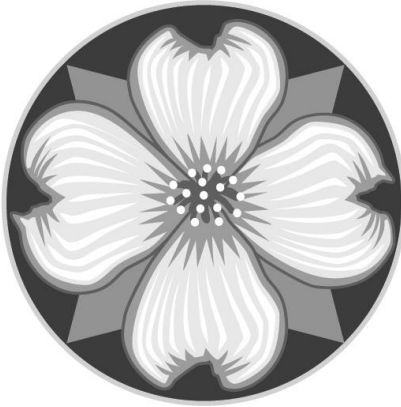




Work Session

WS

Milwaukie City Council

COUNCIL WORK SESSION

Zoom Video Conference
www.milwaukieoregon.gov

AGENDA

OCTOBER 6, 2020

Video Meeting: due to the governor's "Stay Home, Stay Healthy" order, the City Council will hold this meeting through Zoom video meetings. The public is invited to watch live on the [city's YouTube channel](#), Comcast Cable channel 30 in city limits, or by joining the Zoom webinar (visit <https://www.milwaukieoregon.gov/citycouncil/city-council-work-session-263> for details).

Written comments may be submitted by email to ocr@milwaukieoregon.gov. Council may take limited verbal comments. **To speak during the meeting**, see the Zoom webinar login information (see meeting page link above).

Note: agenda item times are estimates and are subject to change.

Page #

- | | |
|---|-----------|
| 1. Citizens Utility Advisory Board (CUAB) - Annual Review (4:00 p.m.)
Staff: Peter Passarelli, Public Works Director, and
Steve Adams, City Engineer | 7 |
| 2. Tree Board - Annual Update (4:30 p.m.)
Staff: Peter Passarelli, Public Works Director | 11 |
| 3. Johnson Creek Watershed Council Cleanup Event - Discussion (5:00 p.m.)
Presenter: Daniel Newberry, Johnson Creek Watershed Council | |
| 4. Adjourn (5:30 p.m.) | |

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.

Executive Sessions

The City Council may meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660(2); all discussions are confidential; news media representatives may attend but may not disclose any information discussed. Final decisions and actions may not be taken in executive sessions.



COUNCIL WORK SESSION

Zoom Video Conference
www.milwaukieoregon.gov

MINUTES

OCTOBER 6, 2020

Present: Council President Angel Falconer; Councilors Lisa Batey, Wilda Parks, Kathy Hyzy

Staff Present: City Attorney Justin Gericke City Recorder Scott Stauffer
City Engineer Steve Adams Public Works Director Peter Passarelli
City Manager Ann Ober

Mayor Gamba called the meeting to order at 4:00 p.m.

1. Citizens Utility Advisory Board (CUAB) – Annual Review

Mr. Passarelli introduced CUAB chair Joel Bergman, and member Jake Stetson. He provided an overview of CUAB's purpose. He provided highlights of CUAB's recent work reviewing the Capital Improvement Plan (CIP), the 2021-2022 biennium budget, and providing utility rate recommendations as part of the master fee schedule.

Mr. Bergman noted CUAB's past difficulties with having enough members to make meeting quorums and hoped the city could assist in recruitment efforts.

Mr. Passarelli reviewed CUAB's workplan for the next year. He explained the review process for the water and wastewater masterplans.

Councilor Batey asked about the status on the Well #2 replacement work and **Mr. Passarelli** reported on the project's progress. They also discussed the old Well #1 and **Mr. Passarelli** confirmed the city had abandoned it. He also reported the city had consolidated water rights for the old Well #1, and Wells #2 and #3, which resulted in the city having more flexibility to pump water out of the wells.

Mr. Passarelli explained that the CUAB's workplan included tracking water and transportation revenue forecasts. He noted the revenue from water and transportation had been forecasted to decline. He reported that the city's temporary coronavirus (COVID-19) pandemic utility assistance program had not seen any usage yet. He observed this was a program that started in September and was in addition to the city's permanent utility assistance program. **Ms. Ober** noted that staff had done additional outreach to local schools and non-profit community groups to promote the utility and renter assistance programs. **Councilor Parks** suggested that the city also reach out to the American Association of Retired Persons (AARP) and **Councilor Batey** noted Meals on Wheels would also be good to contact about the program.

Mr. Passarelli reported an increase in demand on the water system during the months of July and August. The group commented on what could have caused the increase and noted that the increased water usage could correspond to more people being home due to the pandemic. **Councilor Hyzy** believed it was important to keep an eye on the water usage situation.

Mr. Passarelli believed working on the water masterplan would result in a recommendation to develop a robust water conservation program. **Councilor Batey** noted that the Regional Water Providers Consortium had great educational. **Mr.**

Passarelli said CUAB was working with consultants on the wastewater masterplan and future CIP projects.

Mr. Passarelli reported on changes the CUAB had proposed to their bylaws, including changing the board name from the Citizens Utility Advisory Board to the Community Utility Advisory Board. He explained that the board felt the term “citizen” was exclusionary and was not a good representation of the city’s customers. He reported that the CUAB also proposed changing the meeting frequency from every month to every other month, with added meetings as need. He commented on the CUAB’s workload and said he would bring the proposed changes to a regular session Council meeting soon for formal consideration.

Councilor Batey thought the name change was a good idea. She commented on the meeting frequency change and wanted to see more standardization across all the city’s boards and committees related to what the bylaws looked like. **Councilor Hyzy** believed CUAB’s proposal did allow for maximum flexibility with adding meetings as needed. She noted Mr. Bergman’s comments about the challenge it had been to have enough members on the committee and believed having a smaller time commitment may be helpful in recruiting people. **Mr. Adams** noted that when the CUAB was not in budget planning, it was difficult to create agenda topics. **Mayor Gamba** agreed that meetings were not needed just for meetings sake and believed if the board could do their work in less meetings, that was fine.

Councilor Hyzy wondered what types of discussions the CUAB has had around the requirement that board members serve as informed ambassadors to the public for how utility rates work. She observed that the city had been working hard on public engagement and wondered how CUAB related to that and if it needed help in sharing its knowledge with the community.

Mr. Stetson noted past conversations about how to better educate residents about what services the utility provides and how public funds are spent. He noted how important utility projects are and how important it was to help educate the public. He suggested ways the board could do outreach and said the CUAB was happy to focus more on public outreach if that was Council’s preference. **Mayor Gamba** thought it could be possible to have the city’s outreach coordinator to meet with CUAB. **Councilor Hyzy** noted how difficult public outreach was right now and appreciated CUAB having those conversations.

2. Tree Board – Annual Review

Mr. Passarelli noted that Tree Board member Jon Brown was present. He provided an overview of the board membership and noted that interviews had been recently held to fill two vacancies.

Mr. Passarelli reviewed the Tree Board’s 2019 events and accomplishments including tree planting events and the adoption of the Urban Forest Management Plan (UFMP). He provided details on the city’s spending on tree-related items over the past few years and noted the total volunteer time and trees planted. He reported that the city had received the Tree City USA Growth Award, which recognized higher levels of tree care by participating Tree City USA communities.

Mr. Passarelli reviewed the Tree Board’s ongoing projects, including work on a public tree code, past and upcoming tree plantings, free public leaf drop sessions, and more. He provided details on the upcoming Arbor Day event on October 24 and a future Friends

of Trees event. **Council President Falconer** explained her experience with trying to plant a tree which had proven unsuccessful because she lived on an unimproved road. She observed that people would still turn out for volunteer tree plantings and work parties. **Mr. Passarelli** provided details of the Arbor Day event at the city's Johnson Creek Boulevard (JCB) campus, which included tree giveaways, a ceremonial planting, and donuts.

Mr. Passarelli reviewed the Tree Board's 2021 planned events and projects. He said the board would work with the Comprehensive Plan Implementation Committee (CPIC) to develop a private tree code. He explained the upcoming tree inventory and he and **Councilor Batey** discussed tree mapping tools. **Mr. Passarelli** noted the city also planned to update its public works standards and hold additional tree planning events.

3. Johnson Creek Watershed Council (JCWC) Cleanup Event – Discussion

Daniel Newberry, JCWC Executive Director, discussed events from the past year and noted changes made to ensure volunteer safety during COVID-19. He reported that JCWC had planted 970 trees in the city this last year. He discussed JCWC's project on Oregon Department of Transportation (ODOT) property to add wooded areas along Johnson Creek to enhance fish habitat. He noted there would be upcoming volunteer events.

Mr. Newberry discussed upcoming JCWC projects. He noted successful past projects and how JCWC has worked with Americold Logistics to restore riparian habitat. He asked for Council assistance in connecting with two public agencies on the creek, the Oregon Liquor Control Commission (OLCC) and the Clackamas County Community Corrections Women's Center, to do a project in the creek near their properties. **Councilor Batey** noted potential city contacts who could help make public agency contacts to OLCC and the county. She pointed out Milwaukie Bay Park was set to be under construction in 2022.

4. Adjourn

Mayor Gamba adjourned the meeting at 5:24 p.m.

Respectfully submitted,


 Amy Aschenbrenner, Administrative Specialist II

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CITY OF MILWAUKIE

Memorandum

To: City Council

From: Jennifer Garbely, Assistant City Engineer

Through: Kelly Brooks, Assistant City Manager

Date: September 30, 2020

Re: Engineering Dept. Projects – City Council Update for Oct. 6, 2020

CAPITAL IMPROVEMENT PROJECTS:

Yellow Truncated ADA Domes

Summary: Engineering is building a large number of ADA ramps with our new SAFE program, so want to rethink about what is being installed. While black truncated domes meet ADA requirements, Engineering feels we can do better. Yellow stands out and is a warning to be cautious for kids, pedestrians, bikers, and drivers. Importantly the bright yellow captures your attention and provides additional safety.

Update: The engineering department is updating the public works standards to switch to yellow truncated ADA domes throughout the City moving forward.

McBrod Avenue Improvements

Summary: The city is improving pedestrian safety by building a sidewalk on the east side of McBrod Avenue, from 17th Avenue to Ochoco Street. The project also addresses much-needed repairs and upgrades to the water and stormwater systems, as well as the roadway pavement condition.

Update: Road reconstruction, full depth reconstruction using cement treated base, will be completed next week if the weather cooperates. Staff will present to City Council in November regarding contaminated soil disposal costs for water and stormwater main installation. Businesses located along McBrod Avenue receive monthly email updates regarding construction activities.

22nd Avenue & River Road SAFE Improvements

Summary: The 22nd Avenue and River Road improvements include constructing sidewalks and ADA accessible curb ramps, adding new crosswalk markings and pedestrian refuge islands, remarking bike symbols in bike lanes, repaving both streets for a smoother surface, relocating a water pressure control valve, and adding a new storm line and catch basins. JLA has been involved with community engagement,

Type Options – Traffic/Parking; ROW: Use, Construction, Tree, Other (name); CIP; GIS

Summary – Explain the project and last item completed.

Update – What is the next major project step/Update item? Include any Update engagement.

including a project open house, community survey, and responding to emails from citizens regarding the project.

Update: Stormwater work at the intersection of River Road / Lark Street/ 23rd Avenue will be constructed by Public Works as soon as scheduling allows . The target start date for construction by Rotschy Inc. is early November. Once a construction schedule is submitted and approved, notices will be mailed to adjacent property owners, emails will be sent to update everyone on the project update list, and the webpage will be updated. Work will begin with water system and storm system improvements followed by sidewalk and roadway improvements.

42nd Avenue & 43rd Avenue SAFE Improvements

Summary: The combined 42nd and 43rd Avenues SAFE project will install measures to increase safety for bikes and pedestrians in the corridors. Some utility work is included in the scope.

42nd SAFE: Reconstruct portions of the sidewalk and many sidewalk ramps for ADA Accessibility. Install curb islands and other improvements to slow vehicle speeds and increase pedestrian and bicyclist safety. Water system improvements include transferring existing services from the 4" main to the existing 12" main. Sewer pipe replacement between Fieldcrest Avenue and Olsen Street.

43rd SAFE: Install a combination of sidewalks and shared bike/pedestrian paths along 43rd Avenue from King Road to Howe Street. Install sidewalks and shared bike/travel lane markings along Howe Street from 43rd Avenue to 42nd Avenue. Replace a problematic sanitary sewer line along 43rd Avenue from Rockwood Street to Covell Street.

Update:

42nd SAFE: Staff is working towards final design.

43rd SAFE: Consultant is working towards 90% design. Community comments were solicited via a survey on the project page. Many commenters were excited for a safe walking environment. Some people were concerned with the planned stormwater planters, having generally witnessed poorly maintained facilities. The city has committed to providing maintenance of the facilities as well as the porous pavement shared use path.

Lake Road Improvements

Summary: The Lake Road Improvements Project includes full depth reconstruction of the roadway from 23rd Avenue to Guilford Drive. The road will also be widened to accommodate the existing lane configuration and provide bike lanes in each direction for the full length. This project will install pervious pavement, stormwater planters, traffic signal upgrades at Lake Road and Oatfield Drive, and school zone flasher upgrades. Twelve curb ramps will be upgraded as part of this project. A 50% design

Type Options – Traffic/Parking; ROW: Use, Construction, Tree, Other (name); CIP; GIS

Summary – Explain the project and last item completed.

Update – What is the next major project step/Update item? Include any Update engagement.

open house occurred on February 27. In May, staff notified the public via the city website, project stakeholder email about the delayed construction start date. The news was also be shared in the June Pilot.

Update: Lake Road Improvements are working towards a 90% design level and bid advertisement is set for **November 2020**. The construction season will be from bid acceptance to fall 2021. Most utility poles have been relocated and wired services have been moved onto the new poles.

Linwood Avenue SAFE Improvements

Summary: Shared bike/ped path on both sides of Linwood Avenue from just north of Harmony Road to Monroe Street. Permanent improvements will be made to the temporary diverter at the Monroe/Linwood intersection. Two well-attended open houses have been held. Extensive outreach with impacted property owners has been ongoing.

Update: The project was advertised for bidding on September 14, with bids due October 13. PGE plans to relocate utility poles along east side in October – November. Project completion is scheduled for fall 2021.

Meek Street Storm Improvements

Summary: Project was identified in the 2014 Stormwater Master Plan to reduce flooding within this water basin. The project was split into a South Phase and a North Phase due to complications in working with UPRR. Construction started April 20, 2020 on the South Phase with anticipating completion by June 30, 2020, which is 6 months ahead of schedule.

Update: Meek South Phase is working on finalizing punch list for close out. North Phase Staff is waiting for property and easement documents to move forward with the purchase from the Railroad.

SAFE & SSMP FY 2021 Improvements (Home Ave, Edison St, Wood Ave)

Summary: Project includes the Home Avenue and Edison Street SAFE/SSMP improvements and the Wood Avenue SSMP improvements.

Home Avenue: Construct sidewalk on one side of Home Avenue from King Road to Railroad Avenue. Repave Home Avenue from King Road to Railroad Avenue. Replace sewer pipe to improve lift station capacity on Harrison Street from 47th Avenue to Home Avenue, and on Home Avenue from Harrison Street to Monroe Street)

Edison Street: Construct sidewalk on the north side of Edison Street from 35th to 37th Avenue. Repave Edison Street from 35th Avenue to 37th Avenue and install stormwater treatment systems.

Wood Avenue: Repave Wood Avenue from Railroad Avenue to Monroe Street and install stormwater treatment systems.

Update: The topographic survey is complete. 30% design by Fall 2020.

Construction in 2021.

Home Avenue: A summary of the results of an online survey from July 2020 were shared on the project website in September 2020.

Harvey Street Improvements

Summary: Project includes water service improvements on Harvey Street from 32nd Avenue to 42nd Avenue, on 42nd Avenue from Howe Street to Harvey Street, as well as 33rd Avenue and 36th Avenue. The project also includes sidewalk construction and roadway paving on Harvey Street from 32nd Avenue to 42nd Avenue.

Harvey Street: Topographic surveyor's contract has been signed and the survey will be completed and received by the city by end of September.

FY 2021 Wastewater Improvements

Summary: Project includes replacement of old or high maintenance sanitary sewer mainline at 4 locations: Kent Street, 37th Avenue, Washington Street, and Rio Vista Street.

Update: In-house design to begin this fall for bid advertisement in Jan/Feb 2021.

Milwaukie Bay Park

Summary: Provided grant support letters for two state grants. Worked with NCPRD to contract for the dock to be removed and repaired.

Update: Preparing as-builts for CORE and monitoring plan. Need to vacate old Harlow ROW for purposes of the recently awarded OPRD grant.

Wavery Heights Sewer Reconfiguration

Summary: Waverly Heights Wastewater System Reconfiguration was identified in our 2010 Wastewater System Master Plan. The existing sewer collection system is in a residential neighborhood within the City of Milwaukie; some 3,700 feet of pipe may need replacing.

Update: Project delayed until FY 2023.

Monroe Street Greenway

Summary: The Monroe Street Greenway will create a nearly four-mile, continuous, low-stress bikeway from downtown Milwaukie to the I-205 Multi-Use path. Once complete, it will serve as the spine of Milwaukie's active transportation network connecting users to the Max Orange Line, Max Green Line, Trolley Trail, 17th Avenue Bike Path, I-205 path, neighborhoods, schools and parks. Funding grants through ODOT and Metro will

allow the city to complete the 2.2 miles of our section of the Monroe Greenway from the Trolley Trail to Linwood Ave in the next five years.

Update: The city had a project walk-through with prospectus consultant the week of September 28th. The walk-through was introductory and the goal was to identify any challenging field conditions that can affect total project cost. This information needs to be identified to complete the prospectus.

Kellogg Creek Dam Removal

Summary: Project to remove the Kellogg Creek dam, replace the bridge, and improve fish passage.

Update: North Clackamas Watershed Council is organizing an October online web presentation and group discussion to share the result of a recent wetland-flood attenuation study.

TRAFFIC / PARKING PROJECTS, ISSUES

Library Parking

Summary: After the library opened, patrons and staff reported challenges with the layout of the parking lot. Engineering worked with Public Works and Library staff to reconfigure the spaces in the lot to allow for more room to turn around. The ultimate solution was to convert the north nine full spaces into compact spaces and create an 18-ft wide turn-around area.

Update: Project complete. Public Works reconfigured and restriped the lot.

RIGHT-OF-WAY (ROW) PERMITS (includes tree, use, construction, encroachment)

Downtown Trees and Sidewalks

Summary: A downtown business owner applied for a permit to remove 5 trees at 10909 SE Main Street. Peter and Steve met with the applicant to propose retaining the trees by allowing for larger tree wells and raising the sidewalk to allow more space for roots under them. The city has offered to demolish and reinstall the curb; but the property owner will be responsible for replacement of the sidewalk and all future maintenance of sidewalks. Owner expressed concerns that any changes with sidewalk elevation may allow storm runoff to shed towards the front doors of the businesses.

Update: City contracted to have the sidewalk surveyed to help respond to stormwater concerns. Survey data should be available in June.

PRIVATE DEVELOPMENT – PUBLIC IMPROVEMENT PROJECTS (PIPS)

Type Options – Traffic/Parking; ROW: Use, Construction, Tree, Other (name); CIP; GIS

Summary – Explain the project and last item completed.

Update – What is the next major project step/Update item? Include any Update engagement.

Ardenwald Elementary Driveway Improvements

Summary: North Clackamas School District (NCSD) is doing driveway improvements at Ardenwald Elementary. Improvements are to facilitate a new bussing schedule and include adding a turn lane to Roswell and widening their driveway entrances to accept busses on Wake.

Update: The work on Wake is nearing completion for the project. Landscaping is the last item for the contractor to complete on Wake. Excavation and demolition are ongoing on Roswell with curb and sidewalk already complete. The contractor is finishing concrete work for the driveway this week and has begun excavation on the water filtration swale. Conclusion of project is currently set to take place the first week of September.

Monroe Apartments

staff continues to work with applicant in creating a development agreement. Project is under design.

DOCUMENT ADMINISTRATION

Master Plans

Summary: Water and Wastewater System Master Plans are under contract and are being managed by Peter Passarelli.

Update: Review draft chapters in the master plans.

Document Updates

Summary: Engineering has several items that are reviewed and updated. These include the Public Works Standards, Construction Notes, Special Provisions, Charter Template, databases such as StreetSaver and maps files in ArcGIS.

Update: StreetSaver has been updated to include all new streets from Public Improvement Projects. Engineering staff is meeting to review updates to the construction notes and construction Special Provisions. Engineering staff is meeting to review bond requirements. Engineering staff are reviewing and revising Public Works Standard Drawings. The revised charter template has been completed.



CITY OF MILWAUKIE

Memorandum

To: City Council

From: Leila Aman, Community Development Director

CC: Ann Ober, City Manager

Date: October 2, 2020

Re: Community Development Department Projects – City Council Update for
October 6, 2020 Council meeting

Community Development/Economic Development/Housing	Planning	Building
▪ Economic Development Outreach ▪ Business Relief Fund ▪ ADU SDC Waiver ▪ Housing Affordability Strategy ▪ Rent Relief ▪ City Hall Blue Ribbon Committee	▪ Comprehensive Plan Update ▪ Comprehensive Plan Implementation ▪ Planning Commission ▪ Design and Landmarks Committee ▪ Land Use/Development Review	▪ August in review

COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT/HOUSING

Housing and Economic Development Outreach

- Staff shared information with all contacts on file for Milwaukie's registered businesses for free personal protective gear. Masks and gloves are available to businesses with 50 or fewer employees while supplies last at <https://supplyconnector.org/states/oregon/free-ppe/>. Staff also shared with these same contacts, information from the Small Business Administration regarding low-interest federal disaster loans available to Oregon businesses and residents as a result of President Trump's major disaster declaration related to the recent wildfires in Clackamas County. Individuals can learn more about the virtual business recovery center and virtual disaster loan outreach center at FOCWAAssistance@sba.gov.
- Staff shared updates and resources with 444 rental license holders regarding the Governor's Executive Orders 20-56 at https://www.oregon.gov/gov/Documents/executive_orders/eo_20-56.pdf and 20-37 at https://www.oregon.gov/gov/Documents/executive_orders/eo_20-37.pdf for extensions through December 31, 2020 for the residential eviction and mortgage foreclosure moratoriums due to Oregon's State of Emergencies for COVID-19 and wildfire displacement.

Business Relief Fund

- Grants for Business Relief Fund Round 2 have been awarded to 14 businesses, totaling \$32,000. Funds for this round of grants were provided to the city via the State of Oregon Emergency Business Assistance Matching funds from Business Oregon. Half of the awards were made to Sole Proprietors as required by the State program.
- The City was awarded an additional \$97,000 in State of Oregon Emergency Business Assistance Matching funds from Business Oregon. This award combined with the \$35,000 already received results in a 100% match from the state for the funds allocated by City Council for the BRF. For the \$132,000 original investment by the city will result in \$264,000 of funds for our local businesses. Applications for Round 3 will be available for businesses in mid-October.
- Staff is partnering with Micro Enterprise Services of Oregon (MESO) to administer the final round of grants. MESO "was formed as a grassroots initiative in 2005 under the umbrella of The Black United Fund of Oregon to assist small businesses that were experiencing challenges in the wake of gentrification, new development, and increased rents in North/Northeast Portland. MESO is a designated SBA microlender, an IDA fiduciary, a USDA RMAP (Rural Micro-entrepreneur Assistance Program) lender, and a Community Development Financial Institution (CDFI)." Clackamas county utilized MESO for administration of their grant program and with great success. Working with MESO will significantly reduce staff time needed to administer these important resources to the community. An added benefit is that it will also connect our businesses to their services and resources as well.

ADU SDC Waiver

- Staff have processed and approved one application for the ADU waiver pilot program. More details about that program can be found here: <https://www.milwaukieoregon.gov/housingaffordability/adu-waiver-pilot-program>. Six additional applications have been submitted for review and applicants are continuing to inquire about eligibility and County SDCs, and working on completing land use applications to secure, and maintain, places in line. Staff will provide an update to City Council at the Regular Session meeting on November 17.

Housing Affordability Strategy

- Staff will be presenting the annual MHAS update to Council on October 13th.

Rent Relief

- There are currently 10 Milwaukie households that have received rental assistance or are in process of receiving a rental assistance grant from the City. These 10 awards accounts for \$13,535 of the \$25,000 allocated by Milwaukie's City Council to assist families impacted financially by COVID 19. The City partnered with Northwest Housing Alternatives to administer these grants on the City's behalf.

City Hall Blue Ribbon Committee

- The City Hall Blue Ribbon Committee had its second meeting on September 16. The agenda included adopting the committee charter, a presentation from the State Historic Preservation Office (SHPO), and a continued conversation on community engagement. Staff and the committee will launch a web-based open house to gather information on community values and goals for the project. CHBRC #3 is scheduled for October 29.

PLANNING

Comprehensive Plan Implementation

- The first CPIC meeting with the consultants was held on September 17. The group discussed the public engagement plan for the project and provided input on outreach efforts, listened to a general introduction to the planning concepts applicable to the project, and held a round of introductions of the team to the committee. Next steps are to prepare an initial outreach effort to develop a baseline understanding of the key issues and/or concerns about housing in Milwaukie. This effort will provide direction on both the code audit (now underway by the consulting team) and concept development. Staff has created a project webpage that provides general information about the project, the overall schedule, and links to various related documents and other background information. The project webpage is here: <https://www.milwaukieoregon.gov/planning/comprehensive-plan-implementation>.

Planning Commission

- PD-2020-001 – The application for a Planned Development at Waverly Woods was deemed complete. The proposal is for the phased development of four apartment buildings, a community center with a swimming pool, and a community room totaling 100 dwelling units. The referral was sent out on September 17. Public notices will be sent on October 7. The public hearing with the Planning Commission has been scheduled for October 27.

Design and Landmarks Committee

- The DLC will continue its work on proposed amendments to the downtown design review process at its next regular meeting on October 5, to be held virtually using Zoom.

Land Use/Development Review1

- DEV-2020-005; TFR-2020-004: The application for Type I development review and a Type II transportation facilities review for a proposed 3-story mixed-use building at 9391 SE 32nd Ave has been deemed complete. The referral and public notices were sent on September 24; comments are due on October 8.
- **ADU-2020-004: A Type II application for a new, detached 616 sq ft Accessory Dwelling Unit (ADU) was submitted on September 4. The application was deemed complete on September 7. The referral was sent out on September 11 and the public notice on September 16. No public comments have been received at this time.**

- ADU-2020-007: An application for the conversion of an existing 682-sq ft guesthouse into an accessory dwelling unit (ADU) was submitted on September 21. The application was deemed complete on September 22. The referral and public notices were sent on September 24; comments are due on October 8.

¹ Only land use applications requiring public notice are listed

BUILDING

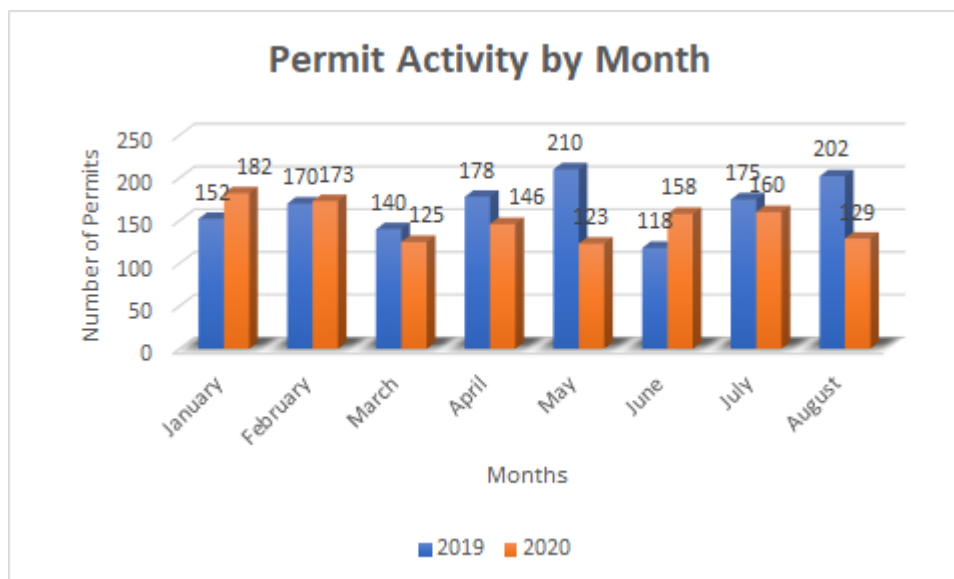
Aug 2020 in review:

New Single Family – 2
 New ADU issued – 0
 Solar 2 Issued
 Residential Alterations/Additions –4 issued
 Commercial new - 0 issued
 Commercial Alterations –5 issued
 Demo's –0 issued

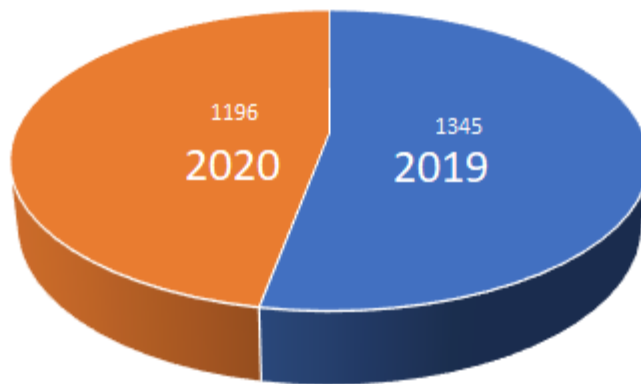
Valuation of permits issued:

\$685,501.83
 \$0
 \$18,282.73
 \$183,139.00
 \$0
 \$1,248,146.00

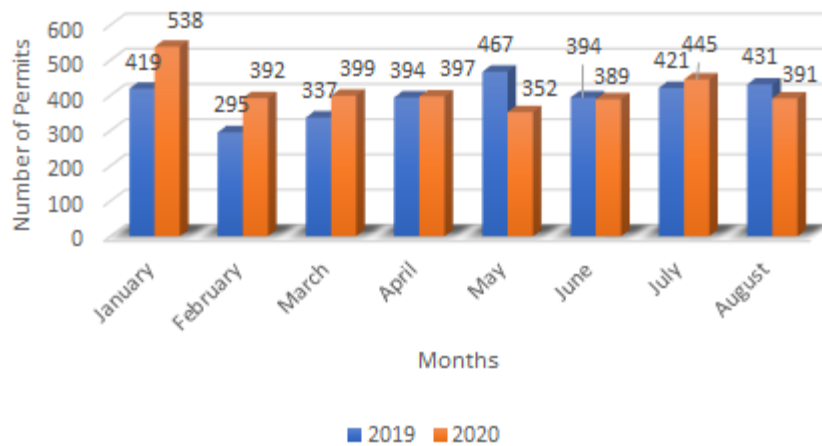
- Total number of permits issued (Structural, Mechanical, Plumbing, Electrical)
100
- Total number of Inspections performed (Structural, Mechanical, Plumbing, Electrical)
319
- Total active permits: 979
- We are starting to see some drop off in activity, although not as much as we expected at this point.



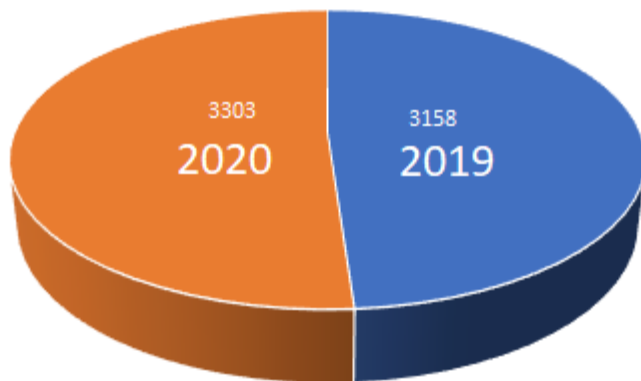
Permit Activity - January through August



Inspection Activity by Month



Inspection Activity - January through August



COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Date Written: Sep. 21, 2020

Reviewed: Blanca Marston (as to form), Administrative Specialist

From: Peter Passarelli, Public Works Director, and
Joel Bergman, CUAB Chair

Subject: Citizens Utility Advisory Board (CUAB) Annual Update and Bylaws Review

ACTION REQUESTED

Informational and discussion only.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[April 10, 2018:](#) The CUAB provided recommendations on utility rates for fiscal year (FY) 2019 and asked for Council direction on rates to be included in the proposed budget and master fee schedule.

[February 11, 2019:](#) The CUAB held a joint session with the Budget Committee to discuss CUAB roles and responsibilities, provide an update on water and wastewater rate studies, and discuss coordinating timelines for future capital improvement plan (CIP) planning.

[April 2, 2019:](#) The CUAB provided its annual update to Council and discussed utility rate recommendations and master plan updates.

ANALYSIS

This is an opportunity for CUAB members to discuss the upcoming year's workplan and present any proposed bylaws changes for Council's consideration. The public works director will present and discuss the CUAB 2020 workplan and highlight 2019/2020 accomplishments.

The CUAB elected new officers at its September 1 meeting. The new chair is Joel Bergmann, new vice chair is Ed Simmons, and the secretary is Laura Hannah. At the same meeting, the board recommended the following changes to its bylaws:

- The CUAB voted 4-0 to change the name of the committee from Citizen's Utility Advisory Board to Community Utility Advisory Board because the term citizen within the context of a committee's role was determined to be exclusionary.
- The CUAB voted 4-0 to change the frequency of meetings from every month to every other month with the understanding that additional meetings can be added if necessary. The board recommends the following revision to Article III Meetings and Public Hearings of its bylaws:

1. Regular meetings shall be held at 7:00 p.m. on the first Wednesday of ~~each~~ **every other** month. The time and date of the meeting may be changed by a majority vote of the Board.

If Council agrees with the proposed change, staff will present the change for adoption at a subsequent Council meeting.

BUDGET, WORKLOAD, & CLIMATE IMPACTS

Not applicable.

COORDINATION, CONCURRENCE, OR DISSENT

Not applicable.

STAFF RECOMMENDATION

Not applicable.

ALTERNATIVES

None.

ATTACHMENTS

1. CUAB Bylaws

Milwaukie ~~Citizens~~ Community Utility Advisory Board (CUAB)

BYLAWS

Approved by the Milwaukie City Council on _____

Adopted by the Citizens Utility Advisory Board, 3-0 (May 3, 2017)

ARTICLE I: MEMBERS AND VOTING PROCEDURES

1. Membership of the Board shall be as established by the Milwaukie Municipal Code and appointed by City Council.
2. A majority of the Board may recommend to the City Council that a member be removed from the Board by the City Council.
3. Members are expected to attend all meetings. Members may be granted a sabbatical (by majority approval of the remaining members) from membership. That aside, failure to attend one-half or more of regularly scheduled meetings in a six-month period shall be grounds for a recommendation for removal.
4. A quorum shall be a minimum of three members. If a quorum is not attained fifteen minutes following the scheduled time of call to order, the meeting shall be cancelled.
5. All members who are present at Board meetings, including the Chairperson and Vice-Chairperson, are allotted one vote each on all motions.
6. One member must make a motion and another member must second that motion in order for the Board to vote. A motion is passed by majority of the Board members present. Any member, including the Chairperson and Vice-Chairperson, may make and second motions.

ARTICLE II: CHAIRPERSON AND VICE-CHAIRPERSON DUTIES/MOTIONS

1. The Board shall elect a Chairperson and a Vice-Chairperson for year long appointments. Elections shall be held yearly in April.
2. In the event that an officer cannot complete the specified term, an emergency election shall be held for the completion of the term.
3. The Chairperson shall preserve the order and decorum of the meeting; direct discussion and comment to relevant issues; establish and enforce time limits for discussion and comment as appropriate; prevent attacks on personalities; and encourage citizen input.

4. The Chairperson, or the Vice-Chairperson if the Chairperson is absent, shall preside over the meetings.

ARTICLE III: MEETINGS AND PUBLIC HEARINGS

1. Regular meetings shall be held at 7:00 p.m. on the first Wednesday of ~~each~~ every other month. The time and date of the meeting may be changed by a majority vote of Board.
2. The public shall be notified of all Board meetings by the City's general notification procedures.
3. The Engineering Director or his/her designee shall be responsible for preparing the Minutes for each meeting and keeping records of the attendance.
4. The Engineering Director or his/her designee shall be responsible for mailing the Agenda and all meeting materials to members and interested members of the public before the next scheduled meeting.
5. Special Meetings may be called at the request of the Chairperson or a majority of the Board. The Engineering Director shall set a special meeting on such request unless good cause exists for delaying until the next regularly scheduled meeting. Good cause may include such factors as staff availability, meeting room availability, and budgetary considerations.
6. Executive Sessions may be held consistent with City Council Meeting Provisions, Section 2.04.090 of the City of Milwaukie Code and applicable state law

ARTICLE IV: BYLAWS/ CHANGES

1. Bylaws may be amended, repealed or altered by a majority of the entire Board, subject to approval by the City Council.



CUAB Update

October 6th, 2020



CUAB Purpose



- CUAB advises the City Council on city utility rates and capital improvement programs through the following activities:
 - Reviewing existing rate structures and capital improvement programs;
 - Water
 - Wastewater
 - Storm
 - Transportation
- Promoting public knowledge and understanding of the City's utility programs
- Other activities as the council may assign.
- CUAB shall consist of five (5) at-large members, all of whom must be either live in the City, own a business in the City, or pays for City administered utilities (water or wastewater)

CUAB Members

- Joel Bergman- Chair
- ED Simmons– Vice Chair
- Laura Hanna- Secretary
- Jacob Stetson
- Vacancy – Vince Alvarez



Highlights

- CIP Review for 2021-2022 Biennium Budget
- Utility Rates
 - Revenue Forecasts
 - Rate Recommendations



FY 2021 & 2022 MASTER FEE SCHEDULE

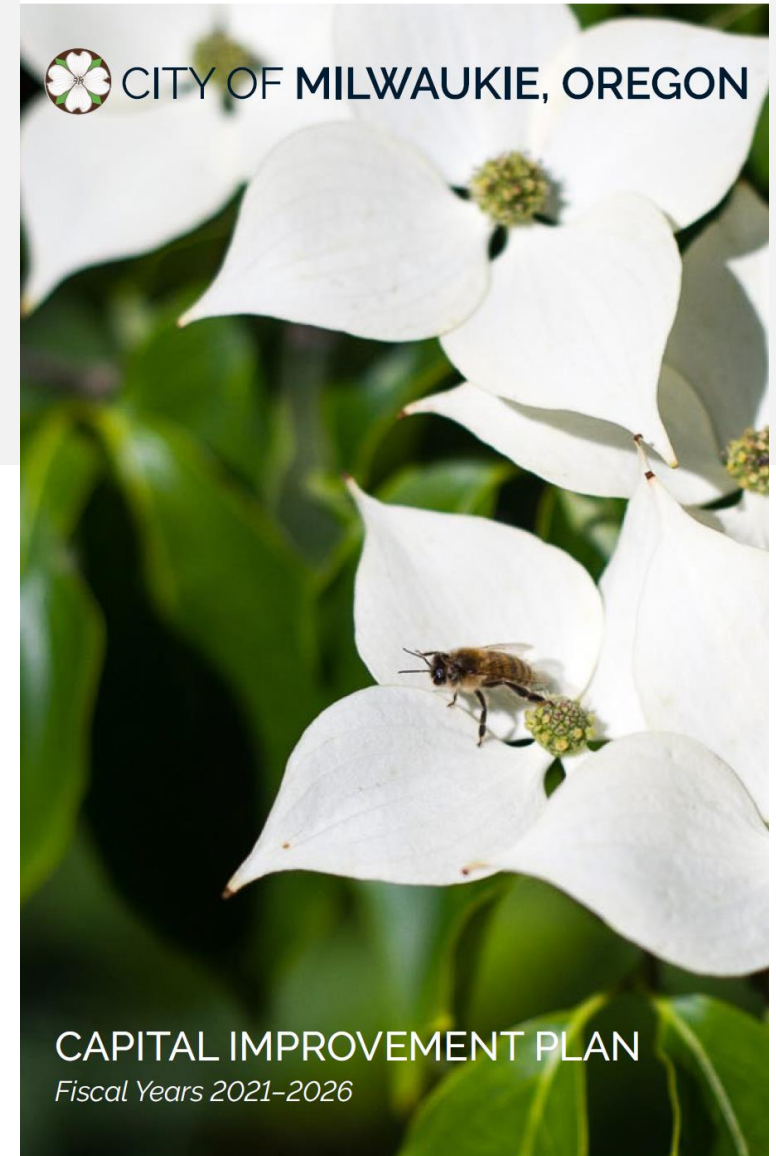


2021 & 2022 MASTER FEE SCHEDULE



CAPITAL IMPROVEMENT PLAN

Fiscal Years 2021-2026



Upcoming Workplan



- Masterplan Reviews
 - Water – Future
 - Wastewater – Future CIP
- Revenue Forecasts

Proposed Bylaw Changes



- Name Change
 - Community Utility Advisory Board
- Meeting Frequency
 - Change to every other month

CUAB Update

Thank you!

Questions?

Peter Passarelli

Public Works Director

503-786-7614

passarellip@milwaukieoregon.gov

Steve Adams

City Engineer

503-786-7605

adams@milwaukieoregon.gov



COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Date Written: Sep. 21, 2020

Reviewed: Blanca Marston (as to form), Administrative Specialist

From: Peter Passarelli, Public Works Director, and
Kathleen Brennan Hunter, Tree Board Chair

Subject: **Tree Board Annual Update and Bylaws Review**

ACTION REQUESTED

Informational only.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[February 21, 2017](#): Council adopted [Ordinance 2141](#) amending Chapter 16.32 of the Milwaukee Municipal Code to change the Tree Board's composition, term limits, and noticing requirements for tree removal permits.

[June 22, 2017](#): A joint Parks and Recreation Board (PARB) and Tree Board meeting was held to introduce new Tree Board members to PARB members and to discuss future work plans. The joint meeting represented the first official meeting of the Tree Board and replaced the regularly scheduled June PARB meeting.

[December 19, 2017](#): Council adopted [Resolution 98-2017](#) accepting the Tree Board Bylaws.

[February 13, 2018](#): An update was provided by the Tree Board at the Council study session. The board requested and received concurrence on its 2018 workplan and policy goals.

[February 12, 2019](#): The last update was provided by the Tree Board at the Council study session. The board requested and received concurrence on its 2019 workplan and discussed the Urban Forest Management Plan (UFMP).

ANALYSIS

This is an opportunity for the Tree Board to discuss the upcoming year's workplan and present any proposed bylaws changes for Council's consideration. The board chair and staff liaison will present and discuss the board's 2021 work plan and highlight 2019/2020 accomplishments. To date, the board does not have any suggested changes to its bylaws.

BUDGET & WORKLOAD IMPACTS

Not applicable.

CLIMATE IMPACT

The Climate Action Plan (CAP) includes a goal of 40% tree canopy cover by 2040 in order to capture carbon and increase the benefits and resiliency that trees provide the community. The Tree Board plays an essential role in the city's efforts to plant, protect, and promote trees in Milwaukie, and to achieve the canopy and natural resource goals outlined in the CAP and the UFMP. Continuation of the board's work is critical as the city works to increase the urban forest and relies on board member's technical and professional experience.

COORDINATION, CONCURRENCE, OR DISSENT

Not applicable.

STAFF RECOMMENDATION

Not applicable.

ALTERNATIVES

Not applicable.

ATTACHMENTS

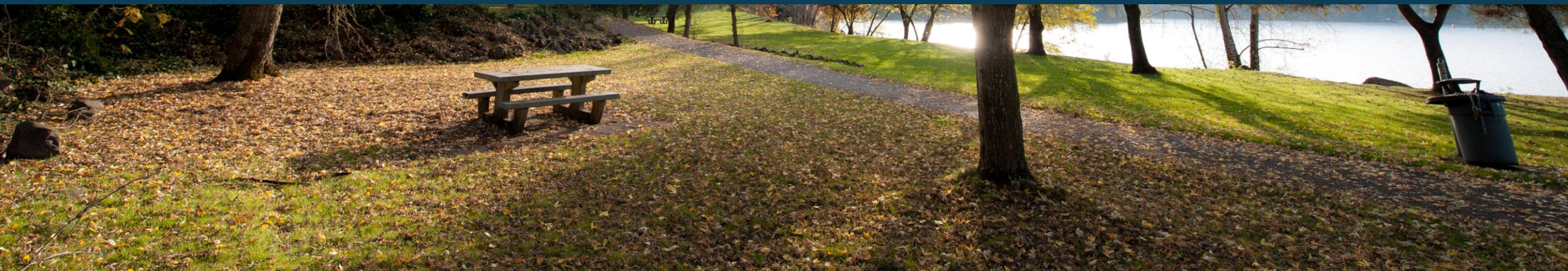
None.

**WS 2. 10/6/2020
Presentation**



Tree Board Update

October 6th, 2020





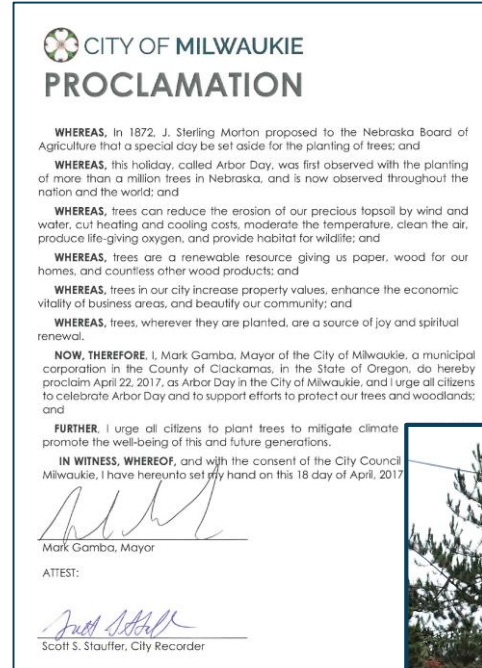
Tree Board Members

- Kathleen Brennan-Hunter - Chair
- Gina Dake – Vice Chair
- Ley Garnett - Secretary
- Jon Brown
- Rebecca Ives

- Ann Leenstra
- Britt McConn

2019 Overview

- Arbor Day – Oct 19, 2019
 - Tree City USA Recognition
- Tree City USA Designation 2019
- Tree City USA Growth Award
- Urban Forest Management Plan Adoption
- Friends of Tree Event – April 2019
- Website Update





Highlights 2019 Tree City USA

Tree City USA

- 2016 Per Capita Spending - \$2.79
- 2017 Per Capita Spending - \$2.82
- 2018 Per Capita Spending –\$6.28
- 2019 Per Capita Spending –\$10.42
- **Community population:** 20,929
 - **Tree Planting and Initial Care:** \$63,020
 - **Tree Maintenance:** \$2750
 - **Tree Removals:** \$3037
 - **Management:** \$139,003
 - **Volunteer hours** 401
- **Total community forestry expenditure:** \$218,080, includes volunteer time
- **Trees Planted – 437**
 - Includes CIP Projects, Friends of Trees, PW Plantings, Private Development and Arbor Day



CITY OF MILWAUKIE

2019 Urban Forest Management

Tree City USA Growth Award

- Recognize higher levels of tree care by participating Tree City USA communities.
 - Urban Forest Management Plan
 - Friends of Trees Event
 - Updated Street Tree List



2020 Ongoing Projects

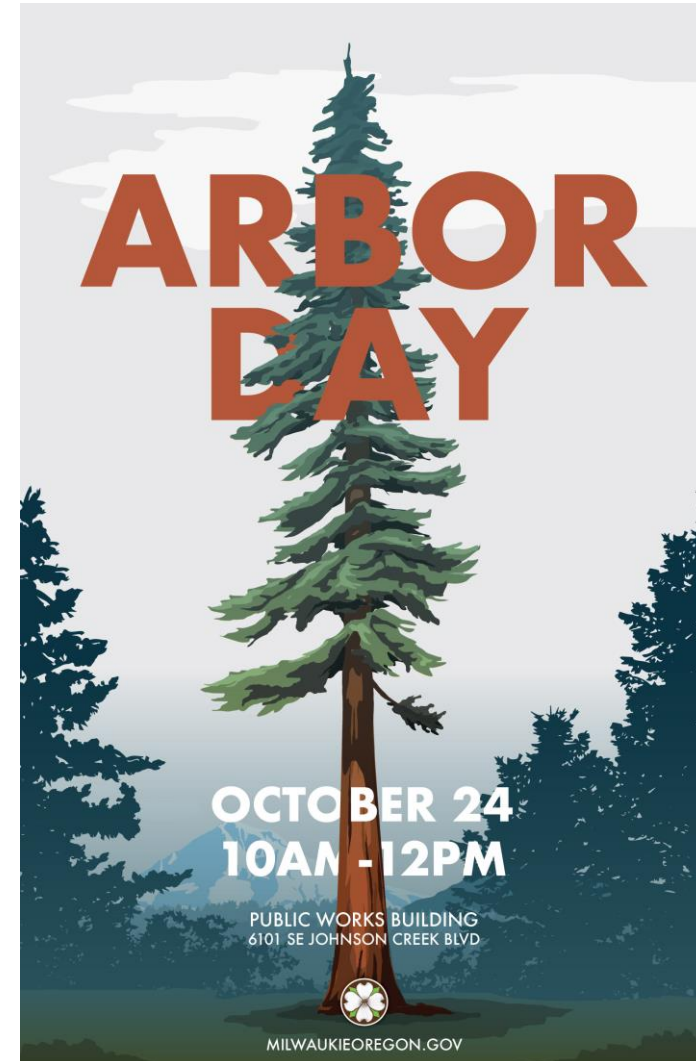
- Tree Code – Public
 - Oct 20th
 - Nov 17th - Adoption
- Tree Plantings to date
 - City Plantings – 178
 - Still Planned- 120 Fall
 - Partner Plantings -1078
- Tree City USA Application
- Leaf Drop
 - Nov 7,14, 21
 - Dec 5, 12



Arbor Day 2020

**October 24th from 10am to 12pm at the
Public Works Campus**

- Ceremonial tree planting
- Tree giveaway
 - 120 Trees
- Voodoo donuts!
- Tree Board and Urban Forester to answer community questions



2021 Planned Events and Projects



- Tree Code Development with CPIC
- Tree Inventory
- Update PW Standards
- April Friends of Trees Event
- October 2021 Arbor Day

Tree Board Update

Thank you!

Questions?

Peter Passarelli

Public Works Director

503-786-7614

passarellip@milwaukieoregon.gov

Have tree questions or want to
learn more about Milwaukie's
urban forest?

urbanforest@milwaukieoregon.gov
milwaukieoregon.gov/urbanforest



Restoration in Milwaukie, 10/19-09/20 by Johnson Creek Watershed Council



Presentation to the Milwaukie City Council -- October 6, 2020

March 7: Watershed Wide Event – Americold Property



August 22 - Johnson Creek Cleanup



970 trees planted
On 7 private taxlots
& 1 industrial taxlot



City of Milwaukie Revegetation Sites



Red = Project taxlots



Habitat Enhancement2020 Area Map

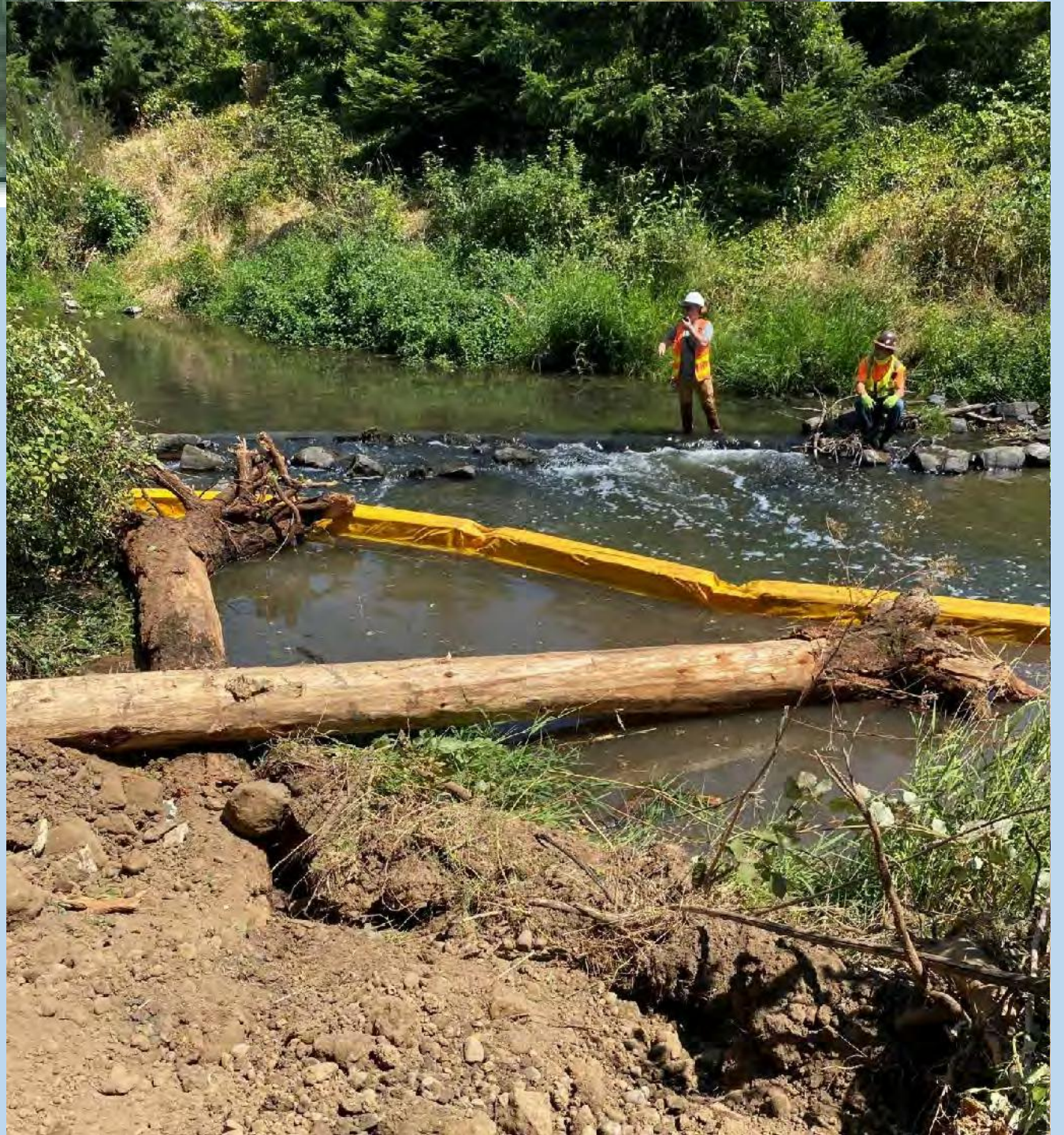
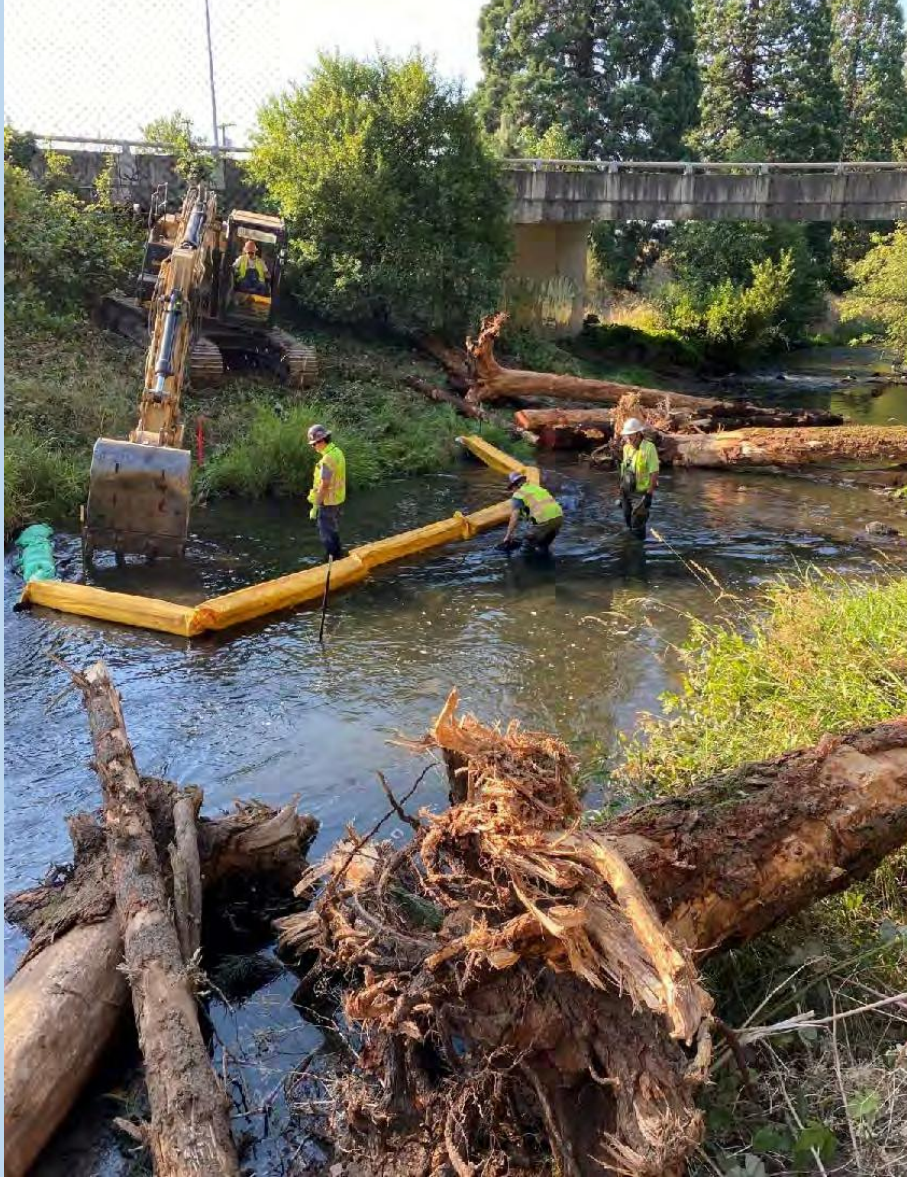
Project Area Looking Downstream





JOHNSON CREEK WATERSHED COUNCIL

Invest, Restore, Inspire.



JOHNSON CREEK WATERSHED COUNCIL

Invest, Restore, Inspire.



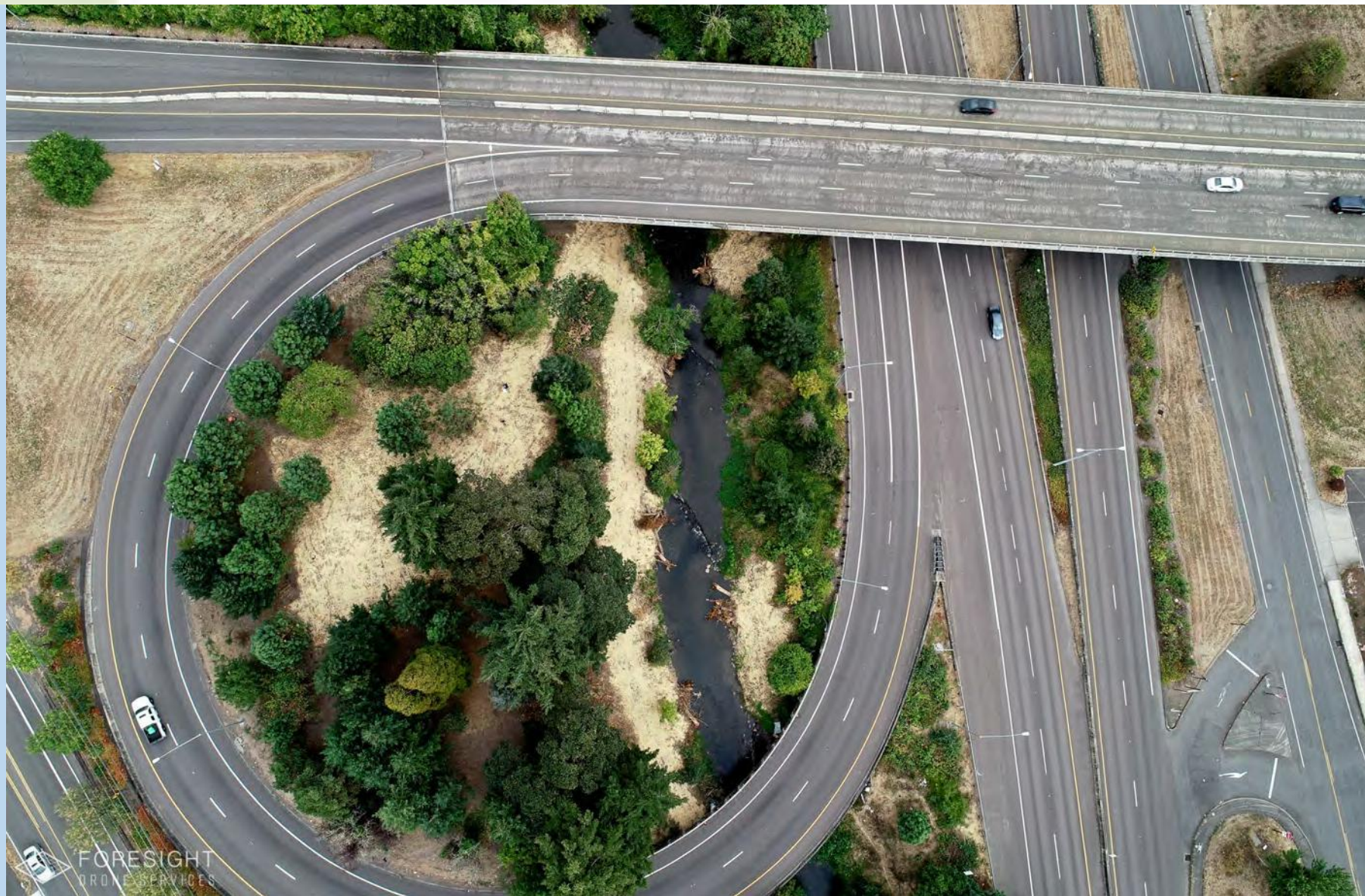
JOHNSON CREEK WATERSHED COUNCIL

Invest, Restore, Inspire.



JOHNSON CREEK WATERSHED COUNCIL

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FORESIGHT
DRONE SERVICES

JOHNSON CREEK WATERSHED COUNCIL

Invest, Restore, Inspire.

