



# CITY OF MILWAUKIE

## AGENDA

June 1, 2020

### 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 March 2, 2020

#### 3.0 Information Items

#### 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 Summary: Downtown design review process (continued)  
Staff People: Brett Kelter, Associate Planner; Elizabeth Decker, JET Planning
- Presentation of revised amendments
  - Overview of key issues for discussion
  - Updated timeline for review process

#### 7.0 Other Business/Updates

#### 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:

June 15, 2020	Downtown design review—discussion of key issues (special session)
July 6, 2020	Downtown design review—test cases (regular meeting)
July 20, 2020 (tentative)	Downtown design review—review final draft amendments (special session)

### 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 his or her 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.

*The City of Milwaukie will make reasonable accommodation for people with disabilities. Please notify us no less than five (5) business days prior to the meeting.*

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

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

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

Denny Egner, Planning Director  
David Levitan, Senior Planner  
Brett Kelter, Associate Planner  
Vera Kolias, Associate Planner  
Mary Heberling, Assistant Planner  
Tempest Blanchard, Administrative Specialist II

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

**Milwaukie City Hall  
10722 SE Main St  
Monday, March 2, 2020  
6:30 PM**

**COMMITTEE MEMBERS PRESENT**

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

**STAFF PRESENT**

Brett Kelter, Associate Planner (staff liaison)  
Denny Egner, Planning Director

**OTHERS PRESENT**

Elizabeth Decker, JET Planning

**MEMBERS ABSENT**

Evan Smiley

**1.0 Call to Order – Procedural Matters**

**Chair Cynthia Schuster** called the meeting to order at 6:31 p.m.

**2.0 Design and Landmarks Committee Notes**

2.1 February 3, 2020

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

**3.0 Information Items**

**Associate Planner Brett Kelter** gave a quick report on the annual leadership summit meeting held February 11 with the City Council and chairs of the various other citywide boards and committees. It was a chance for the City Recorder's office to promote some standardization of bylaws and meeting procedures, which seemed less significant for the Design and Landmarks Committee (DLC) since this group already has an established process for its operation.

**Mr. Kelter** reminded the members of the annual volunteer appreciation dinner scheduled for March 31 (6:00 – 8:00 p.m. at the Milwaukie Center), for which invitations should be sent out shortly. He encouraged everyone to attend and take the opportunity to meet some of the other volunteers in the community while receiving the City's gratitude for all their efforts. At the request of the event's coordinators, he took a few photos of the members present, to be included in a looping slide show at the event.

**4.0 Audience Participation – None**

**5.0 Public Meetings – None**

**6.0 Worksession Items**

6.1 Downtown design review process (continued)

Staff People: Brett Kelter, Denny Egner, Elizabeth Decker

**Mr. Kelter** reopened this worksession item with introductions. **Elizabeth Decker** explained that she is a consultant (her firm is JET Planning) and had worked with the SERA team that developed the draft amendments the group has been working through. **Denny Egner** reintroduced himself as the Planning Director, and the group members reintroduced themselves

as well. **Mr. Kelter** explained the plan for the evening—to discuss the downtown design review process and applicability, then follow up on the Weather Protection element, and finally discuss the four element sections that Ms. Decker had revised to include in the packet. He appreciated the group being willing to stay until at least 8:30 p.m. if possible.

**Mr. Kelter** walked through a power point presentation to review the background of the current code structure and how the design guidelines fit in to the design review process. He noted the group's earlier finding of gaps between the existing guidelines and the current design elements, leading to the current effort for alignment. He highlighted the fact that there are separate standards and guidelines for multifamily development across the whole city and not just downtown and suggested that one issue to resolve was whether multifamily projects downtown should meet only those multifamily-specific standards or if some of the design elements being clarified with the update project should also apply. He pointed out the current applicability triggers for different types of projects and the review type and approval criteria for each.

**Mr. Kelter** noted that, for Type II decisions, the Planning Director is the decision maker and that the DLC did not have a formal role in reviewing them. **Planning Director Denny Egner** indicated that his own inclination would be to involve the committee in the review as almost a part of the staff team, calling on the DLC's expertise to help inform his decision. There was a suggestion to consider writing the committee more clearly into the review process, perhaps either just before or just after the preapplication conference stage.

**Ms. Decker** presented some ideas for consideration regarding applicability triggers and providing both clear and objective and discretionary review paths. She noted examples of how the design review process works in a few other nearby communities and identified the following key questions for the group's consideration:

- If we are going to create nuanced design guidelines, which types of projects (size, location, cost, project type/uses) would most benefit from DLC review? How to best employ DLC review capacity?
- If we are going to develop robust design standards, which types of projects can most benefit from a nondiscretionary review?
- Should multifamily projects downtown automatically be subject to the downtown design standards, regardless of whether they already meet the multifamily standards or guidelines of 19.505.3?

The group discussion included a point about providing a higher standard in general along Main Street, with the guidance perhaps going even further in setting the bar for Main Street. **Chair Schuster** and **Committee Member Tracy Orvis** agreed that size was an important consideration for triggering design review, as it could be hard to keep large projects from seeming monolithic. **Committee Member Mary Neustadter** wondered whether there should be a distinction made between rehabilitation projects and new construction, suggesting that rehabilitation projects do not usually need as much scrutiny as new construction. **Vice Chair Brett Laurila** agreed that the question of how to handle multifamily and mixed-use projects was an important one. There was some difference of opinion about whether large-scale projects that can meet the design standards should still be subject to discretionary review—this will be discussed further as the update project moves forward.

The group then worked through the various questions identified in the working draft for Element I (Weather Protection), giving staff guidance about needed revisions and the direction to go with edits.

Lastly, the members dove back in to the first element (Element A, Site Frontage) and addressed the questions provided in the discussion guide. One suggestion was to consider setting a range

of adjustments for some of the dimensional standards, to provide an opportunity for some flexibility in the nondiscretionary review process. **Mr. Egner** described some of the reasoning behind the different percentages of required minimum frontage occupancy for different streets downtown and noted the challenges that come with holding every street frontage to the same high standard as Main Street, especially since the potential for full-block redevelopment is limited. **Chair Schuster** suggested looking back at the diagram the group highlighted at an earlier meeting. It was noted that the guidance language needs to be significantly shored up across most elements to ensure that it is adequately reflecting the quality demanded by the corresponding standards.

Given the late hour, the group agreed to suspend the conversation for the evening and to come back at a special meeting on March 16 to go through Elements B-D.

## **7.0 Other Business/Updates**

### **7.1 Update on recruitment of youth members**

**Mr. Kelter** noted that interviews with potential youth members for various boards and committees were held a few weeks ago, with a few no-shows and a host of new applications coming in at the last minute. The City Recorder's office is coordinating a second set of interviews—**Mr. Kelter** will keep the group posted as things develop.

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

## **9.0 Forecast for Future Meetings**

March 16, 2020	Special meeting
April 6, 2020	Regular meeting
May 4, 2020 (tent.)	Regular meeting

**Chair Schuster** adjourned the meeting at 9:00 p.m.

Respectfully submitted,  
Brett Kelter, Associate Planner

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Cynthia Schuster, Chair