

MILWAUKIE PLANNING COMMISSION
MINUTES
TUESDAY, JUNE 8, 1993

COMMISSION PRESENT

Patricia Lent, Chair
Bill Johnson
Gordon Jones
John Littlehales
Scott McClure
Carolyn Tomei
Don Trotter

STAFF PRESENT

Maggie Collins,
Community Dev. Dir.
Jim Crumley,
Associate Planner
Dave Krogh,
Associate Planner
Shirley Richardson
Hearings Reporter
Tim Corbett,
Public Works Director
Paul Roeger,
Public Works Engineer

COMMISSIONERS ABSENT

None

1.0 CALL TO ORDER

Chairwoman Lent called the meeting to order at 6:35 p.m.

2.0 PROCEDURAL QUESTIONS - None.

3.0 CONSENT AGENDA

3.1 PLANNING COMMISSION MINUTES - May 25, 1993

John Littlehales moved to approve the minutes of May 25, 1993, as submitted. Carolyn Tomei seconded. MOTION CARRIED 5-0 with two abstentions. Don Trotter and Bill Johnson were not at that meeting.

4.0 PUBLIC COMMENT - None.

5.0 PUBLIC HEARINGS - None.

6.0 OLD BUSINESS

6.1 Continued Worksession: Community Development/Public Works Coordination Roles and Responsibilities

Chairwoman Lent opened the worksession on Community Development/Public Works Coordination Roles and Responsibilities. Maggie Collins reviewed with the Commission a list of concerns about street vacation procedures that were expressed by the Planning Commission at the last worksession.

Discussions occurred about additions and clarifications recommended by Community Development Staff. Don Trotter asked about the criteria for access to rivers, lakes and trail systems and right-of-ways that would be viable for these types of trail systems. Maggie Collins will review the Open Space Element for language that can be reviewed by the Commission.

Tim Corbett and Paul Roeger were then introduced to address other questions and concerns. The following comments were made:

Carolyn Tomei asked for clarification of the consent signatures. Tim Corbett explained that 2/3rds of the signatures in the entire area, not the effected area, is required. 100% consent of abutting property owners is required and this is counted in the 2/3rds figure. Paul Roeger pointed out on the board how these figures are calculated.

Tim Corbett stated that the application packet will be reviewed and assessed by the City Attorney.

Chairwoman Lent asked where in the packet the Applicant indicates why he wants the vacation? Tim Corbett explained that that information is given on the petition side of the Street Vacation Application.

Carolyn Tomei asked about when a title report is filed? Paul Roeger stated that if the origin of right-of-way is questionable, then a title report will be requested.

Gordon Jones asked how the easements and encumbrances were identified; where does this information come from? Paul Roeger stated that the utilities would be in the street. Private utility easements would require a title report. If a street is owned privately, there would be a fee-simple ownership and a title report is required.

Discussion followed on whether to formally adopt the procedure for street vacations. Staff is inclined to leave it as a non-adopted procedure for the time being. Formal adoption would be required by the City Council.

Maggie Collins will bring a revised packet with changes discussed tonight back to the Planning Commission at the next meeting.

Escrow Maggie Collins stated that Escrow Accounts was one of the concerns that the Commission wanted to discuss with Public Works. She passed out copies of the Escrow memo to the Commissioners which explained how Public Works uses escrow accounts.

Tim Corbett reviewed the memo with the Commission. He stated that his Department is in the process of reviewing the process on Escrow funds. Escrow funds are usually taken for street improvements, sidewalks, lot grading, etc. The developer makes the escrow deposit and when the funds are released, they go back to the developer.

Maggie Collins asked why escrow accounts were not required for industrial or business uses. Currently, escrow accounts are used only for subdivisions. Tim Corbett explained that requirements are different for industrial/commercial property. Certificates of Occupancy are needed before the use of the site. In a residential use, an owner can move in whenever they want, thus furthering a need for a guarantee that required improvements get done.

Don Trotter asked if escrow accounts were universally or selectively submitted. Paul Roeger stated that presently escrow accounts only apply to subdivisions.

Discussion followed on whether there should be an automatic condition as part of every application review. For landscaping issues, this would give better enforcement to the intent of landscaping/screening survival, and would be easier to enforce than a bond procedure.

Discussion followed on a process where the applicant knows up front that he/she is going to be responsible for screening/landscaping maintenance, be it residential, commercial or industrial. There needs to be some form of enforcement included in this process.

It was suggested that the Urban Forestry group review this topic as part of its work.

Dave Krogh stated that on page 2 of the escrow memo it talks about 10%-15% contingency fees added to the estimated amount of improvement costs. In a conversation with a developer in

Washington, it was noted that Milwaukie had a low contingency rate; other jurisdictions charge 25-50%.

On page 3 of the escrow memo it indicates that the Public Works Department requires that a subdivision be built out to a 90% level prior to laying the final lift of pavement. How is this implemented; is Public Works responsible for the notification or is the developer responsible? Tim Corbett stated that the requirement is for 90% of development built out or one year from recordation, whichever comes first. Language will be included in the process to better explain this rule.

Maggie Collins will summarize the issues raised tonight and bring back a Street Vacation draft at the next worksession with Public Works. Tim Corbett stated that he will be available the second Tuesday of each month to attend worksessions with the Planning Commission to address some of these process issues. The next meeting he will be attending will be July 13, 1993. Other issues will be addressed as they develop.

Gordon Jones asked about the process Public Works goes through to assess the need of improvements to arterials (like Lake Road); funds for sidewalk, street widening, etc. Tim Corbett stated that he would review this issue and address it at another meeting.

Recess was taken at 8:30 p.m. and the meeting reconvened at 8:40 p.m.

7.0 NEW BUSINESS

7.1 Johnson Creek Boulevard Annexation Update

Chairwoman Lent opened the discussion on the Johnson Creek Boulevard Annexation Update. Jim Crumley reported that City annexation of 20 acres on the north side of Johnson Creek Blvd. had taken place. He submitted a draft of an impact analysis of what this means to the City to annex substandard properties. It is hoped that the report will act as a comprehensive guide or methodology that will evaluate future annexations to see if they are in fact in the best interest of the City.

Additional information has been received from the Police and Finance Department and that information will be incorporated in an updated draft and presented at a future meeting.

Carolyn Tomei asked how the decision was made to annex the Johnson Creek Blvd. property? Maggie Collins explained that the annexation project was a City Council goal. It was their decision to annex the property into the City.

Jim Crumley stated that if there are any suggestions or concerns that can be included in the re-draft, please call and let him know.

7.2 Sign Ordinance Report

Chairwoman Lent opened the discussion on the Sign Ordinance Report. Dave Krogh reviewed with the Commission the draft work program for the Sign Ordinance, how it will be implemented and how it is going to be enforced.

Implementing the Sign Ordinance is a multi-step process. New concerns, procedures, and processes have come out of the new standards and requirements. A primary concern was the issuance of daily display sign and secondary, right-of-way sign permits. The project worksheet in the Planning Commission packet is directed towards the implementation of the daily display sign permits.

Information is still being collated. The Milwaukie Downtown Development Association has been contacted and a mailing list will be created of businesses having daily display signs. Enforcement of signs that don't have permits will be the next step. After the daily display sign process is completed, the next step will be on banner enforcement. The current cost for sign permits is a one-time fee of \$48.00. Affected parties will be Commercial and Business/Industrial areas, shopping sites, and convenience stores.

It was suggested that Karen O'Dowd, MDDA Director, be invited to a Commission meeting for introduction to the Commissioners.

7.3 Citizen Involvement Program Update

Chairwoman Lent opened discussion on the Citizen Involvement Program update. Maggie Collins introduced Mark Jonson, Community Development Intern, to the Commission. He has been assigned to work on background data for the Riverfront project and to put together a plan for revitalization of a citizen involvement program. Model material has been submitted to the Commission.

Mark Jonson briefly reviewed with the Commission the status of this Citizen Involvement Program. A new citizen involvement

plan is being developed in response to one of the 1992-93 City Council Goals. The goal of this effort is to develop a new program for citizen participation organizations.

The primary purpose of the citizen groups will be to provide input on land use planning. Community Development recommends this specific set of actions:

- (1) Revise and coordinate a document that governs what citizen groups do. This revision will better reflect the state-wide planning goals for land use.
- (2) Redefine the role of citizen participation organizations. Requirements in the Comprehensive Plan are not descriptive; this revision would allow the groups to be more active and improve participation of neighborhood groups.
- (3) Increase City participation and redefine the role of the City. Someone from the City will be designated to work in the function of a community relations office.
- (4) Develop and implement a innovative plan to accomplish the goals they have.

Carolyn Tomei asked if the neighborhood configurations will be changed? Mark Jonson stated that there are no plans for changes in configuration at this time, but concerns about reconfiguration will be addressed later. Ardenwald, Island Station, Waverley, Milwaukie Downtown Development Association were named as possible associations to contact.

Don Trotter stated that he had three concerns:

- (1) There is nothing in the document about boundaries.
- (2) What is the timeframe for this project?
- (3) What were the recommendations sent to the City Manager?

Maggie Collins explained that a very basic preliminary draft was submitted to the City Manager for review. The Commission will receive a copy of the final draft as soon as it is completed. The timeframe for this project is scheduled for September.

Discussion followed on the term CPO, Community Participation Organization. Mark Jonson explained that a CPO is something different from a neighborhood social group; they would like to establish an structured organization to provide neighborhood input to the City on land use issues.

It was the consensus of the Commission to continued this worksession to the next meeting. Additional information will be provided on boundaries, acronym - CPO, and a packet for review on bylaws and amendments to the Comprehensive Plan and the general program layout.

8.0 OTHER BUSINESS

8.1 Community Development Department Report

Maggie Collins presented informational material to the Commissioners. Two letters were submitted, one from Dark Horse Comics and the other from Brod & McClung-Pace Co. Dave Krogh informed the Commission that if they would like to tour Dark Horse Comics facilities, he will make the arrangements.

8.2 Willamette River Coordination Project

Don Trotter reported that Staff had completed all research on the results of interviews with organizational elements along the Willamette River corridor. The common goals shared by all jurisdictions (Clackamas County, West Linn, Gladstone, Lake Oswego, Milwaukie, Oregon City) are:

1. Reduce conflicts of water and land uses
2. Restore and enhance the Willamette River natural resources
3. Responsible management throughout the Willamette River and shoreline.

Don Trotter reported that this is the first step in a multi-step process. The goal will be a comprehensive master planning document for the Willamette River Corridor; and a model ordinance for all jurisdictions on natural resources, environment and Greenway design.

A Willamette River Coordination Committee meeting is scheduled for next month to receive input from cities and counties as to their focus or goals. Presentations will be made to the jurisdictions regarding the background information and the Committee's plans for the River corridor.

Maggie Collins stated that she will request a joint worksession with City Council to review the Willamette River project. She will also schedule a Saturday morning group visit to the site for all Commissioners who would like a tour.

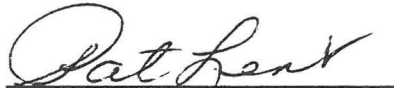
8.3 Milwaukie Tree Committee Report

Continued until next meeting, June 22, 1993.

CITY OF MILWAUKIE PLANNING COMMISSION
MINUTES OF JUNE 8, 1993
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- 9.0 NEXT MEETING: June 22, 1993
- 9.1 CU-93-03 (Breed)
- 9.2 Springwater Corridor Master Plan Worksession

Carolyn Tomei moved to adjourn the meeting of June 8, 1993. Bill Johnson seconded. MOTION PASSED UNANIMOUSLY. Meeting adjourned at 10:15 p.m.



Pat Lent, Chairwoman



Shirley Richardson,
Hearings Reporter

AGENDA
MILWAUKIE PLANNING COMMISSION
Milwaukie Center, 5440 S.E. Kellogg Creek Dr.
Tuesday, June 8, 1993, at 6:30 p.m.

- 1.0 Call to Order
- 2.0 Procedural Questions
- 3.0 Consent Agenda
 - 3.1 Planning Commission Minutes: May 25, 1993
 - 3.2 City Council Minutes: May 18, 1993
- 4.0 Public Comment

This is an opportunity for the public to comment on any item not on the agenda.
- 5.0 Public Hearings - None.
- 6.0 Old Business
 - 6.1 Continued worksession: Community Development/Public Works Coordination Roles and Responsibilities
- 7.0 New Business
 - 7.1 Johnson Creek Blvd. Annexation Update
 - 7.2 Sign Ordinance Report
 - 7.3 Citizen Involvement Program Update
- 8.0 Other Business
 - 8.1 Community Development Department Report
 - 8.2 Milwaukie Tree Committee Report
- 9.0 Next Meeting: June 22, 1993
 - 9.1 CU-93-03 (Breed)
 - 9.2 Springwater Corridor Master Plan Worksession

The Milwaukie Planning Commission welcomes your interest in these agenda items. Feel free to come and go as you please.

Milwaukie Planning Commission Mission 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.

Public Hearing Procedure

1. Staff Report
2. Correspondence
3. Applicant's presentation
4. Public testimony from others in support of application
5. Comments or questions from interested persons who are neither proponents nor opponents
6. Public testimony from those in opposition to the application
7. Questions from the Planning Commission
8. Rebuttal testimony from Applicant
9. Closing of public hearing
10. Commission discussion/action

The Planning Commission's decision on these matters may be subject to further review or be appealed to the City Council. For further information, contact the Milwaukie Community Development Department office at 652-4410.

Milwaukie Planning Commissioners:

Patricia Lent, Chair
Carolyn Tomei, Vice Chair
John Littlehales
Don Trotter
Gordon Jones
Bill Johnson
Scott McClure

Community Development Department Staff:

Maggie Collins, Community Development Director
Dave Krogh, AICP, Associate Planner
Jim Crumley, Associate Planner
Jeanne Garst, Office Assistant
Marcia Hamley, Office Assistant
Shirley Richardson, Recording Secretary

COMMUNITY DEVELOPMENT DEPARTMENT
PROJECT PLANNING WORKSHEET
May 26, 1993

Name of Project: Follow-Up to City Sign Ordinance Update (ZA-92-01)

Lead Person Assigned: Dave Krogh

Other Staff Assigned: Jim Crumley (liaison with MDDA), Jeanne Garst and Marcia Hamley (clerical support)

Other Staff Assisting: Maggie Collins and Mike Robinson

Desired Product: Provide for implementation of new processes created as part of (ZA-92-01).

Informal review and comment by: MDDA, City Planning Commission and appropriate City staff

Approval by: Maggie Collins

Work Components:

1. Research

- Review ordinance for new procedures requiring implementation
- Clarify processing roles and responsibilities
- Inventory businesses with signs requiring new process action

2. Data Presentation

- List inventory of businesses and applicable signs
- List new processes requiring implementation

3. Review Needs

- Identify forms and process changes needed for implementation of new procedures and prepare drafts
- Coordinate with MDDA and applicable City staff
- Preliminary review by City Attorney

4. Preparation of Final Product

- Prepare final information materials

- Prepare letters to affected businesses/individuals
- Prepare other forms needed
- Staff edit of documents

5. Review/Adoption

- City Attorney review
- MDDA review
- Planning Commission review and/or status report
- In-house review and corrections
- Approval by CDD Director

6. Follow-up/Implementation Activities

- Copy and distribution of forms and materials
- Familiarization of processes/training for staff
- Letters sent to affected businesses/individuals
- Process sign permits

Time Line:

- June 4, 1993---complete sign inventory
- June 4, 1993---complete all forms
- June 8, 1993---status report to Planning Commission
- June 11, 1993---complete all reviews/corrections
- June 18, 1993---mail letters to affected parties, complete copy/distribution of forms, complete staff training as needed

Note: This work program is associated with Phase I of the Sign Ordinance Update Project. Phase II will include a separate work program when it commences. Phase II is intended to correct any "bugs" left over from Phase I and to incorporate downtown signage changes that may be proposed as part of the MDDA's downtown design project.

MEMORANDUM

COMMUNITY DEVELOPMENT DEPARTMENT
June 1, 1993

To: Milwaukie Planning Commission
From: *MC* Maggie Collins, Community Development Director
Re: Community Development Department Report

Action Requested

For your information.

Discussion

1. STREET/ROAD VACATION PROCEDURE. (PART OF WORKSESSION WITH PUBLIC WORKS STAFF)

Please bring your copy of the City Road/Street Vacation Procedure and your copy of the Public Works memo on escrow funds. Attached is a Work Sheet that sums up our discussion so far on this procedure, and a copy of the application packet for this process.

2. OTHER AGENDA ITEMS. Due to the holiday, some of the material for this meeting is unavailable as of June 1st. Look for additional material that will be mailed on Thursday, June 3rd. Thanks for your patience.

3. MISCELLANEOUS. Included in this packet is another copy of the boards and commissions newsletter for your administrative file. Also, you should have received your latest North-South Transit Corridor newsletter, announcing the first Metro workshop for the next phase of the project. There are three dates to choose from: June 16th, June 24th and June 30th. All the introductory presentations will be the same; however, the maps will be different, depending on which segment of the Corridor you choose to work on.

cc: C.D. Staff
Dan Bartlett, City Manager

Review of Street/Road Vacation Procedure
6/1/93

AUTHORITY FOR PLANNING COMMISSION REVIEW OF REQUESTS FOR STREET AND ROAD VACATIONS.

A question was raised about the Commission's role in this process. The Commission's adopted roles and responsibilities include making recommendations on "The laying out, widening, extending and locating of public thoroughfares, parking of vehicles and relief of traffic congestion." This role comes straight from O.R.S. 227.090(1)(a)(A).

Adopted role language also states that the Milwaukie Planning Commission may "Do and perform provisions of O.R.S. 227 not specifically addressed by local ordinances and procedures." The Milwaukie Road/Street Vacation Procedure is the coordinated way that Milwaukie is implementing O.R.S. 227.100 (which says that planning commissions may make recommendations on street vacations).

PROPOSED AMENDMENTS TO STAFF PROCEDURE AND/OR GUIDE

1. Add a procedure note at D. that C.D. staff will send notification prior to the P.C. meeting. List is that of Applicant and all property owners identified within the petition boundary.
2. Add a note that the P.C. review procedure will be based upon the C.2 criteria, the P.W. staff report, the results of the P.W. referral process, and any applicable land use policy. The Chair will make clear that this is a public comment meeting, not a formal public land use hearing. Chair will ask for a short staff report, then will open the floor to comments from affected property owners. This will be followed by questions from the Commission, and a final summation of comments heard by the Chair. At that point, the Commission is free to make a recommendation, by motion. If the Commission decides to make no recommendation, that action should also be by motion. The Chair will then inform those present of the next step(s) in this process.
3. The criteria stipulated to be used to make a recommendation either pro or con is shown on the Guide at D.1. Criterion C.2(d) is the major item with land use implications: "The dedicated right-of-way is not viewed as providing a possible link in current or future planned road, pedestrian or bike path systems."

In addition, and depending on the request, the Commission may wish to weigh a request with adopted Transportation Element objectives from the Comprehensive Plan, such as these:

- ** To improve the access, circulation and safety of roadways.
- * To develop a pedestrian/bikeway system which connects local activity centers such as parks, schools and activity centers."

WORKSESSION (6/8/93) TOPICS:

1. When is a title report required? When does the City Attorney review the title report?

2. What does the detailed application form look like? (See sample packet attached to Community Development Report)

3. How will public input from the Planning Commission meeting be handled? (See comments on backside)

4. When does the City attorney review the request?

5. What are the main criteria that the Planning Commission would use to make a useful recommendation? (See comments on backside)

INSTRUCTION SHEET

STREET VACATION

PETITION APPLICATION AND CONSENT FORM

PETITION APPLICATION

1. Provide the name, address and phone number or numbers of the petitioner.
2. Provide a description of the area to be vacated along with a map drawn to scale (a copy of the assessor's map is sufficient with the area requested for vacation clearly marked). The description may refer to distances from or to right-of-way lines of streets and property lines of adjacent tax lots.
3. State the reason for the request of the street vacation.
4. State the purpose for which the ground is to be used if vacated.
5. The petitioner must sign the petition at the bottom. This petition must be on the reverse side of the Consent to Vacation form so that all consenters know the reasons for the vacation request and the purpose for which the land is proposed to be used. The petitioner must also sign the Consent to Vacation form.

CONSENT TO VACATION

The petitioner must get 100 percent of the property owners abutting the area proposed for vacation to sign the "Consent to Vacation" form. This includes the petitioner if he or she is an abutting owner. Also, owners of two-thirds of the area affected by the vacation must sign the "Consent to Vacation" form. The "area affected by the vacation" is defined by ORS 271.080 (2) as "...the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated."

The person(s) signing the "Consent to Vacation" form must print their name(s), address, and legal description of the property they own within the affected area. The legal description may be a Lot and Block, metes and bounds description or a Tax Lot Number as printed on a property tax statement.

If there are multiple owners of a single parcel, only one of the property owners must sign the "Consent to Vacation" form. All signatures must be notarized.

OTHER APPLICATION INFORMATION

In addition to the "Petition Application" form and "Consent to Vacation" form the applicant must provide information on the origin of the street (ie: dedicated in a subdivision plat, county market road, bought by City or County for public road and utility purposes, deeded to the City or County, etc.). If the street is in fee title the title holder must be identified. A Title Company can get this information or the applicant can check the County Assessor's records.

The applicant must also show the location of any known City or public utility assets within the public right-of-way (ie: sewer, water, power, telephone, gas, signs, etc.). City Public Works staff may assist the applicant with some of this information.

Lastly, the applicant must show the relationship of the requested right-of-way vacation to any current or planned road or bike path system. City Public Works and/or Community Development staff may assist the applicant with this information.

PETITION FOR STREET VACATION

1. Name of Petitioner:

Address:

Phone Number:

2. Description of Area to be Vacated: (Map to be Attached)
(Use parcels and distance from property line to describe)

3. Reason for Vacation:

4. Proposed Use of Vacated Area:

The undersigned petitions the City for vacation of the above described area. Attached are the signed consents of all property owners abutting this area, and owners of two-thirds of the area affected by the vacation as required by ORS 271.080. All Consent to Vacation forms will have a completed copy of this petition printed on the reverse side.

Signature

Date

CONSENT TO VACATION

The undersigned property owner abutting or affected by the vacation of _____ Street from _____ to _____ consents to the vacation. (See attached map) A copy of the petition for street vacation is printed on the reverse side of this consent form. Property owner abutting vacated area understands that all property annexed to his or her property by approval of this vacation may be subject to property taxes.

Property Owner:

Address:

Legal Description:

Date

Signature

Date

Signature

STATE OF OREGON)
) ss
CLACKAMAS COUNTY)

Acknowledged before me on _____

Notary Public

My Commission expires: _____

STREET VACATION

OTHER APPLICATION INFORMATION

Origin of Street: _____

Fee Title Holder (If any): _____

City or Public Utility Assets Withing the Public Right-of-Way (Attach map showing existing assets and proposed relocation):

Relationship of the Area to be Vacated to Any Current or Planned Road or Bike Path System (Attach map):

TO: All Planning Commission Packet Recipients
FROM: Jeanne Garst, Community Development Office Assistant
RE: Additional Packet Materials
DATE: June 3, 1993

Enclosed you will find the packet items that were not included in your packet that was distributed earlier this week. I apologize for the delay, and hope that this has not caused you any inconvenience. If you have any questions please contact the Community Development Department.

TO: All Planning Commission Packet Recipients
FROM: Jeanne Garst, Community Development Office Assistant
RE: Additional Packet Materials
DATE: June 3, 1993

Enclosed you will find the packet items that were not included in your packet that was distributed earlier this week. I apologize for the delay, and hope that this has not caused you any inconvenience. If you have any questions please contact the Community Development Department.

MEMORANDUM

COMMUNITY DEVELOPMENT DEPARTMENT

May 24, 1993

To: Milwaukie Planning Commission
Dan Bartlett, City Manager

From: *MC* Maggie Collins, Community Development Director

Re: Proposed Revitalized Citizen Involvement Program

Action Requested

For your information.

Background

Attached is an outline of the proposed actions that would fulfill the City Council goal of establishing a citizen involvement program throughout the City. Mark Jonson, Community Development Department Intern, will be present at the June 8th Planning Commission meeting to discuss this project with you. As indicated by the minutes of May 25, 1993, a package of proposals has been sent to the City Manager for his review and comment. The attached outline presents only the proposed parameters of this effort.

**CITY OF MILWAUKIE
REVITALIZED CITIZEN INVOLVEMENT PLAN OUTLINE**

- Background

This outline addresses selected elements from goal #3, Community Relations, of the 92-93 City Council Goals.

- Goals of the Revitalization Plan:

- Develop and implement a new CPO program that will promote efficient, effective, fair participation of neighborhoods in the land use planning process and other community issues and concerns.
- Create increased, sustained, involvement of CPOs in Community Development by implementing a stronger partnership between the City and CPOs.
- Develop CPOs that take greater initiative for their management and operation.
- Develop a stronger partnership between CPOs and the City.
- Create an innovative CPO plan that better fulfills the spirit of the Statewide Planning Goals and promotes a contemporary image of City leadership and the community.

- Action Plan of of the Community Development Department Revitalization Plan: Improved citizen involvement in CPOs

- Revise Chapter 1, Citizen Involvement Program, of the Comprehensive Plan
 - Should be reorganized into a format that better reflects the goals and objectives of the City's improved CPO program
 - Should better reflect the mandates of Statewide Planning Goal One
 - Should delete provisions that no longer reflect CIP goals
 - Should add provisions needed to reflect new CIP goals
 - Should define new roles and duties of CPOs and the City
 - Should outline CPO procedures
 - Should reflect the expanded role of CPOs and the City in the CPO process
- Define the role of CPOs
 - Draft model bylaws that direct CPOs in efficient, effective and fair participation in land use planning and other community development issues
 - Draft a Handbook for CPOs to assist them in managing their organizations

- o Define the role of the City
 - Create a Community Relations Office to work closely with CPOs and other groups, or designate a City organization or employee to fulfill that role
 - Allocate funds and services to support CPO implementation
- o Develop and implement an innovative plan to generate increased interest and participation in CPOs.
 - Work with existing CPO groups to adopt the increased management and representation that the new CIP envisions
 - Meet with Church groups, service groups, business groups, etc. to generate interest in forming CPOs in underrepresented areas
 - Develop an *innovative *mixed-media campaign aimed at changing the perception of Milwaukie's CPO program and generating increased participation, in particular at more broad-based participation.
 - *Innovative means that the CPO message will reflect the new attitude of the CPO program and that the information will be marketed toward a broader base of participants than the traditional CPO mix.
 - *Mixed-media means mailings, television, radio, news sources, non-traditional sources, etc.
 - Work actively with groups to assist them in starting CPOs per the revised CIP.

Mark Jonson
City of Milwaukie
Community Development Department
June 2, 1992

June 1, 1993

INTRODUCTION

It is the goal of the City of Milwaukie's Comprehensive Plan Growth Element "to identify the City's future planning and service area, establish the respective responsibilities for reviewing and coordinating land use regulations and actions within the area, and determine the most cost-effective means to provide the full range of urban services within the area".

On July 5, 1990 the City of Milwaukie and Clackamas County signed an Urban Growth Management Agreement (UGMA) defining the City's role and responsibilities for providing cost-effective and coordinated services in the North Clackamas area. The UGMA set the physical boundary in which the City would have a role; it also defined two locations, Dual Interest Area A and B in which the City would target annexation for the short term.

It continues to be the policy of the City to only support annexations which conform to established urban service and growth management policies found in the City Growth Element of the Comprehensive Plan.

The Johnson Creek Annexation, AN-92-01, conforms to those policies in that:

The area is located within Dual Interest Area A of the Urban Growth Management Boundary; and

The City is able to provide an adequate supply of needed services; and

A majority of residents and property owners within the area desire City services.

PURPOSE

The purpose of this report is to coordinate the resources within the Department of Public Works, the Community Development Department, and other effected departments within the City to insure that the newly annexed area receives the most cost-effective urban services available.

The report will identify the existing levels of public

services, determine the short and long term needs and make recommendations to implement the appropriate service delivery system. It is further hoped that this report can serve as a conceptual guide for the evaluation of future annexation requests.

PHYSICAL ENVIRONMENT

AN-92-01 encompasses an area of approximately 20 acres north of Johnson Creek Boulevard between SE Flavel Drive and SE 55th Avenue. The area lies between the toe of the bluff and the south right-of-way line of the Springwater Corridor. The annexation area also includes one parcel south of the Springwater Corridor at Wichita Avenue.

There are 30 tax lots owned by 21 individual land owners. The annexation also includes public rights-of-way in the form of Johnson Creek Boulevard and the Springwater Corridor under the ownership of the City of Portland. There are 11 single family dwellings with an estimated population of 27 persons. There are 9 commercial structures, three industrial structures and the City of Milwaukie Public Works facility. The 1992 tax valuation was \$3,212,910.

DEMOGRAPHICS

****INSERT****

(waiting information from Portland State)

EXISTING INFRASTRUCTURE

Nine of the twenty parcels are currently connected to the City's sanitary sewer system; five others are within the Johnson Creek Local Improvement District (LID) but not connected to the sewer system at this time.

Water service is provided to all properties, with the exception of the City's Public Works facility, by the Clackamas Water District. The Public Works facility is served by City water via an extraterritorial agreement.

There is an existing storm sewer system located on the north

side of Johnson Creek Boulevard which appears adequate to serve the surface runoff of the annexation area.

The maintenance of Johnson Creek Boulevard and SE 58th Drive will remain the responsibility of Clackamas County. The City will take jurisdictional responsibility for SE Stanley Place and and SE 58th Avenue.

EVALUATION PROCEDURE

Every attempt has been made to include input from all departments of the City which will be required to provide service to the annexation area. A detailed outline was distributed to each department providing urban services and responses were compiled by the Community Development Department.

Individual fiscal impacts of serving this area are evaluated on a department-by-department basis in the following sections of this report.

The purpose of this analysis is to be able to consolidate fiscal impacts into a single document so that the overall picture is more easily evaluated.

Detailed mapping of this area was to be a part of this report; however the GIS System has not been sufficiently expanded to cover this area at this time. Complete mapping of this area will be completed on the GIS or CAD systems in the near future.

COMMUNITY DEVELOPMENT

The annexation area north of Johnson Creek Blvd. currently retains its Clackamas County Comprehensive Plan designation of "Industrial" and Zoning of "I-3". The single parcel south of Johnson Creek Blvd. is planned and zoned residential. Although only three of the parcels are presently developed as industrial uses, the area is physically separated from residential uses to the north by a forty-foot high bluff and from the residential area to the south by Johnson Creek boulevard and Springwater Corridor. There are industrial uses to the east and west of this area.

The Community Development Department will review this area for appropriate City zoning later this year.

POLICE

*****INSERT*****

FIRE

*****INSERT*****

STREETS

The City of Milwaukie automatically assumed jurisdiction of Stanley Place and 58th Avenue upon annexation. Because they are public streets and not in the County's maintained system the City will not receive County funds to bring them up to City standards.

The City of Milwaukie does not, under normal circumstances, provide the funding to construct residential streets. The City will provide street lighting and a minimum improvement consisting of an oilmat (chip seal) or 24' of AC paving for ease of maintenance. If the adjoining property owners wish a higher level of improvement, they will have to form a Local Improvement District (LID) to fund these improvements.

SE Stanley Place has a 30 foot right-of-way and is surfaced with gravel. Two of the five driveways are concrete and there are no curbs, gutters, sidewalks, storm drains or street lights.

The Public Works Street Supervisor has determined that the immediate and short term improvements should include grading and oilmating at a cost of approximately \$3400. However, there are no funds allocated in the 1993-94 budget for these improvements.

The costs of bringing Stanley Place up to City standards has not been calculated due to the unknown costs of acquiring rights-of-way. The cost of A/C paving and concrete curbs alone is approximately \$7600.

SE 58th Avenue has a 45 foot right-of-way and is also surfaced with gravel. The Public Works Department has allocated \$5000 in the 1993-94 street budget to construct the minimum improvements necessary to provide effective maintenance. The costs of full street improvements have not been calculated as they would be the responsibility of the adjoining property owners.

The cost of installing street lighting has not been received from PGE at this time. Installation and operation costs of street lights are born by the City and will be installed on both Stanley Place and 58th Avenue.

STORM SEWER

The majority of the storm sewer system lies within the Johnson Creek Boulevard right-of-way and will remain the responsibility of Clackamas County. Approximately 350 feet of storm sewer serves SE 58th Avenue and will become the responsibility of the City of Milwaukie.

At the current time the 58th Avenue system is adequately serving six properties in the annexation area. However, this line is extremely old and run directly into Johnson Creek. Its long term adequacy is in doubt.

The properties west of and along SE Stanley Place do not have storm sewers at this time. These properties drain to the north and into a small, unmaintained swale which then runs to the west and ultimately into the below grade system along Johnson Creek Blvd. The long term adequacy of this drainage is not known at this time.

SANITARY SEWERS

Ten of the thirty parcels are connected to the City of Milwaukie sanitary sewer system constructed during the Johnson Creek LID to serve the properties along Stanley Place and 58th Avenue. The sewer main was extended by extra-territorial agreement to serve Wichita Hardware and the Public Works facility.

There are five properties in the annexation area which could connect to the existing system. The properties west of Stanley Place would have to construct additional mains and/or relocate the lift station at their own expense. The long term plan for sewer service to this area includes a

relocation of the lift station from Stanley Place to SE 55th Avenue at the expense of the City. The true cost of the pump station relocation and attendant sewer mains cannot be determined at this time due to the fact that the final placement and service area has not been detmined.

Water

The Public Works facility is the only property in the annexation area currently being served by City water. All other properties are served by the Clackamas Water District. The ultimate long term water provider has not been determined at this time. There are ongoing discussion between the various water districts in the area revolving around the formation of a regional water authority.

The existing water service facilities are very old and only marginally adequate for fire suppression purposes. The Public Works water supervisor estimates that the cost to bring the system up to City standards would be approximately \$123,400.

The decision of which water agency will have the long term responsibility to provide water to this area must include consideration of the remaining unincorporated areas between the annexation area and the Multnoma County line which lies above the optimum service elevation of the City.

FINANCE

*****INSERT****

CONCLUSIONS AND RECOMMENDATIONS FOR SERVICE DELIVERY SYSTEM.

*****INSERT*****

ATTACHMENTS: (with final copy)

1. Vicinity Map
2. Topographic Map
3. Jurisdictional Map
4. Existing facilities



BROD & McCLUNG-PACE CO.

9800 S. E. McBrod Avenue
Portland, Oregon 97222
(503) 659-5880

In Reply Refer to:

RECEIVED

JUN 3 1993

PLANNING

June 2, 1993

Dave Krogh, AICP
City of Milwaukee
6101 SE Johnson Creek Boulevard
Milwaukee, OR 97222

Dear Mr. Krogh,

I would like to give you a progress report in regards to the screening of our facility. The drought and beaver damaged arborvitae have been removed along the NE corner of our property bordering Johnson Creek. There will be twenty-four 4' to 5' English Laurels planted this week in their place. A soaker irrigation system will be installed. This system will be used to water these new plants as well as the existing plants. Barkdust will be applied to finish off this landscaping project.

I went and talked with Howard Dietreich at the Mill End Store. He is agreeable with our plan to plant trees along Johnson Creek on his property to provide screening of our facility from McLoughlin. All that needs to be decided now is the type of trees to plant and their location. I hope to have these answers by June 11th so that planting can take place by June 18th. My main concern is to get these trees in soon, so that the summer heat doesn't damage them.

One more improvement to mention is that PACE has purchased a cardboard baler. This will allow us to remove the dropbox, for cardboard collection, from the back NE corner of the property.

I will keep you informed, as we progress further. Please call me if you have any questions or suggestions.

Sincerely,
Brod & McClung PACE Co.

Samuel P. Stember

Sam Stember

RECEIVED

JUN 3 1993



PLANNING

June 1, 1993

Milwaukie Planning Commission
c/o Pat Lent
Chairperson
10722 SE Main
Milwaukie, Or 97222

Dear Commission members,

We want to thank you for allowing us to speak to you. We appreciate your vote of confidence with the Hamilton Building. We want to assure you that our intentions are to dress up the exterior appearance of the building as soon as we start having some decent weather. In the meantime we have removed the exterior painted signage put on by Hamilton's from the windows. We are doing some tests to determine the most appropriate type of window coverings for the short term for the building.

We have been working on our five year business plan for Dark Horse. Over the next three years, we anticipate adding about thirty five more employees. Our existing buildings will not house our new arrivals. They will be full within a year. We purchased the Hamilton building, just to have it in inventory for future expansion. We now have an idea of the timing for that expansion.

After the Commission meeting, it occurred to us that none of you know what it is that we do at Dark Horse, nor do you have an idea of the extent of our remodeling of existing buildings. We feel certain that if you saw what we have done to fix up the Dark Horse buildings, then you would have more confidence in our intentions with the Hamilton Building and others. With that thought in mind, we would like to extent an invitation to

Sincerely,

A handwritten signature in blue ink, appearing to read "Neil Hankerson", written over a horizontal line.

Neil Hankerson
Executive Vice President



10956 SE MAIN
MILWAUKIE, OR 97222

Milwaukie Planning Comm.
c/o Pat Lent