

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

**Milwaukie City Hall  
10722 SE Harrison St  
Tuesday, November 13, 2018  
6:30 PM**

**COMMITTEE MEMBERS PRESENT**

Lauren Loosveldt, Chair  
Cynthia Schuster, Vice Chair  
Mary Neustadter  
Kyle Simukka

**STAFF PRESENT**

Brett Kelter, Associate Planner (staff liaison)

**MEMBERS ABSENT**

Brett Laurila

**1.0 Call to Order – Procedural Matters**

[Prior to the meeting, the Committee had its annual update with the City Council in a special session. Then the members sat in on the Planning Commission meeting for the continuation of hearing for the City Hall remodel (land use file #HR-2018-001). Afterwards, the group convened in the fire bay at City Hall for a short meeting.]

**Chair Lauren Loosveldt** called the meeting to order at 8:25 p.m.

**2.0 Design and Landmarks Committee Notes**

2.1 November 5, 2018

**Chair Loosveldt** called for any revisions to the notes. No changes were suggested and the notes were approved unanimously.

**3.0 Information Items**

**Associate Planner Brett Kelter** handed out some information from the City's draft Urban Forest Plan and noted that development of a Heritage Tree program was still only at a conceptual stage. It was not yet clear whether the Committee would play a formal role in decisions about tree removal, though the Tree Board was certainly interested in having the group involved in the process of figuring out how it would all work. He confirmed that the Committee members would like to be kept in the loop as the process of developing a Heritage Tree program continues, and he agreed to do so.

**4.0 Audience Participation – None**

**5.0 Public Meetings – None**

**6.0 Worksession Items**

6.1 2018-19 Work Program  
Staff Person: Brett Kelter, Associate Planner

Given the late hour, **Mr. Kelter** suggested that the Committee table discussion of this item until the next meeting; the group agreed.

**7.0 Other Business/Updates – None**

## 8.0 Design and Landmarks Committee Discussion Items

**Mr. Kelter** asked whether the members had any thoughts or feedback on either the annual update with City Council or the Planning Commission's public hearing on the City Hall remodel that they had sat in on before their own meeting.

Regarding the public hearing, there was some general discussion about the group's desire to have more decision-making authority in general, with a specific suggestion that the Committee should perhaps at least make its own presentation in public hearings (separate from the staff presentation). **Chair Loosveldt** expressed some concern that staff's summaries did not always capture the full breadth and detail of the Committee's recommendations, and there was a suggestion that staff share the draft summary for feedback from the group before finalizing it.

**Mr. Kelter** agreed to share the group's thoughts on these items with the Planning Director.

**Chair Loosveldt** also expressed some concern that, based on the annual update with City Council earlier in the evening, the Council was not fully aware of the work the Committee was doing on the Downtown Design Review update. **Mr. Kelter** explained that the Council knew the group was working on that project and that additional detail would be provided to them in a future worksession(s) when the draft document was more fully developed. He noted that it was common to have multiple worksessions with both the Planning Commission and City Council for this kind of code amendments and that the same would be true in this case.

## 9.0 Forecast for Future Meetings:

Dec. 3, 2018	Regular meeting—focus on DDG assessment
Dec. 6, 2018	Community Housing forum
Dec. 11, 2018	Comprehensive Plan update (w/ City Council & Planning Commission)
Jan. 7, 2019	Regular meeting

**Chair Loosveldt** adjourned the meeting at 9:19 p.m.

Respectfully submitted,

Brett Kelter, Associate Planner



Lauren Loosveldt, Chair