanding that a central element of any plan must be a tool to better balance public and private contributions to the cost of streetscape improvements (Public Area Requirements) in downtown.
- Support of City's public education efforts.

A contract amendment was developed and approved to improve the City's understanding the extent to which key City standards, such as off-street parking requirements and Public Area Requirements, currently restrict opportunities for development or redevelopment in the downtown.

This work session will provide the consultant team the opportunity to present key findings of their work to City Council. Staff anticipates reviewing the final consultant deliverables in light of Council's input and returning with a recommendation to Council on how, when, and if to move forward with an effort to develop and actual urban renewal plan, including the extensive public involvement and stakeholder outreach that would entail.

Concurrence

The Planning Department Director and Community Services Director participated in meetings with consultant team members on issues such as project priorities and development standards review.

Fiscal Impact

No action requested.

Work Load Impacts

No action requested.

Alternatives

No action requested.

Attachments

None.