



# CITY OF MILWAUKIE

## PLANNING COMMISSION WORKSESSION MINUTES

City Hall Council Chambers  
10722 SE Main Street  
[www.milwaukieoregon.gov](http://www.milwaukieoregon.gov)

October 21, 2021

**Present:** Lauren Loosveldt, Chair  
Joseph Edge, Vice Chair  
Greg Hemer  
Robert Massey  
Jacob Sherman  
Amy Erdt  
Adam Khosroabadi

**Staff:** Laura Weigel, Planning Manager  
Jason Wachs, Community  
Engagement Coordinator

**Absent:**

(00:00:00)

### 1.0 Welcome and Agenda Overview

**Chair Loosveldt** called the work session to order at 6:30 p.m.

**Note:** The information presented constitutes summarized minutes only. The work session video is available by clicking the Video link at <http://www.milwaukieoregon.gov/meetings>.

(00:00:00)

### 2.0 Information Items

No information was presented for this portion of the meeting.

(00:00:00)

### 3.0 NDA Attendee Introductions

Present NDA Members introduced themselves and noted which NDA they represent.

Ardenwald- Johnson Creek	<b>Lisa Gunion-Rinker</b> , Land Use Committee Chair
Hector Campbell	<b>Susan McCarty</b> , Land Use Committee Chair <b>Sarah Smith</b> , Director of Parks and Gardens
Historic Milwaukie	<b>Rich Recker</b> , NDA Chair, <b>Debbie Liptan</b> , NDA Secretary <b>Gary Klein</b> , Land Use Committee Member
Island Station	<b>Charles Bird</b> , NDA Vice-Chair <b>Pam Denham</b> , NDA Secretary and Land Use Committee Chair
Lake Road	<b>Susanna Pai</b> , NDA Treasurer

Lewelling	<b>Rebecca Stavenjord</b> , NDA Chair <b>Howie Oakes</b> , NDA Treasurer
Linwood	None present

**Chair Loosveldt** asked the NDA representatives to share what recent work their NDA has been involved with. **Gunion-Rinker** shared updates for the Ardenwald-Johnson Creek NDA. Key updates included the return of the Davis Graveyard and a fundraiser for Our House, an HIV Care Services organization.

**McCarthy** shared updates for the Hector Campbell NDA. Recent work has been centered on engaging community members, strategies include hosting a “walk through the woods” and a concert or picnic series.

**Recker** shared updates for the Historic Milwaukie NDA which has focused on helping improve Downtown Milwaukie through engagement of various stakeholders and community members.

**Bird and Denham** shared updates for the Island Station NDA whose recent focus has been ensuring safety within the neighborhood.

**Pai** shared updates for the Lake Road NDA which has been primarily working on developing Bowman-Brae Park.

**Stavenjord and Oakes** shared updates for the Lewelling NDA which has worked on distributing small grants for local businesses and organizing a spring clean-up. Additionally, the Lewelling NDA has been working to engage community members in a traffic safety survey of which, over 150 responses have been received.

**Laura Weigel, Planning Manager**, shared updates from the planning department. Key updates included comprehensive plan implementation and the upcoming transportation system plan supported by a grant from Oregon Department of Transportation. Additionally, the department will be conducting a Housing Needs Analysis and subsequently a Housing Production Strategy, both of which are grant-supported. Other future projects include the neighborhood HUBS project, Natural Resource review, and Willamette Greenway review. **Denham** asked if there was a centralized page on the City website to find the mentioned projects. **Weigel** responded that there is not a centralized page as many of the projects mentioned are still under development.

**Recker** asked what can be done to combat new developments from avoiding regulations which are still in development. **Weigel** responded that regulations and processes are constantly changing and as such developments can only be reviewed based on current code.

**Gunion-Rinker** asked if the City website showed the geographic location of

each land use application. **Weigel** responded that that feature is not currently available on the City website although the City could add the associated neighborhood for each land use application.

(00:41:07)

#### **4.0 Work Session Items**

(00:41:29)

#### **4.A Identifying Barriers to Providing Feedback to the Planning Commission on Land Use Applications**

**Denham** mentioned there were issues receiving notifications around land use applications and asked what the normal process is for NDA notification. **Chair Loosveldt** suggested notifications be sent to a central member of the committees to avoid issues with turnover. **Bird** suggested Jason Wachs update necessary parties for notifications. **Wachs** responded that individual NDA makeup varies such that sending notifications to all NDA members may be the most practical solution. **Commissioner Sherman** suggested creating a generic email address which auto forwards to necessary parties. **Weigel and Vice Chair Edge** reiterated Sherman's suggestion. **Commissioner Hemer** suggested one member of the discussion with experience creating a generic email which auto forwards notifications create and distribute instructions for how to do so.

**Gunion-Rinker** mentioned lack of time and availability often acts as a barrier for NDA participation. **Chair Loosveldt** noted the Planning Commissioners discussed remaining in hybrid format to help combat availability issues.

**Liptan** mentioned lack of land use experience is a barrier in providing feedback to the Planning Commission. **Klein** reiterated Liptan's comment and asked for a summarized version of land use reports to make it easier for NDA members to read and understand each application. **Weigel** responded staff can provide a presentation and workshop for NDA members to understand the basics of land use planning. Weigel also noted it would not be possible for staff to provide a summarized version of application reports due to staff and time constraints. **Chair Loosveldt** empathized with Liptan's comment and encouraged NDA members to provide feedback regardless of land use experience. **Commissioner Sherman** added that when NDA members review applications the focus should be on how applications meet or fail to meet the approval criteria. **McCarthy** noted it is important for NDAs to identify and reach out to community members with land use experience to utilize their knowledge in examining land use applications regardless of holding a position on the NDA board.

**Oakes** suggested requiring major developments to present to the respective NDA. **Weigel** responded if it is legally possible to require developers to meet with the NDA the City will consider adding the requirement for Type III land use applications.

**Commissioner Sherman** suggested adding a hyperlink to the respective NDA website for each parcel on the City GIS site.

**Chair Loosveldt** suggested creating a recurring time for City staff to be available for questions from NDA members. **Weigel** responded that limited staffing capacity makes a recurring meeting impractical, however anyone is welcome to contact planning staff with specific questions.

(00:59:38)

#### **4.B Code and General Questions not Related to Specific Land Use Projects**

No information was presented for this portion of the meeting.

(01:00:07)

#### **4.C Engage Milwaukie**

**Chair Loosveldt** provided a brief description of Engage Milwaukie, polled the participants to gauge who has used the platform, and asked if there were any questions or thoughts about the Engage Milwaukie platform. **Wachs** shared various features of the Engage Milwaukie site and how the site tracks demographic information of participants. **Chair Loosveldt** asked whether NDAs could access site information. **Wachs** responded that it is not possible as the website's host company restricts the number of users with full access.

**Commissioner Massey** noted his support for increased community engagement and noted the traffic safety survey conducted by the Lewelling NDA can be used as a model for other NDAs. Massey noted this info could be used to inform the Transportation System Plan (TSP).

**Recker** noted tools other organizations use to engage community members. Recker noted NDA members often feel they're only consulted when required and that developers do not consider NDA thoughts. **Commissioner Erdt** noted the Milwaukie Chit Chat Facebook Group could be used as an additional engagement tool. **Gunion-Rinker** noted the most effective engagement tool for the Ardenwald-Johnson Creek NDA has been in-person events. **Gunion-Rinker** suggested utilizing informal engagement efforts to discuss land use topics with members of Planning Commission or City staff.

(01:19:59)

#### **4.D Community Involvement Advisory Committee (CIAC)**

**Vice Chair Edge** explained the purpose of and presented an overview of the newly formed CIAC. The Planning Commission will reserve time each meeting and hold an annual meeting for community members to interact with the Commissioners in their role as the CIAC. The purpose of the committee is to discuss topics related to land use with the community. The CIAC will provide opportunities for increased public involvement, work to make technical information easy to understand, ensure public involvement in all phases of the

planning process, and request adequate financial support for public involvement efforts. Edge asked whether NDA members had any thoughts on how to make the Committee most effective.

**Recker** asked who was previously in charge of the committee. **Chair Loosveldt** responded that the Planning Commissioners are the first members as the committee was just created.

(01:37:26)

**5.0 Planning Department Other Business/Updates**

No information was presented for this portion of the meeting.

(01:38:50)

**6.0 Planning Commission Committee Updates and Discussion Items**

No information was presented for this portion of the meeting.

Work session adjourned at approximately 8:25 p.m.

Respectfully submitted,

Will First, Administrative Specialist II