

CITY OF MILWAUKIE
PLANNING COMMISSION MINUTES
MARCH 14, 2006

COMMISSIONERS PRESENT

Donald Hammang, Chair
Brent Carter, Vice Chair
Lisa Batey
Teresa Bresaw
Catherine Brinkman
Jeff Klein
Dick Newman

COMMISSIONERS ABSENT

None

STAFF PRESENT

Alice Rouyer,
Acting Planning Director
Katie Mangle
Planning Director
Susan Shanks,
Associate Planner
Brett Kelter
Assistant Planner
Shirley Richardson,
Hearings Reporter

1.0 CALL TO ORDER

The meeting was called to order at 6:35 p.m.

2.0 PROCEDURAL QUESTIONS -- None.

3.0 CONSENT AGENDA -- None.

4.0 INFORMATION ITEMS -- City Council Minutes

City Council minutes can be found on the City web site at
www.cityofmilwaukie.org

5.0 PUBLIC COMMENT -- None.

6.0 PUBLIC HEARINGS -- None.

7.0 WORKSESSION ITEMS

Kenny Asher introduced **Katie Mangle** the new Planning Director. He thanked **Alice Rouyer** for doing a tremendous job during the time between planning directors. **Ms. Mangle** stated that she was excited to work for Milwaukie and she is looking forward to working with the Commission. She has worked in transportation planning, transit design, streetscape design, site planning, master

planning, and transportation development. She feels she has a lot to offer and a lot to learn.

Introductions were made:

Lisa Batey, Planning Commission (18 months), Chair, Island Station
Susan Shanks, City of Milwaukie Associate Planner
Patty Wisner, Chair Design and Landmarks Committee (9 years)
Barbara Cartmill, Design and Landmarks Committee (9 years), Planning
Commission (6 years), resident since 1980
Teresa Bresaw, Planning Commission (4 years)
Catherine Brinkman, Planning Commission (1 year), Historic Milwaukie
Jeff Klein, Planning Commission (19 months)
Dick Newman, Planning Commission (1 year), Milwaukie Resident 6
years
Scott Churchill, Design and Landmarks Commission (6 months)
Brett Kelter, City of Milwaukie Assistant Planner and staff Liaison for
Design and Landmarks Committee
Donald Hammang, Chair Planning Commission
Brent Carter, Planning Commission
Kenny Asher, Community Development and Public Works Director

There were two Design and Landmarks Committee members absent; Randall Welch and Charmane Coleman.

Ms. Rouyer explained that the intent of this meeting is to get the Planning Commission and Design and Landmarks Committee together to talk about work programs and special projects. There has been a lot of discussion over the past two months on work planning and program planning. A joint Council and Planning Commission worksession was held last week to talk about priorities for work plans and work programs for the year. There has been a lot of transition in the planning staff and it will take time to get everyone up to speed, familiar with the processes and working as a team.

The Planning Commission has been discussing code rewrite. This is a multi-year type of project; it will take a lot of resources to do. This resulted in a concept of an annual "Code Fix" work program. A top ten list (priorities on an annual basis of the top ten things that need to be fixed and go through that list and get the projects assigned) was adopted:

1. Section 1400 (Transportation Planning)
2. CSO Cell Tower Regulations Language
3. Correct inconsistent and confusing code language
4. Parking Code Fix – Update parking standards
5. Nonconforming Use Code fix
6. Downtown Public Area Requirements
7. Creating design review for commercial/multi-family

8. Sign code inconsistencies/content-based
9. Annexation code for utility extensions
10. Strengthening Community Service Overlay Application Triggers - Kellogg Sewer Treatment Plant

Ms. Wisner asked if the Design and Landmarks Committee will be working with a consultant group to tackle the sign code inconsistencies or if they will be working with staff alone. **Mr. Asher** stated that staff doesn't know yet; however, he feels that there will be help with that project.

Ms. Rouyer went over a priorities list for work programming from the joint Council/Commission worksession:

1. Developing the department with new planning director and planners
2. Work on the Downtown Parking and Traffic Management Plan
3. Top Ten "Code fixes" - Compliance with Metro, Functional Plan and State Planning Requirements
4. Goal 5 Compliance
5. 224 Development readiness/rezoning - Graymore Development, bowling alley, McFarland, Murphy site, etc. - area prime for redevelopment
6. Downtown Plan update - Public area requirement update and refinement. The term "The Look" means that every time a plan is created it should be looked at to determine if it is meeting the need. There may be aspects of the plan that need to be fixed and reviewed.
7. Support for large regional projects with Community Development and Public Works Director

There were questions about Key Bank's remodeling status. **Susan Shanks** stated that based on the public improvement requirements of the code, 10% of the permit costs are needed for improvements. Roughly \$25,000 will be used for landscaping to retrofit all of the design issues. Centerline line up and parking requirements have been reviewed; there is no design review.

Alice Rouyer stated that there are several businesses out of compliance but with the staff's workload challenge it is difficult to choose the battles. **Commissioner Brinkman** asked about the regulations for reflective coating on windows. **Mr. Kelter** stated that along a 7-8 block stretch along Main Street, there are code requirements that do not allow window tinting/glazing on the ground floor of buildings. There is a maximum 50% window area coverage including curtains, shades, signage, etc. that can be applied.

Discussion followed on the sign review process. It was questioned whether the Wonderland sign under the theatre is in compliance. **Mr. Kelter** stated that the buildable space has been calculated and that they are in compliance with the 20% requirement. There was a condition placed on this application; it was not to be

illuminated until the Design and Landmarks Committee review it with a recommendation for approval by the Planning Commission.

Mr. Asher gave an update on the Texaco lot. Metro and the City presented this project to City Council in a worksession. Staff has hired a consultant to help guide them through the development process. The consultants are the same ones used for North Main Village. Together with Metro the city needs someone to help manage the project; put together an advisory committee to make sure the Request for Proposal (RFP) is written so certain parameters and requests are included. RFP will be modeled after North Main Village; it was a successful project. Help will be needed to select a developer and strike a 3-way agreement with between the City, Metro and the developer.

This kind of project is almost always subsidized because it is an expensive project to complete. This will be a 4/5 story building; commercial on the ground floor with housing above. Parking needs are yet to be figured out. The process has begun. The tentative schedule is to put out the RFP in July/August; developer selection in August/September; disposition and development agreement for disposing of property under certain terms of development by the end of 2006/first quarter 2007. Then construction can begin. The core team of the City, Metro and the developer will meet on a regular basis and the process will start to roll.

North Main Village, the most critical project in the city, has taken a long time. As far as site goes, and as far as the business deal goes, the Texaco site is more significant than the North Main Village. It is across the street from City Hall and is key to the entryway to the city with river views and main street implications.

Commissioner Klein asked if there is an awareness of the need for parking in the downtown area. **Ms. Rouyer** stated that the parking issue came up quite a bit in the North Main meetings. Discussion followed on parking concerns in the downtown area. **Mr. Asher** explained that the reason the city purchased the Texaco site is to fulfill the town center designation Milwaukie has. Mixed use, pedestrian oriented and density are goals to be achieved; parking tends to be constrained. There is probably not any part of this project that may result in a parking structure downtown. If a developer comes in that has a real vision and an appetite to take on more than just the Texaco site, possibly the next block as well, there may be a possible structure to address parking; however, this project itself can not address parking.

Because the investment, by putting this proposed structure in, if there were a parking structure, it would be promoting the growth of other areas and support the businesses development in the downtown area. This seems to be an optimum site owned by the city with the other site there. **Mr. Asher** stated that this is an optimal site for dense mixed-use development, which would accommodate a lot more people living downtown, and a certain amount of retail. Hopefully there

will be a domino affect that will finance structured parking. If the Planning Commission feels this way, it needs to be opened up for discussion with Council.

Commissioner Klein suggested reserving one of the blocks downtown for parking and asked if the City had considered this. **Mr. Asher** agreed structured parking is needed for downtown development; however it is not in the cards for this site. This site will have a lower parking ratio than what you would see in a traditional suburban site with low car impacts.

This building will be a critical part of the parking equation for downtown; however, there is a larger downtown issue: finding a way to finance a public parking structure before all the land is bought up. There is an intergovernmental agreement to do a certain structure on this site; a 4/5-story mixed use, transit oriented, and high quality development. This will be a new landmark building for the city.

Ms. Rouyer asked that staff provide a project update to the Planning Commission and Design and Landmarks Committee on this development. Parking concerns were also raised during the North Main project. **Scott Churchill** asked that the Commission receive the staff report and the intergovernmental agreement.

It was asked if a grocery store was planned for the downtown area. **Mr. Asher** stated that New Seasons and Trader Joe's are not interested. Concerns were raised that people are being drawn to live in the downtown area and there are no local grocery stores in walking distance. Milwaukie can support a grocery store and if there is going to be residential development, there were concerns about how people are going to get their food supplies if cars are discouraged.

Mr. Asher stated that parking would be an issue of downtown redevelopment. There is an issue of money and an issue of being able to tie up land and finance a parking structure that would be utilized for public, not associated with a retail establishment. This is a discussion that should start happening and be done in a development mode. His experience in Portland was that urban renewal was a way of subsidizing a project where the city takes on more land and then helps build spaces or provides do it yourself opportunities. The City could charge for parking if there is enough of a demand. Urban renewal may be a way to address parking in the downtown area.

Ms. Rouyer stated that there has been questions asked by the Design and Landmarks Committee as to their purpose and the Planning Commission needs. On the "top ten list" there is the idea of doing commercial and multi-family design guidelines. She asked Barbara Cartmill what the Committee needed from the Commission.

Ms. Cartmill stated that there is a lot of unknown as to the role of the Committee. They changed from a Commission to a Committee during their project of

downtown design guidelines. They feel disconnected from the Planning Commission and feel that their authority has been removed and feeling not valued. Recognition by this joint meeting was encouraging and possibly staying up to date on Planning Commission decisions would be helpful. They would like to know what is going on at Planning Commission hearings, and asked about the possibly of getting copies of staff reports of hearings.

Commissioner Carter voiced concern that the downtown guidelines encompass the entire city, not just downtown. With Graymore coming in, there is a need to get on the ball. There is talk about the redevelopment of 224 and that all of these things are valid for Milwaukie Design Guidelines. The Planning Commission is regulatory and the Design and Landmarks Committee is advisory; the DLC has been put on the back burner because there has not been staff to support their work. With all the development going on now is a good time to bring the two together and start working together.

Ms. Cartmill asked what would be the process if the Design and Landmarks Committee (DLC) wanted to start looking at design guidelines for the commercial district. It was suggested that if the Commission decided that this would be a charge to the DLC, the DLC would move forward and report back what work is being done. This would establish a relationship and projects for the DLC to work on that is addressed in the Commission's work plan.

Commissioner Bresaw voiced concerns about paved front yards and frontage requirements. Chapter 19.306 can be written regarding frontage requirements.

Scott Churchill stated that something that would be helpful to the Committee is direction as to the charter; design guidelines, standards for bringing in samples, information regarding other communities, etc. He would be interested in getting directive on what the Committee can work on and getting back to the Committee in three weeks.

Ms. Cartmill suggested that condition of findings be included with the recommendations to the Commission. This helps build the history of the reasoning for a decision.

There was discussion on the possibility of design standards for residential. There is enough interest that staff should address it. **Mr. Kelter** noted that they would follow up on the issues discussed tonight. They will review the work list to prioritize what goes first.

- Downtown window code enforcement – Foxy's
- Texaco Site – parking issues
- Planning Commission is interested in the Texaco site IGA
- Parking impact fee for downtown
- DLC feels disconnected

- Design guidelines for more areas of Milwaukie
- Design guidelines examples from other cities
- Recommendations from DLC/PC should be explained to the final decision making body
- Stronger design standards for residential

Mr. Asher stated that the first priority is getting **Ms. Mangle** on her feet and replacing Lindsey Nesbitt's position. Right now **Brent Kelter** and **Susan Shanks** are carrying the weight of the department; they are doing a remarkable job in keeping up with the land use and business applications. He asked the Design and Landmarks Committee to give the department time to catch up and then they will be able to start working with the Committee to begin moving the ball forward on a work plan.

Ms. Mangle stated that once she understands the issues and concerns of Milwaukie, she has a lot of examples and solutions that she would like to incorporate. She asked that the Design and Landmarks Committee review what problems need to be addressed, take pictures of sites that are of concern and suggest a list of goals. This will help her better address these issues.

Commissioner Batey stated that she preferred having the first Planning Commission meeting of the month for land use hearings and the second meeting of the month for worksessions. **Commissioner Brinkman** stated that the Design and Landmarks Commission has a vital part in the planning process and she feels that their role should not be diminished.

8.0 DISCUSSION ITEMS -- None.

9.0 OLD BUSINESS -- None.

10.0 OTHER BUSINESS / UPDATES

10.1 Matters from the Planning Director

Alice Rouyer noted that there are planning items scheduled for the March 28th meeting; staff will let the Commission know if the meeting will be cancelled.

11.0 NEXT MEETING -- March 28, 2006

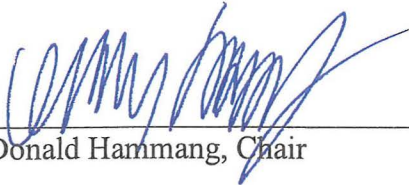
CITY OF MILWAUKIE PLANNING COMMISSION

Minutes of March 14, 2006


Page ... 8

Commissioner Klein moved to adjourn the meeting of March 14, 2006. **Commissioner Bresaw** seconded the motion. MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 8:25 p.m.



Donald Hammang, Chair



Shirley Richardson, Hearings Reporter

MILWAUKIE PLANNING COMMISSION

MILWAUKIE CITY HALL
10722 SE MAIN STREET

AGENDA TUESDAY, MARCH 14, 2006 6:30 PM

		ACTION REQUIRED
1.0	Call to Order	
2.0	Procedural Matters If you wish to speak at this meeting, please fill out a yellow card and give to planning staff. Please turn off all personal communication devices during meeting. Thank You.	
3.0	Planning Commission Minutes Approved PC Minutes can be found on the City web site at: www.cityofmilwaukie.org	Motion Needed
4.0	Information Items – City Council Minutes City Council Minutes can be found on the City web site at: www.cityofmilwaukie.org	Information Only
5.0	Public Comment This is an opportunity for the public to comment on any item not on the agenda	
6.0	Public Hearings – none	
7.1	Work session Items Joint work program discussion with Design and Landmarks Committee.	
8.0	Discussion Items This is an opportunity for comment or discussion by the Planning Commission for items not on the agenda.	Review and Decision
9.0	Old Business	
10.0 10.1 10.2	Other Business/Updates Matters from the Planning Director Design and Landmarks Committee Report	Information Only Review and Comment
11.0	Next Meeting: March 28, 2006 The above items are tentatively scheduled, but may be rescheduled prior to the meeting date. Please contact staff with any questions you may have.	

Forecast for Future Meetings:

April 11th – Subdivision at 11598 SE Beckman (S-06-01, TPR-06-02)

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

Public Hearing Procedure

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.** The staff report is followed by any verbal or written correspondence that has been received since the Commission was presented with its packets.
3. **APPLICANT'S PRESENTATION.** We will then have the applicant make a presentation, followed by:
4. **PUBLIC TESTIMONY IN SUPPORT.** Testimony from those in favor of the application.
5. **COMMENTS OR QUESTIONS.** Comments or questions from interested persons who are neither in favor of nor opposed to the application.
6. **PUBLIC TESTIMONY IN OPPOSITION.** We will then take testimony from those in opposition to the application.
7. **QUESTIONS FROM COMMISSIONERS.** When you testify, we will ask you to come to the front podium and give your name and address for the recorded minutes. Please remain at the podium until the Chairperson has asked if there are any questions for you from the Commissioners.
8. **REBUTTAL TESTIMONY FROM APPLICANT.** After all testimony, we will take rebuttal testimony from the applicant.
9. **CLOSING OF PUBLIC HEARING.** The Chairperson will close the public portion of the hearing. We will then enter into deliberation among the Planning Commissioners. From this point in the hearing we will not receive any additional testimony from the audience, but we may ask questions of anyone who has testified.
10. **COMMISSION DISCUSSION/ACTION.** It is our intention to make a decision this evening on each issue before us. Decisions of the Planning Commission may be appealed to the City Council. If you desire to appeal a decision, please contact the Planning Department during normal office hours for information on the procedures and fees involved.
11. **MEETING CONTINUANCE.** The Planning Commission may, if requested by any party, allow a continuance or leave the record open for the presentation of additional evidence, testimony or argument. Any such continuance or extension requested by the applicant shall result in an extension of the 120-day time period for making a decision.
12. **TIME LIMIT POLICY.** All meetings will end at 10:00pm. The Planning Committee will pause hearings/agenda items at 9:45pm to discuss options of either continuing the agenda item to a future date or finishing agenda item.

The Planning Commission's decision on these matters may be subject to further review or may be appealed to the City Council. For further information, contact the Milwaukie Planning Department office at 786-7600.

Milwaukie Planning Commission:

Jeff Klein, Chair
Dick Newman, Vice Chair
Lisa Batey
Teresa Bresaw
Catherine Brinkman
Scott Churchill

Planning Department Staff:

Vacant, Planning Director
Lindsey Nesbitt, Associate Planner
Susan Shanks, Associate Planner
Brett Kelter, Assistant Planner
Jeanne Garst, Office Supervisor
Karin Gardner, Administrative Assistant
Marcia Hamley, Administrative Assistant
Shirley Richardson, Hearings Reporter



TO: MILWAUKIE PLANNING COMMISSION

FROM: JEANNE GARST, OFFICE SUPERVISOR

RE: WORK PROGRAM DISCUSSION

DATE: MARCH 7, 2006 FOR MARCH 14, 2006 MEETING

Alice Rouyer, Acting Planning Director, asked me to send you the attached memo to City Council on the Planning Commission work program to be discussed at the joint PC/DLC discussion at the March 14 Planning Commission meeting.

If you have any questions, please call Alice at 503-786-7652.



To: Mayor and City Council

Through: Kenneth Asher, Director of Community Development and Public Works
Mike Swanson, City Manager

From: Alice Rouyer, Interim Planning Director

Subject: 2006 Planning Commission Work Plan

Date: February 24, 2006 for the March 7, 2006 Work Session

Action Requested

City Council review and discussion of the 2006 Planning Commission Work Program

Background

On February 9, the Planning Commission held a special meeting to discuss its annual work program. At the meeting, staff outlined draft work program priorities for the Commission's consideration. The Commission provided feedback to staff for inclusion in the Council joint work session. The following is a compilation of the Planning Commission and Planning staff priorities for 2006. The Commission will be prepared to discuss this draft list and Council priorities at the work session:

1. **Transition and Community Orientation for the new Planning Director**
2. **Downtown Parking and Traffic Management Plan**
3. **Transportation/Transit Priority**
 - a. **Hwy. 224 Triangle Rezone/Redevelopment Support**
 - b. **North Industrial Transportation, Transit and Area Planning**
4. **Downtown Plan Update – "The Look"**
 - a. **Public Area Requirement Update/Refinement**
5. **Code "Fix" Projects**
 - a. **Top 10 List (see draft list attached – Attachment A)**
 - b. **Maintain an ongoing "Paramedic Code Fix List" for the Planning Commission**

6. Metro Functional Plan Compliance – Ongoing
 - a. Nature in Neighborhoods Program
 - b. Other?
7. Ongoing Support to CD/PW Director on regional projects

Concurrence

The Planning Commission and Director of Community Development and Public Works have reviewed and concur with the draft work program.

Fiscal Impact

The work program will require a commitment of fiscal and staff resources. The proposed budget for FY 2006/2007 provides budget resources to support the work program. Approximately \$50,000 is currently proposed for the consulting services budget line item.

ATTACHMENT "A"

DRAFT PLANNING DEPARTMENT
ZONING CODE FIX "TOP 10" LIST

-
1. Section 1400 – Transportation Planning Design Guidelines and Procedures
 - a. More flexibility in right-of-way design, authorizing interim fixes when safety is issue, or when it just doesn't make sense. Tough to apply uniform code to everything, need flexibility.
 - b. Fix Table 1409.3 to include more reasonable dimensions.
 - c. Fix process, to authorize Type I adjustments with building permits (currently all adjustments must be done as Type II, which slows BP process).
 2. Fix CSO Cell Tower language- to give Planning Commission more flexibility in decision-making process. Should Staff be making Type II decisions, when there is a high chance of appeal?
 3. Correct inconsistent and confusing code language.
 - a. Time limit on guesthouses
 - b. Accessory structures.
 - c. Interior lots and zero lot lines.
 - d. Expiration of approval time limits.
 4. Section 500 – Update parking standards, many uses are not listed in the parking table, and also create consistency with permitted uses in zones between definitions, use zones, and parking standards.
 5. Fix the non-conforming uses code.
 6. Fix inconsistencies in sign code (definitions do not match and some language is not consistent). Revise sign code to take out content based approval criteria.
 7. Fix downtown public area requirements.
 8. Create design review criteria for commercial projects.
 9. Strengthen annexation policy/code regarding extensions of public utilities.
 10. Strengthen Community Service Overlay application triggers to better define "Minor Modifications" to existing CSO uses.