



# CITY OF MILWAUKIE

## AGENDA

March 15, 2021

### DESIGN AND LANDMARKS COMMITTEE

Virtual Meeting (via Zoom)  
[www.milwaukieoregon.gov](http://www.milwaukieoregon.gov)

#### 1.0 Call to Order — Procedural Matters

#### 2.0 Meeting Notes – Motion Needed

2.1 November 5, 2020

#### 3.0 Information Items

3.1 (Re)Introduction of members

3.2 Acknowledgment of Brett Laurila's service (not renewing his term on committee)

#### 4.0 Audience Participation — This is an opportunity for the public to comment on any item not on the agenda

#### 5.0 Public Meetings — None

#### 6.0 Worksession Items

6.1 Preparation for upcoming Design Review meetings

#### 7.0 Other Business/Updates

7.1 Officer elections

#### 8.0 Design and Landmarks Committee Discussion Items — This is an opportunity for comment or discussion for items not on the agenda.

#### 9.0 Forecast for Future Meetings:

April 5, 2021 Design review for Coho Point redevelopment (11103 SE Main St)

May 3, 2021 Design review for Kellogg Bowl redevelopment (10306 SE Main St)

June 7, 2021 Return to update of Downtown Design Review code/process

#### Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) or phone at 503-786-7502. To request Spanish language translation services email [espanol@milwaukieoregon.gov](mailto:espanol@milwaukieoregon.gov) at least 48 hours before the meeting. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [City's YouTube channel](#) and Comcast Channel 30 in city limits.

#### Servicios de Accesibilidad para Reuniones y Aviso de la Ley de Estadounidenses con Discapacidades (ADA)

La ciudad se compromete a proporcionar igualdad de acceso para reuniones públicas. Para solicitar servicios de asistencia auditiva y de movilidad, favor de comunicarse a la Oficina del Registro de la Ciudad con un mínimo de 48 horas antes de la reunión por correo electrónico a [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) o llame al 503-786-7502. Para solicitar servicios de traducción al español, envíe un correo electrónico a [espanol@milwaukieoregon.gov](mailto:espanol@milwaukieoregon.gov) al menos 48 horas antes de la reunión. El personal hará todo lo posible para responder de manera oportuna y atender las solicitudes. La mayoría de las reuniones del Consejo de la Ciudad se transmiten en vivo en el [canal de YouTube de la Ciudad](#) y el Canal 30 de Comcast dentro de los límites de la ciudad.

### 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@milwaukieoregon.gov](mailto:planning@milwaukieoregon.gov). Thank You.
2. **DESIGN AND LANDMARKS COMMITTEE MEETING MINUTES.** Approved DLC Minutes can be found on the City website at [www.milwaukieoregon.gov](http://www.milwaukieoregon.gov).
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at [www.milwaukieoregon.gov](http://www.milwaukieoregon.gov).
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 their 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 Landmarks 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.

#### **Milwaukie Design and Landmarks Committee:**

Cynthia Schuster, Chair  
Brett Laurila, Vice Chair  
Mary Neustadter  
Tracy Orvis  
Evan Smiley  
Dylan Geske (youth member)

#### **Planning Department Staff:**

Laura Weigel, Planning Manager  
Vera Kolias, Senior Planner  
Brett Kelter, Associate Planner  
Mary Heberling, Assistant Planner  
Janine Gates, Assistant Planner  
Tempest Blanchard, Administrative Specialist II

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

**(virtual meeting via Zoom)  
Monday, November 2, 2020  
6:30 PM**

**COMMITTEE MEMBERS PARTICIPATING**

Cynthia Schuster, Chair  
Brett Laurila, Vice Chair  
Mary Neustadter

**STAFF PARTICIPATING**

Brett Kelter, Associate Planner (staff liaison)  
Laura Weigel, Planning Manager

**MEMBERS ABSENT**

Tracy Orvis  
Evan Smiley

**OTHERS PARTICIPATING**

None

**1.0 Call to Order – Procedural Matters**

**Chair Cynthia Schuster** called the meeting to order at 6:32 p.m.

**2.0 Design and Landmarks Committee Minutes**

2.1 October 5, 2020

**Chair Schuster** called for any revisions to the meeting minutes for the October meeting; there were none, and the minutes were approved unanimously.

**3.0 Information Items**

Introductions – **Associate Planner Brett Kelter** introduced **Laura Weigel**, the new Planning Manager, who started on the job in mid-September. She shared some of her background, including coming most recently from being the long-range Planning Manager with the City of Hillsboro. Those committee members present introduced themselves as well.

Schedule updates – **Mr. Kelter** explained the upcoming timeline and schedule of projects the Planning Department was working on and talked about how that would impact the committee's work on the Downtown Design Review (DDR) update project. One big task coming out of the recent adoption of the new Comprehensive Plan (Comp Plan) was to update the code related to housing, off-street parking, and tree protection. That project will involve a lot of community outreach and staff time but will be looking to wrap up with the City Council by the end of June 2021. The group's DDR update will not be able to get to the Planning Commission and City Council before July 2021. There are a few items related to the DDR that staff needs to work on and then coordinate with Elizabeth Decker (the code consultant) before resuming productive group discussions. **Ms. Weigel** reinforced the idea that the code updates related to the Comp Plan would require significant time and attention to get through the approval process, but that it should work to come in right after that to finish up the DDR update by the end of 2021.

With all that in mind, **Mr. Kelter** suggested that the group plan to cancel the upcoming December 2020 and January 2021 meetings, then come back in February 2021 to review a clear plan from staff for finishing the update project. He would aim to identify final questions and items for the group to review, ideas for public outreach, and target dates for work sessions with the Planning Commission and City Council. The members agreed that the proposed approach sounded reasonable.

Joint meeting – **Mr. Kelter** asked Ms. Weigel to explain more about the upcoming meeting scheduled on December 17 with the Comprehensive Plan Implementation Committee (CPIC) to discuss some of the proposed changes related to housing, parking and trees. **Ms. Weigel** explained that the meeting, which would pull the Design and Landmarks Committee together with CPIC and the Milwaukie Tree Board, would be an opportunity for the various group members to share their perspectives on certain questions that the staff would present. She thought the group's perspective on design, as well as the individual members' familiarity and experience in the community in general, would be useful in the discussion.

**Vice Chair Brett Laurila** noted that he could be prepared to share visual examples of some recent unique projects he had done on small residential lots in Portland, including one that involved a historic house. **Member Mary Neustadter** agreed that seeing those examples would be helpful, especially since the changes could have a significant impact on historic districts; since Milwaukie has not yet determined where its historic districts are, it could be especially challenging to get the proposed changes right in this regard. **Vice Chair Laurila** thought that Member Tracy Orvis (absent tonight) and Chair Schuster might also have some visual examples that would be useful to share. Noting that the housing code changes would be happening before any meaningful update to the historical resource inventory could occur, **Mr. Kelter** wondered whether anyone had ideas about how to put some preliminary figurative placeholders on properties that we know to have historic elements. **Ms. Neustadter** suggested that the cultural resource inventory conducted in 1988 might be a place to start. There was some discussion about the question of potentially establishing historic districts versus simply identifying individual historic properties, and about potential tools for helping new housing mesh better with existing historic buildings.

**4.0 Audience Participation** – None

**5.0 Public Meetings** – None

**6.0 Worksession Items** – None

**7.0 Other Business/Updates** – None

**8.0 Design and Landmarks Committee Discussion Items** – None

**9.0 Forecast for Future Meetings**

Dec. 7, 2020                      Regular meeting (likely to be canceled)

December 17, 2020      Joint meeting with Comprehensive Plan Implementation Committee

Jan. 4, 2021                      Regular meeting (likely to be canceled)

**Chair Schuster** adjourned the meeting at 7:01 p.m.

Respectfully submitted,  
Brett Kelter, Associate Planner

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Cynthia Schuster, Chair