PUBLIC SAFETY ADVISORY COMMITTEE (PSAC)
10501 SE Main St
Milwaukie OR 97222
503-786-7606
engineering@milwaukieoregon.gov

Spot Program Proposal
PSAC Evaluation

PROGRAM DESCRIPTION:

Small public safety project proposals (for example, Speed humps, pedestrian crosswalk signage, bump outs and re-painting crosswalks). The expected cost of any project submitted on the Spot program should be approximately $25,000 or less.

INSTRUCTIONS:

Milwaukie community members can submit proposals for pubic-safety related improvements by completing the Spot Program Proposal – Initial Proposal Form, and submitting it the Milwaukie Engineering Department or their local Neighborhood District Association (NDA) Representative on the Public Safety Advisory Committee (PSAC). Copies of the Spot Program Proposal - PSAC Evaluation Form are available on the City's website (at https://www.milwaukieoregon.gov/engineering/safe/spot).

Engineering and PSAC representatives will review proposals at a future PSAC meeting, and provide a prioritized list to the City's engineering staff. For proposals included on the prioritized list, a PSAC representative will complete and submit this form to Engineering staff. This form is required before any Engineering evaluation begins.

The Engineering staff evaluates each proposal and gets input from other departments (eg, Public Works and the Milwaukie Police Department) as warranted. If there are no concerns, the project will be scheduled for implementation. If there are concerns about the proposal, it will send it back to PSAC for further evaluation. The proposer of the project will be notified of the decision either by their PSAC representative or via email from a city Engineer.

Please complete each section as completely as possible. If you have questions about specific sections, or are unsure about how to answer specific question, please send an email to:

Jeffrey Tolentino
Assistant City Engineer
TolentinoJ@MilwaukieOregon.gov

CONTACT INFORMATION:

First Name:	Last Name:
Mailing Address:	Zip:
Phone(s):	Email:

LOCAL NEIGHBORHOOD DISTRICT ASSOCIATION (NDA) INFORMATION

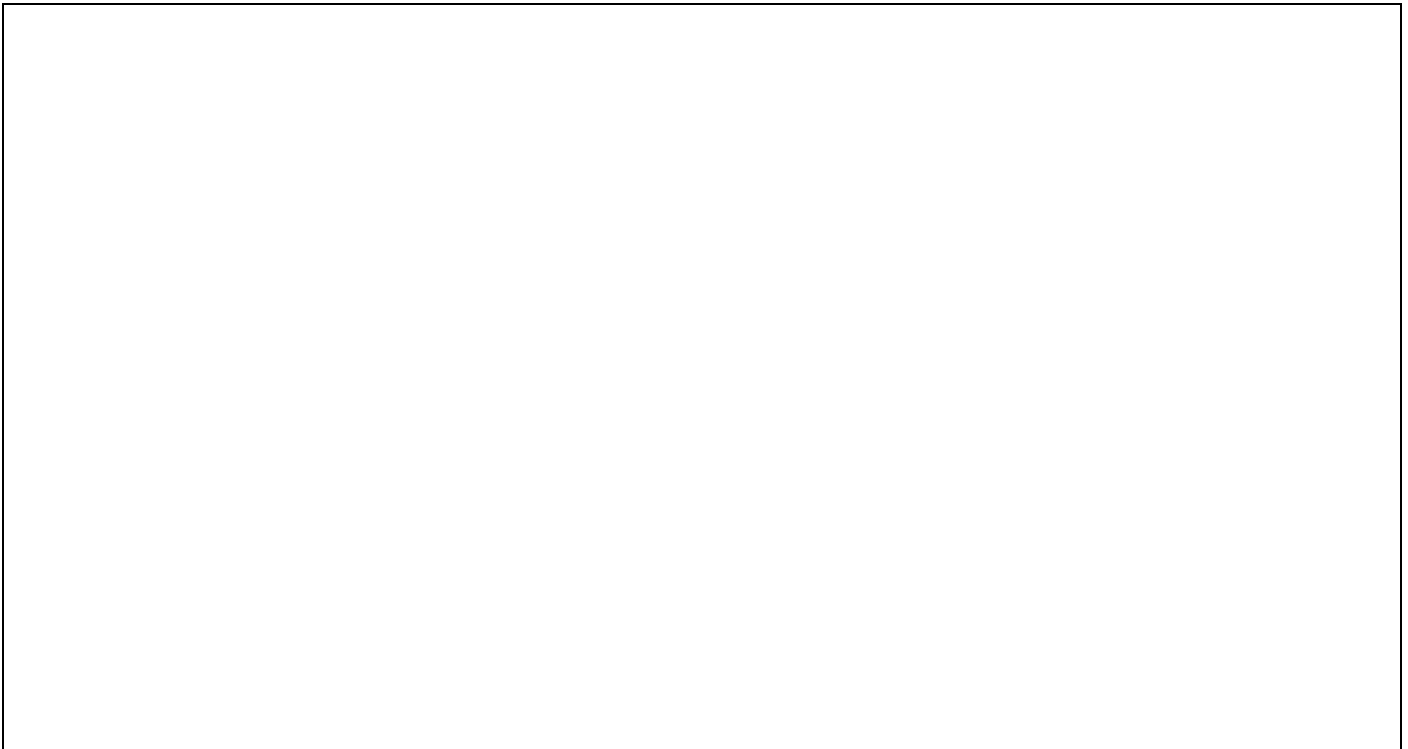| |
|---|
| NDA Name: |
| NDA PSAC Representative Name: |
| NDA PSAC Representative phone: |
| NDA PSAC Representative email: |
| PSAC approval date: |
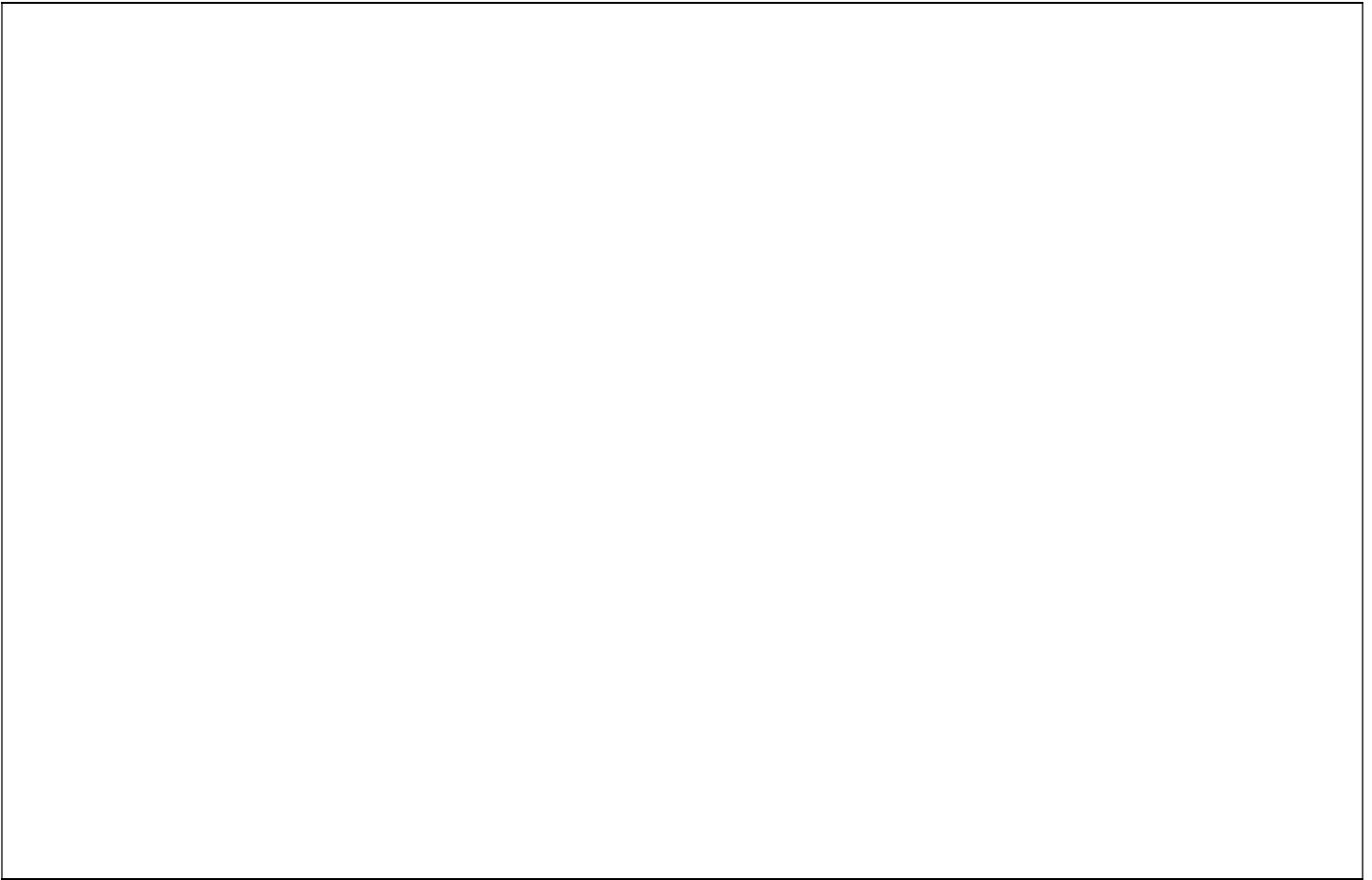
LOCATION (NEAREST ADDRESS OR INTERSECTION):

BRIEF DESCRIPTION OF THE PROBLEM:

PROPOSED SOLUTION:

MAP/SKETCH:

QUESTIONS

Will the proposal require acquisition of new public right-of-way?	☐ Yes	☐ No

If the proposal includes the possible use of any private property, it may require acquisition of that portion of the property for new public right-of-way. To determine if the proposal might be on private property, a map of private property in Milwaukie can be found at the link below:

[Property and Utility Map](#)

If yes, provide a location and estimated square footage. _____
(square footage should be estimated as accurately as possible)

Will the proposal trigger any Traffic Regulations?	☐ Yes	☐ No

Some improvements may alter how traffic is enforced, such as changes to speed limits or installation of flashing beacons. Some signage, such as stop signs; or pavement markings, such as crosswalks, may also affect how traffic is enforced. These types of improvements require a formal process to establish the change called a Traffic Regulation (see MMC 10.08.020).

Will the proposal trigger a Milwaukie or DEQ erosion control permit?	☐ Yes	☐ No

- If the proposal will disturb more than 500 square feet, a City of Milwaukie Erosion Control Permit.
- If the proposal will disturb between 1 and 5 acres of, the project would be covered under the City's 1200-CN permit (requires City of Milwaukie Erosion Control Application).
- If the proposal will disturb more than 5 acres, the proposal will require a 1200-C permit from DEQ.

More information about Erosion Control can be found at the link below:

https://www.milwaukieoregon.gov/publicworks/erosion-prevention-and-control

Will the proposal trigger a public tree permit (also known as right-of-way tree permit)?	☐ Yes	☐ No

Public tree permits are required for the removal, or extensive pruning, of all trees greater than 2" (breast height diameter) that are located in public right-of-way.

Replanting is typically required as a condition of permit approval.

More information about Public Tree Permits can be found here:

https://www.milwaukieoregon.gov/sustainability/tree-permitting

QUESTIONS (Continued):

Does the proposal involve engineering analysis or engineering design?	☐ Yes	☐ No

If yes, please describe. _____

_____

_____

Typical examples for engineering analysis include: Traffic studies, speed studies, stormwater modeling, geotechnical study, etc.

Typical examples of engineering design include: Utility piping, changes to intersection configuration, Rectangular Reflective Flashing Beacons, etc.

Will the proposal require any long-term maintenance?	☐ Yes	☐ No

If yes, please describe. _____

_____

_____

Examples of long-term maintenance include: Managing vegetation (tree trimming, weeding, watering, etc), sediment removal (drywells, rain gardens), battery replacements, etc.

Will the proposal alter or modify any private property?	☐ Yes	☐ No

If yes, please describe. _____

_____

_____

Property address: _____

Owner last name: _____

Owner first name: _____

Owner phone: _____

Owner email: _____

Has the property owner been contacted?	☐ Yes	☐ No

A map of private property in Milwaukie can be found at the link below:

Property and Utility Map

Are there any other impacts that may affect any property owners in the immediate vicinity of the proposed improvements (Noise, visual etc.)?	☐ Yes ☐ No

If yes, please describe.   _____

_____

_____

Property address: _____

Owner last name: _____

Owner first name: _____

Owner phone: _____

Owner email: _____

Has the property owner been contacted?	☐ Yes ☐ No

If multiple properties might be affected, please provide the above in a separate list.

A map of private property in Milwaukie can be found at the link below:

Property and Utility Map

Has the site visit with resident, NDA and city staff been held?	☐ Yes ☐ No

If yes, when and who attended? _____

_____

_____

Proposed cost:
Requested SPOT funding:
Desired Schedule:

OFFICE PROCESSING:

Received by:	Date:
Considered by PSAC on:	Response:
Comments:	