



# CITY OF MILWAUKIE

## AGENDA

September 20, 2018

### DESIGN AND LANDMARKS COMMITTEE

City Hall Council Chambers  
10722 SE Main St  
[www.milwaukieoregon.gov](http://www.milwaukieoregon.gov)

**1.0 Call to Order — Procedural Matters**

**2.0 Meeting Notes** – Motion Needed

2.1 September 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 8  
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:**

October 1, 2018	Historic Resource Review: Improvements at City Hall Worksession: Continued work on DDG Assessment
October 16, 2018	Annual Update to City Council Extra Session for work on DDG Assessment?
November 5, 2018	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**

**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 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

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Lauren Loosveldt, Chair