

**CITY OF MILWAUKIE
PLANNING COMMISSION
MINUTES
Milwaukie City Hall
10722 SE Main Street
TUESDAY, SEPTEMBER 11, 2012
6:30 PM**

COMMISSIONERS PRESENT

Lisa Batey, Chair
Clare Fuchs, Vice Chair
Scott Churchill
Shaun Lowcock
Wilda Parks
Chris Wilson

STAFF PRESENT

Scot Siegel, Interim Planning Director
Li Alligood, Associate Planner
Tim Ramis, City Attorney
Teri Bankhead, Assistant City Manager
Brad Albert, Civil Engineer
Steve Bartol, Police Captain

COMMISSIONERS ABSENT

Mark Gamba

1.0 Call to Order – Procedural Matters*

Chair Batey called the meeting to order at 6:30 p.m. and read the conduct of meeting format into the record.

Note: The information presented constitutes summarized minutes only. The meeting video is available by clicking the Video link at <http://www.ci.milwaukie.or.us/meetings>.

2.0 Planning Commission Minutes—None

3.0 Information Items

Chair Batey introduced new **Commissioner Parks**, who spoke about her reasons for joining the Planning Commission.

3.1 Planning Commission Alternate Expectations and Guidelines

Scot Siegel, Interim Planning Director, reviewed the proposed guidelines.

Teri Bankhead, Assistant City Manager, provided background on the Alternate Guidelines. She asked for any input from the Planning Commissioners within one week.

4.0 Audience Participation –This is an opportunity for the public to comment on any item not on the agenda. There was none.

5.0 Public Hearings

- 5.1 Summary: City of Milwaukie Municipal Court Relocation
Applicant/Owner: Ed Murphy/City of Milwaukie, Teri Bankhead
Address: 3200 SE Harrison Street
File: CSU-12-11 and P-12-03
Staff: Li Alligood

Li Alligood, Associate Planner, presented the staff report. The proposal was to move court facilities from City Hall to the Public Safety Building. She addressed parking needs, including a proposed shared parking agreement with Providence Milwaukie Hospital. A parking

management plan would be developed. She also addressed potential public benefits. Staff recommendation was for approval with the proposed findings and conditions. Other options would be to modify conditions or continue the hearing.

Teri Bankhead, Assistant City Manager, spoke as the applicant. She introduced Ed Murphy, who was serving as the representative for the City. Mr. Murphy's company had done the parking analysis.

Ed Murphy, Ed Murphy and Associates, presented for the applicant. He addressed the CSU criteria, clear vision at intersections, signage, and the parking quantity analysis.

The Commission asked questions about a retaining wall obstructing clear vision; the court schedule as it affected the number of parking spaces and bike racks needed, especially at peak times; possible parking time limits; shared parking with Providence; parking signage and education; discouraging court attendees from using neighboring businesses' parking lots; street parking; impacts to pedestrians from increased traffic and possible building circling; setting up a complaint system; and the flow of people within the building.

Brad Albert, Civil Engineer, addressed clear vision and clarified that the application didn't trigger the public facility improvement section, MMC 19.700.

Police Captain Steve Bartol described the court schedule and explained the citation process and types of parking information that might be included with citations.

Ms. Alligood stated that, although the parking management plan isn't prepared yet, Planning staff would make sure that all the concerns raised here had been addressed as they reviewed the plan. She also noted that the plan would give staff tools to monitor and address any future issues that might arise.

Ms. Alligood identified errors to be corrected in the findings.

Ms. Bankhead rebutted for the applicant. She said that the City intended to be good neighbors through outreach, education, and signage. They would make the best parking management plan they could. She reiterated the original reasons for moving court, due to overcrowding and lack of security at City Hall. She said the shared parking agreement with Providence would include the ability to make any needed improvements.

Public testimony was closed and the Commission began its deliberation.

Commissioner Churchill declared that, while he didn't have an actual or potential conflict of interest, he had done prior consulting work for Providence. He further clarified that he had not had any involvement in this issue and had no bias.

The Commission proposed changes to the conditions:

- Add a second sentence to condition 3.B to read, "The plan shall also provide for periodic assessment of impacts on surrounding streets."
- Revise the last sentence of advisory note 3 to read, "The Engineering Department recommends that the driveway entrance be brought into conformance with the clear vision standards of MMC 12.24 in conjunction with ~~the building remodel~~ any development permits."

Ms. Alligood proposed revisions to the findings:

- For item 7.B.v, second paragraph, delete "as well as" at the end.
- For item 8.C.i.a, third paragraph:
 - Revise the last sentence to read, "Twenty-eight ~~two~~ on-site parking spaces are available at the PSB for ~~public court~~ use; at least 22 additional spaces are needed to meet the additional demand associated with locating court uses to the PSB, for a total of ~~40~~ 44 off-street parking spaces.
 - Add another paragraph to read, "Per MMC 19.605.3.D.5, the minimum amount of required parking may be reduced by one vehicle parking space for every six additional bicycle parking spaces. The applicant has proposed the installation of six bicycle parking spaces, reducing the number of required additional parking spaces to 21."

The Commission requested that Planning staff ensure that the parking management plan addressed directional signage and considered time limits, where appropriate, on certain spaces in the PSB lot.

Commissioner Churchill moved to approve CSU-12-11 and P-12-03, City of Milwaukie Municipal Court Relocation, with changes as noted. Commissioner Wilson seconded the motion, which passed unanimously.

6.0 Worksession Items—None

7.0 Planning Department Other Business/Updates

7.1 Planning Commission Notebook update pages

7.2 Planning Department Staffing

Mr. Siegel announced that the Planning Department would be fully staffed as of October 1. Stephen Butler, new Planning Director, would begin on September 17. Ryan Marquardt had been promoted to Senior Planner. Kari Svanstrom, new Associate Planner, would begin on October 1. The Commission thanked Mr. Siegel for serving as Interim Planning Director.

7.3 Tacoma Station Area Plan Meeting Schedule

Mr. Siegel said that there would be two meetings at the City Hall Conference Room on September 19: (1) an afternoon meeting of the Technical Advisory Committee (agency staff), and (2) a Stakeholders Advisory Committee meeting at 6:30 p.m. Additionally there would be a Community Meeting on September 24 at 6:30 p.m. at the Public Safety Building. Announcements had gone out last week, notifying all property owners and businesses in the area. Mr. Siegel would stay on as Project Manager through October 5, and then Planning staff would take over project management.

8.0 Planning Commission Discussion Items—None

9.0 Forecast for Future Meetings:

September 25, 2012 1. Public Hearing: CSU-12-08 PMLR Substation Building
2. Public Hearing: ZA-12-01 Murals Program - Sign Code
Amendments

October 9, 2012 1. TBD

Meeting adjourned at approximately 8:45 p.m.

Respectfully submitted,

Marcia Hamley, Administrative Specialist II



Lisa Batey, Chair