

**CITY OF MILWAUKIE
DESIGN AND LANDMARKS COMMITTEE
MINUTES
Milwaukie City Hall
10722 SE Main Street
WEDNESDAY, SEPTEMBER 5, 2012
6:30 PM**

COMMITTEE MEMBERS PRESENT

Greg Hemer, Chair
Jim Perrault, Vice Chair
Scott Barbur
Chantelle Gamba
Becky Ives

STAFF PRESENT

Li Alligood, Associate Planner (DLC Liaison)

1.0 Call to Order – Procedural Matters*

Chair Greg Hemer called the meeting to order at 6:35 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 Minutes

There were no minutes for review.

3.0 Information Items

There were no information items.

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

There were no public meetings scheduled.

6.0 Worksession Items

6.1 Summary: Recap of goals discussion with City Council
Staff: Li Alligood

Ms. Alligood provided an overview of the work program shared with Council at the August 7, 2012, joint meeting with the DLC.

- **Chair Hemer** asked the Committee if the members approved of the goals, specifically regarding pursuing Certified Local Government (CLG) status for the City, and establishing relationships with other groups working downtown in order to build support for historic preservation.
 - **The Committee** unanimously agreed to pursue the goals as written.
 - **DLC Member Ives** clarified that the goal should be specific to building support for a stronger historic preservation program. **The Committee** agreed.

The Committee asked Ms. Alligood to provide an overview of the CLG program and the City's existing historic preservation regulations for a future meeting.

6.2 Summary: Elections law overview
Staff: Li Alligood

Ms. Alligood provided an overview of election law via a PowerPoint presentation prepared by the City Attorney.

- Committee members should err on the side of caution and not take any position on a candidate or issue while acting as a member of the DLC
- In their personal time, they were free to take positions as long as they stated that their opinions or participation in election activities was in their personal time rather than as a DLC member.
- **The Committee** asked whether it was appropriate for a DLC member to testify in support of or opposition to an issue when the DLC was being represented at the same meeting, and suggested that if a DLC member had another item on an agenda that they would like to comment on, a different DLC member should speak on behalf of the DLC.

6.3 Summary: Façade improvement program debrief
Staff: Li Alligood

Ms. Alligood reviewed the projects funded through the City's pilot façade improvement grant program via PowerPoint presentation.

- The DLC had reviewed 16 applications and approved 9; had committed almost \$49,000 of the \$50,000 available.
- The projects were largely complete, with the exception of the planter at 10600 SE McLoughlin.

The Committee agreed that the program had been very positive for downtown.

Ms. Alligood asked the Committee for feedback regarding the success of the program design, application review, and administration. **The Committee** made the following comments:

- Suggested that Ms. Alligood get feedback from the applicants about their experience with the program.
- Empowering the DLC as a decision maker rather than staff was helpful and allowed staff to administer the regulatory aspects of the program more effectively.
- Members of the DLC promoted the program to downtown business and property owners, and felt that the high subscription rate was related to that promotion.
- Meganne Steele of Metro attended the first façade grant application review and provided a helpful framework for DLC decisions, and urged them to set a high bar. The Committee appreciated that support and direction.

DLC Member Gamba noted that at least one façade improvement grant recipient had been very frustrated by the reimbursement process.

- **Ms. Alligood** noted that the Planning Department applied regulations to private properties, which was often an unpopular position. Seven façade grant reimbursements had been processed without incident, but one grant recipient had found the process very challenging due to the procedural requirements.

7.0 Planning Department Other Business/Updates

7.1 Planning Department staffing

Ms. Alligood provided an update on new staff in the Planning Department. Stephen Butler had been hired as the new Planning Director, and would begin in the position on September 17. Associate Planner Ryan Marquardt had been promoted to the Senior Planner position, and one more planner would be hired.

7.2 October meeting

The Committee had requested ethics training, which had been scheduled as a joint worksession with the Planning Commission on October 23. An additional worksession item had been added to that meeting's agenda.

Ms. Alligood asked if the Committee would like to reschedule the regular October meeting from the 1st to the 23rd. **The Committee** agreed.

8.0 Design and Landmarks Committee Discussion Items

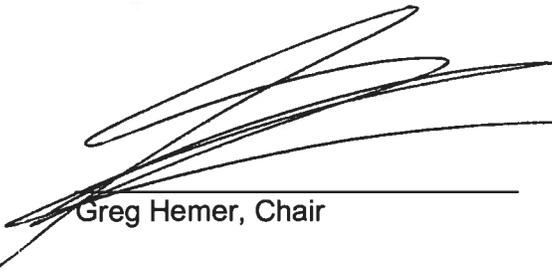
9.0 Forecast for Future Meetings:

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| October 23, 2012 | 1. Worksession (joint with PC): Ethics training |
| | 2. Worksession (joint with PC): Downtown zoning and PAR updates |
| November 5, 2012 | 1. Worksession: Certified Local Government (CLG) status |
| | 2. Worksession: City historic resources regulations |

Meeting adjourned at approximately 8:35 p.m.

Respectfully submitted,

Li Alligood, Associate Planner



Greg Hemer, Chair