

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

**Pond House
2215 SE Harrison St
Tuesday, September 3, 2019
6:30 PM**

COMMITTEE MEMBERS PRESENT

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

STAFF PRESENT

Brett Kelter, Associate Planner (staff liaison)

OTHERS PRESENT

(none)

MEMBERS ABSENT

Evan Smiley

1.0 Call to Order – Procedural Matters

Chair Cynthia Schuster called the meeting to order at 6:33 p.m.

2.0 Design and Landmarks Committee Notes

2.1 August 5, 2019

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

3.0 Information Items

Associate Planner Brett Kelter distributed update pages for the members' reference notebooks.

3.1 Introduction of new committee members
Staff Person: Brett Kelter, Associate Planner

Given that new members were appointed to the committee since the last meeting, **Mr. Kelter** started a quick round of introductions. Each person gave their name and shared a little bit of information about their background and how long they had been on the committee. **Mr. Kelter** noted that the introductions could be repeated at the next meeting when new member Evan Smiley was able to attend.

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

Mr. Kelter gave a quick recap of the group's effort to update the downtown design review process, from the origins of the project to its current state. The discussion then picked up with a revisiting of Design Element C (Exterior Building Materials). **Chair Schuster** had several suggestions for revisions to the text of the standards, including reorganization into upper-level and ground-floor categories, with a separate grouping of standards to deal with renovation of

existing buildings. She reiterated her interest in ensuring there is some discretion in approving specific materials not found in the main table, noting that several other jurisdictions provide for some discretion on materials by the Planning Director or a similar figure.

Regarding the guidance provided for exterior building materials, **Chair Schuster** suggested that the current language is too loose and not as helpful as it could be. Point 1 could be improved with some of the language she included in the materials she shared with the group at the last couple of meetings. She thought Points 2 and 3 were not helpful at all and could be deleted; similarly, Point 4 seemed more relevant to the element related to building façade (Design Element B) and could be deleted. Point 5 was relevant but needed improvement. Again, she suggested that the guidance could be reorganized to address issues involved with upper levels, ground floors, and renovation of existing buildings.

Shifting to Design Element E (Doors and Entrance Locations), **Committee Member Brett Laurila** noted that he had sketches of the eroded corner concept that he could share with the group by sending them later. **Chair Schuster** reminded the group that the current zoning code effectively allows residential-only buildings only in the northern part of downtown.

Looking at the standards for this element, the group agreed that Standard 1 (requiring nonresidential doors to remain unlocked during business hours) was less a design standard and more of a performance requirement that may already be covered by the building code. It was recommended for deletion.

Regarding Standard 2 (about primary entrances for buildings with multiple street frontages), there was some discussion about definitions of the terms “transit street” and “primary entrance,” with a reminder that the group had previously marked up a map of main streets and transit streets that might be useful to revisit. A “primary entrance” was understood to be a business entrance or a residential building lobby. There was a suggestion to specify Main St as the dominant street for locating a primary entrance when a building has frontage on multiple streets.

There was a request to clarify the language of Standard 3 (requiring a primary entrance to face the street) and a suggestion to move it in front of Standard 2. In addition, there was a suggestion to delete the second half of the standard, which allows the entrance to be turned more than 45 degrees from the street if a pedestrian walkway is provided. The group did not envision many scenarios where a building entrance would need to be turned so far from the street and did not see the need for that part of the standard.

Standard 4 (allowing multi-building developments to orient some building entrances to a plaza or courtyard) was deemed to be fine as-is and did not need additional clarification.

The group suggested that Standard 5 (regarding entrance-orientation to Main St) could be combined with Standard 2 to establish a hierarchy of streets, with Main St at the top.

For Standard 6 (doors onto porches or decks), the group suggested specifying that this standard applies only to residential uses (“Residential doors may be elevated . . .”). Other suggestions included striking the words “deck” and “other residential entryway element” and adding “raised patio” instead.

Within the guidance section for this element, there was a suggestion to re-order Point 1 by moving 1-C ahead of 1-B. Point 2 should be renamed “Entrance Prominence” (from “Entryway Prominence”) to match the content of the sub-points. Point 2-D should be revised to read, “Entryways can incorporate large, glazed sectional doors” and should be moved into Point 3 since it deals with materials and details.

Point 3-A should be revised to read more like, “Storefront doors and window systems with a high percentage of glazing are strongly encouraged.” The word “cover” can be deleted from

Point 3-B, as weather protection is addressed in another element. Point 3-D duplicates the massing element (Design Element H) and can be deleted.

The group thought it might be good (however potentially difficult) to develop some design standards based on the materiality suggestions in Points 3 and 4. In particular, **Chair Schuster** suggested making standards that provide material requirements for different types of doors.

The group agreed to stop its work on this topic for the evening and pick up with Design Element F (Windows) at the next meeting. **Mr. Kelter** agreed to pull together a revised version of at least Design Element G (Corners) for the group to work on then as well.

7.0 Other Business/Updates

- 7.1 Discuss 2019-20 Work Program draft
Staff Person: Brett Kelter, Associate Planner

Mr. Kelter referred to the draft of the 2019-20 work program he had included in the meeting packet and walked through the various categories of items. None of the members had been able to review the document beforehand in much detail, and the group agreed to revisit it at the next meeting. **Mr. Kelter** agreed to re-send a PDF version to the group in the meantime.

8.0 Design and Landmarks Committee Discussion Items – None

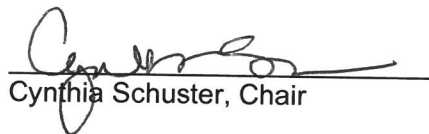
9.0 Forecast for Future Meetings

Mr. Kelter noted that it was almost time for the group's annual joint meeting with the City Council. Currently, the tentative date for that meeting is Tuesday, November 5, with a likely start time around 4:30 p.m. during the Council's usual worksession time. **Mr. Kelter** agreed to confirm that date and time and report back to the group at the next meeting.

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| October 7, 2019 | Regular meeting |
| November 4, 2019 | Regular meeting |
| November 5, 2019 | Annual joint meeting with City Council (tentative) |

Chair Schuster adjourned the meeting at 8:28 p.m.

Respectfully submitted,
Brett Kelter, Associate Planner


Cynthia Schuster, Chair

