

# WORK SESSION

# AGENDA

## MILWAUKIE CITY COUNCIL WORK SESSION

AUGUST 6, 2013

### MILWAUKIE CITY HALL

10722 SE Main Street

A light dinner will be served

- |    |           |  |  |   |
|----|-----------|--|--|---|
| 1. | 5:00 p.m. | City Manager's Report  | Bill Monahan   |   |
| 2. | 5:30 p.m. | Ballot Measure Discussion  | Bill Monahan   |   |
| 3. | 5:45 p.m. | Job Creation Opportunities and Challenges in Clackamas and Milwaukie | Christian Kaylor,<br>State of Oregon,<br>Workforce Analyst/<br>Economist |   |
| 4. | 6:15 p.m. | Commercial Core Enhancement Program Update                           | Li Alligood  | 1 |
| 5. | 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@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) at least 48 hours prior to the meeting.



Agenda Item: WS 4  
Meeting Date: 8/6/13

## COUNCIL AGENDA ITEM SUMMARY

**Issue/Agenda Title:** Commercial Core Enhancement Program – Public Involvement Plan

**Prepared By:** Li Alligood, Associate Planner

**Dept. Head Approval:** Stephen C. Butler, Interim Community Development Director/Planning Director

**City Manager Approval:** Bill Monahan

**Reviewed by City Manager:** 7/24/13

### ISSUES BEFORE THE COUNCIL

Staff is seeking Council direction regarding specific components of the proposed public involvement plan for the Commercial Core Enhancement Program (CCEP).

### STAFF RECOMMENDATION

None

### KEY FACTS & INFORMATION SUMMARY

Staff is requesting Council direction and concurrence with the following aspects of the public involvement plan for the Commercial Core Enhancement Program:

- Composition of a Project Advisory Committee
- Selection of two additional “opportunity sites” in downtown Milwaukie

### OTHER ALTERNATIVES CONSIDERED

- Direct staff to revise the composition of the Project Advisory Committee.
- Direct staff to revise the approach to identifying additional downtown Milwaukie opportunity sites.

### CITY COUNCIL GOALS

9. Complete revisions of the downtown code

### ATTACHMENT LIST

1. Downtown Plan and Code “Refresh” Project Area

### FISCAL NOTES

These activities are included in the Commercial Core Enhancement Program budget.



**To:** Mayor and City Council

**Through:** Bill Monahan, City Manager  
Stephen C. Butler, Interim Community Development  
Director/Planning Director

**From:** Li Alligood, Associate Planner

**Subject:** Commercial Core Enhancement Program – Public Involvement Plan

**Date:** July 30, 2013, for August 6, 2013, Regular Session

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#### **ACTION REQUESTED**

Staff is seeking Council direction regarding specific components of the proposed public involvement plan for the Commercial Core Enhancement Program (CCEP).

#### **HISTORY OF PRIOR ACTIONS AND DISCUSSIONS**

- **July 16, 2013:** Council approved a contract with ECONorthwest in the amount of \$254,000 for planning and design work for the Commercial Core Enhancement Program (Res. 53-2013).
- **June 6, 2013:** ALIGN planning, a group of graduate students from Portland State University, presented Council with the draft “Fresh Look Milwaukie: Downtown Road Map” project outreach and recommendations. A key recommendation was the establishment of a project-specific advisory committee.
- **May 7, 2013:** Council approved an intergovernmental agreement (IGA) with Metro to accept Construction Excise Tax (CET) grant funds for the Commercial Core Enhancement Program, and authorized the Council President to sign the agreement on behalf of the Mayor (Res. 36-2013). The IGA was executed on May 21, 2013.

#### **BACKGROUND**

The two-year Commercial Core Enhancement Program (CCEP) officially launched with the July 16 Council approval of a contract with the ECONorthwest team. The project team is committed to conducting the project with a high degree of community and

stakeholder involvement; a key component of this phase of the CCEP is the creation of a public involvement plan to ensure community engagement and transparency throughout the project.

Staff is requesting Council direction and concurrence with the following aspects of the public involvement plan:

- Composition of a Project Advisory Committee
- Selection of two additional “opportunity sites” in downtown Milwaukie

### **Advisory Committees**

The role of a CCEP-specific project advisory committee will be to provide policy-level guidance to the project team. Because the CCEP study area encompasses many areas of the city, the Project Advisory Committee (PAC) should reflect the interests and concerns of each of these areas. Some of the PAC members may participate in the process at different times during the project, depending on their geographic areas of interest.

Staff suggests that the Project Advisory Committee be composed of 15-16 people, made up of representatives from each of the following groups:

- City Council - 1
- Planning Commission -1
- Design and Landmarks Committee -1
- South Downtown Planning Committee -1
- Historic Milwaukie NDA -1
- Ardenwald NDA -1
- Hector Campbell NDA -1
- Downtown business/property owner(s) – 2-3
- Central Milwaukie business/property owner(s) – 1-2
- 32nd Ave business/property owner(s) - 1
- 42nd Ave business/property owner(s) – 1
- At-Large members (expertise in urban design, architecture, planning, etc.) - 2

Individual representatives from these groups have not yet been identified; staff anticipates contacting potential advisory committee members in the next two weeks.

Staff also believes that a Technical Resource Group (TRG) should be formed on an ad-hoc basis for the duration of the project. The TRG would provide information about the regulatory requirements or implications of the policy direction provided by the CAC, Council, and Planning Commission. The TRG should be composed of representatives from the following public agencies:

- Oregon Department of Transportation

- Metro
- Clackamas County
- TriMet

### **Downtown Opportunity Sites**

The CCEP includes the identification of 5 opportunity sites in downtown and central Milwaukie, and provides for the identification of 2 additional opportunity sites in downtown Milwaukie. Opportunity site development planning assumes that the property owners are engaged in the planning process and committed to moving forward with the development concepts adopted for the sites.

Identified opportunity sites are:

- “Texaco” site (the publicly-owned block bounded by McLoughlin Blvd, Harrison St, Main St, and Jackson St)
- “Cash Spot” site (the City-owned site at the southeast corner of McLoughlin Blvd and Washington St)
- “Triangle” site (the publicly-owned site adjacent to the Lake Rd light rail station)
- “Murphy” site (the privately-owned former Murphy Plywood site at 32nd Ave and Harrison St)
- “McFarland” site (the privately-owned former McFarland Pole Treating Facility at 37th and Monroe)

The 2 additional opportunity sites in downtown Milwaukie have not been identified. Staff is proposing that interested property owners submit a short application to be included in opportunity site planning; the additional opportunity sites would be selected from the submitted applications according to the following parameters:

1. Property is located in the downtown zones (DC, DO, DR, and DS)
2. Property is currently underutilized
3. (Re)development would contribute to a significantly more attractive, vibrant pedestrian realm
4. Property owner is a willing partner and is able to make the property available for redevelopment
5. Market could likely support (re)development within the next 5 years (this likelihood would be verified during the market and development opportunities analysis)

The market analysis and the development of conceptual plans and action plans for each site is a significant commitment of City resources. Therefore, prior to the market analysis and development of conceptual plans for a specific property, the property owner(s) would be required to commit to short-term (i.e. within 5 years) development or redevelopment of the site. This commitment would be predicated on the opportunity site analysis indicating a viable (re)development scenario.

The CCEP project team intends to communicate the selection opportunity to downtown property owners in the following ways:

- Postcard mailing to property owners (or door-to-door deliveries in cases where the property is owner-occupied)
- Press release to local newspapers and on the City website
- Facebook and Twitter announcements
- Promotional posters on the City Hall kiosk

Staff suggests that a review panel consisting of a City Councilor, a City staff person, a consultant team member, and a Metro staff member be convened to evaluate the submitted applications, and 2-4 finalists be chosen (if one of the finalists is deemed to be unlikely to redevelop in the next 5 years, or is removed by the property owner, an alternate site or sites may need to be chosen). In the event that fewer than 2 applications are submitted, the number of opportunity sites could be reduced.

### **CONCURRENCE**

The project team will incorporate Council feedback into the final public involvement plan.

### **FISCAL IMPACTS**

These activities are included in the Commercial Core Enhancement Program budget.

### **WORK LOAD IMPACTS**

These activities are included in the Commercial Core Enhancement Program scope of work.

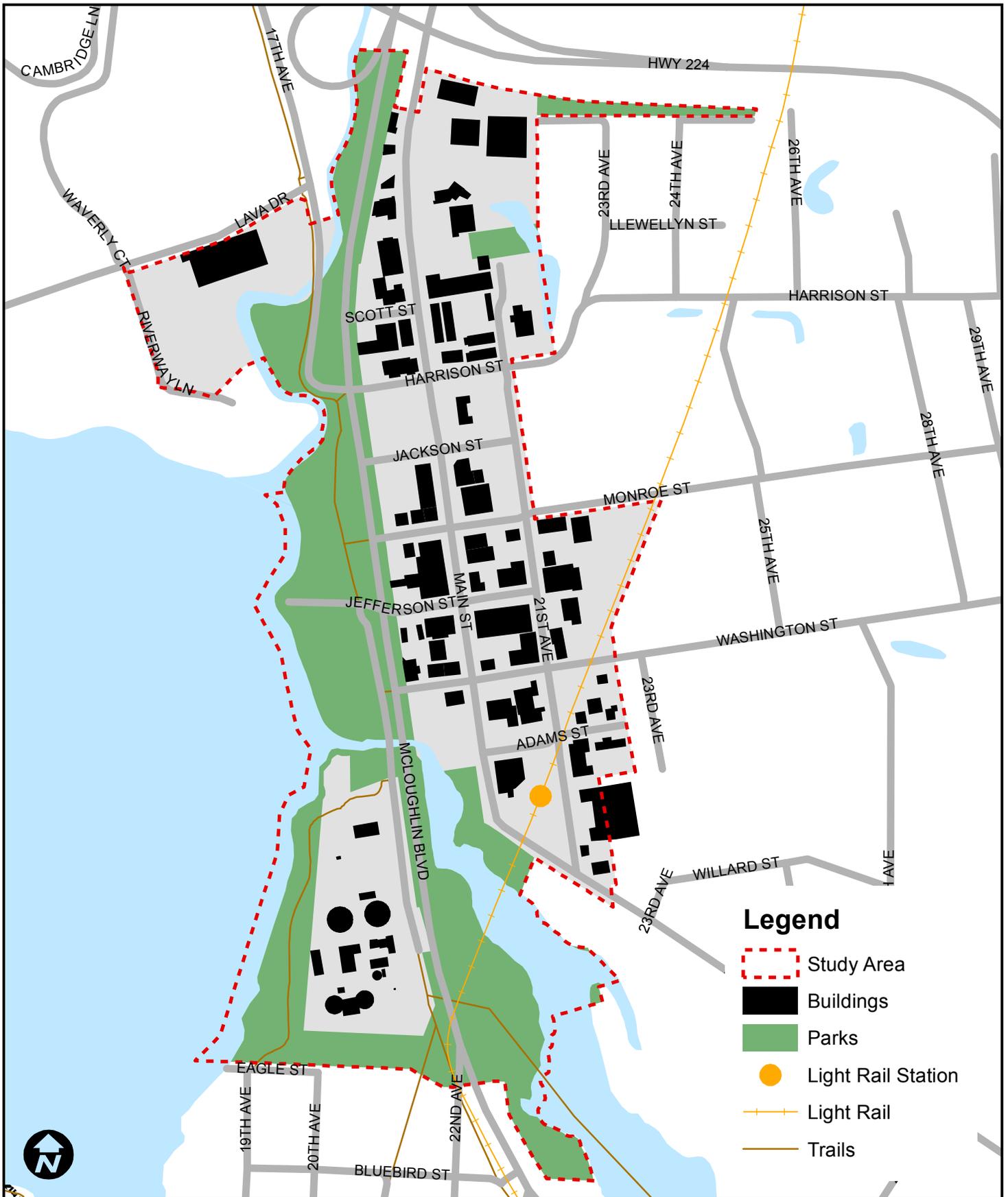
### **ALTERNATIVES**

Direct staff to revise the composition of the Project Advisory Committee.

Direct staff to revise the approach to identifying additional downtown Milwaukee opportunity sites.

### **ATTACHMENTS**

1. Downtown Plan and Code “Refresh” Project Area



**Legend**

-  Study Area
-  Buildings
-  Parks
-  Light Rail Station
-  Light Rail
-  Trails



**Downtown Plan & Code "Refresh" Project Area**

The information depicted on this map is for general reference only. The City of Milwaukie does not accept any responsibility for errors, omissions or positional accuracy. There are no warranties, expressed or implied, including the warranty of merchantability or fitness for a particular purpose, accompanying this product.