

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

**Milwaukie City Hall
10722 SE Main St
Monday, February 3, 2020
6:30 PM**

COMMITTEE MEMBERS PRESENT

Brett Laurila, Vice Chair
Mary Neustadter
Tracy Orvis

STAFF PRESENT

Brett Kelter, Associate Planner (staff liaison)

OTHERS PRESENT

(none)

MEMBERS ABSENT

Cynthia Schuster, Chair
Evan Smiley

1.0 Call to Order – Procedural Matters

Vice Chair Brett Laurila called the meeting to order at 6:37 p.m.

2.0 Design and Landmarks Committee Notes

2.1 January 6, 2020

Vice Chair Laurila called for any revisions to the January meeting notes; there were none, and the notes were approved unanimously.

3.0 Information Items – None

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

Associate Planner Brett Kelter asked how the members were doing with their review of the San Francisco materials on awnings, canopies, and marquees. **Member Mary Neustadter** indicated that she had not been able to mark it up electronically but did have comments. For example, she thought canopies and marquees should be addressed separately and that repetition of language should be reduced or avoided. The members present all agreed to print the document, mark it up with their comments, scan it to create an electronic copy, and send that out to the other members by the end of the day on Thursday, February 13. **Mr. Kelter** committed to compiling the comments and including a summary or revised version in the packet materials for the March meeting.

Regarding the “menus” of choices provided for certain design elements, which Chair Cynthia Schuster had expressed interest in reviewing with the group, **Mr. Kelter** explained that he was still looking for some clarification from Chair Schuster on this item. He noted his intent to send out a draft in advance of the March meeting so the members could provide feedback.

Problems connecting with the City’s file network prevented **Mr. Kelter** from accessing some of the materials he had intended to share with the group, so he verbally walked through the talking

points of a presentation on the origins and parameters of the ongoing project to update the Downtown Design Review process. Currently, the design guidelines live in a separate document outside the code, though they are incorporated by reference. For projects that require discretionary (Type III) review, the applicant must demonstrate consistency with the purpose statements of any design standards their project does not meet as well as with any applicable design guidelines.

He recounted the committee's earlier effort to identify gaps between the 7 existing design standards and the multiple design guidelines, explaining that a key objective was to better link the standards and guidelines. When a project goes through discretionary review, the guidance should be clear and comprehensive enough to result in the approval of projects that provide the same (or better) quality of design that would be achieved through a clear and objective review against the design standards. One important clarification was that the update would do away with the separate design guidelines document, as each design element would have a purpose statement, standards, and guidance in place of separate guidelines. **Vice Chair Laurila** appreciated the insight, as he had assumed the separate guidelines document would remain in place.

Mr. Kelter agreed to provide a recap of this summary at the March meeting. Additional items on the March agenda will include a review of the San Francisco document (awnings, canopies, and marquees), discussion of the new draft of the proposed Design Review code (to be provided to the group in the packet materials one week in advance of the meeting), and discussion of the mechanics of the review process and applicability (i.e., "triggers").

7.0 Other Business/Updates

7.1 Representation on City Hall Blue Ribbon Committee (CHBRC)

Mr. Kelter explained the City's formation of a special committee to determine what should be done with the current City Hall building once the City offices move to a new location downtown. The committee will be composed of representatives from several different standing boards and committees (including the Design and Landmarks Committee) as well as from the various neighborhood areas. The question is, which member is interested in serving on the CHBRC?

Ms. Neustadter and **Member Tracy Orvis** both expressed interest but wanted to know more, particularly about whether the focus of the group would be more on historic preservation or use/redevelopment of the site in general. **Mr. Kelter** agreed to get more information about the scope as well as the time commitment and to share it with the two interested members so they could decide.

In other news, **Mr. Kelter** noted that the current terms were about to expire for three of the group's members (Chair Schuster, Ms. Neustadter, and Member Evan Smiley), with all three eligible for renewal. **Ms. Neustadter** expressed willingness to continue to serve; **Mr. Kelter** agreed to check with the two absent members and then follow up with the City Recorder.

Finally, **Mr. Kelter** informed the group about the City's new program to involve local youth in the work of several of the standing boards and committees (including this one), by appointing two youth members to each. The new youth members would be treated as regular appointees with voting rights. Those present acknowledged the potential for occasional complications with making a quorum but supported the idea in general. **Mr. Kelter** noted that interviews for youth members would be conducted on the upcoming Saturday.

8.0 Design and Landmarks Committee Discussion Items – None

9.0 Forecast for Future Meetings

March 2, 2020 Regular meeting

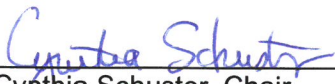
April 6, 2020

May 4, 2020 (tent.)

Vice Chair Laurila adjourned the meeting at 7:53 p.m.

Respectfully submitted,

Brett Kelter, Associate Planner



Cynthia Schuster, Chair