

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

**Milwaukie City Hall
10722 SE Main St
Tuesday, October 17, 2017
6:30 PM**

COMMITTEE MEMBERS PRESENT

Lauren Loosveldt, Chair
Michael Corrente, Vice Chair
Cynthia Schuster
Mary Neustadter
Kyle Simukka

STAFF PRESENT

Brett Kelter, Associate Planner (staff liaison)

OTHERS PRESENT

None

MEMBERS ABSENT

None

1.0 Call to Order – Procedural Matters

Chair Lauren Loosveldt called the meeting to order at 6:38 p.m.

2.0 Design and Landmarks Committee Notes

2.1 September 11, 2017

Chair Loosveldt called for any revisions to the notes from the September meeting. Hearing none, she called for a vote and the notes were approved unanimously.

3.0 Information Items

With all members of the Committee present, **Associate Planner Brett Kelter** suggested around-the-room introductions. The members took turns saying a few words about themselves and their backgrounds.

Mr. Kelter gave a synopsis of the annual update that he and Member Mary Neustadter had provided to City Council at the Council worksession held earlier that afternoon. They had focused the report on the group's efforts to update the Downtown Design Guidelines and better knit them together with the downtown code, noting that historic preservation updates and efforts would probably not begin in earnest until the design guideline update was completed. **Mr. Kelter** indicated that the Mayor and Council had expressed appreciation for the group's service.

Chair Loosveldt asked more about how Mr. Kelter had presented the group's concerns about the guidelines. **Mr. Kelter** said he had reviewed the key issues from the Committee's debriefing at the last meeting, primarily the group's interest in ensuring new buildings meet a certain general standard for design (regardless of review level) and also that there were design guidelines for which there were no associated design standards. **Chair Loosveldt** and **Member Cynthia Schuster** recounted the group's entry into the guidelines project as one initially focused on updating the photos that expanded into a larger effort to more carefully consider the guidelines, since they are a foundation for the Committee's recommendations. All agreed that there is still a learning curve for understanding how better to work with and utilize the guidelines for design review and that the group will get better at it. With the recent design review hearing for the project on Washington St, **Chair Loosveldt** was encouraged to see that the Planning Commission had supported many of the Committee's recommendations and that the group's comments had in fact influenced the final design.

Mr. Kelter provided some additional background on the recent history of modifications to the design guidelines and the downtown design review process, noting that the pendulum had swung from being very discretionary to more clear and objective in nature. The current effort was to find some balance in between.

4.0 Audience Participation – None

5.0 Public Meetings – None

6.0 Worksession Items

- 6.1 Downtown Design Guidelines Update, cont. (Session 21)
Staff Person: Brett Kelter, Associate Planner

The discussion segued into the Downtown Design Guidelines (DDG) update, and **Mr. Kelter** accessed the evaluation matrix. The group used the matrix to determine which of the Milwaukie Character guidelines were applicable or relevant to each of the 7 design standards. A simple color-coding system was established—green indicated that the guideline is applicable to the standard; yellow indicated some uncertainty and that either the guideline or the standard (or both) might need revision; and red indicated that the guideline is not applicable to the standard, therefore the standard may need adjustment (or a new standard may be needed). For the sake of expediting the review process, the members also agreed that, for each evaluation point, the majority opinion would prevail unless a dissenter(s) wished to argue their case.

In summary, the “Integrate the Environment” and “Promote Linkages to Horticultural Heritage” guidelines were deemed to be the least consistently applicable to the design standards, while “Consider Architectural Context & Contrast” and “Integrate Art” were found applicable to each of the standards. None of the standards were linked to every single one of the guidelines. Wrapping up, the group agreed to repeat the review process with the remaining guidelines at the next meeting. **Vice Chair Corrente** agreed to revise the matrix to present a simplified summary of the results of the Milwaukie Character guideline review.

Ms. Schuster suggested that each of the guidelines should include references to the various applicable code sections; the group agreed that references to the code and Public Works Standards were key.

7.0 Other Business/Updates – None

8.0 Design and Landmarks Committee Discussion Items – None

9.0 Forecast for Future Meetings:

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| Nov 13, 2017 | Continue DDG Update work |
| Nov 14, 2017 | Public Hearing training with City Council & Planning Commission |
| Dec 4, 2017 | Continue DDG Update work |

Chair Loosveldt adjourned the meeting at 8:29 p.m.



Lauren Loosveldt, Chair

Respectfully submitted,
Brett Kelter, Associate Planner