



# CITY OF MILWAUKIE

## AGENDA

August 5, 2019

### 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 June 3, 2019

2.2 July 15, 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**

**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:**

Sept. 9, 2019 Downtown design review update (date adjusted for Labor Day holiday)

Oct. 7, 2019 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  
(Position #1, vacant)  
(Position #2, vacant)

#### **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 Harrison St  
Monday, June 3, 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**

Joseph Edge, Planning Commissioner

**MEMBERS ABSENT**

None

**1.0 Call to Order – Procedural Matters**

**Chair Cynthia Schuster** called the meeting to order at 6:31 p.m.

**2.0 Design and Landmarks Committee Notes**

2.1 May 6, 2019

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

**3.0 Information Items – None**

**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

**Associate Planner Brett Kelter** noted that the group had several options about where to begin the evening's discussion: comments on the draft Comprehensive Plan policies related to Historic Preservation, comments on the draft policies related to Housing, or continuation of the Downtown Design Review update. The members agreed to begin with comments on the Historic Preservation policies.

**Committee Member Mary Neustadter** distributed a sheet with some revisions and comments she had developed. She noted that the proposed policies did not mention a registry of historic properties or include anything about regulatory tools or about protecting historic buildings in infill development. **Mr. Kelter** agreed to forward the suggestions to the Planning Director and the planner working on the Comprehensive Plan update. He said he would update the group at the next meeting about how the comments were received and what opportunities there would be for additional edits before the policies were formally adopted into the Comprehensive Plan.

**Mr. Kelter** walked the group through the Housing policies and asked for comments. **Vice Chair Brett Laurila** reiterated his suggestion for allowing height bonuses for projects that provide affordable housing. This was something that had come up in the group's discussion of the Design Review process and the Building Massing element. **Mr. Kelter** affirmed that the affordability suggestion had been flagged for inclusion in that particular design element.

The discussion shifted to the Design Review update, beginning with a return to the Façade Transparency element. **Chair Schuster** shared some visual examples to illustrate various percentages of windows and glazing. She affirmed the proposal to require 50% transparency on the ground floor for properties on Main St and McLoughlin Blvd. She thought the City of Portland's requirements for both length (requiring a minimum of 70% of the frontage length to be glazing) and area (50% minimum for the ground floor) were worth considering. She noted that Portland does not count the bottom 3 ft of the façade in the calculation for the transparency calculation and recently lowered the percentage of required upper-floor glazing from 30% to 25% because too much glazing made it difficult to meet energy code requirements.

**Chair Schuster** thought the group should consider setting a minimum length standard, reduce the glazing requirement for upper floors to 25%, and count only the area between 3 ft and 12 ft above grade for purposes of the ground-floor glazing requirement. The justification for disregarding the lowest 3 ft of a building was that glazing that low did less to enhance the pedestrian environment than glazing above 3 ft.

Shifting gears to the Building Materials element, **Chair Schuster** had Mr. Kelter project a few PowerPoint slides that showed a spreadsheet she had compiled to organize various building materials and classify them as primary, secondary, or accent materials. There was some discussion about organizing the code to allow flexibility for the evolution of new building materials, rather than having a very specific list that only captured a current snapshot of known materials. The group wondered whether the code could be adjusted to empower the committee to advise the Planning Director about acceptable building materials, as part of a Type II review process established specifically for this design element.

**Chair Schuster** noted that she had taken spandrel glass off the list of accent materials and removed the specific line for copper, since it was a metal and could be grouped in the metal siding category. She also suggested removing prohibited items from the list because it was impossible to capture them all and would be clearer just to show what materials could be used. She explained that her spreadsheet's column heading for "street level" included the first story down to the sidewalk, for street-facing façades; the "non-primary faces/upper level" heading included façades that did not face the street as well as the upper level of any façade. After some discussion about whether to add a third column focused on the lowest 3 ft of the façade (bulkhead), the group agreed to stick with just the two categories—street-facing/street level and non-primary/upper level.

**Vice Chair Laurila** advocated for allowing ceramic tile to be used as more than an accent material, citing a case where it had worked well to replace an historic tile used on a façade as a primary material. **Chair Schuster** noted that the table of materials was focused on new construction and suggested that a section might be needed to address the renovation or preservation of buildings. She commented that the "unified appearance" phrase in Guidance #6 was not very clear and needed improvement. The group also discussed the need to reexamine the trigger for requiring design review for projects affecting street-facing façades. One suggestion was that changing 25% or more of the façade (excluding glazing) should require full compliance with current standards for the full façade, unless the structure was designated as an historic resource. **Planning Commissioner Joseph Edge** suggested that the City Attorney might advise the group about any legal precedent supporting a certain percentage of façade change as the threshold for requiring compliance. **Chair Schuster** said she would do more research on how other cities handle this topic and would report back.

**Vice Chair Laurila** expressed concern about the suggestion to restrict material types for the bulkhead, as it could limit creativity. There was some discussion about whether the materials table should identify only primary and secondary materials (no accent materials), and what percentages would define each category.

**Chair Schuster** suggested that distinctions should be made among different thicknesses of fiber cement, as that affected durability, particularly where the material was used down at the ground level. She shared a slide showing different types of composite wall panels, noting that they were good as secondary materials. Another slide showed metal wall panels, which could be a good secondary material at the ground level. Returning to the earlier discussion about whether to list specific prohibited materials, **Mr. Edge** suggested that there was some merit to being clear about specific prohibitions, such as against the use of tropical hardwoods, due to the City's goals for sustainability as well as some ethical considerations. **Chair Schuster** added that redwoods might also be specifically called out as a prohibited material.

**Chair Schuster** said she thought the group needed to talk about the review process itself. She expressed the opinion that there should be more discretion and more involvement of the committee in the review. **Mr. Kelter** reminded the group that the revision effort was intended in part to ensure that the required clear and objective path of review included standards that would guarantee designs that met the community's preferences, with a discretionary path available for designs that might be uniquely creative. **Chair Schuster** said that large projects (20,000 sq ft or larger) should perhaps be forced to go through a discretionary review, because of the scale of impacts they would have on the community. **Mr. Edge** suggested that one tool for addressing the chair's concern would be to require a "design advice session" with the committee.

## 7.0 Other Business/Updates

**Mr. Kelter** reported that there were currently 3 potential candidates for the 2 open positions on the committee, and that interviews would be scheduled soon. He also noted that the draft Comprehensive Plan policies on Urban Design should be available around June 17 and that he would share them with the members for review and comment. A public open house was being scheduled as well, and the members would be encouraged to attend and participate. The group agreed to set aside time at the next meeting to discuss the draft urban design policies.

## 8.0 Design and Landmarks Committee Discussion Items

**Ms. Neustadter** announced that the Milwaukie Historical Society was holding its first tour of historic houses on Saturday, June 22. The tour would feature 4 historic homes in the Island Station neighborhood; tickets were limited but still available. She shared a flyer with the group.

## 9.0 Forecast for Future Meetings

Looking ahead at the forecast for upcoming meetings, **Chair Schuster** noted that she would be out from June 20 to July 13. **Mr. Edge** suggested that July 9 seemed too soon to hold a joint session with the Planning Commission, given that the group was still working through a number of unresolved questions on the draft document. The members agreed to postpone the July 9 joint session and to move the regularly scheduled first-Monday meeting in July (July 1) to July 15, so that the members could all attend.

July 15, 2019                      Regular meeting (shifted from July 1)

August 5, 2019                  Regular meeting

**Chair Schuster** adjourned the meeting at 8:44 p.m.

Respectfully submitted,  
Brett Kelter, Associate Planner

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Cynthia Schuster, Chair

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

**Milwaukie City Hall  
10722 SE Harrison St  
Monday, July 15, 2019  
6:30 PM**

**COMMITTEE MEMBERS PRESENT**

Cynthia Schuster, Chair  
Mary Neustadter

**STAFF PRESENT**

Brett Kelter, Associate Planner (staff liaison)

**MEMBERS ABSENT**

Brett Laurila, Vice Chair

**OTHERS PRESENT**

Bernie Stout, resident at 4647 SE Ada Ln

**1.0 Call to Order – Procedural Matters**

**Chair Cynthia Schuster** called the meeting to order at 6:32 p.m.

There was not a quorum for conducting official business, so the evening's discussion was all informal.

**2.0 Design and Landmarks Committee Notes**

2.1 June 3, 2019

The June meeting minutes will be considered at the next meeting where there is a quorum.

**3.0 Information Items**

**Associate Planner Brett Kelter** noted that there was an open house event for the Comprehensive Plan (Comp Plan) update happening at the public safety building this evening (5:30 to 7:30 p.m.), focused on taking comments on the draft policies for urban design, natural resources, and public facilities. He reminded the members that they had been invited and encouraged to attend if they were available (neither of the members present tonight had been able to make it).

**4.0 Audience Participation**

Following the discussion of Item 6.1 (below), **Mr. Kelter** observed that a member of the public had arrived and asked whether the person had any comments or questions. **Bernie Stout** came to the presentation table and announced himself as a resident at 4647 SE Ada Ln. He had just been at the Comp Plan open house and asked whether or how the possible rezoning of the Milwaukie Marketplace site for mixed use and the development of safe routes in central Milwaukie were being connected. He expressed his support for a "last-mile connection" concept to ensure that safe transportation options would be provided if the city was going to be infilling and densifying. He thought it was important to be mindful of possible consequences and conflicts with making it easier to develop, and he distributed a handout with information about controlled and prudent growth. The members did not have any follow-up questions.

## **5.0 Public Meetings – None**

## **6.0 Worksession Items**

- 6.1 Comments on draft Urban Design policies for Comprehensive Plan  
Staff Person: Brett Kelter, Associate Planner

**Mr. Kelter** projected onto the screen the draft Comp Plan policies on Urban Design and invited the group to comment and make editorial suggestions. The members suggested several revisions, including a few specific wording changes and some more general ideas.

Related to the Design goal:

- Recognize north, central, and south districts in downtown.
- Note that the northern district has the potential for ground-floor residential development that should be integrated with the rest of downtown.
- Add a point encouraging the establishment of services and amenities for downtown residents and employees.
- For Neighborhood Mixed Use areas, is it realistic to expect new development to truly be compatible with more traditional residential housing types?
- For Neighborhood Hub areas, there may be some conflict between the proposal to ensure that new development fits with the scale of existing development and the provision of flexibility in design (Points B and E for Neighborhood Hubs).
- Where in Milwaukie are the specific corridors that are the focus of the Corridors policies?

Related to the Livability goal:

- For Parking-related design, clarify what is meant by “active transportation”—is that just pedestrian and bicycle issues? Should the policy be referring more generally to transportation demand management as a way to reduce parking need?
- Consider weaving some encouragement of solar arrays to parking requirements, for shading and electricity generation.
- Clarify whether or how canopy trees are intended to reduce stormwater runoff. (Do they reduce runoff from the site by absorbing water that would otherwise run into a drain?)
- Consider using or integrating the term “sustainable design” within the Urban and Natural Environment policies, unless that section is truly intended to be focused on nature and green features.
- The document could give examples of “natural features” such as trees, creeks, and wetlands (in Urban and Natural Environment Point F).
- The policies related to Public Spaces seem too general and lacking. The committee’s work on the downtown design review process has included a lot of discussion about private open space and pedestrian-oriented open space that might help inform this point.
- For Community Character, should there be a new point related to sustainable design?

**Mr. Kelter** promised to pass these suggestions on to Denny and the planners working on the Comp Plan update.

6.2 Downtown design review process (continued)  
Staff Person: Brett Kever, Associate Planner

**Chair Schuster** noted that she had sent an email earlier that appeared not to have gone through, as she was interested in getting more feedback from the group on the building materials and transparency issues discussed at the last meeting. She asked Mr. Kever to re-send the PDF document that reflected the latest version of the design review draft that he had compiled to date; he agreed to do that.

**Mr. Kever** noted a recent suggestion from the consultant team from SERA Architects that he should approach the Department of Land Conservation and Development (DLCD) about applying for a grant through DLCD's Transportation Growth Management program for funding to help finish the design review update project. He said that he would look more into the suggestion and aim to update the group at the next opportunity.

The group agreed to table further work on the design review update until the next meeting.

7.0 Other Business/Updates – None

8.0 Design and Landmarks Committee Discussion Items

**Ms. Neustadter** reported that the Milwaukie Historical Society's June 22 tour of historic houses was a success. The tour had taken people to four houses in Island Station: the former Amadeus restaurant house, two craftsman bungalows, and the Pittock cottage. She expects the historical society to organize another tour again next year.

9.0 Forecast for Future Meetings

**Mr. Kever** confirmed that August 5 looked good on the members' calendars for the next regular meeting. Looking ahead to September, he noted that the first Monday was the Labor Day holiday and that he would be on vacation that week. He asked how the group wanted to schedule that month's meeting. The group agreed that September 9 seemed to work for most, and **Mr. Kever** noted that he would arrange for someone to cover the meeting. **Ms. Neustadter** noted that she would be out for the month of October.

August 5, 2019	Regular meeting
September 9, 2019	Meeting date adjusted due to Labor Day holiday
October 7, 2019	Regular meeting

**Chair Schuster** adjourned the meeting at 7:49 p.m.

Respectfully submitted,  
Brett Kever, 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:** August 5, 2019

**Subject:** Worksession Items

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

## 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 A – Site Frontage

#### Purpose/Intent

To encourage building design and site placement that enlivens the public realm and streetscape through consistent frontages and active ground floor uses.

#### Design Standards

##### 1. Ground Floor Space

For new buildings fronting Main St, the following standards must be met:

- A. At least 75% of the ground-floor height must be at least 15 ft, as measured from the finished floor to the ceiling, or from the finished floor to the bottom of the structure above (as in a multistory building). The bottom of the structure above is the lowest portion of the structure and includes supporting beams.
- B. At least 75% of the interior floor area adjacent to Main St must be at least 20 ft deep, as measured from the inside building wall or windows facing Main St.

##### 2. Street Setbacks / Build-To Lines

- A. For those block faces identified on Figure 19.304-5, 75% of the first floor shall be built to the front lot line (zero setback). The remaining 25% may be set back from the front lot line a maximum of 20 ft. The front setback shall provide usable open space, such as a public plaza or pedestrian amenities, that meets the requirements of **Element O** (Pedestrian-Oriented Open Space).
- B. For other block faces, there is no build-to line requirement and the maximum setback shall be 10 ft. The front setback shall provide usable open space that meets the requirements of **Element O** (Pedestrian-Oriented Open Space).
- C. The portions of the building used to meet the build-to line requirement in 2-A above shall have a depth of at least 20 ft. *[Not sure what this means, or why it isn't just included in 2-A.]*
- D. The Downtown Mixed Use (DMU) zone is exempt from the clear vision area requirements of Chapter 12.24, with the exception of driveway and street intersections with McLoughlin Blvd. *[Is Engineering ok with this?]*

##### 3. Frontage Occupancy

- A. For block faces that front on Main St, 90% of the site frontage must be occupied by a building or buildings. If the development site has frontage on Main St and another street, the frontage occupancy requirement must be met on Main St only.
- B. For block faces that front on Harrison St, Monroe St, Washington St, Adams St, and 21<sup>st</sup> Ave, 75% of the site frontage must be occupied by a building or buildings.

- C. For other block faces, 50% of the site frontage must be occupied by a building or buildings.
- D. If a development site has frontage on more than 1 street, the frontage occupancy requirement must be met on 1 street only, for the street with the highest required site frontage percentage. *[This needs to be further broken down based on the number of frontages and it needs to be related to transit streets. And Figure 19.304-5 needs to be adjusted.]*
- E. Building facades with recesses incorporated to comply with façade articulation requirements are considered to be occupying the site frontage if the recesses do not exceed 24 in.

### Guidance *[Where do these points come from?]*

1. A strong and high-percentage presence of a building on the site edge, and spacious active ground-floor spaces and uses should help to create a continuous building frontage on the street to create compatibility and harmony between buildings and to encourage pedestrian activities.
2. Where buildings are set back from the property line and sidewalk, plazas and open space should be located between the building and sidewalk edge, helping to enliven the street edge and pedestrian realm.
3. Ground floors of commercial, public, and mixed-use buildings should be inviting and offer ample space for occupants and visitors that is visible to and from outside the building.
4. High ground-floor heights provide flexible interior spaces for active, semi-public uses.

### Notes on Figures

- May need revisions to first-floor build-to lines diagram (add Milwaukie Lumber frontage)
- Keep graphic illustrating first-floor build-to lines (Figure 19.304.5.D.2.b(1&3))
- Keep graphic on flexible ground-floor space standards (Figure 19.304.5.C.2)
- Keep graphic on frontage occupancy requirements and build-to line (Figure 19.304.5.E.2)
- Keep graphic on frontage occupancy requirements (Figure 19.304.5.E.2.a-c)

## Downtown Design Review

MMC Subsection 19.508.4 (Building Design)

### Element B – Wall Structure & Building Façade Details

#### Purpose/Intent

To add visual interest to buildings and enhance the street environment with continuous and varied wall structures. Use design features and details to break down the scale and mass of a building in order to create comfortable, pedestrian-friendly environments and enclosure to public areas.

#### Design Standards

1. Nonresidential, mixed-use, and multifamily residential-only buildings are subject to the following standards:

##### A. Vertical Building Façade

Nonresidential and mixed-use buildings 2 stories and above shall provide a defined base, middle, and top.

##### 1) Base

The base extends from the sidewalk to the bottom of the second story or the belt course/string course that separates the ground floor from the middle of the building. The building base shall be defined by providing all of the following elements:

- a) The street-facing ground floor shall be divided into distinct architectural bays that are no more than 30 ft on center. For the purpose of this standard, an architectural bay is defined as the zone between the outside edges of an engaged column, pilaster, post, or vertical wall area.
- b) The building base shall be constructed of brick, stone, or concrete to create a “heavier” visual appearance.
- c) Weather protection that complies with the standards of **Element I** (Weather Protection).
- d) Windows that comply with the standards of **Element F** (Windows).
- e) Garage doors shall be integrated into the design of the larger façade in terms of color, scale, materials, and building style.

##### 2) Middle

The middle of a building extends from the top of the building base to the ceiling of the highest building story. The middle is distinguished from the top and base of the building by use of building elements. The middle of the building shall be defined by providing all of the following elements:

- a) Windows that comply with the standards of **Element F** (Windows).

## b) One of the following elements:

- i. A change in exterior cladding and detailing and/or material color between the ground floor and upper floors.
  - ii. Either street-facing balconies or decks at least 2 ft deep and 4 ft wide, or a 6-ft minimum building step-back on the third floor or higher, for at least 25% of the length of the building. *[Are both options required for at least 25% of the length, or just the 6-ft step-back?]*
  - iii. A pedestrian protection canopy located at the second floor line above the storefront and/or clerestory windows that is differentiated at the main entrance of the building or primary tenant and broken by the location of the architectural bay. (See ~~xx~~ below.) *[Draft references standard (d) below, but there is no such standard. This is also unclear to me overall—is it the second-floor line, or the second floor line above the storefront?]*
- c) A change in wall plane of not less than 24 in deep and 24 in wide. Breaks may include but are not limited to an offset, recess, window reveal, or similar architectural feature.

## 3) Top

The top of the building extends from the ceiling of the uppermost floor to the highest vertical point on the roof of the building, and it is the roof form/element at the uppermost portion of the façade that visually terminates the façade. The top of the building shall provide roofs that comply with the standards described in Standard 1-C, below.

## B. Horizontal Building Façade

- 1) Horizontal datum lines—such as belt lines, cornices, or upper-floor windows—shall line up with adjacent facades if applicable.
- 2) Significant breaks shall be created along building façades at least every 150 linear ft by either setting the façade back at least 20 ft or breaking the building into separate structures. Breaks shall be at least 15 ft wide and shall be continuous along the full height of the building. The area or areas created by this break shall meet the standards of Subsection 19.304.5.H.

## C. Rooftop Design

These standards are provided in conjunction with those established in **Element L** (Roof Screening).

- 1) The roof ~~form~~ of a building shall follow one (or a combination) of the following forms:
  - a) Flat roof (less than 1/12 pitch) or low-slope roof (between 1/12 and 4/12 pitch)
  - b) Hip roof

- c) Gabled roof
  - d) Dormers
  - e) Shed roof
- 2) Roofs are subject to the following standards as applicable:
- a) Unless there is no rooftop equipment, all flat or low-slope roofs shall be architecturally treated or articulated with a parapet wall that projects vertically above the roofline at least 12 in and/or a cornice that projects from the building face at least 6 in.
  - b) All hip or gabled roofs exposed to view from adjacent public or private streets and properties shall have a minimum 4/12 pitch.
  - c) Sloped roofs shall have eaves, exclusive of rain gutters, that project from the building wall at least 12 in.
  - d) When an addition to an existing structure, or a new structure, is proposed in an existing development, the roof forms for the new structure(s) shall have similar slope and be constructed of the same materials as the existing roofing.
2. Residential-only buildings are subject to the following standards. For multifamily residential-only buildings, these standards apply in addition to those provided above in Standard 1.
- A. Stand-alone multifamily residential buildings are subject to the objective standards of Subsection 19.505.3.D.6, with the exception of the private and public open space requirements of Subsections 19.505.3.D.1 and D.2. The open space requirements of **Elements C** (Pedestrian-Oriented Open Space) and **E** (Private Open Space) apply to stand-alone multifamily residential buildings in Downtown.
  - B. Rowhouses are subject to the objective standards of Subsection 19.505.5, as revised by Subsection 19.304.3.B.
  - C. Live/work units are subject to the objective standards in Subsection 19.505.6.

## Guidance

1. Street walls should engage the street, achieving a distinct and high-quality treatment that recognizes Downtown as a community center.
2. Building façades should address hierarchy to frame, define, and activate an appropriate pedestrian scale, with ample opportunities for viewing interior spaces, shopping, dining, and seating.
3. Building materials should include a palette that is visually interesting, coherent, related to its place, and observant of environmental elements of our region.
4. Continuous and varied wall structures and details add visual interest to buildings and provide enclosure to public areas.

5. Wall structure details reduce perceived building scale and massing, helping to create a comfortable pedestrian environment.
6. The rooftop should be considered a “fifth façade” of the building and should accordingly be designed to high visual value.
7. Building walls should provide a sense of continuity and enclosure to the street, creating a “street wall.” They should also include vertical (tripartite façade of base, middle, and top) and horizontal (bays and articulation) divisions to provide a human scale to the space of the street. Such vertical and horizontal architectural elements should create a coherent pattern and visual interest and will tend to make large buildings appear inviting.
8. Buildings should avoid blank wall faces near public corners.
9. Garage doors could be integrated into the design where necessary with transparent or perforated materials.

#### 10. Residential building design = ???

#### Notes on Figures

- Keep graphic illustrating horizontal building façade details (Figure 19.508.4.A.2.b)
- Keep graphic on flat roof with parapet or cornice (Figure 19.508.4.F.2.b)
- Keep graphic on pitch and gable roofs (Figures 19.508.4.F.2.c&d)
- Keep graphic on vertical building façade details (Figure 19.508.4.A.2.a)
- Use new graphic provided in draft with photo illustrating 10 design features



## Downtown Design Review

MMC Subsection 19.508.4 (Building Design)

### Element C – Exterior Building Materials

#### Purpose/Intent

To encourage the use of high-quality building materials that highlight architectural elements, create a sense of permanence, and activate the building around the pedestrian realm.

#### Design Standards

The following standards are applicable to the street-facing façades of all new buildings. For the purposes of this standard, street-facing façades are those abutting streets, courtyards, and/or public squares in all of the downtown. When existing buildings are renovated, the modified section of the street-facing façade(s) shall be brought closer into conformance with the following standards where practical and shall not be taken farther out of conformance. **Table 19.508.4.D** specifies the primary, secondary, and prohibited material types referenced in this standard.

1. Façade coverage (refer to **Table 19.508.4.D** regarding materials)
  - A. Buildings shall utilize primary materials for at least 65% of each applicable building façade.
  - B. Secondary materials are permitted on no greater than 35% of each applicable building façade.
  - C. Accent materials are permitted on no greater than 10% of each applicable building façade as trims or accents (e.g., flashing, projecting features, ornamentation, etc.).
  - D. Buildings shall not use prohibited materials on any exterior wall, whether or not it is a street-facing façade.
2. First-floor materials shall wrap around to the **non-primary face(s)** *[needs definition or clarification?]* of the building to minimum depth of 10 ft or to the edge of the abutting building, whichever is less *[or greater?]*.

Table 19.508.4.D Exterior Building Materials for Residential, Nonresidential, and Mixed Use Buildings	
Material Type	Status Allowed P=Primary Material, S=Secondary Material, A=Accent Material, N=Prohibited Material
Brick	P
Stone/masonry	P
Genuine stucco	P
Transparent Glass <i>[set a max %?]</i>	P
Finished wood, wood veneers, and wood siding	P

Finished metal panels (e.g., anodized aluminum or stainless steel) featuring a polished, brushed, or patina finish	P
Fiber-reinforced cement siding and panels <i>[need more discussion about thickness—thicker could be acceptable as P; thinner would be S or A]</i>	P
Concrete blocks with integral color (ground, polished, or glazed finishes)	S
Architectural concrete (poured in place or precast)	S
Ceramic tile	S
Vegetated wall panels or trellises	S
Concrete blocks with integral color (split-face finish)	A
Standing seam and corrugated metal	A
Glass block	A
Spandrel Glass	A
Copper	A
Vinyl siding	N
Plywood paneling, sheet pressboard, T-111 plywood	N
Exterior insulation finishing system (EIFS) or other synthetic stucco panels	N
Fencing material	N
Corrugated galvanized iron	N
Plain concrete or concrete block	N

### Guidance

1. Use materials that create a sense of permanence and high quality.
2. Incorporate a hierarchy of building materials, with materials that are durable.
3. Quality wall materials can provide a sense of permanence in a building and bring life and warmth to Downtown. Articulation of wall materials should be bold, with materials used in a way that shows their depth.
4. Building façades clearly demarcate areas of visual interest, highlighting entries or displays. Massing should be purposeful and cohesive, boldly showing depth and/or visual lightness to enrich the pedestrian zone.
5. Building materials should include a palette that is visually interesting, coherent, related to its place, and observant of environmental elements of our region.
6. For existing development, new and existing materials create a unified appearance.

### Notes on Figures

- Keep graphic on exterior wall standards (Figure 19.508.4.D.2)

## Downtown Design Review

MMC Subsection 19.508.4 (Building Design)

### Element D – Façade Transparency

#### Purpose/Intent

To activate building interiors and exteriors by ensuring transparency through the building, exposing ground-floor commercial and public uses of buildings, and promoting a safe pedestrian environment through visibility, lighting, and “eyes on the street” techniques.

#### Design Standards

##### 1. Main Streets

For non-residential ground-floor uses on block faces along Main St and McLoughlin Blvd, 50% of the ground-floor street-facing wall area must consist of openings (i.e., windows and the glazed portions of doors). The ground-floor street wall area is defined as the area from the top of the floor finish to the bottom of the ceiling joists or, where there is no ceiling, to the bottom of the roof rafters of the space fronting the street or 15 ft above finished grade, whichever is less.

##### 2. Other Streets

For all other block faces, 40% of the ground-floor street-facing wall area must consist of openings (i.e., windows and the glazed portions of doors).

##### 3. Upper Level

Along all block faces, the following standards are applicable on the upper-level building façades facing a street or public space:

- A. Upper building stories shall provide a minimum of 30% glazing. For the purposes of this standard, minimum glazing includes windows and any glazed portions of doors.
- B. The required upper-floor window/door percentage does not apply to floors where sloped roofs and dormer windows are used.
- C. A minimum of 80% of all upper-floor windows shall be vertically oriented. This vertical orientation applies to grouped window arrays as opposed to individual windows.

##### 4. Residential-Only Buildings

- A. Windows shall occupy a minimum of 25% of the total street-facing façade.
- B. Blank, windowless walls in excess of 750 sq ft are prohibited when facing a public street, unless required by the Building Code. In instances where a blank wall exceeds 750 sq ft, it shall be articulated, or **intensive landscaping [needs clarification]** or a green wall (e.g., vegetated wall panels) or public artwork shall be provided. **[How to ensure plant survival? Should irrigation be required?]**

## Guidance

1. Design ground floors with high-coverage transparency at the pedestrian eye level, especially from 4 ft to 8 ft above the ground plane, and along the primary retail street (i.e., Main St).
2. Locate windows and doors so that façade articulation and details do not block or obscure views into or out of buildings.
3. Ensure that the building is visible to the interior by limiting the use of shades, curtains, security fencing, and product shelving at windows and near the inside of window and door areas on the ground level.
4. Create consistency in upper story transparency through sufficient window coverage and vertical orientation.

## Notes on Figures

- Keep graphic on windows and doors (Figure 19.508.4.E)

## Downtown Design Review

MMC Subsection 19.508.4 (Building Design)

### Element E – Doors & Entrance Locations

#### Purpose/Intent

To create pedestrian-friendly development by providing building entrances that are oriented to the sidewalk or other public space and connected with clearly-marked pedestrian walkways.

#### Design Standards

1. Doors and/or primary entrances must be unlocked when the business located on the premises is open. Doors and entrances to residential units may be locked.
2. When a building abuts more than one street and one of the streets is a **transit street [define]**, the **primary entrance [define]** must be oriented to the transit street. If both streets are transit streets, the primary entrance must be oriented to the street with higher-quality transit service or to the transit streets' common corner, if applicable.
3. All new buildings shall have at least one primary entrance facing an abutting street (i.e., within 45° of the street property line) or, if the building entrance must be turned more than 45° from the street (i.e., front door is on a side or rear elevation) due to the configuration of the site or similar constraints, a pedestrian walkway must connect the primary entrance to the sidewalk.
4. Where a development contains multiple buildings and there is **insufficient [is this clear enough from the language above?]** street frontage to meet the above building orientation standards for all buildings on the subject site, a building's primary entrance may orient to a plaza, courtyard, or similar pedestrian space containing pedestrian amenities. When oriented this way, the primary entrance(s), plaza, or courtyard shall be connected to the street by a pedestrian walkway.
5. If a development is on the corner of Main St and another street, the primary entrance shall be oriented toward Main St. If the development is on the corner of McLoughlin Blvd and another street, the primary entrance may be oriented toward either street.
6. Doors may be elevated from sidewalk grade no more than 3 ft by use of a porch, deck, stoop, or other residential entryway element.
7. Refer to the accompanying standards for **Element D** (Façade Transparency) for door and window coverage standards.

#### Guidance

1. Entryway Locations
  - A. Primary building doors should be at or near Main St or a transit street whenever possible.

- B. Avoid obstructing entryways with columns, walls, fencing, utility boxes, or unusually recessed or projecting building wall details.
  - C. Entryways should be accessed from streets or courtyards whenever possible. Avoid entryways directly from parking lots and service areas.
2. Entryway Prominence
- A. New development should create “eyes on the street” — active uses in which residents, employees, and visitors can deter criminal activity, providing self-policing through observation.
  - B. Use building wall lighting to emphasize entrances.
  - C. Building entries should be clearly defined and demarcated as architectural features.
  - D. Entryways can use large sliding or roll-up doors that help blend indoor and outdoor space activities.
3. Entryway Materials and Details
- A. High-glazing doors and windows are strongly encouraged, especially in commercial and public building entryways.
  - B. Include creative uses of scale, materials, glazing, and projecting or recessed forms, architectural details, color, and cover in entryway areas.
  - C. Integration of natural elements to set an entry apart.
  - D. Combine doors with roof or façade architectural elements such as bays or towers.
  - E. Double doors are encouraged whenever possible for commercial and public use buildings.
  - F. Doors should be designed so as not to sit flush with the building façade.
4. Residential Doors
- A. Residential doors should be substantial enough to suggest privacy yet still express a welcoming sense of friendly contact for those who approach and enter.
  - B. The design of a door should respond to its context, to the amount of street activity that surrounds it. Where a door faces a very active street, it is appropriate to separate the door from the street by a comfortable change of grade. For less active areas, transition areas may include porches.
  - C. Entryways should make use of porches, terraces, stoops, or covered landings to help demark and add prominence to the location.
  - D. Solid wood core doors, sidelights, and transom windows add welcome detail to residential entryways while maintaining occupant privacy.

### Notes on Figures

- Keep graphic on primary entrance standards (19.304.5.F.2)

## Downtown Design Review

MMC Subsection 19.508.4 (Building Design)

### Element F – Windows

#### Purpose/Intent

To create a welcoming pedestrian environment and enhance street safety by developing visually interesting exterior façades, allowing for daylighting of interior spaces, and creating visual connections between interior and exterior spaces.

#### Design Standards

##### 1. General Standards

- A. Windows shall be designed to provide shadowing. This can be accomplished by recessing windows 4 in into the façade and/or incorporating exterior trim of at least 4-in reveal and of a contrasting material or color.
- B. Signs are limited to a maximum coverage of 20% of the required window area.
- C. Refer to **Element D** (Façade Transparency) for door and window coverage standards.

##### 2. Nonresidential Ground-Floor Windows

- A. Ground-floor windows must have a visible transmittance (VT) of 0.6 or higher.
- B. Where a grade elevation change does not dictate otherwise, the bottom edge of windows along pedestrian ways shall be constructed no less than 12 in and no more than 30 in above the abutting walkway surface. *[Add language to allow a break from the requirement where grade changes impact the situation.]*
- C. *[Note that this is probably better as a development standard, not a design standard – remove?]*  
No more than 60% of window areas *[individual windows, not the collective]* shall be covered by any combination of interior furnishings, including, but not limited to, curtains, shades, or signs. Product displays do not constitute interior furnishings. *[This second phrase would mean that shelves for product displays are allowed. There is some disagreement with staff about whether product displays should count as interior furnishings. Consider adding language about transparency, about permanent versus temporary coverage, and to make a distinction between shelves & displays and curtains & shades. Consider integrating CPTED (Crime Prevention Through Environmental Design) standards, such as for the window coverage issue. Specify whether exterior features (like security bars) are not counted against the coverage standard.]*

##### 3. Prohibited Window Elements

For all building windows facing streets, courtyards, and/or public squares in Downtown, the following window elements are prohibited:

- A. Reflective, tinted *[needs clarification – what about high efficiency tinting?]*, mirrored, or opaque glazing.

- B. Simulated divisions (internal or applied synthetic materials).
- C. Exposed, unpainted metal frame windows.

### Guidance

1. Retail and commercial uses should provide windows that add activity and variety at the street level, inviting pedestrians in and providing views both in and out, maintaining transparency and visibility regardless of the time of day.
2. Ground-floor windows for nonresidential buildings should allow views into storefronts, working areas, or lobbies.
3. Operable, opening windows at restaurants, shops, and other retail businesses help blend indoor and outdoor spaces and attract customers and sidewalk activity.
4. Ensure that the building is visible to the interior by limiting the use of shades, curtains, security fencing, and product shelving at windows and near the inside of window and door areas on the ground level.
5. Transom, sidelight, and other window combinations should be used to increase transparency and add architectural detail to the building. *[Should this be in Façade Transparency?]*
6. Use large, operable sliding, pivoting, or articulating windows to connect indoor and outdoor spaces.
7. Bay and projecting windows on residential buildings add interest to the façade and expand views out of living units.
8. Use window materials that contrast but complement other primary wall and surface materials.

### Notes on Figures

- Keep graphic on windows and doors (19.508.4.E)