



AGENDA

MILWAUKIE PLANNING COMMISSION Tuesday, February 25, 2014, 6:30 PM

**MILWAUKIE CITY HALL
10722 SE MAIN STREET**

1.0 Call to Order – Procedural Matters

2.0 Planning Commission Minutes – Motion Needed

2.1 January 14, 2014

3.0 Information Items

4.0 Audience Participation – This is an opportunity for the public to comment on any item not on the agenda

5.0 Public Hearings – Public hearings will follow the procedure listed on reverse

5.1 Summary: Road Home Pilot Project
Applicant/Owner: Northwest Housing Alternatives/Milwaukie Christian Church
Address: 5197 SE King Rd
File: CSU-13-14
Staff: Ryan Marquardt

6.0 Worksession Items

6.1 Summary: Planning Commission Workplan – Accomplishments and Goals
Staff: Denny Egner

7.0 Planning Department Other Business/Updates

8.0 Planning Commission Discussion Items – This is an opportunity for comment or discussion for items not on the agenda.

9.0 Forecast for Future Meetings:

March 11, 2014	1. Public Hearing: ZA-13-02 NW Housing Alternatives 2316 SE Willard St
	2. Public Hearing: ZA-14-01 Murals Code Amendment <i>tentative</i>
March 25, 2014	1. Public Hearing: ZA-13-02 NW Housing Alternatives 2316 SE Willard St <i>continued tentative</i>
	2. Public Hearing: CSU-13-15 Milwaukie High School indoor practice facility

Milwaukie Planning Commission Statement

The Planning Commission serves as an advisory body to, and a resource for, the City Council in land use matters. In this capacity, the mission of the Planning Commission is to articulate the Community's values and commitment to socially and environmentally responsible uses of its resources as reflected in the Comprehensive Plan

1. **PROCEDURAL MATTERS.** If you wish to speak at this meeting, please fill out a yellow card and give to planning staff. Please turn off all personal communication devices during meeting. For background information on agenda items, call the Planning Department at 503-786-7600 or email planning@ci.milwaukie.or.us. Thank You.
2. **PLANNING COMMISSION MINUTES.** Approved PC Minutes can be found on the City website at www.cityofmilwaukie.org
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at www.cityofmilwaukie.org
4. **FORECAST FOR FUTURE MEETING.** These items are tentatively scheduled, but may be rescheduled prior to the meeting date. Please contact staff with any questions you may have.
5. **TIME LIMIT POLICY.** The Commission intends to end each meeting by 10:00pm. The Planning Commission will pause discussion of agenda items at 9:45pm to discuss whether to continue the agenda item to a future date or finish the agenda item.

Public Hearing Procedure

Those who wish to testify should come to the front podium, state his or her name and address for the record, and remain at the podium until the Chairperson has asked if there are any questions from the Commissioners.

1. **STAFF REPORT.** Each hearing starts with a brief review of the staff report by staff. The report lists the criteria for the land use action being considered, as well as a recommended decision with reasons for that recommendation.
2. **CORRESPONDENCE.** Staff will report any verbal or written correspondence that has been received since the Commission was presented with its meeting packet.
3. **APPLICANT'S PRESENTATION.**
4. **PUBLIC TESTIMONY IN SUPPORT.** Testimony from those in favor of the application.
5. **NEUTRAL PUBLIC TESTIMONY.** Comments or questions from interested persons who are neither in favor of nor opposed to the application.
6. **PUBLIC TESTIMONY IN OPPOSITION.** Testimony from those in opposition to the application.
7. **QUESTIONS FROM COMMISSIONERS.** The commission will have the opportunity to ask for clarification from staff, the applicant, or those who have already testified.
8. **REBUTTAL TESTIMONY FROM APPLICANT.** After all public testimony, the commission will take rebuttal testimony from the applicant.
9. **CLOSING OF PUBLIC HEARING.** The Chairperson will close the public portion of the hearing. The Commission will then enter into deliberation. From this point in the hearing the Commission will not receive any additional testimony from the audience, but may ask questions of anyone who has testified.
10. **COMMISSION DISCUSSION AND ACTION.** It is the Commission's intention to make a decision this evening on each issue on the agenda. Planning Commission decisions may be appealed to the City Council. If you wish to appeal a decision, please contact the Planning Department for information on the procedures and fees involved.
11. **MEETING CONTINUANCE.** Prior to the close of the first public hearing, *any person* may request an opportunity to present additional information at another time. If there is such a request, the Planning Commission will either continue the public hearing to a date certain, or leave the record open for at least seven days for additional written evidence, argument, or testimony. The Planning Commission may ask the applicant to consider granting an extension of the 120-day time period for making a decision if a delay in making a decision could impact the ability of the City to take final action on the application, including resolution of all local appeals.

The City of Milwaukie will make reasonable accommodation for people with disabilities. Please notify us no less than five (5) business days prior to the meeting.

Milwaukie Planning Commission:

Lisa Batey, Chair
Clare Fuchs, Vice Chair
Scott Barbur
Sine Bone
Shaun Lowcock
Wilda Parks
Gabe Storm

Planning Department Staff:

Denny Egner, Planning Director
Ryan Marquardt, Senior Planner
Li Alligood, Associate Planner
Brett Kelter, Associate Planner
Vera Koliass, Associate Planner
Alicia Martin, Administrative Specialist II

**CITY OF MILWAUKIE
PLANNING COMMISSION
MINUTES
Milwaukie City Hall
10722 SE Main Street
TUESDAY, January 14, 2014
6:30 PM**

COMMISSIONERS PRESENT

Lisa Batey, Chair
Clare Fuchs, Vice Chair
Scott Barbur
Sine Bone
Shaun Lowcock
Wilda Parks
Gabe Storm

STAFF PRESENT

Denny Egner, Planning Director
Steve Butler, Community Development
Director

1.0 Call to Order – Procedural Matters*

Chair Batey called the meeting to order at 6:30 p.m. and read the conduct of meeting format into the record.

***Note:** The information presented constitutes summarized minutes only. The meeting video is available by clicking the Video link at <http://www.ci.milwaukie.or.us/meetings>.*

2.0 Planning Commission Minutes

2.1 July 9, 2013

It was moved by Commissioner Lowcock and seconded by Commissioner Storm to approve the July 9, 2013 Planning Commission minutes as presented. The motion passed unanimously.

2.2 July 23, 2013

It was moved by Commissioner Parks and seconded by Commissioner Barbur to approve the July 23, 2013 Planning Commission minutes as presented. The motion passed unanimously.

3.0 Information Items

Steve Butler, Community Development Director, introduced Denny Egner, the new Planning Director.

Mr. Egner noted his background in planning and that he was happy to be on board and excited about the opportunities in Milwaukie. So far he was impressed with the Planning and administrative staff.

Mr. Egner also stated that an Associate Planner, Vera Kolas, was hired and would begin the following week. He noted her background and connection to Milwaukie.

4.0 Audience Participation –This is an opportunity for the public to comment on any item not on the agenda. There was none.

5.0 Public Hearings – None

6.0 Worksession Items

6.1 Summary: Officer Elections

Staff: Denny Egner

Chair Batey noted that her term was up at the beginning of April and therefore, if she were to be reelected, the Commission would need to hold elections again at that time.

It was moved by Commissioner Parks and seconded by Commissioner Lowcock to reelect Lisa Batey as Chair and Clare Fuchs as Vice Chair of the Planning Commission. The motion passed unanimously.

6.2 Summary: Oregon APA Online Presentation – Affordable Housing and Fair Housing for Planning Commissioners

Staff: Denny Egner

Mr. Egner introduced the Oregon American Planning Association's (APA) website, noting the topic of tonight's video and that it included information regarding statewide Planning Goal 9 and its requirements. This topic would apply to some housing issues that would be before the Commission in the near future. Also, Goal 9 would come into play if a Comprehensive Plan update project began in the next few years.

The Commission viewed the video.

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78 **Mr. Egner** agreed that it was important to have affordable housing addressed in the Comp Plan,
79 which he noted the current Plan was out-of-date. One part of the Comp Plan update process
80 was performing a housing needs analysis to comply with Goal 10 and other local regulations.

81
82 **Chair Batey** noted a few topics that weren't addressed in the video, specifically the mechanics
83 of how affordable housing projects were put together. Would a complex that included affordable
84 housing be entirely affordable housing, or would it be a mix of affordable housing and market
85 rate housing? What was the expectation of the City's contribution to creating affordable
86 housing?

87
88 **Mr. Egner** noted a contribution from local government would be based on the importance of
89 affordable housing to the community. He gave Clackamas County's consolidated housing plan
90 as an example, although they had funds to distribute in ways such as rent assistance or County-
91 owned complexes. Nonprofits were another resource for affordable housing. One challenge he
92 found was creating an inventory of those that provided affordable housing (i.e. accept vouchers)
93 and providing that information to those in need.

94
95 **Vice Chair Fuchs** noted the issue that some landlords that may take vouchers could choose to
96 not accept payment from two separate sources and therefore created a barrier to accessibility.

97
98 **Chair Batey** asked if mixed housing tended to be more successful, and **Mr. Egner** felt that it
99 was.

100
101 **7.0 Planning Department Other Business/Updates**

102 7.1 Planning Commission Update Pages

103
104 **8.0 Planning Commission Discussion Items**

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106 **Chair Batey** referred to a property on Stanley Ave that had signs posted accusing the
107 Commission and former Engineering Director Gary Parkin for holding up the construction project
108 on the property.

109

Mr. Egner gave background that there had been a nonconforming duplex that burned down a few years ago on the property. Because the property owner waited to rebuild, new infrastructure was required but had not been built when a new house was recently constructed. As a result, the owner has been unable to get the final inspection and so posted a sign blaming the Commission and Mr. Parkin. Currently, communication was occurring between the property owner's attorney and the City attorney. For the record, the project had not come before the Commission.

Mr. Egner noted the Monroe Street Neighborhood Greenway project that was about to kickoff. It was a Community Development project that was grant-funded with the goal to make Monroe St more bicycle- and pedestrian-friendly. The project would primarily be more about projects within the Capital Improvement Plan (CIP) framework.

9.0 Forecast for Future Meetings:

January 28, 2014	1. TBD – <i>The Commission moved to cancel this meeting</i>
February 11, 2014	1. TBD

Mr. Egner noted a joint session with the Design and Landmarks Committee would be held in the near future to brief both groups on the Moving Forward Milwaukie project. The Commission's involvement would be when code amendments were proposed later on.

Chair Batey requested updates on the Riverfront Park and the 17th Ave Connection projects for future meetings.

Meeting adjourned at approximately 8:02 p.m.

Respectfully submitted,

Alicia Martin, Administrative Specialist II

CITY OF MILWAUKIE PLANNING COMMISSION
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144 _____
145 Lisa Batey, Chair



MILWAUKIE
Dogwood City of the West

To: Planning Commission

Through: Dennis Egner, Planning Director

From: Ryan Marquardt, Senior Planner

Date: February 19, 2014, for February 25, 2014, Public Hearing

Subject: **File:** CSU-13-14
Applicant and Owners: Milwaukie Christian Church
Address: 5197 SE King Rd
Legal Description (Map & Taxlot): 12E30CD06500
NDA: Lewelling

ACTION REQUESTED

Approve application CSU-13-14 and adopt the recommended Findings and Conditions of Approval found in Attachments 1 and 2. This action would allow for "A Road Home" pilot project to allow 1 vehicle belonging to a homeless household to park for up to 30 days at the Milwaukie Christian Church property for purposes of living in the vehicle. As a pilot project, the use would terminate after 3 months.

BACKGROUND INFORMATION

A. Site and Vicinity

The site is located at 5197 SE King Rd. The site contains a church building and multiple accessory structures. The church and its associated parking area are on the western side of the site, and a large area of open space exists on the eastern side.

The surrounding area consists of single-family dwellings in the R5 and R7 zones.

B. Zoning Designation

Residential zone R5.

C. Comprehensive Plan Designation

Moderate Density (MD).

D. Land Use History

- **C-1975-06:** Conditional Use approval granted for the construction of a church with a classroom wing.

E. Proposal

The applicant is seeking land use approvals for establishment of “A Road Home” as a pilot project to allow a vehicle owned by a household experiencing homelessness to be parked and slept in at the Milwaukie Christian Church parking lot. The proposal is for a pilot project that would last for 3 months, allowing 1 vehicle at a time, with each vehicle staying for no longer than 30 days at the site. A portable toilet would be placed on site for the project. Details of the project, including stipulations for participation in the project, are described in Attachment 3, applicant's materials.

The project requires approval of the following applications:

1. Community Service Use

KEY ISSUES**Summary**

Staff has identified the following key issues for the Planning Commission's deliberation. Aspects of the proposal not listed below are addressed in the Findings (see Attachment 1) and generally require less analysis and discretion by the Commission.

A. Safety and Operation of the Pilot Project

Safety for surrounding properties is a concern for this project due to having transient shelter amidst existing dwellings. Safety is also a concern for the persons sleeping in the vehicle as a vehicle does not offer the same level of safety as a permanent dwelling. The area where the vehicle would be parked is in an illuminated area of the parking lot. The project would include installation of a security camera to monitor the site. Participants in the program also agree to several rules including no outside visitors, no alcohol or firearms, and not disrupting nearby properties. Staff believes these measures will ensure that the pilot project will operate in a safe and accountable manner for project participants and surrounding properties.

The Milwaukie Police Chief has reviewed the project and has commented that the project setup addresses most concerns he would have about this activity. His comments are that he prefers to see 1 vehicle at a time, and requested that the operators of the project keep the video surveillance on file and share with the police department on request.

Staff is aware that this activity raises security concerns, but believes that the project rules and surveillance addresses these concerns and minimizes risks to an acceptable level.

B. Impacts to Surrounding Properties

Aside from the security concerns, the project has potential impacts to surrounding properties. The proposed location and the existing screening and vegetation on the site does an effective job at screening views to the vehicle and the portable toilet so that only 1 neighboring property will have a direct view of the project area. The applicant's materials in Attachment 3 illustrate the site conditions. The applicant indicates that they have spoken to this neighbor about the project. The project rules also limit disturbances to neighbors and require the vehicle to be parked by a certain time in the evening and to remain in place until the morning. It is notable that staff has not received any comments in opposition to the project from the neighborhood district associations to whom the application was referred or property owners or residents to whom the hearing notice was mailed. Given the screening, distance of the project site from other properties, the limit of 1 vehicle at a time, and the project rules, staff expects that the operation of the project will have minimal impacts to surrounding properties.

C. Community Service Use Public Benefits Test

A key approval criterion for Community Service Use applications is that the public benefits of the proposal outweigh the negative impacts to the neighborhood. This is a very broad criterion. The applicant's materials include data from a homelessness count in 2013 that 283 individuals in the City of Milwaukie were homeless, with 37 people unsheltered. This pilot project addresses an important social problem by allowing homeless persons with a vehicle a safe place to stay at night. The project also connects participants with services to help with employment and/or finding more permanent housing. As described above, the applicant has established program rules and set the physical location of the project to operate in a safe a manner as possible and to minimize impacts to neighbors. Staff believes that the Planning Commission can make a finding based on these factors that the public benefits test is met.

CONCLUSIONS

A. Staff recommendation to the Planning Commission is as follows:

1. Approve the Community Service Use for "A Road Home" pilot project. This would allow the project to operate on the Milwaukie Christian Church property for a period not to exceed 3 months. Subsequent operation of the project would require additional land use approval.
2. Adopt the attached Findings and Conditions of Approval.

B. Staff recommends the following conditions of approval (see Attachment 2 for the full list of Conditions of Approval):

- The project guest guidelines in the applicant's materials shall be signed by persons who participate in the project. The Milwaukie Christian Church shall monitor and enforce the guidelines.
- The project shall operate as describe by the applicant's materials.
- The project is limited in duration of not more than 3 months. During this time, only 1 vehicle shall be allowed in the project at a time. The operation of the project begins

on the first day of the month following the month in which this land use decision becomes final. This land use approval shall expire at the end of this time period. Continuation of this project is subject to a subsequent Community Service Use approval.

- The Milwaukie Christian Church shall monitor the area of the site used for the project with a security camera recording continuous footage. The recording footage will be maintained for a period of 30 days and shall be shared with the Milwaukie Police Department upon request.

CODE AUTHORITY AND DECISION-MAKING PROCESS

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

- MMC 19.904, Community Service Uses

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

The Commission has 4 decision-making options as follows:

- Approve the application subject to the recommended Findings and Conditions of Approval.
- Approve the application with modified Findings and Conditions of Approval. Such modifications need to be read into the record.
- Deny the application upon finding that it does not meet approval criteria. Modified findings would need to be read into the record.
- Continue the hearing.

The final decision on these applications, which includes any appeals to the City Council, must be made by May 7, 2014, in accordance with the Oregon Revised Statutes and the Milwaukie Zoning Ordinance. The applicant can waive the time period in which the application must be decided.

COMMENTS

Notice of the proposed changes was given to the following agencies and persons: Milwaukie Building Division, Milwaukie Engineering Department, Milwaukie Police Chief, Clackamas County Fire District #1, Lewelling, Linwood, and Hector Campbell Neighborhood District Association Chairpersons and Land Use Committees, Clackamas County, Metro, and Trimet. The following is a summary of the comments received by the City. See Attachment 4 for further details.

- Milwaukie Building Division – the project needs to meet Americans with Disabilities Act (ADA) requirements by having an ADA compliant portable toilet and a hard surface approach from the parking lot to the portable toilet that doesn't exceed a 2% cross slope and a 1/12 slope in the direction of travel.
- Milwaukie Engineering Department – commented that MMC 19.700 is not applicable; no other conditions of approval suggested

- Milwaukie Police Chief – requested video surveillance of the project site, preferred that the project be limited to 1 vehicle at a time; commented that Milwaukie Police can enforce on criminal trespass issues, but day-to-day monitoring should be done by the project administrators, suggested that the Milwaukie Police have a liaison between the department and the project.

ATTACHMENTS

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

	Early PC Mailing	PC Packet	Public Copies	E- Packet
1. Recommended Findings in Support of Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Recommended Conditions of Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Applicant's Narrative and Supporting Documentation dated November 27, 2013, including project description, narrative, site plan, site photos, and address of applicable code criteria.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Comments Received	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. List of Record.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Key:

Early PC Mailing = paper materials provided to Planning Commission at the time of public notice 20 days prior to the hearing.

PC Packet = paper materials provided to Planning Commission 7 days prior to the hearing.

Public Copies = paper copies of the packet available for review at City facilities and at the Planning Commission meeting.

E-Packet = packet materials available online at <http://www.milwaukieoregon.gov/planning/planning-commission-98>.

**Recommended Findings in Support of Approval
File #CSU-13-14, A Road Home pilot project**

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

1. The applicant, Milwaukie Christian Church, has applied for approval to implement a project named “A Road Home” as a pilot project on their property at 5197 SE King Rd (12E30CD06500). This site is in the Residential Zone R-5. The land use application file number is CSU-13-14. The application is being processed as a Major Modification to a Community Service Use (CSU). The applicant’s representative is Northwest Housing Alternatives. The application was submitted on November 27, 2013, and deemed complete on January 7, 2014.
2. The proposal is to operate “A Road Home” as a pilot project (“project”) on the applicant’s property. The pilot project would allow one vehicle belonging to a household experiencing homelessness to be parked in the parking lot of Milwaukie Christian Church (site) and serve as a place for the household to sleep for a period of up to 30 days. A portable toilet would be available to the household on the site. It is expected that the vehicle would be present on the site only during evenings, and the household would be expected to be off-site during normal daytime working hours. The total duration of the pilot project would not exceed 3 months, allowing for participation by up to 3 households. The vehicle would be parked in the northeastern portion of the parking lot at the site, and this location would be monitored by a security camera. Participants in the project sign an agreement with “A Road Home” with several conditions, such as no guests at the site, no drugs, weapons or alcohol permitted, and prohibitions on noise and disruptive behavior.
3. The proposal is subject to the following provisions of the Milwaukie Municipal Code (MMC):
 - MMC Subsection 19.904.4, Approval Criteria
4. The application has been processed and public notice provided in accordance with MMC Section 19.1006 Type III Review.
 - a. MMC 19.1006.1 states that a preapplication conference is required for Type III applications. The applicant’s representative had a preapplication conference with the City on September 12, 2013.
 - b. MMC 19.1006.3 establishes standards for referral and notification of a Type III application.
 - (1) MMC 19.1006.3.C requires referral of the application to Neighborhood District Associations containing or within 300 ft of the site, and to other agencies and city departments. The application was referred on January 9, 2014.
 - (2) MMC 19.1006.3.D requires mailed notice of the application 20 days prior to the first public hearing on the application to properties within 300 ft of the site, the applicant and property owner, and Neighborhood Associations that received the application referral. A notice that conforms to the requirements of MMC 19.1006.3.D.2 was sent on February 12, 2014.
 - (3) MMC 19.1006.3.E requires a notice sign to be posted on the site at least 14 days prior to the first public hearing. Notice signs conforming to the requirements for notice signs were posted on February 11, 2014.

- (4) The Planning Commission held a public hearing on February 25, 2014, as required per the procedures for Type III applications.
5. MMC Section 19.904 contains review criteria and standards for Community Service Uses. The project is considered a separate use from the Milwaukie Christian Church, and is being approved as establishment of a new Community Service Use (CSU) and not a modification of the existing Conditional Use granted for the site as a religious institution in File #C-1975-006.
 - a. MMC 19.904.2.A lists uses that are may be permitted as a CSU. The proposed use is considered a “Temporary or transitional facility”, defined in MMC 19.201 as “a facility which may provide temporary or transitional services to families or individuals, including lodging where the average stay is 60 days or less. Such facilities shall be classified as community service uses and may include shelters, community counseling centers, rehabilitation centers, and detention and detoxification facilities.” This use is a valid Community Service Use permitted under MMC 19.904.2.A.8.
 - b. MMC 19.904.4 contains approval criteria for a CSU.
 - (1) MMC 19.904.4.A requires that the building setback, height limitation, and off-street parking and similar requirements governing the size and location of development in the underlying zone are met. Where a specific standard is not proposed in the CSU, the standards of the underlying zone are met.

 The underlying zone for the site is Residential zone R5. The only proposed structure would be the portable toilet. This would be in excess of 75 ft from any lot line and exceeds required yard depths for accessory structures. The height would be less than the maximum height allowed in the R5 zone of 35 ft. Lot coverage on the site is allowed to be up to 305% of lot area, and existing lot coverage is less than 21,000 sq ft which is less than 15% of lot area (142,005 sq ft) and the portable toilet would add a negligible amount of lot coverage. Existing vegetation for the site is in excess of 70,000 sq ft, which is over 49% of the lot area and exceeds the minimum vegetation requirement of 25% for the R5 zone. The portable toilet would not bring any aspect of the site out of conformance with the development standards in the R5 zone.

 The project would not bring the site’s off-street parking area out of conformance. The religious institution contains 290 seats, and has a minimum parking requirement of 1 space per 4 seats, per MMC 19.605.1.B.2, which requires at least per 72.5 seats. The site has 78 spaces and use of one parking space for the project would not bring the site out of conformance with off-street parking regulations.
 - (2) MMC 19.904.4.B requires that specific standards for the proposed uses as found in Subsections 19.904.7-11 are met. The specific standards would be those in MMC 19.904.9, which contains general standards for CSUs not described in the other sections in MMC 19.904.7-11. The proposed use complies with all standards in MMC 19.904.9 or does not affect compliance with these standards.
 - (3) MMC 19.904.4.C requires that the hours and levels of operation of the proposed use are reasonably compatible with surrounding uses. The proposed use is residential in nature and is compatible with the residential uses surrounding the site.

- (4) MMC 19.904.4.D requires that the public benefits of the proposed use are greater than the negative impacts, if any, on the neighborhood. The public benefit of the project is that it serves the homeless population in Milwaukie and provides a safe place for the homeless to shelter in their vehicle. The project also brings services to this population in the form of assistance in seeking housing and employment. The potential negative impacts of the project are minimal and related to safety and security concerns for nearby and aesthetic impacts from the vehicle and portable toilet. The Planning Commission finds that the public benefits of serving the homeless population outweigh the negative impacts described because of the limit of the time and number of participating homeless persons in the project and the project's monitoring and controls by the Milwaukie Christian Church.
 - (5) MMC 19.904.4.E requires that the location is appropriate for the type of use proposed. The use is residential in nature and the location is a residential residentially zoned area. The project will occur in a parking area that is not located in close proximity to any adjoining residence.
 - c. MMC 19.904.5 contains procedures for reviewing a CSU.
 - (1) MMC 19.904.5.A requires the Planning Commission hold a public hearing. The Planning Commission held a hearing on February 25, 2014 for the establishment of the CSU and found that the approval criteria of MMC 19.904.4 are met.
 - (2) MMC 19.904.5.B allows the Planning Commission to impose suitable conditions which assure compatibility of the use with other uses in the vicinity. In order to assure compatibility with surrounding use, the Planning Commission imposed the following conditions as part of this approval.
 - (a) The project guest guidelines in the applicant's materials shall be signed by persons who participate in the project. The Milwaukie Christian Church shall monitor and enforce the guidelines.
 - (b) The project shall operate as describe by the applicant's materials.
 - (c) The project is limited in duration of not more than 3 months. During this time, only 1 vehicle shall be allowed in the project at a time. The operation of the project begins on the first day of the month following the month in which this land use decision becomes final. This land use approval shall expire at the end of this 3 month time period. Continuation of this project is subject to a subsequent CSU approval.
 - (d) The Milwaukie Christian Church shall monitor the area of the site used for the project with a security camera recording continuous footage. The recording footage will be maintained for a period of 30 days and shall be shared with the Milwaukie Police Department upon request.
 - d. MMC 19.904.6 establishes the materials required for a CSU application. The materials submitted by the applicant contain the information required by this subsection.
6. MMC 19.607.2.B.2, which prohibits living in a vehicle on a residential property, applies only when the use of the site is a cottage cluster, rowhouse, duplex, single-family detached dwelling, or residential home. None of these uses is present on the site, and this prohibition is not applicable to the site.

7. The application was referred to the following departments and agencies on January 9, 2014:

- Milwaukie Building Division
- Milwaukie Engineering Department
- Milwaukie Police Chief
- Clackamas County Fire District #1
- Lewelling, Linwood, and Hector Campbell Neighborhood District Association Chairpersons and Land Use Committees
- Clackamas County
- Metro
- Trimet

The comments received are summarized as follows. Agencies not listed below did not respond.

- Milwaukie Building Division – the project needs to meet Americans with Disabilities Act (ADA) requirements by having an ADA compliant portable toilet and a hard surface approach from the parking lot to the portable toilet that doesn't exceed a 2% cross slope and a 1/12 slope in the direction of travel.
- Milwaukie Engineering Department – commented that MMC 19.700 is not applicable; no other conditions of approval suggested.
- Milwaukie Police Chief – requested video surveillance of the project site, preferred that the project be limited to 1 vehicle at a time; commented that Milwaukie Police can enforce on criminal trespass issues, but day-to-day monitoring should be done by the project administrators, suggested that the Milwaukie Police have a liaison between the department and the project.

**Recommended Conditions of Approval
File # CSU-13-14, A Road Home pilot project**

Conditions

1. Pursuant to MMC 19.904.5.B, the Planning Commisison imposes the following conditions on the project.
 - a. The project guest guidelines in the applicant's materials shall be signed by persons who participate in the project. The Milwaukie Christian Church shall monitor and enforce the guidelines.
 - b. The project shall operate as describe by the applicant's materials.
 - c. The project is limited in duration of not more than 3 months. During this time, only 1 vehicle shall be allowed in the project at a time. The operation of the project begins on the first day of the month following the month in which this land use decision becomes final. This land use approval shall expire at the end of this 3 month time period. Continuation of this project is subject to a subsequent CSU approval.
 - d. The Milwaukie Christian Church shall monitor the area of the site used for the project with a security camera recording continuous footage. The recording footage will be maintained for a period of 30 days and shall be shared with the Milwaukie Police Department upon request.

Additional Requirements

1. To meet Americans with Disabilities Act (ADA) requirements, the project shall have an ADA compliant portable toilet and a hard surface approach from the parking lot to the portable toilet that doesn't exceed a 2% cross slope and a 1/12 slope in the direction of travel.

A Road Home Pilot Project



A Partnership of



&



November 27, 2013

RECEIVED

NOV 27 2013

CITY OF MILWAUKIE
PLANNING DEPARTMENT



A Road Home Application to the City of Milwaukie

Submitted November 26, 2013

Table of Contents

Tab 1:	Application Form & Proof of Ownership
Tab 2:	Detailed Description of Proposed Use
Tab 3:	Detailed Statement of How the Proposal Meets Approval Criteria
Tab 4:	Site Plan
Tab 5:	Pre-application Conference Report



PLANNING DEPARTMENT
6101 SE Johnson Creek Blvd
Milwaukie OR 97206

PHONE: 503-786-7630
FAX: 503-774-8236
E-MAIL: planning@milwaukieoregon.gov

Application for Land Use Action

Master File #: _____

Review type*: ☐ I ☐ II ☒ III ☐ IV ☐ V

CHECK ALL APPLICATION TYPES THAT APPLY:		
<input type="checkbox"/> Amendment to Maps and/or Ordinances: <ul style="list-style-type: none"><input type="checkbox"/> Comprehensive Plan Text Amendment<input type="checkbox"/> Comprehensive Plan Map Amendment<input type="checkbox"/> Zoning Text Amendment<input type="checkbox"/> Zoning Map Amendment	<input type="checkbox"/> Land Division: <ul style="list-style-type: none"><input type="checkbox"/> Final Plat<input type="checkbox"/> Lot Consolidation<input type="checkbox"/> Partition<input type="checkbox"/> Property Line Adjustment<input type="checkbox"/> Replat<input type="checkbox"/> Subdivision	<input type="checkbox"/> Planned Development
<input checked="" type="checkbox"/> Code Interpretation	<input type="checkbox"/> Miscellaneous: <ul style="list-style-type: none"><input type="checkbox"/> Barbed Wire Fencing<input type="checkbox"/> Bee Colony<input type="checkbox"/> Mixed Use Overlay Review<input type="checkbox"/> Modification to Existing Approval<input type="checkbox"/> Natural Resource Review<input type="checkbox"/> Nonconforming Use Alteration	<input type="checkbox"/> Residential Dwelling: <ul style="list-style-type: none"><input type="checkbox"/> Accessory Dwelling Unit<input type="checkbox"/> Duplex<input type="checkbox"/> Manufactured Dwelling Park<input type="checkbox"/> Temporary Dwelling Unit
<input checked="" type="checkbox"/> Community Service Use	<input type="checkbox"/> Parking: <ul style="list-style-type: none"><input type="checkbox"/> Quantity Determination<input type="checkbox"/> Quantity Modification<input type="checkbox"/> Shared Parking<input type="checkbox"/> Structured Parking	<input type="checkbox"/> Sign Review
<input type="checkbox"/> Conditional Use		<input type="checkbox"/> Transportation Facilities Review
<input type="checkbox"/> Development Review		<input type="checkbox"/> Variance: <ul style="list-style-type: none"><input type="checkbox"/> Use Exception<input type="checkbox"/> Variance
<input type="checkbox"/> Director Determination		<input type="checkbox"/> Willamette Greenway Review
<input type="checkbox"/> Downtown Design Review		<input type="checkbox"/> Other: _____
<input type="checkbox"/> Extension to Expiring Approval		Use separate application forms for: <ul style="list-style-type: none">• Annexation and/or Boundary Change• Compensation for Reduction in Property Value (Measure 37)• Daily Display Sign• Appeal
<input type="checkbox"/> Historic Resource: <ul style="list-style-type: none"><input type="checkbox"/> Alteration<input type="checkbox"/> Demolition<input type="checkbox"/> Status Designation<input type="checkbox"/> Status Deletion		

RESPONSIBLE PARTIES:

APPLICANT (owner or other eligible applicant—see reverse): <u>Milwaukie Christian Church</u>	
Mailing address: <u>5197 SE King Road, Milwaukie</u> zip: <u>97222</u>	
Phone(s): <u>503-654-6597</u>	E-mail: <u>russ@gomcc.org</u>
APPLICANT'S REPRESENTATIVE (if different than above): <u>(partner) Northwest Housing Alternatives</u>	
Mailing address: <u>2316 SE Willard St., Milwaukie</u> zip: <u>97222</u>	
Phone(s): <u>503-654-1007 X 103</u>	E-mail: <u>Trimble@nwhousing.org</u>

SITE INFORMATION:

Address: <u>5197 SE King Rd, Milwaukie</u>	Map & Tax Lot(s): <u>12E30C006500</u>
Comprehensive Plan Designation: _____	Zoning: <u>R-5</u> Size of property: <u>142,005 sq ft</u>

PROPOSAL (describe briefly):

<u>We are asking for a major modification to the community services permit to implement A Road Home Pilot Project.</u>
--

SIGNATURE: Russ Olson and _____

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

Submitted by: _____

Date: 8/30/13

IMPORTANT INFORMATION ON REVERSE SIDE

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

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

Type V applications may be initiated by any individual.

PREAPPLICATION CONFERENCE:

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

REVIEW TYPES:

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

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

Per City Council action August 20, 2013, fees for this application have been waived.

THIS SECTION FOR OFFICE USE ONLY:

FILE TYPE	FILE NUMBER	FEE AMOUNT*	PERCENT DISCOUNT	DISCOUNT TYPE	DEPOSIT AMOUNT	DATE STAMP
Master file		\$			\$	<div>RECEIVED</div> <div>NOV 27 2013</div> <div>CITY OF MILWAUKIE PLANNING DEPARTMENT</div>
Concurrent application files		\$			\$	
		\$			\$	
		\$			\$	
		\$			\$	
SUBTOTALS		\$			\$	
TOTAL AMOUNT RECEIVED: \$			RECEIPT #:		RCD BY:	
Associated application file #s (appeals, modifications, previous approvals, etc.):						
Neighborhood District Association(s):						
Notes:						

*After discount (if any)



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

Submittal Requirements

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

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

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

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

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

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

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

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

4. Detailed statement that demonstrates how the proposal meets all applicable application-specific approval criteria (check with staff) and all applicable development standards (listed below):

- a. **Base zone standards** in Chapter 19.300.
- b. **Overlay zone standards** in Chapter 19.400.
- c. **Supplementary development regulations** in Chapter 19.500.
- d. **Off-street parking and loading standards and requirements** in Chapter 19.600.
- e. **Public facility standards and requirements**, including any required street improvements, in Chapter 19.700.

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

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

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

APPLICATION PREPARATION REQUIREMENTS:

- Five copies of all application materials are required at the time of submittal. Staff will determine how many additional copies are required, if any, once the application has been reviewed for completeness.
- All application materials larger than 8½ x 11 in. must be folded and be able to fit into a 10- x 13-in. or 12- x 16-in. mailing envelope.
- All application materials must be collated, including large format plans or graphics.

ADDITIONAL INFORMATION:

- Neighborhood District Associations (NDAs) and their associated Land Use Committees (LUCs) are important parts of Milwaukie's land use process. The City will provide a review copy of your application to the LUC for the subject property. They may contact you or you may wish to contact them. Applicants are strongly encouraged to present their proposal to all applicable NDAs prior to the submittal of a land use application and, where presented, to submit minutes from all such meetings. NDA information: <http://www.milwaukieoregon.gov/communityservices/neighborhoods-program>.
- Submittal of a full or partial electronic copy of all application materials is strongly encouraged.

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

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

Applicant Signature: Russ Isom

Date: 11-25-13

Official Use Only

Date Received (date stamp below):

RECEIVED

NOV 27 2013

CITY OF MILWAUKIE
PLANNING DEPARTMENT



Bob Vroman, County Assessor
Department of Assessment and Taxation

Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

November 1, 2012

MILWAUKIE CHRISTIAN CHURCH
PO BOX 22496
MILWAUKIE OR 97269

Dear Exempt Property Owner:

The following information describes your property which is exempt from taxation by the Oregon Revised Statute referenced. This letter is your notice of value on the exempt property for the 2012-2013 tax year.
If you have any questions, please feel free to contact Amanda Olsen at 503/655-8671, extension 7631.

2012 Value Notice on Exempt Property

Account	Map	Acres	216 GIBSONS SUB PT	Assessed Value	1,371,301
00079916	12E30CD06500		LT 35 3027 KINGS	Market Land	265,291
MILWAUKIE CHRISTIAN CHURCH			CROSS LT 1	Market Building	1,106,010
				Market Total	1,371,301
5197 SE KING RD		Religious Property - ORS 307.140			
MILWAUKIE					

Account	Map	Acres	12E30CD06500	Assessed Value	18,680
01512189	X216664			Market Land	0
MILWAUKIE CHRISTIAN CHURCH				Market Building	18,680
				Market Total	18,680
5197 SE KING RD		Religious Property - ORS 307.140			
MILWAUKIE					



Narrative for Pre-Application Conference for City of Milwaukie

Proposal

We are asking the City of Milwaukie for a major modification to the community service permit to implement A Road Home pilot project. A Road Home would enable a household of a single individual or a household with children experiencing homelessness, living in their vehicle, a safe place to park at night for a period of thirty days. The household must be willing to engage services provided by the local homeless service provider in order to transition into an appropriate housing option within that time frame. We are proposing the pilot project be conducted for a period of three months with a goal of assisting three households. A Road Home is a collaborative venture between Milwaukie Christian Church and Northwest Housing Alternatives, Inc.

History of Milwaukie Christian Church

Milwaukie Christian's roots go back to 1940. After providing services in several locations in Milwaukie, in February, 1989 the congregation moved to the property located on 5197 SE King Road in Milwaukie. After over 60 years, the ministry of Milwaukie Christian Church is still going strong.

In July, 1974 Russ Isom was called to be the Senior Pastor. He has served in this capacity for the past 35 years and continues to lead the congregation today.

Description of the Proposed Site

Milwaukie Christian Church sits on 142,005 square feet of land, surrounded by mature trees. There is one neighbor that has a direct line of sight into the property. The buildings consist of the sanctuary, educational, community and administrative spaces.

Description of the Proposed Use

We are proposing that one car, belonging to a household experiencing homelessness, at a time be allowed to park legally in the parking lot of Milwaukie Christian Church for a period of 30 days. There will be accessible sanitation available on the site for the participants, as well as a security camera mounted in the church building directed at the proposed parking site. Church members will rotate and serve as a host for the household and will carry a cell phone to be contacted by the participant, service provider, or neighbors during hours of operation, starting sometime in the evening through morning. At approximately 8 AM, the household will be engaged in going to work, attending school, looking for housing, or meeting with a case manager all off site. Households will be allowed back in the evening.

History of the Partnership of MCC and NHA

Both Milwaukie Christian Church (MCC) and Northwest Housing Alternatives have been working to strengthen communities for many years. Northwest Housing Alternatives (NHA) is located in Milwaukie, Oregon and is currently the largest developer of affordable housing in the state of Oregon. NHA has been in operation for 31 years and has provided emergency shelter to families with children experiencing homelessness for 27 years in Clackamas County through the Annie Ross House.

Russ Isom and members of the Milwaukie Christian Church began to become more involved in issues concerning the homeless population in the county 7 years ago. Russ Isom has attended the Homeless Council of Clackamas County and started the North Clackamas Social Needs Roundtable to begin exploring other ways they could be of service. A group was called to come together one year ago to begin exploring “park safe” programs around the county and the idea of establishing one in Clackamas County. With Northwest Housing Alternatives being a main provider of services for individuals and families at risk of and currently experiencing homelessness, NHA was invited to these discussions 8 months ago. The result is a proposal to move forward on the implementation and evaluation of the pilot project – A Road Home.

In Conclusion

Milwaukie Christian Church and Northwest Housing Alternatives are asking for a major modification to the community services permit to implement a pilot project named A Road Home. The project is time limited to three consecutive months with an evaluative report being presented to the City Council at project’s end.

Attached you will find preliminary site plan, A Road Home Guest Guidelines, service flow chart, and program outcomes. We thank you for your time and consideration of our request.

ROAD HOME FLOW CHART

Households experiencing homeless

A family with or without children or single adult who wants to move out of homelessness. Has some income and is willing to connect with case management services to begin the transition into being housed.

REFERRAL SOURCES

Father Heart Street
Ministries

Homeless School
Liaisons

Clackamas Service
Center

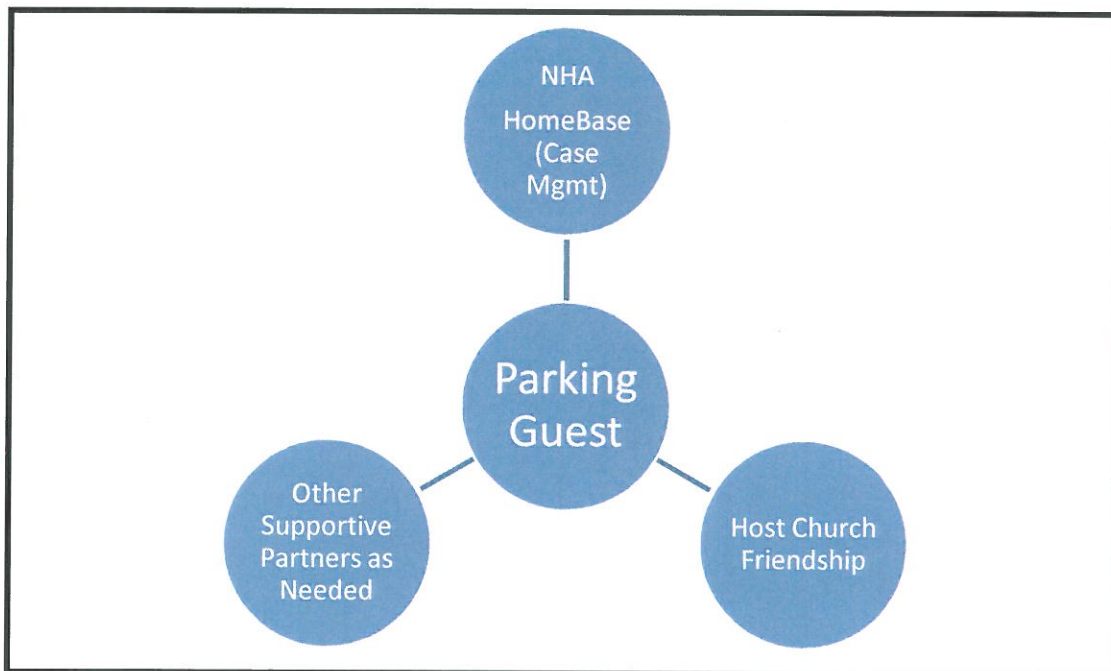
SCREENING

Northwest Housing
Alternatives

ROAD HOME PARKING MINISTRY CHURCH

Milwaukie Christian Church

30 DAYS OF TRANSITIONAL SUPPORT WITH POSSIBLE EXTENSION
IF ACTIVELY WORKING ON PERMANENT HOUSING PLAN



Parking Guests Are Rehoused or Have a Plan to
Secure Housing



“A Road Home” Guest Guidelines

We welcome you to the Road Home Safe Place to Park Shelter.

A Road Home

“A Road Home” Pilot is an opportunity to provide emergency short term parking for 30 days. It the expectation that the guest- household will work with a case manager to secure permanent housing. Every effort will be made to assist the guest-household to secure permanent housing, but permanent housing is not guaranteed.

“A Road Home” Guidelines - I agree to the following:

- Meet with the staff of the HomeBase case management staff weekly, and establish a plan to help move guest into permanent housing.
- Once enrolled in the “A Road Home” Program guests will spend every night at the site. Exceptions may occur for a night for a cultural or religious holiday celebrated by the household or if there is any emergency (e.g. hospital stay). Prior communication for any adjustment to the nightly parking schedule with host church is required.
- Smoke only in the designated areas.
- Treat staff, volunteers, and other guests with respect and courtesy. Stealing, fighting, and arguing, being uncooperative/disruptive or using foul language will not be tolerated.
- Provide a nurturing environment for any guest children by attending to them and disciplining them with patience and understanding.
 - Children under the age of 10 must be supervised at all times.
 - School age children must attend school on a regular basis.
 - Any and all suspected child abuse or children not being sent to school on a regular basis will be reported to the Department of Human Services
- Keep all areas near guest parking clean and free from debris.
- I will notify the host congregation if I will not be coming to the host church by 6:00 PM and will inform them of the time that I expect to return.
- Curfew is at 11 p.m. unless work schedules do not allow. If guest is working past 10 p.m. they will notify the host church and establish special arrangements.
- Visitors are not allowed at the host church at any time.
 - Only those persons listed on my intake paperwork may stay with me.
 - Only the enrolled vehicle will be allowed in the church parking lot.
- Each host church has specific rules about use of their space, food, drinks and miscellaneous. Host Coordinators and/or volunteers will communicate these rules upon arrival. Guest –households will respect the rules of each host church.
- The “Road Home Program” is a DRUG-FREE and ALCOHOL-FREE environment.
- NO WEAPONS or articles that can be used as weapons are permitted at the “A Road Home” Program.
- Guest will monitor all their personal possessions as the host congregation is not responsible for lost or stolen items.

I understand the above guidelines. I agree to abide by them while using the shelter services. Furthermore, I understand that violations could result in being asked to leave the Road Home Program.

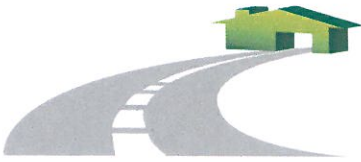
Family Members staying at the shelter (please list):

Signature: _____

Date: _____

Signature: _____

Date: _____



A Road Home

***Expected Outcomes of "The Road Home Pilot"
October 1, 2013 through December 31, 2013***

1. To place three households experiencing homelessness and living in their vehicle in "A Road Home Pilot Project."
2. To transition three households from living in their vehicles into housing.
3. Ensure school age children will attend their home school and decrease disruption in attending.
4. All households will be connected to appropriate community services and mainstream entitlement programs such as the Oregon Health Plan, food stamps, and WIC .
5. To build a positive collaboration with the City of Milwaukie, MCC, and NHA to effectively serve participants experiencing homelessness.
6. To accomplish goals (1 through 5) successfully so that the "A Road Home Pilot" can proceed to a permanent ongoing program.
7. To create "A Road Home Pilot" Notebook that will serve as a template to other churches and jurisdictions that would like to implement "A Road Home".



A Road Home Application to the City of Milwaukie

Detailed Statement of How the Proposal Meets Approval Criteria

The following is the detailed statement that the proposal meets all applicable application-specific approval criteria and all development standards.

Base Zone Standards (Chapter 19.300): The property is zoned R-7, Low Density Residential. In this zone a Community Service Use (CSU) is a conditional use subject to 19.904 through a Type III process.

The Approval Criteria in 19.904.4 includes a five point assessment that requires:

- A. *A review against the building setback, height limitations, and off-street parking and similar requirements governing the size and location of development in the underlying zone.*** These are not applicable to this application because no new development is being proposed.
- B. *A review against the specific standards for the proposed uses found in subsections 19.904.7-11.*** The most applicable subsection is 19.904.9 Specific Standards for Institutions. Each of the standards in that subsection is described below:
 - a) **Utilities, streets or other improvements for the public facility:**

Milwaukie Christian will provide a port-a-potty on site in a location that will not take up any of our parking spaces. We have 78 parking spots on asphalt. A Road Home project will not cause any permanent loss to our existing parking. There will be no limit to the drive aisles on our property. There are six commercial lights in the parking lot area to provide adequate lighting for safety; no change in lighting is proposed. A security camera system will be installed in the northeast corner of the main church building to monitor activity in the parking lot area.
 - b) **In residential zones, access should be located on a collector street:**

Access to the site is located on King Road, a local collector street. The individuals who will be parking in our lot will be arriving in the evening to park and sleep, then in the morning they will be leaving the premises. There should only be a couple of trips a day involving this project.
 - c) **In residential zones lots are sufficient to meet setback requirements:**

All setbacks have been met with respect to existing structures. No new structures are proposed. A port-a-potty will be placed on-site. It will be located more than 80 feet from the nearest property line.

d) Height limit exceptions:

No height limit exceptions are required.

e) Noise-generating equipment shall be sound-buffered:

There is no noise-generating equipment associated with this project.

f) Lighting designed to avoid glare:

The lighting that will be used in the proposed are is the same lighting that we have had for many years. There have been no complaints from our neighbors about these lights causing any problems for them.

g) Hours of operation are compatible with adjacent uses:

A Road Home participants will be arriving in the evening between 7:00 pm and 8:00 pm for the purpose of having a safe place to sleep. They will be leaving in the morning between 7:00 am and 8:00 am.

h) Religious spires:

We are not building a spire for this project.

i) Minimum landscaping requirements:

No changes to landscaping are proposed for this project.

j) Park-and-ride facilities:

We are not providing a park-and-ride facility at this site.

- C. ***A review of the hours and levels of operation of the proposed use to ensure that they are reasonably compatible with surrounding uses.*** Since the purpose of A Road Home is to provide a safe place for someone to park and sleep, the hours will be consistent with what our neighbors are doing—coming home in the early evening, spending the night, and being up and out to daily activities in the early morning. The household needing a safe place to part will be on site from early evening to early morning. Once a household has arrived at the Church, no in and out trips are generally allowed. As a result there will be a minimum number of trips.

The level of operation is very modest. Only one household will be allowed to participate in A Road Home at any time. This will temporarily add one household to the community.

We have spoken with the Milwaukie Police Chief regarding a procedure to let them know who is allowed on the site at any given time. If someone other than the person(s) with permission, the police will ask them to leave in keeping with the trespass laws.

The area we are proposing to use for A Road Home Project is in Milwaukie Christian Church parking lot in a location that cannot be seen from the street. It will be behind the present main building and near the church's garage. There is only one neighboring home that will be able to see the planned site and that is only from her second story east-facing windows. This neighbor Berty Cannon lives on the adjacent property at the northwest corner of our facility. Pastor Russ Isom has met with her to discuss this project.

There will be a security system in place to monitor activity in the area where A Road Home Project vehicle will be parked. This system will be able to see where the vehicle is parked as well as the area where the port-a-potty is located.

D. *A review to ensure the public benefits of the proposed use are greater than the negative impacts, if any on the neighborhood.*

Like many parts of Oregon, Clackamas County has a significant population of homeless persons who are living in their vehicles. Their life is complicated by the fact that there are few if any places in the County for these individuals to legally park their vehicles overnight. We know in the North Clackamas School District from homeless liaison that 356 homeless children were served in school year 2012/2013. In addition we know from the Clackamas County 2013 Point in Time Homeless Count that 283 homeless individuals were identified in the City of Milwaukie. Of this number 37 people were unsheltered and 184 were unstably housed. The two top reasons in Milwaukie for housing insecurity was cost of rent and unemployment.

To address this need we are proposing a pilot program called "A Road Home" in partnership with Northwest Housing Alternatives. "A Road Home Pilot" will provide a safe parking option for the mobile homeless population. The pilot will be implemented over a three month period serving 1 to 3 households. Only one parking household will be served at a time so that at no time will there be more than one parking household at the church property.

Participants will be referred by the North Clackamas School District Liaison, Father's Heart Street Ministry or the Clackamas Service Center. Participant screening will be managed by Northwest Housing Alternatives. Some of the criteria that will be considered in screening a candidate are:

- Does household want to move out of homelessness?
- Is household willing to connect with case management services to begin the transition into being housed?
- Does household have some financial resources?
- What are household's current housing barriers?

It is anticipated that a parking household will remain in "A Road Home" pilot for 30 days as they receive transitional case management support to transition into permanent housing. There could be a possibility of an extension if the participant is actively working on a permanent housing plan and needs a little more time to implement their plan.

It is hoped that at the conclusion of a successful pilot this program/ministry can be expanded to a permanent program/ministry in the future using the pilot template as a guide.

The project team has reached out to three neighborhood associations that touch the property being proposed for A Road Home pilot project. In September, 2013 we visited with folks from the Lewelling, Hector Campbell, and Linwood neighborhoods. The following is a list of their concerns and how the program design will address those issues:

- The propose site is isolated on a large parcel. It only backs up to one neighbor directly. A security camera will be mounted inside of Milwaukie Christian Church overlooking the site where the designated parking spot will be located. Each morning, the church host will review the evenings events to monitor for any concerning activity. Depending upon the kind of activity being seen, it could result in the household being asked to exit the program and they would not be allowed back.
- Northwest Housing Alternatives would be screening, interviewing, and evaluating the household for appropriateness for the program. Community partners would submit possible candidates, a face to face interview would occur, rules would be covered and arrangements would be set up for the household to arrive to the church by a certain time. Households that illustrate likelihood for success will be

chosen. Northwest Housing Alternative has been providing services to households experiencing homelessness for over 27 years and would also serve as a backup for the host each night.

- Toilet facilities will be available through a port-a-potty that would be stationed next to the designated parking space. Households will be directed to places where they can access shower and laundry options in the community.
- A Road Home pilot project is only intended to serve 1 household at a time for 30 days at a time. No more. If the pilot is found to be a success, through a new land use process, the project may propose to allow 1-2 cars at one time for 30 days at a time.
- We are focused on serving households that have connections to Clackamas County. If a household wants to establish themselves in Clackamas County through employment, school, or family/friends we would consider them.
- A Road Home is focused on serving an established household – a family with children, a single person, or a couple – not multiple single individuals living in a vehicle together.
- Russ Isom, the pastor of the Milwaukie Christian Church, will work with the City of Milwaukie Police Department to give them trespassing powers – to act as an agent of the church if someone is on the property that is not authorized to be there. The police would then have the ability to remove them immediately.
- Each household that has been approved will have a document or laminated card that clearly communicates who has been authorized to participate in A Road Home and the dates that have been approved. There will be a picture of the family as well as dates of birth to indicate the household members that have been approved for the program and would include any pets staying in the vehicle as well. This would give the household identification for police if there were any problems and assist police in determining unauthorized parties.
- Most households have cell phones and would be able to contact the church host in the event of an emergency. The household would be assisted in obtaining a cell phone for emergency purposes through services received from Northwest Housing Alternatives, HomeBase program.
- An assessment like the *Crime Prevention Through Environmental Design* will be conducted to identify and address any other issues that may present a risk to the program participant or neighborhood.

E. *The location is appropriate for the type of use proposed.*

The site we will use is situated so that only one of the adjacent properties can see it from their home. Berty Cannon, our neighbor on the northwest corner of our lot can

only see the site from her east facing windows on the second story. It is not visible from the street, since it is behind the main building. There is no neighboring home within 100 feet from where A Road Home Project vehicle will be parked.

Overlay Zone Standards (Chapter 19.400): The property is not subject to any overlay zones.

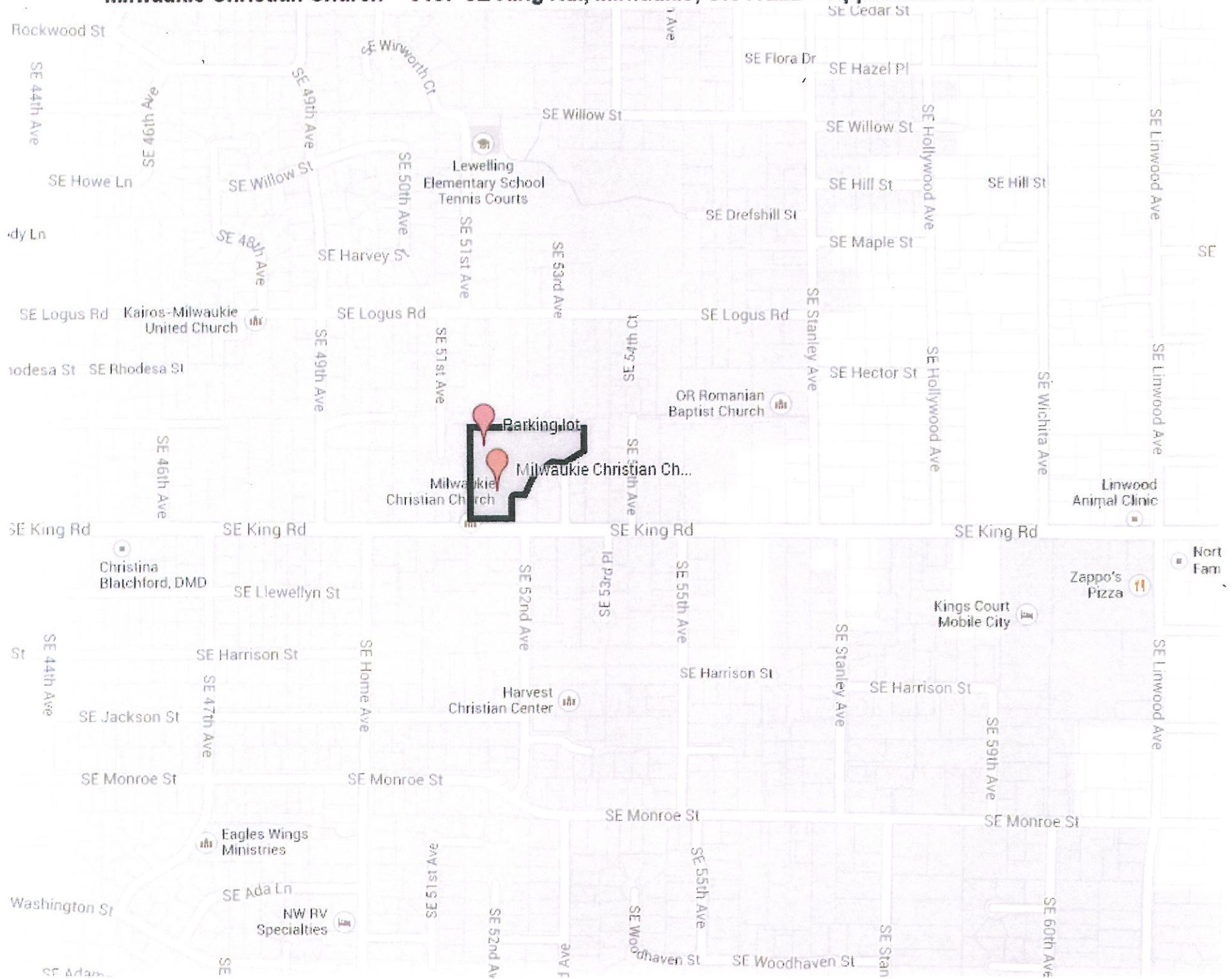
Supplementary Development Regulations (Chapter 19.500): the use is not subject to any supplementary development regulations.

Off-Street Parking and Loading Standards and Requirements (Chapter 19.600): A Road Home Project will not interfere with any of our regular services or planned activities. There will be no permanent loss of the church's existing parking spaces. There are 78 parking spaces in the asphalt area of the property. No parking space will be used for the placement of the port-a-potty. There will be no restriction of the drive aisles of the church parking lot as a result of A Road Home project. According to 19.605.1 for religious institutions, there is a minimum requirement of 1 parking space to 4 seats. There are 290 seats in the church for a total of 72.5 parking spaces minimum required.

The port-a-potty will be over 80 feet from the nearest neighbor's property line.

Public Facility Standards and Requirements (Chapter 19.700): Per our pre-application report, A Road Home does not require a separate transportation review application.

Milwaukie Christian Church -- 5197 SE King Rd., Milwaukie, OR 97222 -- Application for Land Use Action



[illegible]

Milwaukie Christian Church -- 5197 SE King Rd., Milwaukie, OR 97222 -- Application for Land Use Action



**View from King Road looking north into Milwaukie
Christian Church parking lot - A Road Home Project site is
not visible from the street**



View from the Northwest corner of the main church building looking towards A Road Home Project site



View from where the vehicle from A Road Home Project would be parked near church garage



**View of site where A Road Home Project port-a-potty
would be placed at southeast corner of the garage near
light pole but not on a parking space**



View of where port-a-potty would be placed near garage looking west toward only home that can see this sight



View of main church building from between where the port-a-potty will be and the parking spot for A Road Home Project – Security system will be in the room of the second window from the left of the main building



View from the main church building looking north toward where the parking space for A Road Home client and the port-a-potty will be. The security system will have this view.





RECEIVED

OCT 02 2013

September 26, 2013

Russ Isom
Milwaukie Christian Church
5197 SE King Rd
Milwaukie, OR 97222

Re: Preapplication Report

Dear Russ:

Enclosed is the Preapplication Report Summary from your meeting with the City on September 12, 2013, concerning your proposal for action on property located at 5197 SE King Rd.

A preapplication conference is required prior to submittal of certain types of land use applications in the City of Milwaukie. Where a preapplication conference is required, please be advised of the following:

- Preapplication conferences are valid for a period of 2 years from the date of the conference. If a land use application or development permit has not been submitted within 2 years of the conference date, the Planning Director may require a new preapplication conference.
- If a development proposal is significantly modified after a preapplication conference occurs, the Planning Director may require a new preapplication conference.

If you have any questions concerning the content of this report, please contact the appropriate City staff.

Sincerely,

Blanca Marston
Administrative Specialist

Enclosure

cc: Martha McLennan - NW Housing Alternatives
Angela Trimble - NW Housing Alternatives
File

CITY OF MILWAUKIE

PreApp Project ID #: 13-013PA

PRE-APPLICATION CONFERENCE REPORT

This report is provided as a follow-up to a meeting that was held on 9/12/2013 at 10:00 AM

Applicant Name: Russ Isom
Company: Milwaukie Christian Church
Applicant 'Role': Owner
Address Line 1: 5197 SE King Rd
Address Line 2:
City, State Zip: Milwaukie OR 97222
Project Name:
Description:
ProjectAddress: 5197 SE King Rd
Zone: R7, CSU
Occupancy Group:
ConstructionType:
Use: Religious institution; pilot project for Road Home allowing homeless to park on property and sleep
Occupant Load:
AppsPresent: Martha McLennan & Angela Trimble
Staff Attendance: Steve Butler, Ryan Marquardt

BUILDING ISSUES

ADA:
Structural:
Mechanical:
Plumbing:
Plumb Site Utilities:
Electrical:
Notes: No Comment.

Please note all drawings must be individually rolled. If the drawings are small enough to fold they must be individually folded.

FIRE MARSHAL ISSUES

Fire Sprinklers:

Fire Alarms:

Fire Hydrants:

Turn Arouds:

Addressing:

Fire Protection:

Fire Access:

Hazardous Mat.:

Fire Marshal Notes:

PUBLIC WORKS ISSUES

Water: N/A

Sewer: N/A

Storm: N/A

Street: N/A

Frontage: N/A

Right of Way: N/A

Driveways: N/A

Erosion Control: N/A

Traffic Impact Study: N/A

PW Notes: N/A

PLANNING ISSUES

Setbacks: R7 setbacks are 20 ft for front and rear yard; 10 and 5 ft for side yard. CSU setbacks are 2/3 the height of the principal structure. Proposal does not include permanent structure and location of portable toilet is more than 100 ft from any property line.

Landscape: Minimum landscaping for a religious institution is 15% of site area. Site is closer to 30%; proposal

would not bring site out of conformance with this standard.

Parking:

If the Road Home project will not allow the vehicle during the same time as other activities, then parking quantities are not an issue for the application. If the vehicle will be present during other activities, then applicant will need to demonstrate that adequate parking exists to allow a space to be used for the Road Home vehicle. Past approvals for the site do not specify required parking ratio. Parking will be determined based on existing required parking ratios. Consult Table 19.605.1 –B.1, Religious Institutions, B.2, Day care center, B.3-4, School, B.5, Meeting room. By-right reductions to parking quantity requirements are listed in MMC 19.605.3.

Transportation Review:

Transportation review is governed by MMC 19.700. Per MMC 19.703.2.B, the requirements of MMC 19.700 will be evaluated as part of the variance application process and does not require a separate transportation review application.

Application Procedures:

The proposed development requires approval of a major modification for a Community Service Use (CSU) application.

Applicable Zoning Code Sections

The application narrative needs to include responses to the following code sections:

MMC 19.904 - approval criteria in MMC 19.904.4

MMC 19.301 – low density residential, base zone standards from this section apply unless CSU standards dictate otherwise

MMC 19.600 – Off-Street Parking and Loading

Application Process and Fees

The fees and deposits for the CSU major modification land use application are \$2,000.

Application and Hearing:

The application needs to include the following: Land Use Application form; Submittal Requirements Form; Site Plan Checklist; 5 copies of the project plans; 5 copies of the application narrative that addresses the code sections referenced above. The application form needs to be signed by a person that can act as a property owner for the park or a letter from that person authorizing the application needs to be submitted.

Following submission of the application, fees, and deposit, the city will review the application for completeness. The target for this review is 10 working days, although the city has 30 days under state law to make the determination. If the application is incomplete, a letter will be sent that details what items were found incomplete. Once the application is complete, the City will schedule a hearing within about 45-60 days, or possibly later depending on the Planning Commission's agenda. The application will be referred for comments to city departments, other agencies, and Milwaukie Neighborhood District Associations. Notice will be sent to properties within 300 ft of the site, and the applicant is required to post notice of the hearing at the site.

The Planning Commission will hold a public hearing on the land use application. There will be opportunity for testimony from the applicants and from the public prior to the Planning Commission's deliberations on their decision. The decision will be based on the approval criteria identified above for variances. Following the decision, there is a 15-day appeal period during which the decision may be appealed to City Council. The City is obligated to provide a final decision on the application within 120-days of deeming the application complete, unless the applicant provides a waiver for additional time. The final decision period includes time necessary for the City Council to hear the application and issue a decision in the event that an appeal is filed.

Natural Resource Review: Not applicable.

Lot Geography:

No changes proposed, not applicable.

Planning Notes:

1) CSU Approval criteria – the burden of proof for the CSU approval criteria in MMC 19.904.4 is with the applicant. The narrative should thoroughly address the criteria in this section, especially MMC 19.904.4.C, D and E. Highlight the features of the Road Home program that will help mitigate impacts and safety concerns in addressing these criteria.

2) Neighborhood Outreach – the City encourages applicants to meet with the Neighborhood District Associations (NDA) in which they are located to discuss their plans prior to submitting a land use application. The site is in the Lewelling NDA. Information on this NDA is available at <http://www.milwaukieoregon.gov/communityservices/lewelling-nda>. The property is also near the Hector Campbell NDA and Linwood NDA, and the city encourages outreach to these NDAs. Information on these NDAs is available at <http://www.milwaukieoregon.gov/communityservices/linwood-nda> and <http://www.ci.milwaukie.or.us/communityservices/hector-campbell-nda>. Additional outreach to surrounding property owners is also encouraged.

3) Preapplication conference validity – see MMC 19.1002.4 regarding the time period for which these notes are valid. Preapplication conference notes are generally valid for 2 years.

4) Land Use approval time limits – see MMC 19.1001.7.E – an applicant generally has 2 years following land use approval to obtain development permits for their project, and 4 years following land use approval to obtain final occupancy permits. Extensions to these timelines may be granted by the Planning Commission during their review, or through the procedures in MMC 19.908.

ADDITIONAL NOTES AND ISSUES

County Health Notes:

Other Notes:

This is only preliminary preapplication conference information based on the applicant's proposal and does not cover all possible development scenarios. Other requirements may be added after an applicant submits land use applications or building permits. City policies and code requirements are subject to change. If you have any questions, please contact the City staff that attended the conference (listed on Page 1). Contact numbers for these staff are City staff listed at the end of the report.

Sincerely,

City of Milwaukie Development Review Team

BUILDING DEPARTMENT

Tom Larsen - Building Official - 503-786-7611

Bonnie Lanz - Permit Specialist - 503-786-7613

ENGINEERING DEPARTMENT

Jason Rice - Engineering Director - 503-786-7605

Brad Albert - Civil Engineer - 503-786-7609

Zach Weigel - Civil Engineer - 503-786-7610

Matt Palmer - Associate Engineer - 503-786-7602

COMMUNITY DEVELOPMENT DEPARTMENT

Stephen Butler - Community Development Director - 503-786-7652

JoAnn Herrigel - Parks & Sustainability Director - 503-786-7508

Marcia Hamley - Admin Specialist - 503-786-7656

Alicia Martin - Admin Specialist - 503-786-7600

Blanca Marston - Admin Specialist - 503-786-7600

PLANNING DEPARTMENT

Ryan Marquardt - Senior Planner - 503-786-7658

Brett Kelter - Associate Planner - 503-786-7657

Li Alligood - Associate Planner - 503-786-7627

CLACKAMAS FIRE DISTRICT

Mike Boumann - Lieutenant Deputy Fire Marshal - 503-742-2673

From: Stelzenmueller, John
Sent: Monday, January 13, 2014 8:44 AM
To: Marquardt, Ryan
Subject: File Number CSU-13-14

Ryan,

The only issue the Building Department would have for the Road Home project would be to make sure they meet ADA by having an ADA compliant Porta-Potty and a hard surface approach from the parking lot to the Porta-Potty that doesn't exceed a 2% cross slope and a 1/12 slope in the direction of travel. Thanks

John Stelzenmueller
Building Official

City of Milwaukie
6101 SE Johnson Creek Blvd., Milwaukie OR 97206
T 503.786.7611
F 503.786.7612
Community Development 503.786.7600

Join us on the [web](#), [facebook](#) and [twitter](#)!

From: Bartol, Steve
Sent: Monday, February 10, 2014 11:25 AM
To: Marquardt, Ryan
Cc: Rash, David
Subject: Road Home Project

Ryan –

Just a quick follow up to our conversation today. Again, sorry for the timing, but this was something that was lost between Jordan and I transitioning and I was out of town for training July through September when all of this was being discussed at the neighborhood level.

In reading through the proposal it seems like they have covered quite a bit of the concerns, but here are things that I have thought of.

1. Video Surveillance – States they will have cameras up with the ability to review. I'm hoping that they will maintain video for a period of 30 days so that we have the ability to review later if something comes up. Also, I'm hoping that they will be willing to share with Police upon request if we receive complaints and feel that reviewing the video would be helpful without having to go through a subpoena process.
2. I'm concerned about the project growing past one vehicle at a time. The more vehicles, the greater the chance for noise complaints or for disturbances between the various households.
3. I'm all in favor of the Church signing an authorization for us to act as agent related to criminal trespass, but do not want this to transition to us having to monitor the program for compliance. It would simply be a tool for us to use if we receive a call there in the middle of the night. I would expect the host to be aggressive with their enforcement of their rules and be responsive to complaints from neighbors and or the police department.
4. I'd like to establish an liaison between the department and the church so we have direct contact to work through various issues and problems that may arise. I would hope also that the church will regularly attend the neighborhood association meetings so they can stay plugged in with any feedback they may have regarding any problems that may develop.

I will try to stop by the Church in the next week or so and touch base with Russ Isom as well. Will be good to introduce myself to him and touch base about the program.

Thanks,

Steve

MEMORANDUM

TO: Community Development Department
THROUGH: Jason Rice, Engineering Director
FROM: Brad Albert, Civil Engineer
RE: Community Service Use – 5197 SE King Road
DR-13-14
DATE: January 31, 2014

A pilot project to enable a household (single or with children) to live in their vehicle by parking it overnight at the Milwaukie Christian Church parking lot. The pilot project would allow 1 vehicle at a time for a maximum of 30 days to assist 3 households over a 3 month period.

1. MMC Chapter 19.700 – Transportation Planning, Design Standards, and Procedures

The Engineering Department finds that MMC Chapter 19.700 does not apply to this application.

Recommended Conditions of Approval

None

DRAFT List of Record
File #CSU-13-14, A Road Home pilot project

The following documents are part of the official record for this application as of February 19, 2014.

1. Application – received November 27, 2013
 - a. Submittal forms: land use application form(s), proof of ownership, property owner authorization, Submittal Requirements form, fee receipt
 - b. Narrative addressing code standards and criteria
 - c. Site Plans and photographs
2. Notification information
 - Application referral and mailing list. Sent to: Milwaukie Building Division, Milwaukie Engineering Department, Milwaukie Police Chief, Clackamas County Fire District #1, Lewelling, Linwood, and Hector Campbell Neighborhood District Association Chairpersons and Land Use Committees, Clackamas County, Metro, and Trimet.
 - a. Sign notice for Planning Commission public hearing on February 25, 2014 (posted at the site on February 11, 2014)
 - b. Sign posting affidavit (dated February 11, 2014)
 - c. Mailed notice for Planning Commission public hearing on February 25, 2014 (sent to properties within 300' radius of site on February 5, 2014)
 - d. Certification of legal notice mailing, with attached mailing list (dated February 5, 2014)
 - e. Notice map
 - f. Returned notice envelopes
3. Agency and staff responses
 - a. John Stelzenmueller, Building Official. Regarding ADA compliance and Porta-Potty accessibility. Received via email January 13, 2014.
 - b. Steve Bartol, Interim Police Chief. Regarding surveillance, increased traffic, monitoring, and communication. Received via email February 10, 2014.
 - c. Brad Albert, Civil Engineer. MMC Chapter 19.700 does not apply to the application.
4. Public comments received – None.
5. Staff Report(s)
 - a. Report for Planning Commission public hearing on February 25, 2014 (dated February 19, 2014)
 - (1) Recommended Findings in Support of Approval
 - (2) Recommended Conditions of Approval
 - (3) Application items
 - (4) Agency and staff response items



To: Planning Commission
From: Denny Egner, Planning Director
Date: February 18 for February 25, 2014, Worksession
Subject: 2014-2015 Planning Commission Work Program

ACTION REQUESTED

Review and comment on the draft Planning Commission work program for 2014/15. The Commission is scheduled to meet with City Council to discuss this program on March 18, 2014.

BACKGROUND INFORMATION

The City Council and Planning Commission meet annually to discuss the Planning Commission's work program.

The Planning Commission serves the City by reviewing and advising on matters of planning and zoning, according to the provisions of the Comprehensive Plan and Zoning, Sign, and Land Division ordinances. It does this by deciding land use and development applications, developing long-range plans, and proposing updates and amendments to the Milwaukie Municipal Code and Comprehensive Plan. Planning Staff works closely with the Commission to make progress in all of these areas.

A. Major Accomplishments in 2013/14

The Planning Commission worked on some significant projects in 2013/14 that will significantly shape Milwaukie's future. These include:

Completed Projects

- **Transportation System Plan (TSP)** – The TSP was updated bringing it into compliance with the Regional Transportation Plan. The TSP was adopted by the City Council in November 2013.
- **Tacoma Station Area Plan** – The Tacoma Area Station Plan involved adoption of the plan and related overlay zoning. The Council adopted the plan and code in July 2013.

Ongoing Projects

- **Moving Forward Milwaukie: Enhancing Our Commercial Districts** - This project is funded by a Metro Community Development and Planning grant which has been used to hire a consultant to help with the project. A project advisory committee was formed to provide direction for the project. The Planning Commission has had work sessions on the topic and will have a significant role in plan and code amendments that are expected to result from the project.

B. Outstanding Projects from 2013/14 Work Plan

Work plan tasks that did not progress as much as anticipated include:

- **Murals** – The Planning Commission held hearings on amendments related to a mural permitting program in the fall of 2012. The scope of the mural program has been revised to make it more legally defensible and this will result in more extensive amendments to Title 14, Sign Ordinance than were considered in 2012. These amendments are being scheduled for worksessions with the Planning Commission and City Council this spring.
- **Review of Title 14, Sign Code** – No work has occurred on this project.

C. Planning Commission Membership

The overall attendance rate by Commissioners in 2013 was approximately 85%.

D. Draft Work Program for 2014/15

Staff has compiled the following list of tasks for discussion by the Planning Commission as it sets the 2014/15 Work Program.

Current Projects

Projects in this heading are projects that are already underway and that the City has an obligation to complete within the timeframe of this work program.

- **Moving Forward Milwaukie: Enhancing Our Commercial Districts** - The project requires extensive public involvement and consensus-building to identify the appropriate policies and regulations for downtown Milwaukie, Central Milwaukie, and the “Neighborhood Main Streets” of 32nd and 42nd Avenues. An Advisory Committee is providing guidance for the project. The Planning Commission will hold public hearings on plan and code amendments that result from the process. Possible amendments include changes to allowed uses and new design standards.
- **Development Review** – This category is the general review that the City is obligated to conduct for land use applications. For most of the development proposals that come before the Planning Commission, the City is required to issue a final decision within 120-days. As such, it is listed as a work program item that is not optional. Hearings on these applications will occur throughout the year and may need to take precedence over other items on the work program. Staff anticipates that the Planning Commission may hear 5 -10 land use applications during the period of this work program.

- **City Council Goals**

City Council is in the process of prioritizing its goals for 2014. The draft list includes a number of the goals identified in 2013 that are ongoing and require additional work. City Council goals that may require Planning Commission involvement include:

- Complete the Urban Growth Management Agreement (UGMA) process with Clackamas County. Develop and initiate an annexation strategy within the boundaries of Highway 224 to the south, Interstate 205 to the east, Clatsop to the North, south down 82nd Avenue and west along Harmony Rd. to the City limits. (The UGMA project may need corresponding amendments to the Comprehensive Plan which would require Planning Commission review).
- Complete revisions of the downtown code. (Downtown code amendments are a part of the Moving Forward Milwaukie project and will require hearings before the Commission).
- Develop a tree protection ordinance – a tree ordinance for public land and heritage trees. (This project is likely to include code amendments creating new land use procedures. The Planning Commission will be involved in the process).
- Complete the Monroe Street planning process (a plan for greenway improvements/bikeway improvements). (This is a grant funded project with a separate advisory committee. It may require direct Planning Commission involvement if it results in amendments to the TSP).
- Mural Program (in progress with upcoming worksessions).
- Revisit the “no new evidence” rule applied to land use appeals heard by Council. (This would require code amendments with a hearing before the Commission).
- Look at Railroad Avenue planning process - bike and/or walk. (Monroe Street may provide a model for how to approach this project).
- Create a wider transportation view on issues around the Three Creeks area, downtown, Railroad Avenue, Clackamas Town Center. (It is not clear if the Commission would have a role in this project).
- Identify a location for a skate park. (It is not clear if the Commission would have a role in this project).
- Look at covered bike parking, especially around the schools. (It is not clear if the Commission would have a role in this project).

- **Other Projects for Consideration**

The projects in this heading are ideas that elicited interest from leaders and/or city staff, but have not fully developed into projects. Planning Commission and City Council may wish to consider these for inclusion in the work program.

- Economic Development Strategy – Staff has begun work on an economic development strategy for the community. The project is expected to result in an action plan to help retain and grow existing businesses and to attract new business investment in the community. The project will include a significant outreach component and will generate background information that could be used to update the Comprehensive Plan.
- West of McLoughlin Industrial Zoning Revisions – When the Tacoma Station Area Plan was being adopted, interest was expressed in revising the industrial zoning for the area west of McLoughlin Ave. to provide greater flexibility.
- Code Maintenance – This project is necessary to address issues and inconsistencies with the zoning code. Staff believes it is timely to conduct a code

maintenance project to follow up on any inconsistencies or unintended consequences from the land use tune up, natural resource project, and residential development standard code updates. Such projects may involve multiple worksessions and require at least 1 hearing.

- Comprehensive Plan update – This project would involve developing a strategy for accomplishing a comprehensive plan update, and would not accomplish the update itself. A strategy would direct the city's work on what is likely a multi-year project. Involvement in the coming year would be worksessions with the Planning Commission and City Council to discuss how to accomplish the update.
- Historic Resource Code Revision – The Design and Landmarks Committee has discussed revisions to the historic resource regulations as an important project for the city.

E. Planning Commission Discussion

At the February 25, 2014 meeting, staff seeks the Planning Commission's direction on preparing a draft 2014/15 work program for discussion with City Council on March 18, 2014. Staff believes that the Moving Forward Milwaukie project will require a significant amount of attention from the Planning Commission during this work planning period but there will be time for additional projects. Planning Commission, in consultation with City Council, will need to prioritize which projects will receive attention. Suggested points for discussion at the February 25th meeting include:

- Are there other projects that you would add for consideration in the work program?
- How should projects be prioritized?
- What questions does the Commission have about Planning Commission's involvement with City Council goals or initiatives?

If possible, staff would like the Planning Commission to reach a general agreement at the February 25th meeting about the work program to put before City Council.