



AGENDA

MILWAUKIE DESIGN AND LANDMARKS COMMITTEE Monday, March 7, 2016, 6:30 PM

**CITY HALL CONFERENCE ROOM
10722 SE MAIN ST**

- 1.0 Call to Order—Procedural Matters**
- 2.0 Meeting Notes—Motion Needed**
 - 2.1 February 1, 2016
- 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: Downtown Design Guidelines Update, Part 1 (Milwaukie Character)
Presenters: Brett Kolver, Associate Planner
- 7.0 Other Business/Updates**
- 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:**
 - April 4, 2016 1. Downtown Design Guidelines Update, Part 2 (Pedestrian Emphasis)
 - May 2, 2016 1. Downtown Design Guidelines Update, Part 3 (Architecture Guidelines)

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
James Fossen, Vice Chair
Chip Addabbo
Scott Jones
Lauren Loosveldt (pending appointment March 15, 2016)

Planning Department Staff:

Denny Egner, Planning Director
(vacant), Senior Planner
Brett Kever, Associate Planner
Vera Koliass, Associate Planner
Alicia Martin, Administrative Specialist II

**CITY OF MILWAUKIE
DESIGN AND LANDMARKS COMMITTEE
NOTES
Milwaukie City Hall
10722 SE Main St
Monday, February 1, 2016
6:30 PM**

COMMITTEE MEMBERS PRESENT

Sherry Grau, Chair
James Fossen, Vice Chair
Scott Jones
Chip Addabbo

STAFF PRESENT

Li Alligood, Senior Planner (DLC Liaison)
Brett Kelper, Associate Planner

MEMBERS ABSENT

None

1.0 Call to Order – Procedural Matters

DLC Member James Fossen called the meeting to order at 6:30 p.m. and read the conduct of meeting format into the record.

The Committee proceeded to item 3.0.

2.0 Design and Landmarks Committee Notes

2.1 February 2, 2015

2.2 March 9, 2015

2.3 August 3, 2015

DLC Member Fossen moved to approve the February 2, March 9, and August 3, 2015, meeting notes as presented. **DLC Member Addabbo** seconded. The motion passed unanimously.

3.0 Information Items

Li Alligood, Senior Planner, noted that her last day with the City was February 10. **Brett Kelper, Associate Planner**, would be acting as the DLC liaison for a few months.

Councilor Wilda Parks, Ms. Alligood, and Mr. Kelper had interviewed an applicant for the DLC earlier in the evening. It was likely that the applicant would be appointed to the DLC in February or March, and the committee would have full membership.

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

DLC Chair Sherry Grau arrived at 6:40 p.m.

6.0 Worksession Items

- 6.1 Summary: 2016 Projects
Staff Person: Li Alligood, Senior Planner

Ms. Alligood reviewed the staff report, which provided an overview of the DLC's 2015-2016 work program. A key project identified by the DLC was updating the Downtown Design Guidelines (DDG) document. The images were outdated and, in some cases, illustrated development that was not desired in downtown Milwaukie.

- City staff could provide limited support, but the Committee would need to organize the effort.
- Staff would update the "Introduction" section of the document, which referenced the Downtown and Riverfront Framework Plan and the zoning ordinance. This section was outdated due to the adoption of the downtown plan and code amendment package in September 2015.
- The guidelines would not be revised as part of the project, but the document formatting and images could be changed.

The Committee discussed potential approaches to updating the DDG and determined that:

- DLC meetings would be "working" meetings, during which the Committee would review sections of the DDG document and identify those images to be replaced.
- Each meeting would be dedicated to one section of the DDG, beginning with "Milwaukie Character."
- The Committee would gather photos that more accurately represented the desired character of development in downtown Milwaukie.
- The goal was to complete the updates by the end of 2016.

7.0 Other Business/Updates

- 7.1 Notebook update pages

The Committee received update pages including the revised MMC 19.304 Downtown Zones.

8.0 Design and Landmarks Committee Discussion Items – None

The Committee returned to item 2.0.

9.0 Forecast for Future Meetings:

- | | |
|---------------|--|
| March 7, 2016 | 1. Worksession: DDG review: Milwaukie Character guidelines |
| April 4, 2016 | 1. Worksession: DDG review: Pedestrian Emphasis guidelines |

Meeting adjourned at approximately 7:15 p.m.

Respectfully submitted,

Li Alligood, Senior Planner



MILWAUKIE

Dogwood City of the West

To: Design and Landmarks Committee
Through: Dennis Egner, Planning Director
From: Brett Kolver, Associate Planner
Date: February 29, 2016, for March 7, 2016, Worksession
Subject: Downtown Design Guidelines Update – Part 1

ACTION REQUESTED

None. This report is preparation for the Committee's first worksession focused on updating the Downtown Design Guidelines (DDG) document.

BACKGROUND INFORMATION

A. History of Prior Actions and Discussions

- **February 1, 2016:** Staff discussed the Downtown Design Guidelines (DDG) update project with the Committee and proposed a multi-part process for the next 5 or 6 months.
- **August 3, 2015:** The Committee discussed and finalized the proposed 2015-2016 DLC Work Program, including the item concerning a DDG update.

B. Need for DDG Update

The *Milwaukie Downtown Design Guidelines* (DDG) document was adopted in 2003 to illustrate the downtown design review process and desired character of development in downtown Milwaukie. Over the years, staff and the Committee have identified several issues with the DDG:

- The format of the document is outdated and not user-friendly.
- The "Milwaukie Character" category and guidelines are vague and difficult for applicants to understand and for the Committee to apply.
- In many cases, visual examples shown are from larger cities or from places with much a more intact historical context, and do not accurately illustrate the desired outcome.
- In some cases, the "Recommended" visual examples demonstrate an approach that is not permitted by the relevant regulations.

DOWNTOWN DESIGN GUIDELINES

At the February 2016 meeting, staff and the Committee discussed an approach to updating the document. The primary effort will include identifying those images that should be replaced to more clearly illustrate the intended outcome. The group agreed to start with the first of five categories, for “Milwaukie Character,” which is described through the following 10 guidelines:

1. Reinforce Milwaukie’s Sense of Place
2. Integrate the Environment
3. Promote Linkages to Horticultural Heritage
4. Establish or Strengthen Gateways
5. Consider View Opportunities
6. Consider Context
7. Promote Architectural Compatibility
8. Preserve Historic Buildings
9. Use Architectural Contrast Wisely
10. Integrate Art

For discussion on March 7, Committee members should consider the following questions:

- Which specific images in the “Milwaukie Character” section should be updated?
- Are there passages of text that would benefit from minor edits to improve clarity, both for future applicants and the Committee?

The following definition of “Milwaukie Character” was developed by the Committee in 2010 and may be a useful guide in evaluating the effectiveness of the current text for this section:

“Milwaukie is a historic, family-oriented small town with a wealth of natural and cultural features. It is the gateway between Portland and rural Clackamas County, and shares amenities with each. The historic downtown is compact, pedestrian-friendly, and people-oriented. An eclectic collection of architectural styles reflect periods of prosperity, and the numerous brick, stone, stucco, and wood buildings reflect the local materials. The city’s streams, springs, and lakes are its defining landscape features, as is its location on the Willamette River. The residents enjoy access to nature and the numerous green spaces in the downtown area. The community is proud of its history and excited about its future, and has high expectations for the quality and design of new development in downtown Milwaukie.”

At the same time, the Committee can take this opportunity to begin considering the overall layout of the DDG, noting any ideas for adjusting the format to make it more accessible.

ATTACHMENTS

None