



AGENDA

MILWAUKIE DESIGN AND LANDMARKS COMMITTEE Monday, April 11, 2016, 6:30 PM

CITY HALL CONFERENCE ROOM
10722 SE MAIN ST

- 1.0 **Call to Order—Procedural Matters**
- 2.0 **Meeting Notes—Motion Needed**
 - 2.1 February 1, 2016
 - 2.2 March 7, 2016
- 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 Meetings**—Public meetings will follow the procedure listed on reverse
- 6.0 **Worksession Items**
 - 6.1 Summary: Downtown Design Guidelines Update, Part 1 (cont.) (Milwaukie Character)
Presenter: Brett Kelter, Associate Planner
- 7.0 **Other Business/Updates**
- 8.0 **Design and Landmark Committee Discussion Items**—This is an opportunity for comment or discussion for items not on the agenda.
- 9.0 **Forecast for Future Meetings:**
 - May 2, 2016 1. Downtown Design Guidelines Update, Part 2 (Pedestrian Emphasis)
 - June 6, 2016 1. Downtown Design Guidelines Update, Part 3 (Architecture Guidelines)

Milwaukie Design and Landmarks Committee Statement

The Design and Landmarks Committee is established to advise the Planning Commission on historic preservation activities, compliance with applicable design guidelines, and to review and recommend appropriate design guidelines and design review processes and procedures to the Planning Commission and City Council.

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. **DESIGN AND LANDMARK COMMITTEE MEETING MINUTES.** Approved DLC 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.

Public Meeting 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 Committee members.

1. **STAFF REPORT.** Each design review meeting 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 recommendation with reasons for that recommendation.
2. **CORRESPONDENCE.** Staff will report any verbal or written correspondence that has been received since the Committee 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 COMMITTEE MEMBERS.** The committee members 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 Committee will take rebuttal testimony from the applicant.
9. **CLOSING OF PUBLIC MEETING.** The Chairperson will close the public portion of the meeting. The Committee will then enter into deliberation. From this point in the meeting the Committee will not receive any additional testimony from the audience, but may ask questions of anyone who has testified.
10. **COMMITTEE DISCUSSION AND ACTION.** It is the Committee's intention to make a recommendation this evening on each issue on the agenda. Design and Landmark Committee recommendations are not appealable.
11. **MEETING CONTINUANCE.** Prior to the close of the first public meeting, *any person* may request an opportunity to present additional information at another time. If there is such a request, the Design and Landmarks Committee will either continue the public meeting to a date certain, or leave the record open for at least seven days for additional written evidence, argument, or testimony.

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 Design and Landmarks Committee:

Sherry Grau, Chair
James Fossen, Vice Chair
Chip Addabbo
Scott Jones
Lauren Loosveldt (pending appointment April 5, 2016)

Planning Department Staff:

Denny Egner, Planning Director
David Levitan, Senior Planner
Brett Kever, Associate Planner
Vera Koliass, Associate Planner
Alicia Martin, Administrative Specialist II

**CITY OF MILWAUKIE
DESIGN AND LANDMARKS COMMITTEE
NOTES**

**Milwaukie City Hall
10722 SE Main St
Monday, February 1, 2016
6:30 PM**

COMMITTEE MEMBERS PRESENT

Sherry Grau, Chair
James Fossen, Vice Chair
Scott Jones
Chip Addabbo

STAFF PRESENT

Li Alligood, Senior Planner (DLC Liaison)
Brett Kelper, Associate Planner

MEMBERS ABSENT

None

1.0 Call to Order – Procedural Matters

DLC Member James Fossen called the meeting to order at 6:30 p.m. and read the conduct of meeting format into the record.

The Committee proceeded to item 3.0.

2.0 Design and Landmarks Committee Notes

2.1 February 2, 2015

2.2 March 9, 2015

2.3 August 3, 2015

DLC Member Fossen moved to approve the February 2, March 9, and August 3, 2015, meeting notes as presented. **DLC Member Addabbo** seconded. The motion passed unanimously.

3.0 Information Items

Li Alligood, Senior Planner, noted that her last day with the City was February 10. **Brett Kelper, Associate Planner**, would be acting as the DLC liaison for a few months.

Councilor Wilda Parks, Ms. Alligood, and Mr. Kelper had interviewed an applicant for the DLC earlier in the evening. It was likely that the applicant would be appointed to the DLC in February or March, and the committee would have full membership.

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 Meetings – None

DLC Chair Sherry Grau arrived at 6:40 p.m.

6.0 Worksession Items

- 6.1 Summary: 2016 Projects
Staff Person: Li Alligood, Senior Planner

Ms. Alligood reviewed the staff report, which provided an overview of the DLC's 2015-2016 work program. A key project identified by the DLC was updating the Downtown Design Guidelines (DDG) document. The images were outdated and, in some cases, illustrated development that was not desired in downtown Milwaukie.

- City staff could provide limited support, but the Committee would need to organize the effort.
- Staff would update the "Introduction" section of the document, which referenced the Downtown and Riverfront Framework Plan and the zoning ordinance. This section was outdated due to the adoption of the downtown plan and code amendment package in September 2015.
- The guidelines would not be revised as part of the project, but the document formatting and images could be changed.

The Committee discussed potential approaches to updating the DDG and determined that:

- DLC meetings would be "working" meetings, during which the Committee would review sections of the DDG document and identify those images to be replaced.
- Each meeting would be dedicated to one section of the DDG, beginning with "Milwaukie Character."
- The Committee would gather photos that more accurately represented the desired character of development in downtown Milwaukie.
- The goal was to complete the updates by the end of 2016.

7.0 Other Business/Updates

- 7.1 Notebook update pages

The Committee received update pages including the revised MMC 19.304 Downtown Zones.

8.0 Design and Landmarks Committee Discussion Items – None

The Committee returned to item 2.0.

9.0 Forecast for Future Meetings:

- | | |
|---------------|--|
| March 7, 2016 | 1. Worksession: DDG review: Milwaukie Character guidelines |
| April 4, 2016 | 1. Worksession: DDG review: Pedestrian Emphasis guidelines |

Meeting adjourned at approximately 7:15 p.m.

Respectfully submitted,

Li Alligood, Senior Planner

**CITY OF MILWAUKIE
DESIGN AND LANDMARKS COMMITTEE
NOTES
Milwaukie City Hall
10722 SE Main St
Monday, March 7, 2016
6:30 PM**

COMMITTEE MEMBERS PRESENT

Chip Addabbo
Scott Jones
Lauren Loosveldt (not yet officially appointed to DLC)

STAFF PRESENT

Brett Kelper, Associate Planner (DLC Liaison)

MEMBERS ABSENT

Sherry Grau, Chair
James Fossen, Vice Chair

1.0 Call to Order – Procedural Matters

The group waited until approximately 6:50 p.m. for a quorum to be established (three of the voting membership of the DLC). A quorum was not established; according to the bylaws, the meeting was officially cancelled.

However, Associate Planner Kelper suggested that those present take the opportunity to hold an informal discussion about the Downtown Design Guidelines (DDG). Those in attendance agreed, and an hour-long discussion ensued. To be clear, no official business was conducted, and the gathering was primarily a chance for new members (and the one pending member) to introduce themselves and get some background on the DDG-update task.

2.0 Design and Landmarks Committee Notes

2.1 February 1, 2016

As the meeting was officially cancelled, there was no discussion or review of the notes from the February 1, 2016, meeting.

3.0 Information Items – None**4.0 Audience Participation – None****5.0 Public Meetings – None****6.0 Worksession Items**6.1 Downtown Design Guidelines (DDG) Update, Part 1 (Milwaukie Character)
Staff Person: Brett Kelper, Associate Planner

Brett Kelper, Associate Planner, initiated an informal discussion of the task to update the DDG. The effort will focus primarily on identifying photos throughout the document that could be replaced with some that are more illustrative of the various design guidelines in the Milwaukie context. In addition, it would be helpful for the Committee to note aspects of the overall format that could be improved. At this point in time, a substantive rewrite of the guidelines themselves is not a part of the update effort.

The Committee members discussed the challenge of fleshing out Milwaukie's character. They noted that there are likely some key concepts or community aspects that should be identified as

ones to be honored, at the same time the community imagines and develops a new vision for itself moving forward. It was helpful for the group to discuss the statement on Milwaukie Character that the DLC developed in 2010, digging into some of the ideas and concepts expressed there. The group noted that the discussion would benefit from the perspectives of the absent committee members and agreed to continue the conversation on Milwaukie Character at the April DLC meeting.

Regarding the various images associated with all of the design guidelines, the group agreed that many of the photographs are not illustrative of the Milwaukie context. One suggestion was that more appropriate images might be found in Milwaukie itself, or pulled from other nearby locales such as Oregon City, Canby, and the Sellwood neighborhood in Portland. Those in attendance agreed to start keeping their eyes open for images that might better serve the purpose of the DDG. **Mr. Kelper** will arrange for a computer and projector to be available at the April meeting, so members can view any images that others have been able to collect in the interim.

Mr. Kelper agreed to outline some key questions that could help guide members' review of the DDG in preparation for the April meeting, as well as a helpful structure for thinking about when the DDG is triggered. He also agreed to gather more information about the official process required adjustments to the DDG.

7.0 Other Business/Updates – None

8.0 Design and Landmarks Committee Discussion Items – None

9.0 Forecast for Future Meetings:

April 4, 2016	Continue discussion of Milwaukie Character category
May 2, 2016	Discuss Pedestrian Emphasis category

The informal discussion adjourned at approximately 8:00 p.m.

Respectfully submitted,

Brett Kelper, Associate Planner

Sherry Grau, Chair



MILWAUKIE

Dogwood City of the West

To: Design and Landmarks Committee

Through: Dennis Egner, Planning Director

From: Brett Kelper, Associate Planner

Date: April 4, 2016, for April 11, 2016, Worksession

Subject: Downtown Design Guidelines Update – Part 1 (continued)

ACTION REQUESTED

None. This report is preparation for the Committee's worksession efforts to update the Downtown Design Guidelines (DDG) document.

BACKGROUND INFORMATION

A. History of Prior Actions and Discussions

- **March 7, 2016:** Informal discussion by a non-quorum of members, focused on the overall DDG update project and the Milwaukie Character guideline in particular.
- **February 1, 2016:** Staff discussed the DDG update project with the Committee and proposed a multi-part process for the next 5 or 6 months.
- **August 3, 2015:** The Committee discussed and finalized the proposed 2015-2016 DLC Work Program, including the item concerning a DDG update.

B. DDG Amendment Process

The Downtown Design Guidelines (DDG) document was originally adopted by Milwaukie City Council in 2003 (Resolution 11-2003), in conjunction with the establishment of the downtown design review process (land use file #ZA-01-03). Although the DDG is not directly part of the municipal code or comprehensive plan, staff believes the document is integral enough to the design review process that most changes should be handled as legislative amendments. In that Type V review process, the Planning Commission would review any proposed amendments and make a recommendation to City Council, who would then make a final decision and adopt any changes by resolution.

REVIEWING THE DOWNTOWN DESIGN GUIDELINES

The task before the Committee is not to rewrite the DDG; rather, it is to determine what minor adjustments would make the document more user-friendly. For example, the text does not reflect the latest updates to the zoning code and the Downtown and Riverfront Land Use Framework Plan. In addition, some of the images could be replaced to provide a more relevant visual sense of the kinds of design elements that are recommended (and not recommended).

To begin, the group has agreed to review the “Milwaukie Character” section. The following questions may help stimulate the discussion (listed in no particular order of importance):

1. Are there any images in this section that are adequate and should not be replaced?
2. In general, are non-local images acceptable (or perhaps even preferred) for illustrating non-recommended features?
3. For the “sense of place” guideline, how could the text and images better tie Milwaukie’s history to the charge to strengthen the community’s unique qualities? What are those characteristics?
4. Within Milwaukie itself, are there good examples of any of the various guidelines? For example, what local spaces would illustrate a well-done version link to the community’s “horticultural heritage”?
5. Would the plaza at the North Main development (just north of the Masonic Lodge) provide any images that would work for the “gateways” guideline?
6. Thinking of “architectural compatibility,” do any of the recent renovations and façade improvements downtown provide good illustrations? Or are there existing buildings next to each other that can be pointed to as being compatible?
7. Are there historic-type buildings downtown that might be candidates for significant additions or renovations in the future? If so, identifying them might be helpful in guiding a search for comparable projects in other communities that addressed “preservation.”
8. Same question as #6, but more illustrative of “wise use of architectural contrast”?
9. Can the sculpture garden at City Hall, the fountain at Ledding Library, or any of the new installations along the light rail line be good examples of “integrating art”?

As a reminder of larger context, the DDG comes into play when design review is triggered on a property in one of the downtown zones (Downtown Mixed Use or Open Space). Milwaukie Municipal Code (MMC) Section 19.907 establishes the applicability and process for Downtown Design Review, and MMC Section 19.508 establishes the Downtown Site and Building Design Standards. These two sections are not currently in your reference binders, but copies will be provided to you at the April 11 meeting—in the meantime, you can access MMC 19.907 and MMC 19.508 online at <http://www.qcode.us/codes/milwaukie/>.

Your reference binders include a copy of the Downtown and Riverfront Land Use Framework Plan, which may provide some additional insight and context for reviewing the DDG.

ATTACHMENTS

None

Note: E-Packet materials will be available online at <http://www.milwaukieoregon.gov/planning/design-and-landmarks-committee-55>.