

**Design and Landmarks Committee
Meeting Notes
Monday, December 6, 2010**

Members Present

Becky Ives, Chair
Greg "Frank" Hemer
Jim Perrault

Members Absent

Patty Wisner, Vice Chair

Staff Present

Li Alligood, Assistant Planner (DLC Liaison)
Katie Mangle, Planning Director

1. CALL TO ORDER

Due to the absence of **Chair Ives** and **Vice Chair Wisner**, the meeting was not called to order. The meeting began at 11:00 a.m.

2. MEETING NOTES

a. October 27, 2010

The adoption of the meeting notes was postponed due to lack of quorum.

3. INFORMATION ITEMS—NONE

4. WORKSESSION ITEMS

a. Jackson Street Bus Shelter windscreen design discussion

Katie Mangle, Planning Director, shared images of patterned bus shelter screens of the type the Committee may be considering.

- Milwaukie would likely want a lower level of opacity than the image shown to permit views of people approaching the shelter and the adjacent City Hall Sculpture Garden.
- TriMet suggested 60% opacity for the bus shelter screens.
- Abstract designs would be timeless, for example a minimalist design rather than a literal design of fish swimming up a stream.

DLC Member Hemer suggested rippling water as a theme for the design.

Li Alligood, DLC Liaison, clarified that the Committee would not be able to design a custom design but would be choosing from existing designs.

Ms. Mangle clarified that she would pursue designs with references to water.

b. Design Review meeting procedures review

Ms. Alligood reviewed Enclosure 3, proposed revisions to procedures for DLC Design Review meetings.

- Currently the zoning ordinance does not have any requirements for public notification for Committee recommendation meetings.
- The Planning Commission generally adopted the DLC regulations without much discussion, so if someone attended the Planning Commission to comment on a design review application it may be too late in the process.
- The DLC review process would not be changed by the code revisions, but staff responsibilities would be much clearer and the revisions included public notice requirements for DLC design review meetings.

Ms. Mangle explained that while DLC design review meetings were not public hearings, staff wanted to create a standard structure and format for the conduct of the meetings.

Chair Ives entered at 11:30 a.m. and quorum was reached.

Ms. Alligood continued the review of the proposed DLC meeting procedures.

- New provisions were included clarifying what constituted quorum for the purpose of a meeting; outlining what information should be included in a DLC recommendation; clarifying staff's responsibility for taking notes of the meeting; and clarifying that DLC recommendations were not appealable.

Mr. Hemer asked about the status of the DLC as a decision making historic review body.

- **Ms. Alligood** responded that if the DLC became the decision making body for historic resource applications, those hearings would follow the public hearing procedures followed by the Planning Commission.
- **Ms. Mangle** added that the historic preservation code project would be underway in February, and staff would recommend that the DLC become a decision making body for historic resource applications.

The Committee discussed the 120-day clock as it related to land use applications.

- The 120-day clock does not begin until a land use application is deemed complete by staff.
- Staff had added a new preliminary design review meeting with the DLC to the new fee schedule. If an applicant met informally with the DLC before submitting an application, the 120-day clock would not be in effect.
- If a DLC design review meeting was continued, the applicant may need to waive the 120-day clock in order to satisfy the DLC's request for additional information.

Chair Ives clarified that the Committee's preliminary review of the Town Center project was the type of preapplication meeting that staff was proposing.

- **Ms. Mangle** explained that because there were no codified processes for a preapplication design meeting when the Town Center project was proposed, both the Committee and the applicant had been confused about what the process and expected outcomes were.

Ms. Mangle noted that as part of the procedures update, the City would be adopting new variance procedures. She invited the Committee to review those chapters and respond with any comments.

Chair Ives encouraged staff to consider code changes that would assist downtown business and building owners as they tried to improve their buildings.

A discussion of the City's public area requirements and fee in lieu of construction (FILOC) program followed.

c. Light rail streetscape character

Ms. Mangle provided an overview of the light rail design meeting that was held on November 15, 2010.

- The City has adopted public area requirements (PARs) for public improvements, including sidewalk design and street furniture, in downtown Portland. As part of the light rail project, TriMet would rebuild several sidewalks that would extend into surrounding neighborhoods.
- What emerged clearly from the meeting is that there were many choices to be made about what those public improvements would look like. Values that were important were small town and high quality, but not necessarily focused on the style of street furniture that would be required by the PARs.
- She noted that some of the PAR standards would require replacing design characteristics unique to Milwaukie, such as the drinking fountain in front of the First State Bank Building on Main and Monroe, with a more standard water fountain that may be less place-specific.

Ms. Mangle asked if the Committee would be interested in hosting a second light rail design meeting at the regularly scheduled January 26, 2011, DLC meeting. The meeting would focus specifically on the street furniture character for the light rail area.

- It would not be a decision-making meeting, but would provide staff with direction when working with TriMet on required public area improvements.
- **The Committee** agreed.

Ms. Mangle reviewed the final design schedule for the light rail. It would begin in the summer of 2011, and it would be very helpful to have a community decision about the street furniture at that point.

- Street furniture included benches, bollards, bike racks, tree grates, and water fountains.

Chair Ives suggested that Committee members prepare for the January 26, 2011, open house meeting by making notes about questions for City and TriMet staff.

Mr. Hemer requested staff to invite Dion Shepard to serve on the DLC.

- **Ms. Mangle** agreed that Ms. Shepard would be a great asset to the DLC.

The Committee returned to Item 2 now that quorum had been established.

2. MEETING NOTES (continued)

a. October 27, 2010

Chair Ives moved to approve the October 27, 2010, DLC meeting notes as presented. **Mr. Hemer** seconded the motion. The notes were approved unanimously.

5. APPLICATION REVIEW ITEMS—NONE

6. OTHER BUSINESS

a. Next meeting

The next meeting was scheduled for January 26, 2011. It would be an open house to discuss the light rail street furniture character.

b. Update pages for DLC notebook

Ms. Alligood distributed update pages for the DLC notebook related to the recently adopted Milwaukie Municipal Code (MMC) Chapter 19.500 Off-Street Parking and Loading.

7. ADJOURN

The meeting adjourned at 12:40 p.m.



Becky Ives, Chair