



## AGENDA

### MILWAUKIE DESIGN AND LANDMARKS COMMITTEE Monday, July 10, 2017, 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 June 5, 2017
- 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, Session 18  
Facilitator: Brett Kelter, 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:**
  - Aug 7, 2017 Design Review meeting for DR-2017-001 (2036 SE Washington St)  
Continue work on DDG updates
  - Sept 5, 2017 (*tent.*) Continue work on DDG updates

### 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@milwaukieoregon.gov](mailto:planning@milwaukieoregon.gov). Thank You.
2. **DESIGN AND LANDMARKS COMMITTEE MEETING MINUTES.** Approved DLC Minutes can be found on the City website at [www.milwaukieoregon.gov](http://www.milwaukieoregon.gov).
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at [www.milwaukieoregon.gov](http://www.milwaukieoregon.gov).
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 Landmarks 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:**

Laurent Loosveldt, Chair  
Michael Corrente, Vice Chair  
Cynthia Schuster  
(Vacant Position)  
(Vacant Position)

#### **Planning Department Staff:**

Denny Egner, Planning Director  
David Levitan, Senior Planner  
Brett Kever, Associate Planner  
Vera Koliass, Associate Planner  
Mary Heberling, Assistant Planner  
Avery Pickard, Administrative Specialist II  
Alicia Martin, Administrative Specialist II

**CITY OF MILWAUKIE  
DESIGN AND LANDMARKS COMMITTEE  
NOTES  
Milwaukie City Hall  
10722 SE Main St  
Monday, June 5, 2017  
6:30 PM**

**COMMITTEE MEMBERS PRESENT**

Lauren Loosveldt, Chair  
Michael Corrente  
Cynthia Schuster

**MEMBERS ABSENT**

None

**STAFF PRESENT**

Brett Kelper, Associate Planner (staff liaison)

**OTHERS PRESENT**

Greg Hemer, Milwaukie Historical Society  
Michelle Hemer, Milwaukie Historical Society  
Milo Denham, Milwaukie Historical Society  
Ceci Denovo  
Sarah Silva

**1.0 Call to Order – Procedural Matters**

**Chair Lauren Loosveldt** called the meeting to order at 6:36 p.m.

**2.0 Design and Landmarks Committee Notes**

2.1 May 1, 2017

**Chair Loosveldt** called for any revisions to the notes from the May meeting. There were none, and the notes were approved unanimously.

**3.0 Information Items**

**Associate Planner Brett Kelper** thanked everyone for being flexible with the meeting location, as there had been a conflict with the truancy court using the conference room, resulting in the Committee meeting shifting over to a much smaller room within the City Manager and Recorder's office portion of City Hall.

**4.0 Audience Participation**

**Greg Hemer**, Vice President of the Milwaukie Historical Society, was joined by **Milo Denham** and **Michelle Hemer** to present information about the "Lot's Loop" walking tour the historical society is working to put together. **Mr. Hemer** handed out a brochure for the Milwaukie Museum and a map of the proposed route. The tour would be self-guided, with numbered stops extending from City Hall downtown through Milwaukie Bay Park and Island Station, around Elk Rock Island, through Oak Grove, to the Park Avenue light rail station, up the Trolley Trail, and back through downtown. Participants can start at any point along the route, and each stop marker would have a QR code that could be scanned to connect to the historical society's website for a short video about that spot. Essentially, it is an advertisement for Milwaukie and Milwaukie businesses, with sponsorship opportunities at several different dollar levels.

They were looking for the Committee's endorsement of the overall project, as well as suggestions and feedback on sign samples. **Chair Loosveldt** asked whether the signs would tie in to the larger wayfinding signage being developed for downtown. **Mr. Hemer** said that was still a question being discussed and added that they wanted to the signs to be distinct but noticeable. He added that they were looking for direction on where to place the signs, whether

in the public right-of-way, on buildings themselves, or elsewhere.

**Vice Chair Michael Corrente** suggested that the map should label the various bike trails and paths or should include them in the legend as additional points of reference. **Mr. Denham** indicated that he is working to further develop the map and hopes to coordinate with Jordan Imlah in the City Manager's office to improve it. He noted that the original idea for Lot's Loop came from a desire to improve things in Milwaukie, including to boost tourism. They have been exploring the idea to tie in the schools, as there are a number of subjects that can be addressed at the various stops (history, ecology, etc.). **Mr. Hemer** said that the Museum has previously developed two walks, the lantern walk along the Trolley Trail and a historical walk downtown—Lot's Loop is essentially a combination of those two routes, with the addition of ecological and business-related stops.

**Chair Loosveldt** was concerned about branding and how the signs would reflect on Milwaukie, in the context of ensuring that they are maintained and are clearly identified as a Milwaukie effort. Perhaps the signs could be tied in to the larger wayfinding project downtown; if not, it might be important for them to have their own brand instead of being simple signs with no logo. Consistency was a key. She wondered whether someone could develop an app that would allow smartphone users to follow the route instead of a paper map, with GPS used to locate people along the loop. With that kind of technology, it would be easier to update information. **Mr. Denham** noted that the current version of the route is a starting point ("version 1.0") and that they expected to expand and improve it over time, but they wanted to get something up and running as soon as possible. **Member Cynthia Schuster** suggested that an aluminum screened sign be considered instead of engraved plastic, for durability.

**Mr. Kelper** attempted to summarize the Committee's suggestions, noting the ideas about materials as well as logo and branding. He suggested that the historical society group talk with the Public Works Department and also coordinate with the wayfinding signage program to understand whether there was an opportunity to integrate the Lot's Loop signs. **Mr. Hemer** thanked the Committee for its suggestions and noted that their larger hope is to expand the route through all neighborhoods in the city.

## 5.0 Public Meetings – None

## 6.0 Worksession Items

- 6.1 Downtown Design Guidelines Update, cont.  
Staff Person: Brett Kelper, Associate Planner

**Mr. Kelper** introduced **Sarah Silva**, who had applied and been interviewed for one of the open spots on the Committee. She was attending to meet the members and get a feel for the group and what it is working on. The members quickly introduced themselves and **Ms. Silva** shared her background as an elementary school teacher for ELL (English Language Learners).

**Mr. Kelper** reopened the ongoing discussion of the Downtown Design Guidelines (DDG) update. **Vice Chair Corrente** unrolled a printout of the evaluation matrix he had created for comparing the guidelines with the downtown development standards. Both he and **Chair Loosveldt** had filled in their portions of the matrix; **Member Schuster** had been unable to access the online documents and **Mr. Kelper** had also not completed the matrix review. **Vice Chair Corrente** noted that so far, most of the specific evaluations had been very clear one way or another, with few "unsure" responses. **Member Schuster** suggested that the Architecture section needs to better match up with the current version of the code.

There was a suggestion that the evaluation matrix could be used by staff as a guide for preparing reports for the Committee and Planning Commission in the context of specific design

review applications. The matrix could help suggest which specific guidelines were relevant to a given project. Another suggestion was to identify the scope-of-work items that a third-party consultant could work on, to improve the way it looks and how it reads and what it conveys.

After further discussion about how to proceed, the group agreed that it was important to finish filling out the matrix, with all members looking at the entire list of elements. **Mr. Kelper** agreed to share the Word versions of the specific guidelines from the Milwaukie Character and Pedestrian Emphasis elements that the group has revised over the past year; **Vice Chair Corrente** agreed to post them to a shared online space where all members could review them and make additional suggestions. **Chair Loosveldt** agreed to try drafting a scope of work for the third-party consultant solicitation.

**7.0 Other Business/Updates – None**

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

**9.0 Forecast for Future Meetings:**

July 10, 2017	DDG revisions ( <i>continued</i> )
August 7, 2017	TBD

**Chair Loosveldt** adjourned the meeting at 8:29 p.m.

Respectfully submitted,  
Brett Kelper, Associate Planner

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Lauren Loosveldt, Chair



# MILWAUKIE

*Dogwood City of the West*

**To:** Design and Landmarks Committee  
**Through:** Dennis Egner, Planning Director  
**From:** Brett Kelper, Associate Planner  
**Date:** July 3, 2017, for July 10, 2017, Worksession  
**Subject:** Downtown Design Guidelines Update – Session 18

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## **ACTION REQUESTED**

None. This report is preparation for the Committee's ongoing efforts to update the Downtown Design Guidelines (DDG) document.

## **BACKGROUND INFORMATION**

### **History of Prior Actions and Discussions**

- **Winter 2016 - Winter 2017:** Based on the Committee's adopted DLC Work Program for 2016-17, the group drafts revisions to the guidelines of the DDG's Milwaukie Character and Pedestrian Emphasis elements
- **March 2017:** Worksession discussion with Planning Commission about DDG update

## **PROCESS TO UPDATE DOWNTOWN DESIGN GUIDELINES**

Coming out of the June 5 meeting, it seems that the following tasks are necessary to advance the cause of updating the DDG:

- Complete the evaluation matrix posted online, including both for the Building Design Standards in Milwaukie Municipal Code (MMC) Subsection 19.508.4 and the detailed Development Standards in MMC Subsection 19.304.5 (all members)
- Discuss the evaluation results, with an eye to the following:
  - How well are the guidelines reflected in the current standards?
  - Are there gaps where new standards need to be added?
- Discuss the various members' review of the revisions to the Milwaukie Character and some Pedestrian Emphasis guidelines—what further changes are needed to put these forward for interim adoption?

- Review and discuss a draft scope of work for a third-party consultant that would be enlisted to help take a closer and more comprehensive look at the current DDG (for format/layout, readability, content)

The City has received a Design Review application for redevelopment of the site at 2036 SE Washington St, for which the Committee heard an informal presentation at its May 1 meeting. The formal review and recommendation by the Committee is scheduled for its upcoming meeting in August and will be a first-hand opportunity to see how well the current downtown development and design standards reflect the design guidelines. Perhaps a portion of the July 10 discussion should focus on the design review process and what tools the members believe will be helpful in conducting that review.

## **ATTACHMENTS**

None

Note: E-Packet materials will be available online at <http://www.milwaukieoregon.gov/planning/design-and-landmarks-committee-71>.