



CITY OF MILWAUKIE

PLANNING COMMISSION MINUTES

City Hall Council Chambers
10722 SE Main Street
www.milwaukieoregon.gov

June 28, 2022

Present: Lauren Loosveldt, Chair
Amy Erdt
Greg Hemer
Robert Massey

Staff: Steve Adams, City Engineer
Jennifer Backhaus, Engineering
Technician III
Justin Gericke, City Attorney
Adam Heroux, Associate Planner
Vera Kolias, Senior Planner
Laura Weigel, Planning Manager

Absent: Joseph Edge, Vice Chair
Jacob Sherman

(00:13:45)

1.0 Call to Order — Procedural Matters*

Chair Loosveldt called the meeting to order at 6:30 p.m., read the conduct of meeting format into the record, and Native Lands Acknowledgment.

Note: *The information presented constitutes summarized minutes only. The meeting video is available by clicking the Video link at <http://www.milwaukieoregon.gov/meetings>.*

(00:14:57)

2.0 Meeting Minutes

(00:15:04)

2.1 March 22, 2022 Meeting Minutes

The March 22, 2022 minutes were approved as written with a 4-0 vote.

(00:15:40)

2.2 April 26, 2022 Meeting Minutes

The April 26, 2022 minutes were approved as written with a 4-0 vote.

(00:16:25)

3.0 Information Items

Laura Weigel, Planning Manager, discussed the vacant Planning Commission position, formerly Adam Khosroabadi's seat. Weigel shared the various methods the City is using to recruit potential Commissioners and noted that recruiting will take place until mid-July. **Commissioner Massey** asked whether the Planning Commission received any applicants during the City's annual recruitment.

Weigel responded that the Commission did not receive any applicants during the annual recruitment but received several applicants since the annual recruitment closed.

(00:18:03)

4.0 Audience Participation

No information was presented for this portion of the meeting.

(00:18:52)

5.0 Community Involvement Advisory Committee (CIAC)

Weigel noted that during the last NDA leadership meeting, attendees agreed and were excited about having a CIAC member attend the meetings. **Weigel** noted that Commissioner Massey will act as the representative for the CIAC and the next meeting is September 15.

Chair Loosveldt asked if there had been any discussions with NDA members about attending CIAC meetings. **Weigel** responded that it had not been discussed but suggested that Commissioner Massey could offer that as an opportunity to NDA members when attending the NDA leadership meetings.

Chair Loosveldt opened a discussion about ways to better engage NDA members and use the CIAC meeting time to better accomplish the goals established by Council. **Loosveldt** suggested inviting NDA members to either an annual or bi-annual meeting by NDAs or together as one group. **Commissioner Massey** expressed support for meeting with individual NDAs and noted the success of the annual meeting with the NDAs held the previous year. **Commissioner Hemer** suggested including the NDA land use chair given the CIAC's focus on land use. **Val Hubbard, Vice-Chair and Land Use Committee Chair of the Historic Milwaukie NDA**, expressed support for involving the NDA's land use committee in meetings with the CIAC. **Commissioner Hemer** asked whether it would be reasonable for the CIAC to ask NDA Land Use Committee members to attend one CIAC meeting each year. **Hubbard** respond that it wouldn't be an issue. **Chair Loosveldt** requested that staff set up another meeting with all NDAs so the Commission can meet as the CIAC with the NDAs bi-annually. **Weigel** noted that the annual meeting with the NDAs is acting as the Commission and asked if the Commission would like the second meeting with the NDAs to also meet in their role as the Commission or as the CIAC. **Chair Loosveldt** asked if different content would be discussed in meetings if the Commission was acting as the Commission as opposed to the CIAC. **Weigel** responded that there would be different content discussed but staff would need to work on what would be discussed at each meeting. **Commissioner Hemer** requested that the CIAC meet with each NDA individually before the annual meeting in October to inform the October meeting agenda and discussion. **Weigel** noted that staff will work to develop a meeting schedule that will work with the Commission and NDAs and report back to the Commission.

Commissioner Massey offered to present the proposed meeting schedule to the NDAs at the September NDA Leadership meeting.

(00:33:33)

6.0 Hearing Items

(00:33:35)

6.1 CSU-2022-004, 2300 SE Harrison St

Vera Kalias, Senior Planner, shared the staff report, showed aerial images of the site, and images of the proposed sign. The applicants propose to install a 34.67 square foot non-illuminated wall sign on the main entrance of the Portland Waldorf School which faces Harrison St. The application package includes a community service use sign application and a historic resource review. The sign will be mounted into existing mortar lines as to not disturb the building façade. The primary approval criterion for the community service use application is proximity to residences, the main entrance of the Waldorf school is 260 feet from the nearest residences. Approval criteria for the historic resource review includes retention of original construction, time period consistency, and visual integrity and style. No comments were received regarding the application. Staff recommended approval of the application as the proposed sign is visually compatible with the original character of the building and surrounding development, set back from the street, non-illuminated, and less than 40 square feet.

Commissioner Hemer asked whether the applicants submitted historic photos of the building showing whether there was a sign on the building at some point.

Keisha Ochoa, a member of the Applicant Team, noted that there was previously a sign on the building but the applicant team is not aware of when the sign was removed.

Hubbard asked whether there were graphics of the proposed sign other than what was included in the meeting materials, whether the sign will be on the front or side face of the building, if the proposed sign exceeds the size limitations, and if there is an existing sign there. **Chair Loosveldt** responded that there are no graphics outside of the meeting materials, there is no sign currently, and that the sign will be on the front face of the building above the main entrance. **Kalias** responded that the proposed sign does not exceed size limitations under a Type III Community Service Use review where signs cannot exceed 40 square feet and the proposed sign is 34.67 sq ft.

Hubbard asked why the recently approved Milwaukie High School sign went through a different approval process than this application. **Weigel** responded that the Milwaukie High School sign went through the same land use process as the current application.

Christy Schaeffer, a Milwaukie resident, expressed concern for the size of the sign and asked what material the sign will be. **Ochoa** responded that the sign will be made of aluminum.

Commissioner Hemer expressed support for the application and noted that the proposed sign would restore a historic element of the building as the sign is similar to what was used historically. **Commissioner Massey** expressed support for the application and noted its conformance with the character of the building and surrounding area.

CSU-2022-004, 2300 SE Harrison St was approved by a 4-0 vote.

(00:58:46)

6.2 VR-2021-012, 9285 SE 58th Dr

Kolias presented the staff report and noted that the hearing is a continuation from May 24 and no public testimony will be taken at the hearing. The staff report contained aerial and street-view images of the site and summarized the proposal and information provided at the January 25, April 12, and May 24 hearings. Staff did not identify any negative impacts, believes the application to be reasonable and appropriate, and recommended the application for approval.

Commissioner Hemer expressed concern for adequate loading space with the limited off-street parking area and that loading and unloading in the Right-of-Way (ROW) will create unsafe conditions for pedestrians.

Chair Loosveldt expressed support for the application and stated that the applicant can use on-street spaces for safe loading.

Commissioner Massey noted the uncertainty of the site's eventual use and the effect the use will have on the loading and parking space needed. Massey expressed concern voting against the application solely based on potential loading issues.

Commissioner Erdt expressed support for the application.

VR-2021-012, 9285 SE 58th Dr was approved by a 3-1 vote, with Commissioner Hemer in opposition.

(01:21:00)

7.0 Work Session Items

(01:21:02)

7.1 Code Amendments: High Density Zones - definitions

Adam Heroux, Associate Planner, presented the staff report, to remove barriers

and bias from the code, update outdated terminology, and streamline overly complicated use categories and review processes in the city's High Density zones City Council has made high density zoning code updates a priority. Staff proposes a two-step review process where the Commission will first review definitions used in high density zones, then review the review processes and permitted uses and consider consolidating the existing zones. The proposed review schedule includes three Commission work sessions happening through August and a hearing in September as well as one Council work session in October and hearing in December.

Heroux continued, the current high density residential zones contain both outdated terms and inconsistent uses. The following terms are considered outdated: residential home, congregate housing facility, senior and retirement housing, and boarding house. Despite having similar land use impacts some uses require different review processes these uses include senior and retirement housing requiring a conditional use in the R-2 zone, boarding houses requiring a conditional use in all zones, and nursing or convalescent homes which are undefined in the high-density residential code sections. Proposed updated definitions conform with similar definitions at the state level and from the aging and disability resource center and align with license types administered by the state. The proposed definitions consolidate uses into two categories, adult foster or care homes and residential care facilities, residential care facilities are further split into three types, assisted living facility, nursing facility, and memory care. Staff included proposed definitions of each of these terms for discussion.

Commissioner Massey asked whether staff has compared proposed definitions with other municipalities within the region. **Heroux** responded yes, staff has considered other definitions within the region and the cities of Beaverton, Tigard, and Wilsonville use similar categories to consolidate several types of care facility under one use.

Commissioner Massey asked whether there was a proposal from the state to increase the max number of non-related persons in adult foster care from 5 to 6 persons and requested that staff revise the definition to conform with the state. **Heroux** responded that staff will look into the state proposal.

Chair Loosveldt expressed concern for oversimplification of definitions and requested that staff retain clear distinctions between different residential uses.

Chair Loosveldt asked about the inconsistent review process noted in the staff report for senior and retirement housing in the R-2 zone. **Heroux** responded that senior and retirement housing developments require a conditional use review in the R-2 zone when other developments, like multi-unit developments, which are not visually distinguishable in their built form do not. Additionally, the proposed umbrella of residential care facility aims to streamline approval processes for those developments where currently overly burdensome Type III reviews are required. **Chair Loosveldt** requested that staff provide examples at the August

work session of how the current Type III review processes create overly burdensome reviews for care facility developments.

Commissioner Erdt expressed support for the proposed definitions and consolidation of uses.

Commissioner Hemer noted that care facilities themselves have changed over time which necessitates the proposed definition updates.

(01:47:51)

8.0 Planning Department Other Business/Updates

Commissioner Hemer asked why the Commission reviews historic resource review applications as opposed to the Design and Landmarks Committee (DLC). **Kolias** responded that the code confines the DLC reviews to downtown design review. **Chair Loosveldt** asked if the DLC provided any feedback on application CSU-2022-004. **Kolias** responded that they did not because the application did not require review by the DLC.

Commissioner Hemer shared that the Milwaukie Heritage YouTube channel features a video from June 1, 2022 about historic preservation featuring the State Historic Preservation Office Bureau Chief Jason Allen. Hemer added that the group involved in creating the video will be working to provide resources and info to staff to help update code related to historic preservation.

(01:52:11)

9.0 Planning Commission Committee Updates and Discussion Items

Chair Loosveldt asked for clarification about the differences between other business and updates and discussion agenda items. **Weigel** responded that other business is intended to provide staff an opportunity to share information with the Commission while updates and discussion items are intended to provide the Commission with an opportunity to share information with staff and other commissioners. **Commissioner Hemer** added that committee updates were historically used by commissioners representing the Commission to provide updates to the Commission about the committees they sat on. **Chair Loosveldt and Commissioner Hemer** suggested eliminating the committee updates and discussion items agenda item and using other business to address any additional topics.

(01:55:10)

10.0 Forecast for Future Meetings:

July 12, 2022	Canceled
July 26, 2022	Canceled

Meeting adjourned at approximately 8:20 p.m.

Respectfully submitted,

Will First, Administrative Specialist II