



CITY OF MILWAUKIE

AGENDA

February 3, 2020

DESIGN AND LANDMARKS COMMITTEE

Milwaukie City Hall
10722 SE Main St
www.milwaukieoregon.gov

1.0 Call to Order — Procedural Matters

2.0 Meeting Notes – Motion Needed

2.1 January 6, 2020

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

- Follow-up on awning/canopy information discussed at January meeting
- Review of draft design standards with "menu" of choices
- Discussion about review process and code applicability

7.0 Other Business/Updates

7.1 Representation on City Hall Blue Ribbon Committee

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:

March 2, 2020 Downtown design review (review revised draft amendments)

April 6, 2020 Downtown design review (test cases)

May 4, 2020 Downtown design review (review final draft amendments)
(tentative)

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:

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

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 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

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| 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.

Respectfully submitted,
Brett Kelter, Associate Planner

Cynthia Schuster, Chair