

**CITY OF MILWAUKIE  
DESIGN AND LANDMARKS COMMITTEE  
MEETING MINUTES  
Milwaukie City Hall  
10722 SE Main St  
MONDAY, JULY 2, 2012  
6:30 PM**

**DLC MEMBERS PRESENT**

Greg Hemer, Chair  
Jim Perrault, Vice Chair  
Becky Ives  
Chantelle Gamba  
Scott Barbur

**STAFF PRESENT**

Li Alligood, Associate Planner (DLC Liaison)  
Scot Siegel, Interim Planning Director  
Peter Watts, City Attorney

**DLC MEMBERS ABSENT**

None

**1.0 Call to Order – Procedural Matters**

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

**2.0 Design and Landmarks Committee Minutes**

2.1 May 23, 2012

**Chair Hemer** requested that his statement regarding ex parte contacts regarding the light rail station design review application be included in the minutes.

**DLC Member Chantelle Gamba moved to approve the May 23, 2012, Design and Landmarks Committee minutes as amended. DLC Member Jim Perrault seconded the motion. The amended minutes were approved unanimously.**

***Note:** The information presented constitutes summarized minutes only. The meeting audio is available from the Planning Department upon request.*

**3.0 Information Items**

**Peter Watts, City Attorney**, advised Chair Hemer to read a statement regarding ex parte contacts and a potential conflict of interest related to light rail applications.

**Chair Hemer** noted that the Committee would be reviewing a light rail-related building during the design review portion of the meeting.

- He read a statement regarding his ex parte contacts as a member of the PMLR Citizen Advisory Committee (CAC) and as an employee of Milwaukie Lumber.
- He read a statement regarding a potential conflict of interest regarding light rail-related applications due to his employment with Milwaukie Lumber, which provides construction materials to many contractors in the region.

There were no information items.

**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**

- 5.1 Summary: PMLR Signal and Communications Building  
Applicant/Owner: Jeff Joslin, KLK Consulting/TriMet  
Address: 2103 and 2105 SE Adams St  
File: DR-12-05  
Staff: Li Alligood, Associate Planner

**Chair Hemer** opened the public meeting for DR-12-05 and read the conduct of design review meeting into the meeting record.

**Ms. Alligood** presented the staff report via PowerPoint presentation.

- The Committee was reviewing the signal and communications building design against the Downtown Design Guidelines.
- The Committee would make a recommendation to the Planning Commission for its consideration.
- The applicant had requested a modification to the design standard related to roofs, and authorization to use prohibited wall materials.
- Staff suggested a condition of approval related to building lighting.

**Jeb Doran, TriMet**, presented an overview of the project via PowerPoint presentation.

- **Mr. Doran and Bob Hastings, TriMet**, responded to questions from the Committee regarding clarification of the height of the on-site retaining walls, the grade of Adams St, the potential for a green roof on the building, development standards, off-street parking, and public site access.

**Chair Hemer** called for public testimony.

Neutral:

**Patrick O'Donnell, Myles O'Donnell & Co., 2105 SE Adams St:** The signal and communications building site would be accessed through his property. He was concerned about closing the western access from Adams; turning area for the vehicles on site; the proposed retaining wall and fencing along Adams; and other parking impacts on his site.

**Ms. Alligood** offered some clarifications. The DLC was reviewing the design of the building and site, and the Planning Commission would review other issues such as access. TriMet had submitted a land use application to determine the amount of required off-street parking, and the City had determined that none was required. The applicant had requested a variance to the minimum FAR, which would be reviewed by the Planning Commission on July 24, 2012.

**Mr. Doran and Mr. Hastings** responded to questions from the Committee.

- **Mr. Hastings** noted that the green roof was TriMet's preferred alternative, but that funding was not yet available. He stated that TriMet would continue to seek funding for the green roof alternative, and the roof design would be finalized before construction of the building. A solar roof was not being proposed for this site due to potential for vandalism and obstruction of sun to the site by proposed landscape trees.
- **Mr. Doran** suggested that TriMet could install a metal shield to hide the south-facing light

fixture from view, and noted that the fixture would be pointed downward to provide a wall-washing effect.

**Chair Hemer** closed public testimony at 8:30 and called for a recess.

**The Committee** reconvened at approximately 8:40.

**The Committee** discussed the proposed design and conditions of approval. The Committee strongly preferred the green roof alternate to the proposed standing seam metal roof and discussed the possibility of recommending a condition of approval requiring installation of a green roof.

**Mr. Watts** advised the Committee against establishing a condition of approval requiring a green roof, citing the 2008 Land Use Final Order (LUFO) for the light rail alignment, which stated that municipalities could not apply conditions of approval when funding was not available.

**The Committee** discussed the possibility of a painted metal roof rather than galvalume metal, and the proposed condition regarding shielding the light fixtures on the building.

- Determined that a colored metal roof was less preferable than a green roof.
- The south-facing light fixture was visible to pedestrians and should be shielded. The Committee agreed with Mr. Doran's suggestion regarding installing a metal shield.

**The Committee** directed staff to revise the proposed condition of approval to clarify that the south-facing light fixture should be shielded from pedestrian view, to revise the findings to support both the metal and green roof options, and to provide the following statement to the Planning Commission:

"The DLC strongly prefers the green roof as an alternative to the standing seam metal roof. If funding becomes available, the Committee's expectation is that the green roof will be installed."

**DLC Member Becky Ives moved to recommend approval of Design Review application DR-12-05 with the amended conditions of approval, and with a statement expressing strong preference for the green roof alternative. Ms. Gamba seconded the motion. The motion was approved unanimously.**

***Note:** The information presented constitutes summarized minutes only. The Design Review meeting audio is available from the Planning Department upon request.*

## **6.0 Worksession Items**

- 6.1 Summary: 2012/2013 Work Plan Discussion  
Staff: Li Alligood

**Ms. Alligood** noted that the August meeting of the DLC was an update to City Council. She reviewed the 2010/2011 Work Plan, and asked Committee members to think of achievable projects or goals for the upcoming year.

**Mr. Hemer** suggested that the Committee provide an overview of the Façade Improvement Program and noted that he was still interesting in establishing the DLC as a Historic Resources Commission in order to access federal funds for historic structure rehabilitation.

**Ms. Ives** suggested that the DLC procure a scanner for the Milwaukie Museum so visitors could save electronic copies of the materials there. **Jim Perrault, Vice Chair**, noted that he had an extra scanner and would be happy to donate it to the Milwaukie Museum.

## 7.0 Other Business/Updates

### 7.1 September meeting date

**Ms. Alligood** noted that the regularly scheduled September meeting date fell on the Labor Day holiday. **The Committee** agreed to establish an alternative date via e-mail.

### 7.2 Planning Department staffing update

**Ms. Alligood** noted that **Scot Siegel, Siegel Planning Services LLC**, had been brought on as Interim Contract Project Planner, and was now the Interim Planning Director during the search for a new permanent Planning Director.

**Mr. Siegel** noted that the position announcement for both the Senior Planner and Planning Director positions had closed on June 29, and that the City had received more than 50 applications for each position.

### 7.3 Cover memo/communication

**Ms. Alligood** noted that for the past couple of years, the DLC Liaison had provided a cover memo with each month's meeting materials. She asked if it was helpful to the Committee members. The Committee said that it was helpful and requested that the cover memo continue.

## 8.0 Design and Landmarks Committee Discussion Items

### 8.1 Ethics training

**Mr. Hemer** noted that he had contacted the Oregon State Ethics Commission to determine whether he had a potential or actual conflict of interest regarding light rail applications due to his role as a public official and his employment with Milwaukie Lumber. He encouraged the other Committee members to review the State ethics policies.

## 9.0 Forecast for Future Meetings:

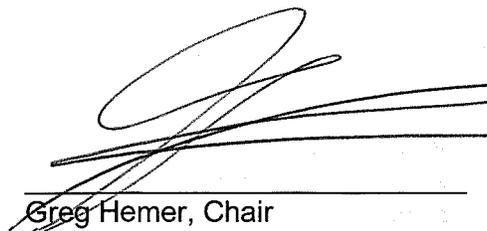
August 7, 2012      1. City Council Update

September 3, 2012    1. Overview of Façade Improvement Program

October 1, 2012      1. TBD

Meeting adjourned at approximately 9:30 p.m.

Respectfully submitted,  
Li Alligood, Associate Planner



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Greg Hemer, Chair