

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

**(virtual meeting via Zoom)  
Monday, July 6, 2020  
6:30 PM**

**COMMITTEE MEMBERS PARTICIPATING**

Cynthia Schuster, Chair  
Mary Neustadter  
Tracy Orvis  
Evan Smiley

**STAFF PARTICIPATING**

Brett Kelter, Associate Planner (staff liaison)  
Denny Egner, Planning Director  
Leila Aman, Community Development Director

**MEMBERS ABSENT**

Brett Laurila, Vice Chair

**OTHERS PARTICIPATING**

Elizabeth Decker, JET Planning

**1.0 Call to Order – Procedural Matters**

**Chair Cynthia Schuster** called the meeting to order at 6:32 p.m.

**2.0 Design and Landmarks Committee Notes**

2.1 June 15, 2020

**Chair Schuster** called for any revisions to the meeting notes for the special session on June 15; there were none, and the notes were approved unanimously.

**3.0 Information Items**

**Planning Director Denny Egner** reported that the City Council was continuing the review and hearing process for the updated Comprehensive Plan, with the next discussion set for July 21.

**4.0 Audience Participation – None**

**5.0 Public Meetings – None**

**6.0 Worksession Items**

6.1 Downtown design review process (continued)  
Staff People: Brett Kelter, Denny Egner, Elizabeth Decker

**Associate Planner Brett Kelter** reopened the review of the latest draft of proposed amendments by reminding the group that the discussion had ended after discussing Element G (Corners) at the last meeting (June 15). He suggested they continue working through the questions in the discussion guide, and he shared his screen so the group could all see the same clear version of the draft provided for the June 15 meeting. **Elizabeth Decker**, the consultant for this project, led the continued discussion. The following summarizes key points:

- **Element H (Building Massing & Transitions)**
  - Regarding step backs, it was agreed that the key effect to be achieved is providing access to light and air. The required 50% of façade length can be broken up and does not have to be continuous. The group recommends sticking with the 6-ft step back as proposed.

- The 6-ft step back noted above should result in the effect of a 45-degree slope back from the additional height of a bonus story, but the group may want to explore a bit more to see if there are other transition area measures that would be more effective than the current proposal of 20-ft spacing.
- Retain the transition measures as protection for adjacent residential properties, even though there are relatively few such properties.
- **Element I (Weather Protection)**
  - Will add a definition of “marquee” within the larger zoning code.
  - Canvas can deteriorate if not maintained, but it does make a good material for awnings and so should not be prohibited. Perhaps a note about maintenance can be added.
- **Element L (Green Architecture)**
  - This topic needs broader treatment throughout the city, and such an effort is forthcoming. In the meantime, staff advises that there be a placeholder only for green architecture in the downtown design review process. (**Chair Schuster** suggested considering a pared-down version, where buildings be required to be made solar-ready.) **Mr. Kelver** agreed to check with Natalie Rogers, the City’s sustainability coordinator, to learn the status of the larger overall effort on developing green architecture standards.
- **Element M (Pedestrian Circulation)**
  - Since Milwaukie Municipal Code (MMC) Subsection 19.504.9 already provides general overall standards for pedestrian circulation, it seems unnecessary to establish redundant rules for downtown. The only question is about whether mid-block connections should be required. **Mr. Egner** suggested that a requirement to make connections to Scott Park might make sense in the area north of Harrison Street, but otherwise the downtown blocks in Milwaukie are generally too small to necessitate mid-block connections.
- **Element N (Resident Open Space)**
  - In response to a question about whether resident-focused open spaces should be more or less enclosed, the group seemed satisfied with the recommendation of requiring enclosure on at least two sides. (**Chair Schuster** seemed to remember that providing security had been a key concern.)
- **Element O (Plazas & Usable Open Space)**
  - This element is effectively a companion to Element A (Site Frontage), since it would only come into play where buildings are set back somewhat from the street-side property line, so it seems fine for the language to be somewhat general. **Mr. Egner** suggested again that it might be worthwhile to add something that ties into Element M (Pedestrian Circulation), particularly for the northern part of downtown where connections to Scott Park could be promoted. This needs another look by staff.
  - Regarding a potential tree canopy requirement, the suggestion was to require 10% of the plaza area to be landscaped. A reference could be made to the City’s street tree list as a guide for planting.

- **Element Q (Outdoor & Exterior Building Lighting)**
  - There was some discussion about creating lighting standards within the elements related to the things being lit (e.g., entrances) instead of having a separate element focused on lighting. Although there is an interest in seeing a lighting plan as part of a design review application, there is currently no requirement to provide lighting of the building in general.
  - Perhaps this element could identify the lighting-related aspects that the group would not want to see in a project, such as a prohibition on flashing signs.
  - As for positive standards, it would be good to require lighting that ties into the rhythm created by other design elements, such as requiring a fixture every so many feet. **Chair Schuster** thought that lighting should be provided at the main entry as a minimum.
- **Parking (new element?)**
  - There are general standards in the code for off-street parking, and surface parking is allowed downtown (although it must be at least 50 ft from Main Street). But there probably should be some parking design standards that are specific to downtown, and it is probably best to provide them as part of a specific element rather than in other elements (like for Building Façade Details).
  - Enhanced screening should be provided where surface parking is provided close to the street, with a minimum height (4 ft?) and a maximum height (6 ft). **Mr. Egner** recounted the example of Reliable Credit on Main Street proposing a surface lot and developing a plan that included certain screening features. Staff agreed to dig up that site plan to share with the group.
- **Element G (Corners)**
  - The ground returned to address some outstanding questions about corners. **Committee Member Tracy Orvis** said she had looked at some street-view images of a few corners on Main Street and saw lots of variety that she felt might be best to preserve by not being too prescriptive. She did think it might be useful to identify and look more closely at some key view corridors, in case standards were warranted for those specific locations.

## 7.0 Other Business/Updates

**Mr. Kelter** looked at the calendar and noted the next meeting would be a special session on July 20. He and **Ms. Decker** agreed to sort out the agenda, but the group could expect to address some of the specific “refinement” questions noted in a past session (about particular measures) as well as applicability of the design review process (such as to renovation of existing buildings versus new). **Mr. Egner** reminded the group that they needed to look at the guidance points for all elements as well.

**Mr. Kelter** noted that August 3 would be the regular meeting date in that month but that the first Monday in September was Labor Day. He suggested finding an alternative date the week before if possible (due to vacation plans) but said they would figure something out that would work for everyone’s schedules.

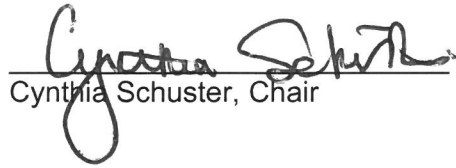
**8.0 Design and Landmarks Committee Discussion Items – None**

**9.0 Forecast for Future Meetings**

July 20, 2020	Special meeting
August 3, 2020	Regular meeting
Sept. 2020 (TBD)	Regular meeting

**Chair Schuster** adjourned the meeting at 8:33 p.m.

Respectfully submitted,  
Brett Kelter, Associate Planner

  
Cynthia Schuster, Chair