



CITY OF MILWAUKIE

PLANNING COMMISSION MINUTES

City Hall Council Chambers
10722 SE Main Street
www.milwaukieoregon.gov

October 11, 2022

Present: Lauren Loosveldt, Chair
Joseph Edge, Vice Chair
Joshua Freeman
Greg Hemer
Robert Massey
Jacob Sherman
Amy Erdt

Staff: Ryan Dyar, Assistant Planner
Laura Weigel, Planning Manager
Jon Hennington, Equity Program Manager
Jason Wachs, Community Engagement Coordinator

Absent:

(00:13:17)

1.0 Call to Order — Procedural Matters*

Chair Loosveldt called the meeting to order at 6:30 p.m., read the conduct of meeting format into the record, and Native Lands Acknowledgment.

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

Commissioner Hemer recapped the October 5th Confederated Tribes of Grande Ronde presentation held at the Ledding Library. A video of the event will be played on the Milwaukie Heritage Channel and on Comcast Channel 30.

(00:17:20)

2.0 Audience Participation

No information was presented for this portion of the meeting.

(00:17:45)

3.0 Community Involvement Advisory Committee (CIAC) Annual Meeting

Chair Loosveldt welcomed Jon Hennington, City of Milwaukie, Equity Program Manager to the meeting. **Jon Hennington** explained that equity work can be complicated and takes time to establish in the community. **Hennington** shared that the Milwaukie City Council established an equity, inclusion and justice goal in 2020 and that Milwaukie's 2040 vision calls for an entirely equitable city.

Hennington explained the differences between equality, equity and justice. The equity work within the city began in June 2020 and consists of three phases of

engagement. Currently, the city is in Phase III of engagement. Phase III includes the implementation of an Equity Steering Committee, a community survey, budget development and the development and adoption of a city-wide equity plan. **Hennington** reviewed the equity goals and explained the importance of utilizing an equity lens when doing work. **Hennington** discussed the Inclusion & Belonging Study that Keen Independent Research is conducting to get a clearer picture around equity within the city and identify systemic challenges. One hope is that the study can provide information about how individuals with diverse backgrounds can access and participate within their Neighborhood District Associations. Major goals of the study include the development of a Diversity Equity and Inclusion Plan (DEI) and gained understanding of community needs that will guide equitable city services. **Hennington** shared that Keen Independent Research is conducting a procurement analysis, an internal DEI culture assessment and public engagement to capture service delivery processes. **Hennington** also described the virtual workshops that the researchers will be conducting as part of the study.

Commissioner Massey asked a clarifying question about tracking progress when utilizing a workshop format. **Hennington** explained that Keen Independent Research will take the qualitative data from the workshop to establish data points and patterns and will pair that data with quantitative data collected during the study. **Massey** asked Hennington how underrepresented groups are being encouraged to participate. **Hennington** stated that the process allows individuals more flexibility in their response time online and that people can talk with an individual if they prefer. Individuals that participated in the city's parks discussion will also be contacted to ask for their participation. **Hennington** noted that meeting individuals where they are at is a key strategy to gaining participation. **Commissioner Hemer** asked about the use of language and representation. **Hennington** stated that rather than trying to define someone with a word that building relationships is ideal and trusting individuals know themselves best. **Chair Loosveldt** asked how the equity goals were developed. **Hennington** stated the goals were pulled from the Council resolution passed in 2020. **Commissioner Sherman** asked about the Equity in Service to the Community goal and if Hennington had suggestions for the Planning Commission around actions they could take to support equity and access. **Hennington** noted that the use of plain language as well as providing a safe space where people feel welcome are both tools that improve access. **Hennington** offered to work with the Commission to advise on best practices and noted that Keen will conduct an analysis of the planning process which will result in recommendations.

(01:20:05)

4.0 Annual Joint Meeting with Neighborhood District Associations (NDAs)

Laura Weigel, Planning Manager, reviewed the agenda. NDA members in attendance introduced themselves and the NDA they represent. Present were Teresa Bresaw, Lake Rd NDA and Rebecca Stevenjord, Lewelling NDA.

Commissioners, Chair and Vice Chair introduced themselves and mentioned which NDA they live closest to and/or in.

Chair Loosveldt	Lives outside the city limits and Island Station is the neighboring NDA
Vice Chair Edge	Lives outside the city in Oak Grove, Chair of Oak Grove Community Council and participates on the Board of Directors for the North Clackamas Watershed Council, located in the Lake Rd neighborhood
Commissioner Hemer	Lives in the Linwood NDA, Secretary for the Linwood NDA
Commissioner Freeman	Lives in the Lewelling neighborhood
Commissioner Sherman	Lives in the Ardenwald neighborhood
Commissioner Erdt	Lives in the Linwood neighborhood
Commissioner Massey	Lives in the Historic Milwaukie neighborhood

Weigel presented an overview of the Planning Department/Planning Commission 5-year work plan and noted the Transportation System Plan and Neighborhood Hubs Project, both due to begin 2023. **Weigel** reviewed the status of the Housing Capacity Analysis and Production Strategy as well as the proposed reorganization of the review process related to the Downtown Design Review. Other items noted on the plan were Residential High Density Zones Reviews, Natural Resources Inventory and Code Update, and work related to the Flood Protection Code. **Weigel** noted in 2024, Planning will look at Parks and Institutions Zone and update the Willamette Greenway Code. In 2025, the goal is to consolidate various plans related to downtown and update the Historic Resources Inventory. **Weigel** named upcoming tasks related to State imposed guidance and/or requirements related to equity and climate action. In addition, staff will be working on code amendments related to Signs, Natural Resources and Bi-annual Housekeeping.

Weigel shared staff's completed action items related to NDA feedback received during last year's NDA/Planning Commission joint meeting.

- The City's website now includes more information related to Applications submitted for Development Review.
- The Land Use 101 Presentation was revised and is available on-going on-line.
- The Planning Department webpages are continuing to be reorganized to help the end user better navigate and find information.

Commissioner Sherman inquired about offering the Land Use 101 Training in person. **Weigel** agreed to offer the training in person at the beginning of the year. **Commissioner Massey** stated that during the Leadership Meeting,

participants requested the training to be given in person.

Weigel reviewed high profile development projects per request of the NDA Leadership Meeting.

- COHO – 195 units in downtown, construction expected to start in 2023/2024
- Henley Place – 170-180 units, under construction, anticipated completion date in early 2024
- Hillside Redevelopment- 275 units, affordable housing, in approval process and refining plans for Phase I, construction to begin in 2024
- Monroe (7Acres Development)- 234 units, under construction right now and expected to be occupied in 2023.
- Dogwood Station – 55 units, land use approvals are done, proposed workforce affordable housing program
- Providence – looking for grant funding
- Waverly Woods (now Birnam Oaks) – 100 units within 4 buildings, Multifamily housing, under construction and no confirmed occupancy date

Teresa Bresaw asked Weigel if there was a written list of the high-profile projects mentioned. **Weigel** offered to create a user-friendly list of the projects and agreed to send it to Bresaw and the NDAs. **Commissioner Sherman** inquired about a development that Providence was taking steps towards. **Weigel** stated that Providence was still in the process of securing grant funding. **Vice Chair Edge** asked about the Waverly Apartments. **Weigel** provided an update on Waverly Woods (Birnam Oaks). **Commissioner Massey** requested that Weigel explain to the NDAs the timeline of a development project once an application is approved. **Weigel** stated that a project must show that they are making good faith efforts towards the start of development or have started to build within the first two years. **Weigel** stated she would confirm the timeline requirement. **Commissioner Hemer** asked about a retirement house on Rusk Rd. **Weigel** stated that development has started and stopped. **Sherman** requested clarification around what happens if a developer wants to change course. **Weigel** stated that major modifications need to go back through the process.

Chair Loosveldt requested that the NDA representatives give an update on their NDA. **Teresa Bresaw**, Lake Rd NDA Representative, stated that all the officers are new except for the Land Use Chair. The Lake Rd NDA meetings are happening at Milwaukie Floral. **Bresaw** explained that Brett Kelter will be coming to their next NDA meeting to discuss Residential Moderate Density and Accessory Dwellings. **Bresaw** explained that people want to save money and do things legally; residents want to know what they can do. **Bresaw** said someone from Council was going to be coming to their meeting to discuss the possibility of Milwaukie leaving North Clackamas Parks and Recreation.

Rebecca Stavenjord, Lewelling NDA Representative, stated that the Lewelling meetings are now being conducted using a hybrid format; they meet at Kairos

Church as well as online. The October meeting will be the second month the NDA is using the hybrid format. **Stavenford** explained that the Lewelling NDA has created a subcommittee to gather community feedback regarding the Transportation System Plan. In addition, the subcommittee received a PIP Grant through Oregon Department of Transportation and is collaborating with Lewelling Elementary School and the Safe Routes to School Program. **Stavenjord** said the NDA had a booth at the city's Carefree Sunday event and participated in the Summer Concert Series. **Stavenjord** shared that the Lewelling NDA will be discussing concessions and activities for their participation in the city's upcoming Solstice event. The NDA also just completed their clean-up in their neighborhood. **Commissioner Sherman** stated that the Ardenwald NDA was inspired by Lewelling NDA's transportation safety work and initiated its own neighborhood survey and shared results with the city.

(01:49:30)

Engage Milwaukie Presentation

Jason Wachs, Community Engagement Coordinator, discussed Engage Milwaukie, the city's online engagement platform that was launched in 2020. **Wachs** explained that the platform is a robust way to communicate with the community about a variety of topics and allows for the collection of demographics. **Wachs** stated there are 966 people registered on the site. The top three neighborhoods that are engaged are Ardenwald, Lake Rd and Historic Milwaukie. The Engage Milwaukie platform also has many tools beyond the survey function. **Wachs** discussed the city's projects that are listed on the website. **Wachs** shared that site registration is often construed as a barrier to participation but explained that staff find value in knowing who is engaging. **Commissioner Massey** stated NDA Leadership is interested in knowing how many people in their neighborhoods are participating. **Wachs** agreed to explore NDA interest in the data being collecting and acknowledged he could provide neighborhood specific data upon request. **Wachs** also explained that the results from the NDA survey, on Engage Milwaukie, will be provided to the NDAs. **Commissioner Erdt** asked if using a phone number could be used as a log-in option. **Wachs** stated he would contact the vendor and ask if a phone number is possible but stated the sign-up process wasn't something that he personally could change. **Commissioner Freeman** asked about how equity goals align with the platform's registration requirements. **Wachs** stated he understood the registration barrier and reiterated that Engage Milwaukie is only one tool. **Chair Loosveldt** suggested a guest sign-in option. **Wachs** said he would ask the vendor about a guest sign-in option. **Commissioner Sherman** asked if any of the aggregate feedback captured through Engage Milwaukie is being provided to the community. **Wachs** agreed that reporting back to the community more often is a good idea. **Chair Loosveldt** asked if the site can be made more flexible. **Wachs** stated that the tool has its limitations but there is a lot of value to having an online community engaged. **Rebecca Stevenjord** suggested an equity lens be applied to the city's outreach mechanisms. **Wachs** assured the Commission that the data collected is analyzed and conversations around

engaging marginalized communities are ongoing. **Commissioner Sherman** asked planning staff about engagement around upcoming projects. **Laura Weigel**, Planning Manager, reiterated that Engage Milwaukie is only one tool. **Weigel** noted staff hired a subconsultant to seek input from marginalized communities for the Transportation Systems Plan. **Weigel** confirmed that alternative modes of engagement are consistently incorporated into outreach within each project.

(02:12:10)

NDA Barriers to Feedback

Chair Loosveldt asked NDA Representatives if they are aware of barriers that impede NDA members from providing feedback on applications being submitted to the Planning Commission. **Teresa Bresaw**, Lake Rd NDA Representative, stated people often do not want to be involved and/or they do not feel listened to. **Bresaw** stated that members do want to stay informed and will get involved if they feel like they are going to be impacted by the project. **Bresaw** said mainly retired people are involved with the NDA and working families do not have the time to get involved. **Rebecca Stavenjord**, Lewelling NDA Representative, stated some members of the NDA are interested in planning decisions but largely people are not discussing land use issues. **Stavenjord** said people do like updates and tend to find planning information online and if they have more technical questions then they are directed to planning staff. **Stavenjord** equated the NDA as the first line of customer service when people in the neighborhood are upset and/or confused by a particular situation. **Stavenford** said that sometimes a land use application is reviewed in a neutral manner and other times the NDA has helped people navigate and understand the planning process. **Commissioner Sherman** noted the public testimony process within the commission and the limitations around what a person can comment on, is a potential barrier to feedback. **Chair Loosveldt** stated limitations on public comment are influenced by legal construct. **Loosveldt** stated she understood that the limitations are also a barrier. **Vice Chair Edge** stated the Planning Commission strives to adhere to a prescribed legal process and public input may not impact a decision which then in turn can deter public involvement. **Commissioner Erdt** stated there are public misconceptions about what the Planning Commission can and cannot do. **Commissioner Erdt** asked if there was a slide deck in plain language that explained what the Planning Commission does and doesn't do. **Weigel** stated the Land Use 101 video addresses what the Commission does but that maybe there should be more information about what the Commission does not do. **Weigel** agreed that transferring technical information into more plain language is a good goal. **Commissioner Freeman** agreed that simplifying the process during public testimony would be beneficial and suggested that maybe the City Attorney could give the public a brief simplified version of what is appropriate during public testimony. **Commissioner Hemer** asked staff if all NDAs receive notification of code amendments. **Weigel** stated that all NDAs receive an email, notifications, and requests for comments. **Weigel** noted the information being relayed is complicated. **Hemer** stated he is concerned that the NDAs think the

Commission doesn't care about their input and turnaround time related to notification and testimony is restricting involvement. **Hemer** stated that the lack of NDA involvement within the Commission's hearings is most concerning. **Weigel** stated it is complicated, but it might be beneficial to train NDA members on the process once they receive the land use referral. **Weigel** explained that there would need to be specific members of the NDA that would be willing to take on learning the process and being the conduit between NDA members and planning staff. **Weigel** clarified that the staff report notifies the public of the development three weeks prior to the Planning Commission meeting.

Commissioner Sherman suggested the creation of a one-page document "What do I do if I'm upset about a Land Use Proposal" for community members.

(02:41:50)

General Discussion NDA Topics

Chair Loosveldt asked the NDA representatives if there are any topics and/or codes that the NDAs would like to discuss. **Teresa Bresaw**, Lake Rd NDA Representative, said that regularly hearing from planning staff is important and having them attend NDA meetings is helpful. **Bresaw** stated more communication is key. **Rebecca Stavenjord**, Lewelling NDA Representative, said it would be helpful to have the planning process translated into a user-friendly document that people can understand all the steps in the process and where they can engage. **Chair Loosveldt** agreed with Stavenjord's suggestion and noted that staff reports could also include more plain language. **Weigel**, explained that planning documents are a legal record, and some language needs to remain. **Weigel** stated there is a middle ground and agreed that more user-friendly documents are needed. **Weigel** agreed to create a tool to help people navigate the process. **Vice Chari Edge** suggested looking for tools that may already exist since planning timelines are consistent across jurisdictions. **Edge** offered his support and time to the NDAs. **Edge** stated he was happy to share process and materials that are utilized within the Oak Grove Community Council. **Commissioner Sherman** suggested that another resource for the NDAs could be an outside entity that is on call to offer planning advice and/or guidance. **Rebecca Stavenjord**, asked the commission how they would like to receive feedback from the NDAs. **Chair Loosveldt** said any form of communication is appreciated and encouraged NDA members to give public testimony. **Edge** stated it is ideal to have written and oral testimony.

(02:59:00)

5.0 Planning Department/Planning Commission Other Business/Updates Planning Commission

Commissioner Sherman announced that TriMet released their Concept Plan for future service. **Sherman** encouraged community members to participate in TriMet's open house. **Commissioner Hemer** stated the Linwood NDA is hosting a candidate debate at the Ledding Library on October 19th at 5:30. **Weigel** stated she would follow-up with Kelly Brooks to see what type of input the city will have

regarding TriMet's Concept Plan.

(03:02:05)

6.0 Forecast for Future Meetings:

October 26, 2022 Hearing Item(s):

1. ZA-2022-003- Downtown Design Review Code Amendments
2. ZA-2022-006-EV Charging (HB2180) Code Amendments

Work Session Item(s):

1. Parks Discussion with Ann Ober (tentative)

November 8, 2022 Hearing Item(s):

1. CU-2022-003 Barbara Lynn Way conditional use for vacation rental

Work Session Item(s):

1. Draft Housing Capacity Analysis
2. Code Amendments: Climate Friendly Equitable Communities

Meeting adjourned at approximately 9:36 p.m.

Respectfully submitted,

Suzanne Couttouw, Administrative Specialist II