



# CITY OF MILWAUKIE

## AGENDA

January 6, 2020

### DESIGN AND LANDMARKS COMMITTEE

Milwaukie City Hall  
10722 SE Main St  
[www.milwaukieoregon.gov](http://www.milwaukieoregon.gov)

**1.0 Call to Order — Procedural Matters**

**2.0 Meeting Notes** – Motion Needed

2.1 December 2, 2019

**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: Downtown design review process (continued)  
Staff Person: Brett Kelter, Associate Planner

**7.0 Other Business/Updates**

7.1 Officer Elections

**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:**

Jan. 21, 2020 Annual joint meeting with City Council

Feb. 3, 2020 Downtown design review update (regular meeting)

### 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:**

Cynthia Schuster, Chair  
Brett Laurila, Vice Chair  
Mary Neustadter  
Tracy Orvis  
Evan Smiley

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

Denny Egner, Planning Director  
David Levitan, Senior Planner  
Brett Kelter, Associate Planner  
Vera Kolias, Associate Planner  
Mary Heberling, Assistant Planner  
Tempest Blanchard, Administrative Specialist II

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

**Milwaukie City Hall  
10722 SE Main St  
Monday, December 2, 2019  
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 6:32 p.m.

**2.0 Design and Landmarks Committee Notes**

2.1 November 12, 2019

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

**3.0 Information Items**

**Associate Planner Brett Kelter** noted that the annual joint meeting with City Council had been rescheduled to January 21, 2020, due to a full agenda on December 3.

**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

The group's discussion picked up from the last meeting, with the following summary highlights:

**H. Building Massing**

Standards

- Move Standard 2-C into Standard 1-E, as a restriction on using the height bonuses.
- Some clarification is needed regarding the base maximum heights of Figure 19.304-4 and where the setback requirements should be limited.
- For the height bonuses, some annual monitoring may be needed, particularly for the affordable housing bonus. Perhaps also some language requiring a covenant?
- Table 19.304.4 should be revised to include the maximum height of 55 ft allowed in the northern part of Downtown.

- It seems reasonable to limit the height bonuses when a building is within 50 ft of a low-density residential zone (R-5, R-7, or R-10).
- The SolSmart info needs to be revisited, as solar access is part of a bigger discussion.
- Referencing one of the sketches that Vice Chair Laurila made to show stepbacks, what kind of mitigation measures are available for not stepping back? It would be helpful to develop a diagram showing the 18-in stepback.
- Leave “Step-backs” out of the title of Standard 2 and simply use “Building Transitions.” (And remove the hyphen from “step-back.”)
- The group agreed that Standards 2-A and 2-B are ok in principle, though the language about “north of Harrison St” should be made consistent between the two standards. It may be allowable to use the “For any property in the Downtown Mixed Use (DMU) zone” phrase in 2-B for 2-A as well, and/or to change the language to address “residential uses” instead of “lower-density residential zones.”
- Question: Should the Open Space (OS) zone and any other residential zones in Downtown also get some protection from building mass?

#### Guidelines

- In Point 4, keep the first sentence but delete the second one. (It is not clear what 10-ft height limit is referenced in the second sentence.)
- It seems possible that Point 5 could conflict with other standards, like providing weather protection at the pedestrian level. This point may need additional specification.
- Point 6 is problematic, as the code sets a maximum height and does not require varied heights, which would impose “wins and losses” for adjacent buildings based on which sites develop first. Perhaps a view corridor(s) could be established, allowing taller buildings as long as setbacks are increased and views maintained. This would be a more performance-based-code approach.
- Consider incorporating the criteria of Point 9 into Point 6.

The group wrapped up its work on this item for the evening.

#### **7.0 Other Business/Updates – None**

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

#### **9.0 Forecast for Future Meetings**

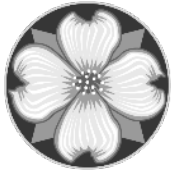
December 2, 2019	Regular meeting
January 6, 2020	Regular meeting
January 21, 2020	Annual joint meeting with City Council (approx. 7:05 p.m.)

**Vice Chair Laurila** adjourned the meeting at 8:10 p.m.

Respectfully submitted,  
Brett Kelter, Associate Planner

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Cynthia Schuster, Chair



# CITY OF MILWAUKIE

**To:** Design and Landmarks Committee

**Through:** Dennis Egner, Planning Director

**From:** Brett Kelter, Associate Planner

**Date:** December 31, 2019

**Subject:** Worksession Items

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**BACKGROUND:** Downtown design review process (continued)

This draft focuses on the next design element up for committee discussion (Element I -- Canopies & Awnings (formerly Weather Protection)).

## Downtown Design Review

MMC Subsection 19.508.4 (Building Design)

### List of Design Elements

#### Original

- A. Site Frontage
- B. Wall Structure & Building Façade Detail
- C. Exterior Building Materials
- D. Façade Transparency
- E. Doors & Entrance Locations
- F. Windows
- G. Corners
- H. Building Massing
- I. Weather Protection
- J. Roof Screening
- K. Service Areas (Screening)
- L. Green Architecture
- M. Pedestrian Circulation
- N. Private Open Space
- O. Pedestrian-Oriented Open Space
- P. Landscaping
- Q. Outdoor & Exterior Building Lighting

#### Revised (draft proposal)

- A. Site Frontage
- B. Pedestrian Circulation
- C. Pedestrian-Oriented Open Space
- D. Landscaping
- E. Private Open Space
- F. Building Massing
- G. Wall Structure & Building Façade Detail
- H. Façade Transparency
- I. Corners
- J. Windows
- K. Doors & Entrance Locations
- L. Roof Screening
- M. Weather Protection
- N. Green Architecture
- O. Outdoor & Exterior Building Lighting
- P. Exterior Building Materials
- Q. Service Areas (Screening)

#### Elements Recommended for Deletion

- 1. Rooftops
- 2. Ground-level Screening
- 3. Vehicle Parking
- 4. Long-term Bicycle Parking
- 5. Waste Collection Areas
- 6. Privacy Considerations / Transition Measures
- 7. Safety & Building Security
- 8. Public Open Space
- 9. Outdoor Lighting
- 10. Parking Lot Lighting
- 11. Landscape Lighting

## Downtown Design Review

MMC Subsection 19.508.4 (Building Design)

### Element I – Canopies & Awnings (was Weather Protection)

#### Purpose/Intent

To create an all-season pedestrian environment shielded from the elements.

#### Design Standards

##### 1. Minimum Weather Protection Coverage

- A. All ground-floor building entries shall be protected from the weather by awnings, canopies, or marquis.
- B. Permanent awnings, canopies, recesses, or similar weather protection shall be provided along at least 50% of the ground-floor elevation(s) of a building where the building abuts a sidewalk, civic space, or pedestrian accessway.

*[Consider making a connection between the Minimum Frontage Occupancy diagram (the group's revised version) and different percentages of building frontage where canopy-type coverage is required. One suggestion: require 70% canopy-type coverage where 90% frontage occupancy was required and retain the current 50% coverage requirement along the 75% and 50% frontages.]*

- C. Weather protection used to meet the above standards shall extend at least 4 ft over the pedestrian area. Balconies meeting these dimensional requirements can be counted toward this requirement. *[Need to double-check Building Code to ensure consistency with requirements and limitations on covering sidewalks and the public right-of-way. Should weather protection be required at corners?]*

- D. In addition, the above standards do not apply where a building has a ground-floor dwelling, as in a mixed-use development or live-work building, and the dwelling entrance is covered.

##### 2. Weather Protection Design

- A. Where applicable, weather protection shall be designed to accommodate pedestrian signage (e.g., blade signs) while maintaining required vertical clearance.

- B. *[Look at language from New York City and San Francisco as models for any other standards for awning design. See if there is any similar language for canopies.]*

##### 3. Weather Protection Materials and Details

*[Consider more positive definitions for materials and details—instead of saying what should not be used, be more specific in listing the materials and designs that are desired. For example, specify that the structure or frame materials for awnings and canopies shall be aluminum or steel.]*

- A. Awnings and canopies shall not be constructed of vinyl or any similar plastic sheet material. *[For more positive framing, consider, "Awnings shall be canvas or modified canvas."]*
- B. Awnings shall not be backlit.

- C. Tenant signage is permitted only on the front face of the awning or canopy and is restricted on all sloped or horizontal elements. *[Double-check for consistency with sign code.]*

### Guidance

1. Awnings and canopies are encouraged along the ground floor of buildings to protect pedestrians from rain during inclement weather and provide shade in the summer. Overhead protection encourages window shopping and lingering.
2. Awnings and canopies can provide interest and detail to a façade. They also create outdoor sidewalk seating areas for restaurants and cafes. The design of awnings and canopies should be an integral component of the building façade.
3. Awnings should be well proportioned with the building and sidewalks. Awnings should not be so large as to impact street trees, light fixtures, or street furniture.
4. Awnings and canopies should be of high-quality materials, including canvas, treated wood, or glass. *[Are canvas and treated wood truly high-quality materials?]*
5. Building design above the first floor provides some protection.

### Notes on Figures

- In Figure 19.508.4.C.2, remove the “6-ft maximum” for canopy length (Item B).