



## **AGENDA**

### **MILWAUKIE DESIGN AND LANDMARKS COMMITTEE**

**Monday, July 7, 2014, 6:30 PM**

**CITY HALL CONFERENCE ROOM**

**10722 SE MAIN ST**

- 1.0 Call to Order—Procedural Matters**
- 2.0 Meeting Notes**—Motion Needed
- 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: 2014-15 Work Program  
Presenters: Li Alligood, Associate Planner
  - 6.2 Summary: DLC Bylaws Update  
Presenters: Li Alligood, Associate Planner
  - 6.3 Summary: Light Rail Design Update  
Presenters: Li Alligood, Associate Planner
- 7.0 Other Business/Updates**
  - 7.1 August Meeting
- 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:**
  - August 4, 2014      1. TBD
  - September 1, 2014      1. Labor Day – need to reschedule or cancel

### 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@ci.milwaukie.or.us](mailto:planning@ci.milwaukie.or.us). Thank You.
2. **DESIGN AND LANDMARK COMMITTEE MEETING MINUTES.** Approved DLC Minutes can be found on the City website at [www.cityofmilwaukie.org](http://www.cityofmilwaukie.org)
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at [www.cityofmilwaukie.org](http://www.cityofmilwaukie.org)
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 Landmark 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:**

Sherry Grau, Chair  
Val Ballestrem, Vice Chair  
James Fossen

#### **Planning Department Staff:**

Dennis Egner, Planning Director  
Li Alligood, Associate Planner  
Brett Kelter, Associate Planner  
Vera Kolas, Associate Planner  
Marcia Hamley, Administrative Specialist II  
Alicia Martin, Administrative Specialist II



**To:** Design and Landmarks Committee  
**Through:** Dennis Egner, Planning Director  
**From:** Li Alligood, Associate Planner  
**Date:** June 30, 2014, for July 7, 2014, Worksession  
**Subject:** 2014-2015 Work Program

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## **ACTION REQUESTED**

Review and comment on the draft Design and Landmarks Committee work program for 2014-15. The Committee is scheduled to meet with City Council to discuss this program on August 19, 2014.

## **BACKGROUND INFORMATION**

The City Council and Design and Landmarks Committee (DLC) meet annually to discuss the DLC's work program.

The DLC serves the City by reviewing and advising on matters of urban design, architecture, historic preservation, and compliance of projects in the downtown zones with the Downtown Design Guidelines, according to the provisions of the Comprehensive Plan and Zoning and Sign Ordinances. It does this by making recommendations to the Planning Commission regarding development in downtown Milwaukie, reviewing and recommending appropriate design guidelines and design review processes and procedures to the City Council. Planning staff works closely with the Committee to make progress in all of these areas.

### **A. History of Prior Actions and Discussions**

- **August 2013:** DLC met with Council to review the Committee's 2013-14 Work Program.
- **August 2012:** DLC met with Council to review the Committee's 2012-13 Work Program.
- **July 2011:** DLC met with Council to review the Committee's 2011-12 Work Program.
- **August 2009:** DLC met with Council to review the Committee's 2009-10 Work Program.

- **May 2007:** DLC met with Council to review the Committee's 2007-08 Work Program.

## B. Staff Support of the Committee

The City's adopted budget includes limited staff time for support of the DLC. Staff support of the Committee includes scheduling and staffing monthly meetings, providing information about projects before the DLC, preparing materials for DLC meetings, providing public notice about those meetings, and drafting meeting minutes for DLC review and approval.

Staff supports the DLC's interest in creating a more robust historic preservation program; however, unless directed by Council to pursue these activities, staff has limited capacity to support them.

## ATTACHMENTS

Attachments are provided as indicated by the checked boxes. All material is available for viewing upon request.

	DLC Packet	Public Copies	E- Packet
1. Adopted 2013/14 Work Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Proposed 2014/15 Work Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Key:

DLC Packet = paper materials provided to Design and Landmarks Committee 7 days prior to the meeting.

Public Copies = paper copies of the packet available for review at City facilities and at the Design and Landmarks Committee meeting.

E-Packet = packet materials available online at <http://www.milwaukieoregon.gov/planning/design-and-landmarks-committee-37>.

***Milwaukie Design and Landmarks Committee******2013/14 WORK PROGRAM Proposed******Council concurred on August 20, 2013*****Accomplishments of 2012/13**

Between August 2012 and August 2013, the DLC met seven times and saw some turnover in membership. Scott Barbur and Jim Perrault left the committee in April 2013. Val Ballestrom and Sherry Grau were appointed to the committee on July 16, 2013.

During the past year, the Committee has wrapped up the Storefront Façade Improvement Program; participated in historic preservation education and training activities; stayed abreast of State requirements related to elections law and ethics; and provided City staff with recommendations on the design of the Adams Street Connector lanterns.

**Work Program for 2013-14**

The following is a summary of the projected DLC activities for 2013-14:

1. Downtown Design Review. For development proposals in Downtown zones, conduct public design review meetings to advise the Planning Commission on implementation of the Downtown Design Guidelines. Anticipated proposals for the coming year include:
  - Major exterior renovations to 10400 SE Main St (Veterinary, Cancer, and Surgery Specialists)
  - Potential new building(s) or exterior renovations
2. Post-Decision Limited Design Review. Conduct design review meetings on development proposals when the Planning Commission has made design review a condition of approval or to assist with other City projects. Anticipated proposals to be reviewed in the coming year include:
  - Riverfront Park restroom
3. Historic Resources. Review of Historic Landmarks alteration or demolition, and advise the Planning Commission on applications when City approval is required by Code. There are no known proposals in the coming year.

The Committee has expressed interest in updating the City's historic resource inventory and determination of eligibility procedures, and establishing Milwaukie as a Certified Local Government (CLG). As in years past, staff is supportive of this project; it is a key component of an inactive project to update the City's outdated historic preservation ordinance. However, activating this project would

have significant impacts on staff workload. If Council directs staff to include this project in the work plan for future years, staff would likely be able to address it in 2014/15.

4. Code Revision Projects. Participate in and advise Planning staff and Planning Commission on code revisions relating to community design. Anticipated projects in the Planning Department work program for the coming year include:
  - Commercial Core Enhancement Program (CCEP) - Comprehensive Plan and code amendments related to design standards and design review in downtown and central Milwaukie, as well as the “neighborhood main streets” of 32<sup>nd</sup> and 42<sup>nd</sup> avenues.
5. Committee Training. Continue to develop the group’s understanding of the particular design elements that make Milwaukie unique; deepen the group’s knowledge of the land use review process; and stay up to date on State statutes regarding land use law and ethics for public officials.
6. Public Education. Create resources that help the general public and potential developers understand the city’s history and key design elements. Current ideas include:
  - Establish a relationship with the Historic Milwaukie NDA and other groups working in downtown Milwaukie
  - Downtown walking tour

***Milwaukie Design and Landmarks Committee******2014/15 WORK PROGRAM Proposed******For discussion July 7, 2014*****Accomplishments of 2013/14**

Between August 2013 and July 2014, the DLC met seven times and saw some turnover in membership. James Fossen was appointed to the committee on December 3, 2013. Becky Ives' term ended in March 2014, and Greg Hemer was appointed to the Planning Commission in June 2013. The Committee currently has two vacancies.

During the past year, the Committee has conducted two design review meetings; reviewed and recommended revisions to the DLC bylaws; provided after action review of Riverfront Park Phase II, stayed abreast of State requirements related to elections law and ethics; and reviewed the design of the Kellogg bike/pedestrian bridge lighting.

**Work Program for 2014/15**

The following is a summary of the projected DLC activities for 2014/15:

1. Downtown Design Review. For development proposals in Downtown zones, conduct public design review meetings to advise the Planning Commission on implementation of the Downtown Design Guidelines. Anticipated proposals for the coming year include:
  - Potential new building(s) or exterior renovations
2. Post-Decision Limited Design Review. Conduct design review meetings on development proposals when the Planning Commission has made design review a condition of approval or to assist with other City projects. Anticipated proposals to be reviewed in the coming year include:
  - Riverfront Park restroom and fountain
3. Historic Resources. Review Historic Landmark alteration or demolition and advise the Planning Commission on applications when City approval is required by Code. There are no known proposals in the coming year.

The Committee has expressed interest in updating the City's historic resource inventory and determination of eligibility procedures, and establishing Milwaukie as a Certified Local Government (CLG). As in years past, staff is supportive of this project; it is a key component of an inactive project to update the City's outdated historic preservation ordinance. However, activating this project would have significant impacts on staff workload. If Council directs staff to include this

project in the work plan for future years, staff would likely be able to address it in 2015/16.

4. Code Revision Projects. Participate in and advise Planning staff and Planning Commission on code revisions relating to community design. Anticipated projects in the Planning Department work program for the coming year include:
  - Moving Forward Milwaukie (MFM) - Comprehensive Plan and code amendments related to design standards and design review in downtown and central Milwaukie, as well as the “neighborhood main streets” of 32<sup>nd</sup> and 42<sup>nd</sup> avenues.
5. Committee Training. Continue to develop the group’s understanding of the particular design elements that make Milwaukie unique; deepen the group’s knowledge of the land use review process; and stay up to date on State statutes regarding land use law and ethics for public officials.
6. Public Education. Create resources that help the general public and potential developers understand the city’s history and key design elements. Current ideas include:
  - Establish a relationship with the Historic Milwaukie NDA and other groups working in downtown Milwaukie
  - Downtown walking tour





# MILWAUKIE

*Dogwood City of the West*

**To:** Design and Landmarks Committee

**Through:** Dennis Egner, Planning Director

**From:** Li Alligood, Associate Planner

**Date:** June 30, 2014, for July 7, 2014, Worksession

**Subject:** Design and Landmarks Committee Bylaws

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## ACTION REQUESTED

Review proposed revisions to the DLC bylaws in preparation for Council adoption.

## BACKGROUND INFORMATION

Milwaukie Municipal Code (MMC) Subsection 2.10.050.A requires the City Council to adopt bylaws for each City board, committee, or commission. The DLC's current bylaws were adopted in 2003 (see Attachment 1).

The purpose of bylaws is to establish conduct for meetings, elections of officers, filling vacancies, describing the types of officers and their duties, and other routine conduct. When Committee members or staff are unsure about the appropriate conduct, the bylaws should provide direction and clarity. According to The People's Law Dictionary, "Bylaws are, in effect a contract among members, and must be formally adopted and/or amended."<sup>1</sup>

### A. History of Prior Actions and Discussions

- **January 2014:** The DLC discussed the refined draft bylaws and voted to forward them to Council for adoption.
- **November 2013:** The DLC discussed proposed revisions to the bylaws and directed staff to refine the draft bylaws for further discussion.
- **October 2013:** The DLC reviewed the current bylaws and identified areas where they could be clarified and strengthened.
- **September 2003:** City Council adopted the current DLC bylaws.

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<sup>1</sup> *The People's Law Dictionary*. S.v. "bylaws." Retrieved April 13, 2011, from <http://legal-dictionary.thefreedictionary.com/Bylaws>

**B. Revised DLC Bylaws**

At its November 25, 2013, meeting, the Committee reviewed proposed revisions to its bylaws and provided direction to staff regarding further refinement.<sup>2</sup> Staff incorporated the revisions discussed at that meeting into the draft bylaws, and brought them to the Committee for review on January 22, 2014. At that meeting, the DLC voted to forward the bylaws to Council for adoption.

Staff wishes to review the final draft bylaws with new members of the Committee before submitting them to Council for adoption.

**NEXT STEPS**

The revised DLC bylaws are on the August 19, 2014, City Council agenda for adoption. Once the revised bylaws are adopted, they will become effective immediately.

**ATTACHMENTS**

Attachments are provided as indicated by the checked boxes. All material is available for viewing upon request.

	DLC Packet	Public Copies	E- Packet
1. DLC bylaws, adopted September 16, 2003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Draft revised DLC bylaws, dated January 17, 2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Key:**

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<sup>2</sup> The November 25, 2013, meeting materials are available at <http://www.milwaukieoregon.gov/planning/design-and-landmarks-committee-31>.

**Milwaukie Design and Landmarks Commission (DLC)****BY-LAWS**

Approved by the Design and Landmarks Commission, August 27, 2003  
**Adopted by the Milwaukie City Council on September 16, 2003**

**ARTICLE I: MEMBERS AND VOTING PROCEDURES**

1. Membership of the Commission shall be as established by the Milwaukie Municipal Code and appointed by City Council.
2. A majority of the Commission may recommend to the City Council that a member be removed from the Commission by the City Council.
3. Members are expected to attend all meetings. Failure to attend one-half or more of regularly scheduled meetings in a six-month period shall be grounds for a recommendation for removal.
4. If a quorum is not attained fifteen minutes following the scheduled time of call to order, the meeting shall be cancelled.
5. All members who are present at Commission meetings, including the Chairperson and Vice-Chairperson, are allotted one vote each on all motions.
6. One member must make a motion and another member must second that motion in order for the Commission to vote. A motion is passed by majority of the Commission members present. Any member, including the Chairperson and Vice-Chairperson, may make and second motions.

**ARTICLE II: CHAIRPERSON AND VICE-CHAIRPERSON DUTIES/MOTIONS**

1. The Commission shall elect a Chairperson and a Vice-Chairperson. Elections shall be held yearly in January.
2. In the event that an officer cannot complete the specified term, an emergency election shall be held for the completion of the term.
3. In the event the Chairperson cannot attend a scheduled meeting, the Vice-Chairperson shall act as the presiding officer.
4. The Chairperson shall preserve the order and decorum of the meeting; direct discussion and comment to relevant issues; establish and enforce time limits for discussion and comment as appropriate; prevent attacks on personalities; and encourage citizen input.

### **ARTICLE III: MEETINGS AND PUBLIC HEARINGS**

1. Regular meetings shall be held at 6:30 p.m. on the fourth Wednesday of each month. The time and date of the meeting may be changed by a majority vote of Commission.
2. The public shall be notified of all Commission meetings by the City's general notification procedures.
3. The Planning Director or his/her designee shall be responsible for preparing the Minutes for each meeting and keeping records of the attendance.
4. The Planning Director or his/her designee shall be responsible for mailing the Agenda and all meeting materials to members and interested members of the public at least seven (7) days before the next scheduled meeting.
5. Special Meetings may be called at the request of the Chairperson or a majority of the Commission. The Planning Director shall set a special meeting on such request unless good cause exists for delaying until the next regularly scheduled meeting. Good cause may include such factors as staff availability, meeting room availability, and budgetary considerations.
6. Executive Sessions may be held consistent with City Council Meeting Provisions, Section 2.04.090 of the City of Milwaukie Code and applicable state law

### **ARTICLE IV: BY-LAWS/ CHANGES**

1. By-laws may be amended, repealed or altered by a majority of the entire Commission, subject to approval by the City Council.

**PROPOSED DRAFT****MILWAUKIE DESIGN AND LANDMARKS COMMITTEE BYLAWS****JANUARY 17, 2014****ARTICLE I NAME**

The name of this commission is the Design and Landmarks Committee (Committee).

**ARTICLE II PURPOSE, AUTHORITY, AND OBJECTIVE**

- A. **Purpose.** The purpose of the Committee is to serve as an advisory body to, and a resource for, City staff and the Planning commission on historic resource and urban design matters.
- B. **Authority.** The Committee authorized by ORS 227 and Milwaukie Municipal Code (MMC) Chapter 2.18.
- C. **Objective.** The Committee's objectives include protecting the community's values and commitment to order, harmony and quality within the built environment of downtown Milwaukie, and protection of Milwaukie's historic resources as reflected in the Comprehensive Plan.
- D. **Open Meetings.** All meetings of the Committee are open to the public.

**ARTICLE III MEMBERSHIP**

- A. **Appointment.** Each Committee member shall be appointed by the Mayor with the consent of Council, consistent with MMC 2.10.030.G. Members shall serve at the pleasure of the Council.
- B. **Term of Office.** Terms are for a period of two years. Committee members may serve no more than three consecutive full terms, unless there is an interval of at least one term prior to reappointment. The Council may waive this limitation if it is in the public interest to do so.
- C. **Membership.** The Committee consists of five members. No member may be a City of Milwaukie officer, agent, or employee. To the degree possible, one Committee member shall have demonstrated special interest, experience, training, or knowledge in the field of historic preservation or history. To the degree possible, one Committee member shall have demonstrated special interest, experience, training, or knowledge in the field of architecture, planning, landscape design, or similar field.
- D. **Vacancies and Removal.** Vacancies are filled in the same manner as the original appointments. A member of the Committee may be removed by the appointing authority, after hearing, for misconduct or nonperformance of duty.
- E. **Attendance.** Upon failure of any member to attend 75% of the scheduled meetings during a calendar year, the Committee may recommend termination of that appointment.

to the Council, and the Council may remove the incumbent from the Committee and declare the position vacant to be filled in the manner of a regular appointment.

- F. **Compensation.** Committee members shall receive no compensation for their service, but shall be fully reimbursed for all duly authorized expenses.

#### ARTICLE IV OFFICERS AND STAFFING

- A. **Officers.** The officers consist of a Chair and a Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one year. Nominations and election of new officers shall be taken from the floor at the Committee's first meeting of the calendar year. Officers may be re-elected. In the event that an officer is unable to complete the specified term, a special election shall be held for the completion of the term.
- B. **Chair.** The Chair shall preside at all deliberations and meetings of the Committee and review Committee agendas with the staff liaison. The Chair shall sign all documents memorializing Committee actions in a timely manner after action by the Committee.
- C. **Vice Chair.** During the absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform all duties and be subject to all the responsibilities of the Chair. In the absence of the Chair and Vice Chair, the remaining members present shall elect an acting Chair.
- D. **Staff.** The City of Milwaukie Planning Department will provide staff support to the Committee for: design review issues, meeting notifications, postponements, final disposition of matters, and other steps taken or acts performed by the Committee, which include administrative housekeeping functions such as word processing, minutes preparation, copying, and information gathering to the extent the budget permits.

#### ARTICLE V ORGANIZATIONAL PROCEDURES

- A. **Meetings.** The Committee shall hold meetings as necessary at a time and place designated by staff consistent with Oregon Public Meetings Law. Typically, the Committee meets once a month on the first Monday at 6:30 p.m. at City Hall. Committee meetings shall end no later than 10:00 p.m., unless extended by majority vote of the Committee members present and participating in the Agenda item that is under consideration at that time.
- B. **Quorum.** A quorum is three of the voting membership of the Committee. The concurrence of a majority of the Committee members present shall be required to decide any matter. In the case of a tie vote, the matter is not complete. One new motion may be made. If a majority vote is not obtained on that motion the agenda item fails. If a quorum is not attained fifteen minutes following the scheduled time of call to order, the meeting shall be cancelled. In the event it is known by the Planning Director (Director) prior to a meeting that a quorum will not be present at any meeting, the Director shall notify the Committee members. All items scheduled for the meeting shall be automatically continued to a regularly scheduled meeting unless the Director determines that a special meeting is needed. The Director shall post notice of the continuance on the exterior doors of City Hall notifying the public of the continuance and specifying the date and

time when the continued items will be before the Committee. The Notice shall remain through the evening on which the meeting is originally scheduled.

- C. Order of Business.** The Chair shall have the authority to arrange the order of business as is deemed necessary to achieve an orderly and efficient meeting. In general, the order of business will be as follows:
1. Call to order – Procedural Matters
  2. Minutes
  3. Information Items
  4. Audience Participation
  5. Public Meetings
  6. Worksession Items
  7. Planning Department Other Business/Updates
  8. Design and Landmarks Committee Discussion Items
  9. Forecast for Future Meetings.
- D. Voting.** All members who are present at a Committee meeting, including the Chair and Vice Chair, are allotted one vote each on all motions. A motion may be made by any Committee member with the exception of the presiding officer. All Committee members, when a vote is taken, shall vote unless he or she abstains from voting and cites the reason for the record. Staff shall call the roll, altering the order of members called. The Chair shall vote last.
- E. Reconsideration of Actions Taken.** A member who voted with the majority may move for a reconsideration of an action at the same meeting only. The second of a motion may be a member of the minority. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Committee.
- F. Minutes.** A staff representative or designee shall be present at each meeting and shall provide for a sound, video, or digital recording, or written minutes of each meeting. The record of the meeting, whether preserved in written minutes or sound, video, or digital recording, shall include at least the following information:
1. Names of the Committee members present;
  2. All motions and proposals, and their disposition;
  3. The results of all votes and the vote of each Committee member by name;
  4. The substance of any discussion on any matters; and,
  5. A reference to any document discussed at the meeting;
  6. Written minutes need not be a verbatim transcript, but give a true reflection of the matters discussed at the meeting and the views of the participants.
  7. Written minutes of a meeting will be made available to the public within a reasonable time after the meeting.
  8. Minutes shall be reviewed and voted upon by the Committee at a regular meeting.
- G. Repeal or Amendments.** The Committee may review these bylaws periodically and forward suggested revisions to the Council for approval. These bylaws may be repealed or amended, or new bylaws may be adopted by a majority vote of the Council on its own initiative, or upon a recommendation from the Committee.

- H. **Meeting Conduct.** The meeting conduct for this Committee is these bylaws except where superseded by or local, state, or federal law.

## ARTICLE VI DUTIES OF OFFICERS

- A. **Duties of the Chair.** The Chair or Vice Chair, in addition to the duties in Article IV, shall preserve the order and decorum of the meeting.
1. The Chair may assess the audience at the beginning of the meeting, and, with the consent of the Committee, announce reasonable time limits.
  2. The Chair will direct the planning staff to summarize the issues to be addressed and the criteria to be applied by the Committee during its deliberations, following the conclusion of public meeting testimony.
  3. The Chair will summarize the meeting results at the conclusion of the public meeting.
- B. **Requesting Response and Opinion.** The Chair will ask for response and opinion from the members of the Committee.
- C. **Appointments to Specific Projects on Committees.** The Chair may appoint Committee members to specific projects or committees, and may select a Committee member to be spokesperson for the Committee when the Chair or Vice Chair is unavailable.
- D. **Confer with Director.** The Chair or Vice Chair shall confer with the Director on a regular basis outside scheduled meetings concerning the direction each expects of the Committee.
- E. **Orientation of New Members.** The Chair, in conjunction with the Director, shall orient new members.

## ARTICLE VII DUTIES OF THE COMMISSION

- A. **Duty of Committee Member.** Committee members shall address all those who come before the Committee in a formal and courteous manner.
- B. **Absence From a Meeting.** If a Committee member is unable to attend a meeting, it is that Committee member's responsibility to inform the Community Development staff and/or the Committee Chair of that fact prior to the meeting to be missed.
- C. **Site Visits.** Prior to Committee meetings, Committee members are encouraged to visit sites that are subjects for design review actions. If a Commissioner visits a site, he or she shall report on the record any information gained from the site visit that is not consistent with the information included in the application or staff report.
- D. **Method of Handling Conflicts by Members.** In accordance with ORS 244.135: (1) A member of the Committee shall not participate in any Committee proceeding in which any of the following has a direct or substantial financial interest:



1. The Committee member or the spouse, brother, sister, child, parent, father-in-law, or mother-in-law of the Committee member;
2. Any business in which the Committee member is then serving or has served within the previous two years; or
3. Any business with which the Committee member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.
4. Any actual or potential interest shall be disclosed at the meeting of the Committee where the action is being taken.

**E. Meeting Preparation.** Committee members shall prepare for participation at a meeting by fully reviewing the staff report and materials provided by the planning staff. If a Committee member is unable to attend a public meeting on an application that is continued to another meeting, the Committee member shall not take part in the continuance hearing unless the Committee member:

1. Reviews the staff report and materials provided by the planning staff as well as:
  - a. All materials submitted at the public meeting, and
  - b. Any additional materials prepared by the Planning staff applicable to the application, and
  - c. Either the audio recording of the meeting or the draft minutes of the meeting.
2. Declares that they are prepared to participate.

**F. Duties Assigned by Council.** The Committee shall carry out the duties assigned to it by Council.

## **ARTICLE VIII GOALS AND OBJECTIVES**

**A. Annual Goal Review.** The Committee shall review the Council goals annually for establishment of Committee goals which enhance and augment those of the Council.

**B. Establishment of Commission Goals.** The Committee shall establish goals, at a minimum, annually.