

Natural Resources Overlay Project

Stakeholder Involvement Plan

Timeline Note: The timeline for this project is fluid and will fluctuate depending on how long it actually takes staff to prepare the draft documents, availability of the Advisory Group to meet, etc. Several of the projected dates listed below are no longer accurate. For the latest information about the project timeline, check the “Project Schedule” under the “How Milwaukie is Complying with Title 13” heading on the project webpage. (updated 3/08/10)

As with any proposed amendment to the City’s land use regulations, a public notification is required. In the case of the new Natural Resources rules, City staff believes it is important to conduct a more extensive effort that involves stakeholders in the process. The aim is to ensure that important resources and habitat are adequately protected without instituting an onerous or cumbersome process for affected property owners.

The project is expected to run from August 2009 through Fall 2010. Staff is taking the following steps to establish an effective public outreach program:

- **Advisory Group**

There are a number of agencies and organizations with expertise in natural resource management in the Milwaukie area. At the same time, the proposed new rules will affect property owners and residents who own property and/or live near an identified natural resource. The perspectives and input of both groups are critical in shaping the new overlay so as to provide protection for natural resources through a manageable process.

The Advisory Group will meet 4 or 5 times during the course of the project. Meetings will be facilitated by staff and will focus on reviewing drafts of the proposed code amendments and resource maps, identifying key issues for consideration, and providing policy guidance, with at least one tour of an affected resource area(s). The following is a list of the projected meetings:

1. **September 29, 2009** – First meeting. Introduction to the project (goals, schedule). Identify/discuss key issues. Review proposed map to identify potential corrections.
2. **November 8 and 14, 2009** – Tours of affected areas (with Planning Commission).
3. **February 24, 2010** – Discuss comments on Draft 2 of proposed code amendments.
4. **March 10, 2010** – Continue discussion on Draft 2.
5. **Late March 2010** – Review proposed Water Quality and Natural Resource Area map (WQNR map); identify needed corrections.
6. **April 2010** – Second review of proposed WQNR map; final discussion and comments on Draft 2 of proposed code amendments.
7. **May/June 2010** – Joint meeting with Planning Commission to discuss Draft 3 of proposed code amendments.

- **Mailings to affected property owners and residents**

The City wants property owners and residents who will be directly affected by the new regulations to be involved in the amendment process, both in shaping the policy itself and in learning how the new rules will impact the use of their property. Staff has developed a mailing list of approximately 730 owners and residents of properties that include identified Water Quality Resources and/or designated Habitat Conservation Areas, as well as of properties that are within 100 feet of a designated HCA.

At several points during the project, staff will use the mailing list to distribute information about the proposed amendments:

1. **September 4, 2009** – Initial mailing to inform affected owners and residents about the project. Very simple letter, including address for City website where more information can be found.
2. **May 2010** – Invitation to Open House(s).
3. **Summer 2010** – Notice of public hearings for adoption of amendments.

- **Open House meeting(s)**

After the Advisory Group has met a few times to work on the new regulations, an Open House meeting will provide an opportunity for the larger public, including many more affected property owners and residents, to learn more about the project and see the proposed amendments firsthand. It has yet to be determined whether it will be necessary or useful to hold more than one Open House, perhaps based on proximity to certain key features (Kellogg Creek, Johnson Creek, Minthorn Springs, Spring Creek, etc.). The target window for an Open House meeting(s) is May 2010.

- **City website and educational materials**

The project will be advertised on the City's home page as a "Current Project," with a link to a page that describes the project, provides access to relevant maps, lists upcoming meeting dates, and gives contact information for staff. The project page will be updated throughout.

In addition, staff will develop an educational brochure that answers frequently asked questions about the WQR and HCA overlays and also explains the basic requirements for development projects on affected properties. The brochure will be available on the website, at the Open House meeting(s), and may also be mailed to affected property owners and residents during the adoption process as part of the public hearing notice.

- **Planning Commission and City Council work sessions**

Staff will brief both the Planning Commission and City Council in work sessions prior to starting the adoption process for the proposed code amendments. Early on in the process (October 2009), staff will provide an introductory briefing to the City Council. As part of the code amendment drafting and revisions, staff will meet with the Planning Commission in April and June 2010. Prior to the start of the adoption phase of the project, staff will brief the Council again (May 2010).