



AGENDA

MILWAUKIE DESIGN AND LANDMARKS COMMITTEE Monday, August 3, 2015, 6:30 PM

CITY HALL CONFERENCE ROOM
10722 SE MAIN ST

- 1.0 **Call to Order—Procedural Matters**
- 2.0 **Meeting Notes**—Motion Needed
 - 2.3 June 1, 2015
- 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: Finalize 2015-2016 Work Program
Presenters: Li Alligood, Senior Planner
- 7.0 **Other Business/Updates**
 - 7.1 Vice Chair Elections
 - 7.2 September 7 meeting—reschedule or cancel?
- 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:**
 - September 7, 2015 1. Labor Day—need to reschedule
 - October 5, 2015 1. TBD

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. Thank You.
2. **DESIGN AND LANDMARK COMMITTEE MEETING MINUTES.** Approved DLC Minutes can be found on the City website at www.cityofmilwaukie.org
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at 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
Adam Argo
Natalia D'Onofrio
James Fossen

Planning Department Staff:

Denny Egner, Planning Director
Li Alligood, Senior Planner
Brett Kever, Associate Planner
Vera Koliass, Associate Planner
Marcia Hamley, Administrative Specialist II
Alicia Martin, Administrative Specialist II

**CITY OF MILWAUKIE
DESIGN AND LANDMARKS COMMITTEE
NOTES**

**Milwaukie City Hall
10722 SE Main St
Monday, June 1, 2015
6:30 PM**

COMMITTEE MEMBERS PRESENT

Sherry Grau, Chair
Adam Argo
Natalia D'Onofrio

STAFF PRESENT

Li Alligood, Senior Planner (DLC Liaison)
Vera Koliass, Associate Planner

MEMBERS ABSENT

James Fossen

1.0 Call to Order – Procedural Matters

Chair Grau called the meeting to order at 6:30 p.m. and read the conduct of meeting format into the record.

**Note: The information presented constitutes summarized minutes only. The meeting audio is available from the Planning Department upon request.*

2.0 Design and Landmarks Committee Notes – None.

3.0 Information Items

Ms. Alligood noted that there were interviews scheduled for vacant Planning Commission positions, and some interviewees were also interested in the Committee.

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: After-action Review for Reliable Credit Parking Lot Wall Design
Staff Person: Vera Koliass, Associate Planner

Ms. Koliass provided an overview of the proposal approved by DR-14-07. A condition of approval required DLC review and selection of a preferred wall design for the proposed parking

Tom Sisul, Sisul Engineering noted that the design team had looked at a number of options and envisioned the parking lot acting as a spillover for the Farmers Market or other outdoor events. Option 4 provided for midblock pedestrian access for that type of use.

Ben Ngan, Nevue Ngan Associates provided an overview of the planting plan for the parking lot. He noted that there would be climbing vines and plants selected for the screens along the parking lot frontage.

The DLC unanimously selected Option 4 "Weekend Market" as the preferred design alternative. The Committee added that on-going maintenance is required to ensure that the landscaping is maintained in good condition and that the seat wall should be designed with a curved or slightly rounded top to prevent loitering.

6.2 Summary: 2015-2016 Work Program
Staff Person: Li Alligood, Senior Planner

Ms. Alligood presented a draft work program for 2015-2016. It included tasks that must be completed, such as downtown design review, as well as additional projects or opportunities for input and training. The Committee was scheduled to meet with City Council on August 18 to discuss the work program.

The Committee discussed the draft work program and agreed with it, with the addition of an item stating that the DLC would be available to provide guidance to staff in all areas of design in downtown, including proposals for the public right of way.

7.0 Other Business/Updates

7.1 DLC Notebook Update Pages

Ms. Alligood distributed updated pages for the DLC notebooks.

7.2 July Meeting

The Committee cancelled the July 6 meeting.

8.0 Design and Landmarks Committee Discussion Items

9.0 Forecast for Future Meetings:

July 6, 2015	1. Cancelled
August 3, 2015	1. Public Meeting: None
	2. Worksession: 2015-2016 Work Program

Meeting adjourned at approximately 7:30 p.m.

Respectfully submitted,

Li Alligood, Senior Planner

Sherry Grau, Chair



To: Design and Landmarks Committee
Through: Dennis Egner, Planning Director
From: Li Alligood, Senior Planner
Date: July 27, 2015, for August 3, 2015, Worksession
Subject: 2015-2016 DLC Work Program

ACTION REQUESTED

Finalize the draft Design and Landmarks Committee work program for 2015-16. The Committee is scheduled to meet with City Council to discuss this program on August 18, 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

- The Committee discussed the draft work program on June 1, 2015, and directed staff to include language clarifying the Committee's interest in providing general design guidance to City staff regarding projects in downtown Milwaukie.
- Annual meeting with City Council to discuss the work program from 2011 to 2014.
- Biannual meetings with City Council to discuss the work program from 2007 to 2011

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.

C. Draft Work Program

The draft work program includes the revisions requested by the Committee on June 1 (See Attachment 1). The DLC may suggest additional educational activities, request additional trainings, or otherwise refine the work program.

Any project proposed by the DLC will need to be largely undertaken by the DLC, with limited support from staff.

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. Proposed 2015-16 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-49>.

Milwaukie Design and Landmarks Committee

2015-16 *PROPOSED* WORK PROGRAM

For discussion with Council on August 18, 2015

Accomplishments of 2014-15

Between August 2014 and June 2015, the DLC met 7 times and saw some turnover in membership. There are currently 4 members: Adam Argo, James Fossen, Sherry Grau, and Natalia D'Onofrio. There is currently 1 vacancy.

During the past year, the Committee has conducted two design review meetings; provided input in the draft downtown and central Milwaukie design standards proposed by the Moving Forward Milwaukie project; provided input regarding the design of the Kellogg bike/pedestrian bridge connections; and conducted after-action review of the Reliable Credit parking lot design.

Work Program for 2015-16

The following is a summary of the projected DLC activities for 2015-2016:

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 in the light rail station area. Although no specific proposals have been received, there is a significant amount of interest in downtown Milwaukie.
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 large 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.
4. Comp Plan and 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) – Continuation code amendments related to development and design standards in the “neighborhood main streets” of 32nd and 42nd avenues.
 - Comprehensive Plan – the first significant update since the Comprehensive Plan was adopted in 1989. Components of the update could include the Historic Resources Inventory.
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. Potential projects and resources include:
 - Working with staff to update the Downtown Design Guidelines document to incorporate photos and images that more clearly illustrate the recommended approach to downtown building design.
 7. General Design Guidance. As requested and appropriate, provide guidance to staff in all areas of design in downtown, including proposals for the public right-of-way.