



# CITY OF MILWAUKIE

## AGENDA

September 3, 2019

### DESIGN AND LANDMARKS COMMITTEE

Pond House  
2215 SE Harrison St  
[www.milwaukieoregon.gov](http://www.milwaukieoregon.gov)

**1.0 Call to Order — Procedural Matters**

**2.0 Meeting Notes** – Motion Needed

2.1 August 5, 2019

**3.0 Information Items**

3.1 Introduction of new committee members

**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

**7.0 Other Business/Updates**

7.1 Summary: Discuss 2019-20 Work Program draft  
Staff Person: Brett Kelter, Associate Planner

**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:**

Oct. 7, 2019 Downtown design review update (regular meeting)

Nov. 4, 2019 Downtown design review update (regular meeting)

### 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](mailto: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](http://www.milwaukieoregon.gov).
3. **CITY COUNCIL MINUTES** City Council Minutes can be found on the City website at [www.milwaukieoregon.gov](http://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  
Evan Smiley  
Tracy Orvis

#### **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 Harrison St  
Monday, August 5, 2019  
6:30 PM**

**COMMITTEE MEMBERS PRESENT**

Cynthia Schuster, Chair  
Brett Laurila, Vice Chair  
Mary Neustadter

**STAFF PRESENT**

Brett Kelter, Associate Planner (staff liaison)

**OTHERS PRESENT**

(none)

**MEMBERS ABSENT**

(none)

**1.0 Call to Order – Procedural Matters**

**Chair Cynthia Schuster** called the meeting to order at 6:41 p.m.

**2.0 Design and Landmarks Committee Notes**

2.1 June 3, 2019

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

2.2 July 15, 2019

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

**3.0 Information Items**

**Associate Planner Brett Kelter** noted that he had no updates on the status of the draft Comprehensive Plan policies on historic preservation or urban design, which the group had commented at in past meetings. He promised to give the group an update when one was available.

**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

The group picked up its work on the draft, with **Chair Schuster** noting that she would like to finalize any comments on the graphics so that Planning staff could work on them. She also wanted to focus on the sections related to transparency and exterior building materials. Discussion about stucco and EFIS (Exterior Finish & Insulation System) returned the group to the question of whether to list prohibited materials on the exterior building materials list and how specific to be in listing materials. **Chair Schuster** expressed interest in giving the Planning Director the discretion to make determinations about specific materials.

Regarding the exterior building material standards (Design Element C), **Chair Schuster** suggested that the exterior ground-floor level of new buildings should be finished with 90% primary materials and 10% secondary or accent materials; other levels should be finished with at least 65% primary materials, with a maximum of 35% secondary and/or 10% accent materials. This takes glazing into account, as glass is listed as a primary material. There was agreement to allow fiber-reinforced cement to be a primary material on upper levels, with thinner siding and through-colors as an accent material on the ground floor. Ceramic tile should be a secondary material on all levels. There was a suggestion to clarify that stucco needed a topcoat with sand finish.

In the context of exterior building materials, there was a question about whether or how to address the protection of historic buildings, especially for minor renovations (i.e., affecting 25% or less of the façade). **Committee Member Brett Laurila** felt that the language of the design standard section of this element was adequate in this regard. The following other suggestions were offered: (1) revise Standard 1-D to say that materials not on the list must be approved (by the Planning Director), (2) add a Standard 1-E to address existing buildings and when they need to meet the standards, and (3) revise the language in Standard 2 to read, “non-street-facing façade” instead of “non-primary façade.”

**Committee Member Mary Neustadter** said that she would like to see the design review code include a general pointer to the historic preservation code, perhaps at the beginning of the section, to ensure that people make the connection between the two when applicable. She added that, with historic buildings, it was important to consider what is called the “area of affect”—this includes properties that are adjacent or nearby to historic resources, whose development can significantly impact an historic property. **Mr. Kelter** noted that evaluation of an “area of affect” seemed to be a very discretionary exercise and one that did not avail itself to a clear and objective review process. But he agreed that the clear and objective consideration could be simply whether a project was within the “area of affect” (e.g., within so many feet) of an historic property. If not, it could continue in the clear and objective review; but if so, it would automatically be forced into a discretionary review.

**Chair Schuster** returned to the slides she had prepared for an earlier meeting and shifted the discussion to issues of façade transparency (Design Element D). For ground-floor façades on main streets, she expressed the belief that the standards should include percentages for both frontage length and façade area, suggesting the addition of a 70% length standard to the 50% area standard in the current draft. **Mr. Laurila** asked what would be considered as ground-floor area; **Chair Schuster** responded that it should be the area between 3 ft and 12 ft above the average grade (i.e., it should not include the bulkhead area less than 3 ft above grade). For upper levels (whether on main streets or other streets), she suggested a minimum transparency standard of simply 30% of façade area. For non-main streets, she suggested a minimum standard of 40% of façade area, with no length requirement.

For commercial façades, **Chair Schuster** proposed limiting blank walls to a maximum of 375 sq ft; for residential-only façades, she agreed that there should be a limit on blank walls but was not sure that the 750-sq-ft figure in the current draft was the right number. She thought the vertical orientation requirement in Standard 3-C (for upper windows) was too restrictive and should be eliminated altogether. She indicated that she had additional comments that she would type up and distribute to the group for consideration. **Mr. Laurila** said he had some sketches (showing an eroded corner, for example) that he would bring in to share as well.

**Mr. Laurila** wondered about coordinating the group’s design review efforts with the Comprehensive Plan update. **Mr. Kelter** reiterated that once that new Comprehensive Plan was adopted (potentially by the end of the year), an order and schedule of code updates would be put together. Although the downtown design review section may not be in the first wave of

code updates, the committee was still working to have a proposed package of revisions ready as soon as possible in 2020.

The group briefly debated whether or not to move forward with the 2 remaining sections in the current version of the draft (Doors & Entrance Locations and Windows) but agreed to stop for the evening and pick up again at the next meeting.

## **7.0 Other Business/Updates**

**Mr. Kelter** noted that interviews were underway with candidates for filling the 2 open positions on the committee. One interview had been held prior to tonight's meeting, and 5 more candidates would be interviewed on Thursday of this week. He was not sure how soon new appointments would be made but agreed to find out.

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

## **9.0 Forecast for Future Meetings**

**Mr. Kelter** revisited the suggestion from last month's meeting about scheduling the September meeting for September 9, when he would be unavailable. The members agreed that September 3 would work as a meeting date, and Mr. Kelter agreed to identify a meeting location, as the Council chambers were likely unavailable that night due to a City Council meeting.

September 3, 2019 Meeting date adjusted due to Labor Day holiday

October 7, 2019 Regular meeting

**Chair Schuster** adjourned the meeting at 8:30 p.m.

Respectfully submitted,  
Brett Kelter, Associate Planner

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Cynthia Schuster, Chair



# CITY OF MILWAUKIE

**To:** Design and Landmarks Committee

**Through:** Dennis Egner, Planning Director

**From:** Brett Kelter, Associate Planner

**Date:** September 3, 2019

**Subject:** Worksession Items

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**BACKGROUND:** Downtown design review process (continued)

## Downtown Design Review

MMC Subsection 19.508.4 (Building Design)

### List of Design Elements

#### Original

- 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

#### Revised (draft proposal)

- A. Site Frontage
- B. Pedestrian Circulation
- C. Pedestrian-Oriented Open Space
- D. Landscaping
- E. Private Open Space
- 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)

#### Elements Recommended for Deletion

- 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. Outdoor Lighting
- 10. Parking Lot Lighting
- 11. Landscape Lighting

## Downtown Design Review

MMC 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. Ground Floor Space

For new buildings fronting Main St, 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.

##### 2. Street Setbacks / Build-To Lines

- A. For those block faces identified on Figure 19.304-5, 75% of the first floor shall 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. The front setback shall 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 shall 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 2-A above shall have a depth of at least 20 ft. *[Not sure what this means, or why it isn't just included in 2-A.]*
- 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. *[Is Engineering ok with this?]*

##### 3. Frontage Occupancy

- A. For block faces that front on Main St, 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 21<sup>st</sup> Ave, 75% of the site frontage must be occupied by a building or buildings.



- C. For other block faces, 50% of the site frontage must be occupied by a building or buildings.
- D. If a development site has frontage on more than 1 street, the frontage occupancy requirement must be met on 1 street only, for the street with the highest required site frontage percentage. *[This needs to be further broken down based on the number of frontages and it needs to be related to transit streets. And Figure 19.304-5 needs to be adjusted.]*
- E. 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.

### **Guidance** *[Where do these points come from?]*

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.
2. Where buildings are set back from the property line and sidewalk, 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 inviting and offer ample space for occupants and visitors that is visible to and from outside the building.
4. High ground-floor heights provide flexible interior spaces for active, semi-public uses.

### **Notes on Figures**

- May need revisions to first-floor build-to lines diagram (add Milwaukie Lumber frontage)
- 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

MMC 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, mixed-use, and multifamily residential-only buildings are subject to the following standards:

##### A. Vertical Building Façade

Nonresidential and mixed-use buildings 2 stories and above shall provide a defined base, middle, and top.

##### 1) Base

The base extends from the sidewalk to the bottom of the second story or the belt course/string course that separates the ground floor from the middle of the building. The building base shall be defined by providing all of the following elements:

- a) The street-facing ground floor shall be divided into distinct architectural bays that are no more than 30 ft on center. For the purpose of this standard, an architectural bay is defined as the zone between the outside edges of an engaged column, pilaster, post, or vertical wall area.
- b) The building base shall be constructed of brick, stone, or concrete to create a “heavier” visual appearance.
- c) Weather protection that complies with the standards of **Element I** (Weather Protection).
- d) Windows that comply with the standards of **Element F** (Windows).
- e) Garage doors shall be integrated into the design of the larger façade in terms of color, scale, materials, and building style.

##### 2) Middle

The middle of a building extends from the top of the building base to the ceiling of the highest building story. The middle is distinguished from the top and base of the building by use of building elements. The middle of the building shall be defined by providing all of the following elements:

- a) Windows that comply with the standards of **Element F** (Windows).

## b) One of the following elements:

- i. A change in exterior cladding and detailing and/or material color between the ground floor and upper floors.
  - ii. Either street-facing balconies or decks at least 2 ft deep and 4 ft wide, or a 6-ft minimum building step-back on the third floor or higher, for at least 25% of the length of the building. *[Are both options required for at least 25% of the length, or just the 6-ft step-back?]*
  - iii. A pedestrian protection canopy located at the second floor line above the storefront and/or clerestory windows that is differentiated at the main entrance of the building or primary tenant and broken by the location of the architectural bay. (See ~~xx~~ below.) *[Draft references standard (d) below, but there is no such standard. This is also unclear to me overall—is it the second-floor line, or the second floor line above the storefront?]*
- c) 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.

## 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, and it is the roof form/element at the uppermost portion of the façade that visually terminates the façade. The top of the building shall provide roofs that comply with the standards described in Standard 1-C, below.

## B. Horizontal Building Façade

- 1) Horizontal datum lines—such as belt lines, cornices, or upper-floor windows—shall line up with adjacent facades if applicable.
- 2) Significant breaks shall 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 shall 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 shall 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 ~~form~~ of a building shall 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 shall 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 shall have a minimum 4/12 pitch.
  - c) Sloped roofs shall 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) shall have similar slope and be constructed of the same materials as the existing roofing.
2. Residential-only buildings are subject to the following standards. For multifamily residential-only buildings, these standards apply in addition to those provided above in Standard 1.
- A. Stand-alone multifamily residential 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 **Elements C** (Pedestrian-Oriented Open Space) and **E** (Private Open Space) apply to stand-alone multifamily residential buildings in Downtown.
  - 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 recognizes Downtown as a community center.
2. Building façades should address hierarchy to frame, define, and activate an appropriate pedestrian scale, with ample opportunities for viewing interior spaces, shopping, dining, and seating.
3. Building materials should include a palette that is visually interesting, coherent, related to its place, and observant of environmental elements of our region.
4. Continuous and varied wall structures and details add visual interest to buildings and provide enclosure to public areas.

5. Wall structure details reduce perceived building scale and massing, helping to create a comfortable pedestrian environment.
6. The rooftop should be considered a “fifth façade” of the building and should accordingly be designed to high visual value.
7. 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 will tend to make large buildings appear inviting.
8. Buildings should avoid blank wall faces near public corners.
9. Garage doors could be integrated into the design where necessary with transparent or perforated materials.

#### 10. Residential building design = ???

#### 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

MMC 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, and activate the building around the pedestrian realm.

#### Design Standards

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. When existing buildings are renovated, the modified section of the street-facing façade(s) shall be brought closer into conformance with the following standards where practical and shall not be taken farther out of conformance. **Table 19.508.4.D** specifies the primary, secondary, and prohibited material types referenced in this standard.

1. Façade coverage (refer to **Table 19.508.4.D** regarding materials)
  - A. Buildings shall utilize primary materials 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.).
  - D. Buildings shall not use prohibited materials on any exterior wall, whether or not it is a street-facing façade.
2. First-floor materials shall wrap around to the **non-primary face(s)** *[needs definition or clarification?]* of the building to minimum depth of 10 ft or to the edge of the abutting building, whichever is less *[or greater?]*.

Table 19.508.4.D Exterior Building Materials for Residential, Nonresidential, and Mixed Use Buildings	
Material Type	Status Allowed P=Primary Material, S=Secondary Material, A=Accent Material, N=Prohibited Material
Brick	P
Stone/masonry	P
Genuine stucco	P
Transparent Glass <i>[set a max %?]</i>	P
Finished wood, wood veneers, and wood siding	P

Finished metal panels (e.g., anodized aluminum or stainless steel) featuring a polished, brushed, or patina finish	P
Fiber-reinforced cement siding and panels <i>[need more discussion about thickness—thicker could be acceptable as P; thinner would be S or A]</i>	P
Concrete blocks with integral color (ground, polished, or glazed finishes)	S
Architectural concrete (poured in place or precast)	S
Ceramic tile	S
Vegetated wall panels or trellises	S
Concrete blocks with integral color (split-face finish)	A
Standing seam and corrugated metal	A
Glass block	A
Spandrel Glass	A
Copper	A
Vinyl siding	N
Plywood paneling, sheet pressboard, T-111 plywood	N
Exterior insulation finishing system (EIFS) or other synthetic stucco panels	N
Fencing material	N
Corrugated galvanized iron	N
Plain concrete or concrete block	N

### Guidance

1. Use materials that create a sense of permanence and high quality.
2. Incorporate a hierarchy of building materials, with materials that are durable.
3. Quality wall materials can provide a sense of permanence in a building and bring life and warmth to Downtown. Articulation of wall materials should be bold, with materials used in a way that shows their depth.
4. 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.
5. Building materials should include a palette that is visually interesting, coherent, related to its place, and observant of environmental elements of our region.
6. For existing development, new and existing materials create a unified appearance.

### Notes on Figures

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



## Downtown Design Review

MMC 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. Main Streets

For non-residential ground-floor uses on block faces along Main St and McLoughlin Blvd, 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 the top of the floor finish 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 15 ft above finished grade, whichever is less.

##### 2. Other Streets

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

##### 3. Upper Level

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

- A. Upper building stories shall provide a minimum of 30% glazing. For the purposes of this standard, minimum glazing includes windows and any glazed portions of doors.
- B. The required upper-floor window/door percentage does not apply to floors where sloped roofs and dormer windows are used.
- C. A minimum of 80% of all upper-floor windows shall be vertically oriented. This vertical orientation applies to grouped window arrays as opposed to individual windows.

##### 4. Residential-Only Buildings

- A. Windows shall occupy a minimum of 25% of the total street-facing façade.
- B. Blank, windowless walls in excess of 750 sq ft are prohibited when facing a public street, unless required by the Building Code. In instances where a blank wall exceeds 750 sq ft, it shall be articulated, or **intensive landscaping [needs clarification]** or a green wall (e.g., vegetated wall panels) or public artwork shall be provided. **[How to ensure plant survival? Should irrigation be required?]**



## Guidance

1. Design ground floors with high-coverage transparency at the pedestrian eye level, especially from 4 ft to 8 ft above the ground plane, and along the primary retail street (i.e., Main St).
2. Locate windows and doors so that façade articulation and details do not block or obscure views into or out of buildings.
3. Ensure that the building is visible to the interior by limiting the use of shades, curtains, security fencing, and product shelving at windows and near the inside of window and door areas on the ground level.
4. Create consistency in upper story transparency through sufficient window coverage and vertical orientation.

## Notes on Figures

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

## Downtown Design Review

MMC Subsection 19.508.4 (Building Design)

### Element E – Doors & Entrance Locations

#### Purpose/Intent

To create pedestrian-friendly development by providing building entrances that are oriented to the sidewalk or other public space and connected with clearly-marked pedestrian walkways.

#### Design Standards

1. Doors and/or primary entrances must be unlocked when the business located on the premises is open. Doors and entrances to residential units may be locked.
2. When a building abuts more than one street and one of the streets is a **transit street [define]**, the **primary entrance [define]** must be oriented to the transit street. If both streets are transit streets, the primary entrance must be oriented to the street with higher-quality transit service or to the transit streets' common corner, if applicable.
3. All new buildings shall have at least one primary entrance facing an abutting street (i.e., within 45° of the street property line) or, if the building entrance must be turned more than 45° from the street (i.e., front door is on a side or rear elevation) due to the configuration of the site or similar constraints, a pedestrian walkway must connect the primary entrance to the sidewalk.
4. Where a development contains multiple buildings and there is **insufficient [is this clear enough from the language above?]** street frontage to meet the above building orientation standards for all buildings on the subject site, a building's primary entrance may orient to a plaza, courtyard, or similar pedestrian space containing pedestrian amenities. When oriented this way, the primary entrance(s), plaza, or courtyard shall be connected to the street by a pedestrian walkway.
5. If a development is on the corner of Main St and another street, the primary entrance shall be oriented toward Main St. If the development is on the corner of McLoughlin Blvd and another street, the primary entrance may be oriented toward either street.
6. Doors may be elevated from sidewalk grade no more than 3 ft by use of a porch, deck, stoop, or other residential entryway element.
7. Refer to the accompanying standards for **Element D** (Façade Transparency) for door and window coverage standards.

#### Guidance

1. Entryway Locations
  - A. Primary building doors should be at or near Main St or a transit street whenever possible.

- B. Avoid obstructing entryways with columns, walls, fencing, utility boxes, or unusually recessed or projecting building wall details.
  - C. Entryways should be accessed from streets or courtyards whenever possible. Avoid entryways directly from parking lots and service areas.
2. Entryway Prominence
- A. New development should create “eyes on the street” — active uses in which residents, employees, and visitors can deter criminal activity, providing self-policing through observation.
  - B. Use building wall lighting to emphasize entrances.
  - C. Building entries should be clearly defined and demarcated as architectural features.
  - D. Entryways can use large sliding or roll-up doors that help blend indoor and outdoor space activities.
3. Entryway Materials and Details
- A. High-glazing doors and windows are strongly encouraged, especially in commercial and public building entryways.
  - B. Include creative uses of scale, materials, glazing, and projecting or recessed forms, architectural details, color, and cover in entryway areas.
  - C. Integration of natural elements to set an entry apart.
  - D. Combine doors with roof or façade architectural elements such as bays or towers.
  - E. Double doors are encouraged whenever possible for commercial and public use buildings.
  - F. Doors should be designed so as not to sit flush with the building façade.
4. Residential Doors
- A. Residential doors should be substantial enough to suggest privacy yet still express a welcoming sense of friendly contact for those who approach and enter.
  - B. The design of a door should respond to its context, to the amount of street activity that surrounds it. Where a door faces a very active street, it is appropriate to separate the door from the street by a comfortable change of grade. For less active areas, transition areas may include porches.
  - C. Entryways should make use of porches, terraces, stoops, or covered landings to help demark and add prominence to the location.
  - D. Solid wood core doors, sidelights, and transom windows add welcome detail to residential entryways while maintaining occupant privacy.

### Notes on Figures

- Keep graphic on primary entrance standards (19.304.5.F.2)

## Downtown Design Review

MMC Subsection 19.508.4 (Building Design)

### Element F – Windows

#### Purpose/Intent

To create a welcoming pedestrian environment and enhance street safety by developing visually interesting exterior façades, allowing for daylighting of interior spaces, and creating visual connections between interior and exterior spaces.

#### Design Standards

##### 1. General Standards

- A. Windows shall be designed to provide shadowing. This can be accomplished by recessing windows 4 in into the façade and/or incorporating exterior trim of at least 4-in reveal and of a contrasting material or color.
- B. Signs are limited to a maximum coverage of 20% of the required window area.
- C. Refer to **Element D** (Façade Transparency) for door and window coverage standards.

##### 2. Nonresidential Ground-Floor Windows

- A. Ground-floor windows must have a visible transmittance (VT) of 0.6 or higher.
- B. Where a grade elevation change does not dictate otherwise, 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. *[Add language to allow a break from the requirement where grade changes impact the situation.]*
- C. *[Note that this is probably better as a development standard, not a design standard – remove?]*  
No more than 60% of window areas *[individual windows, not the collective]* shall be covered by any combination of interior furnishings, including, but not limited to, curtains, shades, or signs. Product displays do not constitute interior furnishings. *[This second phrase would mean that shelves for product displays are allowed. There is some disagreement with staff about whether product displays should count as interior furnishings. Consider adding language about transparency, about permanent versus temporary coverage, and to make a distinction between shelves & displays and curtains & shades. Consider integrating CPTED (Crime Prevention Through Environmental Design) standards, such as for the window coverage issue. Specify whether exterior features (like security bars) are not counted against the coverage standard.]*

##### 3. Prohibited Window Elements

For all building windows facing streets, courtyards, and/or public squares in Downtown, the following window elements are prohibited:

- A. Reflective, tinted *[needs clarification – what about high efficiency tinting?]*, mirrored, or opaque glazing.

- B. Simulated divisions (internal or applied synthetic materials).
- C. Exposed, unpainted metal frame windows.

### Guidance

1. Retail and commercial uses should provide windows that add activity and variety at the street level, inviting pedestrians in and providing views both in and out, maintaining transparency and visibility regardless of the time of day.
2. Ground-floor windows for nonresidential buildings should allow views into storefronts, working areas, or lobbies.
3. Operable, opening windows at restaurants, shops, and other retail businesses help blend indoor and outdoor spaces and attract customers and sidewalk activity.
4. Ensure that the building is visible to the interior by limiting the use of shades, curtains, security fencing, and product shelving at windows and near the inside of window and door areas on the ground level.
5. Transom, sidelight, and other window combinations should be used to increase transparency and add architectural detail to the building. *[Should this be in Façade Transparency?]*
6. Use large, operable sliding, pivoting, or articulating windows to connect indoor and outdoor spaces.
7. Bay and projecting windows on residential buildings add interest to the façade and expand views out of living units.
8. Use window materials that contrast but complement other primary wall and surface materials.

### Notes on Figures

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

## Milwaukie Design and Landmarks Committee

### 2019-20 WORK PROGRAM

*To be Confirmed by City Council on October 15, 2019*

#### Accomplishments of 2018-19

Between November 2018 and September 2019, the Design and Landmarks Committee (DLC) met 13 times, including 2 special meetings outside the Committee's regular monthly schedule.

The DLC membership fluctuated again during the year, with Chair Lauren Loosveldt stepping down in April 2019 to take a position on the Planning Commission and Kyle Simukka resigning in May 2019 to move out of the area. In April 2019, Cynthia Schuster was elected as Chair and Brett Laurila was elected as Vice Chair.

Public meetings for recommendations on land use applications:

- **March 2019** = Preliminary review of Coho Point design
- **May 2019** = Design review for height variance request for Monroe Street Apartments at 37<sup>th</sup> Ave & Monroe St (land use file #VR-2019-003)

The DLC also reviewed and provided comments on draft policies for Historic Preservation and Urban Design as part of the Comprehensive Plan Update process.

Throughout the year, the DLC continued its work to update the Downtown Design Guidelines, reviewing the draft language for a revised framework of design elements. The DLC has been making edits and identifying issues that need further discussion.

#### Work Program for 2019-20

##### Downtown Design Review Update

The Downtown Design Review update continues to be the DLC's focus for the coming year, with the following tasks and deliverables:

- Complete review of revised draft of Design Review document (late 2019)
- Develop revised code language, including applicability and process, as well as revised diagrams and graphics (late 2019/early 2020)
- Provide commentary document to explain proposed changes
- Present draft documents to Planning Commission and City Council in worksession settings and solicit feedback (early 2020)
- Revise draft as necessary in preparation for code amendment process

### Other Tasks

In addition, the DLC continues to be prepared to respond as needed for review of the following types of applications:

- Downtown Design Review. For development proposals in Downtown zones, conduct public design review meetings to advise the Planning Commission on implementation of the Downtown Design Guidelines.
- Post-Decision Limited Design Review. Conduct design review meetings on development proposals when the Planning Commission has made design review a condition of approval or to assist with other City projects.
- Historic Resources Review. Review Historic Landmark alteration or demolition requests and advise the Planning Commission on applications when City approval is required by the Milwaukie Municipal Code (MMC).

### “Parking Lot” Items

There are several topics and tasks that the DLC would like to work on but may not have time for in 2019-20. Those items are captured in a “parking lot” of ideas for future activity:

1. Historic Preservation
  - a. Update the City’s inventory of Historic Resources.
  - b. Update code language for the Historic Preservation Overlay Zone (MMC Section 19.403) to clarify and strengthen the City’s protections for designated historic resources.
2. Development of Opportunity Sites

As opportunities present themselves, participate in the City’s development of its various “opportunity sites,” including Block 14 on Main St between Harrison St and Jackson St, as well as the Coho Point site at Washington St and McLoughlin Blvd.
3. Take advantage of relevant training opportunities as they arise.