



# CITY OF MILWAUKIE

## AGENDA

July 2, 2018

### DESIGN AND LANDMARKS COMMITTEE

City Hall Conference Room  
10722 SE Main Street  
[www.milwaukieoregon.gov](http://www.milwaukieoregon.gov)

**1.0 Call to Order — Procedural Matters**

**2.0 Meeting Notes** – Motion Needed

2.1 June 4, 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 Guidelines (DDG) Assessment – Session 5  
Facilitator: 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:**

August 6, 2018 1. Worksession: Next steps on DDG Assessment

September TBD 1. Worksession: Continued work on DDG Assessment

### 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](mailto: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](http://www.milwaukieoregon.gov).
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at [www.milwaukieoregon.gov](http://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 Main St  
Monday, June 4, 2018  
6:30 PM**

**COMMITTEE MEMBERS PRESENT**

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

**MEMBERS ABSENT**

None

**STAFF PRESENT**

Denny Egner, Planning Director

**OTHERS PRESENT**

Ben Weber, SERA Architects  
Matt Arnold, SERA Architects  
Elizabeth Decker, JET Planning  
Brett Laurila (pending appointment to DLC)

**1.0 Call to Order – Procedural Matters**

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

**2.0 Design and Landmarks Committee Notes**

- 2.1 April 2, 2018
- 2.2 April 17, 2018 (special session)
- 2.3 May 7, 2018

**Chair Loosveldt** called for any revisions to the notes from the past 3 meetings. **Planning Director Denny Egner** clarified that there was not a quorum present on May 7 and so that was not an official meeting for which notes were necessary. No changes were proposed to the notes either of the April meetings, and they were approved unanimously.

**3.0 Information Items – None**

**4.0 Audience Participation – None**

**5.0 Public Meetings – None**

**6.0 Worksession Items**

- 6.1 Downtown Design Guidelines (DDG) Assessment, Session 4  
Facilitators: Ben Weber and Matt Arnold, SERA Architects

The group continued its review of the draft materials prepared by the consultant team, looking at several of the various design elements and discussing how each one's purpose, standards, and guidance fit together to achieve the desired effect.

**7.0 Other Business/Updates – None**

**8.0 Design and Landmarks Committee Discussion Items – None**

**9.0 Forecast for Future Meetings:**

August 6, 2018	DDG Assessment, Session #6
Sept. 2018 (TBD)	Ongoing DDG Assessment
Oct. 1, 2018	Ongoing DDG Assessment

**Chair Loosveldt** adjourned the meeting at approximately 8:30 p.m.

Respectfully submitted,  
Brett Kelter, Associate Planner

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Lauren Loosveldt, Chair