



CITY OF MILWAUKIE

AGENDA

March 2, 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 February 3, 2020

3.0 Information Items

3.1 Follow-up on February 11 Leadership Summit

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

- Discussion—Review process and code applicability
- Follow-up—Revisions to Weather Protection section
- Review & Discussion—Revised draft amendments

7.0 Other Business/Updates

7.1 Update on recruitment of Youth Members

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 31, 2020 Annual city-wide volunteer appreciation dinner (@Milwaukie Center)

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, February 3, 2020
6:30 PM**

COMMITTEE MEMBERS PRESENT

Brett Laurila, Vice Chair
Mary Neustadter
Tracy Orvis

STAFF PRESENT

Brett Kelter, Associate Planner (staff liaison)

OTHERS PRESENT

(none)

MEMBERS ABSENT

Cynthia Schuster, Chair
Evan Smiley

1.0 Call to Order – Procedural Matters

Vice Chair Brett Laurila called the meeting to order at 6:37 p.m.

2.0 Design and Landmarks Committee Notes

2.1 January 6, 2020

Vice Chair Laurila called for any revisions to the January meeting notes; there were none, and the notes were approved unanimously.

3.0 Information Items – None

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

Associate Planner Brett Kelter asked how the members were doing with their review of the San Francisco materials on awnings, canopies, and marquees. **Member Mary Neustadter** indicated that she had not been able to mark it up electronically but did have comments. For example, she thought canopies and marquees should be addressed separately and that repetition of language should be reduced or avoided. The members present all agreed to print the document, mark it up with their comments, scan it to create an electronic copy, and send that out to the other members by the end of the day on Thursday, February 13. **Mr. Kelter** committed to compiling the comments and including a summary or revised version in the packet materials for the March meeting.

Regarding the “menus” of choices provided for certain design elements, which Chair Cynthia Schuster had expressed interest in reviewing with the group, **Mr. Kelter** explained that he was still looking for some clarification from Chair Schuster on this item. He noted his intent to send out a draft in advance of the March meeting so the members could provide feedback.

Problems connecting with the City’s file network prevented **Mr. Kelter** from accessing some of the materials he had intended to share with the group, so he verbally walked through the talking

points of a presentation on the origins and parameters of the ongoing project to update the Downtown Design Review process. Currently, the design guidelines live in a separate document outside the code, though they are incorporated by reference. For projects that require discretionary (Type III) review, the applicant must demonstrate consistency with the purpose statements of any design standards their project does not meet as well as with any applicable design guidelines.

He recounted the committee's earlier effort to identify gaps between the 7 existing design standards and the multiple design guidelines, explaining that a key objective was to better link the standards and guidelines. When a project goes through discretionary review, the guidance should be clear and comprehensive enough to result in the approval of projects that provide the same (or better) quality of design that would be achieved through a clear and objective review against the design standards. One important clarification was that the update would do away with the separate design guidelines document, as each design element would have a purpose statement, standards, and guidance in place of separate guidelines. **Vice Chair Laurila** appreciated the insight, as he had assumed the separate guidelines document would remain in place.

Mr. Kelter agreed to provide a recap of this summary at the March meeting. Additional items on the March agenda will include a review of the San Francisco document (awnings, canopies, and marquees), discussion of the new draft of the proposed Design Review code (to be provided to the group in the packet materials one week in advance of the meeting), and discussion of the mechanics of the review process and applicability (i.e., "triggers").

7.0 Other Business/Updates

7.1 Representation on City Hall Blue Ribbon Committee (CHBRC)

Mr. Kelter explained the City's formation of a special committee to determine what should be done with the current City Hall building once the City offices move to a new location downtown. The committee will be composed of representatives from several different standing boards and committees (including the Design and Landmarks Committee) as well as from the various neighborhood areas. The question is, which member is interested in serving on the CHBRC?

Ms. Neustadter and **Member Tracy Orvis** both expressed interest but wanted to know more, particularly about whether the focus of the group would be more on historic preservation or use/redevelopment of the site in general. **Mr. Kelter** agreed to get more information about the scope as well as the time commitment and to share it with the two interested members so they could decide.

In other news, **Mr. Kelter** noted that the current terms were about to expire for three of the group's members (Chair Schuster, Ms. Neustadter, and Member Evan Smiley), with all three eligible for renewal. **Ms. Neustadter** expressed willingness to continue to serve; **Mr. Kelter** agreed to check with the two absent members and then follow up with the City Recorder.

Finally, **Mr. Kelter** informed the group about the City's new program to involve local youth in the work of several of the standing boards and committees (including this one), by appointing two youth members to each. The new youth members would be treated as regular appointees with voting rights. Those present acknowledged the potential for occasional complications with making a quorum but supported the idea in general. **Mr. Kelter** noted that interviews for youth members would be conducted on the upcoming Saturday.

8.0 Design and Landmarks Committee Discussion Items – None

9.0 Forecast for Future Meetings

March 2, 2020 Regular meeting

April 6, 2020

May 4, 2020 (tent.)

Vice Chair Laurila adjourned the meeting at 7:53 p.m.

Respectfully submitted,
Brett Kelter, Associate Planner

Cynthia Schuster, Chair



CITY OF MILWAUKIE

To: Design and Landmarks Committee

Through: Dennis Egner, Planning Director

From: Brett Kelter, Associate Planner

Date: February 24, 2020

Subject: Worksession Items

BACKGROUND: Downtown design review process (continued)

These materials include the following:

- Revised draft of Element I (Weather Protection), with revisions based on member comments, and questions highlighted for discussion
- New draft of proposed Downtown Design Review code (partial)
 - Element A (Site Frontage)
 - Element B (Wall Structure & Building Facade Details)
 - Element C (Exterior Building Materials)
 - Element D (Facade Transparency)
 - Discussion Guide

Downtown Design Review

Subsection 19.508.4 (Building Design)

Element I – Weather Protection

Purpose/Intent

To create an all-season pedestrian environment shielded from the elements, whether by the building structure itself or with added-on features such as awnings and canopies. Overhead protection encourages window shopping and lingering, and weather protection features can provide interest and detail to a façade as well as create outdoor sidewalk seating areas for restaurants and cafés.

Design Standards

1. Minimum Weather Protection Coverage

- A. All ground-floor building entries must be protected from the weather by an awnings, canopies, or marquees.
- B. Permanent awnings, canopies, recesses, or similar weather protection must be provided along at least 50% of the ground-floor elevation(s) of a building where the building abuts a sidewalk, civic space, or pedestrian accessway.

[With respect to the group's concern that setting a higher required percentage could make the streetscape feel more hemmed in, should the language be revised to require exactly 50% or to set a max of 70% or some other percentage?]

- C. Weather protection used to meet the above standards must extend at least 4 ft over the pedestrian area. This could take the form of a recess of the building structure, an outcrop of the building, or an extension like an awning or canopy. Balconies meeting these dimensional requirements can be counted toward this requirement.

[Staff needs to get more info on existing street cross-sections and encroachment allowances to make a better suggestion on this. Need to double-check Building Code and Public Works standards to ensure consistency with requirements and limitations on covering sidewalks and the public right-of-way and avoid contradictions.]

- D. In addition, the above standards do not apply where a building has a ground-floor dwelling, as in a mixed-use development or live-work building, and the dwelling entrance is covered.
- E. Where applicable provided, weather protection must be designed to accommodate pedestrian signage (e.g., blade signs) while maintaining required vertical clearance. *[Are there any other general points about signage to include?]*

2. Weather Protection Design, Materials, and Details

A. Awnings

For purposes of this section, an “awning” is defined as a light roof-like structure, supported entirely by the exterior wall of a building; consisting of a fixed or movable

frame covered with cloth, plastic, or metal; extending over doors, windows, and/or show windows; with the purpose of providing protection from sun and rain and/or embellishment of the façade.

[Suggestion to add images of an awning and a marquee/canopy.]

- 1) Awnings must be constructed of materials other than vinyl or any similar plastic sheet material.
- 2) Awnings must not be backlit.
- 3) The structure or frame materials for awnings must be aluminum or steel.
- 4) Signage is permitted only on the front face of any awning and cannot be printed on the awning itself. *[It's not clear what kind of signage we are talking about — something hung beneath an awning? The current sign code allows signage directly on an awning (up to 25% of the awning area).]*
- 5) The vertical distance from the top to the bottom of any awning must not exceed 4 ft, including any valance. *[Keep this? Do the other standards sufficiently address the proportion issue?]*
- 6) All portions of any permitted awning must be no less than 8 ft above the finished grade, including any valance, which must be no less than 7 ft above the finished grade.
- 7) No portion of any awning can be higher than the windowsill level of the lowest story (if any), exclusive of the ground story and mezzanine.
- 8) When the width of all awnings is less than 10 ft along the direction of the street, the horizontal project of such awnings must not exceed 6 ft from the face of any supporting building.
- 9) When the width of all awnings exceeds 10 ft measured along the direction of the street, the horizontal projection of such awnings must not exceed 4 ft from the face of the supporting building and the vertical distance from the top to the bottom of such awnings must not exceed 4 ft, including any valance.
- 10) Awnings must be constructed of a non-vinyl cloth or canvas with a matte finish or a material similar in appearance and texture *[similar to non-vinyl cloth or canvas?]*.
- 11) Awning valances must not exceed more than 12 inches in height and must be unframed and flexible.
- 12) Awnings must be of the sloped variety unless the shape of the opening is arched, in which case an awning must follow the contour of the opening. The underside of the awning must remain open.
- 13) The following are prohibited:
 - a. Novelty awnings

- b. Awnings illuminated from below or internally
- c. Awnings that exceed the width of the storefront opening or associated commercial window opening. In no case must an awning extend over more than one storefront opening.
- d. Text *[or signage imagery?]* on the awning.
- e. Awnings that obscure, cover, or alter any of the architectural or character-defining features of the building. *[Is this starting to get too discretionary?]*

B. Canopies

For purposes of this section, a “canopy” is defined as a light, flat or low-sloping roof-like structure, supported by the exterior wall of a building and on columns or wholly on columns; consisting of a fixed or movable frame covered with approved cloth, plastic, or metal; extending over entrance doorways only; with the purpose of providing protection from sun and rain and/or embellishment of the façade. Canopies are a hybrid of an awning and a marquee, featuring a metal frame that projects from a building entrance over the sidewalk to the curb.

- 1) The structure or frame materials for canopies must be aluminum or steel.
- 2) Canopies must be constructed of materials other than vinyl or any similar plastic sheet material.
- 3) Signage is permitted only on the front face of any canopy and is prohibited on all sloped elements. *[The current sign code does not have a definition for canopy signs, so we may need to write some new language as we move forward with these amendments. Are under-canopy signs ok? Or can a sign extend above a canopy?]*
- 4) Canopies must be attached to the building directly above the entrance or a storefront window *[See next point—if canopy width cannot exceed the width of a storefront window, as one member suggested, does it stand to reason that this point should specify that canopies are either above an entrance or above a storefront window?]*.
- 5) The width of a canopy must not exceed the width of the entrance opening *or storefront window*. The maximum allowable width of any canopy is 10 ft.
- 6) The horizontal projection of any canopy may extend to a point 2 ft from the curb. To ensure adequate clear space along the sidewalk, outer column supports must be located in the outer 1/3 of the sidewalk and must be no less than 4 ft from the building face.
- 7) The vertical distance from the top to the bottom of the canopy must not exceed 2 ft, including any valance. *[Like the similar standard for awnings, should we keep this standard about proportion?]*
- 8) All portions of any permitted canopy, excluding the column supports, must be no less than 8 ft above the finished grade, including any valance, which must be no less than 7 ft above the finished grade.

- 9) Canopies must not be spaced closer than 20 ft from each other, measured from centerline to centerline.
- 10) If a canopy includes a valance, the valance must not exceed a height of more than 12 in and must be unframed and flexible.
- 11) Canopy lighting that illuminates the building and/or sidewalk is allowed; otherwise, canopy lighting is prohibited. *[Hopefully this is not too discretionary, regarding what is considered to "illuminate a building." Note that the sign code does not address this level of specificity for canopy signs.]*

C. Marquees

For purposes of this section, a "marquee" is defined as a permanent, flat or low-sloped roofed structure attached to and supported entirely by a building; including any object or decoration attached to or part of said marquee; no part of which may be used for occupancy or storage; with the purpose of providing protection from sun and rain and/or embellishment of the façade. Historically, marquees have typically been constructed from steel, bronze, copper, aluminum, and/or glass and feature elaborate painted patterns and pressed sheet metal ornamentation.

- ~~1) The structure or frame materials for marquees must be aluminum or steel. [?]~~
- ~~2) Marquees must be constructed of materials other than vinyl or any similar plastic sheet material. [Is this necessary for marquees?]~~
- 3) Marquees must be attached to the building directly above the entrance.
- ~~4) Signage is permitted only on the front face of any marquee and is prohibited on all sloped elements. [Need better language—this standard was intended for awnings. The sign code currently allows for marquee and under-marquee signs, but no signs on top of a marquee. Limit is 25% of marquee surface, or 6 sq ft per display surface for under-marquee.]~~
- 5) The vertical distance from the top to the bottom of any marquee must be no more than 3 ft, and the horizontal projection must not extend beyond a point closer than 2 ft from the curb.
- 6) A marquee projecting less than $\frac{2}{3}$ of the distance from the property line to the curb line must not exceed 25 ft in length or 50% of the length of the building along the direction of the street, whichever is less. A marquee projecting less than 4 ft from the property line *[or building face?]* and not exceeding 2 ft in thickness may extend over the total length of the building along the direction of the street. All portions of either such marquee must be no less than 10 ft nor more than 16 ft above the finished grade, nor higher than the windowsill level or windows on the building façade on which the marquee is placed, excluding the ground story and mezzanine. *[What about marquees projecting more than $\frac{2}{3}$ of the distance?]*

Each building frontage will be considered separately, for the purposes of evaluating the compliance of a marquee with these standards.

[Note: Will/should installation, alteration, or removal of a marquee (or a canopy?) trigger Downtown Design Review?]

Guidance

1. The building structure itself can provide weather protection, whether in the form of ground-level recesses or built-in features such as balconies above the first floor.
2. Awnings and canopies are encouraged along the ground floor of buildings to protect pedestrians from inclement weather and provide shade in the summer.
3. The design of awnings and canopies should be an integral component of the building façade.
4. Awnings should be well proportioned with the building and sidewalks. Awnings should not be so large as to detract from street trees, light fixtures, or street furniture.
5. Awnings and canopies should be of high-quality materials.
6. If provided, canopy lighting should highlight the building or illuminate the sidewalk; ~~otherwise, canopy lighting is not allowed.~~
7. When used correctly, awnings allow a business to attract customers, express its individuality, respect the architecture of the building, and complement the public realm. When used incorrectly, awnings create visual clutter along the streetscape, obscure important architectural features of the building, and weaken the identity and presence of the business.
8. Retractable and operable awnings are encouraged.
9. A fixed awning may be acceptable if it expresses the same characteristics as a retractable awning or has a free-moving valance and does not appear to be rigid, hard, or inflexible.
10. Only one awning is recommended per occupied storefront opening. Quantity may be evaluated on a case-by-case basis and will be based on the cumulative number and location of business signs attached to the subject building, including the existing and proposed signage. A single awning spanning across multiple commercial storefronts and that obscures character-defining features is strongly discouraged.
11. Awnings should be attached to the storefront at the lintel or transom bar, at a level that relates to the storefront opening. Awnings should not cover the first floor of the transom windows of the building. Awnings should not obscure or negatively impact the character-defining features of the subject building. Awnings should not extend so far into the public right-of-way that they impede pedestrian traffic, nor should they extend outside the piers and lintel of the storefront opening. *[Should any of these points be standards instead (or as well)?]*

Notes on Figures

- *In 19.508.4.C.2, remove the “6-ft maximum” for canopy length (Item B).*
- *Insert images or illustrations to demonstrate an awning, canopy, and marquee.*

Downtown Design Review

Subsection 19.508.4 (Building Design)

List of Design Elements

Original order (from SERA doc)

- A. Site Frontage
- B. Wall Structure & Building Façade Detail
- C. Exterior Building Materials
- D. Façade Transparency
- E. Doors & Entrance Locations
- F. Windows
- G. Corners
- H. Building Massing
- I. Weather Protection
- J. Roof Screening
- K. Service Areas (Screening)
- L. Green Architecture
- M. Pedestrian Circulation
- N. Private Open Space
- O. Pedestrian-Oriented Open Space
- P. Landscaping
- Q. Outdoor & Exterior Building Lighting

Recommended for Deletion/Consolidation

- 1. Rooftops
- 2. Ground-level Screening
- 3. Vehicle Parking
- 4. Long-term Bicycle Parking
- 5. Waste Collection Areas
- 6. Privacy Considerations / Transition Measures
- 7. Safety & Building Security
- 8. Public Open Space
- 9. Exterior Building Lighting
- 10. Parking Lot Lighting
- 11. Landscape Lighting

Revised order (amended proposal)

- A. Site Frontage
- B. Pedestrian Circulation
- C. ~~Pedestrian-Oriented~~ Public-Oriented[?] Open Spaces
- D. Landscaping
- E. ~~Private~~ Site-Oriented[?] Open Spaces
- F. Building Massing
- G. Wall Structure & Building Façade Detail
- H. Façade Transparency
- I. Corners
- J. Windows
- K. Doors & Entrance Locations
- L. Roof Screening
- M. Weather Protection
- N. Green Architecture
- O. Outdoor & Exterior Building Lighting
- P. Exterior Building Materials
- Q. Service Areas (Screening)

Downtown Design Review

Subsection 19.508.4 (Building Design)

Element A – Site Frontage

Purpose/Intent

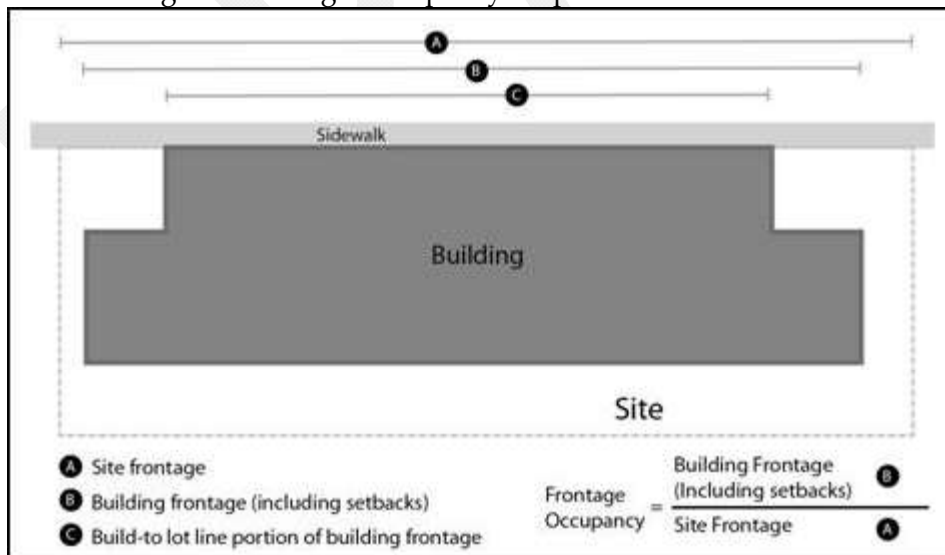
To encourage building design and site placement that enlivens the public realm and streetscape through consistent frontages and active ground-floor uses.

Design Standards

1. Frontage Occupancy

- A. For block faces that front on Main St, a minimum of 90% of the site frontage must be occupied by a building or buildings. If the development site has frontage on Main St and another street, the frontage occupancy requirement must be met on Main St only.
- B. For block faces that front on Harrison St, Monroe St, Washington St, Adams St, and 21st Ave, a minimum of 75% of the site frontage must be occupied by a building or buildings.
- C. For other block faces, a minimum of 50% of the site frontage must be occupied by a building or buildings.
- D. Building facades with recesses incorporated to comply with façade articulation requirements are considered to be occupying the site frontage if the recesses do not exceed 24 in.

Figure: Frontage Occupancy Requirements and Build-To Line



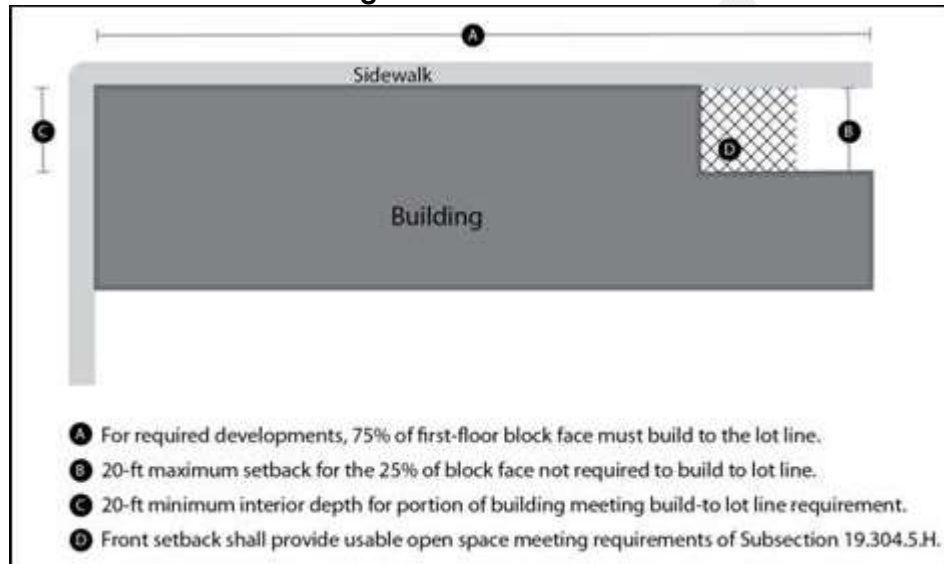
2. Street Setbacks / Build-To Lines

- A. For those block faces identified on Figure 19.304-5, 75% of the first floor must be built to the front lot line (zero setback). The remaining 25% may be set back from the front lot line a maximum of 20 ft. Any front setback area must provide usable open space, such as

a public plaza or pedestrian amenities, that meets the requirements of Element O (Pedestrian-Oriented Open Space).

- B. For other block faces, there is no build-to-line requirement and the maximum setback shall be 10 ft. The front setback must provide usable open space that meets the requirements of Element O (Pedestrian-Oriented Open Space).
- C. The portions of the building used to meet the build-to-line requirement in Standard 2-A above must have a depth of at least 20 ft.

Figure: First-Floor Build-To Lines



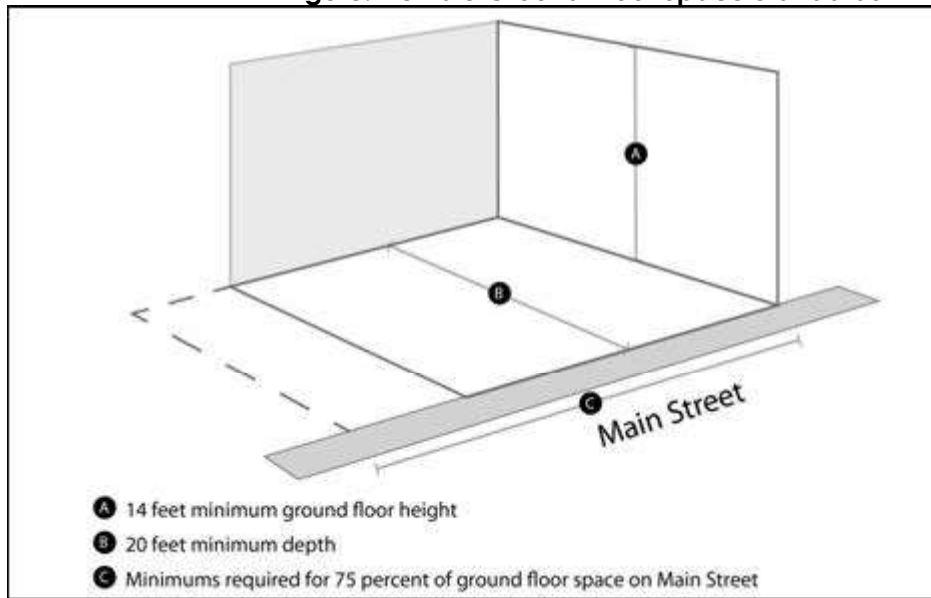
- D. The Downtown Mixed Use (DMU) zone is exempt from the clear vision area requirements of Chapter 12.24, with the exception of driveway and street intersections with McLoughlin Blvd.

3. Active Ground Floor Space

For new buildings fronting Main St, excluding ground-floor residential, the following standards must be met:

- A. At least 75% of the ground-floor height must be at least 15 ft, as measured from the finished floor to the ceiling, or from the finished floor to the bottom of the structure above (as in a multistory building). The bottom of the structure above is the lowest portion of the structure and includes supporting beams.
- B. At least 75% of the interior floor area adjacent to Main St must be at least 20 ft deep, as measured from the inside building wall or windows facing Main St.

Figure: Flexible Ground-Floor Space Standards



Guidance

1. A strong and high-percentage presence of a building on the site edge, and spacious active ground-floor spaces and uses should help to create a continuous building frontage on the street to create compatibility and harmony between buildings and to encourage pedestrian activities. Building placement along the street should contribute to a continuous street wall that integrates storefront opportunities and architectural interest along the street, and should bring buildings up to the sidewalk for pedestrian interest. The amount of presence should be scaled to the uses and intensity of the street, as follows:
 - A. For block faces fronting Main St, buildings should occupy a minimum of 90% of the lot frontage or create a sense of presence that similarly meets the intention of this guideline.
 - B. For block faces fronting Harrison St, Monroe St, Washington St, Adams St, and 21st Ave, buildings should occupy a minimum of 75% of the lot frontage or create a sense of presence that similarly meets the intention of this guideline.
 - C. For block faces fronting all other streets, buildings should occupy a minimum of 50% of the lot frontage or create a sense of presence that similarly meets the intention of this guideline.
2. Where buildings are set back from the property line and sidewalk, the setback distance should be minimized and plazas and open space should be located between the building and sidewalk edge, helping to enliven the street edge and pedestrian realm.
3. Ground floors of commercial, public, and mixed-use buildings should be flexible and offer ample space for active uses serving occupants and visitors, such as retail, service or food service. High ground-floor heights and adequate depths should provide flexible interior spaces for active uses.
 - A. For new buildings fronting Main St, excluding ground-floor residential, flexible ground floor spaces should be incorporated into at least 75% of the interior floor area adjacent to

Main St or create active ground-floor space that similarly meets the intention of this guideline.

Notes on Figures

- *Revisions to First-floor build-to lines diagram (Figure 19.304-5)*
 - *Include all block faces downtown, including on McLoughlin Blvd but not the block of Lake Rd/Main St between 21st Ave and Main St (under trestle) or Eagle St adjacent to the sewage treatment plant.*
 - *[Note: The wastewater treatment plant is separated from the McLoughlin Blvd right-of-way by the Trolley Trail. How to make the requirements apply to that property?]*
- *Revisions to Minimum frontage occupancy diagram (Figure 19.304-6)*
 - *Designate McLoughlin Blvd with 90% minimum requirement.*
 - *Main St = Set at 75% north of Scott St, at 90% in front of City Hall.*
 - *21st Ave = Extend 75% requirement to include the City Hall block.*
 - *Jackson St = Set at 75% west of Main St.*
 - *Jefferson St = Set at 75% on both sides of Main St.*
 - *Scott St = Leave at 50% west of Main St.*
 - *[Note: The wastewater treatment plant is separated from the McLoughlin Blvd right-of-way by the Trolley Trail. How to make the requirements apply to that property?]*
- *Keep graphic illustrating first-floor build-to lines (Figure 19.304.5.D.2.b(1&3))*
- *Keep graphic on flexible ground-floor space standards (Figure 19.304.5.C.2)*
- *Keep graphic on frontage occupancy requirements and build-to line (Figure 19.304.5.E.2)*
- *Keep graphic on frontage occupancy requirements (Figure 19.304.5.E.2.a-c)*

Downtown Design Review

Subsection 19.508.4 (Building Design)

Element B – Wall Structure & Building Façade Details

Purpose/Intent

To add visual interest to buildings and enhance the street environment with continuous and varied wall structures. Use design features and details to break down the scale and mass of a building in order to create comfortable, pedestrian-friendly environments and enclosure to public areas.

Design Standards

1. Nonresidential and mixed-use buildings are subject to the following standards:

A. Vertical Articulation

Buildings of 2 stories and above must be divided vertically to create a defined base, middle and top by incorporating the following elements:

- 1) Base. The building foundation must have a minimum height of 30 inches and must be constructed of brick, stone, or concrete, excluding windows, entrances and garage openings.
- 2) Middle. The middle of the building between the top of the ground floor and top of the highest floor shall incorporate at least one of the following elements:
 - a) A change in exterior building materials and/or material color between the ground floor and upper floors.
 - b) Street-facing balconies or decks at least 2 ft deep and 4 ft wide for at least 25% of the length of the building.
 - c) A 6-ft minimum building step-back on the third floor or higher for at least 25% of the length of the building.
 - d) Horizontal architectural elements such as masonry string courses, ledges, and water tables at least 8 in tall that project or recess at least 1 in from the building face and extend across a minimum of 75% of the façade length.
- 3) Top. The top of the building extends from the ceiling of the uppermost floor to the highest vertical point on the roof of the building. The building top must be distinguished from the building facades by one of the following:
 - a) Cornice or wall cap including a change of materials with a minimum projection of 18 in and minimum height of 9 in.
 - b) A pitched or overhang roof with a minimum fascia height of 7 in.

B. Horizontal Articulation

- 1) The street-facing façade must be divided into distinct wall planes that are no more than 30 ft on center by incorporating at least one of the following every 30 linear feet:
 - a) Columns, piers, pilasters and revealed structural elements projecting a minimum of 4 in from the building face.
 - b) A change in wall plane of not less than 24 in deep and 24 in wide. Breaks may include but are not limited to an offset, recess, window reveal, or similar architectural feature.
 - c) Architectural bays projecting 4 inches or more from the building face, with windows covering at least 50 percent of the projected wall area.
- 2) Horizontal datum lines—such as belt lines, cornices, or upper-floor windows—must line up with adjacent facades if applicable.
- 3) Significant breaks must be created along building façades at least every 150 linear ft by either setting the façade back at least 20 ft or breaking the building into separate structures. Breaks must be at least 15 ft wide and shall be continuous along the full height of the building. The area or areas created by this break must meet the standards of Subsection 19.304.5.H.

C. Rooftop Design

These standards are provided in conjunction with those established in Element L (Roof Screening).

- 1) The roof of a building must follow one (or a combination) of the following forms:
 - a) Flat roof (less than 1/12 pitch) or low-slope roof (between 1/12 and 4/12 pitch)
 - b) Hip roof
 - c) Gabled roof
 - d) Dormers
 - e) Shed roof
- 2) Roofs are subject to the following standards as applicable:
 - a) Unless there is no rooftop equipment, all flat or low-slope roofs must be architecturally treated or articulated with a parapet wall that projects vertically above the roofline at least 12 in and/or a cornice that projects from the building face at least 6 in.
 - b) All hip or gabled roofs exposed to view from adjacent public or private streets and properties must have a minimum 4/12 pitch.
 - c) Sloped roofs must have eaves, exclusive of rain gutters, that project from the building wall at least 12 in.

- d) When an addition to an existing structure, or a new structure, is proposed in an existing development, the roof forms for the new structure(s) must have similar slope and be constructed of the same materials as the existing roofing.
2. Exemptions. The following residential-only uses are exempt from the standards of this section and shall meet the applicable residential design standards:
 - A. Multifamily residential-only buildings are subject to the objective standards of Subsection 19.505.3.D.6, with the exception of the private and public open space requirements of Subsections 19.505.3.D.1 and D.2. The open space requirements of Element C (Pedestrian-Oriented Open Space) and Element E (Private Open Space) apply to multifamily residential-only buildings.
 - B. Rowhouses are subject to the objective standards of Subsection 19.505.5, as revised by Subsection 19.304.3.B.
 - C. Live/work units are subject to the objective standards in Subsection 19.505.6.

Guidance

1. Street walls should engage the street, achieving a distinct and high-quality treatment that contributes to downtown as a community center.
2. Building walls should provide a sense of continuity and enclosure to the street, creating a “street wall.” They should also include vertical (tripartite façade of base, middle, and top) and horizontal (bays and articulation) divisions to provide a human scale to the space of the street. Such vertical and horizontal architectural elements should create a coherent pattern and visual interest and to make large buildings appear inviting.
3. The rooftop should be considered a “fifth façade” of the building and should accordingly be designed to high visual value.
4. Buildings should avoid blank wall faces on street-facing façades, particularly on ground floors and building corners at street intersections.
5. Building façades clearly demarcate areas of visual interest, highlighting entries or displays. Massing should be purposeful and cohesive, boldly showing depth and/or visual lightness to enrich the pedestrian zone.

Notes on Figures

- *Keep graphic illustrating horizontal building façade details (Figure 19.508.4.A.2.b)*
- *Keep graphic on flat roof with parapet or cornice (Figure 19.508.4.F.2.b)*
- *Keep graphic on pitch and gable roofs (Figures 19.508.4.F.2.c&d)*
- *Keep graphic on vertical building façade details (Figure 19.508.4.A.2.a)*
- *Use new graphic provided in draft with photo illustrating 10 design features*

Downtown Design Review

Subsection 19.508.4 (Building Design)

Element C – Exterior Building Materials

Purpose/Intent

To encourage the use of high-quality building materials that highlight architectural elements, create a sense of permanence, are compatible with downtown Milwaukie and the surrounding built and natural environment, and activate the building around the pedestrian realm.

Design Standards

1. New Buildings

The following standards are applicable to the street-facing façades of all new buildings. For the purposes of this standard, street-facing façades are those abutting streets, courtyards, and/or public squares in all of the downtown. Table 19.508.4.D specifies the primary, secondary, and accent material types referenced in this standard.

A. Façade coverage (refer to Table 19.508.4.D regarding materials)

1) For ground-floor or street-level façades:

- a. Primary materials (including glazing) must be utilized for at least 90% of each applicable building façade.
- b. Secondary and/or accent materials are permitted on no greater than 10% of each applicable building façade.

2) For upper-floor façades:

- a. Primary materials (including glazing) must be utilized for at least 65% of each applicable building façade.
- b. Secondary materials are permitted on no greater than 35% of each applicable building façade.
- c. Accent materials are permitted on no greater than 10% of each applicable building façade as trims or accents (e.g., flashing, projecting features, ornamentation, etc.).

3) In addition to those materials listed in Table 19.508.4.D, similar materials may be approved by the Planning Director for use as primary, secondary, or accent materials consistent with this section. Decisions shall be processed as a Director's Determination consistent with Section 19.903.

B. First-floor materials must wrap around to the non-street-facing façade of the building to minimum depth of 10 ft or to the edge of the abutting building, whichever is less.

Table 19.508.4.D Exterior Building Materials for Residential, Nonresidential, and Mixed Use Buildings		
	Allowed Status of Material P = Primary S = Secondary A = Accent	
Material Type	Street-Facing, Ground-Floor Faces (1 st story down to sidewalk)	Upper-Levels & Non-Primary Faces
Brick or brick veneer	P	P
Architectural concrete block or veneer	P	S
Natural concrete block or veneer (with finish)	P	P
Architectural treated poured in place concrete	P	S
Tilt-up concrete walls (finished)	P	P
Pre-cast concrete	P	P
Stone veneer (natural or manufactured)	A	A
Stucco (topcoat with sand finish)	P	P
Metal siding = Finished metal panels (e.g., anodized aluminum, stainless steel, copper) featuring a polished, brushed, or patina finish	P	P
Composite wall panels	P	P
Ceramic tile	S	S
Finished natural wood siding and composite wood siding	A	A
Fiber-reinforced cement siding and panels (5/16-in or thicker)	S or A	P
Fiber-reinforced cement siding and panels (less than 5/16-in and through colors)	A	S or A
Glazing (refer to Façade Transparency element)	P	P

2. Existing Buildings

For expansions of, and/or additions to, existing buildings or structures, only the section of the street-facing façade(s) of the expansion or addition is required to meet the standards of C.1.

- A. Expansions, additions or modifications to the existing façade area that affect less than 25% of the existing façade area, as measured in square feet, or 500 sq ft of façade area, whichever is less, of new street-facing façade(s) shall be exempt from Element C.

Guidance

1. Exterior materials and finishes should be durable, long lasting and low maintenance, and create a sense of permanence and high quality.
2. Building materials should include a palette that is visually interesting, coherent, related to its place, and observant of environmental elements of our region. A hierarchy of materials should be incorporated to distinguish ground floors and upper floors.
3. Ground-floor materials should consist primarily of a simple palette of long-lasting materials such as brick, stone, or concrete to create a sense of groundedness.
4. For existing development, new and existing materials should create a unified appearance. New materials should be durable, long lasting and low maintenance.
5. Provide attractive rear facades that match the dominant materials and colors used on street-facing facades of the building, though the design may be simpler.

Notes on Figures

- *Keep graphic on exterior wall standards (Figure 19.508.4.D.2)*

Downtown Design Review

Subsection 19.508.4 (Building Design)

Element D – Façade Transparency

Purpose/Intent

To activate building interiors and exteriors by ensuring transparency through the building, exposing ground-floor commercial and public uses of buildings, and promoting a safe pedestrian environment through visibility, lighting, and “eyes on the street” techniques.

Design Standards

1. Nonresidential and Mixed-Use Buildings

A. Ground Floor or Street Level

1) Primary Streets

For ground-floor uses on block faces along Main St and McLoughlin Blvd, a minimum of 50% of the ground-floor street-facing wall area must consist of openings (i.e., windows and the glazed portions of doors.) The ground-floor street wall area is defined as the area from 3 ft above finished grade to the bottom of the ceiling joists or, where there is no ceiling, to the bottom of the roof rafters of the space fronting the street or 12 ft above finished grade, whichever is less.

2) Other Streets

For all other block faces, a minimum of 40% of the ground-floor street-facing wall area must consist of openings (i.e., windows and the glazed portions of doors).

B. Upper Level

Along all block faces, the following standards are applicable on the upper-level building façades facing a street or public space:

1) Upper building stories must provide a minimum of 30% glazing. For the purposes of this standard, minimum glazing includes windows and any glazed portions of doors.

2) The required upper-floor window/door percentage does not apply to floors where sloped roofs and dormer windows are used.

C. Blank walls that contain no transparency such as windows and doorways are limited to 450 sq ft or 30 linear feet, whichever is less, when facing a public street, unless required by the Building Code. In instances where a blank wall exceeds 450 sq ft or 30 linear feet, at least one of the following techniques must be employed:

1) Articulate the wall with projections or recesses consistent with Element B.

- 2) Provide a landscaped planting bed at least 5 ft wide or raised planter bed at least 2 ft high and 3 ft wide in front of the wall, with plant materials that obscure or screen at least 50% of the wall's surface within three years.
- 3) Provide a public art mural or original art mural, as defined in Section 20.04.020, over at least 50 percent of the blank wall surface.

2. Residential-Only Buildings

- A. 25% of the total street-facing wall area must consist of openings (i.e., windows and the glazed portions of doors).
- B. Blank walls that contain no transparency such as windows and doorways are limited to 750 sq ft when facing a public street, unless required by the Building Code. In instances where a blank wall exceeds 750 sq ft, at least one of the following techniques must be employed:
 - 1) Articulate the wall with projections or recesses consistent with Element B.
 - 2) Provide a landscaped planting bed at least 5 ft wide or raised planter bed at least 2 ft high and 3 ft wide in front of the wall, with plant materials that obscure or screen at least 50% of the wall's surface within three years.
 - 3) Provide artwork (mosaic, mural, sculpture, relief, etc.) over at least 50 percent of the blank wall surface.

Guidance

1. Design nonresidential and mixed-use ground floors with high-percentage coverage of transparency at the pedestrian eye level, especially those from 4 ft to 8 ft above the ground plane.
 - a. Along Main St and McLoughlin Blvd, buildings should incorporate a minimum of 50% transparency of the ground-floor street wall area, or achieve a similar degree of transparency.
 - b. Along all other streets, buildings should incorporate a minimum of 40% transparency of the ground-floor street wall area, or achieve a similar degree of transparency.
2. Design nonresidential and mixed-use upper floors with sufficient transparency coverage, consistent with ground floor treatment.
3. Design residential ground floor transparency coverage to balance transparency and privacy for residents.
4. Arrange transparent openings to provide balanced coverage of the façade and prevent blank walls.
5. Design window and doors to maximize transparency and flexibility for ongoing use and adaptation that can be integrate into planned and future building uses and operations,

considering such future treatments as shades, curtains, security fencing, and product shelving near windows or doors.

Notes on Figures

- *Keep graphic on windows and doors (Figure 19.508.4.E)*

DRAFT

Downtown Design Review Update

Discussion Guide

March 2, 2020

Element A – Site Frontage

The three factors in Element A were originally standards that all projects were required to meet: there were no guidelines as an alternative, so projects would have needed a variance to modify any of the percentages. We wanted to bring the spirit of the original standards into the new format by integrating the specific percentage expectations into the guidelines, while allowing some flexibility to achieve a similar outcome

- Does this strike the right balance between specificity and flexibility, or do percentages have no place in the guidelines?

Flexible ground-floor design requirements apply only to Main Street in the standards, and to all sites in the corresponding guidance.

- Should the ground-floor flexible design requirements be limited to Main Street, or have a tiered requirement with higher percentages required along Main St and lower percentages along other streets? Consider adding a second tier with a lower requirement consisting of those streets that run perpendicular to Main Street and have crosswalks across McLoughlin Boulevard to the park.

Element B – Wall Structure & Building Façade Detail

- For this and other elements, decide whether multifamily residential, townhouses, and live/work should have to meet the applicable residential standards, downtown standards, or some combination of the two.
- As currently regulated in 19.304, ground-floor residential could be built anywhere in downtown except for Main St south of Scott St. If built, what additional standards are desired for downtown ground-floor residential above and beyond the applicable residential standards?
- In Element B, it was originally proposed that multifamily residential meet both the downtown standards and the multifamily, which was messy with high potential for conflicts. As now proposed, multifamily would only have to meet the residential standards unless there are additional design elements specific to downtown that DLC feels should be required.
- Should tripartite design be required for all buildings in downtown? The standard requires tripartite design, but the guidance is a little less clear. The guidance could be clarified to require tripartite design for all buildings, or to

allow some flexibility for alternative building designs. What alternatives could be considered?

- How much of the building base should be constructed of “heavier” materials such as concrete, stone and brick? One approach is to require a foundation 12-30 in tall around the bottom, or another approach is to require those materials for the entire first floor. Consider the overlap with Element C, which permits a wider range of materials for the ground-floor façade than just concrete, stone and brick.
- Standard 1-B.3 requires significant breaks every 150 ft that are recessed by 20 ft, which seems to be at odds with requirements to create a continuous, cohesive building presence along the front lot line to engage the street. Could this be deleted? Are there articulation goals underlying the standard that could be met through alternative treatments?

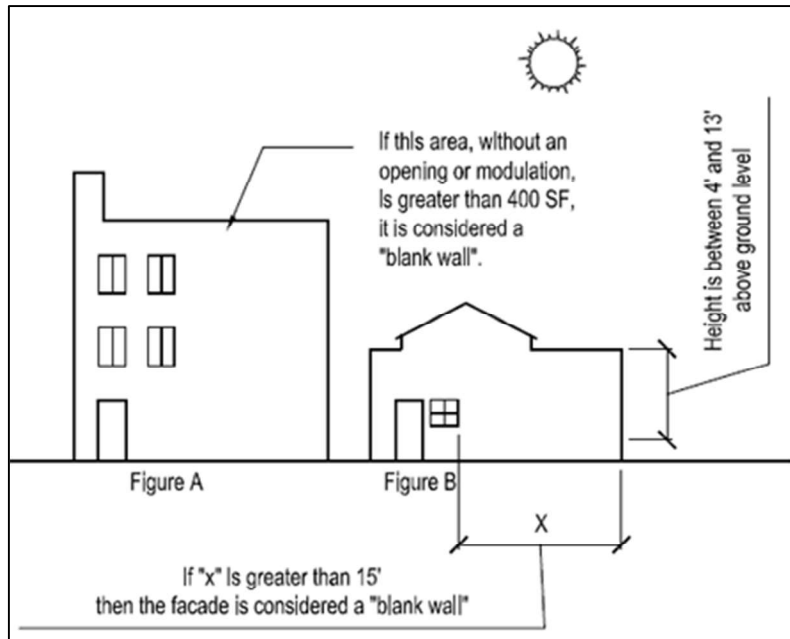
Element C – Exterior Building Materials

Consider how materials standards should apply to existing buildings that are being renovated, with a potential three-part standard:

- For “small” projects, no requirement to meet the materials standards for the existing or new portion of the façade, based on rationale that a small amount of contrasting materials would undermine cohesive façade design.
- For “medium” projects, requirement to meet the materials standards for the new portion of the façade, which moves the façade closer to compliance but limits financial and construction obligations to change existing façade.
- For “large” projects, requirement to meet the materials standards for the entire façade. Consider whether it is feasible to replace existing façade materials to meet this requirement.
- How should projects that add significant floor area or interior renovations, but that do not add new façade area, be treated within the proposed hierarchical standards? Should only façade modifications trigger upgrades, or total value/area of renovations?
- Should non-street-facing facades be subject to materials standards? As written, the standards only regulate materials on street-facing facades, but there is guidance on attractive rear facades. One or both should be rewritten to address the same design goals, with consideration given to design priorities.

Element D – Façade Transparency

- What size and/or length defines a blank wall? Original proposed standards were for max 375 sq ft for nonresidential and mixed-use projects, and 750 sq ft for residential. Revised proposal is for 450 sq ft (required 15 ft ground-floor height x 30 ft) or 30 linear feet, whichever is less, for nonresidential. Consider also an example from Redmond, WA:



Credit: City of Redmond, WA, Figure 21.60.0400

- What treatments effectively address a blank wall, when considered in the context of the 30-ft wide architectural bays required by Element B? Can a lack of windows or doors to create transparency within the 30-ft wide bay be remedied by more articulation to break up the 30 feet, landscaping, and/or murals?

General Items

- What are the goals for development along McLoughlin Boulevard, that balance existing conditions of the buildings, street, and riverfront park with future development opportunities? What is the appropriate scale, given the high car presence, and opportunities for pedestrians at crosswalks and riverfront park? Consider whether it should meet standards similar to Main Street, aimed at creating walkable, pedestrian scale uses, larger scale aimed at passing vehicles, or a hybrid. Specifically:

- In Element A, what combination of building presence, frontage occupancy, setbacks, and active ground floor use should apply to McLoughlin Boulevard?
 - In Element D, what percentage of transparency should apply to McLoughlin Boulevard?
- To what degree should the standards be incorporated into a discretionary review process? Are the standards seen as informing the guidelines, or are they entirely separate?
 - For example, if the standard requires 70% transparency and the guideline requires a high-percentage of transparency, does the 70% inform the guideline (while leaving flexibility to vary from 70%) or how else is “high-percentage” interpreted?
- To what extent should garage doors be addressed by the standards and guidelines, from the perspective of materials and transparency? One approach is that they are simply subject to the same standards as the rest of the façade in terms of avoiding blank walls and using quality materials. Are there other aspects of garage doors that merit further regulation and/or specific concerns observed in previous projects?