

Cynthia Schuster Chair 5.6.19

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

**Milwaukie City Hall  
10722 SE Harrison St  
Monday, April 1, 2019  
6:30 PM**

**COMMITTEE MEMBERS PRESENT**

Lauren Loosveldt, Chair  
Cynthia Schuster, Vice Chair  
Mary Neustadter  
Brett Laurila

**STAFF PRESENT**

Brett Kelter, Associate Planner (staff liaison)

**OTHERS PRESENT**

None

**MEMBERS ABSENT**

Kyle Simukka

**1.0 Call to Order – Procedural Matters**

**Chair Lauren Loosveldt** called the meeting to order at 6:33 p.m.

**2.0 Design and Landmarks Committee Notes**

2.1 March 4, 2019

**Chair Loosveldt** called for revisions to the notes; there were none, and the notes were approved unanimously.

**3.0 Information Items**

**Associate Planner Brett Kelter** reminded the group of the April 30 volunteer appreciation dinner at the Milwaukie Center and encouraged them all to attend.

He reviewed the agenda and asked whether the group wanted to address any items out of order, given that the bulk of the evening's discussion would focus on the ongoing design review work. The members agreed to proceed through the regular agenda order but to aim to wrap up the design review discussion at 7:45 p.m. in order to address the final items and end the meeting at 8:00 p.m.

**4.0 Audience Participation – None**

**5.0 Public Meetings – None**

**6.0 Worksession Items**

6.1 Downtown Design Review process (continued)  
Staff Person: Brett Kelter, Associate Planner

**Mr. Kelter** outlined a timeline and ideas for getting the new code adopted, suggesting that public hearings would need to begin by September in order to get things adopted by the end of the year. He committed to providing a working draft of the new document at the May meeting and said that the summer might be a good opportunity for worksessions with the Planning Commission and City Council. It might also be useful to convene a focus group of developers and designers during the summer, to have some of the people who might be most affected by the new standards review them and provide feedback.

**Chair Loosveldt** asked whether there might be an opportunity to engage the consultant team to help prepare for the Planning Commission sessions. She asked whether the code amendments would be presented for adoption as a package or in phases; **Mr. Kelter** answered that the shape of the working draft might influence the approach but that the amendments would most likely be presented as a package. He noted that the group's review of the revised working draft would need to move much more quickly if they were to stay on track for adoption by the end of 2019 and wondered if making it a Google-doc type of shared document might be an effective way to facilitate the group's discussion between meetings. **Committee Member Brett Laurila** suggested that it would be more effective to have face-to-face discussion at each meeting, with each member preparing in advance on their own. The group agreed.

**Chair Loosveldt** suggested that it would be useful and important to use the "track changes" tool or find some other way to show what changes were being proposed. Perhaps one of the earlier matrices could be included as part of the storytelling about or framing of the proposed changes. **Mr. Kelter** indicated that he was still in the process of figuring out how to best highlight the changes being proposed without getting too bogged down in the minutiae, and he agreed that it would be important to find an effective way to explain the changes.

**Committee Member Mary Neustadter** observed that, with Chair Loosveldt stepping down after this meeting to join the Planning Commission, it was important to fill the new opening as soon as possible and get someone up to speed to help with the work. **Mr. Kelter** confirmed that the City Recorder's office was handling the recruitment for a new member, and he made a note to get an update on the recruitment process.

**Mr. Laurila** asked that the meeting notes reflect as clear a timeline as possible for moving toward adoption of the new code. In response, **Mr. Kelter** outlined the following potential dates:

- **May 6 DLC meeting** – Portion of working draft provided 1 week before meeting
- **June 3 DLC meeting** – Entire working draft available
- **June 25** – Joint worksession with Planning Commission
- **July 2** – Joint worksession with City Council
- **July 9** – Joint worksession with Planning Commission
- **July/August** – Focus group session(s) with stakeholders
- **September 10** – Initial public hearing with Planning Commission (for recommendation)
- **November 5** – Initial public hearing with City Council (for adoption)
- **End of 2019** – Target for final adoption of code amendments

These suggested dates are tentative and will be adjusted as needed.

The group turned its attention back to the draft document and list of outstanding questions, picking up where it left off at the last meeting.

## **J. Rooftop Equipment Screening**

- For Standard B, "public view" is understood in the design review context to mean the pedestrian level from across the adjacent street and not concerned with views from adjacent buildings. An elevation of the building section would be a standard tool that could be required to demonstrate that the rooftop equipment was not visible.
- For mechanical equipment, the 10-ft height limitation in Standard B seems too low for some situations. It would be better to eliminate the 10-ft height limit, retain the 10-ft setback requirement, and require that either the equipment be screened or that an elevation of the building section be provided to demonstrate that the equipment will be hidden from public view. Where screening is used (Standard B-a), it should be required to be as tall as the tallest part of the equipment being screened.

- In Standard A, revise the language as follows:
  - “If visible from public view, elevator mechanical equipment or a mechanical penthouse may extend above the height limit a maximum of 16 ft, provided that a consistent exterior building material is used for the mechanical shaft or penthouse is incorporated into the architecture of the building.”

#### K. Service Areas (Screening)

- Clarify that outdoor storage is prohibited Downtown.
- Reorganize this section to be clearer and more specific in addressing each of the 3 different items being addressed: loading areas, trash/recycling enclosures, and utility structures. List general provisions that apply to all 3 as appropriate.
- Standard D is in conflict with Standard B—revise as needed to clarify that utility structures only need screening if on a public street frontage.

The discussion wrapped up for the night, to be picked up again at the next meeting.

#### 7.0 Other Business/Updates – None

- 7.1 Comments on modification to Axeltree design (DR-2019-001)  
Staff Person: Brett Kever, Associate Planner

**Mr. Kever** asked whether the members had a chance to review the information referred to them prior to the meeting, regarding the proposed window modification at the Axeltree project (2036 SE Washington St). Most had not, so they agreed to provide any comments they might have individually by the April 4 deadline.

- 7.2 Officer elections (to fill outgoing Chair position)  
Staff Person: Brett Kever, Associate Planner

**Mr. Kever** noted that tonight was Chair Loosveldt’s last meeting before moving on to a Planning Commission position. That meant the group needed to elect a new Chair. **Vice Chair Schuster** accepted a nomination for Chair, with no other candidates nominated. She was elected unanimously (with Ms. Loosveldt abstaining), leaving the Vice Chair position open. **Mr. Laurila** accepted a nomination for Vice Chair, and no other candidates were nominated; he was elected unanimously (with Ms. Loosveldt abstaining).

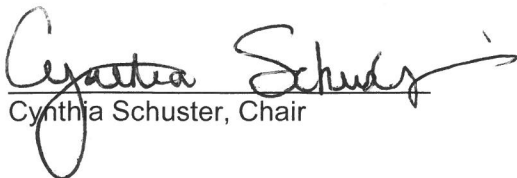
#### 8.0 Design and Landmarks Committee Discussion Items – None

#### 9.0 Forecast for Future Meetings

- |                |  |
|----------------|--|
| April 30, 2019 | Annual volunteer appreciation dinner (at Milwaukie Center) |
| May 6, 2019    | Regular meeting  |
| June 3, 2019   | Regular meeting  |

The departing **Chair Loosveldt** adjourned the meeting at 8:08 p.m.

Respectfully submitted,  
Brett Kever, Associate Planner

  
Cynthia Schuster, Chair

