

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;
4. Learn about site history and property conditions including any easements and encumbrances;
5. Learn about the Portland metro region real estate market conditions;
6. Develop project goals for an RFP for the City Council to consider;
7. Nominate two CHBRC members to participate in the RFP review process; and
8. 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