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# BDS DOZA ADMINISTRATIVE IMPROVEMENTS



City of Portland, OR

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BUREAU OF DEVELOPMENT SERVICES

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Following the broad set of recommendations made in the April 2017 Design Overlay Zone Assessment, BDS staff prioritized administrative improvements to Design Review that would most immediately impact the efficiency of the process and the experience of its participants.

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# INTRODUCTION

The Design Overlay Zone Amendments (DOZA) package of proposals aims to update and improve the processes and tools used in Design Review. Many of the recommendations outlined in the initial Assessment were intended to make the process more efficient, focused, predictable, and effective.

Beginning in 2015, the Bureau of Development Services (BDS) enacted focused changes to improve the experience of applicants, staff, the Design Commission, and the public throughout the discretionary Design Review process. Informed by stakeholders, and driven by the experience of professional staff, these non-legislative actions have improved transparency and efficiency, while maintaining high quality results in the built environment.

Data from 2012-2017 informed the direction of many key process improvements. As the economy recovered from the last recession, an uptick in submittals led to a slower process for many applicants, with the average number of hearings per project spiking in 2014. Design Review staff, aware of the effect of increased development proposals during this time, worked with the Design Commission to more efficiently process applications. Despite an increase in total number of Design Commission hearings from 2014-2016, process improvements implemented prior to the DOZA Assessment resulted in fewer average hearings per project, indicating an increase in efficiency despite a high volume of cases.

Guided by recommendations from the April 2017 Design Overlay Zone Assessment, as well as discussions with the Design Commission, Design Review staff crafted a work plan to implement additional internal changes. These changes have also been implemented, as appropriate, in the management of the Historic Landmarks Commission.

The resulting BDS Administrative Workplan mirrors the DOZA Assessment Recommendations structure and categorizes tasks running through 2019 that respond directly to the recommendations. The internal work plan itemizes the who, what, and when of implementation, with quarterly progress reports published for the public on the BDS website.

All work undertaken by BDS is fully administrative and does not require legislative action. However, changes to the Zoning Code and design guidelines will eventually be implemented by BDS, making the administrative component critical to the success of new processes.

## PROGRAM FACTS (2017)

7

VOLUNTEER  
COMMISSIONERS

37

TYPE III  
DESIGN REVIEW  
APPROVALS

16

STAFF  
PLANNERS

23

DESIGN ADVICE  
REQUESTS

# DESIGN REVIEW

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Key recommendations from the DOZA Assessment were addressed through BDS's administrative efforts and impact the way different groups engage with the process.

## DESIGN REVIEW STAFF

Design Review staff play an integral role in the review process. The DOZA Assessment focused on the role of staff largely in Type III design review cases, but the same group of planners has reviewed over 100 Type II cases in each year since 2012. Individual case loads fluctuate with the development cycle and high development rates translate to increased work for staff. The planner assigned to each land use case is the point of contact for the public and other bureaus. They provide assistance to the applicant throughout the process. Planners provide feedback on approvability and compliance with development standards during review, and remain a resource during permitting.

## APPLICANTS

Experience with, and understanding of, the process is one of the most significant factors in an applicant's success. Applicants have flexibility in the timing of their submittals and the ability to pause or extend the review timeline once a complete application has been received. However, the design process undertaken by applicants does not always align with the timing of submittal requirements in the Design Review process.

## DESIGN COMMISSION

Commission members are volunteers who devote their personal time to the Design Review program. Meeting management has been a focus for staff and Commission, with both time per hearing and hearings per case decreasing over the last three years. The Design Commission Chair has taken on a renewed responsibility to manage the conduct of Commission members, keep to the agenda, and guide the flow of deliberations to provide the applicant with clear direction.

## MEMBERS OF THE PUBLIC

Community involvement is incorporated into the discretionary Design Review process through code mandated public notice. The required public comment period includes mailed notification to surrounding residents and recognized neighborhood organizations. For Type III Design Review cases and voluntary Design Advice Requests, public notice also includes a physical posting at the site. Neighborhood Associations and interested individuals are given the opportunity to comment or testify on projects at all Design Commission meetings. Once a land use decision has been published, members of the community, recognized organizations, the applicant, or any other individual may appeal the decision.



## THREE TENETS OF DESIGN REVIEW

Design Guidelines are the approval criteria used in Design Review. Guidelines generally address one or more of the three design tenets: context, public realm, and quality.

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01

### CONTEXT

Areas within the design overlay have distinct historic, cultural, and geographic characteristics. New development can blend into established areas by reflecting the architectural features and site design of surrounding buildings. Located across the street from the Grand Avenue Historic District, this site presented opportunities to express historic themes in a contemporary manner.

02

### PUBLIC REALM

The ground level of a building has a great impact on the pedestrian environment. Buildings should be designed to encourage activity on the sidewalk, provide architectural details at the pedestrian scale, and protect pedestrians from the elements. In this case, full-height storefront with historic details help to create an active ground level.

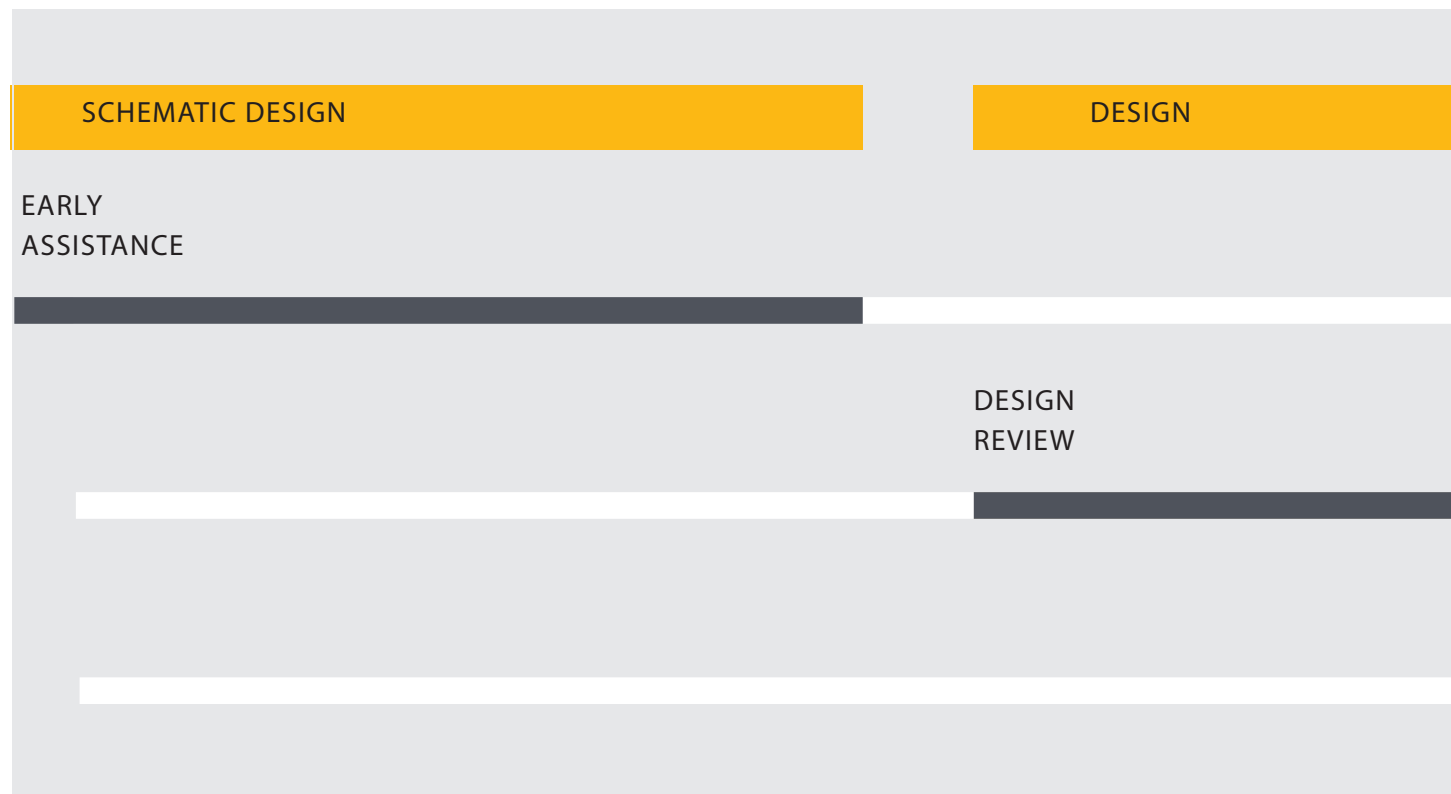
03

### QUALITY

Building materials should have a level of interest beyond pure function, be long lasting, and enhance the character of a structure at all scales. This CLT structure is clad with a creative mortar-washed white brick and has large operable window walls at upper stories.

## A3. PROCESS ALIGNMENT

Early in the DOZA Assessment process, a subcommittee group comprised of applicants, architects, Design Commissioners, and staff was assembled to discuss alignment of the City's Design Review process with the private sector design process. Through this collaboration, a revised list of submittal requirements was created based on industry standard deliverables and a conceptual alignment timeline was created. Multiple applicant teams vetted the changes through a BETA test in 2017 to determine the effectiveness of early DAR meetings and phased submittals. Representatives from four firms also compared the conceptual alignment to their internal project schedules to ensure applicability. These test cases were largely successful, and elements of the updated process and accompanying tools were implemented at the staff level in



01

### EARLY ASSISTANCE

- Improved Early Assistance Meeting Templates
- Improved coordination with Service Bureaus
- Public information available in meeting room
- DAR Submittal Requirements Handout

02

### DESIGN REVIEW

- Public Information available in hearings room
- Formalized Commissioner trainings
- Improved hearing efficiency
- Land Use Review Submittal Requirements Handout



## EFFECTIVE TIMELINE

The information required at each stage of review is intended to align staff deliverables with industry standards to increase efficiency and improve transparency. Phased submittal requirements, a simplified presentation format, general meeting time limits, and Commission discussion guides will ensure project teams get valuable feedback early in the design process, further streamlining the land use review.

DEVELOPMENT

CONSTRUCTION DOCUMENTS

PERMITTING &  
INSPECTION

03

## PERMITTING

- Formal planner pairings to facilitate review
- Land Use / Permit Set Comparison Table
- Certificate of Compliance required

# APPLICANTS

## KEY DOZA ASSESSMENT RECOMMENDATIONS:

A.2. Improve the review processes with a charter, better management of meetings and training for both the Design Commission and staff

A.3. Align the City's review process with the design process

A.4. Better communicate the role of urban design and the d-overlay tool

## OVERVIEW

Clarity and predictability for applicants can often be complicated by issues outside the Design Review process. It is therefore critical to keep communication between the applicant, staff, and Commission transparent and efficient. Experience with, and understanding of, the process is one of the most significant factors in an applicant's success. Applicants have flexibility in the timing of their submittals and the ability to pause or extend the review timeline once a complete application has been received. However, the design process undertaken by applicants does not always align with the timing of submittal requirements in the Design Review process.

This misalignment of the design and Design Review processes has, at times, created a barrier to effective collaboration, particularly in an environment of high development pressure. Collaboration with staff and stakeholders prior to hearings has proven to expedite review before Commission. When applicants cannot, or do not, address the approval criteria or staff and Commission guidance, the process may take longer by resulting in multiple hearings. For applicants that are unfamiliar with the Design Review program, communication of Portland's urban design expectations and the purpose of the design overlay tool, is essential to an efficient review.

## BDS ADMINISTRATIVE IMPROVEMENTS

|  |          |
|--|----------|
| 01. Updated Design Advice Request process and submittal requirements | Complete |
| 02. Design Guideline Matrices  | Complete |
| 03. Improved Early Assistance staff response templates               | Complete |
| 04. Regularly updated "Guide to Design Review"                       | Ongoing  |
| 05. Deliberation & Agenda Cards for all hearing participants         | Complete |
| 06. Timer for all presentations and testimony at hearings            | Ongoing  |
| 07. Improved coordination with permit reviewers                      | Ongoing  |



## IMPLEMENTATION

Each project has its own unique set of site constraints, development standards, and approval criteria. Applicants greatly benefit from clear information provided by staff at each stage of the review. Particular success has been found in getting early information to applicants to facilitate complete and responsive initial applications. An improved Early Assistance staff response template was created to ensure complete and consistent staff feedback early in the review process. Newly developed handouts give an overview of the process and a checklist of submittal requirements. Similarly, the Guide to Design Review, scheduled for annual updates by the Design Commission, is now provided to applicants as an attachment to Early Assistance summaries. The Guide identifies ways to successfully approach the review process and outlines common Commission concerns.

In 2017, a matrix was created for each set of design guidelines used in the review process. This matrix lists each criterion in a chart format, with space for staff feedback following Pre-Application Conference or Design Advice Request, and a blank column for the applicant to undertake the same exercise. These “cheatsheets” are also provided to the Commission before DAR’s and Type III design reviews. Commission copies include staff evaluation of the project and a blank column to use as a tool in review of submittals. The common format between staff, Commission, and applicants aids in the clear communication of issues related to approvability and allows the review body to easily identify where staff recommendation may differ from their own evaluation. This tool has also been helpful in guiding applicants through the review itself; outstanding issues are clearly related to the approval criteria not yet met. The format assists applicants in responding to staff concerns.

The Design Commission hearing format accommodates variability between project scale, complexity, and approvability. Given these variables, the most effective way to improve predictability has been through the expedition of deliberation, clear feedback, and timely progression through presentations and testimony. A timer was added for all presentations and testimony. This simple visual tool has been useful in general meeting management. Half page visual aides have also been provided to Commissioners and staff to guide the progression of deliberations, clarify voting procedure, and keep terminology consistent. This shared reference reinforces meeting order and assists the Commission Chair in managing the hearing to the benefit of the applicant.

Once the land use review is complete, applicants need to secure permits before starting work. Permits are reviewed by members of the BDS Planning & Zoning section and issued in conjunction with other development-related bureaus. In order to provide consistency and increase transparency, Design Review and Planning & Zoning staff have formalized their relationship through a buddy system. Planning & Zoning reviewers consult on the initial plan check at the Design Review stage and are resources prior to land use approval. When the project comes in for permit, Design Review planners review design details and confirm compliance with the approved plans. Recently instituted Certificates of Compliance and land use exhibit/permit set comparison tables are provided to the applicant at the time of design review approval. These help communicate the need for approved design review exhibits to match the permit set and eventual built condition.

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### 01 // EXAMPLE CHALLENGES

- Limited information for first time applicants
- Overdeveloped concepts during early assistance
- Applicant provides insufficient responses to approval criteria
- Incomplete applications at each stage of review

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### 02 // SOLUTIONS

- Updated Guide to Design Review
- Standardized Early Assistance templates
- Design Guidelines cheatsheets
- Overview & Submittal Requirements Handouts

## CASE STUDIES



### MOXY HOTEL

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Out-of-town developer Matt Mering knew that committing to a project in Portland meant investing in the community. Mering, director of development and acquisitions for Minnesota-based developer Graves Hospitality, has had his sights on Portland for some time. “There’s great demand, it’s a growing city,” says Mering, who has worked in development for more than 16 years.

The future development sits on a 7,500-square foot parking lot in Portland’s West End. Despite the constrained site, less than a quarter-block long, the property at 539 SW 10th Avenue will soon see a 12-story modern hotel, boasting 179 guestrooms and a ground floor that emphasizes the pedestrian experience in Portland.

The development site fronts the Streetcar tracks and has a 4-foot grade change between two first-floor entrances on opposite sides of the building. These are complicated elements for any team to manage, and especially difficult for an out-of-town development team.

The team, DLR Group Architects and Graves Hospitality, engaged early on with BDS staff, interagency partners

and the Design Commission through an Early Assistance meeting, a Pre-application Conference, and two Design Advice Requests. The final result sailed through its first Design Commission hearing in record time, to the unanimous and glowing approval of the Commissioners. With the help of BDS staff, the team made significant changes to their original design to ensure that the building is appropriate for the context of the surrounding area.

“We had to scrap a lot of the ideas from the original building,” says Mering. “But what I found over the years is when you work with creative people like architects and engineers, you need to define parameters and direction. We have a much better product going through the process than when we initially came through the gate.”

Mering thinks Portland’s design review process is straightforward compared to other cities. “We’ve had some fairly complicated design review processes elsewhere.” Mering says. “The process here is as smooth as we’ve seen. It was constructive and transparent. We knew along the way where the steps were.”

# BLOCKS 41 + 44

Alan Jones, founding principal of Jones Architecture, and Kyle Andersen, principal architect at GBD Architects, are self-proclaimed veterans of the design review process. “The design review process in Portland makes buildings better,” says Jones.

When the two firms came together to design mixed-use buildings on Block 41 and Block 44 in the South Waterfront, Jones and Anderson say that their teams melded quickly to tackle design issues that are important to Portlanders. “Our own work gets better through the design review process,” says Jones. “We had strong support from BDS staff from the beginning.”

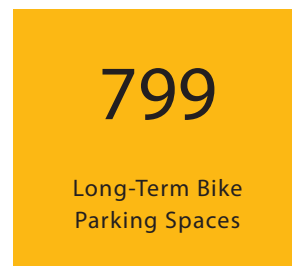
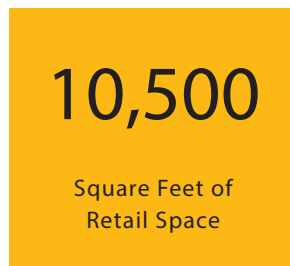
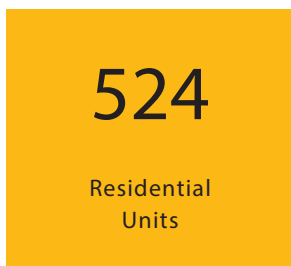
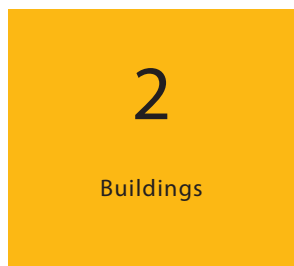
The project includes two seven-story, mixed-use buildings with 524 residential units and 10,500 square feet of retail space.

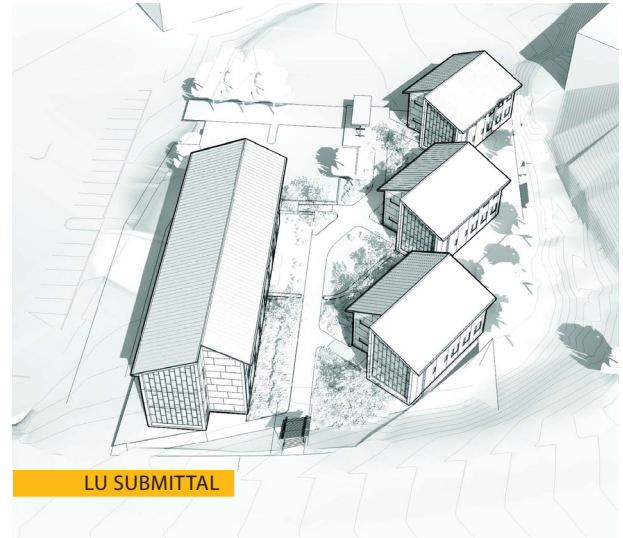
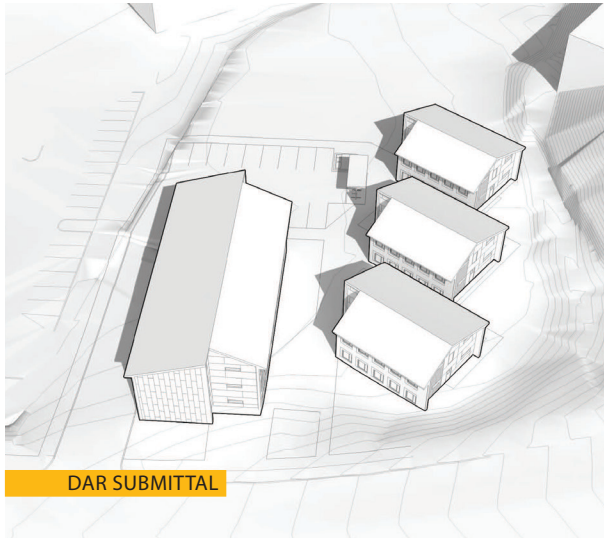
Block 41 and Block 44 lie in the Central City Plan District (South Waterfront Sub District), and are within the design and greenway overlay zones. Andersen and Jones took care to inform themselves and ask questions about these planning, zoning, and design requirements. Staff provided feedback based on the context of the area, and Jones and Andersen say it helped smooth the process. “We try to have as much interaction with staff going in to the project as possible,” says Andersen.

With Block 41 and Block 44, Jones and Andersen point out that design guidelines for view corridors in South Waterfront influenced their design. The two blocks open up to each other with a large courtyard in the middle. Because the blocks abut the future South Waterfront Greenway, city codes require the developer to either build part of the trail or enter into an agreement with Portland Parks & Recreation to build it.

Andersen and Jones also met with the neighborhood and solicited feedback that they took into consideration in their designs. They listened to the Design Commission’s suggestions, responded to their concerns and presented reasonable design solutions. Having worked on several large-scale projects in Portland, both Jones and Andersen have gone through their fair share of design review.

“This project was a good model for how the process should go,” says Andersen.





in response to preliminary feedback at the DAR, the applicant reoriented the duplex buildings to better engage the street, create a larger internal plaza for residents, and improve visibility through the site.

## Low Income Single Adult Housing (LISAH)

Dave Otte, a Partner at Holst Architects in Portland, is developing LISAH (Low Income Single Adult Housing), a new concept to provide dignified permanent supportive housing at a lower cost. The 42-unit dwelling on N Hunt Street in the Kenton neighborhood will consist of four buildings with surface parking and landscaping. Residents will live in single occupant rooms and utilize shared spaces—each dwelling unit will include space for six people with one kitchen and two bathrooms. In this style, “people can support each other and live more efficiently in a community,” Otte says.

The LISAH project is subject to a Type II Design Review, meaning that city staff have full discretion over the decisions made (unless the project is appealed to the Design Commission). Holst Architects decided to submit the proposal for a Design Advice Request (DAR) to get early feedback on proposed design concepts. The City waived DAR fees for this 100% affordable housing project. Otte says this early assistance was essential to the success of the project, allowing the team to test design ideas early in the process.

The Commission provided feedback on building placement, landscaping, materials, and use of the space in relation to its unique context – a transition area between an established single-family neighborhood, a mixed-use main street and a heavy industrial corridor. Otte says they had a lot of opportunity to experiment with the design, given the oddly shaped lot and physical constraints.

“The surprising thing was that we got suggestions to push boundaries to ask for other modifications that we weren’t anticipating but would benefit the project,” Otte says. “The Design Commission challenged some of the prescriptive parts of the zoning code.”

Otte says the Commission’s collaborative work with BDS staff has made the process more efficient and positive. “It’s very fulfilling when you’re able to pick up the phone and have a productive conversation with a planner and not get bogged down with process and policy when you’re both on the same page of trying to solve the problem,” Otte says.

The development will be maintained by Transition Projects, which operates emergency shelters and short term residential programs in Portland.



## Goose Hollow Mixed-Use

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Kurt Schultz has experience with design review processes in other jurisdictions, and he says that the collaborative nature of the Bureau of Development Services' process is the best he has gone through.

Kurt Schultz of SERA Architects is leading the design of a 170,000-square foot 8-story mixed use building at 1715 SW Salmon Street. The property, wedged between Lincoln High School and the Timbers home stadium Providence Park, will feature 178 market rate apartments, ground floor retail, and a 4-stacker mechanical parking system with 80 parking spaces. The housing units are a mix of 2 bed, 1 bed, 1 bed loft, and studio units and meet the inclusionary housing requirements.

Kurt says the success of their project preparation has come down to one element: collaboration. "When you're doing design review at BDS... you can work with the City of Portland staff and the design commission simultaneously. I've found that brainstorming with all three parties to come up with a solution is really smart."

Kurt has experience with design review processes in other jurisdictions, and he says that the collaborative nature of the Bureau of Development Services' process is the best he has gone through.

"When working in other jurisdictions, it can take 7 months from the time we start to work with staff, get to the submittal process, get a staff report to getting a first design review hearing," Kurt says.

Feedback from the design commission, Kurt says, is essential to the success of a project in the long run. "Some cities don't offer Design Advice Requests," Kurt says. "So, for months you could be flying blind about what the commission will think of a project. It's a total surprise going into it, and you've invested a lot of time and the client has invested a lot of money...you want to be sure you know where you stand."

In his experience, Kurt has learned from BDS staff about what to expect and how to prepare for a Design Commission hearing. "The staff at the City of Portland are really smart," Kurt says. "The planners have good advice. That helps the project go faster."



# DESIGN REVIEW SUCCESSES “

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MATT MERING  
Graves Hospitality

“The process here is as smooth as we’ve seen. It was constructive and transparent. We knew along the way where the steps were.”

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ALAN JONES  
Jones Architecture

“The design review process in Portland makes buildings better.”

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DAVE OTTE  
Holst Architecture

“It’s very fulfilling when you’re able to pick up the phone and have a productive conversation with a planner and not get bogged down with process and policy when you’re both on the same page of trying to solve the problem.”

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KURT SCHULTZ  
SERA Architecture

“When you’re doing design review at BDS... you can work with the City of Portland staff and the design commission simultaneously. I’ve found that brainstorming with all three parties to come up with a solution is really smart.”

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# DESIGN COMMISSION

## KEY DOZA ASSESSMENT RECOMMENDATIONS:

A.2. Improve the review processes with a charter, better management of meetings and training for both the Design Commission and staff

A.3. Align the City's review process with the design process

A.4. Better communicate the role of urban design and the d-overlay tool

## OVERVIEW

A significant portion of the process improvements are aimed at increasing efficiency within the hearings room, as Commission members are volunteers who devote their personal time to the Design Review program. Meeting management has been a focus for staff and Commission, with both time per hearing and hearings per case decreasing over the last three years. The Design Commission Chair has taken on a renewed responsibility to manage the conduct of Commission members, keep to the agenda, and guide the flow of deliberations to provide the applicant with clear direction.

## BDS ADMINISTRATIVE IMPROVEMENTS

|  |          |
|--|----------|
| 01. Creation and adoption of Design Commission Bylaws                                | Complete |
| 02. Senior Planner/Supervisor at the staff table during all hearings/public meetings | Ongoing  |
| 03. Facilitation training for Commission Chair and staff                             | Ongoing  |
| 04. Regular leadership meetings with Commission Chair and Vice Chair                 | Ongoing  |
| 05. Improved training packets for new Commissioners                                  | Complete |
| 06. Improved technology in the hearings room   | Complete |
| 07. Quarterly retreats with Design Commission reinstated                             | Ongoing  |
| 08. Hearing visuals, guideline matrices, and procedure cards                         | Complete |
| 09. Regular refreshers on public meeting laws and legal obligations                  | Ongoing  |
| 10. Commission Equity Trainings  | Ongoing  |
| 11. Chair responsibilities binder  | Complete |



## IMPLEMENTATION

The responsibilities and duties of the Design Commission are included in Title 33, Portland Zoning Code. Their authority is outlined in multiple chapters related to land use reviews, procedure types, and public committee requirements. One of the first steps taken in implementation of the DOZA recommendations was the creation of the Design Commission Bylaws, vetted and formally adopted by the Commission on November 30, 2017. This exercise created a single document that clearly states the responsibilities and authority of the body as a foundation for their work. This document is now included in the training material provided to new Commissioners in a newly developed reference binder. This training information will be implemented and updated as new Commissioners are oriented to the process. As a single, complete source of reference information, the training binder is also intended to assist current Commissioners in their continued success.

Productivity and efficiency of hearings was also a focus prior to the DOZA Assessment. Senior staff are now seated at the staff table for all hearings to ensure consistency and provide high level support for complex or sensitive cases. Regular meetings between senior staff and Commission leadership are held prior to hearing days. This coordination is extended to all staff during quarterly retreats, where Commissioners and staff debrief recent cases and confirm consistency moving forward.

Recent renovation of the hearings room included technology improvements that streamline transitions between portions of the hearing. The guidelines matrices, hearing visual aids, and procedure cards outlined in the applicants portion above, have similarly helped keep deliberations focused to the benefit of the Design Commission. A series of information boards were created to provide additional information to Commission meeting attendees. A copy of these boards is included in a packet of information provided to the Chair of each meeting. The Design Commission elects a Chair and Vice Chair at the beginning of each calendar year, however, other members of the Commission are called upon to facilitate meetings in their absence. The comprehensive packet of information helps to keep the Commission on track and operating efficiently regardless of absences or temporary leadership changes.

A new presentation order also streamlines the Design Commission discussion. Staff present limited information regarding the Zoning Code requirements and approval criteria, allowing applicants to take full responsibility for presenting their concept. The staff presentation outlining discussion topics and recommending a vote on Type III cases follows the format of similarly revised memos to the Commission. The consistency in formatting and clearly defined presentation roles have been beneficial in reducing meeting times and created a strong foundation for Commission discussion and deliberation.

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### 01 // EXAMPLE CHALLENGES

- Limited training for new Commissioners
- Outdated technology in the hearings room
- Inconsistent direction
- Inefficient deliberations

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### 02 // SOLUTIONS

- Adopted Bylaws & yearly standardized training for all
- Remodeled room with improved technology
- Senior Staff seated at table during all hearings
- Deliberation and Voting guides at all seats

# DESIGN REVIEW STAFF

## KEY DOZA ASSESSMENT RECOMMENDATIONS:

A.2. Improve the review processes with a charter, better management of meetings and training for both the Design Commission and staff

A.3. Align the City's review process with the design process

A.4. Better communicate the role of urban design and the d-overlay tool

A.5. Improve the public involvement system

## OVERVIEW

Design Review staff play an integral role in the review process. The DOZA Assessment focused largely on the role of staff in Type III design review cases, but the same group of planners has reviewed over 100 Type II cases in each year since 2012. Individual caseloads fluctuate with the development cycle and high development rates translate to increased work for staff.

The framework of required process timelines and internal customer service standards leaves little room for inefficiency. Design Review staff have significantly benefited from measures to improve consistency and productivity in their work. Close coordination with the Design Commission and senior staff, increased focus on training, and new communication and presentation tools have helped to maximize time spent.

## BDS ADMINISTRATIVE IMPROVEMENTS

|  |          |
|--|----------|
| 01. Senior Planner/Supervisor added to the Staff table at all hearings | Ongoing  |
| 02. Facilitation, professional development, and equity trainings       | Ongoing  |
| 03. Regular professional development tours in Portland and elsewhere   | Ongoing  |
| 04. Improved technology tools  | Started  |
| 05. Quarterly retreats with Design Commission reinstated               | Ongoing  |
| 06. Design Guidelines matrices for DAR's and LU's                      | Complete |
| 07. Improved Early Assistance staff response template                  | Complete |
| 08. Presentation improvements and refined presentation order           | Complete |

## IMPLEMENTATION

The Design Review team has grown in response to increased development activity. Additional staff hired in 2016 and 2017 resulted in more manageable individual caseloads and an opportunity to improve a number of internal systems. An improved Early Assistance (EA) staff response template was created and thoroughly vetted by staff as a way to ensure consistent, clear, and thorough information is communicated to applicants early in the process. The new templates provide a framework for staff, limiting time spent repeating standard feedback, and maximizing the time allotted to analyzing the project site and response to approval criteria. The Design Guideline matrices are also attached to the EA staff responses to further identify areas for consideration as a project develops.

Design Review staff work closely with applicants during the Type III process before making a recommendation to the Design Commission. The relationship between staff and the decision-making body has been strengthened by structured quarterly retreats. These retreats provide an opportunity for discussion of thematic issues outside the context of individual review. Staff typically debrief past cases and work toward Commission consensus on common challenging scenarios.

Within the hearings room, improved technology tools and consistent senior staff presence have helped to facilitate more efficient hearings. Distractions caused by technology issues have been minimized. Senior staff support has additionally reduced wasted time when complicated questions or concerns arise from applicants and Commissioners.

Design Review staff review cases throughout the city. In addition to retreats with the Commission, Design Review staff organize regular professional development tours throughout Portland to further understand the changing city. The design overlay applies in areas beyond the Central City, where the majority of Type III Design Reviews occur. While planning documents create a strong foundation for understanding the context of many projects, there is no substitute for in-person evaluation. Tour sites may be identified for study based on the pace of change, volume of recent projects, or the applicability of common challenges. Recent coordination with Bureau of Planning & Sustainability District Liasons has further increased this understanding. Their input on long range planning initiatives are helpful in evaluating the context around development proposals, particularly in areas of significant change. Discussion focuses on the built result and provides an opportunity to evaluate past decisions.

The cumulative impact of new tools for the Design Commission and applicants - including information boards, handouts, training documents, and revised templates - have also had a positive impact on the work of Design Review staff.

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### 01 // EXAMPLE CHALLENGES

- Varying levels of exposure to Portland's unique neighborhoods
- Limited coordination with Commissioners
- Unnecessary time spent on standard deliverables
- Limited technology tools

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### 02 // SOLUTIONS

- Team tours and District Liason coordination
- Quarterly retreats with full Commission
- Improved templates for standard deliverables
- Design software installed at staff workstations

# MEMBERS OF THE PUBLIC

## KEY DOZA ASSESSMENT RECOMMENDATIONS:

A.4. Better communicate the role of urban design and the d-overlay tool

A.5. Improve the public involvement system

## OVERVIEW

Successful developments can have a positive impact on the quality of life for the communities in which they are built. In this way, Design Review has a long history of building community in the process of city building, but its continued success requires input from neighbors and neighborhoods. There is a need for both public access and an understanding of the most effective times and methods for engagement. Processes, timelines, and decision-makers vary within the Design Review program, often causing confusion among those who do not regularly engage with the process, diluting their role, and at times undermining their purpose.

Clear and accessible information is key to garnering effective public input during the Design Review process. Neighborhood Associations are built into the review process, but the methods of engaging other stakeholders are significantly less robust. For this reason, the process improvements that directly impact the public are primarily meant to increase the quality and accessibility of information.

## BDS ADMINISTRATIVE IMPROVEMENTS

|   |          |
|---|----------|
| 01. Included renters in all mailed land use notices                                 | Ongoing  |
| 02. Added estimated start times to the Design Commission Agenda                     | Ongoing  |
| 03. Created a Design Commission Twitter account                                     | Complete |
| 04. Simplified the staff generated portion of the Posting Notice for large projects | Complete |
| 05. Improved Design Commission Agenda   | Ongoing  |
| 06. Improved public information available in the hearings room                      | Complete |
| 07. Coordination with BPS District Liasons  | Ongoing  |

## IMPLEMENTATION

Many of the administrative efforts are intended to help members of the public engage in more meaningful and productive ways. Prior to June 2017, only homeowners were included in code required public notices. Given the composition of many Portland neighborhoods, exclusion of the renter population meant a significant portion of potentially interested individuals were unaware of major changes slated to occur in their community. Renters now receive all land use notices as part of standard BDS mailings and are invited to submit written comments to the staff planner or testify at public hearings.

A physical site posting is required for all Type III projects and voluntary Design Advice Requests (DAR). The format of required information contained on the posting board has been updated to be more user friendly. Postings now highlight the type of procedure, staff planner contact information, and information on the time and place of the associated meeting.

The Design Commission meets on Thursday afternoons, starting at 1:30PM. For some participants, attending a hearing during the day could be inconvenient, creating a need to maximize their time spent in the hearings room. Anticipated start times are now listed for each item on the agenda, based on the estimated hearing time for each project. The time allotted to each case on a Design Commission agenda is based on the complexity of the project, the number of outstanding issues identified by staff, and experience of staff and Commissioners with similar projects. This gives members of the public a realistic expectation for the time a hearing will start and the amount of time they can expect to spend in the hearings room. Design Review staff have worked hard to set standard times for DAR's and Type III's.

New information boards are posted inside the Commission meeting room. A "Welcome" board at the entrance provides basic information about signing in and testifying at a hearing. Revised agendas, testimony sign-in sheets, process overview boards, and typical meeting orders are posted next to the drawing sets and approval criteria for each item being discussed that day. More intuitive URL's have been created for the Design Commission homepage, posted agenda, and Guide to Presenting Testimony, in order to facilitate public access to information.

---

### 01 // EXAMPLE CHALLENGES

- Inaccessible information on City process
- Inconvenient meeting time and location
- Multiple sets of approval criteria
- Limited noticing & confusing formats

---

### 02 // SOLUTIONS

- Information boards placed in the hearings room
- Real start times & URLs added to improved agendas
- Intuitive URLs to access Guidelines online
- Updated posting notices to highlight key information

# TOOLS

---

In an effort to encourage robust and informed engagement, information related to Design Commission Meetings has been updated with a unified visual language. These changes primarily impact public information and understanding, with significant value to applicants.

## COMMISSION BYLAWS

---

Formally adopted Commission Bylaws outline the duties and responsibilities of the volunteer body. This document provides guidance to the Commission and helps to communicate their role to members of the public.

## WELCOME BOARD

---

Placed at the entrance to the hearings room during all Commission meetings, this new board is intended to help guide members of the public, whether a seasoned Neighborhood Association representative or a neighbor engaging the process for the first time.

## OVERVIEW & PROCEDURE BOARDS

---

Information boards were created for Type III Reviews, Design Advice Requests, & Type II Appeals. They outline the meeting order, with time allotted to each participant and serve the dual purpose of public information and Commission guidance.

## TESTIMONY SHEETS

---

Members of the public are invited to testify or comment at all Commission meetings. Those that participate are added to the mailing list to receive future reports on the proposal. These sheets have been revised to be more approachable and intuitive.

## IMPROVED AGENDA

---

The new agenda features a cleaner look, intuitive URL's, and a color coded bar to indicate procedure type for all proposals. Important information is prominently displayed with staff and applicant contact information listed for each.

## SUBMITTAL REQUIREMENTS

---

Phased submittal requirements are key to encouraging alignment with the private sector. New handout clearly communicate the level of detail appropriate for the Design Advice Request and Type III review to streamline applications.

## CHAIR BINDERS

---

This packet of information, provided to the Commissioners chairing each meeting, helps to keep the Commission on track and operating efficiently. Each member also has a procedure & voting card, and a terminology reference sheet, available at their seat.

## PRESENTATION ORDER

---

The new meeting order eliminates redundancy between the staff and applicant presentations. Staff provide information related to their memo or recommendation and Zoning Code requirements. This change helps to decrease meeting time and facilitates a more predictable schedule.

## NEXT STEPS

---

There are several items planned for implementation over the coming months. The following items remain in progress or unfinished on the BDS Administrative Workplan.

### A2. PROVIDE TRAINING FOR STAFF & DESIGN COMMISSION

---

- Improved technology tools Started

---

- Increased BPS District Liaison Coordination Ongoing

---

- Annual team-building workshop In Progress

---

- Tailored Equity Training related to Commission roles & responsibilities Started

### A4. BETTER COMMUNICATE THE ROLE OF THE D-OVERLAY

---

- Add appendices to Guide on approvable design solutions to common issues Started

---

- Public handouts for process & examples Started

---

- Presentations to community organizations in expanded d-overlay areas Started

### A5. IMPROVE THE PUBLIC INVOLVEMENT SYSTEM

---

- Explore digital options for project notification Started

---

- Consult with BDS Equity Committee Ongoing

---

- Presentations to Affordable Housing Groups Not Started

### A6. MONITOR & EVALUATE THESE AMENDMENTS

---

- Improved Coordination with Interagency Partners Ongoing

---

These tasks represent a small selection of BDS Administration Workplan items. The full Workplan is updated quarterly and posted to the BDS website. A copy of the most recent Workplan status is included in this report.

# RECENT PROJECTS

The Design overlay zone strengthens Portland as a city designed for people and supports the city’s evolution within current and emerging centers of civic life. It promotes design excellence in the built environment through the application of additional design guidelines and standards (PZC Section 33.420.010)

---

## 1010 NE GRAND

LRS & LEVER Architecture

---

- A7. Establish and maintain a sense of urban enclosure (public realm)
- C2. Promote permanence and quality in design (quality)
- C4. Compliment the context of existing buildings (context)
- C7. Design corners than build active intersections (public realm)



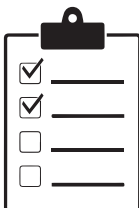
---

## ELKS CHILDREN’S EYE CLINIC

NBBJ

---

- 1. Enhance views of Marquam Hill (context)
- 3. Maintain and enhance existing views from Marquam Hill (context)
- 4. Develop successful formal open areas (public realm)
- 5. Strengthen the pedestrian network (public realm)



### DESIGN GUIDELINES

Design Guidelines are the approval criteria used in Design Review. Guidelines generally address one or more of the three design tenets: context, public realm, and quality. All Design Guidelines are available at: [portlandoregon.gov/designguidelines](http://portlandoregon.gov/designguidelines)






---

## SW PARK & COLUMBIA HOUSING

GBD ARCHITECTS

---

- A8. Contribute to a vibrant streetscape (public realm)
- B5. Make plazas, parks, and open spaces successful (public realm)
- C2. Promote permanence and quality in design (quality)
- C5. Design for coherency (quality)




---

## PROVIDENCE PARK EXPANSION

ALLIED WORKS ARCHITECTURE

---

- A2. Emphasize Portland themes (context)
- B2. Protect the pedestrian (public realm)
- C3. Respect architectural integrity (context)
- C10. Integrate encroachments (public realm)




---

## CHERRY BLOSSOM TOWNHOMES

ANKROM MOISAN ARCHITECTS

---

- A1. Strengthen relationships between buildings and the street (public realm)
- A2. Enhance visual and physical connections (public realm)
- C4. Develop complementary parking areas (context)
- C5. Transition to adjacent neighborhoods (context)



# ADMINISTRATIVE TOOLS

---

COMMISSION BYLAWS\*

OVERVIEW BOARDS

UPDATED AGENDA

PROCEDURE BOARDS

EA TEMPLATE\*

CHAIR BINDER\*

COMMISSION BINDER\*

GUIDELINES MATRIX\*

VOTING PROCEDURE

POSTING NOTICE

WELCOME BOARD

TESTIMONY SHEETS

DAR SUBMITTAL REQUIREMENTS

PRESENTATION ORDER\*

CERTIFICATE OF COMPLIANCE

LAND USE/PERMIT COMPARISON SHEET

GUIDE TO DESIGN REVIEW\*

TERMINOLOGY SHEET

DELIBERATION CARD

@PortlandDCChair 

\* EXCERPT ONLY



## City of Portland, Oregon Design Commission Bylaws

*Language in italics is from Portland City Title 33, Planning and Zoning. In instances of conflict, current zoning code language supersedes the Bylaws.*

### Part I Authority, Powers, and Duties

#### A. Authority

*The commissions, committees, boards and officers established in this chapter are empowered to perform all duties assigned to them by State law or this Title on behalf of the City Council. (33.710.020). The Design Commission is authorized under Section 33.710.050.*

#### B. Purpose

*The Design Commission provides leadership and expertise on urban design and architecture and on maintaining and enhancing Portland's historical and architectural heritage. (33.710.050.A)*

#### C. Powers and Duties (33.710.050.D)

*The Design Commission has all of the powers and duties which are assigned to it by this Title or by City Council. The Commission powers and duties include:*

- 1. Recommending the establishment, amendment, or removal of a design district to the Planning and Sustainability Commission and City Council;*
- 2. Developing design guidelines for adoption by City Council for all design districts except Historic Districts and Conservation Districts;*
- 3. Reviewing major developments within design districts, except those projects involving or located within the following:
  - a. Historic Districts;*
  - b. Conservation Districts;*
  - c. Historic Landmarks; and*
  - d. Conservation Landmarks.**
- 4. Reviewing other land use requests assigned to the Design Commission; and*
- 5. Providing advice on design matters to the Hearings Officer, Planning and Sustainability Commission, Historic Landmarks Commission, Portland Development Commission, and City Council.*

#### Land Use Reviews

*The following land use reviews, when subject to a Type III procedure or when they are appeals of a Type II procedure, are assigned to the Design Commission:*

- 1. Design review [except Historic Resource review assigned to the Historic Landmarks Commission];*
- 2. Adjustments in a Design zone, except historic districts and historic landmarks;*
- 3. Adjustments associated with a design review required by City Council outside of a Design zone;*
- 4. Reviews in the Central City plan district for height and FAR bonuses and transfers; and*
- 5. South Waterfront Greenway Reviews in the South Waterfront subdistrict of the Central City plan district. (33.720.020.C)*

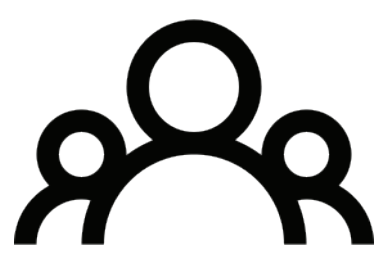


# City of Portland Design Commission

## Design Review Overview

### Just so we're clear

#### Here's what you can expect:



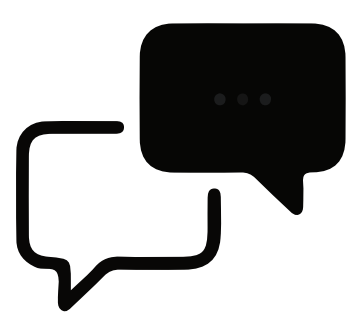
#### What we do

The Design Commission is a volunteer board that provides leadership and expertise on urban design and architecture. The Commission reviews and makes decisions on large projects, and appeals of staff reviews, on sites within the Design Overlay Zone.



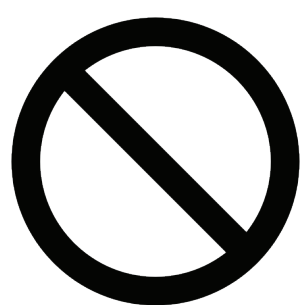
#### Our criteria

Design Guidelines are the approval criteria used in Design Review. All projects must respond to this set of criteria in order to be approved. Copies of the Design Guidelines are available in the hearings room and can be found online at: [portlandoregon.gov/designguidelines](http://portlandoregon.gov/designguidelines)



#### Your participation

Testifying at a public hearing is a great way to engage in your community. The Design Commission relies on citizens to bring their perspective on neighborhood issues. You can find more information on projects at: [www.portlandoregon.gov/designcommission](http://www.portlandoregon.gov/designcommission)



#### Outside our scope

The Design Commission only has the authority to influence elements of a project that relate to the approval criteria. For example, guidelines do not address private views. There are other resources for questions and feedback on issues that the Design Commission cannot address (see below).

#### Resources for related concerns:

Office of Community & Civic Life  
503-823-4519  
[portlandoregon.gov/civic](http://portlandoregon.gov/civic)

- Neighborhood Association Information
- Crime Prevention
- Noise Control Program
- Neighborhood Mediation

Bureau of Planning and Sustainability (BPS)  
503-823-7700  
[portlandoregon.gov/bps](http://portlandoregon.gov/bps)

- Off-street Parking Requirements
- Upcoming Legislative Projects on Zoning

Bureau of Transportation (PBOT)  
503-823-5185  
[portlandoregon.gov/transportation](http://portlandoregon.gov/transportation)

- On Street Parking
- Construction Impacts on Streets & Sidewalks

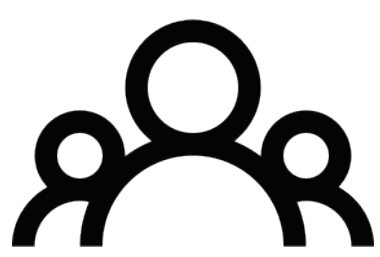


# City of Portland Design Commission

## Design Advice Request Overview

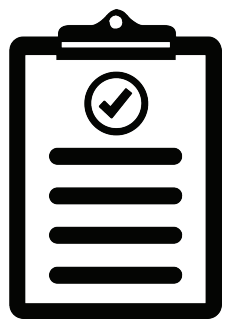
### Why we're here

#### Here's what you can expect:



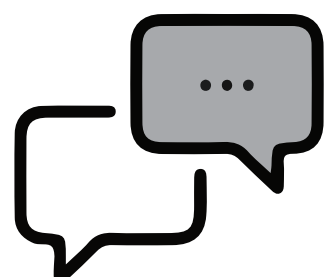
#### What we do

Design Advice Requests (DAR) are a form of early assistance and are intended to provide feedback on early design concepts prior to Design Review. This feedback is advisory and preliminary in nature. This meeting is not a land use review. Decisions are not made in the DAR process.



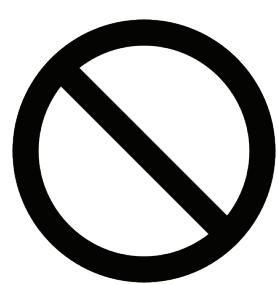
#### Our criteria

Design Guidelines are used to guide the conversation during the DAR because they are the approval criteria used in Design Review. All feedback should relate to the concept's response to the context, public realm, or quality and permanence. Guidelines generally address one or more of these design tenets. Copies of the Design Guidelines are available in the hearings room and can be found online at: [portlandoregon.gov/designguidelines](http://portlandoregon.gov/designguidelines)



#### Your participation

The Design Commission relies on Portlanders to bring their perspective on their community. Portland has a strong design legacy that continues through this process. Your early input on significant projects helps to make sure we get this right. Your continued participation through the Land Use Review is necessary for your comments to be part of the record. You can find more information on projects at: [www.portlandoregon.gov/designcommission](http://www.portlandoregon.gov/designcommission)



#### Outside our scope

The Design Commission only has the authority to influence elements of a project that relate to the approval criteria. For example, guidelines do not address private views. There are other resources for questions and feedback on issues that the Design Commission cannot address (see below).

#### Here are other resources:

Office of Community & Civic Life  
503-823-4519  
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- Neighborhood Association Information
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- On Street Parking
- Construction Impacts on Streets & Sidewalks



# City of Portland Design Commission

## Agenda

### Location

[1900 SW 4<sup>th</sup> Avenue](#)

Room 2500B (2<sup>nd</sup> Floor)

Portland, OR 97201

### Keep in Mind

- The agenda is subject to change. Cases may be rescheduled. Times are estimates only and item times may change.
- Projects are reviewed in the order listed with a 10 minute break between agenda items.
- [Hearing cancellations follow Portland Public School Inclement Weather Closure Policy.](#)
- Regularly scheduled meetings of the Design Commission are the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. Additional meetings are scheduled as necessary and are noted as a “special date” on the agenda.
- All continuances and reschedules are requested by the applicant, unless otherwise noted.

### Resources

- Project information (Reports, Presentations, Drawings, Audio) is available for each project at the links provided below. Project information is generally available within one week of the meeting date: [www.efiles.portlandoregon.gov](http://www.efiles.portlandoregon.gov)
- *A Guide for Presenting Testimony* is available at [www.portlandoregon.gov/bds/dctestimony](http://www.portlandoregon.gov/bds/dctestimony)
- Design Guidelines are available online at [www.portlandoregon.gov/designguidelines](http://www.portlandoregon.gov/designguidelines)

**January 17, 2019 at 1:30 PM - CANCELLED**

**CANCELLED**

**January 24, 2019 at 1:30 PM**

### 1 Items of Interest

(1:30 – 1:35)

### 2 Type III Land Use Review

(1:35-3:35)

#### **Canopy Hotel Cladding | LU 18-266225 DZ**

<https://efiles.portlandoregon.gov/record/12503380>

**CITY CONTACT:** Emily Hays, BDS, 503-823-5676

**APPLICANT:** Julie Bronder

**SITE:** 425-431 NW 9th Avenue

Type III Design Review to retain the existing box-rib metal panel cladding on the west facade of The Canopy Hotel in the Central City Plan District, Pearl Subdistrict, approved under LU 15-209365 DZM AD.



# City of Portland Design Commission

**February 7, 2019 at 1:30 PM**

**1**  
(1:30 – 1:35) **Items of Interest**

**2**  
(1:35 – 2:35)

## Design Advice Request

**Lincoln School Replacement | EA 18-181153 DA**

<https://efiles.portlandoregon.gov/record/12008575>

*(RSCHD FROM 12/13/18; CNTD FROM 10/4/18; RSCHD FROM 9/20/18; CNTD FROM 7/26/18)*

**CITY CONTACT:** Puja Bhutani, BDS, 503-823-7226

**APPLICANT:** Becca Cavell, BORA Architects

**SITE:** 1600 SW Salmon St

DAR for Lincoln High School replacement building, 8-story, 138 feet high providing 281,000 GSF of educational and support space. The new athletic track and field is located in the east section of the site, along SW 14th Avenue. The primary entrance is from an entrance plaza at SW Salmon Street and 17th Avenue. Bus drop off occurs on SW Salmon Street, and loading, service and fire access is from SW 17th Avenue on south side of the building. Building materials include brick, metal panels, fiberglass windows and green roof. Potential Modifications include for ground floor active use, bicycle parking, required building line, and transit street main entrance requirements.

**3**  
(2:45-3:45)

## Design Advice Request

**Holden Of Pearl, Senior Living Community | EA 18-261137 DA**

<https://efiles.portlandoregon.gov/record/12452147>

*(CONTINUED FROM 12/13/18)*

**CITY CONTACT:** Puja Bhutani, BDS, 503-823-7226

**APPLICANT:** Evan Lawler, Alliance Realty Partners, LLC

**SITE:** 13TH & NW QUIMBY ST

Design Advice Request for a new, 16 story building located on a full block site (Block 246) at the northeast corner of NW Quimby Street and NW 13th Avenue. The proposed use is a senior living facility with 241 residential and group living units with 149 parking stalls. Memory care units are located at Level 1. Assisted living and residential amenities are located at levels 1-4 with Independent living units located in the tower from Levels 5-16. Ground level commercial proposed along NW 13th Ave. The residential lobby located at the ground level at the northeast corner of the site. Parking and loading access off NW Quimby Street with residential drop off from the private drive at NW Raleigh. The proposal includes rooftop terraces at levels 2, 3, and 5. Modifications to loading and bicycle parking spacing are requested.



# Agenda

## We respect your time



### Type III Land Use Review Hearing

|                 |   |                             |
|-----------------|---|-----------------------------|
| 10 min          | Staff<br>Presentation   |                             |
| 20 min          | Applicant<br>Presentation   | Questions for<br>Applicant  |
| 5 min           | Staff<br>Recommendation   | Questions for<br>Staff      |
| 2 min each      | Public Testimony<br><small>(please sign in to provide oral testimony)</small> | Questions for<br>Testifiers |
| 5 min           | Applicant Response<br>to Public Testimony                                     |                             |
| up to<br>60 min | Commission Deliberation   |                             |
| 5 min           | Vote or Continue Hearing  |                             |

**Estimated Total  
Time:** 120 min



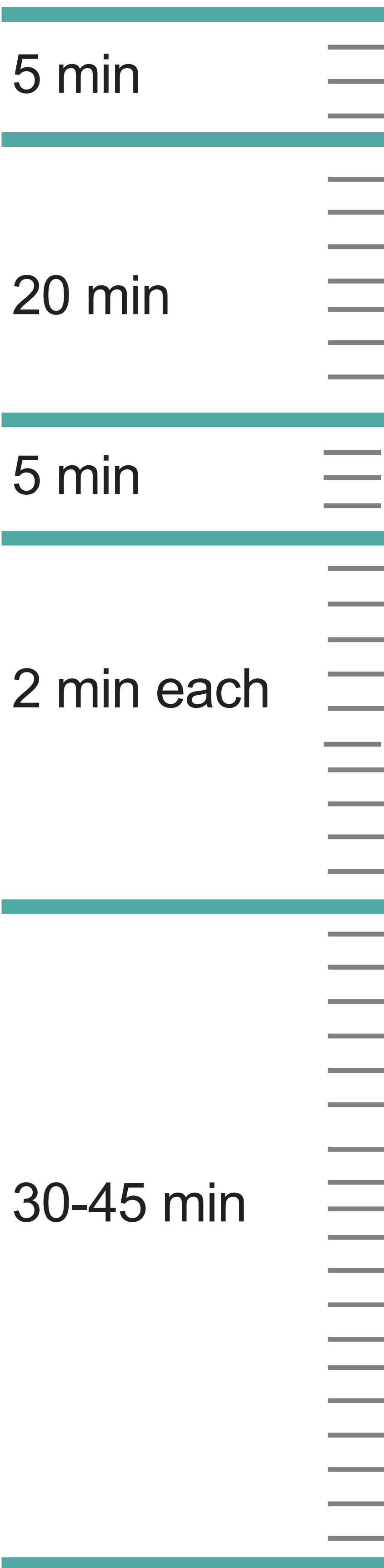


# Agenda

We respect your time



## Design Advice Request Meeting



5 min

Staff  
Introduction

20 min

Applicant  
Presentation

5 min

Staff Discussion Topics

2 min each

Public Comments  
(please sign in to comment)

30-45 min

Commission & Applicant  
Discussion

Estimated Total  
Time: 90 min

# EXCERPT

## Early Assistance (EA) & Pre- Application Conference (PC) Template

[last updated 3/20/17]

1. Generate summary document in TRACS:

### LUR-EA Appt Planner Response

- Paste after “Limitation” and before “When you are ready to submit an application...”
- Note – delete Neighborhood Notification at end of template since not a part of EA info in TRACS.

### LUR-EA-Pre-Application Planner Response

- Paste after 1<sup>st</sup> intro paragraph
- Note: you need to copy the Neighborhood Notification information that is populated from TRACS info fields into your template. It is clunky, but necessary.

2. As you edit template (all yellow highlights) be sure to read “Note to Planner” and delete afterward.
3. Save/upload final template into TRACS, “send” document, and update Planner Response process line under Process Tab to “Complete”

## A. KEY ISSUES AND REQUIREMENTS

The following issues and requirements have been summarized for the applicant to pay special attention to as they may impact the proposed project.

### 1. **Design / Historic Resource Review Process**

- a. **Procedure Type.** The project will be subject to a Type **X Design / Historic Resource** Review based on the thresholds per table **825-1 / 846-1 / 846-2 / 846-3, 846-4** of Section 33.**825.025 / 33.846.060**. Submittal requirements can be found in Section **X** below.
- b. **Approval Criteria.** The applicable approval criteria are **X** and can be found at [portlandoregon.gov/designguidelines](http://portlandoregon.gov/designguidelines). Other approval criteria may apply if *Modifications* (Section **33.825.040 / 33.846.070**) or *Adjustments* (Section **33.805.040**) to development standards are requested.
- c. **Additional Reviews.** *Modification* review may be requested as part of land use review for site-related standards (such as setbacks, size of loading spaces) that are not met. *Adjustment* review may be requested as part of the design review for use-related development standards (such as floor area ratios, number of loading spaces, number of parking) that are not met.

**Note to Planner - Confirm if other reviews required, like Greenway, Conditional Use, Central City Parking Review, etc., and if so provide process, fees and approval criteria accordingly.**



# CITY OF PORTLAND DESIGN COMMISSION

EXCERPT

# MEETING MATERIAL



## Chair Binder





EXCERPT

# CITY OF PORTLAND DESIGN COMMISSION

# TRAINING BINDER



# EXCERPT



CITY OF PORTLAND, OREGON - BUREAU OF DEVELOPMENT SERVICES

1900 SW Fourth Avenue, Portland, Oregon 97201, [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)



| CENTRAL CITY FDG (2003)                          |       | PROJECT NAME: <i>add here</i>      |            | CASE NUMBER      |  |
|--|-------|------------------------------------|------------|------------------|--|
| DATE   |       | PROJECT ARCHITECT: <i>add here</i> |            | PROJECT VALUE \$ |  |
| CONTEXT  | STAFF |                                    | COMMISSION |                  |  |
|  | + / - | Comments                           | + / -      | Comments         |  |
| A1: Integrate the River                          |       |                                    |            |                  |  |
| A2: Emphasize Portland Themes                    |       |                                    |            |                  |  |
| A3: Respect the Portland Block Structures        |       |                                    |            |                  |  |
| A5: Enhance, Embellish & Identify Areas          |       |                                    |            |                  |  |
| A6: Re-use, Rehabilitate, Restore Buildings      |       |                                    |            |                  |  |
| A9: Strengthen Gateways                          |       |                                    |            |                  |  |
| C1: Enhance View Opportunities                   |       |                                    |            |                  |  |
| C4: Complement the Context of Existing Buildings |       |                                    |            |                  |  |
| D1: Park Blocks                                  |       |                                    |            |                  |  |

# VOTING PROCEDURE

## MOTION

**A COMMISSIONER  
MAKES A MOTION  
FOR AN ACTION**

## SECOND

**ANOTHER  
COMMISSIONER  
SECONDS THE  
MOTION**

- COMMISSIONERS HAVE THE OPPORTUNITY TO DISCUSS THE MOTION
- CHAIR RE-STATES THE MOTION, INCLUDING ANY CLARIFICATIONS
- CHAIR REQUESTS ROLL

## VOTE

**COMMISSION  
MEMBERS  
PRESENT VOTE  
AND STATE  
REASONS FOR  
THEIR VOTE**

## RESULT

**CHAIR  
ANNOUNCES THE  
RESULT OF THE  
VOTE, INCLUDING  
THE VOTE COUNT**

# Type III Land Use Review



# CANOPY HOTEL CLADDING

|                             |   |                  |   |
|-----------------------------|---|------------------|---|
| <b>WHEN</b>                 | <b>THURSDAY, JANUARY 24, 2019 @ 1:30 PM</b><br><i>(hearing start time –see Design Commission agenda for estimated project start time)</i>   |                  |   |
| <b>WHERE</b>                | <b>1900 SW 4<sup>TH</sup> Avenue, Room 2500 B, Portland, OR</b>   |                  |   |
| <b>REVIEW BY</b>            | <b>DESIGN COMMISSION</b>  | <b>CASE FILE</b> | <b>LU 18-266225 DZ</b><br>(EA 18-256660 PC) |
| <b>LAND USE REVIEW TYPE</b> | <b>DESIGN REVIEW</b>  |                  |   |
| <b>PROPOSAL</b>             | <p>Design Review hearing to remove a condition of approval and retain the existing box-rib metal panel cladding on the west facade of The Canopy Hotel in the Central City Plan District, Pearl Subdistrict, approved under LU 15-209365 DZM AD.</p> <p>A Type III review is required to alter conditions of approval set by the Design Commission during a previous land use approval.</p> |                  |   |
| <b>PROJECT INFO</b>         | <a href="http://www.portlandoregon.gov/bds/dcagenda">www.portlandoregon.gov/bds/dcagenda</a>  |                  |   |
| <b>SITE LOCATION</b>        | <b>425-431 NW 9<sup>th</sup> Avenue</b>   |                  |   |
| <b>ZONING</b>               | <b>EXd – Central Employment with Design Overlay</b><br><b>Central City Plan District / Pearl Subdistrict</b>  |                  |   |

**Questions?**

**Emily Hays, Planner / 503-823-5676 / [Emily.Hays@portlandoregon.gov](mailto:Emily.Hays@portlandoregon.gov)**

**BDS Contact**

Bureau of Development Services, 1900 SW 4<sup>th</sup> Ave, Suite 5000, Portland, OR 97201

Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译 | Turjumida ama Fasiraadda | 翻訳または通訳 | ການແປພາສາ ຫຼື ການອະທິບາຍ  
 Письменный или устный перевод | Traducere sau Interpretare | 번역및통역 | الترجمة التحريرية أو الشفوية | Письмовий або усний переклад



503-823-7300



[BDS@PortlandOregon.gov](mailto:BDS@PortlandOregon.gov)



[www.PortlandOregon.gov/bds/translated](http://www.PortlandOregon.gov/bds/translated)

TTY: 503-823-6868  
Relay Service: 711

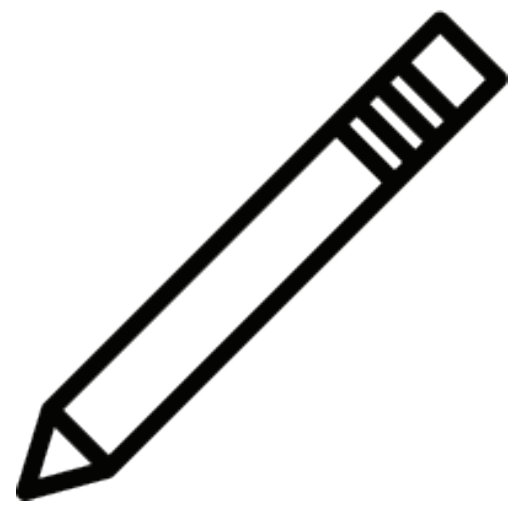


# Design Commission Historic Landmarks Commission

## Welcome

## We're glad you are here

### Here's how you can engage:



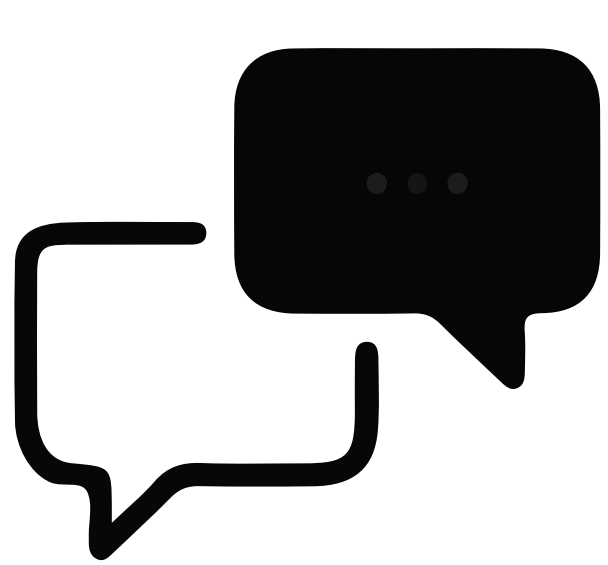
#### Sign in to comment

- Comment sheets are available as you enter. Please clearly fill in the requested information.
- Include your address to receive future documents.
- Confirm the estimated start time for your item on the agenda.



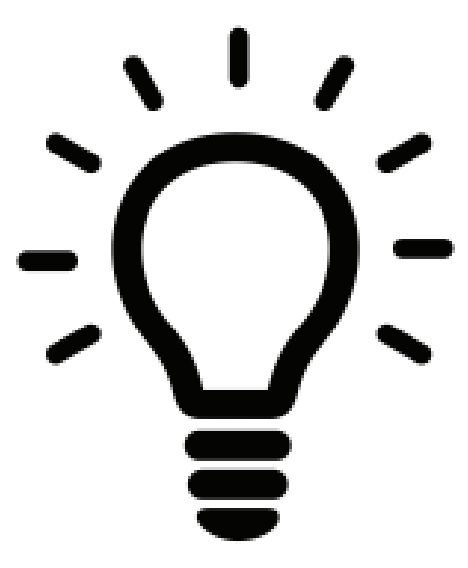
#### Listen to the project narrative

- The applicant will describe the project.
- Be respectful, even when you disagree.
- The applicant will demonstrate how all approval criteria have been, or will be, met.



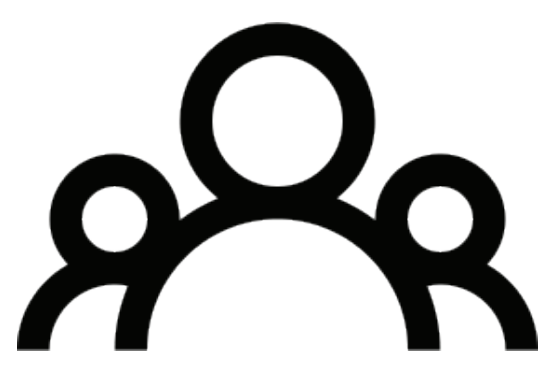
#### Voice your opinion

- Speak directly into the microphone.
- State your full name and address.
- Limit your comments to 2 minutes.
- Your comments must relate to the approval criteria.



#### Bring new ideas

- Explain how you think:
  - the proposal meets or does not meet the criteria,
  - the criteria are being incorrectly interpreted,
  - the incorrect criteria are being applied, or
  - additional criteria should be applied.
- Coordinate with other commenters to avoid repetition and ensure your voice is heard.



#### Commission will consider comments

- Comments are considered in discussion.
- If a vote is called in a hearing, the Commission may:
  - approve the project
  - deny the project
  - approve the project, with conditions
- Projects may be continued to another Commission meeting date.



#### Stay engaged

You can find more information on Commission projects and other development throughout Portland at: [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)



[www.portlandoregon.gov/designcommission](http://www.portlandoregon.gov/designcommission)  
[www.portlandoregon.gov/historiclandmarkscommission](http://www.portlandoregon.gov/historiclandmarkscommission)



1900 SW 4th Avenue, Portland, OR 97201



(503) 823-7300 / [bds@portlandoregon.gov](mailto:bds@portlandoregon.gov)





# City of Portland Design Commission

## Design Advice Request

Welcome

Please sign up to comment on:

**Address** | Project # EA XX-XXXXXX DA | Date

| Name | Organization? | Address, City & Zip | Email Address | How did you hear about this meeting? |
|------|---------------|---------------------|---------------|--------------------------------------|
|      |               |                     |               |                                      |
|      |               |                     |               |                                      |
|      |               |                     |               |                                      |
|      |               |                     |               |                                      |
|      |               |                     |               |                                      |



# Design Commission Historic Landmarks Commission

## Design Advice Request Information Sheet

Design Advice Requests (DAR) are a form of early assistance intended to provide feedback on early design concepts prior to Design or Historic Resource Review. This feedback is advisory and preliminary in nature. This meeting is not a land use review. Decisions are not made in the DAR process.

### DAR Application Requirements

- Application Form** - <https://www.portlandoregon.gov/bds/index.cfm?a=136435>
- Fee** - <https://www.portlandoregon.gov/bds/article/67127>
- Drawing Sets** (see reverse) and **Digital Model**

### Design Advice Topics

Staff and applicant will identify approximately 4-5 issues for the Commission to discuss. Possible topics include (but are not limited to):

- Response to Context
- Compatibility with Historic Resources
- Form / Massing
- Outdoor Spaces
- Design Coherency
- Pedestrian / Public Realm
- Placemaking
- Materiality
- Parking / Loading
- Potential Modifications / Adjustments

### Public Meeting Procedure

- Applicants must bring a digital copy of the presentation (drawings & model). Presentation boards, easels & material samples are optional.
- Public meeting order and timing:

|                                |                       |
|--------------------------------|-----------------------|
| <i>Staff Introduction</i>      | <i>5 minutes</i>      |
| <i>Applicant Presentation</i>  | <i>20 minutes</i>     |
| <i>Staff Discussion Topics</i> | <i>5 minutes</i>      |
| <i>Public Comments</i>         | <i>2 minutes each</i> |
| <i>Commission Discussion</i>   | <i>30-45 minutes</i>  |
- DARs are usually about 90 minutes.
- The meeting audio is recorded by staff and summary notes are sent to participants within 14 days and posted online.

### Deliverables Timeline

- |   |  |
|---|--|
| <input type="checkbox"/> Commission meeting date                | Approximately 5-7 weeks from submittal |
| <input type="checkbox"/> Applicant's draft drawing set due      | 21 days prior to meeting date          |
| <input type="checkbox"/> Applicant must post site               | 21 days prior to meeting date          |
| <input type="checkbox"/> Applicant's final drawing sets due     | 14 days prior to meeting date          |
| <input type="checkbox"/> Mailing of summary notes by city staff | 14 days following the meeting date     |

# DAR Drawing Set Requirements

The following information may be provided as part of the DAR application. Submittals may vary based on project scope, however, applicants should be prepared to discuss the following elements of the proposal. Items in **bold** are required at time of submittal. Items in *italics* may be helpful to facilitate discussion at the DAR meeting. Work with your assigned planner before submitting final drawings to ensure that all relevant information is included.

Three (3) drawing sets are needed for the initial submittal. For final drawing sets (due 14 days prior to the meeting date):

- Ten (10) drawing sets printed at 11"x17" and 1 digital copy (PDF)
- Staple or clip at upper left corner with each page labeled in bottom right corner with case number (EA xx-xxxxxx DA) and numbered sequentially as Exhibit C.1, Exhibit C.2, etc.

Design Guidelines are used to guide the conversation during the DAR because they are the approval criteria used in Design Review. Design Commission feedback will relate to the concept's response to the context, public realm, and quality. Guidelines generally address one or more of these three design tenets. Design Guidelines can be found online at: [portlandoregon.gov/designguidelines](http://portlandoregon.gov/designguidelines)

## 1. Project Summary

- **Team Information**
- **Summary of Development Program**
- **Sheet Index**

## 2. Context Study

- **Zoning Summary**
- Plan Area Context
  - Proposal Set in Urban Design Concept Diagrams*
- Urban Context (3-block radius)
  - Public Amenities*
  - Open Space*
  - Historic Resource Context*
  - Multi-Modal Circulation Plan*
  - Pedestrian & Vehicle Access Points*
- Site Context (1-block radius)
  - Existing Conditions Plan*
  - Curb-Cuts*
  - Adjacent Rights-of-Way*
  - Easements*
  - Pedestrian & Vehicle Access Points*
  - Utility Plan / UVE*
  - Constraints & Opportunities*
- Existing Site & Vicinity Photos

## 3. Concept Design

- Story of Project's Evolution
  - Options Studied*
  - Concept Diagrams*
  - Preferred Massing & Design*
- **Proposed Site Plan**
- Zoning Height Base Point
- Ground Level Plan
- Typical Upper Floor Plan
- Roof Plan
- Preliminary Open Space Concept
- Preliminary Building Elevations
- Material Concept(s)
- Perspectives Set in Context
- **Representative Image of Project**
- **Anticipated Modifications / Adjustments**

## Please don't get ahead of us

DAR's are intended to align with the schematic design phase of the architectural design process. The following information and drawings should not be presented at a DAR:

- Fully developed site, floor, and roof plans
- Detailed elevations
- Fully rendered images
- Final material selections
- Cutsheets for specific building elements
- Detailed landscape plan



City of Portland

Design Commission

## Type III Land Use Review

LU 18-111111 DZ

**Site Address**

January 1, 2018

Staff Presentation

## **Context**

Location

Zoning

Approval Criteria

Context

Program Overview

Project History

Modifications | Adjustments | Exceptions

## **Applicant Presentation**

## **Approvability Items**

Context

Public Realm

Quality & Permanence

Modifications | Adjustments | Exceptions

## **Staff Recommendation**

Conditions of Approval

Next Steps



**City of Portland, Oregon**  
**Bureau of Development Services**  
**Land Use Services**  
 FROM CONCEPT TO CONSTRUCTION

Chloe Eudaly, Commissioner  
 Rebecca Esau, Director  
 Phone: (503) 823-7300  
 Fax: (503) 823-5630  
 TTY: (503) 823-6868  
 www.portlandoregon.gov/bds

**Certificate of Compliance**  
 (Design and Historic Resource Review Approvals)

Thank you for participating in the City of Portland's Design/Historic Resource Review process. We look forward to your building's contribution to the City of Portland.

The Design/Historic Resource Review approval grants entitlements for the proposed work to be built. The expectation is that the building permit will reflect the elevations, sections, details, material samples, etc. that were stamped and signed by the land use case planner. Additionally, compliance with all Conditions of Approval is expected at the time of permit review and construction.

Land Use Services staff will review the permit drawings for compliance with the Design/Historic Resource Review decision. At the time of permit submittal, you will be required to submit this Certification of Compliance form. It is the applicant's responsibility, in the permit drawings, to demonstrate compliance with the Design/Historic Resource Review approved project. It is also the applicant's responsibility to identify for Land Use Services staff any and all revisions made to the project since Design/Historic Resource Review approval, whether the changes were made by choice, for value-engineering purposes, due to Code requirements, or for any other reason.

The Bureau of Development Services expects the project team to coordinate directly with the Design/Historic Resource Review planner once a change is being contemplated. Changes to the Design/Historic Resource Review drawings are subject to another land use review, which must be approved prior to the issuance of building permits; it is therefore critical for early engagement to have the time for the necessary coordination and process.

We (architect of record and owner) certify that the project plans submitted with the building permit application, and subsequent revisions and deferred submittals, are consistent with the Design Review or Historic Resource Review approval and meet the Conditions of Approval.

Architect Name: \_\_\_\_\_

Architect Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

|  |
|--|
| <p><b>Project Name and Address:</b> _____</p> <p><b>Design/Historic Review Case File Number:</b> _____</p> |
|--|





# City of Portland Design Commission

## **A Guide to the City of Portland Design Review Process** *Prepared by the members of the Design Commission – May 2016*

### **Design Commission**

The Design Commission provides leadership and expertise on urban design, architecture and on maintaining and enhancing Portland's historical and architectural heritage. The Design Commission consists of seven volunteer members, appointed by the Mayor and confirmed by the City Council, who serve a four-year term. The Commission includes a representative of the Regional Arts and Culture Council, one person representing the public at-large, and five members experienced in design, engineering, financing, construction or management of buildings, land development, or related disciplines.

The Design Commission reviews all Type III major projects, as well as all appeals of Type II reviews. Projects are classified based on location in the city and valuation. Minor projects are classified as Type I-II and go through an administrative staff-level review.

This guide is intended to facilitate successful completion of Portland's Type III Design Review process. It intends to increase the level of predictability for applicants by clarifying how the Design Commission upholds the Design Guidelines. Applicants who utilize this document and collaborate with Bureau of Development Services (BDS) Planning Staff throughout the process will reduce the need for redesign, number of submittal packets, and hearings before the Commission. This document will be updated periodically to reflect the current Commission membership.

### **BDS Planning Staff**

BDS Planning Staff fully understand the Design Guidelines and how the current Design Commission upholds and emphasizes the guidelines. The role of Staff is to help applicants move through the review process efficiently. Listen to Staff and heed its advice. Design Commission consistently agrees with guideline issues identified by Staff. Utilizing Staff suggestions can reduce the number of Design Advice Requests/ hearings.

### **Design Advice Request (DAR)**

Design Advice Requests (DARs) are voluntary opportunities for applicants to meet with the Design Commission to hear its feedback on early schematic design. Scheduling a DAR session early in your project schedule is strongly recommended. For large and/or complicated cases, multiple DAR sessions are often appropriate. These early meetings can result in guidance and clarity from Commission about specific site and program conditions. Appropriate topics for early conversations may include:

- Massing options
- Site organization
- Ground level - active ground level uses and transparency
- Parking and loading systems
- Circulation routes
- Landscape concept
- Utilities
- Preliminary material options





# City of Portland Design Commission

## Terminology Just so we're clear

The terms used in the Design Advice Request and Land Use Review processes are distinctly different. Below is a guide to the language used in each.

### DESIGN ADVICE REQUEST MEETING



#### Concept

The drawing set is not a formal submittal for land use review; changes are likely.



#### Comments

Public comments are not considered part of the future land use record.



#### Staff Memo

Design Review staff provide topics for Commission Discussion.



#### Discussion

The DAR creates an opportunity for informal feedback on a project.



#### Direction

The DAR cannot result in a formal decision, but can provide concept direction.



#### Next Steps

Engage in the formal land use case.

### TYPE III DESIGN REVIEW HEARING

#### Proposal

The project has been formally submitted and is an active quasi-judicial land use case. Changes are possible.



#### Testimony

All testimony is considered part of the land use record.



#### Staff Report

Design Review staff provide a formal recommendation of approval or denial.



#### Deliberation

The Commission deliberation leads to a formal decision on the proposal.



#### Decision

The proposal is approved, approved with conditions, or denied.



#### Next Steps

If you disagree with the findings, the decision can be appealed to City Council.



ALWAYS Lead with Criteria

# DELIBERATION

For LU hearings, the chair will request the applicant step back **before** deliberation begins

## STAFF ITEMS

- CHAIR STATES STAFF'S ITEMS FOR DISCUSSION

## COMMISSION ISSUES

- CHAIR ASKS COMMISSIONERS TO STATE POSITIVE & NEGATIVE ASPECTS OF THE PROJECT
  - COMMISSIONERS IDENTIFY APPROVAL CRITERIA MET/ NOT MET BY TENET

## DISCUSSION

- CHAIR SUMMARIZES COMMISSION & STAFF CONCERNS; INITIATES DISCUSSION OF EACH BY TENET
  - CONTEXT – PUBLIC REALM – QUALITY & PERMANENCE

## DIRECTION

- CHAIR SUMMARIZES DISCUSSION & IDENTIFIES REMAINING CONCERNS
- CHAIR INVITES APPLICANT TO DISCUSS NEXT STEPS & ANSWER QUESTIONS, NO FURTHER DELIBERATIONS
- CHAIR REQUESTS STATUS OF 120-DAY TIMELINE FROM STAFF, WAIVER SIGNED AS NEEDED
- CHAIR IDENTIFIES RETURN HEARING DATE, IF APPLICABLE