

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

**Pond House
2215 SE Harrison St
Tuesday, September 4, 2018
6:30 PM**

COMMITTEE MEMBERS PRESENT

Lauren Loosveldt, Chair
Cynthia Schuster, Vice Chair (arrived late)
Mary Neustadter
Brett Laurila
Kyle Simukka

STAFF PRESENT

Brett Kelter, Associate Planner (staff liaison)

OTHERS PRESENT

Joseph Edge, Milwaukie Planning Commission

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 August 6, 2018

Chair Loosveldt called for any corrections to the August meeting notes. There were no changes and the notes were approved unanimously.

3.0 Information Items

Associate Planner Brett Kelter distributed more update pages for the members' reference notebooks. In response to a question from **Chair Loosveldt**, **Mr. Kelter** clarified that the pages are excerpts from various code sections and are not meant to be comprehensive. The updates come with an instruction sheet explaining what to remove and replace from the notebooks—members are free to retain old pages with other code sections for their own reference.

Committee Member Kyle Simukka asked whether a copy of the full municipal code should be available at each meeting; **Mr. Kelter** responded that the full code should be accessible online at all meetings where internet access is available.

Mr. Kelter asked whether the members would prefer paper or electronic copies of the packet materials for future meetings, particularly when the packet is small and no design review is scheduled. **Mr. Simukka** asked about the cost of printing and mailing the materials; **Mr. Kelter** did not have an estimate but suggested the question was as much about generating the extra paper as the costs, which were likely minimal for such a small group. The members indicated they were fine either way for smaller packets; **Chair Loosveldt** clarified that it was preferable to have paper copies of any design review or historic review materials and the other members agreed.

Mr. Simukka asked for an update on the Milwaukie High School demolition, particularly whether any archival video or photos were available and whether/when the committee would get to review any of the documentation. **Mr. Kelter** was not able to recall exactly what parameters for committee involvement had been established in the Memorandum of Agreement overseen by the State Historic Preservation Office but committed to following up on these questions for the next meeting.

Chair Loosveldt asked about the status of the proposed heritage tree program and asked if Peter Passarelli (the City's Public Works Director, who is leading that effort) could be invited to give an update at the next meeting. She suggested that having the group weigh in on the proposed program seemed consistent with the historic preservation element in the committee's work program. **Mr. Kelter** agreed to invite Mr. Passarelli to the next meeting for an update.

That note prompted **Mr. Simukka** to ask whether there was any protocol on inviting outside people to attend committee meetings, to give perspective and avail the group of their particular expertise. **Mr. Kelter** responded that the meetings were open to the public, though he cautioned against creating situations where non-committee members might have undue influence on any decision-making outside of the prescribed meeting process. He suggested that members check in with the group if possible in advance of inviting a "local expert" to attend a meeting, and he pointed out that the committee was already representative of a variety of perspectives and expertise. It might indeed be useful on occasion to solicit advice and opinion from other experts, though he was leery of having "unofficial" committee members participating too heavily in the group's process. **Mr. Simukka** reiterated the importance of taking advantages of other resources available in the community in order to get the best results for the city.

4.0 Audience Participation – None

5.0 Public Meetings – None

6.0 Worksession Items

6.1 Downtown Design Guidelines (DDG) Assessment, Session 7 Staff Person: Brett Kelter, Associate Planner

The discussion of the draft Design Review document resumed with Element H, Building Massing. **Mr. Simukka** asked whether there was any economic research available on the merits of density and height, in order to better inform the discussion about this design element.

Planning Commissioner Joseph Edge suggested that the Sightline Institute in Seattle might have some information on that topic.

There was a question about how the group's suggested changes to the draft document were being recorded, prompting an extended discussion of the topic of documentation. **Mr. Kelter** indicated that he was tracking suggestions from both the committee members and the Planning staff as each group moved through the draft, though he did not yet know what format a next revised version would take. For the time being, he was using a bullet-list format and agreed to send the latest version out in advance of the next meeting. **Chair Loosveldt** expressed concern that the details of the group's feedback would be lost and noted that she did not expect to have to repeat the editing and review effort. **Mr. Simukka** made several suggestions about how to improve the documentation process, including making the audio from the group's meetings available for review. He suggested that the group carve out time at the next meeting (30 min) to talk about documenting the group's review.

With the time remaining, the group made a few more suggestions about changes to the Building Massing element:

H. Building Massing

- In Standard A-f (Height Bonuses), adjust the formatting to make it clearer that the Residential and Lodging options are mutually exclusive (you can only do one, not both).
- Strike the "Green Globes" option from the Green Building height bonus language in Standard A-f.

- Regarding Standard C-c, there was consensus that the standard should be modified to protect solar access (e.g., on a certain day of the year, at a certain time of day, the proposed building shall not shade the adjacent site past a certain point). But the standard should also clearly address the issue of massing.
- For Standards C-c and C-d, it would be helpful to understand both how the existing Transition Area requirements work and for how many cases downtown there are abutting residential properties for which this is an issue.

The group agreed to meet in a special session before the next regularly scheduled meeting on Oct 1. After looking at calendars, all committee members and Mr. Edge indicated they were available on Sept. 20.

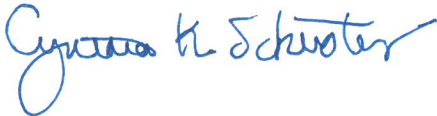
7.0 Other Business/Updates – None

8.0 Design and Landmarks Committee Discussion Items – None

9.0 Forecast for Future Meetings:

Sept. 20, 2018	Special Session for DDG Assessment
Oct. 1, 2018	DDG Assessment
Oct. 16, 2018	Annual Update to City Council

Chair Loosveldt adjourned the meeting at 8:33 p.m.



Respectfully submitted,
Brett Kelter, Associate Planner

Lauren Loosveldt, Chair

Cynthia Schuster motoad