



Design and Landmarks Committee

Meeting Agenda

**City Council Chambers, City Hall
10722 SE Main St.**

Wednesday, July 11, 2007, 6:30 p.m.

- 1. Call to order**
- 2. Review & Approval of Past Minutes**
 - **9/29/04**
 - **2/07/05**
 - **4/14/05**
 - **6/21/06**
 - **8/29/06**
 - **1/31/07**
 - **4/30/07**
- 3. Town Center redevelopment project introduction**
 - **Presentation by Tom Kemper**
- 4. Town Center redevelopment project review process**
 - **Role of the DLC**
 - **Schedule**
- 4. Other business**
- 5. Adjourn**

DRAFT

Design and Landmarks Committee Minutes Monday, April 30, 2007

Members Present

Patty Wisner, Chair
Barb Cartmill
Andrew Tull

Staff Present

Katie Mangle, Planning Director
Brett Kolver, Assistant Planner

1. Call To Order

Chair Wisner called the meeting to order at 6:36 p.m.

2. DLC Workplan (2007-2008)

Director Mangle noted that the Design and Landmarks Committee (DLC) will have an opportunity to talk with City Council at the upcoming Council worksession on May 15th. The Council will be reviewing annual workplans for both the Planning Commission and DLC. It will be a chance for the DLC to have “face time” with the Council, to review recent accomplishments and talk about priorities for the coming year. Ms. Mangle went over some of the main points of the DLC workplan that she prepared for Council.

Recruiting new members is a high priority, as there are currently two open seats on the DLC. The community booth at the Milwaukie Farmers Market is one forum for advertising the openings, and staff is open to other suggestions.

Upcoming projects that will require some design review by the DLC are the Town Center project, Riverfront Park, the Immoveable Foundation Church, and Ardenwald Elementary. With regard to the Immoveable Foundation Church, the Planning Commission approval of that community service use involved some very specific design-related concerns for impacts on neighbors. Committee Member Cartmill asked whether the church had voluntarily accepted some of the conditions—Ms. Mangle indicated that yes, the church had agreed to address potential impacts and that she is looking to the DLC to advise her about the design with that in mind.

Ms. Mangle described several upcoming code-revision projects, including technical and design issues in the Sign Ordinance as well as changes to the Downtown Public Area Requirements to make them more fair, proportional, effective, and easier to implement. Committee Member Tull asked when a draft of the revised Public Area Requirements would be available for review—Ms. Mangle replied that revisions would be forthcoming in the next fiscal year, after the Transportation System Plan update project has been completed. Ms. Mangle noted that there is a question of how to better integrate the DLC

with the Planning Commission in these code-revision projects, since the DLC's role is to advise the Commission. We need to find ways to better link the two groups.

Ms. Mangle will send the Planning Commission workplan for 2007-08 to DLC members. After the TSP update, the next big project for the Planning Commission will be to create a master plan for the vacant commercial areas behind the Milwaukie Marketplace (SE 37th and Monroe). One big question there is how will that area's character be different from that of the downtown area? A final point from the DLC workplan is the suggestion to have the DLC meet more regularly, on a bi-monthly basis.

Ms. Mangle asked if there were questions or thoughts about the workplan. Chair Wisner wondered whether the DLC should establish criteria for the Planning Commission to meet prior to overturning a DLC recommendation. Ms. Cartmill noted that the Downtown Design Guidelines were developed by the DLC and that the DLC, not the Planning Commission, should decide if the guidelines are met.

Ms. Cartmill emphasized that the Planning Commission does not have time to do design review, which is why the DLC was formed in the first place. It is the DLC's job to use the Downtown Design Guidelines to form recommendations—she suggested that if the Planning Commission wants to take on the role of doing design review, they should go ahead with it and not go through the motions of having the DLC do it, too.

Ms. Mangle again wondered how best to have the DLC and Planning Commission work together in general. She likes the idea of the DLC presenting clear findings in their design review decisions, such that the findings could be incorporated directly into the Planning Commission's decision. Assistant Planner Kelper suggested that the DLC work on several fronts at once—recruit new members, hold regular meetings, and look at upcoming projects with an eye toward identifying the information and consideration that will be required for each (so that the group can prepare itself for them).

Ms. Cartmill noted that there used to be a better flow and connection between the DLC and Planning Commission—members used to know each other better and better understood the roles of each. Chair Wisner asked whether it would be possible to have a hearings reporter at DLC hearings to take down the notes—Ms. Mangle promised to make that arrangement. She wondered again how best to arrange and structure some joint meetings of the DLC and Planning Commission. Chair Wisner said it is important that both groups understand each other's role. Ms. Mangle suggested that they begin to work on this by scheduling regular joint meetings every six months. Mr. Kelper suggested that it might be more useful to fill the open seats on the DLC before scheduling a joint meeting. Chair Wisner offered to design a poster that can be used to help recruit new DLC members—it will highlight the DLC's role and recent accomplishments and ask for interested volunteers.

Chair Wisner introduced an idea to conduct a survey to see what the community wants to see the design face of downtown look like. With the Town Center project coming up and the potential for other redevelopment, she thinks it is important to be able to offer potential developers the community's vision of a consistent design for downtown. Ms.

Mangle suggested that it might be as helpful for the DLC to document what downtown used to look like, since many of the original facades have been covered over and most current residents have no idea what downtown buildings used to look like or what buildings have been lost.

Mr. Tull made a point that he would rather see good designers do their creative work and not hamstringing them with a visual preference. Chair Wisner expressed concern that modern architectural styles will erase the historical architecture of Milwaukie. She suggested that in the case of the Town Center project, there should be some commemoration of the historical significance of the site, which she said was the site of the Seth Lewelling house. Ms. Cartmill suggested that the Downtown Design Guidelines are set up to guide development, that we should be careful not to be too prescriptive with specific designs or requirements for historical designations. Ms. Mangle noted the difference between public projects and private ones, in that the city has far less authority over specific design requirements in cases of private development.

There was further discussion on this topic, about whether such a survey would be useful and what kind of effort would be required. Chair Wisner reiterated her desire to hear from local residents about what they think makes Milwaukie beautiful. The group agreed to continue talking about the idea, though there were no specific task assignments.

3. Past Meeting Minute Review

The group agreed to table this item until the next meeting, as most members had not yet had time to review the entire set of past-meeting minutes.

4. Other Business

Chair Wisner asked how DLC members were doing with their assignments for the Historic Photos project. Mr. Tull commented that it has been a good experience, noting that he has found lots of “little treasures” in town. He offered to take over former-Committee-Member (Charmaine) Coleman’s assignment list.

Mr. Kelder asked when the group wanted to meet again and there was some discussion about establishing a regular schedule. The group agreed to aim to meet regularly on the first Monday of every other month, starting in July 2007. Given that this schedule may conflict with the July 4th holiday, the committee set its next meeting date on the second Monday of that month, on **July 9th at 6:30pm** in the City Hall conference room.

5. Adjourn

There were no further items. Chair Wisner adjourned the meeting at 8:17 p.m.

Patty Wisner, Chair

Brett Kelder, Scribe



To: Members of the Design & Landmarks Committee (DLC)

From: Brett Kelter, Assistant Planner and DLC Liaison
Katie Mangle, Planning Director

Date: July 3, 2007

Subject: Preparation for meeting on July 11, 2007

I look forward to seeing you on **Wednesday, July 11, 2007, at 6:30 p.m. in the Council Chambers at Milwaukie City Hall.**

Though the Town Center project will dominate the agenda for this meeting, the meeting will begin with the request for approval of seven sets of minutes from past DLC meetings. Copies of these minutes have been distributed at previous DLC meetings, so please take some time before the meeting to review them and note any questions or suggested changes. We realize that these minutes span a long period of time, it may be difficult to recall details, and DLC membership has changed. However, we appreciate your patience as we resolve the long-standing issue of incomplete DLC meeting minutes.

City Council and the Metro Centers program have tentatively selected Main Street Partners, L.L.C., as the developer for the Town Center block at Main and Harrison Streets in downtown Milwaukie. While the City works with Tom Kemper of Main Street Partners towards a Memorandum of Understanding and final developer selection, Mr. Kemper has requested that the DLC begin the design review process for the project.

As you will see from the meeting agenda, there are two parts to the Committee's discussion of the Town Center project. First, to help the DLC understand the project, Main Street Partners (Tom Kemper and Michael McLoughlin, the project architect), will present an overview of the project (see Attachment 1). Our intent for this meeting will be for DLC members to understand the project and ask clarifying questions about the design, but not engage in an in-depth design review discussion of the project.

The second part of the meeting, following the presentation by Main Street Partners, will focus on the process and schedule for reviewing this project (see Attachment 2). Staff proposes that the Design Review application be considered at two work session meetings beginning in August. Later in the fall, the DLC will hold a formal recommendation hearing and will make a recommendation to the Planning Commission on the application for Design Review. Staff will work with both the DLC and the Planning Commission to ensure that both groups understand their roles in this process.

As always, please contact **Brett Kelter at (503) 786-7657** if you have any questions prior to the meeting.

Attachments

1. Town Center presentation book (*distributed to DLC members only*)
2. Memo on DLC role in Town Center Redevelopment project



To: Design & Landmarks Committee (DLC)

**From: Katie Mangle, Planning Director
Ryan Marquardt, Assistant Planner**

Date: July 2, 2007, for July 11, 2007 Meeting

Subject: Anticipated Town Center Development Land Use Approval Process

The purpose of this memorandum is to explain the land use approval process for the Milwaukie Town Center project and the role of the Design and Landmarks Committee (DLC) in this process.

Land Use Approval Process

There will be two major parts of the land use permit process for the Town Center development:

1. Zoning and Comprehensive Plan Amendments
The applicant will propose amendments to change the development code to allow a fifth story for certain areas of the Downtown Storefront Zone and to modify dimensions and elements of the downtown street cross-sections that must be built as part of the development.
2. Design Review and Transportation Plan Review
Design Review is required for new buildings in downtown zones. The review analyzes the proposed building with respect to use, development standards, design standards, and design guidelines. The Transportation Plan Review looks at the traffic impacts of the development.

Because the Zoning and Comprehensive Plan Amendments affect the Design Review process, the application will take place in two phases:

Phase I (July through September):

- Zoning and Comprehensive Plan Amendments. The applicant will submit applications for the Zoning and Comprehensive Plan Amendments. The Planning Commission will hold work sessions and a public hearing to consider the applications. The City Council will make a final decision on the proposed amendments.
- Design Review work sessions. The DLC will review and discuss the project during 2-3 work sessions, to prepare for a design review recommendation hearing.

Phase II (September through December):

- After the City Council makes a final decision on the amendments, the applicant will apply for Design Review and Transportation Plan Review.
- The DLC will hold a recommendation hearing and forward a recommendation to the Planning Commission regarding design review and adjustments to or variances from the design standards.
- The Planning Commission will hold a minor quasi-judicial land use hearing to make the final decision on the applications. The DLC's recommendations will be forwarded to the Planning Commission for inclusion in their decision.

Role of the Design and Landmarks Committee

The primary role for the DLC in this process is in Design Review. The major elements of the Design Review application are:

- Design Standards – These are clear and objective standards for walls, windows and roofs on the building.
- Modification of Design Standards and Consideration of Prohibited Materials – The development code allows for changes to the standards and materials if the changes result in a building that meets the intent of the regulations.
- Design Guidelines – These are subjective criteria for the overall layout and design of the building.

The DLC's work will take place both in work sessions and at a recommendation hearing. The purpose of the work sessions is to get the DLC's feedback on how the proposed building conforms to the elements of Design Review. With this feedback, the developer can modify the design prior to applying for Design Review. During the work sessions, the developer will present building drawings, designs, and materials for the DLC's review. City staff will help guide the DLC through the Design Review standards and criteria.

The purpose of the hearing will be to have the DLC make a formal recommendation to the Planning Commission regarding the Design Review application. Members of the public may comment at this hearing, and the DLC's recommendation may take these comments into consideration. However, the DLC hearing is not a minor quasi-judicial hearing, and the recommendation is not subject to appeal.

The DLC will be invited to comment on the Zoning and Comprehensive Plan Amendments and Transportation Plan Review. These applications will be "referred" to the DLC prior to public hearings on the amendments, and any comments received will be included in the staff report. The DLC may comment as a committee, or the committee members may comment individually. Staff is happy to answer the DLC's questions about these applications and DLC members are welcome to attend Planning Commission meetings at which the amendments are considered, but we will not devote time to considering them at the DLC meetings.