

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

**Milwaukie City Hall
10722 SE Main St
Monday, February 5, 2018
6:30 PM**

COMMITTEE MEMBERS PRESENT

Lauren Loosveldt, Chair
Cynthia Schuster
Mary Neustadter
Kyle Simukka

STAFF PRESENT

Brett Kelter, Associate Planner (staff liaison)

OTHERS PRESENT

None

MEMBERS ABSENT

Michael Corrente, Vice Chair

1.0 Call to Order – Procedural Matters

Chair Lauren Loosveldt called the meeting to order at 6:30 p.m.

2.0 Design and Landmarks Committee Notes

2.1 January 8, 2018

Chair Loosveldt called for any revisions to the notes from the January meeting. There were none and the notes were approved unanimously.

3.0 Information Items

Associate Planner Brett Kelter announced the resignation of Michael Corrente from the committee. The former Vice Chair indicated that other commitments and a new job were presenting demands that made it difficult to devote the time and effort that the group deserved. His resignation is effective immediately, and the members agreed to hold an election for Vice Chair at the next meeting. **Mr. Kelter** noted that he would coordinate with the City Recorder's office to set up interviews for a new member. **Chair Loosveldt** noted a preference for a landscape architect or someone from another discipline besides architecture, to maintain a balance of expertise on the committee.

Mr. Kelter gave an update on the process underway to remove the Milwaukie High School from the City's list of historic resources. The Committee had considered the issue at its December 2017 meeting, and its recommendations were forwarded along to the Planning Commission for its January 2018 hearing. The Planning Commission had agreed with the group's suggestions as well as comments received from the Historic Milwaukie neighborhood and the Milwaukie Historical Society and had made a recommendation for approval of the deletion request. The application will be before the City Council for a final decision on February 20. **Committee Member Mary Neustadter** asked about the status of the process underway with the State Historic Preservation Office (SHPO) to develop a Memorandum of Agreement related to the proposed demolition of the school. She was interested in ensuring that the City would somehow be involved. **Mr. Kelter** explained that staff planned to ask the Council to designate a City representative in the process but was not sure how exactly that would unfold. **Member Neustadter** had some additional questions and suggestions, which she agreed to discuss with Mr. Kelter after the meeting.

4.0 Audience Participation – None

5.0 Public Meetings – None

6.0 Worksession Items

- 6.1 Downtown Design Guidelines Update, cont. (Session 23)
Staff Person: Brett Kever, Associate Planner

Mr. Kever opened discussion on the draft scope of work for a consultant to assist with the ongoing work to update the Downtown Design Guidelines (DDG), which had been incorporated into the staff report on this topic. There was a lengthy discussion of the draft scope, with a number of suggested revisions and adjustments. **Chair Loosveldt** suggested that the consultant should take ownership of the evaluation matrix and should consider developing it further as a tool for use by staff, the Committee, the Planning Commission, and applicants. There was a suggestion to incorporate references in the various guidelines back to the associated standards, as well as to update the Recommended and Not Recommended points throughout the DDG document.

The group agreed that the scope should emphasize meeting with the Committee throughout the process, and **Chair Loosveldt** suggested that the consultant should review the video from the Committee update she presented to the Planning Commission in April 2017 in order to see the Commission's reaction to the group's work on updating the DDG and its use of the matrix. It was suggested that the consultant not spend too much time identifying and assessing gaps between the guidelines and standards, that significant weight should be given to the work the Committee has already done. There was some discussion of adjusting the criteria and process for discretionary versus clear and objective review, including whether there should perhaps be a building-size threshold for triggering discretionary review. And it was suggested that formatting should be included with any final drafts prepared by the consultant.

Mr. Kever noted the various suggestions and agreed to adjust the draft scope accordingly. He reiterated the Planning Director's interest in moving quickly to get a consultant on board since funding is only available through the end of the current fiscal year (June 30). Since the Committee's next meeting on March 5 is likely to be taken up by a design review hearing for the Ledding Library project, it would be ideal if the members could be available for a special session with the consultant in March. The group agreed to tentatively reserve March 12 for a special meeting with the consultant.

Following the scope discussion, the group turned its attention back to the evaluation matrix and worked through the remaining 2 design standards (roofs and open space) to finish a review of the Pedestrian Emphasis set of design guidelines.

7.0 Other Business/Updates

Mr. Kever confirmed with the 3 members whose terms on the committee were due to expire (Chair Loosveldt, Committee Member Cynthia Schuster, and Member Neustadter) that they are all interested in renewing their positions.

For the upcoming design review hearing on March 5 (for Ledding Library), **Mr. Kever** agreed to get the application materials out to the members as soon in advance of the meeting as possible.

8.0 Design and Landmarks Committee Discussion Items – None

9.0 Forecast for Future Meetings:

March 5, 2018	Recommendation hearing on design review for Ledding Library
March 12, 2018	Special session = meet w/ DDG consultant (<i>tentative</i>)
April 2, 2018	Continue DDG update work
May 7, 2018	Continue DDG update work

Chair Loosveldt adjourned the meeting at 7:58 p.m.



Lauren Loosveldt, Chair

Respectfully submitted,
Brett Kelter, Associate Planner