

**CITY OF MILWAUKIE  
DESIGN AND LANDMARKS COMMITTEE  
NOTES  
Milwaukie City Hall  
10722 SE Main St  
MONDAY, NOVEMBER 25, 2013  
6:30 PM**

**COMMITTEE MEMBERS PRESENT**

Greg Hemer, Chair  
Sherry Grau, Vice Chair  
Val Ballestrem  
Becky Ives

**STAFF PRESENT**

Li Alligood, Associate Planner (DLC Liaison)

**MEMBERS ABSENT**

None

**1.0 Call to Order – Procedural Matters**

**Chair Hemer** called the meeting to order at 6:37 p.m. and read the conduct of meeting format into the record.

**2.0 Design and Landmarks Committee Notes - None**

**3.0 Information Items**

**Li Alligood, Associate Planner**, noted that Chantelle Gamba had resigned from the DLC, and the position had been posted. The Planning Department had hired an Assistant Community Development Director/Planning Director and was holding second interviews for the Associate Planner position the first week of January.

**4.0 Audience Participation** –This is an opportunity for the public to comment on any item not on the agenda. There was none.

**5.0 Public Meetings- None**

**6.0 Worksession Items**

- 6.1 Summary: Review of DR-13-05 Design Review Meeting  
Staff Person: Li Alligood, Associate Planner

**Chair Hemer** asked the DLC members if they had any questions about the October 23, 2012, Design Review Meeting to review the expansion of the veterinary clinic at 10400 SE Main St. **The Committee** discussed the meeting and agreed that it had not been controversial and that they had felt adequately prepared and informed.

- 6.1 Summary: Discussion of DLC Bylaws  
Staff Person: Li Alligood, Associate Planner

**Ms. Alligood** noted that the DLC's bylaws had been adopted in 2003 and did not provide adequate direction for the Committee or staff. She had provided an annotated copy of the Planning Commission bylaws for review and discussion.

**The Committee** discussed the Planning Commission directed staff to return with the following revisions:

- Article II.C: Draft an objective for DLC review and discussion
- Article III.E: Committee members should be expected to attend 75% of scheduled meetings each calendar year.
- Article V.A: Procedure for meetings lasting later than 10:00 p.m. should be retained.
- Article V.B: Procedures for tie votes should be retained.
- Article V.D: Evaluate options for voting when only 3 of 5 members were present.
- Article VII.D: Determine whether this language is required, or if there are specific considerations for the DLC as a recommending body.

**7.0 Other Business/Updates- None**

**8.0 Design and Landmarks Committee Discussion Items-**

**The Committee** discussed the regularly scheduled January meeting, and determined that if TriMet were not prepared to present at the meeting it would be cancelled.

**9.0 Forecast for Future Meetings:**

- |                  |  |
|------------------|--|
| January 6, 2014  | 1. Worksession: Kellogg Lake Bike/Ped Bridge Lighting Design (tentative) |
|                  | 2. Worksession: Officer Elections  |
|                  | 3. Worksession: Discussion of DLC Bylaws                                 |
| February 3, 2013 | 1. TBD   |

Meeting adjourned at approximately 8:15 p.m.

Respectfully submitted,

Li Alligood, Associate Planner

Greg Hemer, Chair