



CITY OF MILWAUKIE

AGENDA

December 12, 2018

DESIGN AND LANDMARKS COMMITTEE

Milwaukie City Hall
10722 SE Main St
www.milwaukieoregon.gov

1.0 Call to Order — Procedural Matters

2.0 Meeting Notes – Motion Needed

2.1 December 3, 2018

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 Person: Brett Kelter, Associate Planner

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:

Dec. 18, 2018	Comprehensive Plan Update and Discussion (debrief of Dec 6 Housing Forum w/ City Council, Planning Commission, & Comp Plan Advisory Committee)
Jan. 7, 2019	Regular meeting
Feb. 4, 2019	Regular meeting

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. Thank You.
2. **DESIGN AND LANDMARKS COMMITTEE MEETING MINUTES.** Approved DLC Minutes can be found on the City website at www.milwaukieoregon.gov.
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at 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:

Lauren Loosveldt, Chair
Cynthia Schuster, Vice Chair
Mary Neustadter
Kyle Simukka
Brett Laurila

Planning Department Staff:

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

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

Milwaukie City Hall
10722 SE Harrison St
Monday, December 3, 2018
6:30 PM

COMMITTEE MEMBERS PRESENT

Lauren Loosveldt, Chair
Cynthia Schuster, Vice Chair
Mary Neustadter
Brett Laurila

STAFF PRESENT

Brett Kelter, Associate Planner (staff liaison)

OTHERS PRESENT

Joseph Edge, Planning Commissioner

MEMBERS ABSENT

Kyle Simukka

1.0 Call to Order – Procedural Matters

Chair Lauren Loosveldt called the meeting to order at 6:40 p.m.

2.0 Design and Landmarks Committee Notes

2.1 November 13, 2018

Chair Loosveldt called for any revisions to the notes. No changes were suggested and the notes were approved unanimously.

3.0 Information Items

Associate Planner Brett Kelter reminded the group about the upcoming Housing Forum (Thursday, December 6 at 6:00 p.m.). He gave more information about that event and the follow-up debriefing session scheduled with City Council on Tuesday, December 18.

4.0 Audience Participation – None

5.0 Public Meetings – None

6.0 Worksession Items

6.1 Downtown Design Review process (continued)
Staff Person: Brett Kelter, Associate Planner

The group resumed its review of the draft Design Review document and made suggestions about the following elements:

N. Private Open Spaces

- Remove “Private” from the “Private Open Space” title, as this element deals both with spaces intended for private use associated with individual units and with common spaces to be shared more broadly by building occupants.
- After much discussion, the group agreed that it was not necessary to point residential-only multifamily developments back to the private open space standards for multifamily design (in Milwaukie Municipal Code Subsection 19.505.3). The members agreed that multifamily developments downtown should be subject to the specific standards crafted

in this design element, that it is appropriate to have specific standards for the more urban nature of downtown versus what might be a more suburban setting in other parts of the city.

- The question of whether nonresidential projects should be subject to open space standards needs further discussion. If required, the size of the open space would likely be based on square footage rather than number of units.
- For Private Open Space (Standard A-a-i), make the following changes:
 - Delete sub-points 1 and 2 as obvious or redundant.
 - Revise sub-point 3 to read, “Balconies Areas used for entrances or exits . . . “.
 - Revise sub-point 4 to add “decks and patios” to the list of features subject to the restriction on projecting into the right-of-way. Also, add a minimum depth dimension of 4 ft for these features.
- For Common Open Space (Standard A-a-ii), make the following changes:
 - Break sub-point 1 into two points, with “Landscape buffer areas . . .” starting the new second point. Add a minimum required dimension of 15 ft by 15 ft to the first point, which defines what constitutes common open space.
 - Revise sub-point 2 (renumbered to be sub-point 3) to read something like the following: “With the exception of roof decks or gardens When provided at ground level, outdoor common space shall be abutted on at least two sides one side by residential units or by nonresidential uses the building, with windows and entrances fronting on the space doors to access the space, and shall be bordered on all other sides by fencing, landscaping, low walls, planters, site furnishings, or other building walls.”
 - Add a new sub-point 4, with language something like the following: “Regardless of location (ground-level or above), where any building wall abuts the common open space, adjacent uses or residential units fronting the space shall provide at least 1 window and/or glass door.”
- There was some discussion about whether to maintain the credit for open space (50% reduction) provided in Standard A-b. Some members thought a design should be able to take advantage of the open space provided by an adjacent park; others thought all new buildings subject to the open space standard should provide the full amount. Additional discussion about this topic is needed, including clarification about what constitutes an “improved” park.
- Revise Guidance C to emphasize the need for eyes on the space: “Buildings surrounding green spaces should provide visual definition to the space and should surround it with active ground-floor uses that are active and provide transparency.”
- Revise Guidance F to add the need for transparency: “Forecourt plazas should be bounded on multiple sides by active ground-floor uses, with visibility provided from within the building.”

7.0 Other Business/Updates – None

8.0 Design and Landmarks Committee Discussion Items

The group discussed the possibility of meeting one more time before the end of the year and agreed to hold a special session on Wednesday, December 12. **Mr. Kelter** agreed to nail down

a meeting location and inform the group when the logistics were set.

9.0 Forecast for Future Meetings

Dec. 6, 2018	Housing forum
Dec. 12, 2018	Special worksession (focus on Downtown Design Review process)
Dec. 18, 2018	Comprehensive Plan update (debrief from Housing Forum)
Jan. 7, 2019	Regular meeting

Chair Loosveldt adjourned the meeting at 8:52 p.m.

Respectfully submitted,
Brett Kelter, Associate Planner

Lauren Loosveldt, Chair