

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

**Milwaukie City Hall  
10722 SE Harrison St  
Monday, August 5, 2019  
6:30 PM**

**COMMITTEE MEMBERS PRESENT**

Cynthia Schuster, Chair  
Brett Laurila, Vice Chair  
Mary Neustadter

**STAFF PRESENT**

Brett Kelter, Associate Planner (staff liaison)

**OTHERS PRESENT**

(none)

**MEMBERS ABSENT**

(none)

**1.0 Call to Order – Procedural Matters**

**Chair Cynthia Schuster** called the meeting to order at 6:41 p.m.

**2.0 Design and Landmarks Committee Notes**

2.1 June 3, 2019

**Chair Schuster** called for any revisions to the June meeting notes; there were none, and the notes were approved unanimously.

2.2 July 15, 2019

**Chair Schuster** called for any revisions to the July meeting notes; there were none, and the notes were approved unanimously.

**3.0 Information Items**

**Associate Planner Brett Kelter** noted that he had no updates on the status of the draft Comprehensive Plan policies on historic preservation or urban design, which the group had commented at in past meetings. He promised to give the group an update when one was available.

**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 picked up its work on the draft, with **Chair Schuster** noting that she would like to finalize any comments on the graphics so that Planning staff could work on them. She also wanted to focus on the sections related to transparency and exterior building materials. Discussion about stucco and EFIS (Exterior Finish & Insulation System) returned the group to the question of whether to list prohibited materials on the exterior building materials list and how specific to be in listing materials. **Chair Schuster** expressed interest in giving the Planning Director the discretion to make determinations about specific materials.

Regarding the exterior building material standards (Design Element C), **Chair Schuster** suggested that the exterior ground-floor level of new buildings should be finished with 90% primary materials and 10% secondary or accent materials; other levels should be finished with at least 65% primary materials, with a maximum of 35% secondary and/or 10% accent materials. This takes glazing into account, as glass is listed as a primary material. There was agreement to allow fiber-reinforced cement to be a primary material on upper levels, with thinner siding and through-colors as an accent material on the ground floor. Ceramic tile should be a secondary material on all levels. There was a suggestion to clarify that stucco needed a topcoat with sand finish.

In the context of exterior building materials, there was a question about whether or how to address the protection of historic buildings, especially for minor renovations (i.e., affecting 25% or less of the façade). **Committee Member Brett Laurila** felt that the language of the design standard section of this element was adequate in this regard. The following other suggestions were offered: (1) revise Standard 1-D to say that materials not on the list must be approved (by the Planning Director), (2) add a Standard 1-E to address existing buildings and when they need to meet the standards, and (3) revise the language in Standard 2 to read, “non-street-facing façade” instead of “non-primary façade.”

**Committee Member Mary Neustadter** said that she would like to see the design review code include a general pointer to the historic preservation code, perhaps at the beginning of the section, to ensure that people make the connection between the two when applicable. She added that, with historic buildings, it was important to consider what is called the “area of affect”—this includes properties that are adjacent or nearby to historic resources, whose development can significantly impact an historic property. **Mr. Kelter** noted that evaluation of an “area of affect” seemed to be a very discretionary exercise and one that did not avail itself to a clear and objective review process. But he agreed that the clear and objective consideration could be simply whether a project was within the “area of affect” (e.g., within so many feet) of an historic property. If not, it could continue in the clear and objective review; but if so, it would automatically be forced into a discretionary review.

**Chair Schuster** returned to the slides she had prepared for an earlier meeting and shifted the discussion to issues of façade transparency (Design Element D). For ground-floor façades on main streets, she expressed the belief that the standards should include percentages for both frontage length and façade area, suggesting the addition of a 70% length standard to the 50% area standard in the current draft. **Mr. Laurila** asked what would be considered as ground-floor area; **Chair Schuster** responded that it should be the area between 3 ft and 12 ft above the average grade (i.e., it should not include the bulkhead area less than 3 ft above grade). For upper levels (whether on main streets or other streets), she suggested a minimum transparency standard of simply 30% of façade area. For non-main streets, she suggested a minimum standard of 40% of façade area, with no length requirement.

For commercial façades, **Chair Schuster** proposed limiting blank walls to a maximum of 375 sq ft; for residential-only façades, she agreed that there should be a limit on blank walls but was not sure that the 750-sq-ft figure in the current draft was the right number. She thought the vertical orientation requirement in Standard 3-C (for upper windows) was too restrictive and should be eliminated altogether. She indicated that she had additional comments that she would type up and distribute to the group for consideration. **Mr. Laurila** said he had some sketches (showing an eroded corner, for example) that he would bring in to share as well.

**Mr. Laurila** wondered about coordinating the group’s design review efforts with the Comprehensive Plan update. **Mr. Kelter** reiterated that once that new Comprehensive Plan was adopted (potentially by the end of the year), an order and schedule of code updates would be put together. Although the downtown design review section may not be in the first wave of

code updates, the committee was still working to have a proposed package of revisions ready as soon as possible in 2020.

The group briefly debated whether or not to move forward with the 2 remaining sections in the current version of the draft (Doors & Entrance Locations and Windows) but agreed to stop for the evening and pick up again at the next meeting.

#### **7.0 Other Business/Updates**

**Mr. Kelter** noted that interviews were underway with candidates for filling the 2 open positions on the committee. One interview had been held prior to tonight's meeting, and 5 more candidates would be interviewed on Thursday of this week. He was not sure how soon new appointments would be made but agreed to find out.

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

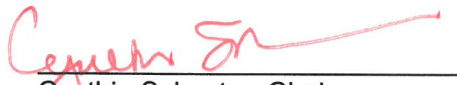
#### **9.0 Forecast for Future Meetings**

**Mr. Kelter** revisited the suggestion from last month's meeting about scheduling the September meeting for September 9, when he would be unavailable. The members agreed that September 3 would work as a meeting date, and Mr. Kelter agreed to identify a meeting location, as the Council chambers were likely unavailable that night due to a City Council meeting.

September 3, 2019 Meeting date adjusted due to Labor Day holiday

October 7, 2019 Regular meeting

**Chair Schuster** adjourned the meeting at 8:30 p.m.

  
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Cynthia Schuster, Chair

Respectfully submitted,  
Brett Kelter, Associate Planner