



# CHBRC

City Hall Blue Ribbon Committee

**MEETING PACKET**

City of Milwaukie, Oregon

**CITY HALL BLUE RIBBON COMMITTEE**

Zoom Video Conference  
www.milwaukieoregon.gov

**AGENDA NOTICE****JULY 29, 2020**

**Video Meeting:** due to the governor's "Stay Home, Stay Healthy" order, this meeting will be held through Zoom video meetings. The public is invited to watch live by joining the Zoom meeting (visit <https://www.milwaukieoregon.gov/cityrecorder/city-hall-blue-ribbon-committee> for details). **This meeting will not be broadcast or recorded.**

**Written comments** may be submitted by email to [stauffers@milwaukieoregon.gov](mailto:stauffers@milwaukieoregon.gov).

**Note:** agenda item times are estimates and are subject to change.

1. **Welcome and Introductions (6:00 p.m.)**  
Staff: Alison Wicks, Development Project Manager, and  
Scott Stauffer, City Recorder
2. **City Hall Site History and Virtual Tour (6:20 p.m.)**  
Staff: Scott Stauffer, City Recorder
3. **Committee Role and Charter (7:00 p.m.)**  
Staff: Alison Wicks, Development Project Manager
4. **Wrap-up and Next Steps (7:50 p.m.)**  
Staff: Alison Wicks, Development Project Manager, and  
Scott Stauffer, City Recorder
5. **Adjourn (8:00 p.m.)**

**Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice**

The city is committed to providing equal access to public meetings. To request assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) or phone at 503-786-7502.

**Servicios de Accesibilidad para Reuniones y Aviso de la Ley de Estadounidenses con Discapacidades (ADA)**

La ciudad se compromete a proporcionar igualdad de acceso para reuniones públicas. Para solicitar servicios de asistencia, favor de comunicarse a la Oficina del Registro de la Ciudad con un mínimo de 48 horas antes de la reunión por correo electrónico a [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) o llame al 503-786-7502.

## City Hall Blue Ribbon Committee

### Meeting #1 Summary

July 29, 2020

Zoom Video Meeting

CHBRC Present: Val Ballestrem, Ernestina Fuenmayor, April Gracz, Alicia Hamilton, Martha Germany, Greg Hemer, Haley McCoy, Tory McVay, Tracy Orvis, Wilda Parks, Mark Stehn, Nancy Tice

CHBRC Absent: Donna Baten

City Staff: Scott Stauffer, Alison Wicks

Audience: Margaret Branson, Elvis Clark

The meeting was called to order 6:05 p.m.

### Welcome and Introductions

The group discussed meeting logistics and all attendees introduced themselves.

### City Hall Site History and Virtual Tour

**Mr. Stauffer** provided a history and photographic tour of the City Hall site. **Ms. Fuenmayor** asked that staff provide the committee with a floor plan of the City Hall building.

### Committee Role and Charter

**Ms. Wicks** reviewed the committee's charge and the proposed committee charter document. She presented proposed ground rules for committee interactions.

The group discussed whether to adopt the charter at the present meeting and whether the charter should refer to state historic preservation "requirements," "regulations," "guidelines," or "processes." They noted that the North Clackamas School District's (NCS D's) predecessor district, when it had sold the City Hall site to the city in 1937, had placed a restriction on the deed that part of the property be maintained as a park. The group agreed that the charter's historic preservation reference needed to be reworded and a commitment to investigate all legal requirements on the site should be added.

It was moved by **Ms. Hamilton** and seconded by **Mr. Hemer** to adopt the charter with the two noted corrections. After group discussion as to process, **Ms. Hamilton** withdrew her motion to allow the group time to consider the charter and look at adopting it at the committee's next meeting.

**Ms. Wicks** reviewed the project timeline for the committee's meeting and public engagement work. The group discussed how the committee could conduct community engagement work during the pandemic while observing social distancing requirements. The group participated in a brainstorming activity and submitted their comments to staff via the Zoom chat. **Ms. Tice** suggested that the Milwaukie Masonic Lodge be asked to participate in the process.

**Ms. Fuenmayor** commented on how to best present a photographic tour of the building. **Ms. Wicks** and **Mr. Stauffer** agreed with the need to develop a virtual site tour.

### Wrap-Up and Next Steps

The group noted next logistical steps and that the next meeting would likely be in September 2020.

The meeting was adjourned at 7:54 p.m.

## CHBRC 7/29/2020 Zoom Meeting Chat Log

18:06:37 From Alicia Hamilton (she/her/hers) : That may be me soon! Zoom issues today!

18:07:10 From Wilda Parks : Hopfully stable tonight

18:07:25 From Tory McVay : I'm here even though my chair is empty. Its my camera in my office that turned on. I'm on my surface and it thinks its my office.

18:08:41 From Wilda Parks : Split person(ality) Tory! Electronics are sure funny sometimes!

18:44:51 From Elvis Clark : Will this slide presentation be made available on City Website or upon request other means?

18:55:23 From Haley McCoy : Wasn't the library part of City Hall before Florence Ledding donated the land where the current library sits?

18:58:51 From Ernestina Fuenmayor : If you have a floor plan, that would have been very helpful

19:10:23 From Tory McVay : what's the square footage

19:13:18 From Tory McVay : perfect

19:22:25 From Tory McVay : Does the full committee know that the school district owns part of the land?

19:23:46 From Wilda Parks : Tory you should perhaps comment on that.

19:33:26 From Tory McVay : Thank you Alison

19:42:54 From Elvis Clark : I have a map of the City Hall property, and it looks like the property is comprised of 8 lots.

19:44:07 From Greg Hemer : Nda's are great groups to talk to

19:44:10 From April Gracz (she/her) : We could put additional information signage at the Library and local business to guide them to the project website for awareness.

19:44:34 From Greg Hemer : We could you the gas bill to inform people as well.

19:44:38 From Haley McCoy : Social media: facebook, Instagram, twitter, etc

19:44:43 From Wilda Parks : We would probably want to have a presentation or more than one, at each NDA meeting. We could also get on the schedule to talk to the Milwaukie Rotary Club.

19:44:52 From mark Stehn : reach out to all the services clubs as well as Farmers Market

19:44:54 From Tory McVay : Online survey - thought exchange

19:45:07 From Ernestina Fuenmayor : next-door website

19:45:08 From Tory McVay : to neighborhood assoc

19:45:13 From Tory McVay : civic groups

19:45:14 From Haley McCoy : Local businesses

19:45:15 From Alicia Hamilton (she/her/hers) : Reach out to: Chamber of Commerce, Downtown Business Association, NDAs, Farmer Market, Rotary Club, etc....

19:45:23 From Tory McVay : outdoor social distanced gathering

19:45:36 From Tory McVay : at waterfront maybe

19:45:42 From Martha Germany : a survey on next door to the neighborhoods

19:45:47 From Ernestina Fuenmayor : information on local restaurants and bars

19:45:57 From Greg Hemer : or outdoor on City Hall Grounds

19:46:03 From Tracy Orvis : The focus groups could be a good opp for

socially distanced outdoor gathering.

19:46:20 From ValB : a "live" history presentation or brief video

19:46:34 From Alicia Hamilton (she/her/hers) : We could do a Zoom Webinar in which you have panelists do presentations and people can submit questions in Q&A. Or if you do a Zoom call you could do annotations for people to mark what ideas they like etc. similar to in-person presentations

19:46:42 From Wilda Parks : Or outdoor social distanced gathering on the park grounds at City Hall block

19:46:57 From April Gracz (she/her) : social distanced gatherings by neighborhood

19:46:58 From Tracy Orvis : For photo tour have photos keyed into floor plan for reference (if virtual tour isn't used)

19:47:01 From Ernestina Fuenmayor : live facebook meeting

19:54:21 From Tory McVay : Thank youi everyone!



# City Hall Site History

Serving  
Milwaukie  
Since 1850

# Land Acknowledgment

The City of Milwaukie respectfully acknowledges that our community is located on the ancestral homeland of the Clackamas people. In 1855, the surviving members of the Clackamas signed the Willamette Valley Treaty also known as the Kalapuya etc. Treaty with the federal government in good faith. We offer our respect and gratitude to the indigenous people of this land.



# Milwaukie before 1847

- Home of the Clackamas people
- A marshy area...
  - Good for growing camas
  - Likely a stopping place for travelers
  - No indication of a permanent settlement
- Elk Rock Island = Ancient Volcano



# Milwaukie before 1847

- Lewis & Clark estimated that 1,800 people lived around Willamette Falls
- First white settlement in Milwaukie was the Andrew Fellows cabin (1845)
  - Lot Whitcomb initially lived in the cabin starting in 1847



... and second school



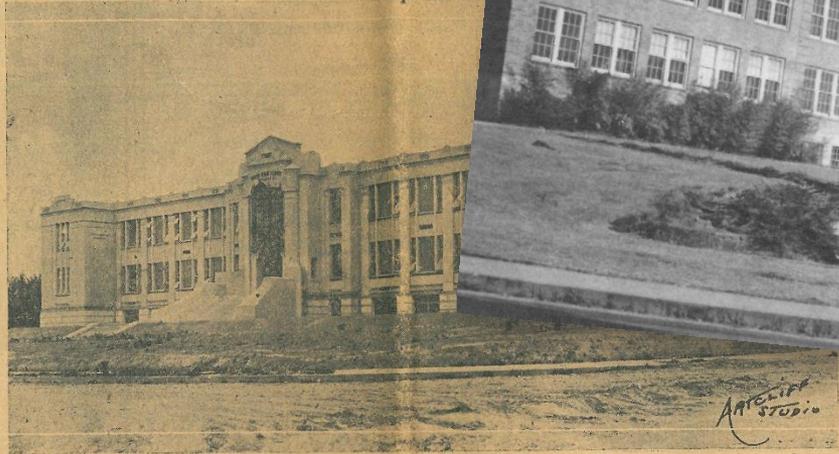
# The school hous(es) moved...

MILWAUKIE PRESS, THURSDAY, DECEMBER 7, 1916. *Milwaukie Press*  
**TO DEDICATE NEW SCHOOL**



THE NEW SCHOOL, Y  
ARRANGEM

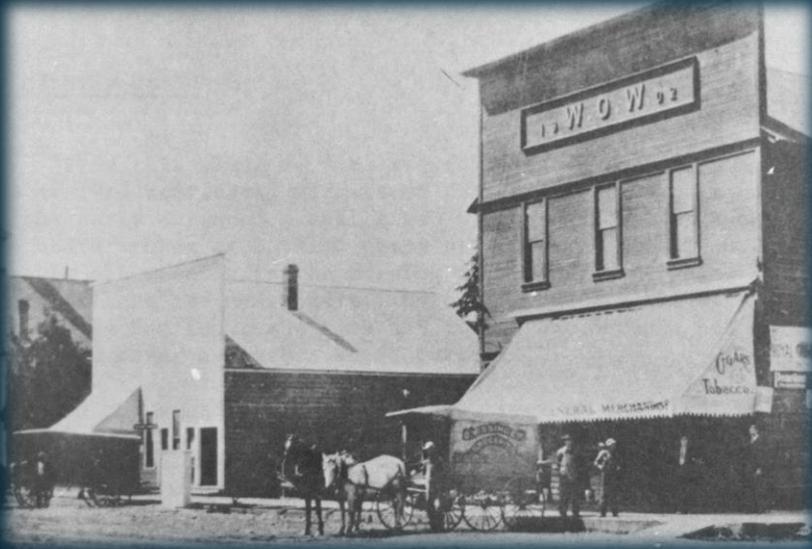
MILWAUKIE, CLACKAMAS COUNTY, OREGON, THU



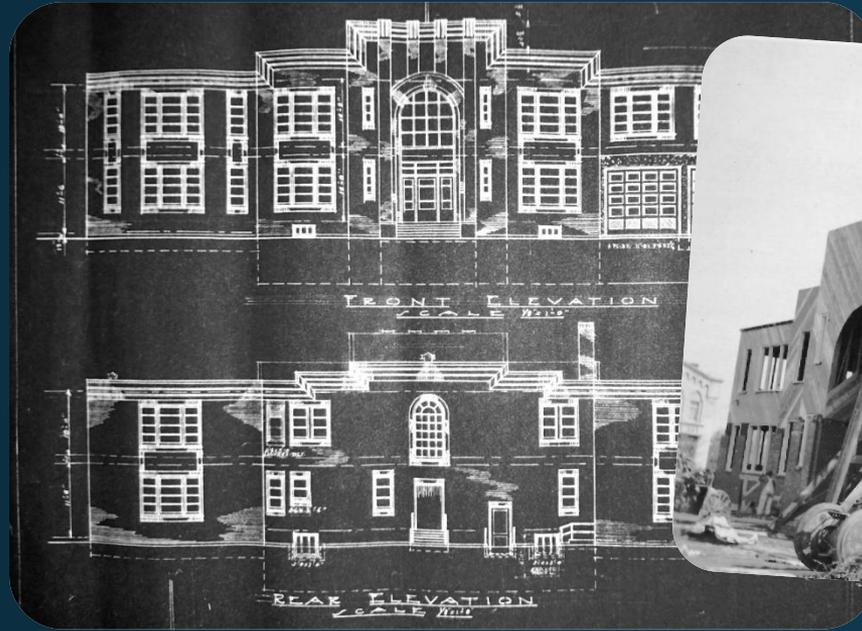
NEW MILWAUKIE UNION HIGH SCHOOL BUILDING



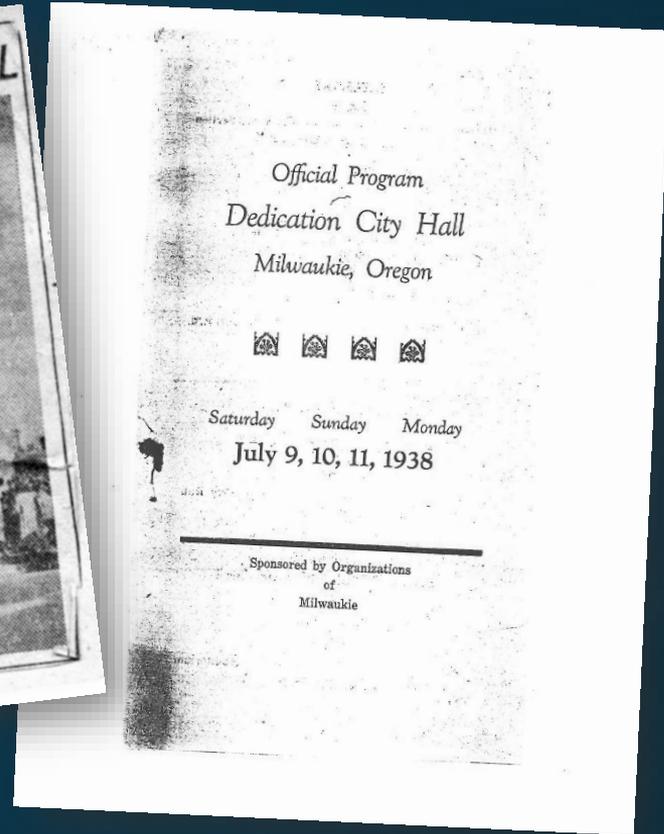
# Milwaukie's other city halls...



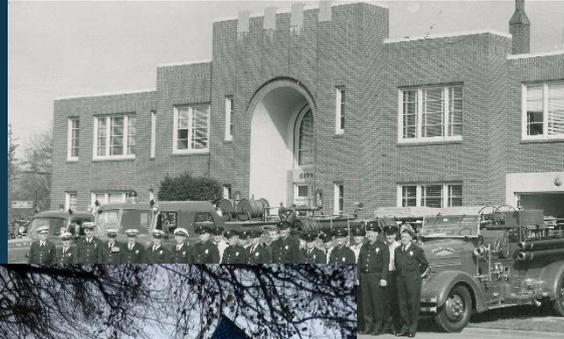
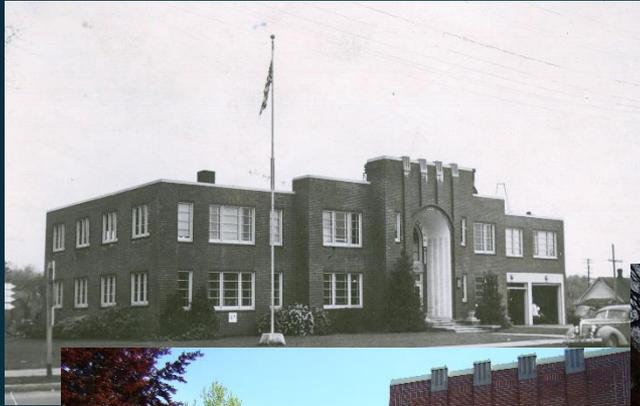
# The last new City Hall...



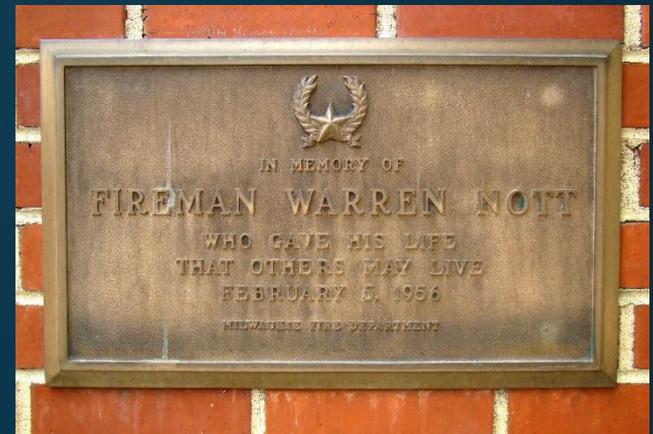
# Dedicating City Hall, 1938



# 80 years of service...



# Exterior memorials...



# Outside Views



Milwaukie, 1947

*Courtesy Oreg. Hist. Soc. Research Lib., 005759*



# Outside Views



CITY HALL SCULPTURE GARDEN  
OCTOBER 2010

FUNDED BY THE MILWAUKIE ARTS COMMITTEE, CLACKAMAS COUNTY  
TOURISM AND CULTURAL AFFAIRS AND TRIMET.

SPECIAL THANKS TO GARDENS BY REBECCA, TYRON CREEK LANDSCAPE, INC.  
AND BETH RAGEL.

**at MOB**      **ORIGONIAN MILHOOD**      **TRIMET**



# Interior scenes...



# Inside today...



# Inside today...



# Inside today...



# Inside today...



# Inside today...



# Inside today...



# Inside today...



# Inside today...



# Inside today...



# Inside today...



# Inside today...



# Inside today...



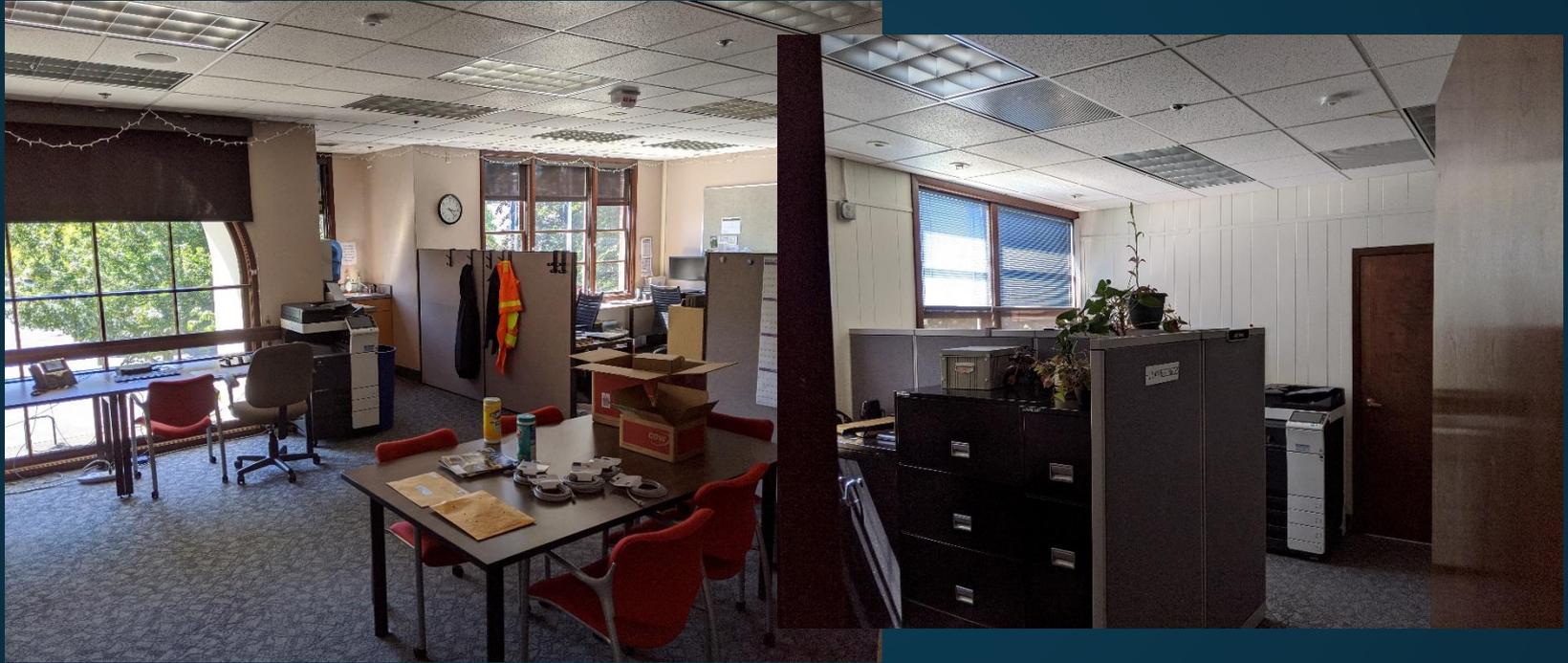
# Inside today...



# Inside today...



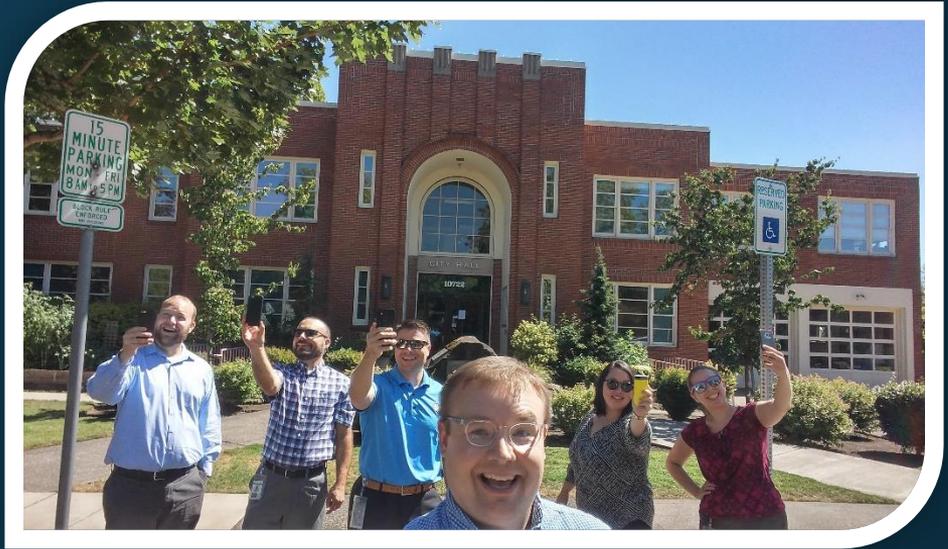
# Inside today...



# Inside today...



# Milwaukie City Hall





A stylized graphic of a flower with white and light grey petals, set against a dark brown circular background with green triangular accents. The flower is positioned on the left side of the slide.

# City Hall Next Chapter

- CHBRC Charter
- Schedule
- Public Engagement

# The Next City Hall

- Council actions to purchase Advantis
- Council actions to form CHBRC



# CHBRC Charter

## Committee Purpose

1. Learn about operations and maintenance costs for the existing city hall building;
2. Learn about city financial requirements to ensure long term city hall site viability;
3. Learn about state historic preservation requirements;
4. Learn about the Portland metro region real estate market conditions;
5. Develop project goals for an RFP for the City Council to consider;
6. Nominate two CHBRC members to participate in the RFP review process; and
7. Participate in citywide public engagement events.



# CHBRC Charter

## Ground Rules

1. Listen carefully and speak honestly
2. Respect the views of others
3. Keep an open mind
4. Critique issues, not people
5. Allow everyone to speak without dominating the conversation



# CHBRC Charter

## Questions?

- Provide comments before Meeting #2
- Vote to approve Charter at Meeting #2



# City Hall: The Next Chapter

## Current City Hall (10722 SE Main)

Public  
Engagement

Define  
Community Goals

Public Hearing &  
Declare Property  
Surplus

Issue Request for  
Proposals &  
Select New User

New User Due  
Diligence

New User Takes  
Possession

## New City Hall (10501 SE Main)

Advantis Leaseback Period

City Hall Tenant  
Improvements

New City Hall  
Opens



# City Hall: The Next Chapter

## Current City Hall (10722 SE Main)

Public Engagement

Define Community Goals

Public Hearing & Declare Property Surplus

Issue Request for Proposals & Select New User

New User Due Diligence

New User Takes Possession



**WE ARE HERE**



**SPRING 2021**



**2023**

## New City Hall (10501 SE Main)

Advantis Leaseback Period

City Hall Tenant Improvements

New City Hall Opens



# CHBRC Schedule

<b>JUL 2020</b>	Meeting #1 – Site History, Charter, Public Engagement
<b>SEP 2020</b>	Meeting #2 – Historic Preservation
<b>OCT 2020</b>	Meeting #3 – Operations and Maintenance Budget, Financial Goals and Constraints, Milwaukie Real Estate Market
<b>OCT – NOV 2020</b>	Public Engagement Activity #1 – Values
<b>NOV 2020</b>	Meeting #4 – Review Public Engagement Findings & Draft Goals
<b>DEC 2020</b>	BREAK!
<b>JAN - FEB 2021</b>	Public Engagement Activity #2 – Draft Goals
<b>FEB 2021</b>	Meeting #5 – Draft Goals for recommendation to City Council, Select members for RFP review committee
<b>MAR 2021</b>	City Council Meeting – Present Draft Goals
<b>SPRING 2021</b>	City Council Meeting – Hearing, Declare Property Surplus, Resolution to set RFP goals



# IAP2'S PUBLIC PARTICIPATION SPECTRUM

The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

INCREASING IMPACT ON THE DECISION 

	<b>INFORM</b>	<b>CONSULT</b>	<b>INVOLVE</b>	<b>COLLABORATE</b>	<b>EMPOWER</b>
<b>PUBLIC PARTICIPATION GOAL</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
<b>PROMISE TO THE PUBLIC</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.




# Public Engagement Tools

Typical Tool	COVID Alternatives
In-Person Committee Meetings	Zoom Committee Meetings
Building and Site Tours	Photo / Virtual Tour
Open House	Web-based Open House (HiVE)
First Friday & Milwaukie Farmers Market	Small Zoom Focus Group
Online Survey	Online Survey!
Project Website	Project Website!
Pilot Article	Pilot Article!
Mailers	Mailers!



# Public Engagement Tools

**3 min exercise** (if we have time)

What ideas do you have for public engagement tools or techniques we can use?  
What organizations or groups should we outreach to?







# City Hall Blue Ribbon Committee (CHBRC) Charter

## Background and Purpose

In 2023, the City of Milwaukie will relocate administrative offices from facilities at 10722 SE Main Street (the current city hall site) and 6101 SE Johnson Creek Boulevard (community development offices) to 10501 SE Main Street. The move will create a new centralized location for city staff and for the public to access city resources.

On March 3, 2020, the City Council approved [Resolution 18-2020](#), which appointed 12 members to the City Hall Blue Ribbon Committee (CHBRC). The role of the CHBRC is to learn about the current city hall site, opportunities and constraints for future uses, including financial constraints, to review public engagement activities for repurposing the site, and to help define community goals for the future of the current city hall site.

In 2020-2021, the city will conduct technical research and public engagement to inform the community goals and the future use of 10722 SE Main Street. The CHBRC's work will be used to inform a request for proposals (RFP) process the city will undertake to select a new use and/or user for the current city hall site.

The CHBRC will interact with city staff, particularly the city recorder and the development project manager. The CHBRC will meet monthly or every other month, with a presentation of project goals to the City Council scheduled for early summer 2021. Subcommittees may also be established to work on specific tasks and will hold meetings as necessary.

The CHBRC is encouraged to promote opportunities for public engagement, disperse information to the Milwaukie community, and solicit feedback concerning the city hall project.

## Committee Responsibilities

1. Learn about operations and maintenance costs for the existing city hall building;
2. Learn about city financial requirements to ensure long term city hall site viability;
3. Learn about state historic preservation [processes requirements](#);
- [4. Learn about site history and property conditions including any easements and encumbrances;](#)
4. Learn about the Portland metro region real estate market conditions;
5. Develop project goals for an RFP for the City Council to consider;
6. Nominate two CHBRC members to participate in the RFP review process; and
7. Participate in citywide public engagement events.



Ground Rules for CHRBC meetings

1. Listen carefully and speak honestly
2. Respect the views of others
3. Keep an open mind
4. Critique issues, no people
5. Allow everyone to speak without dominating the conversation

## **CHBRC Community Engagement Ideas Notes**

CHBRC Meeting #1 7.29.2020

### **Engagement Tools:**

- Live Facebook Meeting
- Virtual Tour
- Zoom webinar – in which you have panelists do presentations and people can submit questions in Q&A. Or if you do a Zoom call you could do annotations for people to mark what ideas they like etc. similar to in-person presentations
- a "live" history presentation or brief video
- a survey on next door to the neighborhoods
- next-door website
- Online survey - thought exchange
- Social media: facebook, Instagram, twitter, etc
- We could you the gas bill to inform people as well.
- We could put additional information signage at the Library and local business to guide them to the project website for awareness.

### **Who to talk to:**

- Local businesses
- Reach out to: Chamber of Commerce, Downtown Business Association, NDAs, Farmer Market, Rotary Club, etc....
- information at local restaurants and bars
- civic groups
- to neighborhood assoc
- reach out to all the services clubs as well as Farmers Market
- We would probably want to have a presentation or more than one, at each NDA meeting. We could also get on the schedule to talk to the Milwaukie Rotary Club.

### **No Gos:**

- Social distance gathering by neighborhood
- Social distance gathering on park grounds at City Hall
- Outdoor social distance gathering at waterfront