



CITY OF MILWAUKIE

AGENDA

September 4, 2018

DESIGN AND LANDMARKS COMMITTEE

Pond House
2215 SE Harrison St
www.milwaukieoregon.gov

1.0 Call to Order — Procedural Matters

2.0 Meeting Notes – Motion Needed

2.1 August 6, 2018

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 Guidelines (DDG) Assessment – Session 7
Facilitator: 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:

September TBD? Extra Worksession? (Continued work on DDG Assessment)

October 1, 2018 Historic Resource Review: Improvements at City Hall
Worksession: Continued work on DDG Assessment

October 16, 2018 Annual Update to City Council

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:

Lauren Loosveldt, Chair
Cynthia Schuster, Vice Chair
Mary Neustadter
Kyle Simukka
Brett Laurila

Planning Department Staff:

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

**CITY OF MILWAUKIE
DESIGN AND LANDMARKS COMMITTEE
NOTES
Milwaukie City Hall
10722 SE Main St
Monday, August 6, 2018
6:30 PM**

COMMITTEE MEMBERS PRESENT

Lauren Loosveldt, Chair
Mary Neustadter
Brett Laurila

STAFF PRESENT

Brett Kelter, Associate Planner (staff liaison)

OTHERS PRESENT

Joseph Edge, Milwaukie Planning Commission

MEMBERS ABSENT

Cynthia Schuster, Vice Chair
Kyle Simukka

1.0 Call to Order – Procedural Matters

Chair Lauren Loosveldt called the meeting to order at 6:39 p.m.

2.0 Design and Landmarks Committee Notes

2.1 July 2, 2018

Chair Loosveldt called for any revisions to the notes from the July meeting. No changes were proposed and the notes were approved unanimously.

3.0 Information Items

Associate Planner Director Brett Kelter distributed update pages for the members' reference notebooks. He promised to have a notebook ready for Committee Member Brett Laurila at the September meeting, which he reminded the group would be held at the Pond House.

4.0 Audience Participation – None

5.0 Public Meetings – None

6.0 Worksession Items

6.1 Downtown Design Guidelines (DDG) Assessment, Session 6
Staff Person: Brett Kelter, Associate Planner

The group resumed its work reviewing the draft Design Review document, picking up where it had left off at the last meeting (having gotten through Element E, Doors & Entrance Locations).

Mr. Kelter noted that Vice Chair Cynthia Schuster had emailed some comments late that afternoon, primarily focused on the Windows element, and he distributed copies to the members. *[Note: The mechanics of the meeting did not avail themselves to easily incorporating Vice Chair Schuster's comments into the larger discussion, but staff will review them more carefully and highlight points that may need further discussion by the group.]*

Over the course of the meeting, the group discussed the next 3 design elements, with the following key points of discussion:

F. Windows

- For Standard C-b, questions about how to deal with topography changes and the need for ramps. Suggestion to add language to the effect of, “Where a grade elevation change does not dictate, 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.”
- Regarding Standard C-c, in response to the staff suggestion that window obstructions should be limited to no more than 50% of window area, the group’s suggestion was to lower the allowed obstruction percentage to 40%, including a 20% allowance for signage as per the sign code (i.e., up to 20% for signage and only 20% more for interior obstructions). Considerable discussion about how to ensure transparency into the interior, including distinctions between temporary obstructions like curtains and shades and more permanent features like shelving and merchandise displays.

Discussion concluded with the observation that Standard C-c appears to be more appropriate as a development standard than a design standard, since interior furnishings are not the type of feature that would normally be presented at the time of design review.

- **Planning Commissioner Joseph Edge** suggested looking at the principles of Crime Prevention Through Environmental Design (CPTED) for recommendations and guidance for issues such as height limits for shelves and displays and the use of curtains and shades.
- Regarding Guidance A, suggestion to add language specifying that transparency and visibility should be maintained regardless of the time of day.
- In Guidance F, replace the phrase “shuttering windows” with “articulating windows” (it is unclear what “shuttering” means in that context).

G. Corners

- In the Purpose/Intent, add language about using corners to provide pedestrian opportunities.
- Move the language and sentiment of Standard B-a to Design Element E (Doors and Entrance Locations), checking to see if it matches. Revise B-a somehow to focus on providing active spaces or uses at or near corners.
- In Standard B-b, remove the words “cupola,” “turret,” and “pitched roof,” and replace with language about building material changes and pedestrian canopies or marquis.
- At the end of Standard B-d, delete the phrase, “in addition to the front door.”
- Question about whether Guidance B in fact provides enough guidance. Suggestion to add language that builds on Standard B-d, including paving materials that are used for pedestrian emphasis and adding the concept of plazas.
- Agreement that Figure 19.508.4.B.2 needs improvement, at least to be larger and clearer in demonstrating the standards. Suggestion that the building’s door should swing out in the illustration.

H. Building Massing

- Remove the 6-ft step-back requirement in Standard A-d. At the very least, reduce the requirement to no more than 18 in. Needs further discussion, including looking at

how building sections are established (i.e., base, middle, top) and looking at Design Element B (Wall Structure and Building Façade Details).

- Under the Height Bonuses provided in Standard A-f, consider adding an option for providing affordable housing, using covenants or whatever other mechanisms would be needed to make it happen.

The group agreed to resume its discussion at this point at the next meeting, and to consider holding an extra meeting in September to help move the review along more quickly.

7.0 Other Business/Updates – None

8.0 Design and Landmarks Committee Discussion Items – None

9.0 Forecast for Future Meetings:

Sept. 4, 2018	DDG Assessment, Session #7 (at Pond House)
Sept. TBD	Special Session for DDG Assessment (?)
Oct. 1, 2018	DDG Assessment (continued—back at City Hall)
Oct. 16, 2018	Annual Update to City Council

Chair Loosveldt adjourned the meeting at 8:43 p.m.

Respectfully submitted,
Brett Kelter, Associate Planner

Lauren Loosveldt, Chair