

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

**Milwaukie City Hall  
10722 SE Main St  
Monday, January 6, 2020  
6:30 PM**

**COMMITTEE MEMBERS PRESENT**

Cynthia Schuster, Chair  
Mary Neustadter  
Tracy Orvis  
Evan Smiley

**STAFF PRESENT**

Brett Kelter, Associate Planner (staff liaison)

**OTHERS PRESENT**

(none)

**MEMBERS ABSENT**

Brett Laurila, Vice Chair

**1.0 Call to Order – Procedural Matters**

**Chair Cynthia Schuster** called the meeting to order at 6:34 p.m.

**2.0 Design and Landmarks Committee Notes**

2.1 December 2, 2019

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

**3.0 Information Items**

**Associate Planner Brett Kelter** noted that Vice Chair Brett Laurila had informed him earlier in the afternoon that, unless his participation was essential for a quorum, he would likely miss the meeting due to complications with moving his office. With respect to the officer elections scheduled for later in the meeting, **Mr. Kelter** also reported that Vice Chair Laurila had indicated that (1) he was not interested in serving as Chair at this time, (2) he would be willing to continue as Vice Chair, and (3) he would not mind stepping aside as Vice Chair if someone else was interested in taking on that role.

**Mr. Kelter** reminded the group of the annual joint meeting with City Council scheduled for January 21 in the Council chambers at City Hall.

**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** reported that the Planning Director has identified funding for a consultant to help accelerate the code update process. He explained that he was working to provide a cleaned-up draft later this week to Elizabeth Decker, an independent planner who worked earlier with the SERA team on the first draft. She would refine the document for more focused group discussions in March, April, and May. In the meantime, at the February meeting the group could discuss the review process as well as maybe one or two other specific overarching issues as

time allows. The group was supportive of this opportunity and approach. **Chair Schuster** added that she would like to talk about the threshold triggers for review: e.g., could projects over a certain size be required to go through the discretionary review process, regardless of whether they could meet the standards? She also would like to look back at a couple of the design elements where there is a menu of choices, to make sure the requirements are sufficient to achieve the corresponding intent or purpose.

The group's discussion then picked up from the last meeting, with the following summary highlights:

## **I. Weather Protection (Canopies & Awnings)**

- Keep the title of this section as "Weather Protection."

### Standards

- Keep Standard 1 (Minimum Weather Protection Coverage) as a general section. Combine Standards 2 and 3 (Weather Protection Design and Materials & Details) and then provide subsections to address each of 3 types of treatments: awnings, canopies, and marquees. Add a definition and diagram or illustration for each treatment.
- The group agreed to review the San Francisco material that Chair Schuster had provided earlier and highlight key parts that could be incorporated into the standards. **Mr. Kelter** agreed to forward the San Francisco document to the group, and members agreed to complete and summarize their reviews by January 27, one week before the next committee meeting.
- In Standard 1-B, the 50% coverage is adequate, with no need for additional coverage on key streets. A higher percentage would make the streetscape feel more hemmed in.
- Regarding Standard 1-C, it would be helpful to see the cross sections for downtown streets in order to see the prescribed sidewalk widths and be able to consider what range of extension would be proportional. It would also be helpful to know whether the current code allows encroachments into the public right-of-way (how and when) and where balconies come into play. Determine whether there is a contradiction to be addressed with any right-of-way standards.
- The group confirmed that the Corners element (Element G) does address the issue of providing weather protection at a corner, making it an option for meeting the Corners standards (i.e., there is no contradiction between the two elements).
- In Standard 1-C, modify the language about 4 ft of extension to talk more generally about providing coverage, noting that coverage could be provided by a recess of the building structure, an outcrop of the building, or an extension like a canopy or awning.
- Consider adding a Standard 1-E to cover general points about signage (like Standard 2-A), and re-distribute Standard 3-C to the new specific subsections of Standard 2 for awnings, canopies, and marquees.
- In Standard 3-C, delete the "horizontal elements" language as it is unclear and largely unnecessary. Also, establish a clear prohibition of printed signage on awning signs.

### Guidelines

- In Point 1, remove the specific "rain" reference from the phrase "from rain during inclement weather." And move the final sentence ("Overhead protection encourages . . .") into the Purpose/Intent statement, along with the first two sentences in Point 2.
- In Point 3, change "impact" to "detract from."

- In Point 4, delete the list of specific materials (i.e., canvas, treated wood, glass).
- Incorporate Point 5 into the Purpose/Intent statement, emphasizing the idea that the structure itself can provide weather protection.
- Throughout the Guidance section, maintain consistency of language by mentioning specific elements (e.g., awnings, canopies, marquees, balconies, etc.).

The group wrapped up its work on this item for the evening, reiterating its agreement to provide highlighted comments on the San Francisco material by January 27, to give staff time to review and summarize the information for discussion at the February 3 meeting. Using the recent example of the Axletree project, which was reviewed under the current code structure that has the design guidelines in a separate document, **Mr. Kelter** reminded the group about the update project's goal of ensuring that the standards and guidelines for each element match up to produce the general desired result whether someone goes through the clear and objective or discretionary review process. He agreed to structure the February meeting to focus on the review process, with time to revisit the key elements to be suggested by Chair Schuster.

## **7.0 Other Business/Updates**

### **7.1 Officer Elections**

**Mr. Kelter** noted that the committee's bylaws call for officer elections at the first meeting of each year. **Chair Schuster** said she was willing to continue as Chair, and no one else expressed interest in either that position or the Vice Chair position. (**Mr. Kelter** had reminded the group that Vice Chair Laurila was willing to continue as Vice Chair if no one else was interested at this time.) The nominations were seconded and approved unanimously.

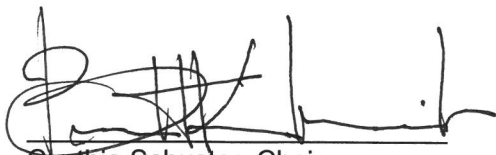
## **8.0 Design and Landmarks Committee Discussion Items – None**

## **9.0 Forecast for Future Meetings**

January 21, 2020      Annual joint meeting with City Council (approx. 7:05 p.m.)

February 3, 2020      Regular meeting

**Chair Schuster** adjourned the meeting at 8:10 p.m.



Cynthia Schuster, Chair  
VICE CHAIR

Respectfully submitted,  
Brett Kelter, Associate Planner