



AGENDA

MILWAUKIE PLANNING COMMISSION Tuesday, April 9, 2013, 6:30 PM

**MILWAUKIE CITY HALL
10722 SE MAIN STREET**

- 1.0 Call to Order - Procedural Matters**
- 2.0 Planning Commission Minutes** – Motion Needed
- 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 Hearings** – Public hearings will follow the procedure listed on reverse
- 6.0 Worksession Items**
 - 6.1 Summary: Stormwater Master Plan
Staff: Li Alligood/Brad Albert
 - 6.2 Summary: Draft Planning Commission Work Plan
Staff: Steve Butler
- 7.0 Planning Department Other Business/Updates**
 - 7.1 Summary: Commercial Core Enhancement Program (CCEP) Overview
- 8.0 Planning Commission Discussion Items** – This is an opportunity for comment or discussion for items not on the agenda.
- 9.0 Forecast for Future Meetings:**
 - April 23, 2013 1. Worksession: Tacoma Station Area Plan (TSAP)
 - May 7, 2013 1. Joint Session with City Council
 - May 14, 2013 1. Public Hearing: Tacoma Station Area Plan (TSAP)

Milwaukie Planning Commission Statement

The Planning Commission serves as an advisory body to, and a resource for, the City Council in land use matters. In this capacity, the mission of the Planning Commission is to articulate the Community's values and commitment to socially and environmentally responsible uses of its resources as reflected in the Comprehensive Plan

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. **PLANNING COMMISSION MINUTES.** Approved PC 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.
5. **TIME LIMIT POLICY.** The Commission intends to end each meeting by 10:00pm. The Planning Commission will pause discussion of agenda items at 9:45pm to discuss whether to continue the agenda item to a future date or finish the agenda item.

Public Hearing 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 Commissioners.

1. **STAFF REPORT.** Each hearing 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 recommended decision with reasons for that recommendation.
2. **CORRESPONDENCE.** Staff will report any verbal or written correspondence that has been received since the Commission 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 COMMISSIONERS.** The commission 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 commission will take rebuttal testimony from the applicant.
9. **CLOSING OF PUBLIC HEARING.** The Chairperson will close the public portion of the hearing. The Commission will then enter into deliberation. From this point in the hearing the Commission will not receive any additional testimony from the audience, but may ask questions of anyone who has testified.
10. **COMMISSION DISCUSSION AND ACTION.** It is the Commission's intention to make a decision this evening on each issue on the agenda. Planning Commission decisions may be appealed to the City Council. If you wish to appeal a decision, please contact the Planning Department for information on the procedures and fees involved.
11. **MEETING CONTINUANCE.** Prior to the close of the first public hearing, *any person* may request an opportunity to present additional information at another time. If there is such a request, the Planning Commission will either continue the public hearing to a date certain, or leave the record open for at least seven days for additional written evidence, argument, or testimony. The Planning Commission may ask the applicant to consider granting an extension of the 120-day time period for making a decision if a delay in making a decision could impact the ability of the City to take final action on the application, including resolution of all local appeals.

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 Planning Commission:

Lisa Batey, Chair
Clare Fuchs, Vice Chair
Sine Adams
Shaun Lowcock
Wilda Parks
Gabe Storm
Chris Wilson

Planning Department Staff:

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



To: Planning Commission
Through: Steve Butler, Interim Community Development Director/Planning Director
From: Li Alligood, Associate Planner
 Brad Albert, P.E., Civil Engineer
Date: April 2, 2013, for April 9, 2013, Worksession
Subject: 2012 Stormwater Master Plan

ACTION REQUESTED

None, as this item is for discussion purposes only. This is the first worksession that staff has scheduled for the 2012 Stormwater Master Plan. Staff anticipates a hearing for the Planning Commission to make an adoption recommendation in June 2013.

BACKGROUND INFORMATION

A. History of Prior Actions and Discussions

This is the first action for the Planning Commission regarding the 2012 Stormwater Master Plan. The previous Stormwater Master Plan is dated September 2004.

City Council has been involved with the 2012 Stormwater Master Plan as follows:

- **March 20, 2013:** City Council passes Resolution #12-2012 authorizing a \$ \$179,997 contract with Brown and Caldwell to produce a 2012 Stormwater Master Plan.
- **November 2011:** Staff briefed Council on the pending National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit, a document that heavily influenced the creation of the new Stormwater Master Plan.
- **June 7, 2011:** City Council adopts the 2012-2016 Capital Improvement Plan and the 2011/2012 Budget, including the 2012 Stormwater System Master Plan

B. Adopting Master Plans

The Stormwater Master Plan (SWMP) will come before the Planning Commission as a Comprehensive Plan amendment. The amendments will include adopting the SWMP itself

as an ancillary document to the Comprehensive Plan, and amending text within the existing Comprehensive Plan so it is consistent with the SWMP.

The City endeavors to adopt all long range plans like the SWMP as ancillary documents to the Comprehensive Plan. These plans establish goals and policies for how the City will manage its resources to provide basic services to its residents, businesses, and institutions. It is important that such plans be incorporated into the document that guides how the City will manage future growth and development. The most recent example of the master plan adoption process is the 2010 Water Master Plan (WMP). The WMP itself was adopted as an ancillary document and changes to the text of the Comprehensive Plan were adopted at the same time. In addition to being important policy documents, master plans are also living documents that guide the ongoing activities performed by the City. For example, the adopted SWMP will be a key document in creating future Capital Improvement Plans that identify which projects are undertaken by the City on a yearly basis.

For legislative land use applications, such as a zoning text amendment or Comprehensive Plan amendment, the Planning Commission is required to hold a public hearing on the proposed amendments and make a recommendation to City Council.

STORMWATER MASTER PLAN

A. Goals and Contents of the Stormwater Master Plan

The goal for this project is to have a complete SWMP that provides a clear road map for the City to make smart and informed decisions as a sustainable and reliable stormwater service provider to the citizens and businesses of Milwaukie.

One major element of the new SWMP is a new hydraulic model of the stormwater system that integrates the City's GIS mapping system. Other key elements include: stormwater flooding modeling; Underground Injection Control (UIC) analysis; stormwater retrofit analysis; DEQ permit compliance; stormwater system capital improvement plan; stormwater system development charge update; and a stormwater rate study.

Section 1 of the draft SWMP is included as Attachment 1. Section 1 is an introduction which outlines the need for the plan, plan objectives, the approach taken to develop the plan, and the organization of the plan. The table of contents of the draft SWMP is included as Attachment 2. A draft of the proposed Comprehensive Plan Amendments is included as Attachment 3.

B. Public Involvement

The plan adoption process includes multiple opportunities for citizen input. The following meetings have been planned:

- One public open house –held December 5, 2012. Notices were provided on the City's web site, in The Pilot, and the in the Oregonian. The community was invited to help staff identify flooding trouble spots and water quality issues within the neighborhoods, and to provide input on the stormwater projects that are being proposed as part of the SWMP update process.
- One meeting with the Citizen's Utility Advisory Board (CUAB) – the CUAB is comprised of Milwaukie citizens and advises the City Council on utility rates and

capital improvements. The stormwater project list and stormwater rates were presented and approved by the Board on March 6, 2013.

- Planning Commission Worksession and Hearings – staff has tentatively scheduled a Planning Commission adoption recommendation hearing for June 11, 2013. Staff has built the adoption schedule to allow for two Planning Commission hearings, if necessary, to make an adoption recommendation.
- City Council Worksessions and Hearings – the scope of work and schedule include two City Council worksessions and two hearings for adoption, if necessary. The timing of these worksessions may overlap with the other public meetings mentioned above.

C. Adoption

Staff anticipates adoption of the SWMP by October 2013. It is important that the SWMP be adopted by this date so that it can be used for the preparation of the 2014-2018 Capital Improvement Plan, which will begin in January 2014.

ATTACHMENTS

Attachments are provided as indicated by the checked boxes. All material is available for viewing upon request.

	PC Packet	Public Copies	E- Packet
1. SWMP Chapter 1: Introduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. SWMP Table of Contents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Draft Comprehensive Plan Amendments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Key:

PC Packet = paper materials provided to Planning Commission 7 days prior to the meeting.

Public Copies = paper copies of the packet available for review at City facilities and at the Planning Commission meeting.

E-Packet = packet materials available online at <http://www.ci.milwaukie.or.us/planning/planning-commission-78>.

Section 1

Introduction

This 2012 Milwaukie Stormwater Master Plan (Plan) documents the methods and results of the storm system capacity evaluation and the stormwater quality/retrofit assessment conducted for the City of Milwaukie, Oregon (City). The Plan identifies and prioritizes capital improvement projects (CIPs) to address identified system capacity deficiencies and water quality opportunity areas. The Plan also identifies stormwater program implementation needs in the form of staffing and funding recommendations.

This Plan serves as an update to the City's 2004 Stormwater Master Plan (2004 Plan). The study area includes land within the city limits that drain to Johnson Creek, Kellogg Creek, Mt. Scott Creek, and the Willamette River. The study area excludes the eastern portion of the city that primarily discharges to underground injection control (UIC) facilities. The study area also excludes the area in the southwest portion of the City that directly discharges to receiving waters with very little public conveyance system.

This section provides a summary of the project need, the project objectives and approach, and a summary of how the Plan is organized.

1.1 Need for the Plan

In 2004, the City of Milwaukie updated its Stormwater Master Plan to address identified stormwater capacity deficiencies and water quality issues, driven by pending regulations associated with UICs and the City's National Pollutant Discharge Elimination System (NPDES) municipal separate storm sewer system (MS4) permit. CIPs developed for the 2004 Plan reflected the need to decommission a majority of City-owned UICs.

Since 2004, regulatory requirements for Milwaukie have changed. The City was reissued its NPDES MS4 permit in March 2012, which requires completion of a water quality retrofit assessment and identification of a water quality improvement project to be initiated during the permit term. In July 2012, the Oregon Department of Environmental Quality (DEQ) issued a draft *Water Pollution Control Facilities Permit for Class V Stormwater Underground Injection Control Systems* (WPCF UIC Permit Draft) that contains revised requirements for UICs (as compared to assumptions in the 2004 Plan).

In 2012, the City began efforts to update the 2004 Plan. The need for the update was driven by (1) the changing regulations for UICs and the City's NPDES MS4 permit requirements and (2) funding challenges preventing the City from implementing CIPs as identified in the 2004 Master Plan.

The City's overarching goal for the master plan update is to conduct a comprehensive evaluation of its stormwater program and stormwater system, focusing on opportunities to improve water quality and system performance, and prioritize CIPs that can be installed on a realistic implementation schedule.

1.2 Plan Objectives

This Plan is intended to help the City in the development, prioritization, and scheduling of a 10-year stormwater CIP. The Plan objectives include the following:

- Update the 2004 XP-SWMM hydrologic/hydraulic model to reflect infrastructure improvement projects since 2004 and updated system information from the City's Geographic Information System (GIS).



- Evaluate the City's UICs in light of the requirements of the WPCF UIC Permit Draft (July 2012).
- Develop CIPs and associated cost estimates to address updated UIC and NPDES regulatory requirements.
- Develop CIPs and associated cost estimates to address identified system capacity deficiencies under existing and future development scenarios. Where feasible, flood control CIPs and water quality CIPs will be integrated into a single CIP to address multiple objectives.
- Evaluate the City's current methods of tracking system assets and assessing maintenance needs.
- Evaluate current staffing levels and future staffing needs in consideration of updated regulatory requirements and proposed CIP implementation.
- Review and update the City's stormwater utility rates in consideration of updated staffing needs and proposed CIPs.

1.3 Approach

The approach for developing the City of Milwaukie's updated Stormwater Master Plan (2012 Plan) is summarized in Figure 1-1. This approach was developed to meet the City's objectives, described above, in consideration of the changing regulatory drivers during the project schedule (i.e., the NPDES MS4 permit reissuance in March 2012 and the WPCF UIC Permit Draft in July 2012).

As shown in Figure 1-1, tasks were conducted in parallel to minimize schedule implications associated with data collection and system assessment efforts. Highlights of the project approach include the following:

1. Data collection was initiated at the beginning of the project but continued throughout the project duration in order to continually refine the XP-SWMM hydrologic and hydraulic model and provide information to aid in the UIC risk evaluation, CIP development, and stormwater utility rate evaluation.
2. CIP locations are identified to collectively address flood control, water quality retrofit, and UIC decommissioning needs. Development of a comprehensive CIP includes a water quality retrofit list to meet NPDES MS4 permit requirements.
3. The staffing analysis was completed following CIP development and prioritization, to reflect the maintenance and engineering staff time needed to implement proposed projects.
4. The utility rate evaluation and system development charge (SDC) evaluation was initiated after CIP development and completion of the staffing analysis, to ensure that the financial levels of service (LOS) analyzed correspond to specific program and project objectives.

Coordination with City staff was ongoing throughout the project duration in order to validate and verify assumptions related to the system configuration (e.g., elevations, naming, and functionality) and stormwater program implementation issues and concerns.

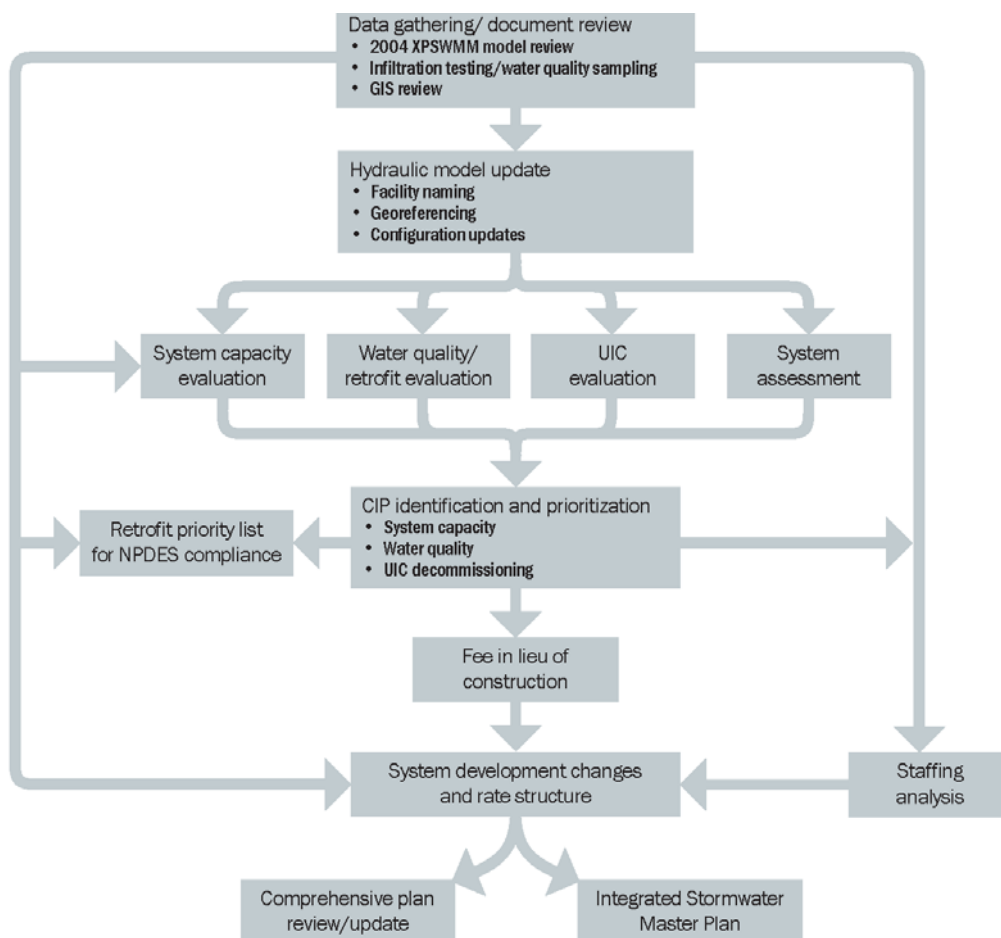


Figure 1-1. Stormwater Master Plan approach

1.4 Plan Organization

Following this introductory Section 1, the 2012 City of Milwaukee Stormwater Master Plan Update is organized as follows:

- Section 2 includes a description of the study area characteristics.
- Section 3 describes the modeling methods and results of the stormwater system capacity evaluation and includes identification of flood control CIP locations.
- Section 4 describes the water quality retrofit assessment and identification of water quality CIP locations.
- Section 5 describes the results of the UIC risk evaluation including identification of UICs to decommission as part of the CIPs.
- Section 6 summarizes the integrated CIP strategy to address system capacity deficiencies, water quality objectives, and UIC decommissioning needs.
- Section 7 describes the CIP prioritization approach.
- Section 8 describes the CIP implementation approach including results of the staffing analysis and stormwater utility rate evaluation.

Appendices A through G provide supporting information in conjunction with Sections 2 through 8.

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Appendix C: CIP Fact Sheets

Appendix D: CIP Hydraulic Results Tables

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Appendix F: Staffing Analysis Tables

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List of Abbreviations

2004 Plan	2004 Stormwater Master Plan
BMP	best management practice
CIP	capital improvement project
City	City of Milwaukie
CN	curve number
CUAB	Citizen Utility Advisory Board
CWA	Clean Water Act
DEQ	Oregon Department of Environmental Quality
ESU	effective stormwater unit
F	Fahrenheit
FTE	full-time employee
GIS	Geographic Information System
GWPD	Groundwater Protectiveness Demonstration
LIDAR	Light Detection and Ranging
LOS	level of service
MS4	municipal separate storm sewer system
NOAA	National Oceanographic and Atmosphere Administration
NPDES	National Pollutant Discharge Elimination System
NRCS	National Resource Conservation Service
OAR	Oregon Administrative Rules
Plan	2012 Stormwater Master Plan
ROW	right-of-way
SCS	Soil Conservation Service
SDC	service development charge
SDWA	Safe Drinking Water Act
SWMP	Stormwater Management Plan
TMDL	total maximum daily load
UIC	underground injection control
WPCF	Water Pollution Control Facility
WPCF UIC Permit	Water Pollution Control Facilities Permit for Class V Stormwater Underground Injection Control Systems



DRAFT AMENDMENTS

Milwaukie Comprehensive Plan

CHAPTER 5—TRANSPORTATION, PUBLIC FACILITIES AND ENERGY CONSERVATION

PUBLIC FACILITIES AND SERVICES ELEMENT

Drainage and Streets

The steady urbanization of the Milwaukie area has resulted in more and more of the land being covered by buildings and streets, creating a higher storm runoff and obstructing natural soil percolation processes. The result has been the prolonged ponding of water after storms and flooding of public streets and private yards. Street flooding causes erosion and damage to the pavement and presents a constant and expensive maintenance problem. Roadside ditches, now used to carry away excess runoff, present a traffic hazard and severely limit road improvements. Major street improvements throughout the Milwaukie area cannot proceed without adequate storm drainage facilities.

The City of Milwaukie ~~currently has approximately 22.50 miles of storm drains~~ drainage and collection systems within the City. In addition, many of the areas are served by sumps or drywells and do not have an established storm collection and conveyance system. With 65 miles of road compared to the ~~22.50 miles of storm drainage and collection systems~~, storm drainage continues to be a major issue within the City of Milwaukie.

In 1979, the City updated a drainage study identifying priority areas for storm drainage improvements. A master plan for storm drainage in the City was prepared. The plan acknowledged the impact of development to the east of Milwaukie on storm drainage capacity. Milwaukie is the terminus for several regional drainage basins - Johnson, Kellogg, Mt. Scott, and Phillips Creeks. Storm drainage is an area-wide concern requiring a local and regional planning process.

Subsequent updates to the storm drainage master plan were prepared in 1997 and 2004.

In 2013 the City adopted the Stormwater Master Plan (SWMP) as an ancillary document to the Comprehensive Plan. The SWMP deals with the portions of the storm drainage and collection system managed by the City of Milwaukie, including pipes and open channels. The SWMP addresses requirements of the City's National Pollutant Discharge Elimination System (NPDES) municipal separate storm sewer (MS4) permit to retrofit areas of the stormwater system for water quality improvement. In the SWMP, the City identified projects to alleviate system capacity deficiencies and improve water quality. Projects are prioritized in a stormwater capital improvement project list. As part of the development of the SWMP, review and update to the

Proposed Code Amendment

City's existing stormwater utility rate and service development charge was completed, in order to estimate funding needs to implement the identified capital improvement projects.

~~On two occasions within the last 15 years, the City has attempted to pass a levy for construction of storm drains. A 1987 Utility District proposal to fund a storm drainage trunk system failed. The method for funding needed improvements has been and continues to be a major issue within Milwaukee.~~

OBJECTIVE #6 — DRAINAGE AND STREETS

To improve the storm drainage and collection system within the City, in order to alleviate seasonal flooding problems and to allow for permanent street and sidewalk improvements.

Policies

1. The City will promote the construction of a storm drainage system, with highest priority given to the drainage basins suffering the most severe flooding problems as identified on an ongoing basis.
2. The City will promote the construction of street, curb, and sidewalk/bikepath improvements coordinated with the construction of a storm drainage system, with highest priority given to streets designated as arterials, collectors, bikeway streets, or streets serving public transportation.
3. New and redevelopment will be designed to limit storm drainage runoff outside project boundaries, ~~or~~ and will provide a storm drainage and collection system within the project area boundary.
4. The City will cooperate with other affected agencies in exploring regional solutions to the storm drainage problem.
5. The City will restrict development within drainageways to prevent erosion, regulate stormwater runoff, protect water quality, and protect and enhance the use of drainageways as wildlife corridors.
6. The City will require stormwater treatment for new development and redevelopment in order to improve the water quality of receiving water bodies.



To: Planning Commission
Through: Steve Butler, Planning Director
From: Ryan Marquardt, Senior Planner
Date: April 3, 2013, for April 9, 2013, Worksession
Subject: 2013-2014 Planning Commission Work Program

ACTION REQUESTED

Review and comment on the draft Planning Commission work program for 2013/14. The Commission is scheduled to meet with City Council to discuss this program on May 7, 2013.

BACKGROUND INFORMATION

The City Council and Planning Commission meet annually to discuss the Planning Commission's work program.

The Planning Commission serves the City by reviewing and advising on matters of planning and zoning, according to the provisions of the Comprehensive Plan and Zoning, Sign, and Land Division ordinances. It does this by deciding land use and development applications, developing long-range plans, and proposing updates and amendments to the Milwaukie Municipal Code and Comprehensive Plan. Planning Staff works closely with the Commission to make progress in all of these areas.

A. Accomplishments in 2012/13

The Planning Commission worked on some significant projects in 2012/13 that will significantly shape Milwaukie's future. These include:

Completed Projects

- **Residential Development Standards** – provided substantial input and policy direction on revised standards for multifamily and single family housing design and development standards. Standards were adopted by City Council in fall 2012.
- **Downtown Code Updates** – held a worksession and hearings for changes to the downtown code to address use restrictions and exempting some types of

development from frontage improvements. Amendments were adopted by City Council in early 2013.

- **Land Use Hearings** – the Planning Commission heard and decided on several land use applications:
 - Portland Milwaukie Light Rail projects
 - Station at Adams/21st
 - Substation building between Monroe and Washington
 - Signal/communication building at Adams/21st
 - Rail construction near Crystal Creek wetlands
 - Legislative Amendments
 - N. Clackamas Park north side master plan
 - Sign code amendments for murals
 - Development of lots near wetland on Furnberg St
 - Parking lot expansion near natural resource overlay area for Blount Intl.
 - Relocation of municipal court from City Hall to Public Safety Building
 - Restoration project in Mt. Scott Creek in N. Clackamas Park
 - New sign for Royalton Place on King Rd

Ongoing Projects

- **Transportation System Plan Update** – held multiple worksessions to guide a project to revise the Transportation System Plan (TSP). The revisions are necessary to keep the TSP in compliance with Metro regional requirements and to keep information in the plan up to date.
- **Tacoma Station Area Plan** – provided policy direction for a long range plan to evaluate transportation and redevelopment near the Tacoma Ave light rail station. This project will continue into the next work program.

B. Outstanding Projects from 2011/12 Work Plan

The Planning Commission accomplished many of the items identified in the work plan discussion with Council from last year. This report was provided to the Planning Commission for review at the February 19, 2013 meeting. Among the completed projects were many of the land use applications listed above, the Residential Development Standards, TSP update, TSAP project, and downtown code amendments.

Work plan tasks that did not progress as much as anticipated are as follows:

- **Neighborhood Main Streets project** – a group of PSU graduate students worked on planning for the 32nd and 42nd Ave areas to make them more vibrant neighborhood commercial areas. The Planning Commission was briefed on this work in June 2012. Staff anticipated work on zoning amendments for this project to occur later in 2012. This did not occur as planned mainly due to the Planning Department not being fully staffed from April – October 2012.

- **South Downtown Implementation** – this task would have included zoning text and map amendments to implement the South Downtown Plan. The South Downtown Plan detailed the urban design and land uses that the community believed would be appropriate to capitalize on the presence of the new light rail station. Work did not progress on this project due mostly to the Planning Department's lack of staffing through summer 2012.
- **Commercial Core Enhancement Program (CCEP)** – this project was to be accomplished with a grant from Metro, and would have included planning for the Murphy and MacFarland sties, revising the downtown zoning and standards, and consideration of an urban renewal district. Staff did discuss this project with Council in fall 2012, and was directed not to proceed with the grant due to concerns about urban renewal.
- **Review of Title 14, Sign Code** – though there was support for this project, it was not further discussed to give staff direction about how to accomplish the task. No significant work occurred on this project.
- **Comprehensive Plan update strategy** – updating Milwaukie's Comprehensive Plan has been an area of interest for many leaders and citizens. The Comprehensive Plan has not undergone a thorough update for decades. The plan has limited usefulness due to its obsolete information and the fact that its basic goals and policies have not been revisited by current residents and stakeholders. This project was discussed during dialogues about other projects throughout the year, but staff has not had direct conversations with Planning Commission or Council about the project.

C. Planning Commission Membership

Two other accomplishment of the Planning Commission in 2012 has been the consistency with regard to attendance and full membership in the later part of the year. The overall attendance rate by Commissioners in 2012 was approximately 95%.

The Planning Commission 'alternate' program has also been effective at keeping the commission full when vacancies do occur. In 2012, two new commissioners were appointed that had previously been alternates. The alternates were able to fill vacancies as they occurred and were well-versed in issues before the commission at the beginning of their terms.

D. Draft Work Program for 2012/13

Staff has compiled the following list of tasks for discussion by the Planning Commission as it sets the 2012/13 Work Program.

1. Current Projects

Projects in this heading are projects that are already underway and that the City has an obligation to complete within the timeframe of this work program. Planning Commission involvement with these projects will consist of worksessions and hearings.

- a. Transportation System Plan Update – This project has carried over from the prior work program. The City is required by the Metro Regional Functional Plan to comply with regional transportation and land development policies. In response to Metro Council's adoption of a new Regional Transportation Plan in

December 2010, the City is required to complete the update to the Transportation System Plan by the end of 2013. The original scope of this project has expanded to include more discussion by stakeholders. Staff anticipates Planning Commission hearings on the project in August 2013 and adoption by City Council in September/October 2013.

- b. Tacoma Station Area Plan – This project is carried over from the prior work program. The project consultant is preparing a final version of the plan for Planning Commission hearings in late April/May 2013, and City Council hearings in June 2013. This project is funded by a ODOT grant, which expires at the end of June 2013, which has dictated the adoption schedule.
- c. Development Review – This category is the general review that the City is obligated to conduct for land use applications. For most of the development proposals that come before the Planning Commission, the City is required to issue a final decision within 120-days. As such, it is listed as a work program item that is not optional. Hearings on these applications will occur throughout the year and may need to take precedence over other items on the work program. Staff anticipates that the Planning Commission may hear upwards of 10 land use applications during the period of this work program. Applications that staff anticipates in over the coming months include park development for multiple city parks, two variance applications, a light rail related proposal for paths in Kronberg Park, and recommendation on the Stormwater Master Plan.

2. Upcoming Projects

The projects in this heading are projects on which Planning staff has begun work. These project do not, at this time, have end dates to which the city is obligated during the time of this work program.

- a. Commercial Core Enhancement Project (CCEP) – This project is carried over from the 2011/12 work program. Staff had further discussions about the Metro grant to fund this work, and is working with Metro staff on a revised project scope. It is anticipated that the Planning Commission involvement will be worksessions to discuss the project scope and goals, worksessions to provide policy direction once the project is underway, and to hold adoption hearings for Comprehensive Plan and zoning amendments. The major components of this project are:
 - i. Fresh Look Milwaukie – a group of PSU graduate students will conduct engage the community in a discussion of its vision for downtown. This work will occur between now and June 2013. The discussion will identify topics of importance for future phases of the project.
 - ii. Downtown Code Updates – this phase of work will build on the results of Fresh Look Milwaukie to update the downtown plan and standards, including adoption of amendments related to implementation of the South Downtown Plan. The city is obligated through a 2011 memorandum of understanding with Trimet to amend the zoning for south downtown to be consistent with the South Downtown Plan. The overall work on downtown code updates is scheduled to occur between June 2013 – March 2014.
 - iii. Central Milwaukie – an in-depth look at the central Milwaukie area, focusing on the Murphy and MacFarland sites, to address land use and

transportation issues for the area. Scheduled to occur between January – July 2014.

iv. Neighborhood Main Streets – implementation of the Neighborhood Main Streets project from 2012. The implementation phase is scheduled as the last step of the CCEP work, and would occur between July – December 2014.

b. Murals – the Planning Commission held hearings on amendments related to a mural permitting program in Fall 2012. The scope of the mural program is being revised to make it more legally defensible, and this will result in more extensive amendments to Title 14, Sign Ordinance than were considered in 2012. These amendments are tentatively scheduled to be heard in Summer 2013.

3. City Council Goals

City Council has adopted its list of goals for 2013. 11 of them are ranked, and an additional 7 are on an unranked list. Staff has identified the following City Council goals as topics that would necessitate Planning Commission involvement.

a. UGMA Annexation (Goal 7) – The end result of this goal is to annex much of the land east of Milwaukie's city limits. These are roughly bounded by Highway 224, Interstate 205, and Clatsop Street. The specific goal calls for an development and initiation of an annexation strategy. The Planning Commission is tasked with "Recommending to the City Council plans for regulating future growth, development, and beautification of the City, and to review and recommend on regional issues and concerns". As such, Council may wish to involve the Planning Commission in this goal. Council will begin considering a strategy in April 2013.

b. Tree Protection Ordinance (Goal 11) – This goal involves seeking Tree City USA designation and developing a tree protection ordinance. The development of a tree protection ordinance is likely a land use regulation, and would require Planning Commission's review and recommendation to City Council. Staff would anticipate this effort to involve multiple worksessions about this topic prior to a public hearing on a proposed ordinance.

c. De Novo Appeal Hearings (unranked goal) – In 2010, the City adopted revised land use review procedures. One provision of the revised procedures included a rule that appeals of Planning Commission decisions to City Council be "on the record" appeals. This means that no new evidence is allowed for the appeal hearing that was not presented to the Planning Commission. Several leaders and community members have expressed a desire to revisit this topic, which would require an amendment to the zoning ordinance. This project is limited in scope, and could be limited to a single hearing by the Planning Commission.

It is important to note that review of the Transportation System Plan (Goal 6.d) and downtown code revisions (Goal 9) are already being addressed in the current and upcoming projects.

4. Other Projects for Consideration

The projects in this heading are ideas that elicited interest from leaders and/or city staff, but have not developed into projects. Planning Commission and City Council may wish to consider these for inclusion in the work program.

- a. Sign Code Amendments – Staff has heard a general level of dissatisfaction with the sign ordinance and what it allows. Signs are important in establishing the look and feel of the city. A revision of the sign code would be a major undertaking. Staff would need to discuss the goals of a revision and the budget and workload impacts.
- b. Comprehensive Plan update – This project would involve developing a strategy for accomplishing a comprehensive plan update, and would not accomplish the update itself. A strategy would direct the city's work on what is likely a multi-year project. Involvement in the coming year would be worksessions with the Planning Commission and City Council to discuss how to accomplish the update.
- c. Code Maintenance – This is a project put forth by staff. Over the last 6-7 years, staff has felt it important to occasionally undertake code maintenance projects to address issues and inconsistencies with the zoning code. Staff believes it is timely to do another code maintenance project to follow up on any inconsistencies or unintended consequences from the land use tune up, natural resource project, and residential development standard code updates. Such projects may involve a worksession and require at least 1 hearing.
- d. Historic Resource Code Revision – The Design and Landmarks Committee has discussed revisions to the historic resource regulations as an important project for the city. Staff agrees that there are issues with the city's historic resource regulations that need to be addressed, but current staffing precludes us from taking an active role in the project.

E. Planning Commission Discussion

At the April 9, 2013 meeting, staff seeks the Planning Commission's direction on preparing a draft 2012/13 work program for discussion with City Council on May 7, 2013. Staff believes that the projects in categories C.1 and 2 will occupy much of the Planning Commission agendas for this work planning period. However, there will be some agenda space available to make progress on some other projects. Planning Commission, in consultation with City Council, will need to prioritize which projects will receive attention. Suggested points for discussion at the April 9th meeting include:

- Are there other projects that you would add for consideration in the work program?
- What projects in categories C.3 and 4 would you prioritize?
- What questions does the Commission have about Planning Commission's involvement with City Council goals or initiatives?

Staff would like the Planning Commission to reach a general agreement at the April 9th meeting about the work program to put before City Council. There will be some opportunity for follow-up discussion at the April 23rd meeting, though most of the major points of the draft work program should be decided by that time.