



CITY OF MILWAUKIE

AGENDA

November 5, 2018

DESIGN AND LANDMARKS COMMITTEE

Milwaukie City Hall
10722 SE Main St
www.milwaukieoregon.gov

1.0 Call to Order — Procedural Matters

2.0 Meeting Notes – Motion Needed

2.1 October 16, 2018

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 — None

6.0 Worksession Items

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

6.2 Summary: Downtown Design Review Process (ongoing)
Facilitator: Brett Kelter, Associate Planner

7.0 Other Business/Updates

8.0 Design and Landmarks Committee Discussion Items — This is an opportunity for comment or discussion for items not on the agenda.

9.0 Forecast for Future Meetings:

Nov. 13, 2018 Annual Update to City Council (at Public Safety Building)
Extra Session for work on Downtown Design Review (at City Hall)

Dec. 3, 2018 Regular Meeting = Downtown Design Review Process

Dec. 6, 2018 Community Housing Forum (location TDB)

Dec. 11, 2018 Comprehensive Plan Update (w/ City Council & Planning Commission)

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. Thank You.
2. **DESIGN AND LANDMARKS COMMITTEE MEETING MINUTES.** Approved DLC Minutes can be found on the City website at www.milwaukieoregon.gov.
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at 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:

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

Planning Department Staff:

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

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

**Pond House
2215 SE Harrison St
Tuesday, October 16, 2018
6:30 PM**

COMMITTEE MEMBERS PRESENT

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

STAFF PRESENT

Brett Kelper, Associate Planner (staff liaison)
Denny Egner, Planning Director

OTHERS PRESENT

Joseph Edge, Planning Commissioner

MEMBERS ABSENT

Kyle Simukka

1.0 Call to Order – Procedural Matters

Chair Lauren Loosveldt called the meeting to order at 6:32 p.m.

2.0 Design and Landmarks Committee Notes

- 2.1 September 20, 2018
- 2.2 October 1, 2018

Chair Loosveldt called for any revisions to the notes from either of the past two meetings. There were no corrections suggested, and both sets of notes were approved unanimously.

3.0 Information Items

Mr. Kelper recapped the group's upcoming meeting dates. On November 5, the regular monthly meeting will be held at City Hall. On November 13, the update to City Council will be at the Public Safety Building and then the group will reconvene in the fire bay at City Hall for a special work session. On December 3, the regular monthly meeting will be at City Hall. On December 6, the Committee is invited to attend and participate in the Community Housing Forum, which will likely be at the Harmony Rd campus of Clackamas Community College. On December 11, there will be a joint session with the Committee, City Council, and Planning Commission focused on the Comprehensive Plan update process, including the housing and neighborhood hub aspects (location to be determined).

Planning Director Denny Egner noted that the Planning Commission hearing on the City Hall remodeling project (land use file #HR-2018-001) is scheduled for October 23. There was some discussion of the logistics of Committee involvement as part of the staff presentation at the hearing, whether to provide a note or have a representative attend. The members were satisfied to see the revisions to the roll-up doors provided by the architect in response to comments from the October 1 meeting, though **Committee Member Brett Laurila** reiterated his concern about the revised plans that not enough detail had been provided for the windows to confirm that they would be similar to the existing windows. **Chair Loosveldt** needed to check her schedule to confirm her availability to attend the hearing and represent the group's comments, and she asked Mr. Laurila to summarize and send his additional window comments in a bullet list. **Mr. Kelper** agreed to follow up with Chair Loosveldt via e-mail to confirm her availability for the hearing and how to best represent the group's comments.

Chair Loosveldt asked about the status of the Green Globes checklist for the Axeltree project. **Mr. Egner** said that he had seen a preliminary verification of the project's ability to meet the relevant standards, though a final verification was still pending.

4.0 Audience Participation – None

5.0 Public Meetings – None

6.0 Worksession Items

- 6.1 Downtown Design Review Process Assessment (ongoing)
Facilitator: Brett Kelter, Associate Planner

The group resumed its review of the draft design review document. **Mr. Kelter** handed out a cleaned-up version of the Green Architecture element, incorporating the staff-review comments and removing the text that had been previously shown as struck out. **Mr. Egner** reminded the group that the Green Architecture standards were different from the green building certification standards being developed for requests to add a bonus floor. **Chair Loosveldt** referenced the list of green-building-certification examples she had previously sent to staff and suggested that those be utilized to develop a more robust checklist of options for developers (related to materials, waste management, indoor health, site use, water usage, energy conservation, etc.). CalGreen was cited as a useful example throughout the discussion.

There was some discussion about whether and/or how far beyond the State building code the City's requirements could go. For example, could the City's code require projects to meet a standard 10% above the State requirement? **Mr. Egner** reported that a similar question had come up previously with respect to ventilation requirements for marijuana production facilities, and the City's Building Official had asserted that the City's building requirements could not be more stringent than those from the State code. He said staff would need to look further into this. **Mr. Laurila** suggested the example of tying a requirement to a specific year's standard (say, the 2015 standard for X aspect) with the caveat that the contemporary standard would apply if it was higher.

The group made the following suggestions to revise the Green Architecture element:

- Standard 1
 - Revise the language to address designing the roof to be solar-ready. Alternately, consider establishing a specific percentage of panels that would be shaded due to roof design. Look at info from the Energy Trust of Oregon for additional guidance.
 - Establish a definition of "ecorooft."
- Standard 2
 - Replace the current standard of operable windows with one that relates to the building envelope. (Operable windows are required anyway for multifamily buildings are not necessarily appropriate for other types of buildings.) Consider setting the requirement at 5% over the 2018 building envelope standard for CommCheck (or ResCheck).
 - Add comparable standards (i.e., CommCheck and ResCheck standards) for water usage, site stormwater management, and electrical.
- Standard 3
 - Expand the language to incorporate shading "technologies" (not just devices), such as photovoltaic or electrified glass (smart windows).

- Make this standard less discretionary by relating overhangs and window locations to percentages of shading on key dates (like summer and/or winter solstice). Consider requiring that a solar study be provided to demonstrate that the standard(s) is met.
- Standard 4
 - Eliminate the “with more than 20 units” language and set a square-footage number for applicability (e.g., 5,000 sq ft).
 - Consider making a distinction between mixed use or residential projects and commercial projects—provide separate choices for these two different categories.
 - Look at the CalGreen materials and consider adding more options to the menu (and maybe increase the number of items that must be chosen). For example, consider establishing a standard(s) for materials based on Health Product Declarations (HPDs) or Environmental Product Declarations (EPDs). This might warrant creating a separate standard for materials, with a menu of choices.
 - The proposal for a Solar Reflectance Index (SRI) standard makes sense and should be familiar to developers. But the proposed minimum SRI of 78 would be a near-white roof and is not ideal for Oregon weather. Consider a minimum SRI of 56, which would require developers to provide at least a light grey roof (for more heat retention in winter) and allow them to go lighter if desired.

The group agreed that the code should probably retain or create some standards for bicycle parking. **Vice Chair Schuster** noted the current proliferation of bike shares and electric scooters and how both are often parked haphazardly on downtown sidewalks.

There was some discussion about requirements for recycling demolition and construction waste. **Mr. Egner** suggested that it might be most effective to establish requirements for these development aspects elsewhere in the code, outside the design review process. That would both make them applicable to all development (and not just projects subject to design review) and would be more realistic with respect to them being activities that do not happen until a project is physically underway (similar to the group’s earlier discussions about internal window coverings). There is some challenge in trying to require too many specific details too early in the process.

Regarding the last 3 Guidance points, which were observed to not necessarily have corresponding Standards, the group agreed that the evening’s discussion had in fact provided suggestions for corresponding standards (e.g., for materials, sustainable materials, and building envelope efficiencies). **Chair Loosveldt** wondered whether there should be no Guidance and only Standards for Green Architecture, with menus of options providing the flexibility that would otherwise be available through the Guidance. **Mr. Kelper** responded that there needed to be some option for discretionary review unless the Green Architecture piece was to be separate from the rest of the Design Review process. The suggestion to establish certain basic requirements to apply more broadly in the code (including beyond Downtown), such as for recycling demolition and construction waste, provided some acknowledgment of the importance of green building principles. **Chair Loosveldt** suggested that staff check the draft language for consistency with the City’s Climate Action Plan.

Mr. Kelper suggested that the group wrap up this discussion for the evening and keep moving forward with the next element(s) at the November 5 meeting. He and **Mr. Egner** acknowledged that the Green Architecture element is complex and almost needs its own separate review. They agreed to follow up on the group’s various suggestions and make revisions before bringing this section of the draft back for review. **Mr. Egner** promised to look at the CalGreen checklists (both CommCheck and ResCheck).

Mr. Kelper distributed a handout listing the various design elements in the order they appeared in the draft document. Responding to Vice Chair Schuster's suggestion at a previous meeting, he had also included a parallel list that attempted to reorder the elements, grouping them with those related to the larger site first, followed by those related to specific building design issues. The group reviewed the list and made additional suggestions. **Vice Chair Schuster** marked up her list with a proposed renumbering scheme and gave it to Mr. Kelper, who agreed to revise the list and bring it back for further discussion at the next meeting.

6.2 Review 2018-19 Work Program
Staff Person: Brett Kelper, Associate Planner

Given the late hour, **Mr. Kelper** recommended that the group table a discussion of the draft work program until the next meeting on November 5. **Mr. Kelper** agreed to send out a PDF version of the draft document, which the members agreed to review in advance.

7.0 Other Business/Updates – None

8.0 Design and Landmarks Committee Discussion Items

Chair Loosveldt asked about the possibility of somehow including the key redevelopment sites in central Milwaukie in the Downtown design review process (i.e., the Murphy site on 32nd Ave near the hospital, the McFarland site behind the Milwaukie Marketplace, and the Milwaukie Marketplace site itself). **Mr. Egner** provided some background on the Central Milwaukie Land Use and Transportation Plan (available for review on the City's website). He agreed that it would be good to have the Committee involved in a design review process for those sites, though a code amendment process would be necessary, which is not a quick process. He said that he and Mr. Kelper would talk more about this and would report back at the next meeting.

9.0 Forecast for Future Meetings:

Nov. 5, 2018	Regular meeting—focus on DDG assessment
Nov. 13, 2018	Annual Update to City Council, followed by Special Session
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)

Chair Loosveldt adjourned the meeting at 9:04 p.m.

Respectfully submitted,
Brett Kelper, Associate Planner

Lauren Loosveldt, Chair