



CITY OF MILWAUKIE

AGENDA

January 23, 2024

PLANNING COMMISSION

milwaukieoregon.gov

Hybrid Meeting Format: The Planning Commission will hold this meeting both in person at City Hall and through Zoom video. The public is invited to watch the meeting in person at City Hall, online through the City of Milwaukie YouTube page (https://www.youtube.com/channel/UCRFbfqe3OnDWLQKSB_m9cAw), or on Comcast Channel 30 within city limits.

If you wish to provide comments, the city encourages written comments via email at planning@milwaukieoregon.gov. Written comments should be submitted before the Planning Commission meeting begins to ensure that they can be provided to the Planning Commissioners ahead of time. To speak during the meeting, visit the meeting webpage (<https://www.milwaukieoregon.gov/planning/planning-commission-2>) and follow the Zoom webinar login instructions.

1.0 Call to Order – Procedural Matters — 6:30 PM

1.1 Native Lands Acknowledgment

2.0 Planning Commission Minutes

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 Community Involvement Advisory Committee (CIAC)

6.0 Hearing Items

6.1 CU-2023-003 – Vacation Rental at 8821 SE 29th Ave.

Summary: Type III Conditional Use Permit

Staff: Assistant Planner Ryan Dyar

7.0 Work Session Items

7.1 Neighborhood Hubs project update and code discussion

Summary: Neighborhood Hubs project update and proposed code amendments

Staff: Senior Planner Vera Koliás, Associate Planner Adam Heroux

8.0 Planning Department Other Business/Updates

9.0 Forecast for Future Meetings

February 13, 2024 No items at this time

February 27, 2024 Work Session Item: TSP Update (tentative)

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 register to provide spoken comment at this meeting or for background information on agenda items please send an email to planning@milwaukieoregon.gov.
2. **PLANNING COMMISSION and CITY COUNCIL MINUTES.** City Council and Planning Commission minutes can be found on the City website at www.milwaukieoregon.gov/meetings.
3. **FORECAST FOR FUTURE MEETINGS.** These items are tentatively scheduled but may be rescheduled prior to the meeting date. Please contact staff with any questions you may have.
4. **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 an agenda item to a future date or finish the item.

Public Hearing Procedure

Those who wish to testify should attend the Zoom meeting posted on the city website, state their name and city of residence for the record, and remain available until the Chairperson has asked if there are any questions from the Commissioners. Speakers are asked to submit their contact information to staff via email so they may establish standing.

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.** Comments or questions from interested persons and testimony from those in support or opposition of the application.
5. **QUESTIONS FROM COMMISSIONERS.** The commission will have the opportunity to ask for clarification from staff, the applicant, or those who have already testified.
6. **REBUTTAL TESTIMONY FROM APPLICANT.** After all public testimony, the commission will take rebuttal testimony from the applicant.
7. **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.
8. **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.
9. **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.

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

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at ocr@milwaukieoregon.gov or phone at 503-786-7502. To request Spanish language translation services email espanol@milwaukieoregon.gov at least 48 hours before the meeting. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the city's YouTube channel and Comcast Channel 30 in city limits.

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

La ciudad se compromete a proporcionar igualdad de acceso para reuniones públicas. Para solicitar servicios de asistencia auditiva y de movilidad, favor de comunicarse a la Oficina del Registro de la Ciudad con un mínimo de 48 horas antes de la reunión por correo electrónico a ocr@milwaukieoregon.gov o llame al 503-786-7502. Para solicitar servicios de traducción al español, envíe un correo electrónico a espanol@milwaukieoregon.gov al menos 48 horas antes de la reunión. El personal hará todo lo posible para responder de manera oportuna y atender las solicitudes. La mayoría de las reuniones del Consejo de la Ciudad se transmiten en vivo en el canal de YouTube de la ciudad y el Canal 30 de Comcast dentro de los límites de la ciudad.

Milwaukie Planning Commission:

Jacob Sherman, Chair
Joshua Freeman, Vice Chair
Aaron Carpenter
Joseph Edge
Amy Erdt
Lauren Loosveldt
Will Mulhern

Planning Department Staff:

Laura Weigel, Planning Manager
Brett Kever, Senior Planner
Vera Koliass, Senior Planner
Adam Heroux, Associate Planner
Ryan Dyar, Assistant Planner
Petra Johnson, Administrative Specialist II



CITY OF MILWAUKIE

To: Planning Commission

Through: Laura Weigel, Planning Manager

From: Ryan Dyar, Assistant Planner

Date: January 16, 2024, for January 23, 2024, Public Hearing

Subject: **File:** CU-2023-003

Applicant/Owner: Nicholas Nigro and Bay Nigro (legal name: Kristina Ewald)

Address: 8821 SE 29th Ave

Legal Description (Map & Tax Lot): 1S1E25BA12900

NDA: Ardenwald-Johnson Creek

ACTION REQUESTED

Approve application CU-2023-003 and adopt the recommended Findings and Conditions of Approval found in Attachments 1 and 2. This action would allow for the single-detached dwelling on the site to be used as a Vacation Rental.

BACKGROUND INFORMATION

A. Site and Vicinity

The site is approximately 4,145 sq ft and is on the west side of 29th Avenue in the Ardenwald-Johnson Creek Neighborhood. It is developed with a single-detached dwelling.

Figure 1. Aerial View (subject property outlined in yellow).



B. Zoning Designation

The subject property is within the Moderate Density Residential Zone (R-MD) (see Figure 2). The surrounding area is also zoned R-MD.

Figure 2. Existing Zoning (R-MD).



C. Comprehensive Plan Designation

Moderate Density (MD)

D. Land Use History

The house was built in 1932. The property was created as Lot 15 of Block 7 of the Ardenwald Subdivision (recorded May 17th, 1909). There are no land use cases associated with this property.

E. Proposal

The applicant is seeking land use approval for a Conditional Use to allow the single-detached dwelling to be used as a Vacation Rental.

The project requires the approval of the following applications:

- Conditional Use – CU-2023-003

ANALYSIS

A short-term rental is a housing unit, an accessory dwelling unit (ADU), or a room within a housing unit that is rented out for lodging for a period of fewer than 30 days in length. It is an accessory use to a primary residence and allowed as a home occupation where the residence must be occupied by the owner or operator for a minimum of 270 days per year. Short-term rentals are permitted as home occupations.

A vacation rental is a housing unit that is rented out to a single party for a period of fewer than 30 days in length where there are no primary occupants or where the residents who occupy the unit do so for fewer than 270 days per year. A vacation rental's primary use is more commercial in nature than a short-term rental. Because vacation rentals function differently in a neighborhood, they are permitted as a conditional use in residential zones.

MMC 19.905 establishes criteria for approval for a new conditional use. The three criteria that relate the most to a vacation rental in a moderate-density residential zone are:

1. The operating and physical characteristics of the proposed use will be reasonably compatible with, and have minimal impact on, nearby uses;
2. All identified impacts will be mitigated to the extent practicable; and
3. The proposed use will not have unmitigated nuisance impacts, such as from noise, odor, and/or vibrations, greater than usually generated by uses allowed outright at the proposed location.

The applicant indicates that the house will maintain the appearance of a single-detached dwelling and lists examples of tactics they will employ to ensure the operating characteristics are compatible with surrounding residential properties. Examples include quiet hours, limitations on the number of guests, a requirement that at least one member of the rental party be 25 years or older, and a no-smoking policy. The applicants have indicated that they will be available to address any issues or concerns associated with the vacation rental and have a family member and another associate living nearby to respond immediately if there is a problem.

MMC Subsection 19.905.9.G includes specific standards governing vacation rentals, including the requirement that fire and building codes are satisfied for the rental unit, that a business registration is obtained, and that notice is sent to neighbors within 300 ft of the subject parcel. That notice must include the property owner's contact information, contact information for the vacation rental operator, and the City of Milwaukie Police non-emergency telephone number. The applicant has indicated that these standards can be met.

Staff believes that the applicant has provided sufficient information to demonstrate the proposal complies with the approval criteria to establish a new conditional use. The recommended

Conditions of Approval will ensure compliance with these approval criteria and the standards governing vacation rentals.

CONCLUSIONS

Staff recommendation to the Planning Commission is as follows:

1. Approve the Conditional Use for 8821 SE 29th Ave. This will result in the ability to use the home as a Vacation Rental.
2. Adopt the attached Findings in Attachment 1 and the Conditions of Approval in Attachment 2.

CODE AUTHORITY AND DECISION-MAKING PROCESS

The proposal is subject to the following provisions of the Milwaukie Municipal Code (MMC).

- MMC Section 19.301 Moderate-Density Residential (R-MD)
- MMC Section 19.905 Conditional Use
- MMC Section 19.1006 Type III Review

This application is subject to Type III review, which requires the Planning Commission to consider whether the applicant has demonstrated compliance with the code sections shown above. In Type III reviews, the Commission assesses the application against review criteria and development standards and evaluates testimony and evidence received at the public hearing.

The Commission has four decision-making options as follows:

- A. Approve the application subject to the recommended Findings with no conditions of approval.
- B. Approve the application with modified Findings and Conditions of Approval. Such modifications need to be read into the record.
- C. Deny the application upon finding that it does not meet approval criteria.
- D. Continue the hearing.

The final decision on this application, which includes any appeals to the City Council, must be made by April 16, 2024, per the Oregon Revised Statutes and the Milwaukie Zoning Ordinance. The applicant can waive the period in which the application must be decided.

COMMENTS

- A. Notice of the proposed changes was referred to the following agencies and persons on December 19, 2023: Milwaukie Building Division; Milwaukie City Attorney; Milwaukie Neighborhood District Association Program Manager; Milwaukie Engineering Division; the Ardenwald-Johnson Creek Neighborhood District Association (Chair and Land Use Committee Members); Clackamas Fire District #1 (CFD #1). No comments were received.

A public notice was also mailed to all residents and property owners within 300 feet of the site on January 3, 2024. The responses are summarized as follows:

Barb Streeter (Neighbor within 300 ft buffer): Asked city staff if the city required vacation rental operations to have a property manager who is available to respond to complaints within 30 minutes.

ATTACHMENTS

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

	Public Copies	E-Packet
1. Recommended Findings in Support of Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Recommended Conditions of Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Applicant's Submittal Materials		
a. Application Forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
b. Narrative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c. Plan sheets and graphics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Referral Comments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Key:

Public Copies = materials posted online to application website (<https://www.milwaukieoregon.gov/planning/cu-2023-003>).

E-Packet = meeting packet materials available one week before the meeting, posted online at <https://www.milwaukieoregon.gov/bc-pc/planning-commission-112>.

EXHIBIT 1
Findings in Support of Approval
File #CU-2023-003, 8821 SE 29th Ave., Vacation Rental

Sections of the Milwaukie Municipal Code not addressed in these findings are found to be inapplicable to the decision on this application.

1. The applicants, Nicholas Nigro and Bay Nigro (legal name: Kristina Ewald) have applied for approval of a Conditional Use for a Vacation Rental at 8821 SE 29th Ave. This site is in the R-MD Zone. The land use application file number is CU-2023-003.
2. The applicant is proposing to use the single-detached dwelling on the property as a Vacation Rental.
3. The proposal is subject to the following provisions of the Milwaukie Municipal Code (MMC):
 - MMC Subsection 19.301 Moderate Density Residential Zone (R-MD)
 - MMC Subsection 19.905 Conditional Uses
 - MMC Subsection 19.1006 Type III Review
4. The application has been processed and public notice provided in accordance with MMC Section 19.1006 Type III Review. A public hearing was held on January 23, 2024, as required by law.
5. MMC 19.301 Moderate Density Residential Zone
 - a. MMC 19.301.2 establishes allowed uses for the Moderate Density Residential Zone. Vacation rentals are allowed in the R-MD zone per approval through the Conditional Use process.

The applicant does not reside at the property at least 270 days per calendar year and is proposing to use the single detached dwelling on the site as a vacation rental. The applicant has applied for Conditional Use approval.

The Planning Commission finds that this standard is met.
6. MMC 19.905 Conditional Uses

MMC 19.905 establishes a process for evaluating certain uses that may be appropriately located in some zoning districts, if appropriate for the specific site on which they are proposed. Although conditional uses may provide needed services or functions in the community, they are subject to conditional use review because they may adversely change the character of an area or adversely impact the environment, public facilities, or adjacent properties. The conditional use review process allows for the establishment of conditional uses when they have minimal impacts or when identified impacts can be mitigated through conditions of approval. The review process also allows for denial when concerns cannot be resolved, or impacts cannot be mitigated.

Approval of a conditional use does not constitute a zone change and is granted only for the specific use requested. Approval is subject to such modifications, conditions, and restrictions as may be deemed appropriate by the review authority.

MMC Subsection 19.905.2.A provides that the provisions of Section 19.905 apply to uses identified as a conditional use in the base zone in Chapter 19.300. MMC Subsection 19.905.3.A provides that the establishment of a new conditional use must be evaluated through a Type III review per Section 19.1006.

- a. MMC 19.905.4.A establishes approval criteria for approving a new conditional use.

The applicant is proposing to establish a new conditional use with a vacation rental for the home. It meets the approval criteria as follows:

- 1) The characteristics of the lot are suitable for the proposed use considering size, shape, location, topography, existing improvements, and natural features.

The existing home is 948 sq ft in size and is located on a 4,145 sq ft lot. The lot is fenced on all sides and there is sufficient driveway space for one vehicle. There is also ample on-street parking.

The physical characteristics of the property will not change. No improvements are proposed to the lot or the home. The vacation rental will not change the residential character of the lot or building.

The Planning Commission finds that this criterion is met.

- 2) The operating and physical characteristics of the proposed use will be reasonably compatible with and have minimal impact on, nearby uses.

While a vacation rental is more commercial in nature than an owner-occupied unit, or a renter-occupied unit on a conventional annual or monthly lease, there is no evidence to suggest that the vacation rental will be incompatible with nearby uses or have significant impacts on surrounding properties. The physical characteristics of the property will not change. No improvements are proposed to the home. As for operating characteristics, the dwelling will still be used for residential activities; moreover, the rental agreement includes measures to ensure compatibility with nearby uses, including age limitation (at least one guest must be 25 years of age or older), a limit on the total number of guests (no more than 6 guests are permitted), a non-smoking policy, and quiet hours.

The Planning Commission finds that this criterion is met.

- 3) All identified impacts will be mitigated to the extent practicable.

No specific impacts have been identified. As mentioned above, the operating characteristics and residential character of the home will remain unchanged. Moreover, the rental agreement includes measures to ensure compatibility with

nearby uses, including an age limitation, a limit on the total number of guests, and quiet hours.

As discussed below, the applicant will be required to notify properties within 300 ft of the subject parcel of the vacation rental. The notification will include the contact information for the property owners, any property managers, and the City of Milwaukie Police non-emergency line.

The Planning Commission finds that this criterion is met.

- 4) The proposed use will not have unmitigated nuisance impacts, such as from noise, odor, and/or vibrations, greater than usually generated by uses allowed outright at the proposed location.

The residential character of the site will stay the same and will continue to have no greater unmitigated nuisance impacts than what is currently allowed outright. The visitors to the Vacation Rental would be using the unit as a residential property; consequently, impacts should be similar in nature to what is permitted by right. As stated above, the applicant also has quiet hours, and no smoking inside or outside policies in the rental agreement.

The Planning Commission finds that this criterion is met.

- 5) The proposed use will comply with all applicable development standards and requirements of the base zone, any overlay zones or special areas, and the standards in Section 19.905.

There are no proposed changes to the existing house or lot. As it currently exists, the home is an existing single-unit detached dwelling in the R-MD zone on a 4,145 ft lot. There are no overlay zones or special areas and the standards are met in Section 19.905 as demonstrated in the findings.

The Planning Commission finds that this criterion is met.

- 6) The proposed use is consistent with applicable Comprehensive Plan policies related to the proposed use.

The following goal under the housing section of the Comprehensive Plan is found to apply to the proposal. Goal 7.2 [Housing] Affordability and Policy 7.2.9 in the Comprehensive Plan speak directly to vacation rentals.

- Goal 7.2 [Housing] Affordability

Provide opportunities to develop housing that is affordable at a range of income levels.

- Policy 7.2.9: Monitor and regulate vacation rentals to reduce their impact on the availability and long-term affordability of housing.

Section 7 of the Comprehensive Plan, Housing Goals and Policies, speaks to monitoring and regulating vacation rentals to reduce their impact on the

availability and long-term affordability of housing. By requiring vacation rentals to obtain a conditional-use permit in the Moderate Density Residential Zone, the City can monitor the prevalence of vacation rentals, and if appropriate, adopt additional regulations to further the goal of housing affordability.

The Planning Commission finds that through the acquisition of a conditional-use permit, the proposed use is consistent with the Comprehensive Plan and the criterion is met.

- 7) Adequate public transportation facilities and public utilities will be available to serve the proposed use prior to occupancy pursuant to Chapter 19.700.

There are adequate public transportation facilities and public utilities for the site. Renters for the proposed use will generally have a personal/rented vehicle that they can park on the property. The applicants have an off-street parking space that can accommodate one vehicle and on-street parking is also available.

The Planning Commission finds that this criterion is met.

The Planning Commission finds that the approval criteria for a conditional use are met with this proposal.

b. MMC Subsection 19.905.9 Standards Governing Conditional Uses

As per MMC 19.905.9, a conditional use must comply with the standards of the base zone, and any overlay zones or special areas, in which it is located, except as these standards have been modified by the Planning Commission when authorizing the conditional use and as otherwise modified by the standards in this subsection.

MMC Subsection 19.905.9.G establishes the following specific requirements for vacation rentals:

- 1) Prior to initial occupancy, the Building Official must verify that building code and fire code standards are satisfied.
- 2) With annual filing of MMC Title 5 Business Tax, the operator must send a notice to neighbors within 300 ft that includes the following information:
 - a. Property owner contact information;
 - b. Vacation rental operator and/or property manager contact information; and
 - c. City of Milwaukie Police nonemergency telephone number.

Compliance with the requirements established by MMC 19.905.9.G is an ongoing obligation for the applicants.

As proposed, the Planning Commission finds that the proposed vacation rental meets the applicable standards of MMC 19.905.9.

The Planning Commission finds that the proposed vacation rental meets the applicable standards of MMC 19.905 and is approvable as a conditional use.

7. The application was referred to the following departments and agencies on December 19, 2023:
- Milwaukie Community Development Director
 - Milwaukie Building Division
 - Milwaukie Engineering Division
 - Clackamas County Fire District #1
 - Ardenwald-Johnson Creek Neighborhood District Association Chairperson and Land Use Committee
 - City of Milwaukie Neighborhood District Association Program Manager
 - City of Milwaukie City Attorney

On January 3rd, 2024, a public notice was mailed to all residents and property owners within 300 ft of the site.

The responses are summarized as follows:

Barb Streeter (Neighbor within 300 ft buffer): Asked city staff if the city required vacation rental operations to have a property manager who is available to respond to complaints within 30 minutes.

EXHIBIT 2
Conditions of Approval
File # CU-2023-003, 8821 SE 29th Ave, Vacation Rental

Conditions

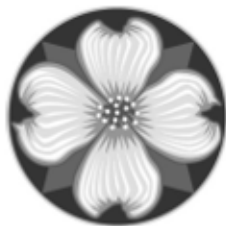
1. As per MMC Subsection 19.905.9.G, the following requirements must be met:
 - a. Prior to initial occupancy, the Building Official must verify that building code and fire code standards are satisfied.
 - b. With annual filing of MMC Title 5 Business Tax, the operator must send a notice to neighbors within 300 ft that includes the following information:
 - (1) Property owner contact information;
 - (2) Vacation rental operator and/or property manager contact information; and
 - (3) City of Milwaukie Police non-emergency telephone number.

2. Conditional Use Permit

As per MMC Subsection 19.905.6, the City will issue a conditional use permit upon the approval of this application to establish a conditional use. The conditional use permit will include the following information:

- a. A description of the use that has been approved by the City.
- b. Restrictions and/or conditions of approval placed upon the use.
- c. Ongoing responsibilities required for the operation of the conditional use.
- d. Allowance for the transfer of rights and responsibilities upon change in ownership of either the use or the property containing the use.
- e. Procedures for review, revisions, and suspension of the conditional use permit.

The applicant must record the conditional use permit with the Clackamas County Recorder's Office and provide a copy to the City prior to commencing operations allowed by the conditional use permit.

**MILWAUKIE PLANNING**

10501 SE Main St.
Milwaukie OR 97222
503-786-7630
planning@milwaukieoregon.gov

Application for Land Use Action

Primary File #: CU-2023-003

Review type*: I II III IV V

CHECK ALL APPLICATION TYPES THAT APPLY:

- | | | |
|---|--|---|
| <input type="checkbox"/> Amendment to Maps and/or | <input type="checkbox"/> Land Division: | <input type="checkbox"/> Planned Development |
| <input type="checkbox"/> Comprehensive Plan Map | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Residential Dwelling |
| <input type="checkbox"/> Amendment | <input type="checkbox"/> Lot Consolidation | <input type="checkbox"/> Manufactured Dwelling Park |
| <input type="checkbox"/> Zoning Text Amendment | <input type="checkbox"/> Partition | <input type="checkbox"/> Manufactured Dwelling |
| <input type="checkbox"/> Zoning Map Amendment | <input type="checkbox"/> Property Line Adjustment | <input type="checkbox"/> Temporary Dwelling Unit |
| <input type="checkbox"/> Code Interpretation | <input type="checkbox"/> Replat | <input type="checkbox"/> Transportation Facilities Review** |
| <input type="checkbox"/> Community Service Use | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Variance: |
| <input checked="" type="checkbox"/> Conditional Use | <input type="checkbox"/> Mixed Use Overlay Review | <input type="checkbox"/> Use Exception |
| <input type="checkbox"/> Development Review | <input type="checkbox"/> Modification to Existing Approval | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Director Determination | <input type="checkbox"/> Natural Resource Review** | <input type="checkbox"/> Willamette Greenway Review |
| <input type="checkbox"/> Downtown Design Review | <input type="checkbox"/> Nonconforming Use Alteration | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Extension to Expiring Approval | <input type="checkbox"/> Parking: | Use separate application forms for: |
| <input type="checkbox"/> Historic Resource: | <input type="checkbox"/> Quantity Determination | Annexation and/or Boundary Change |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Quantity Modification | • Compensation for Reduction in Property |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Shared Parking | • Value (Measure 37) |
| <input type="checkbox"/> Status Designation | <input type="checkbox"/> Structured Parking | Daily Display Sign |
| <input type="checkbox"/> Status Deletion | | • Appeal |

RESPONSIBLE PARTIES:

APPLICANT (owner or other eligible applicant—see reverse): Nick and Bay Nigro (legal name: Kristina Ewald)

Mailing address: 22 Park Drive Woodstock State/Zip: New York 12498

Phone(s): (760) 525-7247 - Bay (714) 679-1351 - Nick Email: baynigro@gmail.com / comewecreate@gmail.com / nicknigro@icloud.com

Please note: The information submitted in this application may be subject to public records law.

APPLICANT'S REPRESENTATIVE (if different than above):

Mailing address: State/Zip:

Phone(s): Email:

SITE INFORMATION:

Address: 8821 SE 29th Avenue Milwaukie Oregon 97222 Map & Tax Lot(s):

Comprehensive Plan Designation: Moderate Density Zoning: Size of property: .10 acres

PROPOSAL (describe briefly):

Applying to rent our 3 bedroom, 2 bathroom home on a short term basis. Applying for a conditional use permit as a "vacation rental" as the homeowners will not reside at the property.

SIGNATURE: I attest that I am the property owner or I am eligible to initiate this application per Milwaukie Municipal Code Subsection 19.1001.6.A. If required, I have attached written authorization to submit this application. To the best of my knowledge, the information provided within this application package is complete and accurate.

Submitted by:  Date: 12/12/23

IMPORTANT INFORMATION ON REVERSE SIDE

*For multiple applications, this is based on the highest required review type. See MMC Subsection 19.1001.6.B.1.

** Natural Resource and Transportation Review applications may require a refundable deposit.

WHO IS ELIGIBLE TO SUBMIT A LAND USE APPLICATION (excerpted from MMC Subsection 19.1001.6.A):

Type I, II, III, and IV applications may be initiated by the property owner or contract purchaser of the subject property, any person authorized in writing to represent the property owner or contract purchaser, and any agency that has statutory rights of eminent domain for projects they have the authority to construct.

Type V applications may be initiated by any individual.

PREAPPLICATION CONFERENCE:

A preapplication conference may be required or desirable prior to submitting this application. Please discuss with Planning staff.

DEPOSITS:

Deposits require completion of a Deposit Authorization Form, found at www.milwaukieoregon.gov/building/deposit-authorization-form

REVIEW TYPES:

This application will be processed per the assigned review type, as described in the following sections of the Milwaukie Municipal Code:

- Type I: Section 19.1004
- Type II: Section 19.1005
- Type III: Section 19.1006
- Type IV: Section 19.1007
- Type V: Section 19.1008

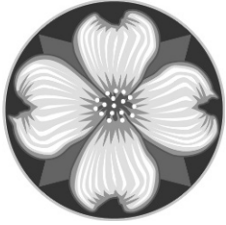
THIS SECTION FOR OFFICE USE ONLY:

FILE TYPE	FILE NUMBER	AMOUNT <small>(after discount, if any)</small>	PERCENT DISCOUNT	DISCOUNT TYPE	DATE STAMP
Primary file	CU-2023-003	\$ 2,000.00			Application materials received on 12/12/23. Payment received on 12/14/23.
Concurrent application files		\$			
		\$			
		\$			
Deposit (NR/TFR only)				<input type="checkbox"/> Deposit Authorization Form received	
TOTAL AMOUNT RECEIVED: \$ 2,000.00			RECEIPT #: 26989		RCD BY: R.Dyar

Associated application file #s (appeals, modifications, previous approvals, etc.):

Neighborhood District Association(s): Ardenwald/Johnson-Creek

Notes: New application for vacation rental, which is a conditional use in the R-MD zone.

**MILWAUKIE PLANNING**

10501 SE Main St.
 Milwaukie OR 97222
 503-786-7630
planning@milwaukieoregon.gov

Submittal Requirements

**For all Land Use Applications
 (except Annexations and Development Review)**

All land use applications must be accompanied by a signed copy of this form (see reverse for signature block) and the information listed below. The information submitted must be sufficiently detailed and specific to the proposal to allow for adequate review. Failure to submit this information may result in the application being deemed incomplete per the Milwaukie Municipal Code (MMC) and Oregon Revised Statutes.

Contact Milwaukie Planning staff at 503-786-7630 or planning@milwaukieoregon.gov for assistance with Milwaukie's land use application requirements.

1. **All required land use application forms and fees**, including any deposits.

Applications without the required application forms and fees will not be accepted.

2. **Proof of ownership or eligibility to initiate application** per MMC Subsection 19.1001.6.A.

Where written authorization is required, applications without written authorization will not be accepted.

3. **Detailed and comprehensive description** of all existing and proposed uses and structures, including a summary of all information contained in any site plans.

Depending upon the development being proposed, the description may need to include both a written and graphic component such as elevation drawings, 3-D models, photo simulations, etc. Where subjective aspects of the height and mass of the proposed development will be evaluated at a public hearing, temporary onsite "story pole" installations, and photographic representations thereof, may be required at the time of application submittal or prior to the public hearing.

4. **Detailed statement** that demonstrates how the proposal meets the following:

A. All applicable development standards (listed below):

1. **Base zone standards** in Chapter 19.300.
2. **Overlay zone standards** in Chapter 19.400.
3. **Supplementary development regulations** in Chapter 19.500.
4. **Off-street parking and loading standards and requirements** in Chapter 19.600.
5. **Public facility standards and requirements**, including any required street improvements, in Chapter 19.700.

B. All applicable application-specific approval criteria (check with staff).

C. Compliance with the Tree Code (MMC 16.32): www.milwaukieoregon.gov/trees

These standards can be found in the MMC, here: www.qcode.us/codes/milwaukie/

5. **Site plan(s), preliminary plat, or final plat** as appropriate.

See Site Plan, Preliminary Plat, and Final Plat Requirements for guidance.

6. **Copy of valid preapplication conference report**, when a conference was required.

G:\Planning\Internal\Administrative - General Info\Applications & Handouts\Submittal Rqmts_Form_revised.docx—Rev.

APPLICATION PREPARATION REQUIREMENTS:

- Electronic copies of all application materials are required at the time of submittal.

ADDITIONAL INFORMATION:

- Neighborhood District Associations (NDAs) and their associated Land Use Committees (LUCs) are important parts of Milwaukie's land use process. The City will provide a review copy of your application to the LUC for the subject property. They may contact you or you may wish to contact them. Applicants are strongly encouraged to present their proposal to all applicable NDAs prior to the submittal of a land use application and, where presented, to submit minutes from all such meetings. NDA information: www.milwaukieoregon.gov/citymanager/what-neighborhood-district-association.
- By submitting the application, the applicant agrees that City of Milwaukie employees, and appointed or elected City Officials, have authority to enter the project site for the purpose of inspecting project site conditions and gathering information related specifically to the project site.

As the authorized applicant I, (print name) _____, attest that all required application materials have been submitted in accordance with City of Milwaukie requirements. I understand that any omission of required items or lack of sufficient detail may constitute grounds for a determination that the application is incomplete per MMC Subsection 19.1003.3 and Oregon Revised Statutes 227.178. I understand that review of the application may be delayed if it is deemed incomplete.

Furthermore, I understand that, if the application triggers the City's sign-posting requirements, I will be required to post signs on the site for a specified period of time. I also understand that I will be required to provide the City with an affidavit of posting prior to issuance of any decision on this application.

Applicant Signature: *[Handwritten Signature]* Kristin Guss

Date: 12/12/23

Official Use Only

Date Received (date stamp below):

Received by: _____

Vacation Rental Application

Type III Conditional Use Request

8821 SE 29th Avenue, Milwaukie, OR 97222 (3 bed 2 bath 948 sqft)

Tax Lot: 1S1E25BA12900

Request

The applicant is requesting a Type-III Conditional Use to operate a Vacation Rental located at 8821 SE 29th Avenue. The single family detached home has three (3) bedrooms, two (2) bathrooms and is a 948 square foot home.

The applicants/homeowners, Nick & Bay Nigro, request a Type-III Conditional Use to operate a Vacation Rental in their 3-bedroom home located at 8821 SE 29th Avenue. The applicants will manage all bookings and guest communication, while the cleaner (and guests, per house rules) will help to manage garbage and recycling.

After living in the home for 2 years, the applicants have made their primary home Woodstock, New York. They still travel to Portland frequently to see family and stay at the home when undergoing construction for their New York home (which they are extensively remodeling). As of October 2023, the applicants have done both short and long-term rentals in the home and have fine-tuned an effective system to handle the rental remotely that includes: a smart lock on the front door with a personalized key code for each guest, a guest manual, and an extensive pre-screening process.

They make themselves available by phone to guests 24/7. If in-person assistance is needed, the applicants have multiple people who can assist (including family members and friends). To date, there have been no issues. However, if in-person assistance is needed in the future, the renters are advised to first reach out to the applicants who will handle the issue immediately.

The pre-screening process for guests includes the following:

- Reservations are limited under Airbnb only to guests who have previously traveled on Airbnb
- These guests must be recommended by other hosts
- These guests must have no negative reviews
- Guest must request to stay at the home (no instant booking is permitted) at which point the applicants communicate with them prior to accepting the reservation

This filtering process ensures that only quality guests with no previous disturbances can request to stay at the home, thus protecting both the home and the neighborhood. It also establishes communication and trust up front, prior to the guests' stay. The listing can be found [here](#).

Previous renters of the home have included:

- A mother and father (3 week stay) visiting their daughter in Woodstock to help with the birth of her first child
- A family from California (5-night stay) visiting their son in Oregon City for the holidays
- An engaged couple (6-week stay) relocating from California needing a rental as they look for their new home in the Milwaukie area

The home will retain the appearance of a residence for a household and no more persons shall be staying in the home than what the property was built for. There will be three bedrooms used as vacation rental. The home will be rented as a whole-house rental to families and groups of no more than six people at a time. On average, in its time as a short term and long-term rental, the home has been primarily booked by couples. At the time of this application, the applicants have not had a booking of more than four people in the home at any one given time.

There is private parking for one to two cars in the driveway (depending on the size of the vehicle) as well as parking for two cars in front of the home's fence, which is almost always available. There is also ample, non-metered street parking in the area. Guests are encouraged to travel together to lessen the vehicle impact. Often, they take Uber and/or public transportation, as the home is centrally located.

Guests will be provided with active transportation maps, transit access, guidebooks, and local restaurant menus to encourage them to explore the city.

The entire home is designated as non-smoking as per the House Rules and the applicants maintain a strict no pet policy due to personal allergies.

Each bedroom meets building code requirements for a sleeping room at the time it was created, and interconnected smoke detectors are provided in each bedroom and hallway, and carbon monoxide detectors are provided where a carbon monoxide source is located. No exterior alterations to the house are proposed. No outside employees, food or beverage service, or commercial meetings or events are proposed.

The House Rules require that quiet hours will be between 10:00pm and 7:00am. These rules will be continually implemented and enforced by the applicant. A copy of the House Rules will be emailed to guests in advance of guests' arrival and at least one paper copy of the House Rules will be displayed prominently within a common area of the home.

The Property

The property features one level living in three bedrooms with two bathrooms. It has been updated by the applicants to feature a remodeled main bathroom and updated kitchen with a more environmentally friendly induction stove. The applicants have redone the entire landscaping and planted native plants and a large pollinator garden, which draws in butterflies, hummingbirds, honeybees, and other beneficial insects. Both applicants have worked professionally in the areas of sustainable design and agriculture, and as their primary home for two years, it is furnished thoughtfully to reflect these interests.

To maintain the look and feel of the property, they have hired a local landscape designer who tends to the home once a season, as well as a bi-monthly gardening service. The applicants are currently pursuing certification for the home to become a Backyard Wildlife Habitat.

The property features a fence around the entire perimeter with mature plantings of cherry, apple, and pear trees near the fence to aid in privacy for neighbors and guests.

Benefits to Local Businesses

Short-term and vacation rentals bring in millions of dollars every year to local businesses. A guidebook will be provided to guests that will highlight local businesses, including the quick walking distance proximity to Milwaukie Café and Bottle Shop. Of the guests who have stayed thus far, many mention the walking distance to both the restaurants of Sellwood and Milwaukie Café.

Benefits to Neighbors

Local Vacation Rental properties are an excellent resource for neighbors who have family and friends who would like to visit and stay close to the Milwaukie area (examples of which are included above in the opening paragraphs).

Neighborhood Impacts

This property will be maintained to high standards for both our guests and the neighborhood. Strict house rules will be enforced so that disturbances are kept at a minimum. The home will be reviewed, maintained, and professionally cleaned after every guest departure. The applicants will also continue to visit the home roughly every six weeks. The neighborhood itself is a quiet residential area and is marketed to guests as such. From the applicants' experience living in the home, Ardenwald is a vibrant and lively community where the applicants' neighbors include: dogsitters, babysitters, young children, artists, and musicians.

Zoning Information -

Tax Lot ID: 1S1E25BA12900

Address: 8821 SE 29th Avenue Milwaukie OR 97222

Building Value: \$121,000 (at the time of appraisal in July 2021)

Land Value: 340,000 (at the time of appraisal in July 2021)

Total Value: \$460k (at the time of appraisal in July 2021)

Year built: 1932

Building Sqft: 948

GIS Acres: .10 (4,356 sqft)

Assessor Acres: 0.9

In Milwaukie? Yes

Neighborhood: Ardenwald

Zoning Code: R-MD

Zoning Code Description: Moderate Density Zone

Garbage Hauler: Kahut Waste Services

Garbage Hauler Contact: (503) 266-3900

Elementary School: Ardenwald Elementary

Milwaukie Water Service Area: Yes

Milwaukie Sewer Service Area: Yes

In Urban Renewal Area? No

100 Year Flood Plain: No

TITLE 19 ZONING**CHAPTER 19.300 BASE ZONES**

Response: This property is zoned Moderate Density Zone. Vacation rental is allowed as a Conditional Use

CHAPTER 19.400 OVERLAY ZONES AND SPECIAL AREAS

Response - The property is not in an overlay zone.

CHAPTER 19.600 OFF-STREET PARKING AND LOADING

Response - There is private parking for one to two cars in the driveway (depending on the size of the vehicle) as well as parking for two cars in front of the home's fence.

CHAPTER 19.905 CONDITIONAL USES 19.905.4 Approval Criteria

A. Establishment of a new conditional use, or major modification of an existing conditional use, shall be approved if the following criteria are met:

1. The characteristics of the lot are suitable for the proposed use considering size, shape, location, topography, existing improvements, and natural features.

Response - The applicant believes the characteristics of the lot to be suitable for a Vacation Rental property. The size, shape, topography, existing improvements and natural features of the property are consistent with other properties in the area and do not conflict with the proposed use. The location of the home is in the Ardenwald neighborhood. Ardenwald is the 3rd most walkable neighborhood in Milwaukie with a Walk Score of 57.

2. The operating and physical characteristics of the proposed use will be reasonably compatible with, and have minimal impact on, nearby uses.

Response - The applicant believes that the operating and physical characteristics of the proposed use will be reasonably compatible with, and have minimal impact on, nearby uses. The home will retain the appearance and function of a single-family home.

3. All identified impacts will be mitigated to the extent practicable.

Response - The applicant will manage all bookings and cleaning services. The applicant has hired a professional cleaner, who is on site after every guest departure to manage garbage and recycling and maintain the property both inside and out. The applicants also have a bi-weekly gardening service and a seasonal landscape designer. The applicants will enforce House Rules and are immediately available 24/7 by phone to address any issues that may arise. Should any issues arise that require physical on-site assistance, they have multiple sources whom they can contact.

4. The proposed use will not have unmitigated nuisance impacts, such as from noise, odor, and/or vibrations, greater than usually generated by uses allowed outright at the proposed location.

Response - Quiet hours from 10pm to 7am will be strictly enforced both indoors and out. The applicant has a strict eviction policy as outlined in the House Rules and Rental Agreement. Both documents are included in the application packet.

5. The proposed use will comply with all applicable development standards and requirements of the base zone, any overlay zones or special areas, and the standards in Section 19.905.

Response - This property is located in a R-MD zone. The proposed use will comply with all applicable development standards and requirements of this base zone and the standards of Section 19.905. The property is not in an overlay zone or special area.

6. The proposed use is consistent with applicable Comprehensive Plan policies related to the proposed use.

Response - The applicant finds the proposed use to be consistent with applicable Comprehensive Plan policies related to the proposed use.

7. Adequate public transportation facilities and public utilities will be available to serve the proposed use prior to occupancy pursuant to Chapter 19.700.

Response - The MAX Orange Line is 0.30 miles from the home and the #75 bus line picks up at 32nd & Floss (0.20) and 32nd & Van Water (0.30). The #34 and #99 bus lines pick up at SE Tacoma Park & Ride (0.50).

As the home will be made available to no more guests than the property was built for, public utilities should be adequate for the proposed use.

19.905.9.H. Standards Governing Conditional Uses

H. Vacation Rentals- Operation of a vacation rental requires the following:

1. Prior to initial occupancy, the Building Official shall verify that building code and fire code standards are satisfied.

Response - A paid inspection will be requested prior to initial occupancy so that a Building Official may verify that building code and fire code standards are satisfied. The applicants previously had the building inspected for their short term and long term rental license, which showed that building code and fire code standards were satisfied.

2. With annual filing of MMC Title 5 Business Tax, the operator shall send a notice to neighbors within 300 ft that includes the following information:

a. Property owner contact information;

b. Vacation rental operator and/or property manager contact information; and

c. City of Milwaukie Police nonemergency telephone number.

Response - An annual filing of the MMC Title 5 Business Tax will be filed and a notice will be mailed to neighbors within 300 feet that will include; the property owner's contact information and the City of Milwaukie Police nonemergency telephone number. As the applicants operate the rental and manage the property themselves, they will provide their two phone numbers for 24/7 availability. They will also include a description of the process for contacting them first (and that they will send in-person assistance, if necessary).







[SAMPLE] VACATION RENTAL AGREEMENT
8821 SE 29th Avenue Milwaukie Oregon 97209

I. **THE PARTIES.** This Rental Agreement (“Agreement”) made on _____, 20____ between the following:

TENANT: _____, with a mailing address of _____ (“Tenant”), and

LANDLORD: Nick & Bay Nigro, with a mailing address of 22 Park Drive Woodstock New York 12498 (“Landlord”).

II. **THE PREMISES.** The Landlord agrees to lease the described property below to the Tenant, and the Tenant agrees to rent from the Landlord:

- a.) Mailing Address: _____.
- b.) Residence Type: Apartment House Condo Other: _____
- c.) Bedroom(s): 3
- d.) Bathroom(s): 2
- e.) Other: _____.

Hereinafter known as the “Premises.”

III. **LEASE TERM.** The Tenant shall have access to the Premises under the terms of this Agreement for the following time period: (check one)

- **Fixed Term.** The Tenant shall be allowed to occupy the Premises starting _____, 20____ at 3:00 AM PM and ending _____, 20____ at 11:00 AM PM (“Lease Term”).

IV. **QUIET HOURS.** The Landlord requires:

Quiet hours begin at 10: 00 AM PM each night and continue until 7:00 AM PM. Quiet hours consist of no music and keeping all audio at a minimum level out of respect for the surrounding residents. If noise is an issue, you will get a written warning text message and/or phone call to to the number that booked the reservation. If noise does not stop, you will be fined or possibly evicted immediately.

V. **OCCUPANTS.** The total number of individuals staying on the Premises during the Lease Term shall be a total of _____ guests.

If more than the authorized number of guests listed above are found on the Premises, this Agreement will be subject to termination by the Landlord.

VI. **RENT.** The Tenant shall pay the Landlord:

- **Fixed Amount.** The Tenant shall be required to pay the Landlord \$ _____ for the Lease Term (“Rent”). The Rent is due at the execution of this Agreement.

VII. **UTILITIES.** The Landlord shall be responsible for all utilities and services to the Premises including the following: Internet, gas and electric, water, and trash.

VIII. **SECURITY DEPOSIT.** The Tenant shall be obligated to pay the following amounts upon the execution of this Agreement: (check one)

- **No Security Deposit:** There is no deposit required for the security of this Agreement (“Security Deposit”).

IX. **PETS.** The Landlord: (check one)

- **Does Not Allow Pets:** There are no pets allowed on the Premises. If the Tenant is found to have pets on the Premises, this Agreement shall be forfeited.

X. **PARKING.** The Landlord: (check one)

- **Shall provide** 2 parking space(s) to the Tenant. The parking space(s) are described as: two off-street parking spaces in the driveway. Please do not exceed two cars. If more than two cars are necessary, please communicate this to the landlord prior to your stay for further direction on where to park (in front of the property’s picket fence).

XI. **FEES.** The Landlord requires the Tenant pays the following fees at the execution of this Agreement: (check all that apply)

- **Cleaning Fee:** \$ _____
- **Taxes:** \$ _____
- **Other.** _____ \$ _____
- **Other.** _____ \$ _____

XII. **EVENT POLICY.** Parties and events are strictly prohibited on the Premises.

XIII. **SMOKING POLICY.** Smoking on the Premises is:

- **Strictly Prohibited.**

XIV. **PERSON OF CONTACT.** The Landlord:

- **Does not** have an agent/manager on the Premises, although the Landlord can be contacted for any emergency, maintenance, or repair. If on-site help is necessary, the landlord will immediately reach out to their local contact.

Landlord's Name: Bay Nigro
 Telephone: (760) 525-7247
 E-Mail: baynigro@gmail.com

Landlord's Name: Nick Nigro
 Telephone: (714) 679-1351
 E-Mail: nicknigro@icloud.com

XV. **SUBLETTING.** The Tenant: (check one)

- **Does not** have the right to sublet the Premises.

XVI. **INSPECTION.** The Landlord has the right to inspect the Premises with prior notice as in accordance with State law. Should the Tenant violate any of the terms of this Agreement, the rental period shall be terminated immediately in accordance with State law. The Tenant waives all rights to process if they fail to vacate the premises upon termination of the rental period. The Tenant shall vacate the Premises at the expiration time and date of this agreement.

XVII. **MAINTENANCE AND REPAIRS.** The Tenant shall maintain the Premises in a good, clean, and ready-to-rent condition and use the Premises only in a careful and lawful manner. The Tenant shall leave the Premises in a ready to rent condition at the expiration of this Agreement, defined by the Landlord as being immediately habitable by the next tenant. The Tenant shall pay for maintenance and repairs should the Premises be left in a lesser condition. The Tenant agrees that the Landlord shall deduct costs of said services from any Security Deposit prior to a refund if Tenant causes damage to the Premises or its furnishings.

XVIII. **TRASH.** The Tenants shall dispose of all waste material generated during the Lease Term under the strict instruction and direction of the Landlord.

XIX. **QUIET ENJOYMENT.** The Tenant, along with neighbors, shall enjoy each other's company in a quiet and respectful manner to each other's enjoyment. The Tenant is expected to behave in a civilized manner and shall be good neighbors with any residents of the immediate area. Creating a disturbance of the area by gatherings, parties, or excessive noise shall be grounds for immediate termination of this Agreement.

XX. **LANDLORD'S LIABILITY.** The Tenant and any of their guests hereby indemnify and hold harmless the Landlord against any and all claims of personal injury or property damage or loss arising from the use of the Premises regardless of the nature

of the accident, injury or loss. The Tenant expressly recognizes that any insurance for property damage or loss which the Landlord may maintain on the property does not cover the personal property of Tenant and that Tenant should purchase their own insurance for their guests if such coverage is desired.

XXI. **ATTORNEY’S FEES.** The Tenant agrees to pay all reasonable costs, attorney's fees, and expenses that shall be made or incurred by the Landlord enforcing this agreement.

XXII. **USE OF PREMISES.** The Tenant shall use the Premises for residential use only. The Tenant is not authorized to sell products or services on the Premises or conduct any commercial activity.

XXIII. **ILLEGAL ACTIVITY.** The Tenant shall use the Premises for legal purposes only. Any other such use that includes but is not limited to illicit drug use, verbal or physical abuse of any person or illegal sexual behavior shall cause immediate termination of this Agreement with no refund of pre-paid Rent.

XXIV. **POSSESSIONS.** Any personal items or possessions that are left on the Premises are not the responsibility of the Landlord. The Landlord shall make every reasonable effort to return the item to the Tenant. If claims are not made within the State’s required time period or two (2) weeks, whichever is shorter, the Landlord shall be able to keep such items to sell or for personal use.

XXV. **GOVERNING LAW.** This Agreement shall be governed and subject to the laws located in the jurisdiction of Premise’s location.

Landlord’s Signature: _____ **Date:** _____

Print Name: _____

Tenant’s Signature: _____ **Date:** _____

Print Name: _____

Tenant’s Signature: _____ **Date:** _____

Print Name: _____

HOUSE RULES: 8821 SE 29th Avenue

Hi [insert guest],

We are so excited to have you stay with us at The Hummingbird Cottage.

In preparation for your stay, we are sending over a copy of our House Rules, which also includes important details about The Hummingbird Cottage (everything from mini split info to trash info) to familiarize yourself with. It also has your instructions for check in and check out.

Let us know if you have any questions at all either now or during your stay, and if you can confirm that you received this info, that would be wonderful. In the event that an emergency arises, please contact us first. We are available by phone 24/7. If physical help is needed at the home, we will reach out to our contact for immediate assistance.

Thank you so much!
Nick & Bay

Primary phone: (760) 525-7247 (Bay)

Secondary phone: (714) 679-1351 (Nick)

CHECK-IN AND CHECK OUT:

For the front door entry, you will have a personalized code on the smart lock for the duration of your stay. This code will become active at 3pm on the day of check in. To enter, first press the Yale logo. Next, enter the last four digits of your phone number (XXXX) then press the check symbol. When you leave the home and are ready to lock the door, just press Yale logo again and you'll hear it lock. You can do the same for check out. Check out is at 11am on the day of your departure, at which point your code will be deactivated. Our cleaner will be arriving promptly at 11:30am.

PARKING:

There is private parking for one to two cars in the driveway (depending on the size of the vehicle) as well as parking for two cars in front of the cottage fence, which is almost always available. There is also ample, non-metered street parking in the area. We encourage guests to travel together to lessen the vehicle impact.

FAMILY RENTAL ONLY:

Reservations made for teenagers or young single groups will not be honored without any accompanying adult staying in the unit at all times. We require at least one member of the party to be 25 (twenty-five) years of age. Any violators will be evicted according to local statutes with forfeiture of all monies.

VISITORS:

Unregistered guests are not allowed at the rental. If renters have family or friends in the area and would like them to visit the home, this must be requested and approved in writing prior to their arrival.

NOISE AND QUIET HOURS:

Excessive noise will not be tolerated. Quiet hours are between 10pm and 7am and are strictly enforced. This is a quiet, peaceful neighborhood—and we expect our guests to treat it as such.

TRASH AND RECYCLING:

Trash comes every Monday morning. Please put the bins out in front of the picket fence on Sunday night. There is a recycling bin for, a trash bin, a blue container for glass, and a green waste bin.

LAUNDRY:

Laundry and detergent are available for your use. It is a front-loading machine, so please wipe the water from the rubber band along the bottom of the washing machine before and after use. Please ensure that the lint catcher of the dryer is cleaned before and after use.

GARDEN:

Feel free to enjoy the garden and sample what's in season. Please note that our gardener comes every other Thursday, typically in the morning by 9am.

TOILETS:

Please do not dispose of anything other than toilet paper in the toilets.

GARBAGE DISPOSAL:

Since the cottage is from the 1930s, please dispose of food scraps and coffee grinds in the garbage and utilize the garbage disposal for smaller scraps only.

MINI SPLITS:

These control your heat and air conditioning. There is one mini split in the living room (remote on the wall behind the TV) and one in the king bedroom (on the dresser). A user's manual will be sent to you before your stay, and is also available at the home.

HOUSEKEEPING:

Professional housekeeping is provided both before and after your stay. There is no daily maid service. Linens and towels are included and not to be taken from the unit. An initial setup of trash liners, toilet paper, paper towels, shampoo, conditioner, and body wash is provided.

NONSMOKING:

Smoking is strictly prohibited both inside and outside of the home. You will incur an additional charge for carpet cleaning and deodorizing if any evidence of smoking is found.

OFF-LIMITED AREAS:

The closet located in the daybed room is strictly off limit. This closet is locked for cleaning supplies and guests do not have access to it.

HAZARDOUS PRACTICES:

Do not dismantle smoke detectors as they are there for your protection. Use the overhead stove fan when cooking to avoid accidental, activation of smoke detector alarm.

TENANT CAPACITY/DISTURBANCES:

Tenant and all other occupants will be required to vacate the premises and forfeit the rental fee for any of the following: Occupancy exceeding the sleeping capacity of 6, using the premises for any illegal activity, causing damage to the premises rented or to any of the neighboring properties and any other acts which interfere with neighbors' right to quiet enjoyment of their premises. Violations of our noise or maximum number of guests agreed to at the time of booking will result in possible fines or immediate eviction with all loss of all rents. Depending on severity if there is a noise situation we may call and issue a warning or proceed with a \$300 fine. If we cannot reach the guest that booked the property someone will show up to at a minimum issue a \$300 fine and/or evict the entire group immediately. Any delay will result in us involving the authorities and trespassing every person on the property as well as the loss of all rents. Additional fines or damages may be assessed after removal.

RULES AND REGULATIONS

1. Tenant agrees to leave the premises and its contents in the same condition, neat and tidy, as Tenant found the premises to be upon move-in.
2. All dishes are to be washed and all garbage removed from the premises and placed in outside receptacles.
3. The maximum number of occupants shall not exceed 6 people.
4. Any reservation obtained under false pretense will be subject to forfeiture of reservation deposit and/or balance of rental payment.
5. Furnishings are not to be removed from the premises for use outside or in other properties.
6. "No pets" policy must be observed. Pets are strictly prohibited on premises.
7. Smoking is not allowed inside or outside.
8. Reservations are not made by or for a minor, defined as any person under the age of twenty-five.
9. Tenant and any guest of Tenant shall obey all laws of the state of the rental resides in, as well as local laws, at all times while they are on the premises. Failure to abide by these laws, or the above rules, may cause tenant to be asked to vacate the premises and forfeit all rents and security/damage deposits.
10. Quiet Hours: 10pm-7am. There shall be no noise that can be heard outside the home between the hours of 10pm - 7am. If noise is an issue, you will get a written warning text

message to the number that booked the reservation and/or a phone call. If noise does not stop, you will be fined or possibly evicted immediately.

From: [Ryan Dyar](#)
To: [Barb Streeter](#)
Subject: RE: 8821 SE 29th Ave
Date: Tuesday, January 9, 2024 9:13:00 AM

Hi Barb,

Thanks for the question. The city requires that there be somebody local to respond to immediate concerns. In this instance, the applicant has not hired a company but does have two people (a primary and a backup) who live nearby that can respond to immediate concerns. The city also requires that an annual notice be sent to neighbors within 300 ft that includes the following information: a) Property owner contact information; b) Vacation rental operator and/or property manager contact information; and c) the City of Milwaukie Police non-emergency telephone number.

Let me know of any follow-up questions.

Best,
Ryan

-----Original Message-----

From: Barb Streeter <cwsbarb@msn.com>
Sent: Friday, January 5, 2024 3:51 PM
To: Ryan Dyar <DyarR@milwaukieoregon.gov>
Subject: 8821 SE 29th Ave

This Message originated outside your organization.

Good afternoon

I received the notification regarding short term rental application at the 29th Street address and have one question. The owners are not in state, does the city require a property manager who can respond to complaints within 30 minutes? These are restrictions we follow for short term rentals at the beach and they are helpful.

Barb Streeter
Sent from my iPhone



CITY OF MILWAUKIE

To: Planning Commission

Through: Laura Weigel, Planning Manager

From: Vera Koliias, Senior Planner
Adam Heroux, Associate Planner

Date: January 16, 2024, for January 23, 2024, Work Session

Subject: Neighborhood Hubs Phase 2

ACTION REQUESTED

None. This is a briefing for discussion only. Staff requests feedback from the Planning Commission in advance of public hearings on proposed code amendments.

BACKGROUND INFORMATION

Please refer to the detailed staff report prepared for the [April 25, 2023](#) work session for project background.

ANALYSIS

Staff worked with the consultant team during most of 2023 on Phase 2 of the Hubs project. The team analyzed the identified Hubs to ground-truth information from the [2020 report](#), interviewed stakeholders (including property owners and NDAs), hosted six in-person workshops to discuss code concepts with the community, and prepared a list of short-term priority Hubs. The team also reviewed city code to identify any gaps between what people want in the Hubs and what the code currently allows. Finally, the team worked on possible economic development tools and resources to spur activity in Hubs.

Ground-truthing process

Early in Phase 2 of the project, staff visited and prepared an analysis of each Hub to identify existing conditions based on the factors in the bulleted list below. This analysis evaluated potential Hub activities, identified changes in each Hub since 2019, and determined short-term priority Hubs. See Attachment 1 for a full summary of this work.

- Commercial intensity
- Sidewalk connectivity
- Transit accessibility
- Biking accessibility
- Adjacent residential density
- Presence of public spaces
- Community support
- Planned development
- Planned transportation investments
- Demographic factors (renter status, race, rent burden)

Outreach

The project team used several methods to communicate about the project, share information, and learn more about the goals for Hubs from those most interested or affected. This included:

ACTIVITY	DESCRIPTION
<p>Engage Milwaukie</p> <ul style="list-style-type: none"> • 1,215 page visits, 35 new EM registrations, 99 engagements • Business/Property Owner Survey 22 stakeholder survey responses 	<p>Created and maintained a project webpage as a place for people to learn more about the project, ask questions of the team, set up the initial property owner/tenant survey, and to set the stage for the fall workshops including an online workshop.</p>
<p>Milwaukie Pilot</p> <ul style="list-style-type: none"> • Published 5 project updates 	<p>Published and mailed project updates in April, May, October, November, and December 2023.</p>
<p>Milwaukie Farmers Market</p>	<p>Promoted the project at the market on 3 occasions.</p>
<p>Equity Steering Committee</p> <ul style="list-style-type: none"> • Attended 3/23; Sent updates 11/22 	<p>Collected feedback on community engagement and provided a progress report on equity considerations.</p>
<p>Neighborhood District Associations (NDAs)</p> <ul style="list-style-type: none"> • 79 participants in Spring meetings 	<p>Staff met with all 7 NDAs in the spring to provide a project update and learn more about the goals and desires for each of their Hubs.</p>
<p>Stakeholder interviews</p> <ul style="list-style-type: none"> • 18 interviews, 23 participants (9 were survey participants) 	<p>Staff engaged property and business owners in direct interviews to identify potential partners interested in hub development and identify current barriers. List below.</p>
<ul style="list-style-type: none"> • K. Marie • Naphtali’s • NW Family Services • Sunny Corner Market • Chapel Theater • 2 Sisters Play Café • Eric’s Market 	<ul style="list-style-type: none"> • River Roadhouse Grill • Central Planning • Clackamas Community College • Milwaukie Floral • Milwaukie Lutheran • The Vital Element • Milwaukie Café +Bottle Shop • Valerie Hunter (9391 SE 32nd Ave) • Paul Lisac (9250 SE 32nd Ave) • North Clackamas School District • Peter Perrin (9616 SE Stanley) • Lisa Dorn Design
<p>Fall workshops</p> <ul style="list-style-type: none"> • 123 participants— 74 in-person, 49 online. • 83% support, 10% neutral, 7% oppose 	<p>Hosted six in-person workshops and one online to provide residents, businesses, and property owners opportunities to shape proposed code changes that can help Hubs grow. The online workshop asked about safety walking and biking. On average, very few participants opposed the proposed changes.</p>

See Attachment 2 for a more detailed summary of outreach to date.

Hub Prioritization

The Neighborhood Hubs Phase 2 scope of work included a task to refine the list and types of the 13 Hubs identified in the 2020 Hubs Report. The purpose of this refinement was to confirm and/or justify the original priority list from the 2020 report. The specific tasks were to:

- Revisit the 2020 Hub boundaries and include/remove properties based on current information.
- Consider consolidating hub types for simplicity and logical consistency.
- Develop criteria for prioritizing hubs that consider more than just market conditions and includes elements like placemaking and community building. Examples include access to public spaces, nature and art in the neighborhood, existing connections with pedestrian or bike infrastructure, etc. See Attachment 3 for the Johnson Economics report that informed the 2020 report.
- Revisit the existing, short-term, and long-term types based on hub consolidation, prioritization, and community review.



Figure 1. Milwaukie Floral Hub - Lake Road

Refinement Criteria

As noted above, this task included developing a set of evaluation criteria that better reflects the city’s values for Neighborhood Hubs than just market conditions. These new evaluation criteria are as follows:

Placemaking Criteria

- Opportunity sites
- Proximity to green space or park
- Art in the neighborhood
- Existing pedestrian connections
- Existing bike connections

Community Building Criteria

- Neighborhood (NDA) interest
- Property/Business owner interest
- Pop-up potential
- Community meeting space
- In use as hub now

Each hub was evaluated against each criterion. The Hubs that reflect more criteria and have more realistic potential (willing property owner, likelihood of re-development) are the focus of this phase of the project, including zoning and economic development resources. The other Hubs have been designated for future consideration if circumstances change– they have not been eliminated from consideration.

New Names and Types of Hubs

The 2020 report assigned types to each hub were based primarily on market-related criteria. To better reflect the new set of evaluation criteria and better consolidate the types of Hubs, there are now three hub categories:

- Micro Hub: One to two lots (very small) that are or could be spaces for gathering.
- Neighborhood Hub: multiple properties, neighborhood-scale businesses and uses.
- Town Hub: larger commercial hub; a destination for both city and outside city.

The 2020 Hubs report assigned names to each hub based on the NDA in which it was located. To make the hub more recognizable, each hub was renamed based on its primary use and/or business. Please see Attachment 4 for details on the prioritization process. Attachment 4a is a detailed prioritization chart and Attachment 4b illustrates the final prioritization results.

Proposed Code and Map Amendments

Building on the feedback received from the workshops, surveys, and interviews, staff and the consultant team have drafted zoning language and map amendments for public hearings in February-March 2024.

Attachment 5 includes the underline/strikeout text of the proposed amendments. Key amendments:

- Re-zone properties in the Limited Commercial zone (CL) to Neighborhood Mixed Use (NMU) and eliminate the Limited Commercial zone.
- Create a new Small Mixed Use zone (SMU)
- Re-zone properties in the Neighborhood Commercial zone (CN) to Small Mixed Use and eliminate the Neighborhood Commercial zone.
- Re-zone the Milwaukie Floral site on Lake Rd to the new Small Mixed Use zone
- Expand the 42nd Ave NMU zone by re-zoning the Chapel Theatre site at 4107-4117 SE Harrison St from Residential-High Density to Neighborhood Mixed Use

Next Steps

- Economic Development Toolkit
 - Working with the Community Development Department, the consultant team is preparing an economic development “toolkit”, which will provide neighborhood-scale economic development strategies for application within the Hubs. See Attachment 6 for the draft toolkit.

Potential Ideas for Phase 3

As part of this project, staff has identified potential Phase 3 Hubs work that will build off the current work:

Home Occupations and Accessory Commercial Uses (ACUs)

The COVID-19 pandemic has led to people spending more time at home in their neighborhoods. Some US cities allow limited ACUs to spur small, desirable commercial activities within traditionally single-dwelling neighborhoods. ACUs create opportunities for small businesses to expand and build wealth, spending less up-front capital than required to rent a traditional commercial space. As a result, ACUs are considered a ‘missing middle’ for commercial uses that could help neighborhoods like Lewelling which have no commercial Hubs and no zoning to allow them to emerge. Examples include a front porch coffee shop, garage

convenience store, barbershops, pizza window, co-working office spaces, micro boutiques, cafes, and bakeries.

Small-Scale Area Plans

There are a few areas staff have identified that could benefit from small area plans that could indicate to businesses and property owners that the city is an active partner in promoting hub development. These plans could be as simple as installing some decorative street lighting, pole banners, bike racks, and landscaping. Potential areas could include Trolley Trail Hub, 42nd Avenue and Harrison Street Hub, 32nd and Olsen Hub (which could also include an in-depth review of the boundary of the 32nd Ave NMU zone).

Additional upcoming scheduled work:

Community Service Uses (CSU) Analysis

Through outreach, staff engaged with several CSU property owners who are interested in expanding the use of their properties to include activities consistent with Neighborhood Hubs, but not currently allowed by our code. The CSU analysis has already been programmed in the work plan as part of a larger review of public uses and institutions. A small part of this work includes Hubs-specific strategies as well.

QUESTIONS

1. Does the Planning Commission agree with the key zoning amendments noted above?
2. Does the Planning Commission agree with the list of permitted uses in the new SMU zone?
3. Drinking Establishments
 - a. Currently drinking establishments are allowed by conditional use in the NMU zone and are proposed as conditional uses in the new SMU zone as well. A proposal to allow drinking establishments by right in the NMU zone was discussed during the workshops. There was some public concern about allowing drinking establishments by right. A comment was made during the 32nd Ave and Olsen St workshop that these uses should have to go through additional review because hours of operation and noise could be disruptive to residential uses. However, there was also support for allowing this use and the city's noise ordinance includes some language regarding excessive noise from amplification of sound or live music. Does the Planning Commission have an opinion regarding allowing this use by right in the NMU zone?

ATTACHMENTS

1. Ground-truthing summary report
2. Detailed Outreach Summary
3. Hubs Feasibility Analysis - Johnson Economics
4. Prioritization process

- a. Prioritization details
- b. Final Hub Prioritization Map
5. Proposed code amendments (underline/strikeout)
6. Draft Economic Development Toolkit

Neighborhood Hubs

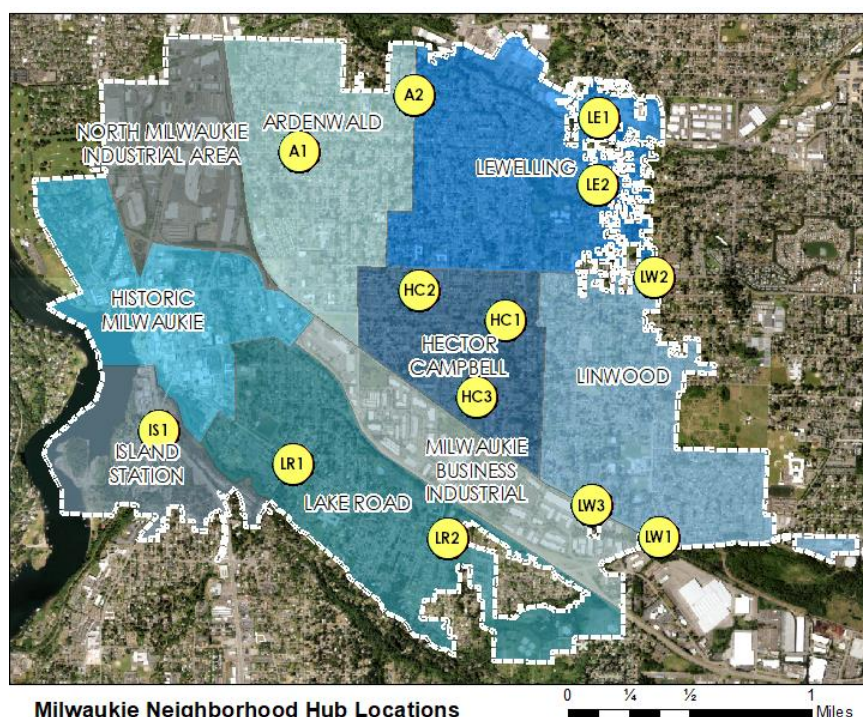
Existing Conditions Summary

June 13, 2022

Background

Determining priority strategies for the Neighborhood Hubs project is dependent upon existing conditions and individual qualities of each proposed hub. As Milwaukie's growth accelerates, conditions on the ground are changing at an increasing rate across the city. Many of the proposed hub locations have shown signs of development activity since the City paused its work on the Neighborhood Hubs project in 2020. Some hubs have seen their pedestrian and bicycle infrastructure dramatically improved due to SAFE and other transportation investment. Other proposed hub locations remain deficient in infrastructure, commercial activity, and public space necessary to facilitate hub development. This Existing Conditions report is meant to assist the City in understanding how to develop strategies that are appropriate for all stages of hub development.

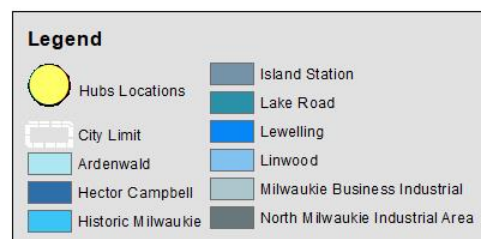
While some hubs may not fully develop for 15-20 years, the seeds of actions planted in each hub during the early stages of implementation can grow the hubs in the right direction as they increase their typology. In this report, you will find detailed descriptions of the existing conditions at each hub location and an analysis of these conditions as they relate to hub development. This report also details the methodology used in this analysis and compares how the hubs scored on each factor under consideration.



Summary of Ground-truthing Activities

In March 2022, City staff visited each of the proposed 13

Neighborhood Hub locations and conducted demographic, spatial, and qualitative analyses to evaluate existing conditions at each hub. This analysis discovered some notable changes and validated existing conditions since hubs were last evaluated in 2018 and 2019.



Each hub was given a score for the first six factors listed here, while the remaining factors were captured as qualitative information or percentages. **1) Commercial intensity, 2) Sidewalk connectivity, 3) Transit accessibility, 4) Biking accessibility, 5) Adjacent Residential Zoning Density, 6) Presence of Public Space(s), 7) Community Support, and 8) Planned Developments 9) Planned transportation investments, and 10) Demographic factors including Renter Status, Race, and Rent Burden.**

This report provides an overall summary of the methodology to compare between hub(s). You can read more about the scoring system and methodology below.

Methodology

Staff utilized many data sources and methods to ground-truth the proposed hub locations. This data was collected on a hub-by-hub basis with each hub receiving individual attention. Staff analyzed data in ArcMap, Microsoft Excel, Google Maps, and other software tools while visiting the sites in person to take photographs and verify conditions. Data sources included business zoning and associated licenses, sidewalk and impervious area shapefiles, maps of local transit routes and stops, maps of bike-friendly streets and dedicated bike lanes, zoning maps, 2020 Census and 5-year American Community Survey demographic tables, past outreach surveys and summaries, and Google Maps business and public space location data. Staff developed a scoring system for each of six factors.

These factors focus on aspects of the built environment and use intensity, but do not fully consider demographic and social factors. As of this writing, scores are combined to create an average score that weights each factor equally. This analysis builds on past engagement and research aimed at understanding the existing conditions in each hub during 2018 and 2019. Table 1 on page X shows each hub with its corresponding scores which are ranked by average score.

Commercial Intensity

SCORES	1	2	3	4	5
Commercial Intensity	No existing businesses in the hub and few to no businesses in the buffer.	One business in the hub and few to no businesses in the buffer. Or none in the hub but several in the buffer.	Multiple businesses in the hub OR an abundance of businesses in the buffer.	3 or more businesses in the hub and several commercial businesses in the buffer	5 or more businesses in the hub and many more in the buffer.

Six of the hubs received a score of 4 or higher for commercial intensity. Higher levels of existing commercial activity appear to correlate with higher scores on the other indicators. Of the six highest scoring hubs, only Lake Road 1 had a lower score for existing commercial intensity (2/5). This is the site of Milwaukie Floral & Garden. This hub had higher scores for other factors consistent with the highest scoring hubs, indicating that there is adequate infrastructure to support increased commercial activity in this area. The property in Lake Road 1 is currently zoned R7, which makes the current use as a garden store a conditional use. The city could consider changing the zoning for this property to facilitate improvements and intensification of use. New sidewalk and biking infrastructure on Lake Rd has significantly increased the accessibility of this hub by alternate modes of transportation.

This ground-truthing analysis verifies findings by Johnson Economics in their 2019 report. Our top scoring hubs are nearly identical to Johnson's list of the 5 hubs most ready for near-term development, with the exception of Lake Rd 1 which appeared on our top 5 list but not Johnson's.

Table 1. Neighborhood Hub Ground-truthing Scoring Matrix

Hub	Residential Zoning Density	Commercial Intensity	Sidewalks	Biking	Transit	Public space
Ardenwald 1	3	4	3	3	2.5	2
Ardenwald 2	1	2	4	3.5	3	3
Hector Campbell 1	2	2	2	4	2	4
Hector Campbell 2	3	5	4	4	2	4
Hector Campbell 3	2	1	3	3	1	4
Island Station 1	3	4	1	3.5	5	4
Lake Road 1	3	2	4	3.5	3	3
Lake Road 2	1	1	2	2	4	1.5
Lewelling 1	1	3	1	2	2	2.5
Lewelling 2	1	2	2	2	2	3
Linwood 1	3	4	3	3	2.5	1
Linwood 2	3	5	3	4	4	4
Linwood 3	2	1	1.5	3	3	2

Sidewalks

SCORES	1	2	3	4	5
Sidewalks	There are few to no sidewalks in the area, and/or the existing sidewalks are deficient.	Most streets do not have sidewalks, or the existing sidewalks have many barriers and/or gaps.	Most major connecting routes have sidewalks, but many other streets do not.	Most streets have sidewalks at least on one side.	Perfect or nearly perfect sidewalks, few to no gaps.

Every proposed hub location would benefit from sidewalk improvements, as none of them scored higher than 4 on this scale. Of the 5 hubs with the highest average score, only Island Station scored lower (1/5) than a 3 on sidewalk connectivity. While it has limited sidewalks, most of the area is paved with asphalt and would provide some accessibility. The lack of sidewalk infrastructure at the Island Station hub is mitigated by the strongest transit accessibility of any hub and moderate biking accessibility. Notably, sidewalk infrastructure is virtually nonexistent at Lewelling 1 and Linwood 3. Similarly, Lake Road 2, Lewelling 2, and Hector Campbell 1 were also substantially deficient in sidewalk infrastructure. Sidewalk data analyzed for this report includes impervious area LIDAR-sourced polygon shapefile from 2021, an ADA-compliance line shapefile collected by Engineering staff in 2019, TSP maps, sidewalk line feature files compiled by Metro, and in-person ground-truthing to reflect a flurry of sidewalk construction in the last few years in Milwaukie.

Transit

SCORES	1	2	3	4	5
Transit	There are no transit routes accessible within 0.25 miles of this hub.	Only 1 bus route is within 0.25 miles of this hub.	There are two bus routes intersecting the buffer.	There are three bus routes intersecting the buffer.	There are two bus routes or more and a transit route intersecting the buffer.

Of the six hubs with the highest average scores, Hector Campbell 2 has the worst transit connectivity (2/5) and Linwood 1 is close behind due to the inaccessibility of existing stops (2.5/5). Transit data utilized included TriMet's regional transit maps as well as GIS shapefiles of existing routes and stops. Hector Campbell 3 is the only hub without at least 1 accessible transit routes within 0.25 miles of the hub. Hubs with only 1 accessible transit route include Hector Campbell 2 noted above as well as Hector Campbell 1, Lewelling 1, and Lewelling 2.

Biking

SCORES	1	2	3	4	5
Biking	There are no bike friendly streets or bike lanes connecting to this hub.	There are a few bike friendly streets intersecting the buffer, but they are poorly connected.	There are many bike friendly streets that are well connected, but no dedicated bike lanes. OR there are dedicated bike lanes with limited connectivity.	There are dedicated bike lanes and bike friendly streets with some gaps.	There is an abundance of bike friendly streets and dedicated bike lanes to access the hub.

This analysis utilized bicycle infrastructure maps from the Transportation System plan, GIS bike infrastructure shapefiles, and in-person ground-truthing to capture recent projects not yet reflected in our datasets. No hub scored lower than a 2/5 on biking connectivity while hubs with higher biking scores tended to have higher average scores. No hub scored higher than a 4 for biking connectivity, indicating that all hubs have room to grow their biking infrastructure and connectivity. Data sources for this analysis included GIS bike-friendly and dedicated bike lane shapefiles, TSP cycling infrastructure maps, and in-person ground-truthing to capture new improvements not reflected in existing data.

Residential Zoning Density

SCORES	1	2	3	4	5
Residential Zoning Density	Low-density single family housing on large lots.	Low-density single family housing with some medium density housing nearby.	Several pockets of medium or high density housing in addition to single family homes.	Mostly medium-to-high density housing in addition to single family homes.	Almost entirely medium and high density housing.

Perhaps unsurprisingly, no hub scored higher than a 3/5 for residential zoning density. Johnson Economics included a much larger buffer for their analysis of commercial feasibility, including both employment density

and household density over much larger areas (1, 2, and 3 miles). This analysis looked at household density within 0.25 miles to account for shorter distances traveled by people experiencing mobility issues. In general, the hubs with higher average scores tended to have higher residential zoning density through the including of at least some medium and/or high density zoning nearby. Milwaukie Maps zoning designation maps were primarily used for this analysis which used the measuring tool to create a 0.25 mile buffer around each hub.

Public Space

SCORES	1	2	3	4	5
Community space	Zero public community space in the area.	One public space with limited functionality	One public space with high functionality or two with limited	Two or more public spaces with at least one providing services.	Two or more public spaces providing services.

Generally speaking, the presence or absence of public spaces were less correlated with high average scores. While the highest scoring hubs tended to score higher on this metric, Ardenwald 1 and Linwood 1 scored a 2/5 and 1/5 respectively. Some of the lower scoring hubs scored a 3 or higher for public space, indicating there may be opportunities to prioritize pop-up activities in these public spaces. These include Hector Campbell 1, Ardenwald 2, Lewelling 2, and Hector Campbell 3. Data analyzed for this analysis primarily included a block-by-block Google Maps search. Most public spaces identified were parks, though there were several community centers that were also included.

Demographics Analysis

This analysis relies on 2020 Census and 2020 5-year American Community Survey. It is complicated by several factors that make it difficult to infer demographic characteristics at the neighborhood scale. Because Milwaukie has fewer people of color, Census Block Group data is substantially less reliable than Census Tract data when assessing demographics. Census tracts are not a perfect fit to Milwaukie's neighborhoods, so several of the demographic factors for some neighborhoods are combined. See Figure 1 on page YYZ for a map of neighborhood and census boundaries.

One example is that all of Hector Campbell, most of Linwood, and a small section of Ardenwald are located within Census tract 211. Meanwhile, Lewelling and Ardenwald mostly match the Census tract boundaries associated with tracts 210 and 209. Demographic data for tracts 215 and 212 include Lake Road and Island

Station respectively, but also include large areas of unincorporated Clackamas County as well. It is also worth noting that about 1/3 of Linwood's neighborhood area is located within tract 216.02. While these tracts are not currently within the city of Milwaukie, properties in tracts 216.01, 216.02, and 215 are all within the Milwaukie

UGMA and may one day be part of the city. As a result, the demographic information in the table is a less-than-perfect approximation of demographics.

Community Support

This figure has been converted from the hubs survey to remove those responses with "no opinion." The sample size is slightly different for each hub, but it's important to note that all respondents taking the survey were asked if they approve of each Neighborhood's hub concepts. Without the original survey data, it is not possible to isolate the responses from the residents from each neighborhood. As a result, this analysis cannot speak, for instance, to the

number and percentage of Island Station residents who support the hub concept. This analysis combines the number of people who "Strongly Support" and "Support" the hubs concepts as described for each neighborhood. No hub concept reviewed by the community received lower than 83% or higher than 93% support. Linwood received the lowest level of support, which seems to stem primarily from concerns about safety conditions at Linwood 1.

Tenure and Rent Burden

Milwaukie has a slightly higher rate of homeownership than neighboring Portland, and most neighborhoods in Milwaukie have substantially higher rates than the average. Only Ardenwald and Island station have rates of renters comparable to Portland. Both Lake Road (24%) and Island Station (67%) sit on either end of the spectrum for percentage of renter-occupied units, but this data has a lot of caveats since both tracts extend substantially into unincorporated Clackamas County. Areas with lower rates of renters include Lake Road (24%), Linwood (27%), Hector Campbell (27%), and Lewelling (35%). Renters tend to be more at risk of displacement due to rising costs than homeowners.

This analysis assessed rent burden given that Milwaukie is considered by the state of Oregon to be a jurisdiction with an excessive number of severely rent-burdened households. Rent burden is defined as

Table 2. Demographic and Social Factors

Hub	Renter %	White alone, not HOL	Rent Burden	Severe Rent Burden	Community Support
Ardenwald 1	43%	75%	48%	19%	91%
Ardenwald 2	43%	75%	48%	19%	91%
Hector Campbell 1	27%	86%	53%	26%	85%
Hector Campbell 2	27%	86%	53%	26%	85%
Hector Campbell 3	27%	86%	53%	26%	85%
Island Station 1	67%	81%	61%	34%	93%
Lake Road 1	24%	87%	58%	48%	88%
Lake Road 2	24%	87%	58%	48%	88%
Lewelling 1	35%	78%	37%	26%	89%
Lewelling 2	35%	78%	37%	26%	89%
Linwood 1	27%	86%	53%	26%	83%
Linwood 2	27%	86%	53%	26%	83%
Linwood 3	27%	86%	53%	26%	83%

households spending more than 30% of their household income on housing, while severe rent burden is defined as households spending more than 50% of their income on housing. The demographic analysis shows that every neighborhood except for Ardenwald (19%) exceeds the state “Severely Rent-Burdened City” standard of more than 25% of households being severely rent burdened in a community. Of particular concern, Census Tract 212 which includes Island Station and portions of unincorporated Clackamas County has a staggering 61% of renters who are rent burdened and 34% who are severely rent burdened. Of equal concern, Census Tract 215 has a rate of 58% rent-burdened renter households and 48% facing severe rent burden. This tract includes Lake Road and portions of unincorporated Clackamas County, the tract with the fewest number of renters per capita. These renters are particularly vulnerable to displacement.

Interestingly, Hector Campbell, Linwood, and Lewelling have generally consistent rates of severely rent-burdened households. Lewelling, however, has a lower rate of general rent burden. This may be related to the lower levels of service in this area, particularly when it comes to bike, pedestrian, and transit infrastructure.

People of Color

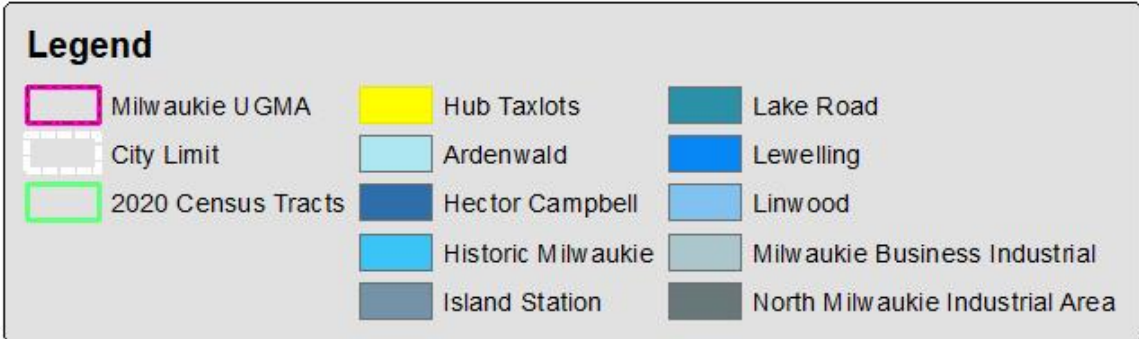
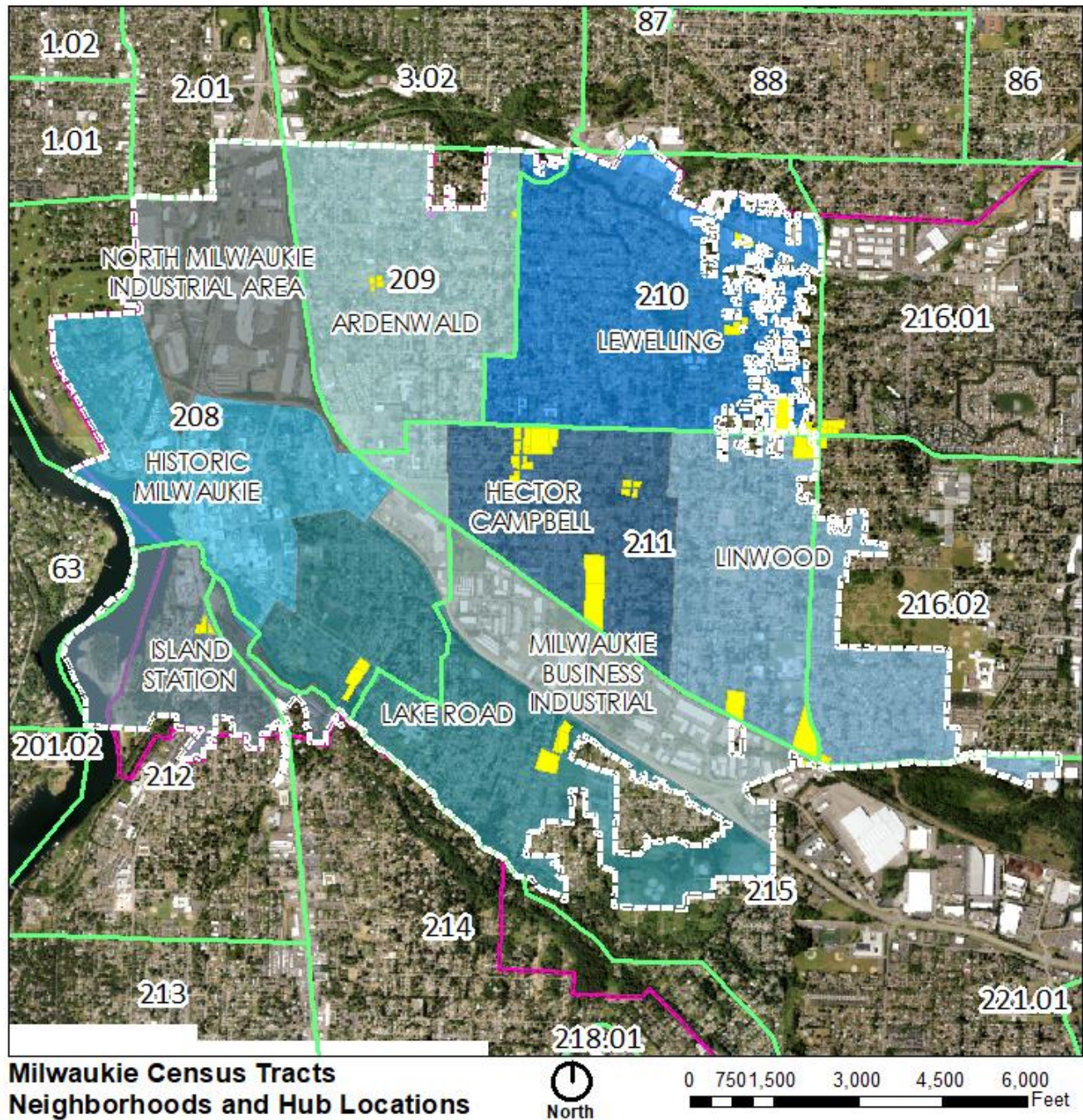
For the purposes of this analysis, “People of Color” is defined as those who are not White Alone and Not Hispanic or Latino. While this is not a perfect metric of who self-identifies as a person of color, is it a widely used strategy for ascertaining the number of people of color living in a place. This methodology matches the race-based analysis used by Portland State University researchers who designed the anti-displacement analysis used by the City of Portland and the State of Oregon for its Housing Production Strategy and Housing Capacity Analysis.

There is little difference between Milwaukie neighborhoods when it comes to racial and ethnic diversity, though Ardenwald (25%) and Lewelling (22%) have slightly more people of color than the other Milwaukie neighborhoods. Linwood (14%), Hector Campbell (14%), and Lake Road (13%) all have fewer people of color per capita than Milwaukie as a whole. On average, Milwaukie has approximately 18.6% residents of color and 81.4% residents who are white alone and not Hispanic or Latino. This means that Ardenwald is about 34% more diverse than Milwaukie as a whole, while Lewelling is 18% more diverse. Meanwhile, Lake Road, Hector Campbell, and Linwood are approximately 30% less diverse than Milwaukie as a whole. Island Station is approximately as diverse as Milwaukie as a whole, essentially matching the demographics of the city.

The data source is American Community Survey 2020 5-year estimates at Census Tract level. As with previous demographic factors, the Tract-level analysis is not exact for neighborhood boundaries since unincorporated areas of Clackamas County are represented in the Lake Road and Island Station figures while portions of Linwood in Tract 216.02 are not included. This data could be consolidated at the Block Group level for more exact figures, but the margin of error would expand substantially and potentially create less certainty in the data.

While Johnson Economics’ report included a full 1-mile buffer in its estimates of household growth, only a few hub areas saw growth in the number of households between 2000 and 2018. Those include Lake Road 2 (1.9% growth), Hector Campbell 2 (1.1%), Ardenwald 1 (3.4%), and Ardenwald 2 (2.1%). Ardenwald in particular has seen growth in households which may speak to why Ardenwald is now estimated to have more people of color than other Milwaukie neighborhoods. However, uncertainty with the 1-mile buffer and Ardenwald’s proximity to Portland make this connection somewhat unclear. According to the same metrics, Island Station (-0.6%) and Linwood 1 (-0.7%) saw modest decreases in the number of households over that same period.

Figure 1. Map of Milwaukie Census Tracts and Neighborhood Boundaries





CITY OF MILWAUKIE

To: PROJECT FILE
Through: Laura Weigel, Planning Manager
From: Vera Koliás, Senior Planner
Date: November 28, 2023
Subject: Neighborhood Hubs – Hubs Refinement and Prioritization Process

BACKGROUND INFORMATION

The Neighborhood Hubs project – Phase 2 scope of work includes a specific task related to refinement of the hubs identified in the 2020 Hubs Report. The purpose of this refinement is to confirm and/or justify the original priority list, which will serve as a guide for proposed code amendments and/or infrastructure improvements and economic development investment in the short and long term. The specific tasks are to:

- Revisit Hub boundaries and include/remove properties based on current information.
- Consider consolidating Hub types for simplicity and logical consistency.
- Develop criteria for prioritizing Hubs that considers more than just market conditions and includes elements like placemaking and community building. Examples include access to public spaces, nature and art in the neighborhood, existing connections with pedestrian or bike infrastructure, etc.
- Revisit the existing, short-term and long-term typologies based on Hub consolidation, prioritization and community review.

Refinement Criteria

As noted above, this task included developing a set of evaluation criteria that better reflects the city's values for neighborhood hubs than just market conditions. These new evaluation criteria are as follows:

Placemaking Criteria

- Opportunity sites
- Proximity to green space or park
- Art in the neighborhood
- Existing pedestrian connections
- Existing bike connections

Community Building Criteria

- Neighborhood (NDA) interest
- Property/Business owner interest
- Pop-up potential
- Community meeting space
- In use as hub now

Each hub was evaluated against each criterion. The criteria were not weighted, each hub simply received an “X” if warranted to determine a conceptual “hub-ability” score. Hubs were given a green moniker if they met at least four of the criteria, meaning that they would be given a higher place in the overall list.

The hubs that reflect more criteria, and have more realistic potential (willing property owner, likelihood of re-development) will be the focus of this phase of the project, including zoning and economic development resources. The other hubs have been designated for future consideration if circumstances change– they have not been eliminated from consideration.

New Names and Typologies

The 2020 report assigned typologies to each hub that did not represent the comprehensive list of non-market related criteria. To better reflect the new set of evaluation criteria and better consolidate the types of hubs, there are now three hub categories:

- **Micro Hub:** One to two lots (very small) that are or could be spaces for gathering, community meetings, temporary events and/or other activities, and/or commercial uses.
- **Neighborhood Hub:** multiple properties, neighborhood-scale businesses and uses; hubs that exemplify the 20-minute neighborhood by providing goods and services within a comfortable walking and/or biking radius.
- **Town Hub:** larger area, commercially intense hub whose capture area is much larger than just the immediate neighborhood; a destination for both city and outside city.

The 2020 report also assigned names to each hub based on the NDA in which it was located. To make the hub more recognizable, each hub was renamed based on its primary use and/or business.

Using ground-truthing to confirm a location’s prospects for short-term prioritization and support (especially zoning changes), interviews with stakeholders (including property owners), and surveys, the original list of 13 hubs has been re-organized. In the table below, the “green category” of hubs reflects the potential for re-zoning and commercial uses; the “orange category” of hubs reflects the placemaking potential for the hub, but there is very little the city can do from a zoning standpoint. Each of the Hubs is discussed below with more detail.

Hub Name	Placemaking Criteria	Community Building Criteria	Hub-ability Total
Milwaukie Floral Hub	3	5	8
32 nd and Olsen Hub	3	5	8
Trolley Trail Hub	4	1	5
42 nd Ave and Harrison St Hub	2	3	5
Sunny Corner Hub	3	2	5
Roswell Mkt Hub	1	3	4
Campbell School Hub	1	4	5
Ball-Michel Park Hub	3	4	7
Family Dogs/JCB Hub	2	0	2
NCSD Office Hub	0	1	1
7-11/Linwood Hub	0	0	0
Wichita Center Hub	2	2	4
Residential Zone/Stanley Ave Hub	1	0	1

The hubs identified in green will be the focus of this phase of the project, specifically for zoning changes. Hubs highlighted in orange are primarily placemaking hubs. Hubs in white are not priority hubs.

Priority Hubs

- Milwaukie Floral Hub
 - Milwaukie Floral is the anchor for this 5-acre site that includes many additional businesses and services--both business and community-related. Owners are very interested in expanding Hub activities on site. Recent investment in bike/sidewalk/crossing infrastructure. Zoning is R-MD which presents barriers to the activities owners would like to do. Re-zoning is necessary.

- 32nd and Olsen Hub
 - Milwaukie Café is an anchor in this hub, which is already zoned Neighborhood Mixed-Use. Mixed-use development at 9391 SE 32nd Ave and pop-up activities like food carts in the short-term are potential activities.
- Trolley Trail Hub
 - Several interested business and property owners located right on a high traffic highway and bike/pedestrian path. This hub is already zoned Limited Commercial. 11916 SE 22nd Ave is an older building with redevelopment potential.
- 42nd & Harrison Hub
 - High level of commercial activity in the area. Substantial placemaking activity is centered on Milwaukie Community Center and Chapel Theatre. The area is zoned Neighborhood Mixed-Use, but the Chapel Theatre is residentially zoned and is a Community Service Use, so re-zoning is necessary.
- Sunny Corner Hub
 - This property is zoned Neighborhood Commercial. The property owner is interested in pursuing many Hubs activities and has already installed a picnic table and some traffic control barriers on the site. The future Monroe Street Neighborhood Greenway may help formalize parking lot improvements and increase activity.
- Roswell Market Hub
 - This property is zoned Neighborhood Commercial. There is some parking lot space that could allow for pop-up activities and/or food carts on the property.

Placemaking Hubs

- Campbell School Hub
 - This property is owned by North Clackamas School District (NCSD), who have no plans to sell the property. The community garden area on the north side of the site is a community-identified Hub leased by Hector Campbell NDA in partnership with NCSD. The NDA has invested in small site improvements using some NDA funds. Great spaces for pop-up events across the whole site.
- Ball-Michel Park Hub
 - Primary community gathering space at Ball-Michel park which anchors this area and hosts many successful community events. There is no interest from the owners of the adjacent properties originally identified for commercial development. Because of this lack of interest, this "hub" is a successful community park, which by definition has placemaking and community building opportunities. This will continue to be a community hub, but no zoning changes are envisioned.

Non-Priority Hubs

- Family Dogs/JCB Hub
 - Properties here are not currently functioning with Hub activities. One property with redevelopment opportunity was recently developed into some housing in the County. Limited opportunities or space to utilize for any hub-like uses. There is a difficult pedestrian environment on Stanley Ave.
- NCSD Office Hub
 - This property is owned by NCSD and is fully used as an office building. There is potential for pop-up events, but no other changes are envisioned.
- 7-11/Linwood Hub
 - This area is zoned Limited Commercial and has two existing businesses. However, it is extremely difficult to navigate the area as a pedestrian, cyclist, or motor vehicle. There is limited potential to overcome all the barriers in the built environment. Community support for this as a hub is very low.
- Wichita Town Center Hub
 - This is the second most commercially intense Hub. Many social services are located in this area in addition to many hubs-like businesses in Wichita Town Center. It is located on a bike path. As it is already developed without significant redevelopment opportunity, no major changes are envisioned.
- Residential Zone/Stanley Ave Hub
 - This is a vacant residentially-zoned property with very little connecting infrastructure. No changes are envisioned here.

Many of the identified hubs, including the Ball-Michel and Campbell School hubs will benefit from the Hubs project, including: consolidated zoning, an updated commercial zone/hub zone, and code amendments related to temporary uses and pop-up events that can provide bursts of activity and energy within any of the identified hubs.

Please refer to Attachment 2a for the prioritization details.

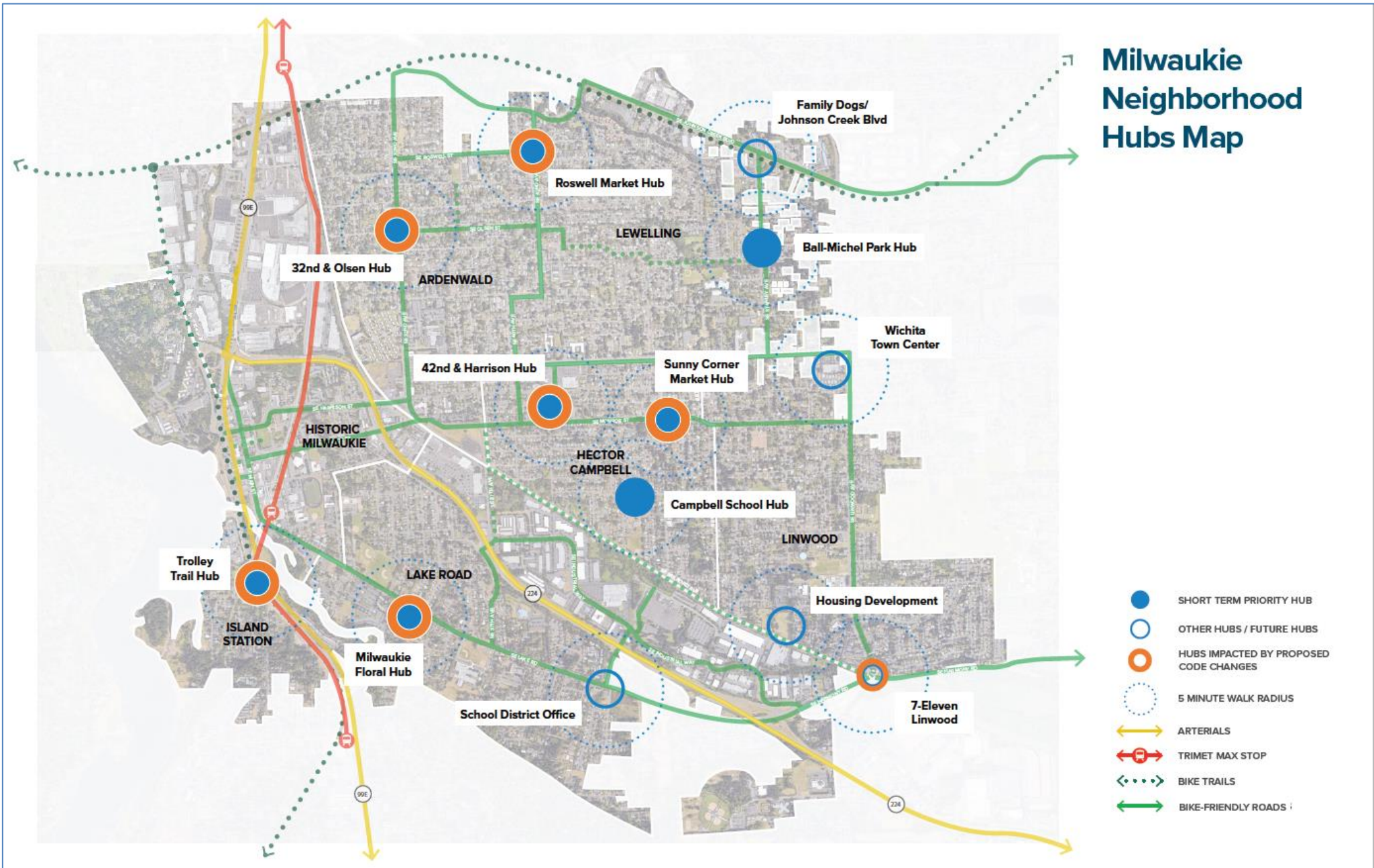
Attachment 1. Refinement Details

Current Hubs		Evaluation based on placemaking and community building criteria										Identifying hub-ification needs									
		Placemaking Criteria					Community Building Criteria					Needs				Hub Type					
Hub Name	Cross Streets	Opportunity sites (vacant, pkg lot)	Proximity to green space or park	Art in the neighborhood	Existing Ped Connections	Existing Bike Connections	Neighborhood (NDA) Interest	Property / Business Owner Interest	Pop-up Potential	Community meeting space	In use as hub now	Hub-ability Total****	Zoning Update	Economic Development	Bike/Ped Safety /	Parking strategy	Micro Hub	Neighborhood Hub	Town Hub	Hubs for Future	Other****
32nd and Olsen Hub	SE 32nd Ave & SE Olsen St	X	X	X			X	X	X	X	X	8	X		X	X		X			
Milwaukie Floral Hub	SE Lake Road & SE 33rd Pl		X		X	X	X	X	X	X	X	8	X	X	X			X			
Trolley Trail Hub	SE 22nd Ave & SE Bluebird St	X	X		X	X			X			5	X			X		X			
42 nd Ave and Harrison St Hub	SE 42nd Ave & SE Monroe Rd				X	X		X	X	X		5	X	X					X		
Sunny Corner Hub	SE Monroe St & SE Home Ave	X	X			X		X	X			5	X				X				
Roswell Market Hub	SE 42nd Ave & SE Roswell St	X						X	X	X		4	X	X			X				

Attachment 1. Refinement Details

Campbell School Community Garden Hub	SE 47th Ave & SE Franklin St		X				X		X	X	X	5					X				
Ball-Michel Park Hub	SE Stanley Ave & SE Hazel Pl	X	X		X		X		X	X	X	7	X	X	X		X				
Family Dogs/JCB Hub	SE Stanley Ave & SE Johnson Creek Blvd	X					X					2								X	
School District Office Hub	SE Lake Road & SE Freeman Way								X			1									X
7-11/Linwood Hub	SE Linwood Ave & SE Harmony Rd											0	X								X
Wichita Center Hub	SE Linwood Ave & SE King Rd				X	X				X	X	4	X						X		
Residential Zone/Stanley Ave Hub	SE Stanley Ave & SE Railroad Ave						X					1									X

Attachment 2b. Final Hub Prioritization Map



Milwaukee Neighborhood Hubs Map

- SHORT TERM PRIORITY HUB
- OTHER HUBS / FUTURE HUBS
- HUBS IMPACTED BY PROPOSED CODE CHANGES
- 5 MINUTE WALK RADIUS
- ↔ ARTERIALS
- ↔ TRIMET MAX STOP
- - - BIKE TRAILS
- ↔ BIKE-FRIENDLY ROADS



CITY OF MILWAUKIE

Date: December 12, 2023
From: Prepared by Adam Heroux, Associate Planner
Subject: Neighborhood Hubs Phase II Detailed Outreach Summary

BACKGROUND INFORMATION

In 2017, the City Council incorporated Neighborhood Hubs into the Milwaukie Community Vision & Action Plan after a city-wide engagement process that engaged more than 1,000 residents and helped guide the creation of the 2040 Comprehensive Plan.

Work in 2018 and 2019 helped the city better understand each Hub, including economic conditions, growth potential, and community support for the Hubs concept.

Phase 2 of the Hubs project has focused on the creation of an action plan to help Hubs grow. This phase of the project builds upon previous engagement by connecting with property and business owners to identify the potential for Hubs development. The project team engaged the wider Milwaukie community through frequent updates and in-depth, in-person workshops where they provided feedback on proposed zoning changes and economic development programming to be implemented in 2024. This outreach also helped identify potential future directions for a Phase 3 of the Hubs project.

COMMUNITY ENGAGEMENT SUMMARY

The city grounded our community engagement approach in the existing conditions of each Hub, ultimately identifying potential zoning changes and economic development programs that will help achieve the community's vision for Hubs. We re-evaluated Hub boundaries and Hub types, ultimately identifying short-term priority Hubs based on this analysis and outreach.

Neighborhood District Associations - In May and June, the staff presented to all 7 Neighborhood District Associations (NDAs) about plans for Phase 2 of the Hubs project, reaching 79 people at these in-person meetings. NDAs were generally supportive of the direction of the project and provided valuable insights that were incorporated into staff's understandings of the Hubs. Staff also conducted three in-person workshops on proposed code changes and economic development programs at Island Station, Lewelling, and Linwood NDA meetings in October (more on these below).

Property and Business Owners - The city conducted a survey and series of interviews which engaged property owners, business owners, and community organizations in Hub areas. The survey had 22 respondents and staff conducted 18 interviews with 23 people about their property and/or business. These interviews helped the city identify willing partners who can contribute to the growth of Hubs. Property and business owners will be major drivers of Hub growth, especially given that the city does not intend to acquire land or develop property as a

part of the project. Several property owners have remained active throughout project engagement, including attending or hosting site-specific workshops. Below, find the bulleted list of interviewees.

- K. Marie
- Naphtali's
- NW Family Services
- Paul Lisac, 9250 SE 32nd
- North Clack. School Dist.
- Lisa Dorn Design
- Peter Perrin, 9616 SE Stanley
- River Roadhouse Grill
- Central Planning
- Sunny Corner Market
- Chapel Theater
- 2 Sisters Play Café
- Eric's Market
- Milwaukie Café +Bottle Shop
- Valerie Hunter, 9391 SE 32nd Ave
- Clackamas Community College
- Milwaukie Floral
- Milwaukie Lutheran
- The Vital Element

Some key takeaways from business and property owner interviews include:

- Broad support and virtually no opposition to Hubs among interviewees
- Allow other uses and increase development flexibility (food, retail, pop-up events, home occupations, design standards)
- Grant/loan support is useful for businesses and community organizations to support site improvements, shared resources like a commissary kitchen, business technical assistance, and pop-up events
- Interest in organizing neighborhood businesses into a small business alliance and city help with promotion of small businesses
- Make sure there is a process for new Hubs to emerge
- Reconsider/expand existing Hub boundaries
- Connect the Hubs through transportation investments and placemaking activities
- Allow Accessory Commercial Uses (ACUs) in residential zones
- Remove barriers to Hubs activities on Community Service Use (CSU) properties
- Re-zone more areas to grow the Neighborhood Mixed Use (NMU) zone
- Connect vendors with potential locations (ex: food carts)
- Support grassroots creation of new Hubs in areas without significant Hubs activities
- Invest in infrastructure that makes Hubs more accessible for pedestrians and cyclists
- Educate property and business owners about allowed uses and potential activities

Fall Workshop Series –Staff hosted six in-person workshops—one in each neighborhood except Historic Milwaukie—and an online workshop to inform community on project progress and test levels of support for zoning changes and economic development programming. In-person workshops engaged 74 participants, while the online workshops had 49 participants for a total of 123. Workshop results show approximately 83% support across the proposed changes with very low levels of opposition at about 8% of participants and around 9% neutral responses. Much like Phase 1 of Hubs outreach, results suggest that outreach disproportionately engaged homeowners and White residents while renters and BIPOC residents were underrepresented. Staff have made some significant progress building intentional relationships to better engage and serve these communities in future work. Table 1 below lists each workshop, neighborhood, attendance, and a summary of the discussion. For detailed tables of workshop results by question, see Appendix A.

Table 1. Fall Workshop Summaries

Location & Date	Summary	Engaged
<p>October 11th</p> <p>Kairos-Milwaukie UCC</p> <p><i>Lewelling (NDA)</i></p>	<p>Approximately one hour long, this workshop focused primarily on Lewelling’s lack of commercial Hubs. While Ball-Michel park serves as a community Hub for the neighborhood through events like the popular August concert series, neighbors expressed strong support for Phase 3 of the Hubs project as one of the only paths for commercial Hubs to emerge in their neighborhood. This included allowing accessory commercial uses (ACUs), expanding home occupations, and allowing Community Service Uses like Kairos-Milwaukie UCC to do more Hubs-like activities on CSU properties. All but one participant supported Hubs economic development programming.</p>	<p>10</p>
<p>October 12th</p> <p>St. Paul’s Methodist Church</p> <p><i>Linwood (NDA)</i></p>	<p>Approximately one hour long, this workshop included support for code changes proposed for the 7-Eleven Harmony Rd Hub as well as the city’s plans for a potential Phase III of the Hubs project. Participants expressed that their existing Hubs did not serve their needs in terms of accessibility and activities, ultimately preferring to create their own Hubs which has not been a focus for Phase 2 of the project. There was strong support for ACUs, expanding home occupations, and allowing more activities at CSU properties as well as interest in creating an intersection painting. All but one participant supported creating economic development programs.</p>	<p>12</p>
<p>October 18th</p> <p>2 Sisters Play Café</p> <p><i>Island Station (NDA)</i></p>	<p>This 50-minute workshop included discussion of the code concepts which were unanimously supported by participants, including the proposal to re-zone the Trolley Trail Hub to Neighborhood Mixed Use (NMU) zoning. Several participants suggested expanding the boundary to include a nearby multi-unit property and the grange hall. Participants were not concerned about potential increases in noise if the area were to develop into mixed-use residential and commercial space. All participants expressed support for the city creating economic development programs to help Hubs grow.</p>	<p>9</p>
<p>October 23rd</p> <p>Chapel Theater</p> <p><i>Hector Campbell</i></p>	<p>This 90-minute workshop focused on proposed code changes affecting Hubs in Hector Campbell, including broad support for revising the Neighborhood Commercial (C-N) zone, expanding the existing 42nd Ave NMU to include Chapel Theater, and creating economic development programs to support Hub growth. Conversation included support for reducing barriers that CSU face when trying to host Hubs activities. Overall, there was no opposition to any of the code concepts or economic development programming with a few neutral.</p>	<p>8</p>
<p>October 25th</p> <p>Milwaukie Floral</p> <p><i>Lake Road</i></p>	<p>This 90-minute workshop included a focused conversation on the Milwaukie Floral site and the overall code concepts. All attendees supported proposed code changes and economic development programming. There was strong support for Phase 3 of the project, with a number of attendees suggesting that Phase 3 could go further to reach more people, expand Hub geography, expand programming, and make more ambitious zoning changes.</p>	<p>15</p>
<p>October 25th</p> <p>Milwaukie Café</p> <p><i>Ardenwald</i></p>	<p>This 90-minute workshop focused on Ardenwald Hubs and the proposed changes relevant to the C-N and NMU zones. There was near unanimous support for the code concepts and economic development programming, with 2 people opposed to a 0-foot setback in a revised C-N zone, 1 opposed to allowing restaurants in the C-N, and 3 people opposed to allowing bars and cocktail lounges in the NMU. All participants except one neutral participant supported economic development programming to help Hubs grow.</p>	<p>20</p>
<p>Location & Date</p>	<p>Summary</p>	<p>Engaged</p>

<p>Online Workshop</p> <p><i>Engage Milwaukie</i></p>	<p>The Online Workshop was hosted on Engage Milwaukie for a month from mid-October to Mid-November. Of the 49 participants, 40 supported economic development programming with 5 opposed and 4 neutral. The Online Workshop showed nearly identical levels of support to the in-person workshops for each code concept, though it also included questions about safety for pedestrians and cyclists accessing Hubs.</p>	<p>49</p>
<p>TOTAL:</p>		<p>123</p>

Milwaukie Pilot –Staff promoted the Hubs project frequently through the Milwaukie Pilot which is mailed to all addresses in the city once a month for eleven months each year. Staff published 5 articles in 2023 in April, May, October, November, and December.

Friday NDA email - Staff provided frequent updates throughout the year through the weekly Friday NDA email coordinated by the Strategic Engagement Team.

Milwaukie Farmer’s Market – Promoted project activities at the market on 3 occasions.

Engage Milwaukie – Staff updated and maintained a project page on the city’s Engage Milwaukie platform and promoted surveys, workshops, and project updates there and through social media. Overall, more than 1,200 people visited the site, leading to 35 new registrations, 205 informed visitors, and 99 engagements.

UNDERREPRESENTED COMMUNITIES

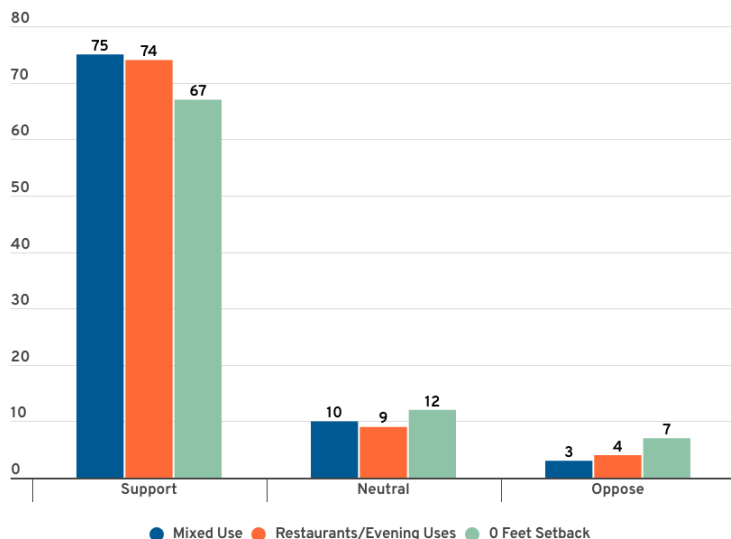
Underrepresented Communities – City staff discussed plans to engage underrepresented communities with the Equity Steering Committee in March, 2023. The ESC suggested several avenues for engagement, emphasizing the principle of meeting people where they are, reducing barriers to engagement, and making engagement fun and relevant to families. City staff recognize that engagement must be based on trusting relationships and that building relationships intentionally takes time. Staff had the pleasure of interviewing several BIPOC business owners during summer outreach and have built new relationships for future engagement.

Staff followed up on several leads from the ESC to identify new avenues for relationship building with underrepresented communities. While not all leads materialized in the last 8 months, staff conducted interviews with several potential outreach partners. This included Casey Layton of Clackamas Community College and both Cindy Detchon and Khaliyah Williams-Rodriguez of North Clackamas School District (NCSD).

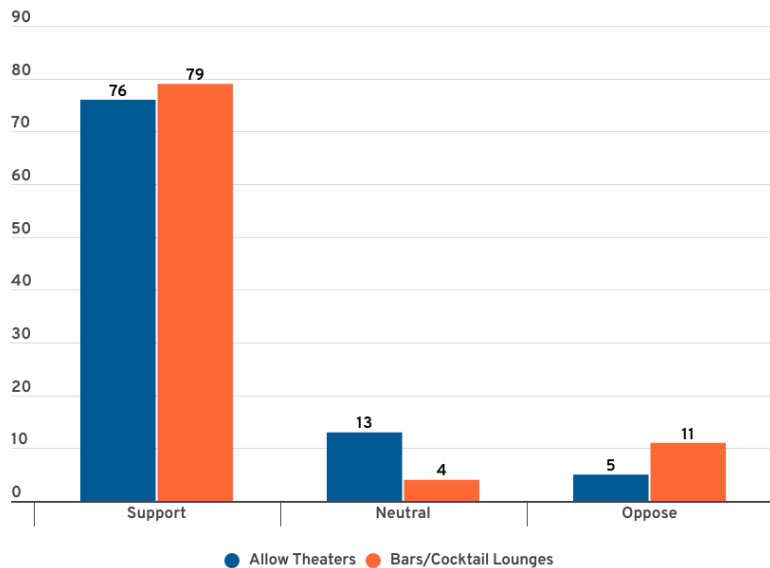
Staff met with NCSD’s Engagement Specialists team on December 13 to identify potential avenues for collaboration on the Neighborhood Hubs project and other upcoming projects like the Transportation System Plan. The Engagement Specialist team does specialized engagement to connect families from underrepresented communities with their schools and available resources. Each Engagement Specialist engages a particular community, with multiple specialists serving Hispanic/Latino/a/x families and many others focused on other underrepresented communities such as African American families, people with disabilities, and Russian-speaking families, among others.

Appendix A. Detailed Combined Fall Workshop Results

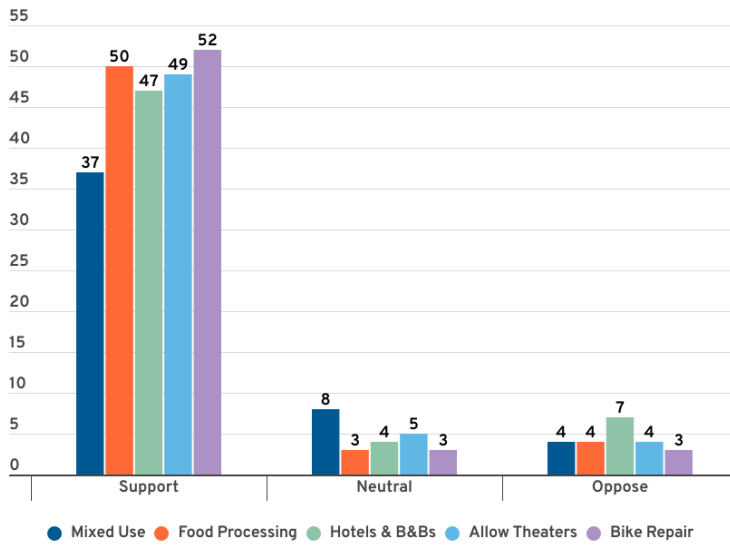
Change C-N Zone - Combined results



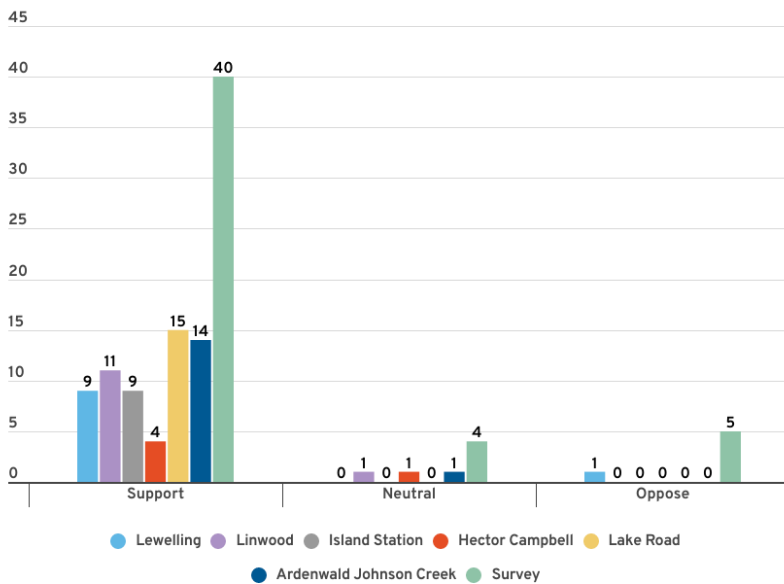
Re-zone Chapel Theater - Combined results



Re-zone C-L to NMU - Combined results



Economic Development - Programming





MEMORANDUM

DATE: March 15, 2019
TO: CITY OF MILWAUKIE
FROM: JOHNSON ECONOMICS, LLC
SUBJECT: Milwaukie Neighborhood Hubs – Feasibility Analysis

As part of the Milwaukie Comprehensive Plan and Neighborhood Hubs planning project, Johnson Economics has completed a high-level feasibility analysis of the Hub development typologies that were developed over the course of the project. The analysis assesses the current feasibility of four major typologies that apply across the 12 identified neighborhood hubs, as well as the longer-term feasibility of incremental changes over coming years. This memo summarizes the analysis and findings of the feasibility study.

A. Neighborhood Hub Typologies 1
B. Real Estate Market Conditions 3
C. Population and Employment Concentrations 7
D. Pro Forma and Feasibility Analysis..... 10
E. Implementation 13

A. NEIGHBORHOOD HUB TYPOLOGIES

For the purposes of this analysis, we consider four broad typologies which may be appropriate in the different hub locations. The hubs all feature a range of existing conditions and long-term prospects, meaning that one hub may be appropriate for one typology, while another may not be.

Typologies

The 8 total typologies identified of this project, are identified below. Not all require market study or feasibility analysis. The four typologies shown in bold are those considered in this memo:

1. Gathering/Event Space (No market analysis needed)
2. Opportunity Site (An existing condition)
3. Underperforming Hub (An existing condition)
- 4. Micro-Hub**
- 5. Transitional Hub**
- 6. Neighborhood Hub**
- 7. Mixed-Use Neighborhood Hub**
8. Mixed Use Center (Larger than Hub concept)



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The following table shows the progressive uses envisioned for the hub typologies, from small pop-up uses such as food carts, farmers market, or art or hobby carts (Micro Hub), to full mixed-use nodes with new commercial and housing development (Mixed Use Neighborhood Hub).

FIGURE 1: NEIGHBORHOOD HUB TYPOLOGIES – PROGRESSION OF USES

Type of Hub/Typical Uses	Pop-up carts, etc.	Convenience commercial and services	Brick and mortar – expanded commercial	Mixed Use w/Housing
Micro	X			
Transitional	X	X		
Neighborhood		X	X	
Mixed Use Neighborhood			X	X

Source: City of Milwaukie, Scott Edwards Architecture

Figure 2 shows the assessment of the existing conditions, potential short-term typology and long-term typologies at each of the 12 neighborhood hubs identified in this project.

FIGURE 2: NEIGHBORHOOD HUBS – EXISTING AND POTENTIAL TYPOLOGIES

SITE	Existing Typology	Short-Term Typology	Long-Term Typology
1 Island Station	<i>Underperforming Hub</i>	Transitional Hub	M.U. Neigh Hub
2 Lake Road	<i>Opportunity Site</i>	Transitional Hub	M.U. Neigh Hub
3 Lake Road 2	<i>Opportunity Site</i>	Micro-Hub & Gathering	Micro-Hub & Gathering
4 Linwood	<i>Underperforming Hub</i>	Transitional Hub	M.U. Neigh Hub
5 Linwood 2	M.U. Neigh & Gathering	M.U. Neigh & Gathering	M.U. Neigh & Gathering
6 Hector Campbell	<i>Underperforming Hub</i>	Transitional Hub	M.U. Neigh Hub
7 Hector Campbell 2	M.U. Neigh Hub	M.U. Neigh Hub	M.U. Neigh Hub
8 Lewelling 2	<i>Opportunity Site</i>	Micro-Hub	Transitional Hub
9 Ardenwald	<i>Underperforming Hub</i>	Transitional Hub	M.U. Neigh Hub
10 Ardenwald 2 (Roswell Mrkt)	<i>Underperforming Hub</i>	Transitional Hub	M.U. Neigh Hub
11 Hector Campbell 3 (Garden)	<i>Gathering/Event</i>	Micro-Hub & Gathering	Micro-Hub & Gathering
12 Lewelling (Johnson Creek)	<i>Underperforming Hub</i>	Transitional Hub	M.U. Neigh Hub

Source: City of Milwaukie, Scott Edwards Architecture

* Entries in blue indicate typologies not included in this market analysis.



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These typologies have been identified through this planning process as the best fit for the physical and market opportunities presented by each location. For each neighborhood hub location, a series of incremental typologies have been identified as the area develops over time. The short-term improvements can be a stepping stone to more intensive development in the future.

B. REAL ESTATE MARKET CONDITIONS

In general, the conditions for new development and infill in the Milwaukie area have been strengthening for many years, with positive growth in most indicators: population, household incomes, property values, and rents. All of these factors create positive growth pressures to support new activities, businesses, and development types that may not have been feasible even in the past few years.

Retail/Commercial Space: Achievable retail rents have climbed sharply in recent years, after averaging in the \$14/s.f. range for nearly a decade, new and well located retail space is now asking up to or exceeding \$20/s.f. This has the effect of making additional types of retail and new development more feasible as rising rents can justify the new investment. Rents are highly location dependent however, and will vary somewhat from one neighborhood to the next.

FIGURE 3: RETAIL COMMERCIAL RENT TRENDS – CITY OF MILWAUKIE



Source: Costar

Vacancy rates have been unsteady, but have generally remained below 10% which means Milwaukie has maintained a healthy retail/commercial vacancy level over time. Many commercial landlords assume an



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average vacancy rate of up to 10% over time, so the current rate near 5% is considered a good property owner's market, and a somewhat tight market for tenants.

FIGURE 4: RETAIL COMMERCIAL VACANCY TRENDS – CITY OF MILWAUKIE



Source: Costar

Rental Housing Market: Per Multifamily NW, Milwaukie had a vacancy rate of just 3.0% as of the fall of 2018. This is down from an already low 4.2% one year prior. These vacancy rates are well below the 5% that represents a balanced market. (See Figure 5)

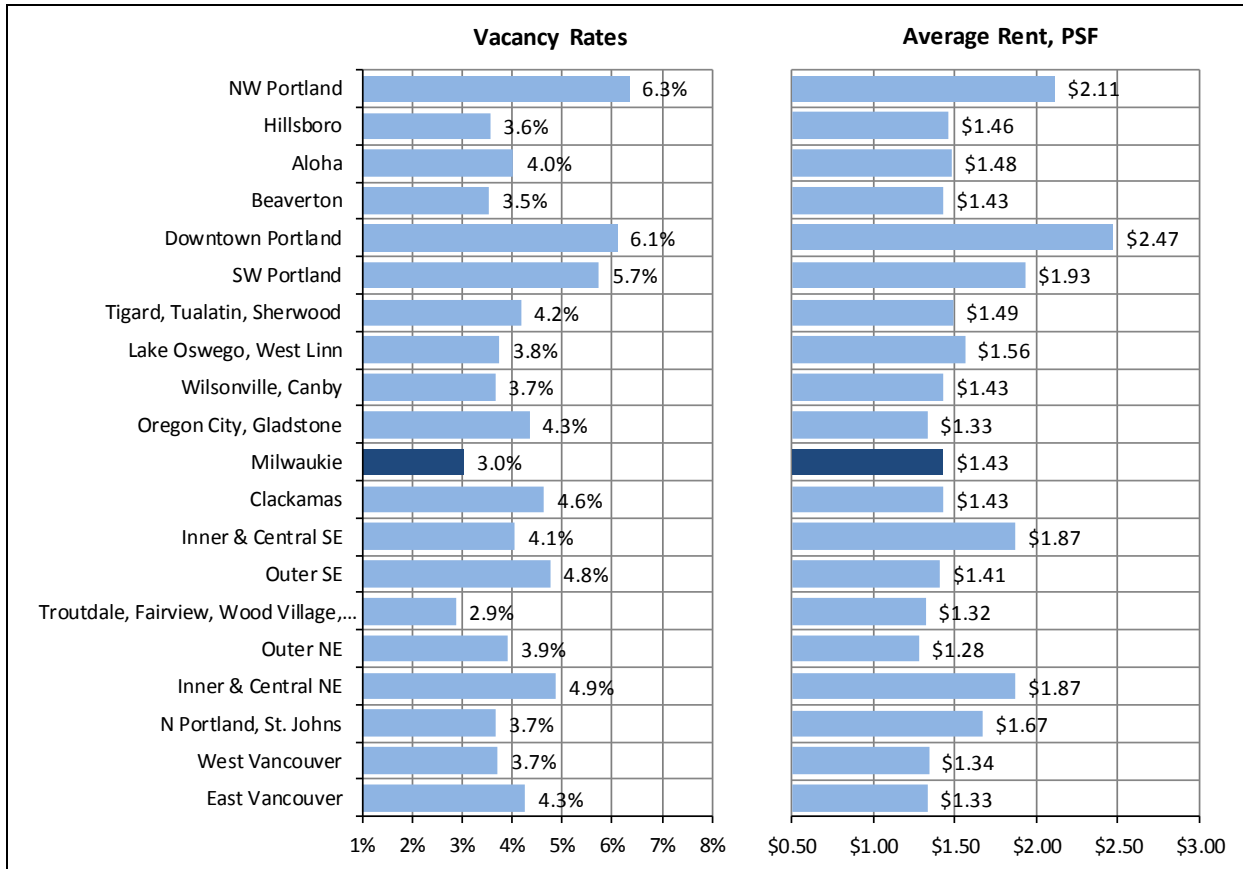
The average rent level in Milwaukie is \$1.43 in established properties, up from \$1.41 per square foot a year before. This represents a modest year-over-year increase, however prior years saw more robust increases, and rents have climbed nearly 50% over the past five years.

Rents are still low in terms of the region, though it is in line with other similarly sized suburbs. The low average reflects that the Milwaukie apartment stock is dominated by aging garden-style properties. This rate is not reflective of achievable rents for newer housing developments.

Figure 6 shows Milwaukie's vacancy trend in comparison to the Metro Area. The submarket came out of the downturn with lower vacancy than the remainder of the region, reflecting that it had relatively few newly delivered properties to lease up. The vacancy rate has generally remained below the metro-wide level since then. Note that the vacancy rate tends to fluctuate more in smaller submarkets than in the wider region due to smaller sample size.

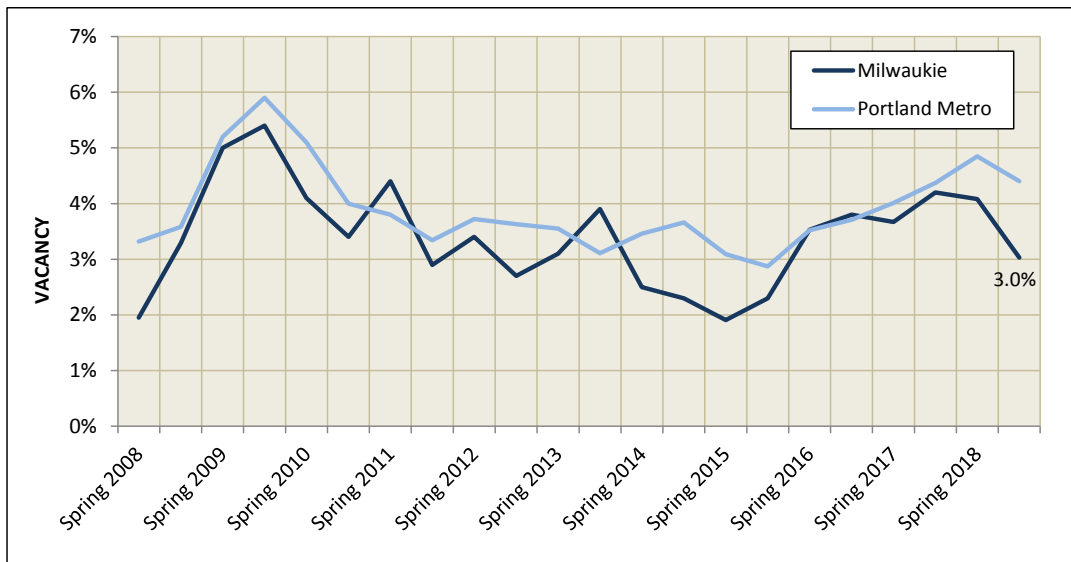


FIGURE 5: RENTAL APARTMENT MARKET TRENDS – MILWAUKIE



Source: MultiFamily NW

FIGURE 6: VACANCY TREND 2008 - 2018 – MILWAUKIE



Source: MultiFamily NW



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Growth and Demand: Past and projected growth trends in the community support the need for new and diversifying retails, services, and gathering spaces in the future. In the Portland Metro area, there is evidence that growth and rising housing costs in central Portland is causing spillover effects across the region. Adjacent cities such as Milwaukie now provide an attractive lower-cost alternative for younger households. Milwaukie is an attractive established community, with good transportation connections to other parts of the Metro area.

Milwaukie's 2016 Housing Needs Analysis (HNA) projected growth of 1,130 new households over a 20-year period. These households will bring demand for new housing, as well as spending power for new retail and services, and support for new employment.

The general trends identified in the HNA for the City of Milwaukie include:

- As demand increases, prices rise, and remaining land within the UGB is developed, denser forms of development and creative reuse of parcels through infill and redevelopment become more economically viable. This is increasingly the case for developed parts of the Metro area such as Milwaukie, which offer few opportunities for large-scale development of single-family subdivisions.
- Milwaukie is likely to be attractive to 20-something residents seeking relatively affordable living near transportation options and employment centers. Some in this generation are already starting young families and will be well into middle age during the 20-year planning period. More of these households may move from areas like central Portland to communities like Milwaukie for affordable housing, more space, and schools.

Milwaukie has a significant employment base, and is a net-importer of labor from the remainder of the metropolitan area. There are an estimated 12,400 jobs in the city of Milwaukie, and an estimated 9,100 Milwaukie residents in the labor force. The Census estimates that nearly 12,000 employees commute into the city from elsewhere. This significant commute pattern indicates that locally-employed workers are not finding appropriate housing options within the City.

If Milwaukie achieves projected growth targets and focuses much of this growth within its current neighborhoods through redevelopment and infill, there should be good market support for small-scale commercial uses, and other "hub" activities at the identified locations, as discussed more below.

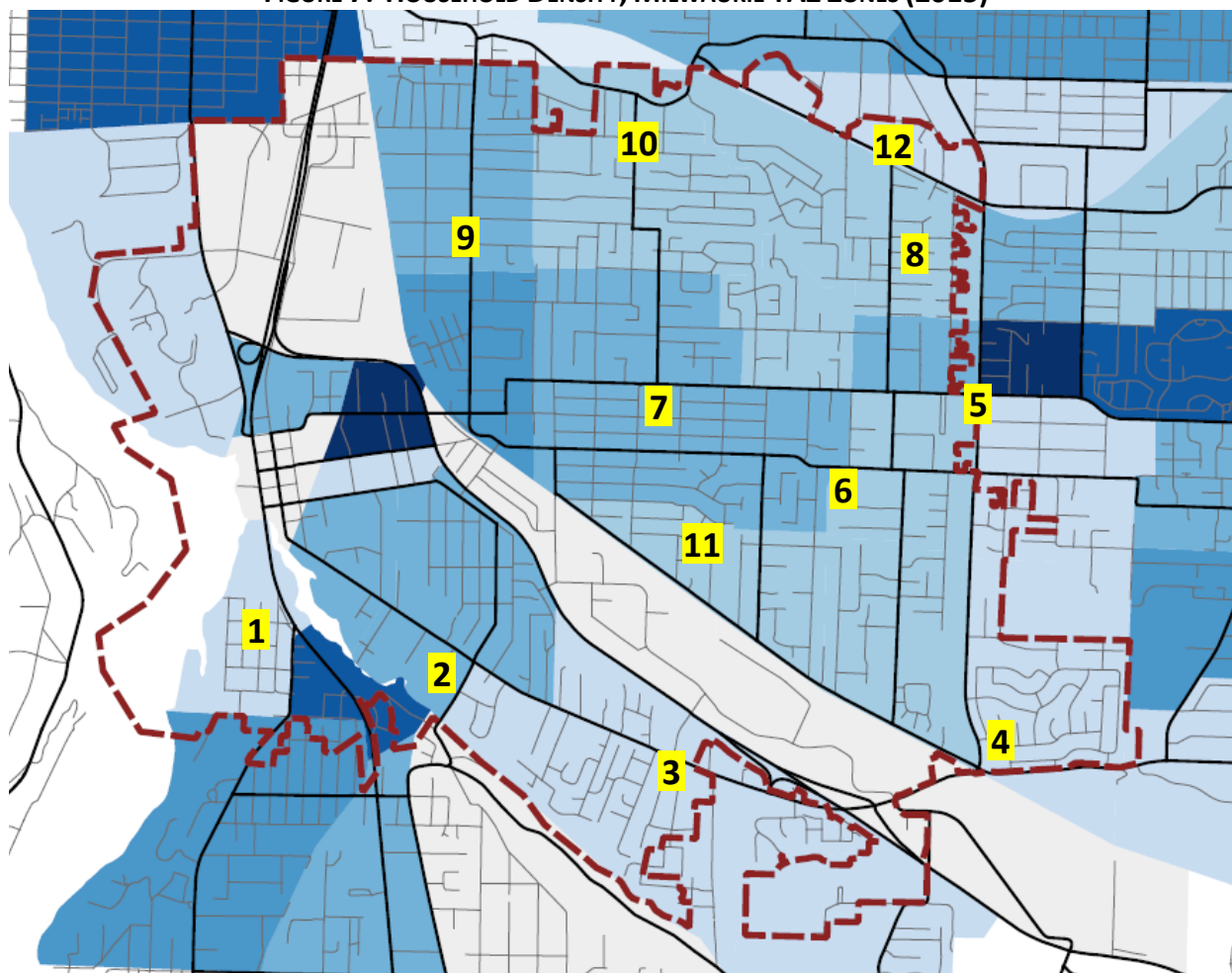


C. POPULATION AND EMPLOYMENT CONCENTRATIONS

This analysis considers support for new neighborhood centers for gatherings, pop-up events and generally small-scale commerce. These hubs are located across the city and have differing characteristics that may impact their prospects for redevelopment.

Concentrations of households and estimates of employment around the nodes will impact the number of potential visitors and spending power around each hub.

FIGURE 7: HOUSEHOLD DENSITY, MILWAUKIE TAZ ZONES (2015)



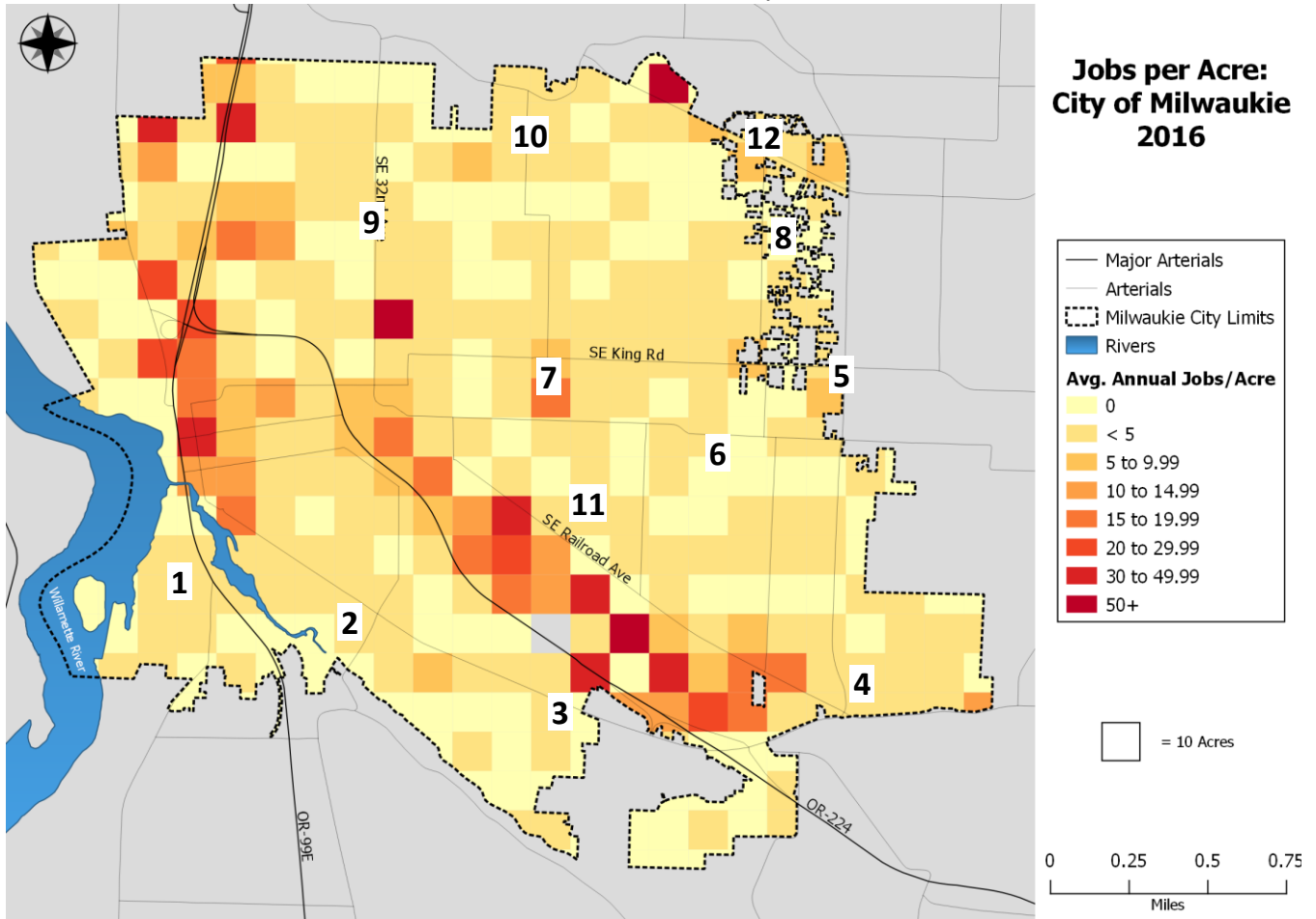
Source: Census, Metro RTP, Johnson Economics

Figure 7 shows an estimated household concentration, measured in households per acre. Shades range from 0 to 9 households/acre in the darkest areas. (See Figure 9 for more detailed data on each hub area.)



Figure 8 shows an estimate of employment density per acre, from the Milwaukie Economic Opportunities Analysis. Data is from 2016.

FIGURE 8: EMPLOYMENT DENSITY, MILWAUKIE



Source: City of Milwaukie updated EOA (2018), Johnson Economics

Figure 9 presents a more detailed estimate of the demographics surrounding each potential neighborhood HUB, including households, median income and employees. Demographics are presented in one, two and three mile increments. These market characteristics are taken into account when assessing the strength of each hub for near- to long-term growth.



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FIGURE 9: DEMOGRAPHIC CHARACTERISTICS, MILWAUKIE NEIGHBORHOOD HUBS

Neigh. Hub	Population (2018)			Households (2018)			HH Growth (2000-2018)			Median HH Income			Estimated Employees		
	1 Mile	2 Mile	3 Mile	1 Mile	2 Mile	3 Mile	1 Mile	2 Mile	3 Mile	1 Mile	2 Mile	3 Mile	1 Mile	2 Mile	3 Mile
1	11,200	44,800	106,000	5,200	19,300	43,800	-0.6%	0.9%	1.9%	\$56,000	\$64,700	\$72,200	6,200	26,300	45,200
2	13,300	45,300	108,000	6,000	19,600	44,500	-0.2%	0.9%	1.9%	\$56,500	\$64,500	\$68,900	8,200	25,900	50,100
3	12,200	53,400	122,000	5,000	22,100	49,900	1.9%	0.4%	2.7%	\$65,000	\$59,900	\$63,000	11,000	31,700	64,200
4	10,100	53,000	123,600	3,900	21,600	49,400	-0.7%	1.8%	3.0%	\$63,800	\$57,600	\$60,800	13,400	41,400	63,500
5	13,400	60,600	133,200	5,300	24,700	54,100	0.0%	0.0%	0.0%	\$65,700	\$61,600	\$60,500	9,400	34,400	64,500
6	13,100	56,000	127,300	5,300	23,000	51,500	0.2%	1.8%	2.8%	\$60,700	\$60,000	\$61,600	12,400	35,000	61,200
7	16,000	59,000	131,000	6,700	24,400	53,600	1.1%	1.9%	2.5%	\$57,600	\$62,300	\$62,300	11,300	28,600	58,900
8	13,400	60,600	133,200	5,300	24,700	54,100	0.0%	0.0%	0.0%	\$65,700	\$61,600	\$60,500	9,400	34,400	64,500
9	15,100	57,200	130,900	6,500	23,700	54,500	3.4%	2.3%	1.7%	\$61,900	\$69,300	\$62,200	9,300	27,400	62,800
10	16,700	68,100	142,800	6,700	27,800	58,700	2.1%	3.0%	2.0%	\$67,500	\$65,600	\$60,100	5,400	27,400	65,400
11	13,100	56,000	127,300	5,300	23,000	51,500	0.2%	1.8%	2.8%	\$60,700	\$60,000	\$61,600	12,400	35,000	61,200
12	13,400	60,600	133,200	5,300	24,700	54,100	0.0%	0.0%	0.0%	\$65,700	\$61,600	\$60,500	9,400	34,400	64,500

Source: Costar, Metro RLIS, Johnson Economics

Figure 10 (following page) presents a rough grouping of the hubs based on some of these indicators. The groupings are subjective (see footnote), but indicate the relative strength of the hubs on these indicators (using the 1-mile market radii). The “combined indicator” simply reflects the most prevalent level among the three indicators, equally weighted (i.e., if the hub has two “high” indicators, and one “medium” indicator, the combined is “high”).



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FIGURE 10: RELATIVE MARKET SUPPORT BASED ON DEMOGRAPHIC CHARACTERISTICS**MILWAUKIE NEIGHBORHOOD HUBS**

SITE	HH Density	Median Income	Employ. Density	Combined Indicators
1 Island Station	Medium	Moderate	Lower	Medium
2 Lake Road	High	Moderate	Medium	Medium
3 Lake Road 2	Medium	Good	High	High
4 Linwood	Lower	Good	High	High
5 Linwood 2	Medium	Good	Medium	Medium
6 Hector Campbell	Medium	Moderate	High	Medium
7 Hector Campbell 2	High	Moderate	High	High
8 Lewelling 2	Medium	Good	Medium	Medium
9 Ardenwald	High	Good	Medium	High
10 Ardenwald 2 (Roswell Mrkt)	High	Good	Lower	High
11 Hector Campbell 3 (Garden)	Medium	Moderate	High	Medium
12 Lewelling (Johnson Creek)	Medium	Good	Medium	Medium

Source: Johnson Economics

HH Density scale: < 5,000 = Low; 5,000 to 6,000 = Medium; > 6,000 = High.

Median Income scale: < \$61,000 = Moderate (within 3% of Milwaukie median); > \$61,000 = Good.

Employment Density scale: < 7,000 = Low; 7,000 to 10,000 = Medium; > 10,000 = High.

In general, the strongest hubs are those located at the south end of town (employment density), and the Ardenwald area (household density and incomes.) However, most hubs should have good support for modest neighborhood hubs, with only a few registering as “low” on some indicators. None of the indicators rank highly on all three indicators.

D. PRO FORMA AND FEASIBILITY ANALYSIS

JOHNSON ECONOMICS ran some high-level pro forma analysis of basic real estate prototypes to provide some insight on the current and future feasibility of development in Milwaukie. (Details of pro forma analysis appended to this report.)

The analysis included basic retail uses, residential uses, and commercial/residential mixed uses generalized to Milwaukie. This provides some generalized findings as a baseline to reach conclusions about each hub location. The advantages and disadvantages of each hub will vary, as discussed more below.

Incremental Development Approach

This planning process has emphasized an incremental approach to building neighborhood hubs of activities around the potential locations. This is usually a good way to think about development of an



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area over time, as a center usually consists of multiple properties, of different uses and different ownerships. A successful hub, center or main street will grow over time as new uses, businesses and activity are added to the area.

Near-term Feasibility (1 – 10 years): In general, the analysis finds that basic standalone commercial uses should be feasible across most of the study area. Retail rents in Milwaukie are now high enough, and vacancy low enough, to suggest that new **commercial** development should be a competitive investment for developers if the right opportunities exist. This would include rehab/reuse of existing space, or development of vacant land, but perhaps not demolition/redevelopment in the near term.

Similarly, **rental apartment** development in traditional suburban forms remains feasible. Outside of the Downtown Milwaukie area, this generally means low-rise garden apartments, or perhaps townhomes. These would be single use rather than mixed use. Strong rental growth, and the slower production of units outside of central Portland in recent years, may sustain the apartment building cycle in neighboring cities such as Milwaukie for the foreseeable future.

Mixed-use development, and attached forms of ownership housing (i.e. **condos**) are likely *infeasible* in the near-term. The higher construction costs for vertical mixed uses (and in particular any type of structured parking) are high enough that these building types will have a difficult time penciling out anywhere outside of perhaps Downtown Milwaukie for some time.

Long-term Feasibility (10+ years): Additional development is likely to become more feasible if rents continue to rise modestly, and costs stabilize. There is reason to believe that construction costs may stabilize once current barriers clear (such as a downturn in central Portland development lowering labor and material costs, and an end to current tariff turmoil which is further impacting supply costs.) If costs continue to rise commensurately with rent levels, then feasibility will continue to be a challenge.

An increase in household and/or employment density around these hubs will also support a transition from one typology to a more intensive typology through helping to bolster the customer base, multi-modal traffic and visibility of these areas.

A shift in feasible commercial development forms in the hubs will take time and is reliant on first successfully establishing the transitional hub typologies. Granted that, then those hubs that already enjoy some existing commercial critical mass are likely to see long-term typologies reach feasibility the soonest, in perhaps 7 to 12 years. The following hubs have a more established commercial base to build upon:

- 1) Island Station
- 4) Linwood
- 5) Linwood 2



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- 7) Hector Campbell 2
- 9) Ardenwald

Other hubs are building on a smaller base and some have a more low-traffic neighborhood environment. These are likely to take longer to transition to the identified long-term typologies. The long-term planning period for these hubs may be best thought of as 15-20 years.

Feasibility of Typologies

The progression of hubs through the prototypical phases envisioned in the design phase of this project are realistic, though some will likely take longer to be realized than others. Those with a stronger existing critical mass of commerce and activity will have the strongest support to add additional commercial activity.

The feasibility of development/redevelopment is dependent on achievable rent levels and the broader business climate, which in turn are highly dependent on the location, visibility and customer base around a given hub. Rent levels are key because these provide the income expectations that offset the cost of renovation, development or redevelopment. As achievable rents increase, higher cost development types such as mid-rise or mixed use buildings may become feasible, whereas at current levels only low-rise, single-use buildings may be feasible.

It is hard to predict specific threshold rent levels that will trigger redevelopment, because a dozen other market indicators that impact the pro forma are also changing over time. In general, stable to climbing rent levels, combined with steady household and income growth in the area will increase the feasibility of existing and future typologies.

*In the near term, the general land uses described in the **Transitional Hub** and **Neighborhood Hub** typologies should be generally feasible in most hub locations, if proper buildings/land is available. The cost to redevelop existing built space will be prohibitive in many cases, however creative renovation should be feasible.*

*The **Micro Typology** is likely feasible in most areas, but may require public or neighborhood engagement to bring pop-up activities to the hubs. Businesses like carts will require partnerships to identify space and accommodation to set up, and may be temporary (i.e. during the summer, on weekends, or special festival dates.)*

*In the longer term, the **Mixed Use Neighborhood** typology should become feasible in the stronger hub locations. Redevelopment will increasingly become feasible as well. For the Mixed Use Neighborhood typology to take hold in a hub, will likely also depend on there being sufficient available properties for development, renovation, or redevelopment. Therefore, it may be difficult for the smaller, more confined hubs to achieve this typology, even over time.*

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All hub locations should see support for new activity and development increase over time. Modest vertical mixed-use may become more feasible at the most active hubs, while horizontal mixed use may be more feasible at lower-traffic, lower activity neighborhood locations.

Most of the hubs will need to be “activated” or have attention drawn to them as a distinctive place, in order to progress beyond the types of uses and activities that are currently there. An active program to bring activities and perhaps a “traveling micro-hub” concept may be necessary to indicate to the general neighborhood that this place is intended to be, and can function as, a gathering place.

E. IMPLEMENTATION

Most funding tools to incentivize development are focused on larger areas than the specific sets of properties represented by these hubs (for instance, a larger Urban Renewal Area.) However, there may be more generalized approaches to promoting and establishing the hubs as gathering places and centers of activity for each neighborhood.

A hands-on public and neighborhood association role may be necessary at the outset, including programming community activities and trying to bring pop-up activities such as food trucks, temporary parks or plazas, or street fairs to these nodes.

Some potential tools are presented below for discussion. These may be more or less appropriate for some locations over others.



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Business and Developer Incentives

The following are intended to bring additional interest to the hubs areas, and spark investment in new and existing properties or businesses.

<i>Code Provision</i>	<i>Description</i>	<i>Purpose</i>
1 Streamlined permitting/ review process	Reduce review times, permitting fees, design review requirements, and other process costs to developers for desired development types	Reduce process costs/time for developers; increase feasibility
2 Reduce off-street parking requirements, other code requirements	Reduce parking requirements to allow more commercial and/or housing development on sites in or near the neighborhood hubs. Consider relaxing density, setback, or other standards.	Provide developers with an incentive to consider investing in these hub areas vs. other areas that do not carry these benefits.
3 SDC or fee waivers, deferments	Reduce costs to developers for desired development types. Can be a waiver, or multi-year deferment.	Reduce soft costs to incentivize development
4 Tax exemptions/ abatements	Reduces local property tax costs to the developer to make development more attractive.	Reduce operating costs over time to incentivize development
5 Shared costs of off-site improvements	Help defray off-site costs for desirable development types in return for meeting public goals. Requires funding source for public involvement.	Reduce cost of required streetscape or traffic improvements for preferred development
6 Storefront Improvement Program	These funds typically pay for pre-development assistance and/or the improvements themselves. Partnering with the public helps small businesses or property owners who may have low operating margins.	These programs allow small businesses to make needed improvements and add to the area's attractiveness and livability. Improvements can be focused on public-facing or gathering spaces.
7 Program public events, traveling pop-up or food cart promotions in hubs	The city can generate activity in these areas and help raise awareness of them in the public's eye by programming periodic events, facilitating mobile attractions like food carts.	These programs help the public focus on the hubs and a gathering place and center of activity. It also signals to prospective developers and business owners that this is a center of community activity.



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Potential Funding Mechanisms

The following are some ways to fund new business and development activities in the hub areas.

<i>Code Provision</i>	<i>Description</i>	<i>Comments</i>
1 Employment Improvement District (EID)	A local improvement district can collect funds from participating property owners for shared investments in the area that are seen to benefit them all.	Must have local buy-in. May be difficult to institute in multiple small hub locations, but may be a solution for some of them.
2 Revolving Commercial Rehab Fund	City could establish a loan program that would fund rehabilitation or public-serving improvements to commercial space, with long-term affordability and repayment requirements. A revolving loan fund allows the principal to be repaid and reused for future projects over time.	Must identify an initial funding source. Some administration costs and effort over time.
3 Small Business Loan Fund	Similar to the revolving rehab fund, but providing low-cost loans or grants to small businesses for business needs other than physical improvements. Such loans may be for equipment or other capital investments.	Must identify an initial funding source. Some administration costs and effort over time.
4 Tax Increment Financing (Urban Renewal)	<p>Allows building of funding over time to use on public and public/private development projects. Can be used to catalyze increased development in key areas, and supply infrastructure to underserved areas or parcels.</p> <p>In Milwaukee, Urban Renewal funding can be applied to pre-development and development assistance, tenant improvements, public-space improvements, and other incentives that might be useful in neighborhood hubs.</p>	<p>Difficult to use over dispersed locations. Generally used in town centers or corridors. Currently, Urban Renewal applies only to Downtown and Central Milwaukee.</p> <p>None of the hubs in this study are located in the URA boundaries. Use of this tool would require changes to URA boundaries, making it unlikely.</p>

APPENDIX A: PROFORMA FEASIBILITY ANALYSIS

PROTOTYPE RETAIL PROGRAMS

		retail low rise
		all surface parking
PROGRAM	Property Assumptions	
	Site Size (SF)	10,000
	Bldg Footprint	3,900
	Stories	1
	FAR	0.39
	Building Square Feet	3,900
	Efficiency	100%
	Leasable Area	3,900
	Parking Ratio/000 SF	3.0
	Parking Spaces	11
	Parking SF/Space - Surface	350
	Parking SF/Space - Structure	425
	Parking Spaces - Surface	11
	Parking Spaces - Structure	-
	Structured Parking %	0%
	Structured Parking Stories	0
	% of Struc Pkg in Bldg FP	0%
	% Site Requirements	10%
	Site Coverage Check	81%
	Cost Assumptions	
Base Construction Cost/SF	\$90	
Adjustment Factor	33%	
Construction Cost/SF	\$120	
Base Parking Costs/Space	\$0	
Adjustment Factor	0%	
Parking Cost/Space	\$0	

PROPERTY OPERATIONS	Income Assumptions	
	Base Income/Sf/Yr.	\$18.00
	Adjustment Factor	0%
	Achievable Pricing	\$18.00
	Parking Charges/Space/Mo	\$0
	Expense Assumptions	
	Vacancy/Collection Loss	10.0%
	Base Operating Expenses	5.0%
	Adjustment Factor	0%
	Operating Expenses	5.00%
	Reserve & Replacement	3.0%
	Valuation Assumptions	
Capitalization Rate	7.00%	
Adjustment Factor	0%	
Capitalization Rate	7.00%	

SUPPORTABLE PROPERTY VALUE	Cost	
	Cost/Construct w/o prkg.	\$466,830
	Total Parking Costs	\$0
	Estimated Project Cost	\$466,830
	Income	
	Annual Base Income	\$70,200
	Annual Parking	\$0
	Gross Annual Income	\$70,200
	Less: Vacancy & CL	\$7,020
	Effective Gross Income	\$63,180
	Less Expenses:	
	Operating Expenses	\$3,159
Reserve & Replacement	\$1,895	
Annual NOI	\$58,126	
Property Valuation		
Return on Cost	12.45%	
Threshold Return on Cost	8.05%	
Residual Property Value	\$255,227	
RPV/SF	\$25.52	

PROTOTYPE RENTAL RESIDENTIAL PROGRAMS

		2-story wood w/surf	3-story wood townhome	3-story wood Zero Park
		Surface Parking	surface parking	No Parking
PROGRAM	Property Assumptions			
	Site Size (SF)	10,000	10,000	10,000
	Density	15	15	32
	Unit Count	3	3	7
	Ave Unit Size	750	1,000	800
	Efficiency Ratio	100%	100%	85%
	Building Square Feet	2,250	3,000	6,588
	Stories	2	3	3
	Bldg Footprint	1,125	1,000	2,196
	FAR	0.23	0.40	0.66
	Parking Ratio/Unit	1.5	1.5	-
	Total Parking Spaces	5	5	-
	Parking SF/Space - Surface	350	350	350
	Parking SF/Space - Structure	425	425	425
	Parking Spaces - Surface	5	3	-
	Parking Spaces - Structure	-	3	-
	Structured Parking %	0%	50%	0%
	Structured Parking Stories	0	1	0
	% of Struc Pkg in Bldg FP	0%	0%	0%
	% Site Requirements	20%	20%	20%
Site Coverage Check	31%	33%	26%	
Cost Assumptions				
Base Construction Cost/SF	\$165	\$165	\$165	
Adjustment Factor	30%	30%	30%	
Construction Cost/SF	\$215	\$215	\$215	
Base Parking Costs/Space	\$0	\$0	\$0	
Adjustment Factor	0%	0%	0%	
Parking Cost/Space	\$0	\$0	\$0	

PROPERTY VALUATION	Income Assumptions			
	Base Income/Sf/Mo.	\$2.19	\$2.19	\$2.19
	Adjustment Factor	0%	0%	0%
	Achievable Pricing	\$2.19	\$2.19	\$2.19
	Parking Charges/Space/Mo	\$75	\$75	\$75
	Expenses			
	Vacancy/Collection Loss	5.0%	5.0%	5.0%
	Operating Expenses	30.0%	30.0%	30.0%
	Adjustment Factor	0%	0%	0%
	Operating Expenses	30%	30%	30%
	Reserve & Replacement	3.0%	3.0%	3.0%
	Valuation			
Capitalization Rate	5.00%	5.00%	5.5%	
Adjustment Factor	0%	0%	0.0%	
Capitalization Rate	5.00%	5.00%	5.5%	

SUPPORTABLE PROPERTY VALUE	Cost			
	Cost/Construct w/o prkg.	\$482,625	\$643,500	\$1,413,176
	Total Parking Costs	\$0	\$0	\$0
	Estimated Project Cost	\$482,625	\$643,500	\$1,413,176
	Income			
	Annual Base Income	\$58,995	\$78,660	\$146,832
	Annual Parking	\$0	\$2,700	\$0
	Gross Annual Income	\$58,995	\$81,360	\$146,832
	Less: Vacancy & CL	\$2,950	\$4,068	\$7,342
	Effective Gross Income	\$56,045	\$77,292	\$139,490
	Less Expenses:			
	Operating Expenses	\$16,814	\$23,188	\$41,847
Reserve & Replacement	\$1,681	\$2,319	\$4,185	
Annual NOI	\$37,550	\$51,786	\$93,459	
Property Valuation				
Return on Cost	7.78%	8.05%	6.61%	
Threshold Return on Cost	5.75%	5.75%	6.33%	
Residual Property Value	\$170,424	\$257,120	\$64,429	
RPV/SF	\$17.04	\$25.71	\$6.44	

APPENDIX A: PROFORMA FEASIBILITY ANALYSIS

PROTOTYPE MIXED USE RETAIL/RESIDENTIAL PROGRAMS

	MU res/ret mid/surf	MU res/ret type v/podium	MU res/ret 3-story wood w/surf SM
	surface parking	some tuck-under parking	surface parking
Property Assumptions			
Site Size (SF)	10,000	10,000	10,000
Density	32	32	15
Unit Count	7	7	3
Ave Unit Size	750	750	750
Apt. Building Square Feet	5,250	5,250	2,250
Bldg Footprint	1,750	1,750	1,125
Apt. Stories	3	3	2
Retail Stories	1	1	1
TOTAL STORIES	4	4	3
Percent of Retail	50%	50%	50%
Retail Square Footage	875	875	562
Ground Floor Non-Retail (parking)	-	875	-
Parking Ratio/1000sf.	3.0	3.0	3.0
FAR	0.53	0.70	0.23
Parking Ratio/Unit	1.0	1.0	1.0
Total Parking Spaces	10	10	5
Parking SF/Space - Surface	350	350	350
Parking SF/Space - Structure	425	425	425
Parking Spaces - Surface	10	-	5
Parking Spaces - Structure	-	10	-
Structured Parking %	0%	100%	0%
Structured Parking Stories	0	1	0
% of Struc Pkg in Bldg FP	0%	50%	0%
% Site Requirements	20%	20%	20%
Site Coverage Check	56%	30%	31%
Cost Assumptions			
Apt Base Construction Cost/SF	\$165	\$165	\$165
Adjustment Factor	30%	30%	30%
Construction Cost/SF	\$215	\$215	\$215
Retail Base Construction Cost/SF	\$90	\$90	\$90
Adjustment Factor	0%	0%	0%
Construction Cost/SF	\$90	\$90	\$90
Base Parking Costs/Space	\$0	\$18,750	\$0
Adjustment Factor	0%	0%	0%
Parking Cost/SF	\$0	\$18,750	\$0

Income Assumptions			
Apt. Base Income/Sf/Mo.	\$2.19	\$2.19	\$2.19
Adjustment Factor	0%	0%	0%
Achievable Pricing	\$2.19	\$2.19	\$2.19
Retail Base Income/Sf/Yr.	\$18.00	\$18.00	\$18.00
Adjustment Factor	0%	0%	0%
Achievable Pricing	\$18.00	\$18.00	\$18.00
Parking Charges/Space/Mo	\$75	\$75	\$75
Expenses			
Apt. Vacancy/Collection Loss	5.0%	5.0%	5.0%
Retail Vacancy/Collection Loss	10.0%	10.0%	10.0%
Operating Expenses	30.0%	30.0%	30.0%
Adjustment Factor	0%	0%	0%
Apt. Operating Expenses	30.0%	30.0%	30.0%
Retail Operating Expenses	5.0%	5.0%	5.0%
Reserve & Replacement	3.0%	3.0%	3.0%
Valuation			
Capitalization Rate	5.00%	5.00%	5.00%
Adjustment Factor	0%	0%	0%
Capitalization Rate	5.00%	5.00%	5.00%

Cost			
Cost/Construct w/o prkg.	\$1,204,875	\$1,204,875	\$533,205
Total Parking Costs	\$0	\$187,500	\$0
Estimated Project Cost	\$1,204,875	\$1,392,375	\$533,205
Income			
Apt. Annual Base Income	\$117,007	\$117,007	\$58,995
Retail Annual Base Income	\$15,750	\$15,750	\$10,116
Annual Parking	\$0	\$9,000	\$0
Gross Annual Income	\$132,757	\$141,757	\$69,111
Less: Apt. Vacancy & CL	\$6,638	\$7,088	\$3,456
Less: Retail Vacancy & CL	\$1,575	\$1,575	\$1,012
Effective Gross Income	\$124,544	\$133,094	\$64,644
Less Expenses:			
Apt. Operating Expenses	\$33,111	\$32,976	\$16,662
Retail Operating Expenses	\$709	\$709	\$455
Reserve & Replacement	\$3,736	\$3,993	\$1,939
Annual NOI	\$86,988	\$95,417	\$45,587
Property Valuation			
Return on Cost	7.22%	6.85%	8.55%
Threshold Return on Cost	6.00%	6.00%	6.00%
Residual Property Value	\$244,928	\$197,903	\$226,586
RPV/SF	\$24.49	\$19.79	\$22.66

PROTOTYPE OWNERSHIP RESIDENTIAL PROGRAMS

	MU res/ret w/surf	3-story wood townhome
	Surface Parking	surface parking
Property Assumptions		
Site Size (SF)	10,000	10,000
Density	15	15
Unit Count	3	3
Ave Unit Size	800	1,100
Building Square Feet	2,400	4,125
Stories	2	3
Bldg Footprint	1,200	1,375
FAR	0.24	0.55
Parking Ratio/Unit	2.0	2.0
Total Parking Spaces	6	6
Parking SF/Space - Surface	350	350
Parking SF/Space - Structure	425	425
Parking Spaces - Surface	6	3
Parking Spaces - Structure	-	3
Structured Parking %	0%	50%
Structured Parking Stories	0	1
% of Struc Pkg in Bldg FP	0%	0%
% Site Requirements	20%	20%
Site Coverage Check	35%	41%
Cost Assumptions		
Base Construction Cost/SF	\$198	\$198
Adjustment Factor	30%	30%
Construction Cost/SF	\$257	\$257
Base Parking Costs/Space	\$0	\$0
Adjustment Factor	0%	0%
Parking Cost/Space	\$0	\$0

Income Assumptions		
Sales Price/SF	\$225	\$225
Adjustment Factor	0%	0%
Achievable Pricing	\$225	\$225
Parking Charges/Space	\$0	\$0
Expenses		
Sales Commission	6.0%	6.0%

Cost		
Cost/Construct w/o prkg.	\$617,760	\$1,061,775
Total Parking Costs	\$0	\$0
Estimated Project Cost	\$617,760	\$1,061,775
Income		
Gross Income - Units	\$486,000	\$835,313
Gross Income - Parking	\$0	\$0
Gross Sales Income	\$486,000	\$835,313
Less: Commission	(\$29,160)	(\$50,119)
Effective Gross Income	\$456,840	\$785,194
Property Valuation		
Return on Sales	-26.05%	-26.05%
Threshold Return on Cost	20.00%	20.00%
Residual Property Value	(\$237,060.00)	(\$407,447)
RPV/SF	(\$23.71)	(\$40.74)

Underline/strikeout Amendments**TITLE 11 MISCELLANEOUS PERMITS****11.05 TEMPORARY USES, PERMITS, AND REGULATIONS****11.05.010 USES**

Approval may be granted for structures or uses which are temporary or seasonal in nature, such as:

A. Seasonal sales uses on private property and on land owned by the City of Milwaukie. These activities include, but are not limited to, the sale of produce, rental of recreational equipment, provision of recreational lessons, or sale of products at a park owned by the City of Milwaukie.

B. Temporary real estate offices;

C. Construction parking;

D. Construction trailers;

E. Construction offices;

F. Shelters for warming, cooling, or hazardous air quality, subject to the Milwaukie and Clackamas Fire District Joint Policy for Temporary Emergency Shelters;

G. Outdoor dining and seating areas

H. Food carts

I. Play equipment and sporting events

J. Planters and community gardening areas

K. Bicycle parking

L. Other temporary uses similar to those listed above as determined by the City Manager.

Approval may be granted provided such uses are consistent with the intent of the underlying zoning district and comply with other provisions of this code. These activities are intended to be

in use for a limited duration and shall not become a permanent part of a site. (Ord. 2198 § 2, 2021; Ord. 2168 § 2, 2019)

CHAPTER 19.100 INTRODUCTORY PROVISIONS

19.107 ZONING

19.107.1 Zone Classifications

For the purposes of this title, the following base zones and overlay zones are established in the City per Table 19.107.1:

Table 19.107.1 Classification of Zones	
Zone Description	Abbreviated Description
Base Zones	
Residential	R-MD
Residential	R-HD
Downtown Mixed Use	DMU
Open Space	OS
Neighborhood Commercial	C-N
Limited Commercial	C-L
General Commercial	C-G
Community Shopping Commercial	C-CS
Manufacturing	M
Business Industrial	BI
Planned Development	PD
Tacoma Station Area Mixed Use	MUTSA
General Mixed Use	GMU
North Milwaukie Employment	NME
Neighborhood Mixed Use	NMU
<u>Small Mixed Use</u>	<u>SMU</u>
Overlay Zones	
Willamette Greenway	WG
Historic Preservation	HP
Flex Space	FS
Aircraft Landing Facility	L-F

CHAPTER 19.300 BASE ZONES

19.301 MODERATE DENSITY RESIDENTIAL ZONES

19.302 HIGH DENSITY RESIDENTIAL ZONES

19.303 COMMERCIAL MIXED-USE ZONES

19.304 DOWNTOWN ZONES

~~19.305-NEIGHBORHOOD COMMERCIAL ZONE C-N~~ Hold for future use

~~19.306-LIMITED COMMERCIAL ZONE C-L~~ Hold for future use

19.303 COMMERCIAL MIXED-USE ZONES

19.303.1 Purpose

A. The General Mixed Use Zone is intended to recognize the importance of central Milwaukee as a primary commercial center and promote a mix of uses that will support a lively and economically robust district. It is also intended to ensure high-quality urban development that is pedestrian-friendly and complementary to the surrounding area.

B. The Neighborhood Mixed Use Zone is intended to recognize 32nd and 42nd Avenues as neighborhood commercial centers. This zone allows for a mix of small-scale retail and services, along with residential uses, that meet the needs of nearby residents and contribute to a vibrant, local economy. It is also intended to provide a safe and pleasant pedestrian environment while maintaining a neighborhood-scale identity.

C. The Small Mixed Use Zone is intended to allow for a mix of small-scale retail and services, along with residential uses, that meet the needs of nearby residents and contribute to a vibrant, local economy. It is also intended to provide a safe and pleasant pedestrian environment while maintaining a neighborhood-scale identity. This zone supports the neighborhood hubs, which are gathering places where residents have easy access to goods and services close to their homes. They are places where neighbors create meaningful relationships with each other.

19.303.2 Uses

A. Permitted Uses

Uses allowed outright in the commercial mixed-use zones are listed in Table 19.303.2 with a “P.” These uses are allowed if they comply with the development and design standards and other regulations of this title.

B. Conditional Uses

Uses listed in Table 19.303.2 as “CU” are permitted only as conditional uses in conformance with Section 19.905.

C. Nonconforming Uses, Structures, and Development

Existing structures and uses that do not meet the standards for the commercial mixed-use zones may continue in existence. Alteration or expansion of a nonconforming use, structure, or development that brings the use, structure, or development closer to compliance may be allowed through development review pursuant to Section 19.906. Alteration or expansion of a nonconforming use or structure that does not bring the use or structure closer to compliance may be allowed through a Type III variance pursuant to Section 19.911. Except where otherwise stated in this section, the provisions of Chapter 19.800 Nonconforming Uses and Development apply.

D. Prohibited Uses

Uses not listed in Table 19.303.2, and not considered accessory or similar pursuant to Subsections 19.303.2.E and G below, are prohibited. Uses listed with an “N” in Table 19.303.2 are also prohibited.

E. Accessory Uses

Uses that are accessory to a primary use are allowed if they comply with all development standards.

F. Drive-Through Uses

For the purpose of this section, drive-through uses are not considered accessory uses and must be approved through a conditional use review in the NMU Zone in conformance with Section 19.905. Drive-through facilities must also conform to Section 19.606.3.

G. Similar Uses

The Planning ~~Manager~~ Director, through a Type I review, may determine that a use that is not listed is considered similar to an example use listed in Table 19.303.2. The unlisted use shall be subject to the standards applicable to the similar example use.

Table 19.303.2				
Uses Allowed in Commercial Mixed-Use Zones				
Uses and Use Categories	GMU	NMU	SMU	Standards/Additional Provisions
Residential				
Single-family detached	N	CU	<u>CU</u>	Subsection 19.505.1 Single Family Dwellings Section 19.905 Conditional Uses
Rowhouse ¹	P	CU	<u>CU</u>	Subsection 19.505.5 Rowhouses
Multi-unit housing	P	CU	<u>CU</u>	Subsection 19.505.3 Multi-Unit Housing
Cottage cluster housing	P	CU	<u>CU</u>	Subsection 19.505.4 Cottage Cluster Housing
Mixed use ²	P	P	<u>P</u>	Subsection 19.505.7 Nonresidential Development
Live/work units	P	P	<u>P</u>	Subsection 19.505.6 Live/Work Units
Accessory dwelling units	N	CU	<u>CU</u>	Section 19.905 Conditional Uses Subsection 19.910.1 Accessory Dwelling Units
Boarding house	CU	CU	<u>CU</u>	Section 19.905 Conditional Uses
Duplex, Triplex, Quadplex	CU	CU	<u>CU</u>	Section 19.905 Conditional Uses
Commercial^{3, 4}				
Production-related office Professional and administrative office	P	P	<u>P</u>	Subsection 19.303.6.C Marijuana testing and research facilities
Drinking establishments Drinking establishments primarily involve the sale of alcoholic beverages for on-site consumption. Examples include taverns, bars, or cocktail lounges.	P	CU	<u>CU</u>	Section 19.905 Conditional Uses

<p>Eating establishments</p> <p>Eating establishments primarily involve the sale of prepared food and beverages for on-site consumption or takeout. Eating establishments may include incidental sales of alcoholic beverages.</p> <p>Examples include restaurants, delicatessens, retail bakeries, coffee shops, concession stands, and espresso bars.</p>	<p>P</p>	<p>P</p>	<p><u>P</u></p>	
<p>Indoor recreation</p> <p>Indoor recreation consists of facilities providing active recreational uses of a primarily indoor nature.</p> <p>Examples include gyms; dance studios; tennis, racquetball, and soccer centers; recreational centers; skating rinks; bowling alleys; arcades; shooting ranges; and movie theaters, <u>live theaters,</u> <u>and playhouses.</u></p>	<p>P</p>	<p>P</p>	<p><u>P</u></p>	
<p>Retail-oriented sales</p> <p>Sales-oriented retail firms are involved in the sale, leasing, and rental of new or used products to the general public.</p> <p>Examples include stores selling, leasing, or renting consumer, home, and business goods including art, art supplies, bicycles, clothing, dry goods, electronics, fabric, gifts, groceries, hardware, household products, jewelry, pets and pet products, pharmaceuticals, plants, printed materials, stationery, and printed and electronic media.</p>	<p>P</p>	<p>P</p>	<p><u>P</u></p>	

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<p>Marijuana retailer</p> <p>Marijuana retailer means a state-licensed business that sells or distributes marijuana and marijuana-derived products to consumers. A marijuana retailer may sell or distribute recreational or medical marijuana.</p>	P	P	<u>N</u>	Subsection 19.303.6.A Marijuana retailers
<p>Vehicle sales and rentals⁵</p> <p>Vehicle sales and rentals means a business that sells or leases consumer vehicles, including passenger vehicles, motorcycles, light and medium trucks, boats, and other recreational vehicles.</p>	P	N	<u>N</u>	
<p>Personal/business services</p> <p>Personal/business services are involved in providing consumer services.</p> <p>Examples include hair, tanning, and spa services; pet grooming; photo and laundry drop-off; dry cleaners; and quick printing</p>	P	P	<u>P</u>	
<p>Repair-oriented</p> <p>Repair-oriented uses are establishments providing product repair of consumer and business goods.</p> <p>Examples include repair of televisions and radios, bicycles, clocks, jewelry, guns, small appliances, and office equipment; tailors and seamstresses; shoe repair; locksmiths; and upholsterers.</p>	P	P	<u>P</u>	
<p>Vehicle repair and service⁶</p>	P	CU	<u>N</u>	Section 19.905 Conditional Uses

<p>Firms servicing passenger vehicles; light and medium trucks; and other consumer motor vehicles such as motorcycles, boats and recreational vehicles. Also includes quick-servicing activities, where the driver generally waits in the car before and while the service is performed.</p> <p>Examples include gas stations, quick oil change shops, car washes, vehicle repair, transmission or muffler shops, auto body shops, alignment shops, auto upholstery shop, auto detailing, and tire sales and mounting.</p>				
<p>Day care.⁷</p> <p>Day care is the provision of regular child care, with or without compensation, to 4 or more children by a person or person(s) who are not the child's parent, guardian, or person acting in place of the parent, in a facility meeting all State requirements.</p> <p>Examples include nursery schools, before- and after-school care facilities, and child development centers.</p>	P	P	<u>P</u>	
<p>Commercial lodging.</p> <p>Commercial lodging includes for-profit residential facilities where tenancy is typically less than one month.</p> <p>Examples include hotels, motels, vacation rentals, and bed-and-breakfast establishments.</p>	P	P	<u>CU</u>	
<p><u>Automobile Parking facility</u></p> <p><u>Parking facilities provide automobile parking that is not</u></p>	N	CU	<u>N</u>	<p><u>Section 19.611 Parking Structures</u></p>

<p>accessory to a specific use. A fee may or may not be charged. A facility that provides both accessory parking for a specific use and regular fee parking for people not connected to the use is also classified as a commercial parking facility.</p> <p>Examples include structured parking, short- and long-term fee parking facilities, commercial district shared parking lots, and commercial shuttle parking.</p>				
<p>Manufacturing and Production</p>				
<p>Manufacturing and production.⁸</p> <p>Manufacturing and production uses are involved in the manufacturing, processing, fabrication, packaging, or assembly of goods. Natural, man-made, raw, secondary, or partially completed materials may be used.</p> <p>Examples include processing of food and related products; catering establishments; breweries, distilleries, and wineries; marijuana processors; weaving or production of textiles or apparel; woodworking, including cabinet makers; manufacture or assembly of machinery, equipment, instruments, including musical instruments, vehicles, appliances, precision items, and other electrical items; and production of artwork and toys. Marijuana production is prohibited.</p> <p><u>Within the SMU, the following manufacturing and production uses are prohibited: marijuana processing, automotive manufacture and assembly, and auto-repair shops.</u></p>	<p>P</p>	<p>P</p>	<p>P</p>	<p>Subsection 19.509.2 Security and odor control for certain marijuana businesses</p>

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Institutional				
Community service uses	CSU	CSU	<u>CSU</u>	Section 19.904 Community Service Uses
Accessory and Other				
Accessory use	P	P	<u>P</u>	Section 19.503 Accessory Uses
Home occupation	P	P	<u>P</u>	Section 19.507 Home Occupation Standards
Short-term rentals	P	P	<u>P</u>	Section 19.507 Home Occupation Standards

P = Permitted.

N = Not permitted.

CSU = Permitted with community service use approval subject to provisions of Section 19.904. Type III review required to establish a new CSU or for major modification of an existing CSU. Type I review required for a minor modification of an existing CSU.

CU = Permitted with conditional use approval subject to the provisions of Section 19.905. Type III review required to establish a new CU or for major modification of an existing CU. Type I review required for a minor modification of an existing CU.

1. The limit of 4 consecutive rowhouses established in 19.505.5 does not apply in the GMU Zone. In the GMU Zone, there is no limit on the number of consecutive rowhouses.
2. Residential uses built as part of a vertical mixed-use building are not subject to conditional use review in the NMU Zone.
3. In the NMU Zone, unless otherwise specified in this section, all nonresidential uses listed in Table 19.303.2 shall be no greater than 10,000 sq ft in area per use. A nonresidential use greater than 10,000 sq ft in area may be approved through a conditional use review pursuant to Section 19.905.
4. The 10,000 sq ft size limitation in Footnote 3 of Table 19.303.2 does not apply to "retail-oriented sales" uses established within the existing lot and building situated at 4320 SE King Rd, within the lot's boundaries that exist on February 13, 2016, the effective date of Ordinance #2112. Redevelopment of the site is subject to all standards of Table 19.303.2.
5. Vehicle retail sales are permitted in the GMU Zone only when conducted within a completely enclosed building (including inventory display and storage).
6. Vehicle repair and service uses are permitted in the commercial mixed-use zones only when conducted within a completely enclosed building.
7. Day care and child care uses are limited to 5,000 sq ft.
8. Manufacturing and production uses are limited to 5,000 sq ft in floor area per use on the ground floor and are only permitted when associated with, and accessory to, a related retail-oriented sales or eating/drinking establishment use. For purposes of this subsection, manufacturing and production involve goods that are sold or distributed beyond or outside of the associated on-site eating or drinking establishment or retail trade use. For example, a brewing facility that distributes or sells its products elsewhere would be considered a manufacturing and production use, while a restaurant kitchen that prepares food that is purchased on the site would not be considered manufacturing or production.

19.303.3 Development Standards

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These development standards are intended to ensure that new development in the commercial mixed-use zones is appropriate for a mixed-use district in terms of building mass and scale, how the building addresses the street, and where buildings are located on a site.

Table 19.303.3 summarizes some of the development standards that apply in the commercial mixed-use zones. Development standards are presented in detail in Subsection 19.303.4.

Table 19.303.3				
Commercial Mixed Use Zones—Summary of Development Standards				
Standard	GMU	NMU	SMU	Standards/ Additional Provisions
A. Lot Standards				
1. Minimum lot size (sq ft)	1,500	1,500	<u>1,500</u>	
2. Minimum street frontage (ft)	25	25	<u>25</u>	
B. Development Standards				
1. Minimum floor area ratio	0.5:1	0.5:1	<u>0.5:1</u>	Subsection 19.303.4.A Floor Area Ratio
2. Building height (ft)			<u>35</u>	Subsection 19.303.4.B Building Height
a. Base maximum	45	45	<u>Height</u>	
b. Maximum with height bonus	57–69	Height bonus not available	<u>bonus not available</u>	Section 19.510 Green Building Standards
				Subsection 19.911.7 Building Height Variance in the General Mixed Use Zone
3. Street setbacks (ft)				Subsection 19.303.4.C Street Setbacks
a. Minimum street setback	0–15 ¹	None	<u>15</u>	
b. Maximum street setback	10–20 ²	10	<u>10</u>	Section 19.501.2 Yard Exceptions
c. Side and rear setbacks	None	None	<u>5/10</u>	
4. Frontage occupancy	50%	None	<u>None</u>	Subsection 19.303.4.D Frontage Occupancy Requirements
				Figure 19.303.4.D Frontage Occupancy Requirements

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5. Maximum lot coverage	85%	85%	<u>85%</u>	
6. Minimum vegetation	15%	15%	<u>15%</u>	Subsection 19.504.6 Minimum Vegetation
7. Primary building entrances	Yes	Yes	<u>Yes</u>	Subsection 19.303.4.E Primary Building Entrances
8. Off-street parking required	Yes	Yes	NA	Chapter 19.600 Off-Street Parking and Loading
9. Transit street	Yes	Yes	<u>Yes</u>	Subsection 19.505.8 Building Orientation to Transit
10. Transition measures	Yes	Yes	<u>Yes</u>	Subsection 19.504.5 Transition Area Measures
C. Other Standards				
1. Residential density requirements (dwelling units per acre)			<u>NA</u>	Subsection 19.202.4 Density Calculations
a. Stand-alone residential				Subsection 19.303.4.F Residential Density
(1) Minimum	25	11.6		
(2) Maximum	50	14.5		Subsection 19.501.4 Density Exceptions
b. Mixed-use buildings	None	None		
2. Signs	Yes	Yes	<u>Yes</u>	Subsection 14.16.040 <u>30</u> Commercial Zone

1. Residential edge treatments apply to properties as shown in Figure 19.303.5.
2. Commercial edge treatments apply to properties as shown in Figure 19.303.4.C.2.b.

19.303.4 Detailed Development Standards

The following detailed development standards describe additional allowances, restrictions, and exemptions related to the development standards of Table 19.303.3.

A. Floor Area Ratio

1. Intent

The floor area ratio (FAR) is a tool for regulating the intensity of development. Minimum FARs help to ensure that the intensity of development is controlled. In some cases, FAR densities are provided for provision of a public benefit or amenity to the community.

2. Standards

- a. The minimum FAR in Table 19.303.3 applies to all nonresidential building development.

b. Required minimum FAR shall be calculated on a project-by-project basis and may include multiple contiguous parcels. In mixed-use developments, residential floor space will be included in the calculations of FAR to determine conformance with minimum FAR.

c. If a project is to be developed in phases, the required FAR must be met for the land area in the completed phase(s), without consideration of the land area devoted to future phases.

3. Exemptions

The following are exempt from the minimum FAR requirement:

a. Parking facilities.

b. Public parks and plazas.

B. Building Height

1. Intent

Maximum building height standards promote a compatible building scale and relationship of one structure to another.

2. Standards

a. The base maximum building height in the GMU Zone is 3 stories or 45 ft, whichever is less. Height bonuses are available for buildings that meet the standards of Subsection 19.303.4.B.3.

b. Buildings in the GMU Zone shall provide a step back of at least 15 ft for any street-facing portion of the building above the base maximum height as shown in Figure 19.303.4.B.2.b.

c. The maximum building height in the NMU Zone is 3 stories or 45 ft, whichever is less. No building height bonuses are available in the NMU Zone.

3. Height Bonuses

To incentivize the provision of additional public amenities or benefits beyond those required by the baseline standards, height bonuses are available for buildings that include desired public amenities or components, increase area vibrancy, and/or help meet sustainability goals.

A building in the GMU Zone can utilize up to 2 of the development incentive bonuses in Subsection 19.303.4.B.3.a. and Section 19.510, for a total of 2 stories or 24 ft of additional height, whichever is less. Buildings that elect to use both height bonuses for a 5-story building

are subject to Type III review per Subsection 19.911.7 Building Height Variance in the General Mixed Use Zone.

a. Residential

New buildings that devote at least one story or 25% of the gross floor area to residential uses are permitted 1 additional story or an additional 12 ft of building height, whichever is less.

b. Green Building

Project proposals that receive approvals and certification as identified in Section 19.510 are permitted 1 additional story or an additional 12 ft of building height, whichever is less.

c. Building Height Variance

Additional building height may be approved through Type III variance review, per Subsection 19.911.7 Building Height Variance in the General Mixed Use Zone.

C. Street Setbacks

1. Intent

Buildings are allowed and encouraged to build up to the street right-of-way in the commercial mixed-use zones. This ensures that buildings engage the street right-of-way.

2. Standards

a. No minimum street setbacks are required, except for residential street edges per Subsection 19.303.5.

b. In the GMU Zone, maximum street setback is 20 ft. For properties shown as having a commercial edge on Figure 19.303.4.C.2.b, the following standards apply:

(1) No minimum street setback is required. Maximum street setback is 10 ft.

(2) The area within the street setback, if provided, shall be landscaped.

c. In the NMU Zone, the maximum street setback is 10 ft unless the yard exception standards of Subsection 19.501.2 apply.

d. The setback area may include usable open space such as plazas, courtyards, terraces, and small parks.

e. Usable open space may be counted toward the minimum vegetation requirement in Subsection 19.303.3.B.6.

f. No vehicle parking is permitted between the building and the street. Vehicle parking must be located behind and/or to the side of buildings, except in cases of a through-lot or lots which front on 3 or more streets, in which case this standard applies to 2 streets.

D. Frontage Occupancy Requirements

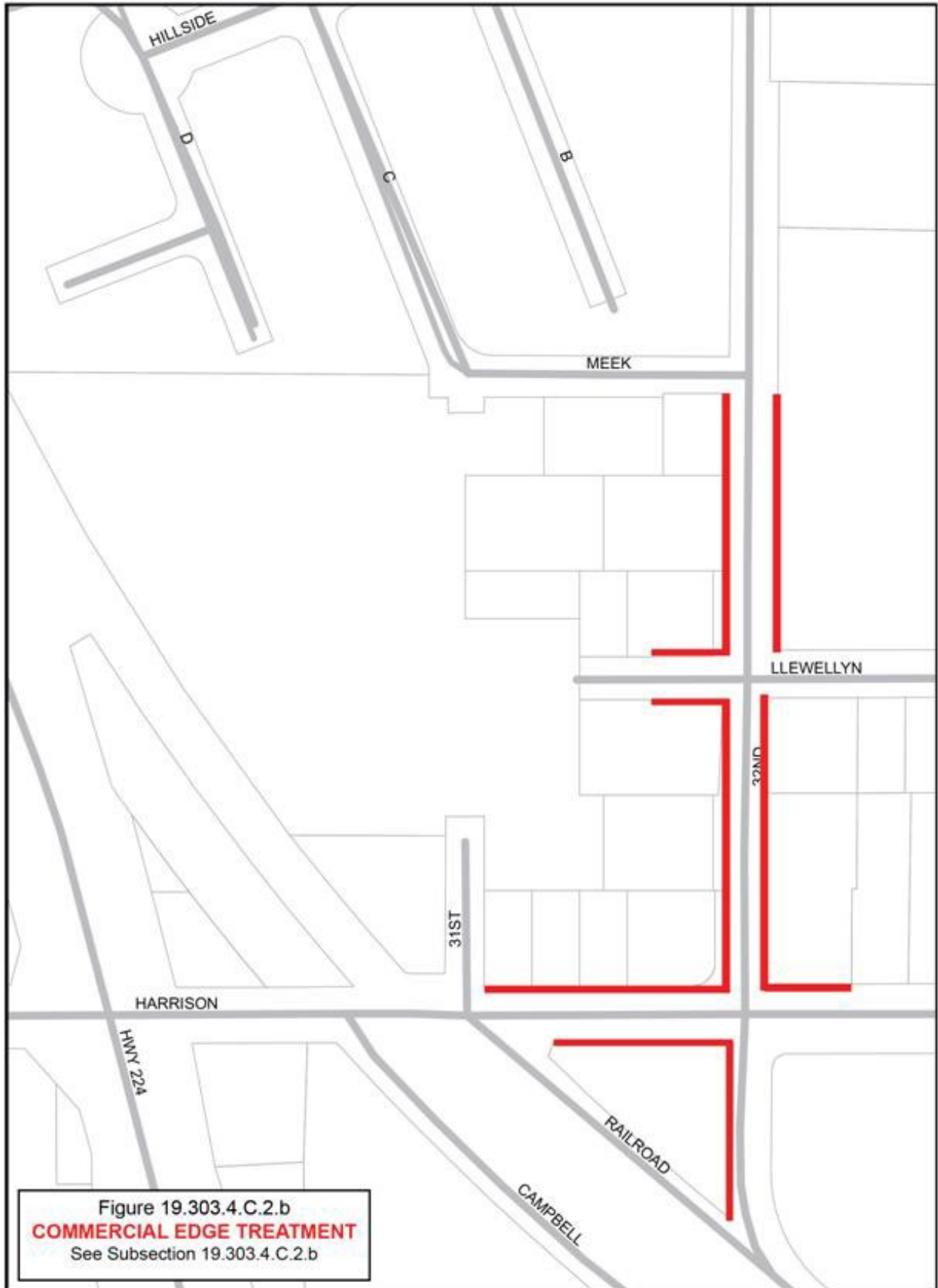
1. Intent

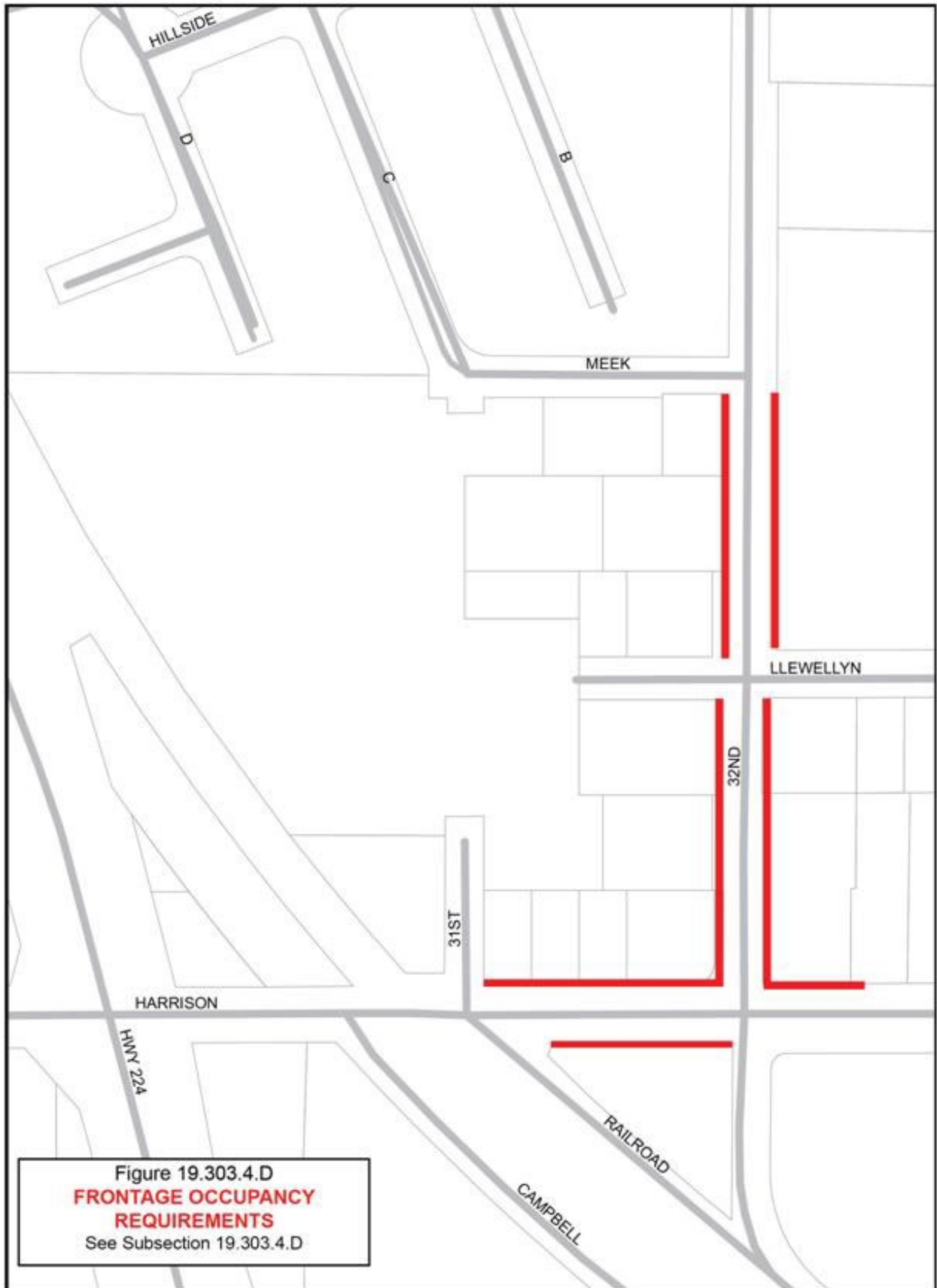
The intent of this standard is to establish a consistent street wall along key streets. Minimum frontage occupancy requirements are established for block faces identified on Figure 19.303.4.D.

2. Standards

a. For block faces identified in Figure 19.303.4.D, 50% of the site frontage must be occupied by a building or buildings.

b. If the development site has frontage on more than one street, the frontage occupancy requirement must be met on one street only.





E. Primary Building Entrances

1. Intent

To promote pedestrian-friendly development by providing building entrances that are oriented to the sidewalk or other public space and connected with clearly marked pedestrian walkways.

2. Standards

a. All new buildings shall have at least 1 primary entrance facing an abutting public street (i.e., within 45 degrees of the street property line); or, if the building entrance must be turned more than 45 degrees from the public street (i.e., front door is on a side or rear elevation) due to the configuration of the site or similar constraints, a pedestrian walkway must connect the primary entrance to the sidewalk.

b. Where a development contains multiple buildings and there is insufficient public street frontage to meet the above building orientation standards for all buildings on the subject site, a building's primary entrance may orient to a plaza, courtyard, or similar pedestrian space containing pedestrian amenities. When oriented this way, the primary entrance(s), plaza, or courtyard shall be connected to the street by a pedestrian walkway.

c. If a development is on a corner in the GMU Zone, the primary building entrance may be oriented toward either street.

d. If a development is on the corner of 32nd Ave or 42nd Ave and another street in the NMU Zone, the primary building entrance must be oriented toward 32nd Ave or 42nd Ave.

F. Residential Density

1. Intent

Minimum densities are applied to residential development in the commercial mixed-use zones to assure efficient use of land at densities that support transit use and nearby businesses.

2. Standards

a. Minimum density for stand-alone residential development in the GMU Zone is 25 units per acre, and maximum density is 50 units per acre.

b. Minimum density for stand-alone residential development in the NMU Zone is 11.6 units per acre, and maximum density is 14.5 units per acre.

3. Exemptions

There are no minimum or maximum density requirements when residential units are developed as part of a mixed-use building. Maximum residential densities for mixed-use buildings are controlled by height limits.

19.303.5 Standards for Residential Street Edges

For properties shown as having a residential edge on Figure 19.303.5, and for development that occurs adjacent to or abutting an ~~R-3~~ or ~~R-5~~ residential Zone, the following standards apply:

- A. A minimum setback of 15 ft shall apply.

- B. Along the property line adjacent to the residential zone, buildings within 50 ft of 37th Ave and Monroe St shall provide a step back of at least 15 ft for any portion of the building above 35 ft.

- C. An additional minimum 8-ft-wide densely planted buffer is required along property lines where flex space development abuts a residential zone.



19.303.6 Additional Provisions

Depending upon the type of use and development proposed, the following sections of the Milwaukie Municipal Code may apply. These sections are referenced for convenience, and do not limit or determine the applicability of other sections within the Milwaukie Municipal Code.

A. Section 19.500 Supplementary Development Regulations

This section contains standards for site and building design that will apply to most new types of development, including residential and commercial. Relevant sections include:

1. 19.501 General Exceptions
2. 19.502 Accessory Structures
3. 19.503 Accessory Uses
4. 19.504 Site Design Standards
5. 19.505 Building Design Standards

B. Section 19.600 Off-Street Parking and Loading

Contains standards for vehicle and bicycle parking, including required number of spaces and design standards for parking and loading areas.

C. Section 19.700 Public Facility Improvements

Contains standards for transportation, utility, and other public facility improvements that may be required as part of development. (Ord. 2229 § 2, 2023; Ord. 2224 § 2, 2022; Ord. 2218 § 2 (Exh. B), 2022; Ord. 2170 § 2, 2019; Ord. 2168 § 2, 2019; Ord. 2140 § 2, 2017; Ord. 2134 § 2, 2016; Ord. 2120 § 2, 2016; Ord. 2112 § 2 (Exh. B), 2015; Ord. 2110 § 2 (Exh. G), 2015; Ord. 2094 § 2, 2015; Ord. 2051 § 2, 2012; Ord. 2025 § 2, 2011)

~~19.305 NEIGHBORHOOD COMMERCIAL ZONE C-N~~

~~In a C-N Zone the following regulations shall apply:~~

~~19.305.1 Uses Permitted Outright~~

~~In a C-N Zone the following uses and their accessory uses are permitted outright:~~

~~A. No uses permitted outright.~~

~~19.305.2 Conditional Uses Permitted~~

~~In a C-N Zone the following conditional uses and their accessory uses are permitted subject to the provisions of Section 19.905:~~

~~A. A food store not exceeding 2,500 sq ft of floor area;~~

~~B. A store providing convenience goods and services for a local area;~~

~~C. Laundry;~~

~~D. Eating establishment;~~

~~E. Any other use similar to the above and not listed elsewhere.~~

~~19.305.3 Standards~~

~~In a C-N Zone the following standards shall apply:~~

~~A. Lot size. Lot area shall be at least 5,000 sq ft but not greater than 25,000 sq ft. Lot width shall be at least 50 ft. Average lot depth shall be at least 80 ft.~~

~~B. Front yard. A front yard shall be at least 15 ft.~~

~~C. Side yard. A side yard shall be at least 5 ft, and there shall be additional 1 ft of side yard for each 3 ft of height over 2 stories or 25 ft, whichever is less, except on corner lots a side yard shall be at least 15 ft on the side abutting the street.~~

~~D. Rear yard. A rear yard shall be at least 10 ft.~~

~~E. Off street parking and loading. As specified in Chapter 19.600.~~

~~F. Height restriction. Maximum height of a structure shall be 2.5 stories or 35 ft, whichever is less.~~

~~G.— Lot coverage. Maximum area that may be covered by the dwelling structure and accessory buildings shall not exceed 40% of the total area of the lot.~~

~~H.— Minimum vegetation. Minimum area that must be left or planted in trees, grass, shrubs, etc., shall be 20% of the total area of the lot.~~

~~I.— Screening. Neighborhood commercial uses must be screened from adjacent residential uses.~~

~~J.— Frontage requirements. Every lot shall abut a public street other than an alley for at least 35 ft.~~

~~K.— Transportation requirements and standards. As specified in Chapter 19.700.~~

~~19.305.4 Prohibited Uses~~

~~The following uses and their accessory uses are prohibited:~~

~~A.— Adult entertainment business. (Ord. 2051 § 2, 2012; Ord. 2025 § 2, 2011)~~

~~19.306 LIMITED COMMERCIAL ZONE C-L~~

~~In a C-L Zone the following regulations shall apply:~~

~~19.306.1 Uses Permitted Outright~~

~~In a C-L Zone the following uses and their accessory uses are permitted outright:~~

~~A.— Offices, studios, or clinics of accountants, architects, artists, attorneys, authors, writers, dentists, designers, engineers, investment counselors, landscape architects, management consultants, physicians, surgeons, psychologists, and others of a professional nature.~~

~~B.— Offices for administrative, editorial, educational, executive, financial, governmental, philanthropic, insurance, real estate, religious, research, testing, scientific, or statistical businesses or organizations.~~

~~C.— Retail trade establishment such as a food store, drugstore, gift shop, hardware store, selling primarily from a shelf goods inventory.~~

~~D.— Personal/business services such as a barber shop, tailor shop, or laundry and dry cleaning pickup station.~~

~~E. Eating establishments, provided the floor area does not exceed 3,250 sq ft and the use does not include drive-through facilities.~~

~~F. Marijuana retailer subject to the standards of Subsection 19.509.1.~~

~~G. Bed and breakfast.~~

~~H. Vacation rental.~~

~~I. Short term rental when associated with a legally permitted dwelling unit.~~

~~J. Any other use similar to the above and not listed elsewhere.~~

~~19.306.2 Conditional Uses and Community Service Uses Permitted~~

~~A. In a C-L Zone the following conditional uses and their accessory uses are permitted subject to the provisions of Section 19.905:~~

~~1. Funeral home;~~

~~2. Marina and boat sales;~~

~~3. Parking facility;~~

~~4. Repair, maintenance, or service of the type of goods to be found in any permitted retail trade establishment;~~

~~5. Financial institution;~~

~~6. Trade or commercial school;~~

~~7. Single unit detached dwelling;~~

~~8. Agricultural or horticultural use, provided that poultry or livestock other than usual household pets are not housed or kept within 100 ft of any dwelling not on the same lot, nor on a lot less than one acre, nor having less than 10,000 sq ft per head of livestock. Marijuana production is not permitted as an agricultural use;~~

~~9. Middle housing or multi-unit housing;~~

~~10. Adult foster/care home;~~

~~-~~

~~11. High impact commercial, except adult entertainment businesses;~~

~~12. Hotels and motels;~~

~~13. Eating establishments that exceed 3,250 sq ft in floor area;~~

~~14. Any other use similar to the above and not listed elsewhere.~~

~~B. In a C-L Zone the following community service uses and their accessory uses are permitted subject to the provisions of Section 19.904:~~

~~1. Residential care facility.~~

~~19.306.3 Standards~~

~~In a C-L Zone the following standards shall apply:~~

~~A. Lot size. None, except as follows for dwelling. Lot area shall be at least 5,000 sq ft. Lot area for the first dwelling unit shall be at least 5,000 sq ft and for dwelling units over 1 there shall be not less than an average of 1,000 sq ft. Lot width shall be at least 50 ft. Lot depth shall be at least 80 ft.~~

~~B. Front yard. None, except as provided in Subsections 19.306.3.E and 19.501.2.A.~~

~~C. Side yard. None, except as provided in Subsections 19.306.3.E and 19.501.2.A.~~

~~D. Rear yard. None, except as provided in Subsections 19.306.3.E and 19.501.2.A.~~

~~E. Transition area. A transition area shall be maintained according to Subsection 19.504.6.~~

~~F. Frontage requirements. Every lot shall abut a public street other than an alley for at least 35 ft except as permitted under the Land Division Ordinance.~~

~~G. Off-street parking and loading. As specified in Chapter 19.600.~~

~~H. Height restriction. Maximum height of any structure shall be 3 stories or 45 ft, whichever is less.~~

~~I. Open use. A use not contained within an enclosed building, such as open storage, abutting or facing a residential zone, shall be screened with a sight-obscuring fence not less than 6 ft high.~~

~~J. Minimum vegetation. Minimum area that must be left or planted in trees, grass, shrubs, barkdust for planting beds, etc., shall be 15% of the total area of the lot.~~

~~K. Transportation requirements and standards. As specified in Chapter 19.700.~~

~~L. Offices for marijuana research or testing shall be subject to the security and odor control standards of Subsection 19.509.2.~~

~~19.306.4 Prohibited Uses~~

~~The following uses and their accessory uses are prohibited:~~

~~A. Adult entertainment businesses. (Ord. 2224 § 2, 2022; Ord. 2168 § 2, 2019; Ord. 2140 § 2, 2017; Ord. 2134 § 2, 2016; Ord. 2120 § 2, 2016; Ord. 2094 § 2, 2015; Ord. 2089 § 2, 2015; Ord. 2051 § 2, 2012; Ord. 2025 § 2, 2011)~~

CHAPTER 19.1100 ANNEXATIONS AND BOUNDARY CHANGES

19.1104 EXPEDITED PROCESS

19.1104.1 Administration and Approval Process

E. The City zoning and Comprehensive Plan designation for an expedited annexation request shall be automatically applied based on the existing Clackamas County zoning designation in accordance with Table 19.1104.1.E, provided below:

Table 19.1104.1.E Zoning and Land Use Designations for Boundary Changes		
County Zoning Designation	Assigned City Zoning Designation	Assigned Comprehensive Plan Land Use Designation
MR2	R-HD	High density residential
PMD	R-HD	High density residential
HDR	R-HD	High density residential
SHD	R-HD	High density residential
C3	C-G	Commercial
OC	C-L SMU	Commercial
RTL	C-L SMU	Commercial
PC	C-CS	Commercial
LI	BI	Industrial
GI	M	Industrial
BP	BI	Industrial
OSM	R-MD/CSU	Public

TITLE 14 SIGNS

CHAPTER 14.16 Sign Districts

14.16.030 NEIGHBORHOOD COMMERCIAL ZONE

No sign shall be installed or maintained in a ~~C-N~~ SMU Zone, except as allowed under Section 14.12.010 Exempted Signs, or as otherwise noted in Table 14.16.030.

Table 14.16.030 Standards for Signs in Neighborhood Commercial Zones C-N <u>Small Mixed Use Zone SMU</u>				
Sign Type	Area	Height	Number	Illumination ¹
Freestanding signs	1.5 SF per lineal ft. of street frontage, not exceeding 40 SF per display surface and 80 SF overall.	May not project over the top of a building or max. 20 ft., whichever is less.	1 permitted. ²	External only
Table 14.16.030 CONTINUED Standards for Signs in Neighborhood Commercial Zones C-N				
Sign Type	Area	Height	Number	Illumination ¹
Wall signs ²	Max. 20% of building face. ³	Cannot extend above roofline or top of a parapet wall, whichever is higher.	Dictated by area requirements. ⁴	External only
Awning signs	Max. 25% of surface of awning, not to exceed 20% of building face.	No higher than the point where the roofline intersects the exterior wall.	1 per frontage per occupancy.	External only
Hanging sign suspended beneath awning or other portion of the building	Max. 1 SF per 1 lineal ft. of awning length.	Min. clearance 8 ft. from ground level to the lowest portion of awning or suspended sign.	1 hanging sign per awning.	External only
Projecting sign	Max. 20% of face of building to which the	Min. clearance 8 ft. from ground level to the	1 projecting sign per building face	External only

	<u>sign is attached⁵.</u>	<u>lowest portion of projecting sign.</u>		
Daily display signs ⁶	Max. 8 SF per display surface and 16 SF overall.	Max. 6 ft. above ground level.	1 per property or occupancy.	External only

¹ Par spot or reflective-type bulbs may be used for indirect illumination of the display surface if properly shielded from direct glare onto streets. Sign illumination shall be directed away from, and not be reflected upon, adjacent premises. See Section 14.24.020.

~~² In addition to one wall sign.~~

² Location: limited to the building surface or surfaces facing the public right-of-way.

³ In addition to the sign size limitations of this chapter, if an original art mural permitted under Title 20 occupies a wall where a wall sign has been proposed, the size of the wall sign shall be limited such that the total area of the original art mural plus the area of the wall sign does not exceed the maximum allowed.

⁴ Wall signs are permitted in addition to one freestanding sign.

⁵ If a projecting sign is located on the same building face as a wall sign, the total of all sign surfaces shall not exceed 20% of the face of the building.

⁶ Shall not be located within required landscaped area, and is only allowed within the public right-of-way subject to the standards of Section 14.20.040.

⁷ Existing freestanding or roof signs in the SMU zone established prior to XXX, 2024, the effective date of Ordinance XXX, are allowed to remain and may be re-faced and/or repaired, so long as the size or height of the sign does not increase.

(Ord. 2078 § 2 (Exh. B), 2014; Ord. 2001 § 2, 2009; Ord. 1965 §§ 2, 3, 2006; Ord. 1733 § 1(1) (Exh. A), 1993)

14.16.040 COMMERCIAL ZONES

No sign shall be installed or maintained in the C-L, C-CS, NMU, and GMU Zones, except as allowed under Section 14.12.010 Exempted Signs, or as otherwise noted in Table 14.16.040.

Table 14.16.040 Standards for Signs in Commercial Zones C-L, C-CS, NMU, and GMU

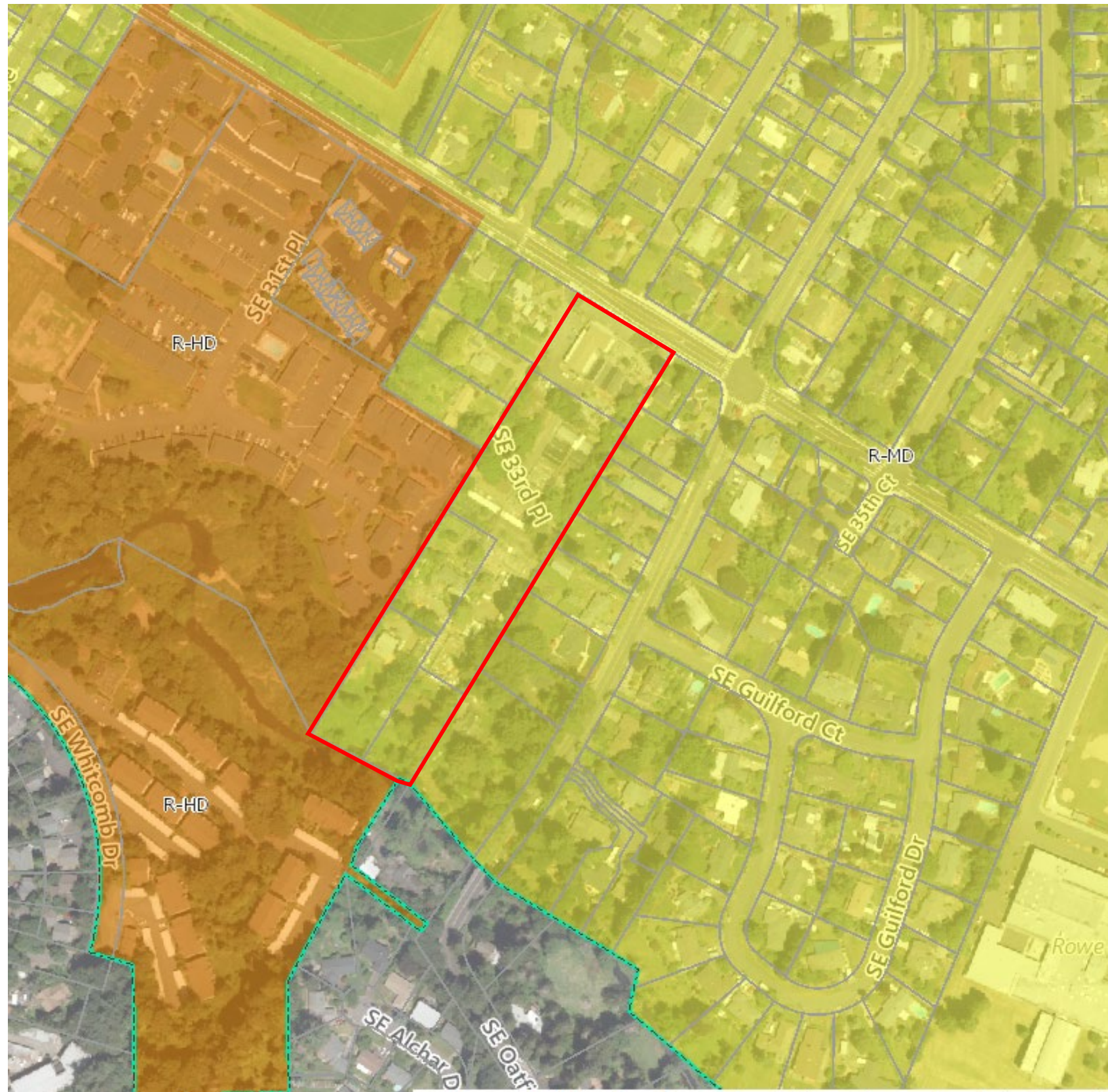
Sign Type	Area	Height	Location	Number	Illumination ¹
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Proposed Code Amendments

Freestanding signs	1.5 sq ft per lineal ft. of street frontage and 1 additional sq ft per each lineal ft. of frontage over 100 ft ²	Max. 25 ft from ground level, 14 ft min. clearance below lowest portion of a sign in any driveway or parking area.	Not permitted on any portion of a street, sidewalk, or public right-of-way. ³	1 multifaced sign per street frontage. ⁴	Permitted
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Table 14.16.040 CONTINUED Standards for Signs in Commercial Zones C-L, C-CS, NMU, and GMU

Sign Type	Area	Height	Location	Number	Illumination ¹
Wall signs	Max. 20% of building face. ⁵	Not above roofline or top of parapet wall, whichever is higher.	NA.	No limit.	Permitted



Existing zoning with Milwaukie Floral properties outlined.

Use	R-MD
Single detached dwelling	P
Duplex	P
Triplex	P
Quadplex	P
Townhouse	P
Cottage Cluster	P
Adult foster/care home	P
Accessory dwelling unit	P
Manufactured dwelling park	III
Residential care facility Examples include: <i>assisted living, nursing facilities, and memory care communities</i>	CSU
Bed and breakfast or Vacation rental	CU
Use	R-MD
Accessory use	P
Agricultural or horticultural use	P
Community service use	CSU



Uses and Use Categories	SMU
Single-family detached	<u>CU</u>
Rowhouse ¹	<u>CU</u>
Multi-unit housing	<u>CU</u>
Cottage cluster housing	<u>CU</u>
Mixed use ²	<u>P</u>
Live/work units	<u>P</u>
Accessory dwelling units	<u>CU</u>
Boarding house	<u>CU</u>
Duplex, Triplex, Quadplex	<u>CU</u>
Production-related office Professional and administrative office	<u>P</u>
Drinking establishments	<u>CU</u>
Eating establishments	<u>P</u>
Indoor recreation	<u>P</u>
Retail-oriented sales	<u>P</u>
Personal/business services	<u>P</u>
Repair-oriented	<u>P</u>
Day care. ⁷	<u>P</u>
Commercial lodging.	<u>CU</u>
Manufacturing and production. ⁸	<u>P</u>



MEMORANDUM

TO: Urbsworks, City of Milwaukie
 FROM: Cascadia Partners
 DATE: November 30th, 2023
 PROJECT: Hubs Implementation Project
 SUBJECT: Economic Development Toolkit – Admin Draft

Background

As part of the City of Milwaukie’s Hubs Implementation Project, Cascadia Partners was tasked with researching neighborhood-scale economic development strategies appropriate for application within Neighborhood Hubs - gathering places where residents have access to a variety of services or goods within walking or biking distance of their homes. The following memorandum provides an overview of selected strategies and their potential impacts.

Scale and Approach

The types of economic development strategies that cities choose to pursue can vary widely based on available resources, intended outcomes, and where they are being applied. For Milwaukie’s Neighborhood Hubs, which are intended to transform gradually over time, an incremental approach to economic development was deemed most appropriate given local context and the public’s desired outcomes for hubs.

This means that the strategies included in this document are not multi-million-dollar investments intended to transform hubs overnight. Rather, they are neighborhood-scale strategies intended to support existing and future business owners while allowing hubs to change organically to meet the needs of the neighborhoods they serve.

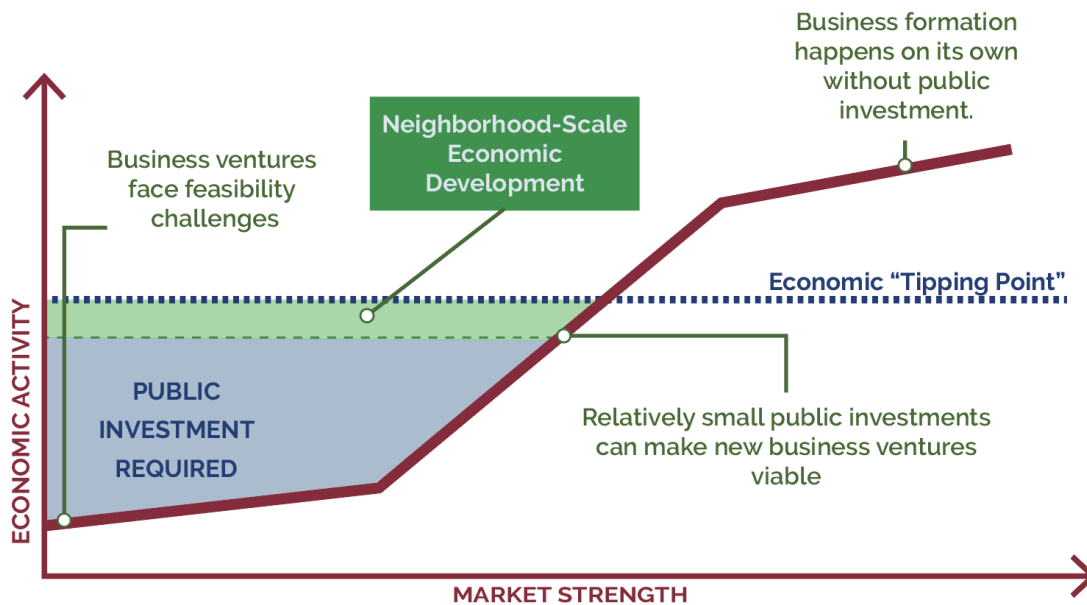
While the strategies in this document are all similar in scale and intended to apply to all hubs, it is important to understand that existing market conditions in each of the hubs will contribute to the

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near-term impact of each strategy. As figure 1 below illustrates, neighborhood-scale economic development tends to be most impactful in markets that are just below the economic “tipping point” where there is enough economic activity to attract new businesses to an area without public intervention. This means that neighborhood-scale economic development strategies will not lead to immediate change in all hubs, but will help some jump-start activity in some hubs, while others will require more time and planning before changes take effect.

Figure 1: Neighborhood-Scale Economic Development



Overview of Strategies

Cascadia Partners performed an initial round of research that identified 22 small-scale neighborhood economic development strategies. These strategies were then further refined based on three sources of input: business owner and neighborhood association outreach, consultant review of the strategies relative to staff and budgetary resources in Milwaukie, and a final round of review by City of Milwaukie staff.

The strategies that were selected have two characteristics in common. First, they can be implemented at a small geographic scale (i.e. hubs, not citywide). Second, the resources required to implement them are scaled appropriately given the City’s financial means and staff capacity. The final list of strategies is organized into two tiers. Tier 1 strategies are actions that the City of Milwaukie can lead. Tier 2 strategies will require additional partnerships with outside agencies or interest groups. It should be noted that the following strategies represent a short list for further study. All strategies will require further vetting and analysis before they can be considered for implementation.

Tier 1 Strategies – City Leads
<ul style="list-style-type: none"> • Storefront Improvement Program • Hub-Focused Small Scale Seed Grants • Tactical Urbanism • Pre-Lease and Zoning Technical Assistance • Micro-Scale Small Business Placemaking Grants • City-wide Small Business Alliance • Food Truck-Lot Match Resource • Allow and Incentivize Accessory Commercial Units • Church, School, College (CSC) Outreach • Vendor or Food Truck Pop-Ups • Equitable Economic Development Strategies
Tier 2 Strategies - Partnerships Required
<ul style="list-style-type: none"> • Small Business Loans and Technical Assistance • Community Investment Trust

Implementation Considerations

Each of the strategies above are summarized in the following sections of this document. Each strategy summary includes a high-level assessment of capital and administrative costs as described below.

Capital Cost

The primary source of discretionary funding for economic development is a commercial construction excise tax of 1%. Currently, 50% of this tax is used for economic development activities in the City of Milwaukie. In the most recent biannual budget (FY 2023-24), this amounts to approximately \$312,000¹.

For each strategy described on the following pages, a low, medium, or high estimate of capital cost is estimated using a three-dot scale. This cost is estimated relative to the City of Milwaukie's biannual economic development budget allocation, excluding in-kind staff resources. Cost impact categories and their meaning are summarized below:

¹ City of Milwaukie Biannual Budget FY 2023 – 2024, pg 149

- **Low (●○○):** strategies that could be implemented for less than \$20,000 per beneficiary.
- **Med (●●○):** strategies that require up to 25% of the biannual economic development CET budget annually per beneficiary.
- **High (●●●):** strategies requiring a majority or more than the biannual economic development CET budget per beneficiary.

Administrative Cost

Each strategy is also assessed in terms of its potential impact on the City’s Economic Development Department staff capacity. Currently the City’s Economic Development Department consists of 1 FTE, with no immediate plans for further staff expansion. Given these constraints, staff capacity impacts are measured relative to their administrative burden at 1 FTE. Staffing impact categories and their meaning are summarized below:

- **Low (●○○):** strategies with a “low” staff capacity impact would likely require less than .5 FTE to administer and could potentially be implemented with current staffing.
- **Med (●●○):** strategies with a “med” staff capacity impact would likely incur between .5 and 1 FTE and may require sharing of resources across departments.
- **High (●●●):** strategies with a “high” staff capacity impact would require more than 1 FTE to administer .

Tier 1 Strategies – City Leads

Storefront Improvement Program

What is it?

Storefront improvement programs provide grants that are intended for small-scale revitalization projects such as new paint, improved signage, or lighting. These grants are intended to provide improved visibility for businesses to help attract customers and improve the quality of the urban environment for surrounding homes and businesses. They also help property owners by increasing the value of their property and helping to attract and retain tenants.

Where Has it Worked?

Prosper Portland’s Prosperity Investment Program (PIP) offers matching grants to businesses or property owners in certain tax increment financing (TIF) districts. In most districts, Prosper Portland provides a 50% matching grant of up to \$50,000. These grants can be used for hard costs such as signage, lighting, or tenant improvements. They can also be used for soft costs such as architectural fees, or market analysis.

Figure 2: Example of Façade Improvement, Downtown Milwaukie Pilot Program (2011-2012)

Commercial Building 11008 SE Main St

Before



After



Could This Work in a Neighborhood Hub?

This strategy would be most applicable to hubs with existing commercial storefronts. Improvements could include improved signage, paint, as well as street furniture and other public realm investments. In addition to supporting businesses, façade improvements could help nascent hubs establish their identity and attract additional investment.

Implementation Considerations

Capital Cost: ●●● Administrative Cost: ●●○

It is likely that implementation of this strategy would require an expansion of both the City's financial and staff economic development resources. Administration of the program would require a significant portion of a full-time staff person's resources due to the need to review applications, oversee compliance, and ensure equitable distribution of grants. The amount of money awarded in each grant cycle could scale to the City's resources.

Hub-Focused Small Scale Seed Grants

What is it?

Hub-Focused small scale seed grants provide opportunities for the improvement of individual neighborhood hubs. These grants are intended to fund projects brought forth by community members or small business owners within a specific hub, for the benefit of all hub users. Proposed projects should provide benefits to multiple property owners and/or businesses and generally improve the look, function, or level of activity within a hub. Projects could include hub-specific branding, training/workshops, sign toppers, and temporary installations.

Where Has it Worked?

In Portland, grants are <\$10,000 each and are typically awarded to a culturally-specific organization or faith-based organizations. In Tacoma, the City's Neighborhood Innovative Grant Program allows community groups within Tacoma's eight Neighborhood Council districts to apply for grant funding supporting neighborhood improvement activities or projects. Most grants requested and approved are in the range of \$500 to \$8,000.

Could This Work in a Neighborhood Hub?

Hub-focused small-scale seed grants could be applied in any of Milwaukie's proposed neighborhood hubs. While the hubs with more active businesses are likely to see more uptake of such a program, even smaller-scale hubs without active business uses could benefit from temporary installations or other improvements.

Implementation Considerations

Capital Cost ●○○ *Administrative Cost* ●●○

Capital costs for small-scale seed grants are highly scalable. In Tacoma, grants as small as \$500 have been awarded. Program administration would likely include development of grant criteria, outreach to property owners, businesses, and neighborhood groups, and on-going oversight of grant-funded projects.

Tactical Urbanism

What is it?

Tactical urbanism focuses on reclaiming public space within underutilized sites, streetscapes and rights of way in and around neighborhood hubs. This strategy relies on short term, low cost, and scalable interventions with a few examples being temporary storefront seating or creating a temporary public plaza. The purpose of these installations is to provide a proof of concept for improvements to public spaces and build support for permanent investments.

Where Has it Worked?

Better Block PSU, a partnership between volunteer-led group Better Block PDX and Portland State University, helps increase commercial activity through activating public spaces and rights of ways. This group specializes in grassroots urban design concepts that promote placemaking and are flexible to meet the needs of various communities. They have been active since 2013 and have executed dozens of tactical urbanism projects in the Portland region. [For example: in 2014, the group transformed a challenging intersection in Southeast Portland into an inviting plaza for less than \\$770 in material costs.](#) This plaza is now a permanent fixture at SE Clinton St and SE 26th Avenues.

Figure 3: Tactical Urbanism Demonstration by Better Block PDX.
(Photo: Better Block PDX)



Could This Work in a Neighborhood Hub?

Tactical urbanism projects are most successful in areas with moderate to high commercial activity that lack engaging streetscapes, public gathering spaces, or multimodal infrastructure like sidewalks and bike lanes. For neighborhood hubs, the most impactful tactical urbanism projects are likely to be those that focus on public and private space adjacent to businesses such as sidewalks, parking lots, and vacant lots. The City of Milwaukee has already conducted an existing conditions assessment of each hub and could use this information to identify hubs with the highest potential for tactical urbanism.

Implementation Considerations

Capital Cost ●○○ Administrative Cost ●○○

Tactical urbanism is by its nature a low-cost approach to pilot testing more permanent infrastructure. As such, capital and administrative costs are likely to be low for this strategy. Further cost reductions could be achieved by applying for assistance from Better Block PSU which has a regional mandate and has worked with numerous smaller jurisdictions outside of Portland such as Washington County, Independence, and Hood River.

Pre-Lease and Zoning Technical Assistance

What is it?

Pre-leasing and zoning technical assistance provide small businesses owners, property owners, and food truck vendors with the necessary resources to be able to lease, buy, or renovate/redevelop commercial space. This type of technical assistance can benefit both property owners and business owners. Technical assistance can include initial reviews of permit applications for renovations or meetings with business owners to help them understand the City's business licensing rules. During these pre-leasing meetings, participants typically learn: the types of businesses that are allowed in the space (due to zoning regulations), the current occupancy classification of the building/land, the permitting process for any proposed changes to the building/land, and direct contact information for staff in the relevant City department.

Where Has it Worked?

The City of Vancouver, Washington provides pre-leasing meetings at no cost to business owners or property owners. This program is seen as a way to encourage new business investments.

Could This Work in a Neighborhood Hub?

Pre-leasing assistance will generally be more applicable to hubs with existing commercial space, though such a program could likely apply to mobile vendors as well. Zoning technical assistance is likely to be more valuable to property owners in hubs with vacant or underutilized properties where redevelopment is being considered.

Implementation Considerations

Capital Cost ●○○ *Administrative Cost* ●●○

While capital costs for this program are likely to be low, administrative costs could be moderate to high depending on interest in the technical assistance being provided. There are likely to be opportunities for other departments, such as Code Compliance, Community Development, and Planning, to contribute in-kind staff assistance.

Micro-Scale Small Business Placemaking Grants

What is it?

Micro-scale small business placemaking grants are utilized to implement business or property-specific placemaking projects within public rights way or private off-street parking.

These grants are typically sought by business or property owners wishing to repurpose a portion of adjacent right of way or parking area for additional seating. Some examples include parklets, wayfinding and street furniture.

Where Has it Worked?

In 2021, the City of Milwaukie offered small outdoor seating grants to business owners located in commercial and mixed-use zones. Eligible uses included sidewalk, patio, and parklet seating. 12 business owners were awarded grants through this program.

In 2017, the City of Portland convened 82 community members in three informational workshops to identify small scale placemaking projects that could be funded. An intentional effort was made to highlight and empower ideas coming from historically underrepresented community members. In total, 11 funded projects ranged from safety corridor improvements to a culturally specific parade and celebration.

Could This Work in a Neighborhood Hub?

Micro-scale small business placemaking grants are likely to be most impactful in hubs with existing retail business activity and favorable public realm conditions. Favorable public realm conditions include lower traffic adjacent streets and/or available space in adjacent parking lots or sidewalks.

Implementation Considerations

Capital Cost ●○○ *Administrative Cost* ●●○

Milwaukie is in a favorable position to implement this strategy because it already has a precedent in its 2021 Outdoor Seating Grant pilot program. A program of a similar scale would likely require only moderate administrative costs (application and compliance review) and relatively low capital costs (the pilot program was capped at \$10,000 per year). To expand such a program to hubs, some changes to the program criteria, such as eligible zone districts, would need to be made.

City-Wide Small Business Alliance

What is it?

A city-wide small business alliance would address hub-specific issues seen amongst the small/home business within the hubs. Business alliances provide additional marketing support, partnerships, and resource/event sharing. This is beneficial to business owners through becoming a visual member of the community while allowing hub-residents the ability to identify which businesses are located in their neighborhood.

Where Has it Worked?

The City of Portland has numerous small businesses alliances centered around commercial districts. Two of the most active, The Sellwood-Moreland Business Alliance (SMBA) and Lents Business Association, border Milwaukie. SMBA consists of over 100 businesses that represent various industries ranging from restaurants to theaters and specialty stores. Members are able to expand their client base or be in community with other like-minded small businesses. Lents Business Association, also known as Lents Grown, is a smaller scale business association that similarly is composed of a diverse group of members. They are able to network through alliance based social mixers and attending community events (farmers markets, cultural events, etc).

*Figure 4: Lents Grown Festival Organized by the Lents Business Alliance
(Photo: EastPDXNews.com)*



Could This Work in a Neighborhood Hub?

For a city the size of Milwaukie, a single city-wide small business alliance is appropriate. This organization would represent the interests of small businesses within hubs, as well as other parts of the City such as Downtown Milwaukie.

Implementation Considerations

Capital Cost ●○○ Administrative Cost ●○○

This strategy would require little to no allocation from the City's economic development budget. While some initial administrative costs may be incurred to recruit businesses and charter the small business alliance, on-going administrative costs should decline as the organization becomes self-sufficient.

Food Truck-Lot Match Resource

What is it?

Today, semi-permanent food truck/cart parking in the Portland region is scarce and can cost more than \$2,500 per month². Finding a temporary space to host a food truck can be equally challenging. Food truck-lot matching resources foster connections between owners of underutilized properties and food truck proprietors. Property owners can advertise their land and amenities (sewer, water, power hookups, etc) and connect with business owners looking to find a location for their food truck or cart. Timelines for these programs could vary from event-based to long-term food cart pods with more robust infrastructure.

Where Has it Worked?

Several websites exist to find and connect with local food trucks such as this [one](#). In the Portland-area, there are numerous examples of successful food trucks and food cart pods. Many of the area's food cart pods are investing in additional infrastructure such as seating, stages for live music, and areas to serve/consume alcohol. Portland's Midtown Beer [Garden](#) is a good example of how a struggling food cart pod/lot has revamped with new infrastructure to welcome more community members.

Could This Work in a Neighborhood Hub?

The best candidates for this strategy are hubs that feature vacant lots or lots with large, underutilized surface parking lots. In addition, hubs envisioned as community gathering spaces that feature parks or plazas could be good candidates for temporary engagements.

Implementation Considerations

Capital Cost ●○○○ *Administrative Cost* ●○○○

Capital costs for this strategy would be relatively low, assuming resources are limited to a page on the City of Milwaukie's website and publication through social media channels. A Milwaukie-specific stand-alone website would require more up-front cost and on-going maintenance. Some additional considerations include whether the City would be interested in contributing capital to cover the cost of water and wastewater connections which can represent a substantial cost barrier for property owners.

² <https://www.wweek.com/news/2022/05/18/dissatisfaction-at-a-famed-food-cart-pod-demonstrates-why-multnomah-county-wants-to-regulate-them/>

Allow and Incentivize Accessory Commercial Units

What is it?

Allowing and incentivizing accessory commercial units (ACUs) acts as a bridge between brick-and-mortar businesses and home-based businesses. ACUs have the potential to provide hub-area residents with a way to expand their businesses without the need for further development or leasing of commercial space. ACUs could be added to properties in much the same ways as auxiliary dwelling units (ADUs) either through attached or detached additions or renovations of existing spaces such as garages or basements.

Figure 5: An ACU in Waterloo, Ontario

(Photo: Strongtowns)



Where Has it Worked?

Unlike most of the strategies in this document, ACUs are still relatively rare in most North American cities and there are not many recent examples of cities proactively allowing them. This is due to restrictive zoning and building code that limit the visibility and activity of business activities in residential areas. Despite the lack of recent case studies, there is a growing movement to allow ACUs in cities across the United States and Canada³.

³ <https://www.strongtowns.org/journal/2020/8/15/accessory-commercial-units>

Could This Work in a Neighborhood Hub?

ACUs are ideally suited to the concept of neighborhood hubs. ACUs could provide a bridge to home-based business owners seeking more visibility and lower rents. The small scale of ACUs means they would provide incremental change to hubs with may be lacking commercial activity (and commercial building stock) today.

Implementation Considerations

Capital Cost ●●○ *Administrative Cost* ●●●

The permitting process could function similarly to accessory dwelling units (ADUs), but would have the additional considerations of appropriate impact fees and visitation hours. ACUs could be incentivized through providing technical assistance, waiving or reducing SDCs, or streamlining permitting processes. Capital and administrative costs would vary based on the degree of incentivization desired. Administrative costs could be mitigated through sharing of staff resources across departments (planning, community development, building code, etc).

Church, School, College (CSC) Outreach

What is it?

Churches, schools, universities, and hospitals often have excess land that can be repurposed for a higher and better use. Outreach could be done with these institutions located within neighborhood hubs in order to understand their long-term property development goals. Facilitation could be made to assist them with connections with resources to optimize their property usage. Examples of resources could include funding for feasibility studies or gap financing assistance. This collaboration would benefit the institutions in making the best use of their space while opening the possibility of providing usable land to community members and business owners.

Where Has it Worked?

In North Portland, the Portsmouth Union Church recently worked with a developer to convert a piece of its property into a 20-unit apartment building – Portsmouth Commons. The units are targeted at those earning below area median income.

Could This Work in a Neighborhood Hub?

The best candidates for this strategy are hubs that feature vacant lots or lots with large, underutilized surface parking lots. In addition, hubs envisioned as community gathering spaces that feature parks or plazas could be good candidates for temporary engagements.

Implementation Considerations

Capital Cost ●●● Administrative Cost ●●○

Capital costs for this strategy could vary widely depending on the level of involvement desired by the City. If the City acts merely as a convenor between landowners and developers, then capital costs are likely to be low. More intensive involvement could include funding for pre-development assistance, feasibility studies, and waivers of SDCs. Administrative costs would likely be high, but could be spread across multiple departments. It should also be noted that church, school, and college landowners are likely to be mission-driven with a strong interest in affordable housing.

Vendor or Food Truck Pop-Ups

What is it?

Vendor or food truck pop ups are temporary events held on vacant or underutilized properties. These events serve two main purposes - they provide a valuable venue for small businesses to gain exposure and they activate areas that may be overlooked by the community. Small business owners, property owners, and community members benefit from providing unique items and services at underutilized properties.

Where Has it Worked?

The City of Vancouver, BC has developed a tactical urbanism and public space innovation platform called VIVA Vancouver. VIVA's pop-up activation program offers funding and support for community groups, non-profit organizations, and residents. Pop-up activations create public spaces by transforming, or programming, streets, laneways, and similar spaces into public gathering spaces.

Figure 6: VIVA Pop Up Vendor Fair

(Photo: City of Vancouver, BC)



Could This Work in a Neighborhood Hub?

As this strategy serves the dual purpose of visibility for vendors and activation for underutilized spaces, the best candidates are hubs that lack desired levels of commercial activity today. As demonstrated by the City of Vancouver's pop-up concepts, creativity is the only limitation on the types of locations that can host pop-up events. For example, Vancouver has used parking garage rooftops, alleyways, vacant lots, and parks as venues for such events.

Implementation Considerations

Capital Cost ●○○ *Administrative Cost* ●●○

Major capital costs associated with this strategy would likely include insurance coverage, event staff, bathrooms and other infrastructure. Major administrative costs would likely include event planning and event staffing though the latter could likely be spread across multiple departments such as community development and public works.

Equitable Economic Development Strategies

What is it?

Equitable economic development strategies guide neighborhood hub investments and business recruitment approaches. These strategies benefit community members, BIPOC businesses, and property owners through providing a diverse collection of businesses and services that appeal to historically underrepresented communities. Some key examples of strategies include: culturally responsive business technical assistance, attracting businesses that support a sense of belonging, and marketing/celebrating the program's geographic areas as multi-cultural destinations.

Where Has it Worked?

The City of Beaverton is currently using BIPOC business recruitment strategies to fill ground floor retail spaces of a city owned parking garage. To develop a leasing strategy, they convened a community advisory committee and a consultant to come up with a tenant selection matrix, which ranks applications according to specific criteria. BIPOC ownership is one of the selection criteria. Prior to releasing any leasing information about the spaces to the public, Beaverton first marketed the opportunity to community-based organizations that serve BIPOC entrepreneurs and have connected interested business owners with technical assistance and lending resources in order to assist with their applications.

Could This Work in a Neighborhood Hub?

Equitable economic development strategies are applicable to all neighborhood hubs.

Implementation Considerations

Capital Cost ●○○ Administrative Cost ●●●

While capital costs associated with this strategy are likely to be low, administrative costs are likely to be high. Administrative costs include chartering and administration of oversight boards, development and on-going application of equitable development criteria, and on-going program monitoring to ensure the City is attaining desired results.

Tier 2 Strategies – Partnerships Required

Community Investment Trust

What is it?

Community Investment Trusts (CITs) were pioneered by Mercy Corps in the Portland region and provide an opportunity for local residents to invest in and benefit from commercial development. They provide opportunities for residents to invest relatively small amounts of money in a mission-driven real estate project in their neighborhood.

Where Has it Worked?

Mercy Corps' first Community Investment Trust is the East Portland CIT, located at Plaza 122, a 29,000-square-foot mid-century commercial retail mall in outer Southeast Portland with approximately 26 to 30 businesses and nonprofit tenants. 300 to 500 Portland and Gresham residents within four zip codes (97216, 97233, 97230, 97236) can follow a long-term path to collective ownership of this building in their neighborhood for as little as \$10 and up to \$100 per month.

Figure 7: Plaza 122, A Community Investment Trust Property With 300-500 Local Resident Investors

(Photo: Mercy Corps)



Small Business Loans and Technical Assistance

What is it?

Small business loans coupled with technical assistance are intended to strengthen or jump-start brick-and-mortar, mobile, and home-based businesses by providing access to capital and below-market interest rates.

Where Has it Worked?

Prosper Portland's Thriving Small Business Loan Program provides a low fixed interest rate, 10 year loans, and minimal underwriting requirements as long as participants have completed 15 hours of technical assistance.

Appendix A: Toolkit Database Overview

The economic development database is a Microsoft Excel workbook that includes the following tabs:

- **Strategies:** summary of neighborhood economic development strategies researched as part of the Neighborhood Hubs Implementation Project
 - **Sources:** full list of source documents
 - **Public Input:** summary of city-led public outreach pertaining to economic development strategies
-

Strategies Tabs

The “Strategies” tab summarizes neighborhood economic development strategies researched by Cascadia Partners for the Neighborhood Hubs Implementation Project. Strategies were selected based on an initial round of research, further refined by City of Milwaukie staff, and amended based on business and property owner outreach.

The strategies that were selected have two characteristics in common. First, they have the ability to be implemented at a small geographic scale (i.e. hubs, not citywide). Second, the resources required to implement them are scaled appropriately given the City’s financial means and staff capacity.

Strategy Descriptions and Precedents

Each strategy listed on the strategies tabs includes a brief description and reference to a source document. Relevant page numbers of source documentation are included where applicable. A complete list of source documents can be found on the “Sources” tab.

Strategy Tier

Three tiers of strategies were researched. They are described below:

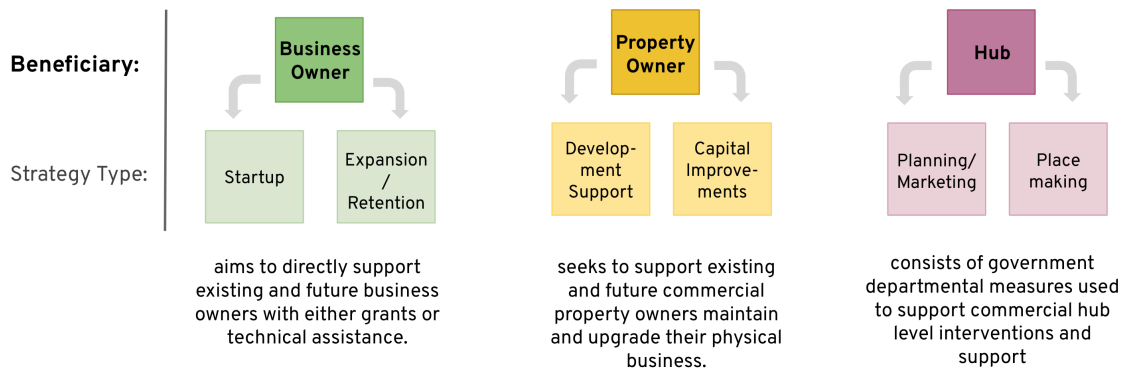
- **Tier 1 Strategies:** strategies for which the City of Milwaukie could play a lead role and that have been identified for further study
- **Tier 2 Strategies:** strategies for which the City of Milwaukie would need additional partners and that have been identified for further study
- **Other Strategies:** strategies not identified for further study

Equity Considerations

Each strategy includes considerations of how implementation can be done in an equitable manner. This could include prioritization of certain populations of concern, or providing outreach in multiple languages, among other strategies.

Beneficiary and Strategy Type

The beneficiary column lists the intended beneficiaries of each strategy, which could include business owners, property owners, or an entire hub. Each strategy is further classified based on the following categories:



Staff Capacity

The “Staff Capacity” column provides a high-level assessment of the impact of each strategy on the City’s Economic Development Department staff capacity. Currently the City’s Economic Development Department consists of 1 FTE, with no plans for further staff expansion. Given these constraints, staff capacity impacts are measured relative to their administrative burden at 1 FTE. Staffing impact categories and their meaning are summarized below:

- **Low:** strategies with a “low” staff capacity impact would likely require less than .5 FTE to administer and could potentially be implemented with current staffing.

- **Med:** strategies with a “med” staff capacity impact would likely incur between .5 and 1 FTE and may require sharing of resources across departments.
- **High:** strategies with a “high” staff capacity impact would require more than 1 FTE to administer and would likely require staff resources beyond what the City currently has available.

Cost

The primary source of discretionary funding for economic development is a commercial construction excise tax of 1%. Currently, 50% of this tax is used for economic development activities in the City of Milwaukie. In the most recent biannual budget (FY 2023-24), this amounts to approximately \$312,000⁴. The “Cost” column classifies each strategy based on its approximate cost relative to this biannual budget allocation, excluding in-kind staff resources. Cost impact categories and their meaning are summarized below:

- **Low:** strategies that could be implemented for less than \$20,000 per beneficiary
- **Med:** strategies that require up to 25% of the biannual economic development CET budget annually per beneficiary.
- **High:** strategies requiring a majority or more than the biannual economic development CET budget per beneficiary.

Public Support

The “Public Support” tab lists instances when public input from neighborhood, business, and property owner outreach aligned with a given strategy. See the “Public Engagement” tab for a full summary of public outreach.

In-Kind Resources

In some instances where strategies require additional staff to execute, there may be opportunities to involve staff from other departments. The “In-Kind Resources” column indicates which departments could potentially provide staffing resources to support each strategy.

⁴ City of Milwaukie Biannual Budget FY 2023 – 2024, pg 149