



AGENDA

MILWAUKIE DESIGN AND LANDMARKS COMMITTEE

Monday, January 23, 2017, 6:30 PM

**CITY HALL CONFERENCE ROOM
10722 SE MAIN ST**

- 1.0 Call to Order—Procedural Matters**
- 2.0 Meeting Notes—Motion Needed**
 - 2.1 January 9, 2017
- 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—**Public meetings will follow the procedure listed on reverse
- 6.0 Worksession Items**
 - 6.1 Summary: Downtown Design Guidelines Update, Session 12 (Focus on Photo Updates)
Presenter: Brett Kelter, Associate Planner
- 7.0 Other Business/Updates**
- 8.0 Design and Landmark Committee Discussion Items—**This is an opportunity for comment or discussion for items not on the agenda.
- 9.0 Forecast for Future Meetings:**
 - February 6, 2017 Continue work on DDG updates (Pedestrian Emphasis element)
 - March 6, 2017 Continue work on DDG updates (sections TBD)

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. Thank You.
2. **DESIGN AND LANDMARKS COMMITTEE MEETING MINUTES.** Approved DLC Minutes can be found on the City website at www.milwaukieoregon.gov.
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at 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:

Sherry Grau, Chair
(Vacant), Vice Chair
Scott Jones
Lauren Loosveldt
(Vacant Position)

Planning Department Staff:

Denny Egner, Planning Director
David Levitan, Senior Planner
Brett Kelter, Associate Planner
Vera Kolias, Associate Planner
Mary Heberling, Assistant Planner
Avery Pickard, Administrative Specialist II
Alicia Martin, Administrative Specialist II

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

**Pond House
2215 SE Harrison St
Monday, January 9, 2017
6:30 PM**

COMMITTEE MEMBERS PRESENT

Sherry Grau, Chair
Lauren Loosveldt
Scott Jones

STAFF PRESENT

Brett Kelter, Associate Planner (staff liaison)

ALSO IN ATTENDANCE

Cynthia Schuster
Michael Corrente

MEMBERS ABSENT

None

1.0 Call to Order – Procedural Matters

Chair Sherry Grau called the meeting to order at 6:39 p.m.

2.0 Design and Landmarks Committee Notes

2.1 December 20, 2016

Member Scott Jones had not yet arrived when **Chair Grau** called the meeting to order, so this item was deferred. Shortly after Item 3.0 was covered, **Member Jones** arrived and the group returned to finish Item 2.0. **Chair Grau** asked whether there were any corrections to the notes. Hearing none, she called for a motion to approve them and it passed unanimously.

3.0 Information Items

Associate Planner Brett Kelter reported that interviews for the two open Committee positions were held last Wednesday (January 4). Cynthia Schuster, Michael Corrente, and one other candidate were interviewed. Ms. Schuster and Mr. Corrente will be officially appointed in February.

4.0 Audience Participation – None**5.0 Public Meetings – None****6.0 Worksession Items**

6.1 Downtown Design Guidelines Update, cont. (Milwaukie Character)
Staff Person: Brett Kelter, Associate Planner

Mr. Kelter suggested that the worksession begin with a quick review of the revisions discussed at the December meeting, before preparing for the special second “photo” meeting on January 23 and diving in to the Pedestrian Emphasis element of the Downtown Design Guidelines (DDG) update. He noted that, at the Committee interviews last week, Mayor Gamba and Councilor Parks were supportive of the idea for an interim adoption of the DDG updates. The process will probably go through the Planning Commission on its way to City Council, so if it can be initiated in February it might be complete by April.

Member Lauren Loosveldt asked whether Mr. Kelter could provide a complete set of the revised Milwaukie Character guidelines to the group for review. **Mr. Kelter** noted that clean versions of the group's work to date on the Milwaukie Character element were included in the meeting packet as Attachment 2, and he suggested that the group review them for further discussion at the January 23 meeting as time allows.

Following up on the group's December edits to the DDG text, **Mr. Kelter** asked whether there were any corrections to recommend for the revisions to either page 16 (the new combo page for "Consider Architectural Context and Contrast") or page 18 ("Preserve Historic Landmarks"). There were no suggested corrections for page 16, but the group did make a few additional changes to page 18.

Regarding the update of DDG photos, **Mr. Kelter** asked how the group wanted to conduct the January 23 meeting, citing the original idea of showing up with photos in hand to discuss for specific DDG pages—the members agreed on that approach. **Member Loosveldt** reiterated a question raised previously about who would take any replacement photos. Were City staff available, or should the Committee members do it? What about getting new images from the internet, or retaining some of the existing DDG photos—are there copyright or permission issues? **Mr. Kelter** committed to tracking down answers for the January 23 meeting. There was some discussion about the recommended number of images per page and whether or not to find "before" and "after" images for some buildings, as well as a note that developing captions for the images is yet another task to keep in mind.

The group clarified that new images were not limited to Milwaukie sites but could also be drawn from the surrounding area, such as Oregon City, Sellwood, and southeast Portland. There was a suggestion to set up a shared electronic folder in advance of the January 23 meeting where members could upload images for the various guidelines. **Chair Grau** offered to establish a Dropbox-type folder for the group, with subfolders for the various specific guidelines and a text document for each one where specific ideas could be noted.

The group examined the introductory pages of the DDG and noted several additional photos that probably need updating and can be discussed on January 23 as well. In addition, **Mr. Kelter** agreed to review the introductory text and identify any sections that might warrant review and revision by the Committee.

Returning to the DDG edits, the group began to look at the Pedestrian Emphasis elements, starting with page 21 ("Intent"). There was agreement about the photo on that page needing replacement, and several initial edits were made to improve the introductory language for this set of guidelines. **Mr. Kelter** acknowledged that the group may find it useful to come back to this page once they have worked on some of the actual Pedestrian Element guidelines, when the overall arc of this element may become more clear.

The group also worked on page 22 ("Reinforce and Enhance the Pedestrian System") and developed several revisions. There was a reminder that the City's Public Works Standards determine design for the public streetscape and that the DDG addresses the interface or transition between public sidewalks and private development. **Ms. Schuster** suggested that the group's upcoming photo discussion might illuminate some of the issues being addressed by this guideline and help with the rewriting. With that in mind, and given the hour, the group tabled the remaining work on page 22 for the night.

Mr. Kelter acknowledged that he had not yet discussed with the group the larger issue of how the updates to the zoning code over the past couple of years work with the DDG for downtown design review. In particular, where the zoning code now provides an option to bypass the Committee and Planning Commission if certain clear and objective standards are met, it might be useful to see how those objective standards relate to the DDG. **Member Loosveldt** agreed that it would be important to confirm whether there were any contradictions between the zoning code and the DDG. **Mr. Kelter** committed to taking a closer look and reporting back to the group.

7.0 Other Business/Updates

Mr. Kelter explained the land use application referral that the Committee received in its meeting packet (file #NR-2016-006). The proposal by Moda Health (10505 SE 17th Ave) is to reroute an existing public sewer line that runs under the main building, which will involve some disturbance to the designated natural resource areas nearby. The application is for natural resource review, which the Committee ordinarily has no role in—but the site is within the Downtown Mixed Use (DMU) zone and the zoning code requires that the Committee be included in the application's referral to various entities for comment as applicable.

8.0 Design and Landmarks Committee Discussion Items – None

9.0 Forecast for Future Meetings:

January 23, 2017	DDG revisions – Focus on photo updates
February 6, 2017	DDG revisions – Pedestrian Emphasis element

Chair Grau adjourned the meeting at 8:32 p.m.

Respectfully submitted,

Brett Kelter, Associate Planner

Sherry Grau, Chair



To: Design and Landmarks Committee

Through: Dennis Egner, Planning Director

From: Brett Kelter, Associate Planner

Date: January 17, 2017, for January 23, 2017, Worksession

Subject: Downtown Design Guidelines Update – Session 12

ACTION REQUESTED

None. This report is preparation for the Committee's ongoing efforts to update the Downtown Design Guidelines (DDG) document.

BACKGROUND INFORMATION

History of Prior Actions and Discussions

- **Winter - Fall 2016:** Ongoing discussion of Milwaukie Character element.
- **August 3, 2015:** The Committee discussed and finalized the proposed 2015-2016 DLC Work Program, including the item concerning a DDG update.
- **December 20, 2016:** The Committee adopted the 2016-17 DLC Work Program, including the ongoing DDG update item.

PHOTO UPDATES

This special session will focus on updating the DDG photos, starting with those for the Milwaukie Character element and extending to the Pedestrian Emphasis element and beyond as time allows. Chair Sherry Grau has set up a Google Drive folder for the members to upload photos for discussion at meeting, so please use that resource as you are able.

As previously discussed, the group has agreed that it is preferable to use scenes from Milwaukie itself wherever possible, or from other similar localities (such as Oregon City or the Sellwood neighborhood) where not. When considering photos for insertion or deletion, remember that the DDG is intended to provide developers with an accurate sense of the kinds of design the community desires. Photos should be clear and illustrative of the specific principles they are intended to address.

Staff is still checking on the issues of copyright and permission to use images from the internet, as well as what resources are available for taking new photos. More information on these topics will be presented at the January 23 meeting.

As time allows, the group can review and discuss the revisions made to DDG pages 18, 21, and 22 at the January 9 meeting. Copies of those revisions (strikeout and clean versions of each) are included as Attachment 1 for reference.

ATTACHMENTS

1. Proposed revisions to guidelines (*from January 9 meeting—strikeout and clean versions*):
 - Page 18 = “Preserve Historic Landmarks”
 - Page 21 = “Intent” of Pedestrian Emphasis element
 - Page 22 = “Reinforce and Enhance the Pedestrian System”

Note: E-Packet materials will be available online at <http://www.milwaukieoregon.gov/planning/design-and-landmarks-committee-77>.

Milwaukie Character

Milwaukie Downtown Design Guidelines

Preserve Historic Buildings/Landmarks

Guideline

~~Historic building~~ Renovations, restorations, or additions to historic landmarks, such as structures and site features, should respect the original ~~structure~~ character of the building-landmark ~~when~~ and its contribution to the fabric of Downtown.

Description

Not all “historic” buildings-landmarks are officially ranked or designated with a special status. Some are landmarks valued by the community for their aesthetics or for their contributions to Downtown’s heritage. Such buildings and landmarks, whether or not officially designated as historic, ~~make up an important part of the Downtown fabric and~~ should be preserved where possible.

Although ~~total~~ preservation of an existing buildings may not always be a financially viable option, ~~especially where buildings are not considered to be “landmarks.”~~ There may be specific building elements that should be ~~are higher priorities~~ preserved. In other cases, ~~preservation of a particular building may not be visually desirable.~~ Compromised rehabilitation solutions may be necessary to maintain the health and economic viability of Downtown Milwaukie.

Recommended

- Partial renovations or additions to existing landmarks. Buildings should retain significant original characteristics of scale, massing, and building material ~~along street facades.~~
- Additions to buildings should not deform or adversely affect the composition of the facade or be out of scale with the original building.
- Distinctive stylistic features or examples of skilled craftsmanship should be treated with sensitivity. ~~All buildings should be respected and recognized as products of their time.~~ Buildings that represent significant themes of their time should be respected and preserved when possible.

Not Recommended

- Incompatible additions or building alterations using contemporary materials, forms, or colors on building facades.
- Preservation of existing buildings that are not visually desirable.

Note: In the case of buildings listed on the local historic inventory, before being renovated or demolished they must go through a separate review process with the Milwaukie Design and Landmarks ~~Commission~~ Committee.



Recommended: Contemporary additions on rooftops can be compatible with the historic building if the historic facades are left intact (NW 8th and Everett, Portland)



Recommended: Addition of second story building is set back from the historic facade (Boulder, CO)



Not Recommended: Addition does not relate well in form, massing or materials (SW 2nd and Ankeny, Portland)



Not Recommended: Facade of historic building is marred by addition of a brightly colored contemporary tile cladding (SW Salmon and 11th, Portland)

Milwaukie Character

Milwaukie Downtown Design Guidelines

Preserve Historic Landmarks

Guideline

Renovations, restorations, or additions to historic landmarks, such as structures and site features, should respect the original character of the landmark and its contribution to the fabric of Downtown.

Description

Not all historic landmarks are officially ranked or designated with a special status. Some are valued by the community for their aesthetics or for their contributions to Downtown's heritage. Such landmarks, whether or not officially designated as historic, should be preserved where possible.

Although total preservation of an existing building may not always be a financially viable option, there may be specific building elements that should be prioritized for preservation.

Recommended

- Partial renovations or additions to existing landmarks should retain significant original characteristics of scale, massing, and building material
- Additions to buildings should not deform or adversely affect the composition of the facade or be out of scale with the original building
- Distinctive stylistic features or examples of skilled craftsmanship should be treated with sensitivity—buildings that represent significant themes of their time should be respected and preserved when possible

Not Recommended

- Incompatible additions or building alterations using contemporary materials, forms, or colors on building facades
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Pedestrian Emphasis

Milwaukie Downtown Design Guidelines

Intent

The intent of the ~~p~~Pedestrian ~~e~~Emphasis guidelines is to provide an lively, well-scaled, safe, and walkable environment where ~~the~~ pedestrians ~~is~~ are the ~~priority~~ focus. Simply stated, ~~d~~Downtown must maintain a clear and comfortable separation between pedestrian and vehicle areas.

As the heart of Milwaukie, the Downtown core should strive to balance the ease of connectivity between different modes of transportation, whether auto, bus, bike, or pedestrian. Where unavoidable intersections occur, pedestrian ~~The~~ comfort, safety, and interest of pedestrians must not be comprised. ~~The pedestrian should be safe and comfortable~~ This should hold true in all seasons and hours of the day, in all parts of ~~d~~Downtown.



Pedestrian Emphasis

Milwaukie Downtown Design Guidelines

Intent

The intent of the Pedestrian Emphasis guidelines is to provide a lively, well-scaled, safe, and walkable environment where pedestrians are the focus. Simply stated, Downtown must maintain a clear and comfortable separation between pedestrian and vehicle areas.

As the heart of Milwaukie, the Downtown core should strive to balance the ease of connectivity between different modes of transportation, whether auto, bus, bike, or pedestrian. The comfort, safety, and interest of pedestrians must not be comprised. This should hold true in all seasons and hours of the day, in all parts of Downtown.



Pedestrian Emphasis

Milwaukee Downtown Design Guidelines

Reinforce and Enhance the Pedestrian System

Guideline

Barriers to pedestrian movement and visual and other nuisances should be avoided or eliminated, so that the pedestrian is the priority in all development projects. Pedestrian movement, physical and visual connections, and cues should be continuous at all times so that the pedestrian is prioritized.

Description

Successful downtown environments promote walkability and connect people to services, shopping, transportation, and open spaces. Develop pedestrian routes that are should be attractive, and convenient, and Sidewalks should be continuous. [Insert paragraph return.]

Interruptions such as vehicle curb cuts or change of grade are strongly discouraged. Walkways should be direct and free of barriers-obstructions such as utility poles or other obstructions.

Separating and protecting pedestrians from other nuisances such as noise and odors is also important. Mitigation of these nuisances by screening or enclosing loading docks, mechanical equipment, garbage dumpsters, and other unsightly items is encouraged. These components should be located away from where pedestrians may congregate and instead kept to service areas or alleys whenever possible.

Recommended

- Mid-block landscaped pedestrian walkways-
- Parking lot walkways-
- Trash dumpster enclosures-
- Utility/substation enclosures-

Not Recommended

- Indirect or circuitous pedestrian routes-
- Permanent pedestrian route obstructions-



Recommended: Direct pedestrian routes free of obstructions



Not Recommended: Indirect pedestrian routes with obstructions



Recommended: Pedestrian routes screened from nuisances



Not Recommended: Visible trash storage areas

Pedestrian Emphasis

Milwaukie Downtown Design Guidelines

Reinforce and Enhance the Pedestrian System

Guideline

Pedestrian movement, physical and visual connections, and cues should be continuous at all times so that the pedestrian is prioritized.

Description

Successful downtown environments promote walkability and connect people to services, shopping, transportation, and open spaces. Pedestrian routes should be attractive, convenient, and continuous.

Interruptions such as vehicle curb cuts or change of grade are strongly discouraged. Walkways should be direct and free of obstructions such as utility poles.

Separating and protecting pedestrians from other nuisances such as noise and odors is also important. Mitigation of these nuisances by screening or enclosing loading docks, mechanical equipment, garbage dumpsters, and other unsightly items is encouraged. These components should be located away from where pedestrians may congregate and instead kept to service areas or alleys whenever possible.

Recommended

- Mid-block landscaped pedestrian walkways
- Parking lot walkways
- Trash dumpster enclosures
- Utility/substation enclosures

Not Recommended

- Indirect or circuitous pedestrian routes
- Permanent pedestrian route obstructions



Recommended: Direct pedestrian routes free of obstructions



Not Recommended: Indirect pedestrian routes with obstructions



Recommended: Pedestrian routes screened from nuisances



Not Recommended: Visible trash storage areas