



AGENDA

MILWAUKIE DESIGN AND LANDMARKS COMMITTEE

Monday, May 6, 2013, 6:30 PM

CITY HALL CONFERENCE ROOM

10722 SE MAIN ST

1.0 Call to Order - Procedural Matters

2.0 Meeting Notes – Motion Needed

2.1 February 4, 2013

3.0 Information Items

4.0 Audience Participation – This is an opportunity for the public to comment on any item not on the agenda

5.0 Public Meetings – Public meetings will follow the procedure listed on reverse

6.0 Worksession Items

6.1 Summary: Adams Street Connector Beacons

Presenters: Kari Svanstrom

7.0 Other Business/Updates

7.1 “Fresh Look Milwaukie: Downtown Road Map” project

8.0 Design and Landmark Committee Discussion Items – This is an opportunity for comment or discussion for items not on the agenda.

9.0 Forecast for Future Meetings:

May 28, 2013 1. Joint worksession with the Planning Commission

June 3, 2013 1. Cancel?

Milwaukie Design and Landmarks Committee Statement

The Design and Landmarks Committee is established to advise the Planning Commission on historic preservation activities, compliance with applicable design guidelines, and to review and recommend appropriate design guidelines and design review processes and procedures to the Planning Commission and City Council.

1. **PROCEDURAL MATTERS.** If you wish to speak at this meeting, please fill out a yellow card and give to planning staff. Please turn off all personal communication devices during meeting. For background information on agenda items, call the Planning Department at 503-786-7600 or email planning@ci.milwaukie.or.us. Thank You.
2. **DESIGN AND LANDMARK COMMITTEE MEETING MINUTES.** Approved DLC Minutes can be found on the City website at www.cityofmilwaukie.org
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at www.cityofmilwaukie.org
4. **FORECAST FOR FUTURE MEETING.** These items are tentatively scheduled, but may be rescheduled prior to the meeting date. Please contact staff with any questions you may have.

Public Meeting Procedure

Those who wish to testify should come to the front podium, state his or her name and address for the record, and remain at the podium until the Chairperson has asked if there are any questions from the Committee members.

1. **STAFF REPORT.** Each design review meeting starts with a brief review of the staff report by staff. The report lists the criteria for the land use action being considered, as well as a recommendation with reasons for that recommendation.
2. **CORRESPONDENCE.** Staff will report any verbal or written correspondence that has been received since the Committee was presented with its meeting packet.
3. **APPLICANT'S PRESENTATION.**
4. **PUBLIC TESTIMONY IN SUPPORT.** Testimony from those in favor of the application.
5. **NEUTRAL PUBLIC TESTIMONY.** Comments or questions from interested persons who are neither in favor of nor opposed to the application.
6. **PUBLIC TESTIMONY IN OPPOSITION.** Testimony from those in opposition to the application.
7. **QUESTIONS FROM COMMITTEE MEMBERS.** The committee members will have the opportunity to ask for clarification from staff, the applicant, or those who have already testified.
8. **REBUTTAL TESTIMONY FROM APPLICANT.** After all public testimony, the Committee will take rebuttal testimony from the applicant.
9. **CLOSING OF PUBLIC MEETING.** The Chairperson will close the public portion of the meeting. The Committee will then enter into deliberation. From this point in the meeting the Committee will not receive any additional testimony from the audience, but may ask questions of anyone who has testified.
10. **COMMITTEE DISCUSSION AND ACTION.** It is the Committee's intention to make a recommendation this evening on each issue on the agenda. Design and Landmark Committee recommendations are not appealable.
11. **MEETING CONTINUANCE.** Prior to the close of the first public meeting, *any person* may request an opportunity to present additional information at another time. If there is such a request, the Design and Landmarks Committee will either continue the public meeting to a date certain, or leave the record open for at least seven days for additional written evidence, argument, or testimony.

The City of Milwaukie will make reasonable accommodation for people with disabilities. Please notify us no less than five (5) business days prior to the meeting.

Milwaukie Design and Landmarks Committee:

Greg Hemer, Chair
Jim Perrault, Vice Chair
Scott Barbur
Chantelle Gamba
Becky Ives

Planning Department Staff:

Steve Butler, Planning Director
Ryan Marquardt, Senior Planner
Li Alligood, Associate Planner
Brett Kelter, Associate Planner
Kari Svanstrom, Associate Planner
Marcia Hamley, Administrative Specialist II
Alicia Martin, Administrative Specialist II

CITY OF MILWAUKIE
 JOINT MEETING OF THE
 DESIGN AND LANDMARKS COMMITTEE & HISTORIC MILWAUKIE NDA BOARD
 MINUTES
 Milwaukie City Hall
 10722 SE Main Street
 MONDAY, FEBRUARY 4, 2013
 6:30 PM

COMMITTEE MEMBERS PRESENT

Greg Hemer, Chair
 Becky Ives
 Chantelle Gamba

STAFF PRESENT

Li Alligood, Associate Planner (DLC Liaison)

COMMITTEE MEMBERS ABSENT

Jim Perrault, Vice Chair
 Scott Barbur

1.0 Call to Order – Procedural Matters*

Chair Greg Hemer called the meeting to order at 6:37 p.m. and read the conduct of meeting format into the record.

Historic Milwaukie NDA Co-Chair Dion Shepard called the meeting of the Historic Milwaukie NDA Board to order.

***Note:** The information presented constitutes summarized minutes only. The meeting audio is available from the Planning Department upon request.*

2.0 Design and Landmarks Committee Minutes

2.1 January 7, 2013

DLC Member Chantelle Gamba moved to approve the January 7, 2013, meeting minutes as presented. **DLC Member Becky Ives** seconded the motion. The minutes were approved unanimously.

3.0 Information Items

Li Alligood, Associate Planner, shared the draft design for Riverfront Park signs on behalf of JoAnn Herrigel, Parks and Sustainability Director. The signs were scheduled to be installed in the park in late February or early March.

42

43 **The Committee** was supportive of the designs.

44

45 **4.0 Audience Participation** –This is an opportunity for the public to comment on any item
46 not on the agenda. There was none.

47

48 **5.0 Public Meetings** – None

49

50 **6.0 Worksession Items**

51 6.1 Summary: Joint meeting with Historic Milwaukie NDA Board

52 Staff: Li Alligood, Associate Planner

53

54 **Chair Hemer** welcomed **Dion Shepard and Jean Baker, Co-Chairs, Ed Zumwalt, Land Use**
55 **Chair, and Ray Bryan, Treasurer**, to the meeting, and provided an overview of the joint
56 meeting subject.

- 57 • The DLC had requested a joint meeting with the Historic Milwaukie NDA Board because
58 the Committee made decisions that impacted the Historic Milwaukie neighborhood.
- 59 • The ultimate goal was to help Milwaukie become a Certified Local Government (CLG).
- 60 • He encouraged those present to attend the Clackamas County Historical Society
61 meeting on Tuesday, February 12, at 2:30pm.
- 62 • The DLC had identified ways to encourage interest in historic preservation, including a
63 downtown walking tour, monthly articles in the Pilot, and collaborations with the Pioneer
64 Cemetery.

65 **Ms. Alligood** provided an overview of the historic preservation framework in the City.

- 66 • During the discussion of the 2012 DLC work plan, Council expressed support for working
67 toward CLG status.
- 68 • The DLC had been working to make historic preservation a more visible issue. There
69 were many small moves that the DLC and Historic Milwaukie NDA could make to gauge
70 the level of community interest.

71 **The group** proposed a number of ideas for gathering support for historic preservation,
72 including: walking, bus, and pedicab tours; promoting Milwaukie as a tourist destination,

collaborating with existing downtown groups; utilizing public art; and educating the community about Milwaukie's unique history.

Ms. Alligood noted that the group was talking about interactive and engaging events to engage the community and increase awareness of the city's historic resources. She asked the group to identify next steps and offered to share the materials the City had available if the group was interested in creating a web site about Milwaukie's history.

The group had an energetic discussion about next steps.

The Historic Milwaukie NDA board members left the meeting at 8:02pm.

7.0 Planning Department Other Business/Updates

7.1 Group photo

Because two DLC members were missing, no group photo was taken.

7.2 OGEC Ethics Training on February 26

Ms. Alligood reminded the DLC members of the upcoming training for City Council, Planning Commission, and the DLC and encouraged them to attend.

7.3 March meeting

There were no items on the March 2013 meeting agenda. **The Committee** decided to cancel the March meeting.

8.0 Design and Landmarks Committee Discussion Items

Chair Hemer asked if there would be additional DLC review of light-rail related approvals, specifically items that had changed.

Ms. Alligood explained that the Type III approvals were reviewed through a Type I development review application, and the final building permit submittal must "substantially conform" to the original approval. Many of the project components were not subject to land use review, with the exception of development on private property. However, if TriMet requested revisions to approved land use approvals, those revisions would likely need to return to the Planning Commission.

103

104 **9.0 Forecast for Future Meetings:**

105 March 4, 2013 1. Canceled

106

107 April 1, 2013 1. Worksession: Adams Street Connector Lanterns

108

109

110 Meeting adjourned at approximately 8:15 p.m.

111

112

113

114

Respectfully submitted,

115

116

Li Alligood, Associate Planner

117

118

119

120

121 _____
Greg Hemer, Chair



MILWAUKIE

Dogwood City of the West

To: Design and Landmarks Committee

Through: Steve Butler, Planning Director/Interim Community Development Director

From: Kari Svanstrom, Associate Planner

Date: April 29, 2013, for May 6, 2013, Meeting

Subject: Adams Street Connector – Lantern / Beacon Project

ACTION REQUESTED

Discuss and confirm historic theme selection for the Adam Street Connector Lanterns.

History of Prior Actions and Discussions

- **January 2013:** Initial presentation of the Adams Street Connector and lanterns to the DLC, including discussion of the public process for selection of themes to be displayed on these lanterns.
- **October 2012:** The City Council authorized staff to proceed with the Adams Street Connector project, which is a South Downtown Plan implementation measure. This project received a Metro grant (\$450,000) to complete the 'baseline' Adams Street Connector project.
- **September 2012:** City Council adopted Resolution 51-2012 regarding betterments in the Main St light rail station area.
- **June 2012:** South Downtown Plan was adopted by City Council by Resolution 33-2012 (the annual Capital Improvement Program, which included the Adams Street project).

BACKGROUND INFORMATION

City staff is working to find additional funding, through other grants and fund-raising, for additional improvements, including 'beacons' or 'lanterns' envisioned as part of a heritage/legacy walkway approach. While the lanterns are not currently funded, the project is being design so these enhanced amenities can be incorporated into the project once built as a later phase improvement.

The baseline project includes a 12 foot pedestrian promenade that ties in with the new sidewalks on 21st Ave being built by Tri-Met, and provides a linear plaza for bicycles and pedestrians down to Main St. New landscaping, seating areas, and ADA access to properties to the north and south of Adams are included in the baseline improvements.

Enhancements - Lanterns

One of the distinguishing features of the full Adams Street Connector project is a series of illuminated sculpture pieces – lanterns or beacons that would be a visual cue in the landscape, especially in the evening. These lanterns would create a visual marker for the station area on Main Street and begin to create the public plaza described in the South Downtown Plan. The concept design for the lanterns was presented to the DLC at the Jan 7, 2013 meeting. The design is inspired by some of the historic structures along Milwaukie's waterfront, including the railroad trestle that crosses the Willamette near the site.

One of the key elements of the lanterns is a metal 'scrim' that wraps around three sides of the lanterns. These metal panels will have punched images relating to historic Milwaukie.

Enhancements - Lanterns

A public survey was administered to gather community input on what themes should be presented on the lanterns. The survey began March 1 and was available until April 28 on the City's website. The survey was advertised in the City's Community Connections weekly newsletter, the Milwaukie Pilot newsletter, the City's website home page, email announcements to NDAs and other community groups, and distribution at the Adams Street Connector Programming Workshop.

Over 50 surveys were submitted either via paper or online, with over 150 image selections were made (including a last-minute surge that elevated the Portland Waldorf School/ former Milwaukie Middle School image to the top). Several themes emerged from the image survey, including the importance of the Willamette River and activities associated with that and the Riverfront; transportation; and industry and cultural and significant events that happened in the past, and their ties to our present and future. While the "Milwaukie Stories" are still being compiled, there are a few excerpts below.

The four themes that emerged from the survey are:

- Transportation. The history of rail and trolley in the area, including the Portland to Milwaukie Interurban rail and the Trolley Trail, which exists both as a part of history and as the new bicycle/pedestrian trail
 - *"This image is particularly representative of Milwaukie because the Trolley Trail is both historic, when the trolley was actually running, and modern because the Trail is now a much-loved community asset".*
 - *"From old to new!"*
- River and Creek. The presence of the Willamette River, and various activities along it, such as the side wheeler Lot Whitcomb and the relocation of St Johns Church via the river.
 - *"Hearing the story of the sternwheeler coming into our city in the past centuries was exciting. We should have it again! It is a charming thing to*

represent old Milwaukie and the full effort that was made to see the city develop.”

- Industry. From its early agriculture and mill years to the current set of prominent industries, Milwaukie has a proud history of industry, craftsmanship, and goods production.
 - *“Milwaukie has always had big agricultural ties. Many Italian truck gardens, fields of lettuce, tomatoes, etc. Connect history to our new community gardens and CSA's in Ardenwald and along Johnson Creek”.*
- Culture. Historic locations, like the Middle School/Waldorf school, and events that shaped Milwaukie are important to the continuing story of Milwaukie.
 - *“I like this image because it shows a vintage streetscape of Milwaukie, and our civic-mindedness--both the Boy Scouts and the parade. The tradition of the parade continues every summer with Milwaukie Daze.”*

Staff proposes that each of the four lanterns represent one of these themes.

The next step is for the consultant to review the images and coordinate with the metal fabrication company to determine which images will be the most legible on the lanterns, and the proportion and layout of the images on the lanterns (this will also help us determine if more than one image can be placed on each lantern). Staff is also working on fund-raising for the lanterns. Tomorrow's City Council meeting has these next stages of the consultant's contract on its consent agenda.

One of the “Milwaukie Stories” submitted in relation to several images summarizes the intent of the lanterns for this project:

I believe history is what makes it the present. Without history we have no past or future. It is through our past that we have a better future. I would like to see us honor our past and the individuals that gave us our future.
- Milwaukie Story submission

ATTACHMENTS

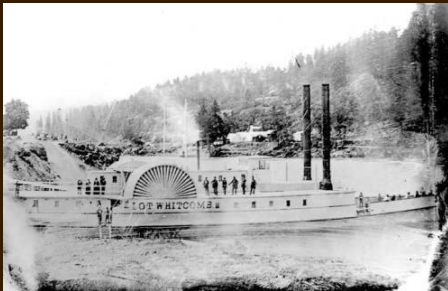
Attachments are provided only to the Design and Landmarks Committee unless noted as being attached. All material is available for viewing upon request.

1. Adams Street Connector Historic Image Survey results

transportation



river and creek



industry

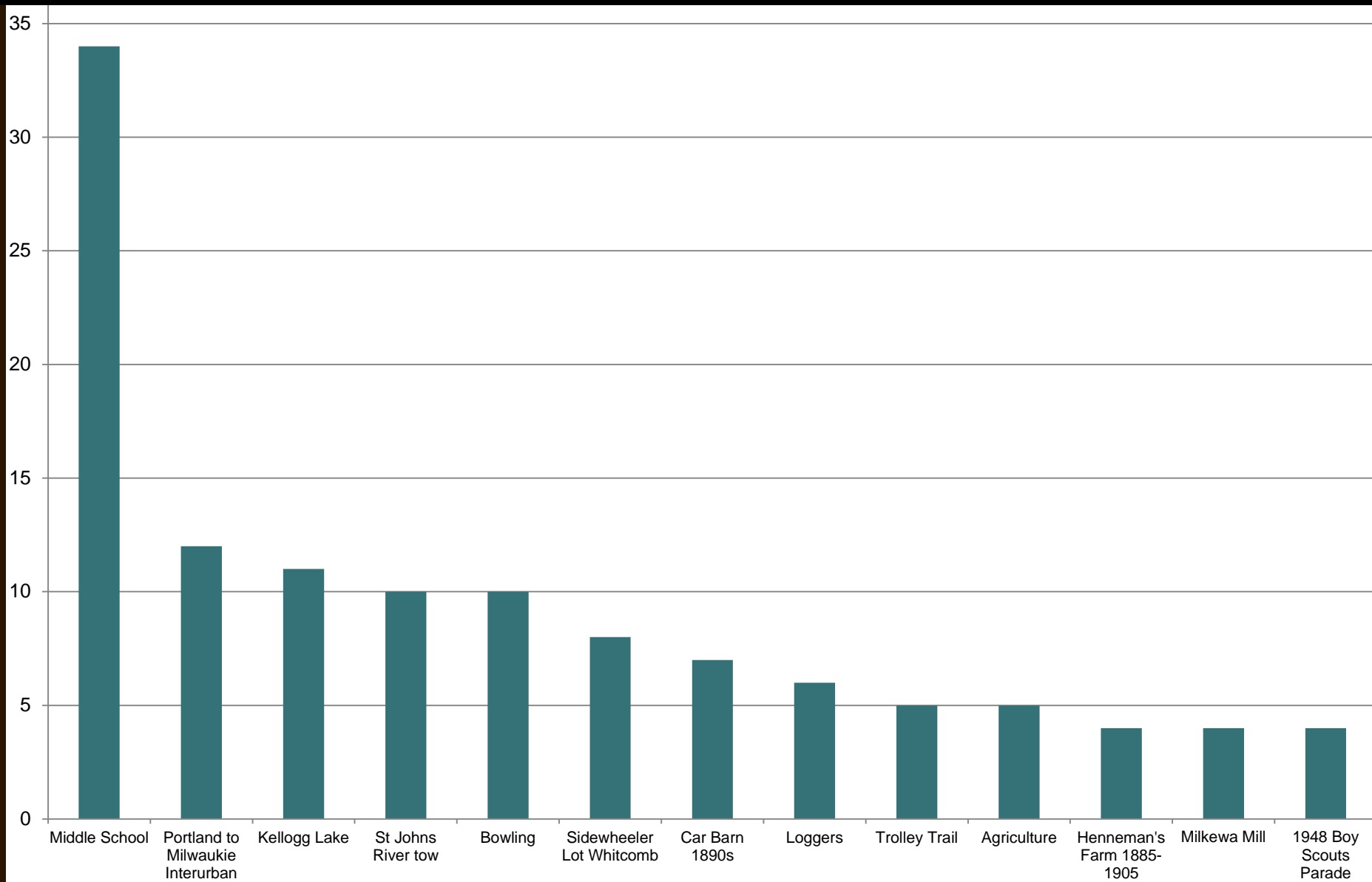


culture /
significant
events



historic themes and images





historic themes and images

An aerial map of downtown Milwaukie is overlaid with several cutouts of dogwood flowers. The flowers are in various stages of bloom, with some showing green buds and others showing white petals with pinkish-red edges. The map shows streets, buildings, and a body of water on the left side. The text "FRESH LOOK" is written in large, bold, blue letters across the middle of the map.

FRESH LOOK

March 2013

MILWAUKIE:

Downtown Road Map



CONTENTS

i Project Overview

Project Statement

Purpose

Context

ii Work Flow

Project Phases

Phase Objectives and Deliverables

Work Flow Diagram

iii Community Engagement

Principles

Potential Engagement Strategies

Identifying Stakeholders

iv Memorandum of Understanding

Roles and Responsibilities

Timeline

Deliverables

v Project Team

vi Budget

vii Appendices

Approach – Crafting a Road map

Workflow Diagram

Gantt Chart



Figure 1 Vicinity Map

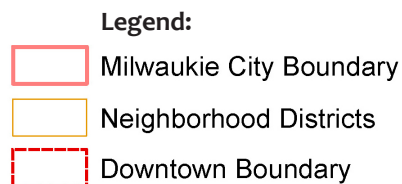
project STATEMENT

Over a decade has passed since the adoption of the Milwaukie Downtown and Riverfront Framework Plan (“Framework Plan”) and other policies, which serve as the guiding vision for development in Downtown Milwaukie. Since then, local and regional circumstances have changed. Milwaukie has adopted a new concept for the South Downtown, experienced changing demographics, and anticipates completion of the Portland-Milwaukie Light Rail by 2015. In light of these circumstances, Milwaukie seeks to check for consistency of purpose with existing policies related to downtown. A strategic plan will best serve this need by providing guidance on revising existing plans and policy tools related to Downtown Milwaukie – in particular, the Framework Plan.

PURPOSE

ALIGN Planning, a group of five graduate planning students from Portland State University, will work with the client, the City of Milwaukie, to facilitate this reassessment. The *Fresh Look Milwaukie: Downtown Road Map* (“Project”) is the first phase of a larger update of the downtown plan and implementing policies. The outcome of this project will be the Downtown Milwaukie Road map (“Road map”) — a high-level, broad-reaching and value-based road map for planning projects in Downtown Milwaukie. The Road map will synthesize existing plans and reassess the alignment with needs and desires of Milwaukie’s leaders, citizens and business owners; the results will inform recommendations that identify pieces which still work and those that need attention.

left Figure 2 City of Milwaukie Map



“The best way to predict the future is to invent it”

Alan Kay

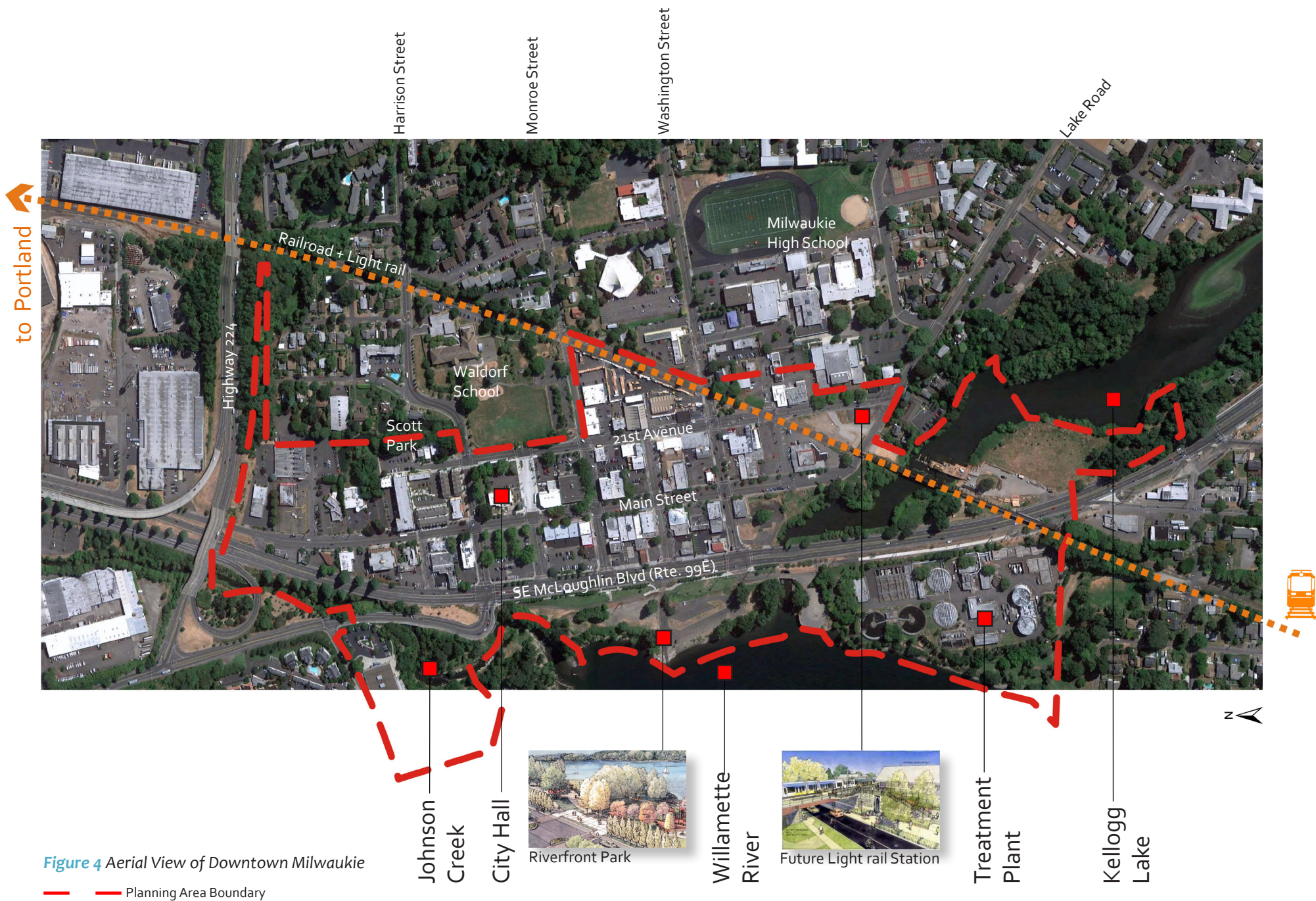
CONTEXT

The City of Milwaukie is a community where citizens, civic organizations, business and city government work together to ensure that the community retains its hometown identity, high quality of life and its natural beauty. Community input during the Framework Plan has reinforced the City's commitment to developing walkable, well serviced neighborhoods with convenient transit access.

An overview of downtown Milwaukie as shown in Figure 3, illustrates the environment as a small-town community, connected to commercial, residential and natural areas. Figure 4 illustrates significant landmarks of the Downtown. Further, Figure 4 illustrates the opportunities that the Light Rail transit will bring to downtown, by enhancing the connections to regional jobs and attractions, as well as increase the access of businesses in the city to broader consumer and labor markets.



Figure 3 Images Taken in Downtown Milwaukie



ii WORKFLOW & DELIVERABLES

PROJECT PHASES & TASKS

ALIGN Planning will implement this project through five phases. Each phase will introduce components, which will be developed progressively, and finalized in Phase V. Together, the components will form the Roadmap. A general diagram of the Workflow is shown in Figure 4. A detailed version of the workflow is included in Appendix C. Details of each task are included in Appendix D. Note that due to the nature of community involvement, dates are subject to change, upon client approval.

Phase I will center on data-gathering, outlining data sources for existing conditions research, and development of the community engagement plan. After development of the community engagement plan, tasks include the preparation of survey questions and preliminary contact with the Milwaukie community.

Phase II begins with a kickoff event, along with the distribution of the survey. Additional tasks include augmenting and conducting interviews with stakeholders. Towards the end of this phase, results from the research of the Existing Conditions report will be drafted.

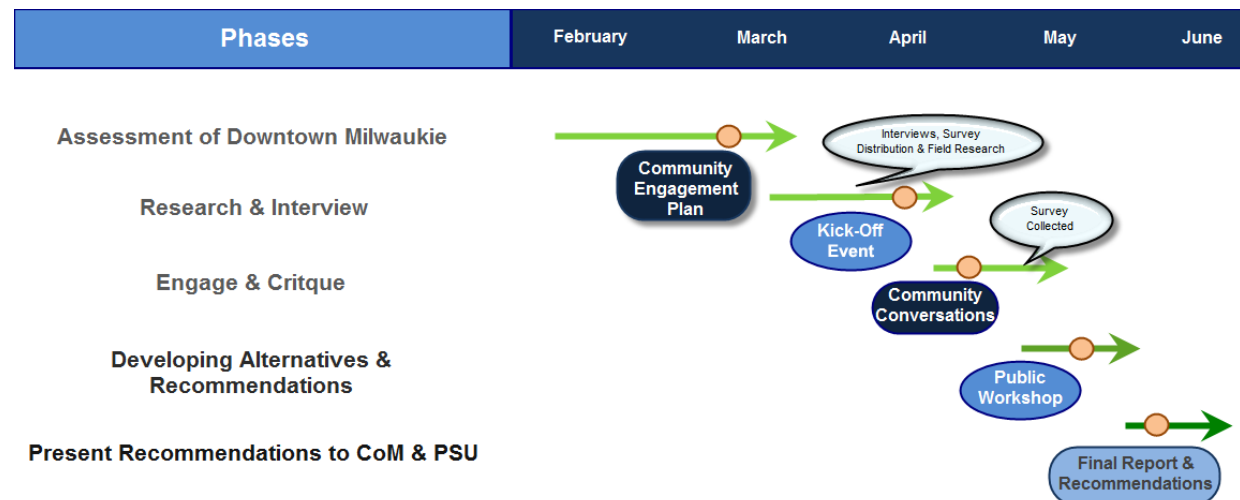
Phase III marks the beginning of interactive community events. Towards the end of this phase, results from the community events, interviews and surveys will be synthesized. This synthesis, along with the existing conditions report will inform development of a draft Road map.

Phase IV will close out remaining stakeholder interviews, Community Conversation events and development of a draft Road map. The alternatives produced in the draft Road map will serve as the basis of discussion in the Public Workshop. This event will provide the Milwaukie community an opportunity to provide feedback on prioritization of downtown values and opportunities, based

on the alternatives presented. Comments and feedback from the Public Workshop will be summarized and used to inform the final production of the Road map.

Phase V will develop recommendations based on public feedback to alternatives presented in the Public Workshop, leading to the final production of the Road map. Recommendations from the Road map will be presented to Milwaukie Design and Landmarks Committee, Planning Commission, and City Council. A final client meeting will address any remaining project details and facilitate an official hand-off to the City of Milwaukie Planning Department.

Figure 4 Workflow Diagram



phase 1

ASSESSMENT OF DOWNTOWN MILWAUKIE

[February 1st – March 14th]

Objectives

1. Develop a more nuanced understanding of the forces shaping the future of Downtown Milwaukie, and how they have changed since the Framework Plan was adopted in 2000
2. Review Plans relevant to Downtown Milwaukie and synthesize findings that identify areas of agreement, conflict, and ambiguity in downtown Milwaukie
3. Create an effective Community Engagement Plan adapted specifically to the unique qualities and concerns of Milwaukie stakeholders

Strategies

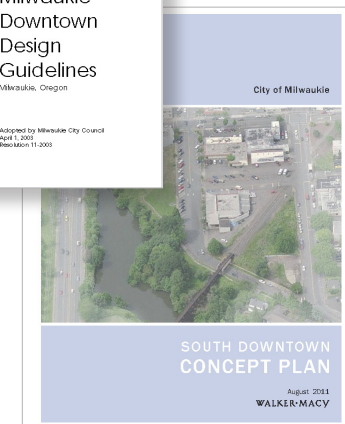
The activities of this phase will focus on data-gathering, data summarizing, and development of a Community Engagement Plan. *ALIGN Planning* will work with the client to gather data, in efforts to outline an existing conditions report, featuring a social, economic and physical (SEP) analysis. Further, contact lists of stakeholders will be provided by the City, to inform the development of the Community Engagement Plan.

Data Sources

This data will be provided from primary and secondary sources. Existing plans and associated documents for Downtown Milwaukie will serve as primary data sources. Demographic and household income data will be gathered using the latest U.S. Census and American Community Survey data. Information on the built environment will be accessed through City of Milwaukie data, and Metro RLIS data.

Deliverables

- 1.1 Existing Conditions – Topic Brief
(March 14th)
 - a) Existing plans and policies
 - b) Social, economic and physical (SEP) analysis
- 1.2 Community Engagement Plan - Draft
(February 28th)
- 1.3 Workplan & MOU – Finalized & Signed
(March 13th)
- 1.4 Develop Team Website
(March 18th)



phase²

RESEARCH & INTERVIEW

[March 15th – April 13th]

Objectives

1. Begin publicizing and gathering responses from Milwaukie community at Kickoff event.
2. Conduct further research on the physical, social and economic environment of Downtown, in order to develop a draft Existing Conditions Report.
3. Broaden access to opportunities for public input through promotion and implementation of a multi-platform survey, designed to effectively gather quantitative and qualitative data that reflects stakeholders' personal perceptions.

Strategies

Phase II will implement the preparations from *Phase I*, beginning with survey distribution and conducting stakeholder interviews. A Kickoff event will publicize the project and

invite the community to participate in the upcoming public workshop. The surveys will provide broad-reaching public input that will contribute substantial quantitative and qualitative data to the research for the existing conditions report. Throughout this phase, activities consist of conducting stakeholder interviews and existing condition research. Towards the end of this phase, findings of the research for existing conditions will be drafted.

Data Sources

Existing conditions data will be the result of further analysis of tasks outlined in Phase I. Additionally, first-hand observations will be gathered through site visits to Downtown Milwaukie and use of geographic information systems (GIS). The Community Engagement Plan will serve as the guiding document in conducting stakeholder interviews.

Deliverables

- 2.1 Begin Stakeholder Interviews
(March 21st)
- 2.2 Survey Distribution
 - a) March 29th – Questions developed
 - b) April 8th – Survey distributed to Public
- 2.3 Kickoff Event
(April 1st, 2013)
- 2.4 Existing Conditions – Drafts by topic
(April 12th, 2013)
 - a) Ground Survey of Downtown
 - b) Demographic and Economic Information Backdrop
- 2.5 Finalize Community Conversations
(April 11th)

phase3

ENGAGE & CRITIQUE

[April 14th - April 27th]

Objectives

1. Provide interactive opportunities to engage with the Milwaukie Community
2. Identify possible gaps in existing plans and policies that can provide a basis for alternatives to present at the Public Workshop.
3. Develop a synthesis of our understanding of the Milwaukie community's needs and values

Strategies

Phase III will begin with the closeout of remaining stakeholder interviews. This phase marks the beginning of community conversation events, which are interactive opportunities that engage the public on a less formal basis, such as a walking tour. Towards the end of this phase, the survey results will be collected. The data collected from the survey, community engagement and existing conditions report will be used to inform the production of a draft Road map. Lastly, development of presentation materials for the Public Workshop will begin.

Data Sources

A majority of the data will be collected from public feedback in the context of community conversation events. The collection of the survey data will provide data for qualitative and quantitative analysis. Results from the draft existing conditions report will be compared with community feedback. The results will then inform the development of the draft Road map.

Deliverables

- 3.1 Close out remaining Stakeholder Interviews (April 30th)
- 3.2 Continue Community Conversation Events (April 30th)
- 3.3 Close out Survey Collection (April 25th)
- 3.4 Begin Preparations for Public Workshop
 - a) Begin production of draft Roadmap Report
 - b) Prepare presentation materials for Public Workshop
- 3.5 Public Workshop Information Distributed (April 22th)



image source: Align Planning & www.cacities.com



phase4

DEVELOPING ALTERNATIVES & RECOMMENDATIONS

[April 28th - May 18th]

Objectives

1. Produce a draft Road map, which provides alternatives based on comments and concerns from community feedback
2. Present alternatives of the draft Road map at Public Workshop
3. Provide the Milwaukie Community final opportunities for discussion before final production of the Road map
4. Summarize comments from Public Workshop and Community Conversation Events, in efforts developing a Finalized Road map

Strategies

The draft Road map will result from work that begins in Phase III. The draft Road map will provide alternatives that will be the center of discussion for the Public Workshop, in efforts to obtain public feedback and comments. The Public Workshop and Community Conversation Events will serve as a final opportunity for the public to show preferences in the development of preferred recommendations. The findings will be used to inform the recommendations provided in the finalized Road map.

Deliverables

4.1 Draft Roadmap

(May 3rd)

- a) Materials prepared for Public Workshop
- b) Alternatives developed, which address gaps between community desires and existing conditions

4.2 Public Workshop

(May 9th)

- a) Summarize Comments and Feedback from Public Workshop (May 16th)

4.3 Close out Community Conversation Events

(May 9th)

4.4 Begin Final Revisions to the draft Road map

phase5 RECOMMEND

[May 19th – June 11th]

Objective

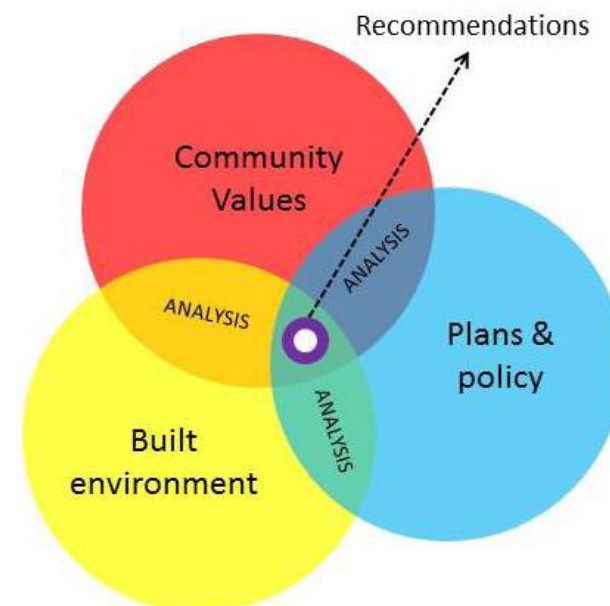
1. Review the draft report to incorporate feedback from Public Workshop, leading to the production of the Finalized Road map
2. Present the Finalized Road map to the City of Milwaukie and PSU
3. Hand-off of materials to client

Strategies

The beginning of Phase V will focus on incorporating public feedback from the Public Workshop into the Road map. Revisions will also be made to posters, graphics and maps that have been prepared in Phase IV. The remainder of Phase V will be spent on printing the final products and preparing presentations. Recommendations of the Road map will be presented to the Milwaukie Design and Landmarks Committee, Planning Commission, and City Council.

Deliverables

- 5.1 Finish Revisions to draft Road map based on feedback
 - a) Finalize report based on feedback
 - b) Prepare recommendations
- 5.2 Finalized Road map (printed and digital copies)
- 5.3 Digital copies of posters, graphics and maps for future community engagement purposes
- 5.4 Executive Summary of the Finalized Road map
- 5.5 Presentation of recommendations:
 - a) Design and Landmarks Committee + Planning Commission (May 28th)
 - b) Portland State University (May 30th)
 - c) Milwaukie City Council (June 4th)
- 5.6 Hand-off meeting with client





iii COMMUNITY ENGAGEMENT

As one of the first project deliverables, the ALIGN Planning team will work with the client to develop a detailed Community Engagement Plan based on a principle of diverse and inclusive strategies to garner broad stakeholder input on the alignment of priorities for Downtown with current conditions.

PRINCIPLES

While the format for different community engagement opportunities will vary, there are some basic principles of community engagement each activity will reflect:

1. A clear objective and purpose for the activity
2. The engagement strategy that is effective for achieving that objective
3. Consideration of alternative participatory formats to increase accessibility
4. Concerted efforts to engage typically underrepresented stakeholder groups

POTENTIAL ENGAGEMENT STRATEGIES

- Stakeholder interviews
- Email and e-newsletters
- City and project websites
- Social media
- Online survey
- Walking tours
- Classroom Activities
- Neighborhood District Association Meetings
- Public Workshop
- Online comment form
- Focus group meetings
- Written comment forms
- Promoting opportunities for involvement through email and e-newsletters, posting information in public areas, the City website, and social media instruments
- Alternative engagement activities that involve stakeholders in new and more effective ways
- Crowd-sourcing at planned city events

IDENTIFYING STAKEHOLDERS

ALIGN Planning's final report and recommendations will focus on changes specific to the Study Area, however our outreach will extend to a broader “area of involvement.” This will include the entire community of Milwaukie residents, and will also target:

- Businesses and residents in downtown Milwaukie, as defined by downtown zones
- Historic Milwaukie Neighborhood
- Island Station Neighborhood
- Community organizations such as schools , churches and non-profits
- Underrepresented, vulnerable and minority stakeholder groups

This Memorandum of Understanding (MOU) is made and entered into by *ALIGN Planning* (Carine Arendes, Jeffrey Butts, Ryan Lemay, Erica Smith, and Iren Taran) and the *City of Milwaukie, Planning Department* (“the City”). The MOU will take effect upon signature by all parties and will expire on June 13, 2013.

This MOU defines the roles and responsibilities of *ALIGN Planning* and the *City of Milwaukie Planning Department* for the *Fresh Look Milwaukie: Downtown Road Map* in completion of the Portland State University, Master of Urban and Regional Planning Workshop. This MOU is not a legally binding document. The purpose is to describe the relationship between *ALIGN Planning* and *City of Milwaukie*.



Project Purpose 1

The purpose of this Project is to produce a guiding document for future planning efforts in Downtown Milwaukie. The Final Report will be based on results of extensive community engagement efforts, representing a broad spectrum of Milwaukie leaders, citizens and business owners' common values and goals for Downtown Milwaukie. The Final Report will synthesize Milwaukie community values and analyze the alignment with existing plans and policies. Recommendations will suggest steps forward, as part of efforts towards a larger update of the downtown plan and implementing policies.

2 ALIGN Planning Responsibilities

ALIGN Planning agrees to provide the City of Milwaukie with the following products:

Work Plan, including Community Engagement Plan

Draft Due: February 28th

Final Due: March 13th

Existing Conditions Report

Draft Due: April 12th

Final Due: May 3rd

Public Outreach Findings Report

Draft Due: May 3rd

Final Due: May 17th

Policy Recommendations and Final Report

Draft Due: May 3rd

Final Due: May 17th

Additional responsibilities of *ALIGN Planning*:

- Develop a work plan that meets the needs of the team and the client
- Meet regularly with client throughout project period
 - Set specific meeting dates with client to discuss coordination of public events
- Send out weekly project tracker to team and client
- Maintain public involvement log to be shared with Milwaukie planning staff on a weekly basis
- Provide client with monthly expense reports, by date, as specified in Section VI
- Provide client with drafts of all documents for review before public use
- Provide client with materials to be printed one week prior to date needed

Client Responsibilities 3 4 Budget

Li Alligood, Associate Planner, on behalf of the City of Milwaukie, agrees to provide *ALIGN Planning* with the following resources and project support by the date specified or as needed:

Meetings

- Meet once a week with *ALIGN Planning* throughout project (in person or conference call)

Communications

- Set up and maintain a project website (hosted by City of Milwaukie website)
- Communication prior to project launch, including notification to City officials of outreach efforts, press releases of scheduled events
- Send out notification to property owners & residents near downtown

Data and Graphics Provision

- Provide contact information for downtown business and property owners, other community stakeholders, and Neighborhood District Associations

- Provide business license data for current registered business in Downtown Milwaukie
- Provide City logos and templates for public information

Logistics

- Assist with scheduling and locating event space for public meetings

Materials Review and Printing

- Review drafts of products and provide feedback within one week of submittal
- Produce materials within three to four days of submittal by *ALIGN Planning*
- Provide a projector and supply easels for use during meetings
- Provide use of plotter for large format printings of maps
- Printing of meeting materials/packets within one week

Project-related Expenses

- Provide reimbursements for applicable expenses, described below

Total Project Budget to be provided by the City of Milwaukie: \$1000.

The budget is for use on expenses listed below, regardless of whether group or City/client is making expenditure.

- Travel: *ALIGN Planning* members' mileage/transit fare submitted for reimbursement each month by date specified in the budget outline
- Outreach materials: The City will cover costs to produce publicity and outreach materials in house, or group may pay for these items and be reimbursed
- Kick-off Event and Public Workshop: The City will cover costs for event space rental and event materials (posters, handouts, food). Client may produce/procure these materials in house, or group may pay for these items and be reimbursed
- Final Presentations: The City will cover costs for presentation materials, including posters and handouts
- Final Product: City will determine approximate number of copies needed and printing costs, not likely to be done in house

Data & Materials 5 Other Terms 6

All data and materials provided by the City of Milwaukie to ALIGN Planning are to be used solely for the work described in this work plan. The data and materials cannot be transferred or shared with parties other than ALIGN Planning. Personal information (address, phone, email, etc.) for any party involved in the *Fresh Look Milwaukie: Downtown Road Map* cannot be published or shared in materials or communications associated with the project unless the party gives their specific consent. ALIGN Planning agrees to abide by the terms and policies of the City of Milwaukie regarding the use of its public records and data, and by the terms and policies of any other entity that provides data or other information to ALIGN Planning for the *Fresh Look Milwaukie: Downtown Road Map*.

In addition to the above responsibilities, the City of Milwaukie and ALIGN Planning agree to the following:

- Li Alligood will be the principal point of contact for the City of Milwaukie
- Ryan Lemay will be the principal point of contact for ALIGN Planning. Project questions and communications from ALIGN Planning to the City will be routed through the principal point of contact
- Team will have standing weekly meetings on Friday at 1:30pm. Decisions to re-schedule or cancel meetings will be made by Li Alligood and ALIGN Planning at least 3 days prior to scheduled meeting
- All ALIGN Planning products and materials will be made available to the City of Milwaukie upon request
- Modifications: All dates identified in the Work Plan are subject to change, with appropriate notice and discussion with the client

Signed 7

ALIGN Planning

	03.10.2013
Ryan Lemay	Date
	03.10.2013
Erica Smith	Date
	03.10.2013
Carine Arendes	Date
	03.10.2013
Jeff Butts	Date
	03.10.2013
Iren Taran	Date

City of Milwaukie

	3/13/13
Stephen Butler, Planning Director	Date

v ALIGN Planning TEAM



Ryan Lemay | Project Manager

Ryan is a Washington native from Kitsap County, who joined the Master of Urban and Regional Planning program in 2011, specializing in Land Use. His background includes a Bachelor's degree in Urban Studies from the University of Washington, Tacoma with, along with certificates for AutoCAD and GIS. His previous experience with planning includes work at the City and Federal government. At the City of Puyallup, Washington, Ryan served as a GIS/Planning Intern and experienced in working with issues in long-range and short-term planning. At the Federal level, Ryan currently works as a student hire for Navy Region NW. He has assisted the Public Works in drafting utility diagrams and currently works with the Planning department with various projects. Post Graduation, Ryan hopes to work as a planner for a government organization, seeking options that unify sprawling communities and instead promote more intensive uses of land. Outside of Planning, Ryan's interests include experiencing outdoor activities in the northwest, ranging from hiking, mountain biking, snowboarding, kayaking and rock climbing to other activities such as sports, autocrossing, and travelling.



Carine Arendes | Content Development Lead

A long time Oregon resident, and graduate of PSU's Community Development program, Carine entered the Masters of Urban and Regional Planning program in the fall of 2011 specializing in Land Use. Previous research conducted on the social determinants of stormwater management stewardship shaped her professional interest in the green infrastructure and the preservation of ecological functioning in urban areas. Carine is active in the APA's newly formed Sustainable Communities Division and a local organization pursuing development of a Nature Play park. In 2013, she was appointed a Tigard Central City Advisory Committee Commissioner on urban renewal district policy. A recent Washington County position focused on "Greening the Code" to address code barriers to sustainable development is leading to the development of new wind and solar energy generation ordinances. Her current position as an assistant campus planner allows Carine to support innovative and sustainable urban development occurring on Portland State University campus, while also providing staff support to a newly initiated Capital Advisory Committee. A regular library patron, Carine daydreams about trips to Tuscany and adventures aboard Serenity.



Jeffrey Butts | Public Engagement, Co-Lead

Jeffrey is originally from Montana and moved to Oregon to attend Portland State University (PSU), in September 2011 from El Salvador where he served two years as a Peace Corps Volunteer. Prior to volunteering overseas, Jeffrey earned a BA in Environmental Studies from Montana State University Billings and worked in community organizing around environmental issues where he once toured the country on a biodiesel bus with three others to engage with the public and the media about sustainability. Jeffrey has been involved in student leadership during both his undergraduate and graduate education. At Montana State University, Jeffrey spearheaded a successful effort to plan and implement comprehensive campus recycling. As Co-Chair of the Urban Planning Club at PSU, he successfully led an effort to bring influential urban thinker and former mayor of Bogotá, Colombia, Enrique Peñalosa to Portland for two events. Jeffrey currently works at a Portland consulting firm focusing on urban planning and community engagement. He has an interest in multi-modal transportation and the creation of quality urban habitats for humans, with a prominent orientation toward the pedestrian atmosphere.



Erica Smith | Public Engagement, Co-Lead

A native Portlander, Erica will graduate from PSU's Masters in Urban and Regional Planning program in June 2013. Upon graduating Erica aims to work as a long-range and strategic planner facilitating public-private sector collaboration, and driving policy to reduce the urban area's carbon footprint while increasing equitable access to social, political and economic capital. Erica has extensive experience working for the public sector in the Portland, Oregon area, including Portland's Parks and Transportation Bureaus, Portland Public Schools, the City of Hillsboro's Planning Department and the Portland Development Commission. She also has experience working in construction and green/natural building, including design and management for small ecoroof projects in the Portland area. Currently, Erica works as a Planning and GIS Intern at Fregonese Associates, Inc., a locally-based planning firm. There, she primarily focuses on regional and strategic long-range planning projects around the nation. She specializes in map-making and GIS analysis, public participation and community engagement (especially with the Spanish-speaking community) as well as environmental planning issues. Erica completed her BA in Community Development at PSU in 2008.



Iren Taran | Production Lead

Iren joined the Master of Urban and Regional Planning program in 2011. She holds a BA in Architecture from WSU School of Architecture and Construction Management. At PSU, her research interests include sustainable economic, social, and environmental development as well as planning practices that can bridge all three. Last year, she started her research work on the transformation of the urban planning system in the Post-Soviet Bloc. She spent summer of 2011 in Nicaragua on a PSU International Community Development program gaining field experience. This summer, Iren worked with the Shenzhen Institute of Urban Planning and Design alongside local planners in China. Iren's introduction to international practice began while she was a student at WSU. She assisted a team of professors in postwar studies and development strategies for the City of Kabul, Afghanistan. After graduation, Iren joined Yost Grube Hall, a U.S. based architecture and planning firm where she worked on a wide variety of projects, ranging from educational facilities to campus and community planning, both domestically and overseas. When she is not juggling education, research and professional practice, Iren is hiking and exploring the Pacific Northwest.

The figure below outlines the estimated total cost of the project. Costs will be tracked on a weekly basis, to ensure that the project does not exceed the budget of \$1,000.

ALIGN PLANNING 2013 BUDGET (ESTIMATES)

Item	Purpose	Low cost	High Cost	Notes
Public Engagement Efforts				
Food & Refreshments	Kickoff Event, Public Workshop, Community Conversation Events	\$60.00	\$120.00	Includes items such as Pizza and beverages for guests & participants
Napkins & Serving wear		\$10.00	\$25.00	City Resources can be utilized; may result in no cost
Nametags		\$5.00	\$5.00	
Pens and Pencils		\$2.00	\$5.00	
Easels		\$20.00	\$30.00	
Tape/tacks for display		\$2.00	\$5.00	
Stickers		\$5.00	\$10.00	
Event space rental costs	If costs are associated with building rental; primarily aim to use city owned facilities	\$50.00	\$200.00	Cost to rent varies by location, may even result in no cost at all
Printing Project Materials (maps, development alternatives)	Kickoff Event, Public Workshop, Community Conversation Events	\$50.00	\$100.00	City resources can be utilized; final printouts will be sourced via Clean Copy
Promotional flyers/posters	Community Conversation Events, Kickoff Event and Public Workshop	\$30.00	\$60.00	City resources to be utilized; may not have any cost
Transportation				
Transit passes	For frequent visits to site for Community Engagement Events	\$50.00	\$100.00	Min= 10 trips per person, Max=20 trips per person or unlimited pass). For only two members. \$2.50 per trip
Gas	For those using personal vehicles to move items or attend neighborhood meetings			
Other	Miscellaneous costs for materials used in public events, such as jars for the Milwaukie Bux	\$20.00	\$40.00	Varies by event and planned activities

Total Budget

\$1,000

Total Remaining Budget

\$696.00

\$300.00

Appendix A

Approach - Crafting a Road map

Appendix B

Workflow Diagram - Detailed

Appendix C

Gantt Chart

appendix A

Approach - Crafting a Road map

A strategic plan is an exploration and identification of the pieces of existing policies, plans, and regulations that still work and those that need some attention. Strategic planning strategies will inform the Road map to capitalize on previous planning efforts and provide guidance to where reassessment should be considered.

Some might ask, why another plan for Downtown Milwaukie?

The efforts of this project will serve as an evaluation of concepts from existing plans, in order to identify the most relevant concepts with current circumstances and community values. It is not an effort to reinvent the planning process for Downtown Milwaukie, or to negate the time and resources already invested by the community. Rather, the Road map will serve as an instrument to bridge the gap between the planning that has already taken place and the actualization of related goals, in a manner that benefits the community with careful consideration of new opportunities and constraints.

Capitalizing on the time and resources already invested in efforts to plan and redevelop Downtown Milwaukie in a way that fits the vision of various stakeholders is important work. *ALIGN Planning*, in collaboration with City of Milwaukie Planning Staff, have come to the understanding that in order to move

forward in implementing effective planning policies for a great Downtown, there is a need to:

- Distill the planning that has been done so far and establish a common understanding of the environment and circumstances shaping the choices and opportunities for today
- Revisit a broad spectrum of stakeholders, to measure alignment of past plans with current values; and
- Create a “road map” for how to align past plans with current values and evaluate post-implementation outcomes

ALIGN Planning believes a Road map will meet these goals and serve as a high-level, broad-reaching and value-based road map for planning and redevelopment projects in Downtown Milwaukie.

The *Fresh Look Milwaukie: Downtown Road Map* Project will identify the “missing pieces” in current planning tools and policies, and prioritize the development of those missing pieces through community engagement. *ALIGN Planning* will conduct community engagement opportunities in the format of a SWOC analysis, presenting opportunities for each stakeholder group to identify the strengths, weaknesses, opportunities and challenges to realizing an ideal Downtown

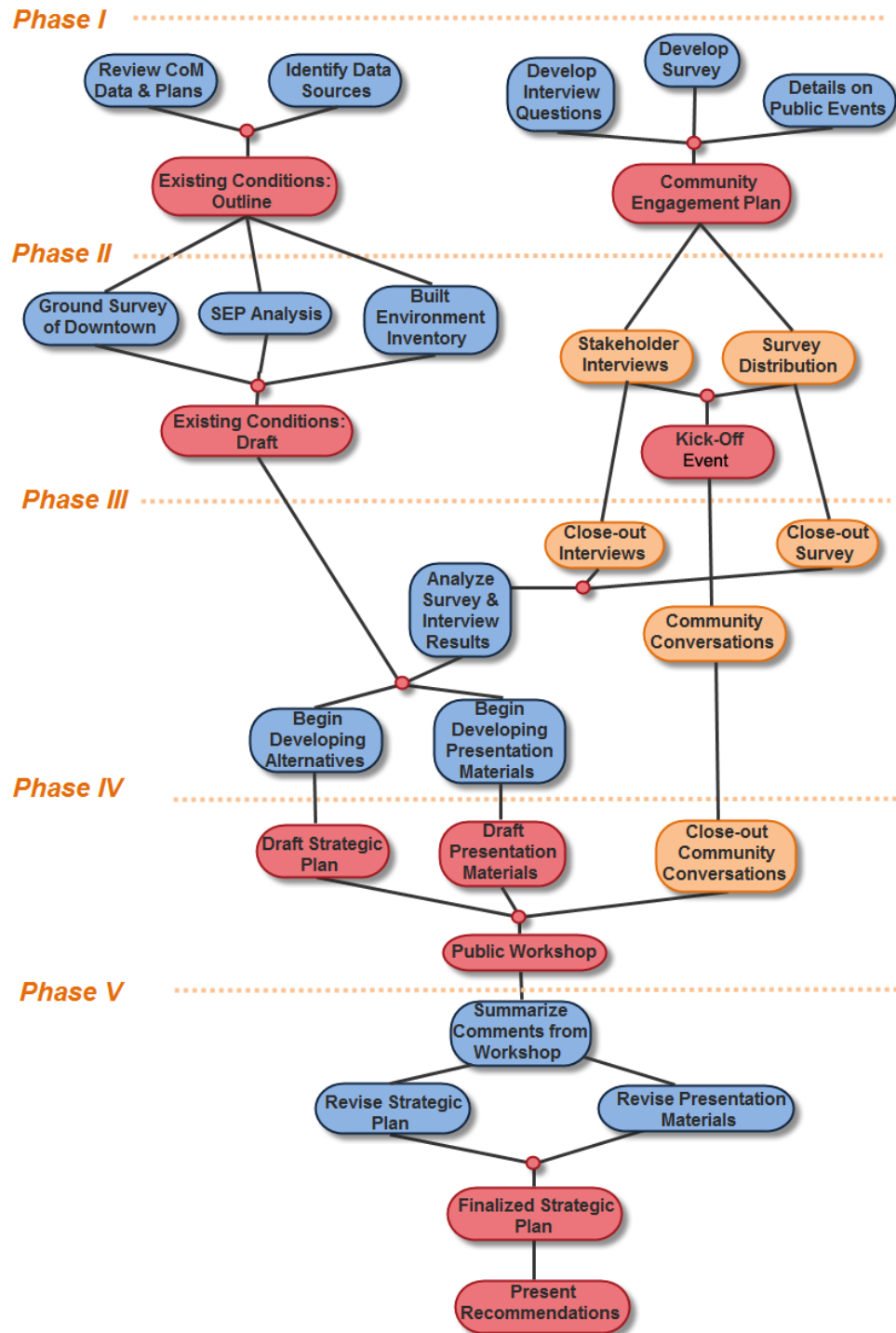
Milwaukie. These efforts will also provide reassessment of community values.

Analysis of data collected from community engagement efforts with a broad spectrum of stakeholders will establish: a) what people value about Downtown Milwaukie, and b) what people perceive as challenges to those values. Within this context, we will evaluate the existing instruments, such as the Framework Plan, to determine to what degree they are effective in promoting what people value about Downtown Milwaukie.

The basis for the Road map will be the synthesis of findings from a series of community engagement opportunities, in efforts to ensure a future Downtown Milwaukie that meets the needs and desires of the broad spectrum of stakeholders groups concerned with redevelopment efforts. The road map will be based within the context of existing plans and policy tools. Ultimately, the road map is the first phase of a larger update to the Framework Plan and implementing policies. Our project will serve as an opportunity to coordinate concepts of existing plans and tools with present day community values, without necessitating the need to recreate the vision framework for Downtown Milwaukie.

appendix B

Workflow Diagram (Detailed)



ALIGN PLANNING TASK LIST (Gantt Chart)

Task Dates:			Feburary to March				March to April				April to May				May to June				June		
			Feb3- Feb9	Feb10- Feb16	Feb17- Feb23	Feb24- Mar2	Mar 3- Mar9	Mar10- Mar16	Mar17- Mar23	Mar24- Mar30	Mar31- Apr6	Apr7- Apr13	Apr14- Apr20	Apr21- Apr27	Apr28- May4	May5- May11	May12- May18	May19- May25	May26- Jun1	Jun2- Jun8	Jun9- Jun15
Team Member (Initials)							Current week?	6							Subtask Progress Symbol		Begin Work	Task Complete			
Lead	Assist	Task List	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Phase I																					
		Work Plan																			
ALL		Draft Workplan																			
RL																					
ES		Send for review by PSU Professors																			
RL	CA	Review Comments & Questions																			
RL	CA	Send for review by City of Milwaukee																			
RL	CA	Finalize Workplan																			
ALL		Memorandum of Understanding (MOU)																			
IT		Draft MOU																			
ES		Send for review by PSU Professors																			
		Review Comments & Questions																			
		Send for review by City of Milwaukee																			
		Finalize MOU																			
ALL		Existing Conditions - Outline																			
		Identify relevant CoM plans for review																			
CA	IT	Review contextual information from CoM																			
CA	IT	Outline SEP Analysis & Data Sources																			
		Community Engagement Plan (CEP)																			
ES	JB	Provide Details of Public Events																			
ES	JB	Develop Interview Questions																			
ES	JB	Coordinate Interviewee Selection with CoM																			
ES	JB	Feedback on CEP from CoM																			
ES/JB	ALL	Develop Survey Questions & Format																			
ES/JB	RL	Provide Project Details for CoM Webpage																			
Phase II																					
		Kick-Off meeting																			
		Establish logistics																			
		Hold Kick-Off meeting																			
		Review results of Kick-Off meeting																			
		Stakeholder Interviews																			
		Begin setting Logistics																			
		Conduct Interviews																			
		Survey Distributed																			
		Online Posting																			
		Hardcopy distribution																			
		Existing Conditions Report - Draft																			
		Ground Survey of Downtown																			
		Built Environment Inventory																			
		Economic Conditions Review																			
		SEP Analysis																			
Phase III																					
		Close-out Stakeholder Interviews																			
		Begin Community Conversation Events																			
		Coordinate Logistics																			
		Conduct Events																			
		Close-out Survey Collection																			
		Collect all hard copy and online submissions																			
		Begin analysis of results																			
		Public Workshop Preparation																			
		Begin development of Draft Strategic Plan																			
		Prepare Presentation Materials																			
Phase IV																					
		Drafted Strategic Plan																			
		Presentation Materials Developed																			
		Alternatives Developed																			
		Close-out Community Conversation Events																			
		Public Workshop																			
		Comments & Feedback Summarized																			
Phase V																					
		Finish Revisions to Draft Strategic Plan																			
		Report Finalized based on Feedback																			
		Recommendations Prepared																			
		Finalized Strategic Plan																			
		Executive Summary																			
		Digital and Printed Copies																			
		Presentation of Recommendations																			
		DLC & Planning Commission																			
		PSU																			
		CoM City Council																			
		Handoff of Materials to CoM																			