



AGENDA

MILWAUKIE DESIGN AND LANDMARKS COMMITTEE

Monday, February 5, 2018, 6:30 PM

**CITY HALL CONFERENCE ROOM
10722 SE MAIN ST**

- 1.0 Call to Order—Procedural Matters**
- 2.0 Meeting Notes—Motion Needed**
 - 2.1 January 8, 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—**Public meetings will follow the procedure listed on reverse
- 6.0 Worksession Items**
 - 6.1 Summary: Downtown Design Guidelines Update, Session 23
Facilitator: Brett Kelter, Associate Planner
- 7.0 Other Business/Updates**
 - 7.1
- 8.0 Design and Landmark Committee Discussion Items—**This is an opportunity for comment or discussion for items not on the agenda.
- 9.0 Forecast for Future Meetings:**

March 5, 2018	Public Meeting = Design Review recommendation for Ledding Library
Extra March session?	DDG update = Meet with consultant
March 29 (Thurs)	City's annual volunteer appreciation dinner (6pm @Bob's Red Mill)
April 2, 2018	Continue work on DDG update
May 7, 2018	Continue work on DDG update (@Pond House)

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
Michael Corrente, Vice Chair
Cynthia Schuster
Mary Neustadter
Kyle Simukka

Planning Department Staff:

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

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

**Milwaukie City Hall
10722 SE Main St
Monday, January 8, 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 6:33 p.m.

2.0 Design and Landmarks Committee Notes

2.1 December 4, 2017

Chair Loosveldt asked whether there were any revisions to the notes from the December meeting. There were none and the notes were approved unanimously.

3.0 Information Items

Associate Planner Brett Kelter noted that the date for the City's annual volunteer appreciation dinner had moved to Thursday, March 29, 2108. The event includes a City-sponsored dinner at the Bob's Red Mill restaurant at 6:00 p.m. Formal invitations to current members of the various boards, commissions, and committees should be going out shortly, and all are encouraged to attend.

Mr. Kelter also distributed a set of interim update pages for the members' reference binders, related to the recent demolition of the historic property at 4217 SE Railroad Ave and its removal from the City's list of Historic Resources.

4.0 Audience Participation – None

5.0 Public Meetings – None

6.0 Worksession Items

6.1 Downtown Design Guidelines Update, cont. (Session 22-b)
Staff Person: Brett Kelter, Associate Planner

As it had been a few months since the last opportunity to work with the evaluation matrix for the Downtown Design Guidelines update, the group recalibrated on the process and finally agreed to work horizontally across the matrix with one design standard at a time. This session began with the Pedestrian Emphasis guidelines, and the members continued to use a color-coding scheme to identify which guidelines appeared to be applicable to which of the design standards. Green indicated that the guideline was applicable to the standard; red generally indicated that the guideline was not applicable, and that the standard might need adjustment or the code

might need a new standard; and yellow indicated that it was unclear whether the guideline was applicable to the standard, and that one or both might need adjustment.

With respect to the Weather Protection standard, the group noted the need for a better materials list, specifying that fabric-based and retractable awnings should not be allowed. While discussing Exterior Materials, the group noted that the Open Space standard and the Create Successful Outdoor Spaces guideline needed more detail about materials. For several of the Pedestrian Emphasis guidelines (including Create Successful Outdoor Spaces and Integrate Barrier-free Design), the group agreed that some reference to the materials list of MMC Subsection 19.508.4.D should be incorporated into the guideline language. The group also discussed adjusting the name of the Provide Places for Stopping & Viewing guideline to either just "Provide Places for Stopping" or "Provide Places for Stopping & Resting."

Time constraints forced the discussion to end before the group got through the final two Pedestrian Emphasis guidelines (Roofs & Rooftop Equipment and Open Space & Plazas). All agreed to pick up the discussion there next time.

7.0 Other Business/Updates

- 7.1 Follow-up on Public Hearing training (from Nov 14, 2017)
Staff Person: Brett Kelter, Associate Planner

Mr. Kelter noted the late hour but asked if anyone had questions or comments about the November 2017 training on the conduct of public hearings. (All committee members except Chair Loosveldt had been able to attend the training.) There was some brief discussion and **Committee Member Kyle Simukka** indicated that a video of the training was available somewhere on the internet. **Mr. Kelter** agreed to look for the video and send a link to the members.

8.0 Design and Landmarks Committee Discussion Items – None

9.0 Forecast for Future Meetings:

Feb 5, 2018	Continue DDG Update work
March 5, 2018	TBD
April 2, 2018	TBD

Chair Loosveldt adjourned the meeting at 8:19 p.m.

Respectfully submitted,
Brett Kelter, Associate Planner

Lauren Loosveldt, Chair



MILWAUKIE

Dogwood City of the West

To: Design and Landmarks Committee

Through: Dennis Egner, Planning Director

From: Brett Kever, Associate Planner

Date: January 29, 2018, for February 5, 2018, Worksession

Subject: Downtown Design Guidelines Update – Session 23

ACTION REQUESTED

None. This report is preparation for the Committee's ongoing efforts to update the Downtown Design Guidelines (DDG) document.

BACKGROUND INFORMATION

History of Prior Actions and Discussions

- **Winter 2016 - Present:** The group has been drafting revisions to the DDG, focusing on the Milwaukie Character and Pedestrian Emphasis elements.

CONSULTANT SCOPE OF WORK

The Planning Director has identified funding in the budget that can be used to pay for a consultant to assist with the DDG update effort. The funding is available through the end of fiscal 2018 (June 30, 2018), so it is imperative that we get a consultant on board quickly. Staff has drafted the following scope of work for discussion and adjustment by the group at the February 5 meeting:

1. Review background materials.
 - Downtown Design Guidelines, Downtown Design Standards (MMC 19.508), Downtown Development Standards (MMC 19.304), Downtown Design Review process (MMC 19.907)
 - Past meeting notes from DLC discussions about updating the Downtown Design Guidelines
 - Evaluation matrix completed by DLC, showing applicability of guidelines to standards
 - Revisions to Downtown Design Guidelines as proposed by DLC (strikeout/underline and clean versions)
 - Relevant notes from the recent Visioning process conducted in the larger community

2. Identify and assess gaps between the guidelines and standards.
 - Identify any new standards that may be needed to fulfill the objectives of specific guidelines.
 - Assess whether and how any guidelines should be adjusted to be consistent with the standards.
3. Assess the mechanics of applicability of Downtown Design Review and of the approval criteria.
4. Draft revisions to guidelines and to applicable code sections (including potential revisions to overall format of guidelines).
5. Develop sketches and/or provide annotated photos to illustrate expressed principles.
6. Facilitate discussions with the DLC to discuss needs and to review consultant work.
7. Prepare final drafts for adoption.

The suggested timeline for this project would include the following:

- ❖ Begin reviewing background materials by mid-February 2018
- ❖ First check-in discussion with DLC in March 2018
- ❖ Follow-up monthly meetings with DLC in April & May 2018
- ❖ Present final (or near-final) drafts to DLC at June 2018 meeting

Given that the DLC meeting in March will likely focus on the group's review of the Ledding Library design (tentatively scheduled for a Planning Commission hearing on March 27), it may be necessary to hold a special DLC meeting in late February or early March for the first conversation with the consultant.

The group should come prepared to discuss the draft scope of work and scheduling options for March.

EVALUATION MATRIX

At the January 2018 meeting the group continued its work using the evaluation matrix to assess the applicability of the Pedestrian Emphasis guidelines with the design standards of Milwaukee Municipal Code (MMC) Subsection 19.508.4. Two of the design standards remain to be assessed against the Pedestrian Emphasis guidelines—Roofs & Rooftop Equipment and Open Space & Plazas.

Following the discussion of a consultant scope of work, the group can pick things up from there and aim to move through as many of the remaining guidelines for Architecture, Lighting, and Signs as possible. An updated graphic summary of the evaluation results for the Pedestrian Emphasis guidelines is attached for reference (see Attachment 1).

ATTACHMENTS

1. Evaluation Summary (updated): Pedestrian Emphasis guidelines vs Downtown design standards

Note: E-Packet materials will be available online at <https://www.milwaukeeoregon.gov/bc-dlc/design-and-landmarks-committee-1>.

Evaluation of Downtown Design Standards versus Downtown Design Guidelines

	Milwaukie Character							
	Reinforce Sense of Place	Integrate the Environment	Horticultural Heritage	Gateways (deleted)	Consider View Opportunities	Arch. Context & Contrast	Preserve Historic Landmarks	Integrate Art
Building Façade								
Corners								
Weather Protection								
Exterior Materials								
Windows & Doors								
Roofs/Rooftop Equip.								
Open Space/Plazas								

	Pedestrian Emphasis					
	Reinforce & Enhance Ped System	Define Pedestrian Environment	Protect Pedestrian from Elements	Provide Places for Stopping & Viewing	Create Successful Outdoor Spaces	Integrate Barrier-Free Design
Building Façade						
Corners						
Weather Protection						
Exterior Materials						
Windows & Doors						
Roofs/Rooftop Equip.						
Open Space/Plazas						

Key



Green = Guideline is applicable to standard

Yellow = Unclear if guideline is consistently applicable to standard; one or both may need adjustment

Red = Guideline is not applicable to standard; standard may need adjustment (or code may need a new standard)