

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

(virtual meeting via Zoom)
Monday, June 1, 2020
6:30 PM

COMMITTEE MEMBERS PARTICIPATING

Cynthia Schuster, Chair
Brett Laurila, Vice Chair
Mary Neustadter
Tracy Orvis
Evan Smiley

MEMBERS ABSENT

None

STAFF PARTICIPATING

Brett Kelter, Associate Planner (staff liaison)
Denny Egner, Planning Director
Leila Aman, Community Development Director

OTHERS PARTICIPATING

Elizabeth Decker, JET Planning
Adam Khosroabadi

1.0 Call to Order – Procedural Matters

Chair Cynthia Schuster called the meeting to order at 6:34 p.m.

2.0 Design and Landmarks Committee Notes

2.1 March 2, 2020

Chair Schuster called for any revisions to the March meeting notes; there were none, and the notes were approved unanimously.

3.0 Information Items

Planning Director Denny Egner noted two upcoming public hearings with the City Council on the proposed Comprehensive Plan update, on June 2 and June 9. Testimony on the draft plan will be taken both nights.

4.0 Audience Participation

Adam Khosroabadi introduced himself as a community member who was interested in learning more about what was going on with various City boards and committees. He sat in (virtually) on last week's Planning Commission meeting and was curious to observe the group's discussion tonight and learn more about its work.

5.0 Public Meetings – None

6.0 Worksession Items

6.1 Downtown design review process (continued)
Staff People: Brett Kelter, Denny Egner, Elizabeth Decker

Associate Planner Brett Kelter reopened the worksession by explaining that the staff team was not quite ready with a complete package of the latest version of the proposed amendments, but said they were close. Given that the COVID-19 pandemic had forced a break in the regular meeting schedule, they wanted to re-engage the group to set the stage for the next special meeting on June 15. He walked through a brief PowerPoint presentation to remind everyone of the context and intent of this project to amend the City's downtown design review process. He described the key project goal as developing a complete and correlated set of standards and

guidelines for each of the design elements identified as being necessary to address the full “universe” of design concepts that would be regulated in the downtown area.

Mr. Kelter explained that the primary effort was to fill gaps in the current structure, clarify language where necessary, and resolve specific problems, though all without making radical changes to policy at this time. As the consultant assisting the City in this effort, **Elizabeth Decker** further explained that the latest draft would represent a condensed version of the proposed new code, incorporating the group’s long-running discussions but presented in a “clean” format without all the strikeout and underline markings that have been used to date. **Mr. Kelter** said that the team would provide the new document one week in advance of the next special meeting on June 15, along with a brief discussion guide with questions to help address outstanding issues. He suggested that the members read through the entire document when they get it and come to the next meeting prepared to discuss the key questions identified in the guide as well as any other items of interest they might note.

Mr. Kelter asked whether **Community Development Director Leila Aman** had any comments, and she spoke about her interest in getting up to speed on the project as it moves closer to its final stages. She is overseeing the various multiple upcoming code updates related to the Comprehensive Plan and wants to make sure those are coordinated to manage staff capacity and resources. **Mr. Egner** also noted that Ms. Aman previously served as the City’s Downtown Development project manager and so had significant involvement in the Axletree and library projects as well as the Coho Point project currently underway. This all gave her an important perspective on how the code and design review process could impact development.

To wrap up, **Mr. Kelter** confirmed that the members all seemed to have availability for future meetings on June 15, July 6, and July 20.

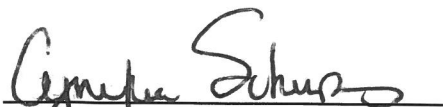
7.0 Other Business/Updates – None

8.0 Design and Landmarks Committee Discussion Items – None

9.0 Forecast for Future Meetings

June 15, 2020	Special meeting
July 6, 2020	Regular meeting
July 20, 2020	Special meeting

Chair Schuster adjourned the meeting at 7:02 p.m.


Cynthia Schuster, Chair

Respectfully submitted,
Brett Kelter, Associate Planner