



CITY OF MILWAUKIE

AGENDA

December 3, 2018

DESIGN AND LANDMARKS COMMITTEE

Milwaukie City Hall
10722 SE Main St
www.milwaukieoregon.gov

1.0 Call to Order — Procedural Matters

2.0 Meeting Notes – Motion Needed

2.1 November 13, 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 review process (continued)
Staff Person: 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:

Dec. 6, 2018 Housing Forum (6-8pm @Clackamas Community College, Harmony Campus)

Dec. 11, 2018 Comprehensive Plan Update and Discussion (6:30pm, w/ City Council, Planning Commission, & Comp Plan Advisory Committee)

Jan. 7, 2019 Regular meeting = continued work on Downtown Design Review update

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
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 Harrison St
Tuesday, November 13, 2018
6:30 PM

COMMITTEE MEMBERS PRESENT

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

STAFF PRESENT

Brett Kelter, Associate Planner (staff liaison)

MEMBERS ABSENT

Brett Laurila

1.0 Call to Order – Procedural Matters

[Prior to the meeting, the Committee had its annual update with the City Council in a special session. Then the members sat in on the Planning Commission meeting for the continuation of hearing for the City Hall remodel (land use file #HR-2018-001). Afterwards, the group convened in the fire bay at City Hall for a short meeting.]

Chair Lauren Loosveldt called the meeting to order at 8:25 p.m.

2.0 Design and Landmarks Committee Notes

2.1 November 5, 2018

Chair Loosveldt called for any revisions to the notes. No changes were suggested and the notes were approved unanimously.

3.0 Information Items

Associate Planner Brett Kelter handed out some information from the City's draft Urban Forest Plan and noted that development of a Heritage Tree program was still only at a conceptual stage. It was not yet clear whether the Committee would play a formal role in decisions about tree removal, though the Tree Board was certainly interested in having the group involved in the process of figuring out how it would all work. He confirmed that the Committee members would like to be kept in the loop as the process of developing a Heritage Tree program continues, and he agreed to do so.

4.0 Audience Participation – None

5.0 Public Meetings – None

6.0 Worksession Items

6.1 2018-19 Work Program
Staff Person: Brett Kelter, Associate Planner

Given the late hour, **Mr. Kelter** suggested that the Committee table discussion of this item until the next meeting; the group agreed.

7.0 Other Business/Updates – None

8.0 Design and Landmarks Committee Discussion Items

Mr. Kelter asked whether the members had any thoughts or feedback on either the annual update with City Council or the Planning Commission's public hearing on the City Hall remodel that they had sat in on before their own meeting.

Regarding the public hearing, there was some general discussion about the group's desire to have more decision-making authority in general, with a specific suggestion that the Committee should perhaps at least make its own presentation in public hearings (separate from the staff presentation). **Chair Loosveldt** expressed some concern that staff's summaries did not always capture the full breadth and detail of the Committee's recommendations, and there was a suggestion that staff share the draft summary for feedback from the group before finalizing it.

Mr. Kelter agreed to share the group's thoughts on these items with the Planning Director.

Chair Loosveldt also expressed some concern that, based on the annual update with City Council earlier in the evening, the Council was not fully aware of the work the Committee was doing on the Downtown Design Review update. **Mr. Kelter** explained that the Council knew the group was working on that project and that additional detail would be provided to them in a future worksession(s) when the draft document was more fully developed. He noted that it was common to have multiple worksessions with both the Planning Commission and City Council for this kind of code amendments and that the same would be true in this case.

9.0 Forecast for Future Meetings:

Dec. 3, 2018	Regular meeting—focus on DDG assessment
Dec. 6, 2018	Community Housing forum
Dec. 11, 2018	Comprehensive Plan update (w/ City Council & Planning Commission)
Jan. 7, 2019	Regular meeting

Chair Loosveldt adjourned the meeting at 9:19 p.m.

Respectfully submitted,
Brett Kelter, Associate Planner

Lauren Loosveldt, Chair