

Design Commission Retreat – December 14, 2023

Location: 1900 SW 4th Avenue, Room 2500B

Time: 230p - 430pm; please feel free to **arrive 2pm** and settle in

Logistics: Snacks, Coffee & Tea provided. Masks are optional.

Facilitator: Tim Heron

- [Design Commission Webpage](#) / [Design Commission By-Laws 2022](#)
- [Design Commission 2022 A Guide to the Design Review Process](#)
- [Design Commission 2022 State of the City Report \[3/16/23\]](#)



2:00p-2:30p Early Welcome - We'll start at 230p	30 minutes
<ul style="list-style-type: none">• Settle in and catch up	
230p-330p Review of 2023	60 minutes
<ul style="list-style-type: none">• Reflecting on Downtown PDX 2023 [20 min]<ul style="list-style-type: none">○ Storefront security, Ground Floor uses and flexibility• Review of 2023 cases [20 min]<ul style="list-style-type: none">○ <i>Attached:</i> Hearing Clerk's 2023 Annual Report [January through November 2023]• Candidate for DC Design Excellence Award 2023 [20 min]<ul style="list-style-type: none">○ <i>Attached:</i> Cheat sheet for 2023 Design Excellence Candidates	
330p-335p Break	5 minutes
335p-405p State of the City address to City Council ~ March or April 2024	30 minutes
<ul style="list-style-type: none">• State of the City 2023 Topics? <u>Timeline:</u><ul style="list-style-type: none">○ January – SOC 2023 Worksession/s○ February – Draft SOC Report○ March/ April – Final SOC Report, Draft PPT presentation to Council	
405p-415p Review Design Commission By-Laws [<i>Attached</i> ; please review prior to Retreat]	10 minutes
<ul style="list-style-type: none">• Rules of Order/ Process, hearing management, timeliness, questions• Any updates, changes, could be adopted at our January 4, 2024 hearing date	
415p-420p Design Commission Recruitment – Application linked here	5 minutes
<ul style="list-style-type: none">• Commissioner Jessica/ Architect, 2nd term ends in March 2024• Commissioner Sam/ Developer, 2nd term ends in November 2024	
420p-425p Review Election of Officers for January 2024	5 minutes
425p-430p Wrap up/ Next Steps	5 minutes

Adjourned

The Portland Design Commission Current Design Commission members

Name	Membership Category	Term Expires
Brian McCarter, Chair	Landscape Architect	11/19/2026 [2nd Term]
Chandra Robinson, Vice Chair	Architect	6/30/2023 [1st Term]
Tina Bue	Public at Large	5/14/2027 [1st Term]
Jessica Molinar	Architect	3/15/2024 [2nd Term]
Samuel Rodriguez	Developer	11/1/2024 [2nd Term]
Zari Santner	RACC	4/30/2026 [2nd Term]
Joe Swank	Developer	5/14/2027 [1st Term]

Bureau of Development Services, Land Use Services, Design and Historic Review Staff

Kara Fioravanti, Supervising Planner, City Planning + Urban Design
 Hillary Adam, Senior City Planner, Historic Preservation + Architecture
 Tim Heron, Senior City Planner, Architecture + Urban Design + City Planning
 Staci Monroe, Senior City Planner, Planning
 Benjamin Nielsen, Senior Planner, Architecture + Urban Design + Urban Planning
 Hannah Bryant, City Planner II, Architecture + Planning
 Art Graves, City Planner II, Landscape Architecture
 Grace Jeffreys, City Planner II, Architecture
 Tanya Paglia, City Planner II, Planning
 Megan Sita Walker, City Planner I, Architecture + Urban Design

Design Excellence Award 2023

[LU 21-115214 CCMS AD – OMSI Central City Master Plan](#)

[LU 22-163683 DZM – 701 & 777 NE 7TH Ave](#)

[EA 22-202537 DA – SW Alderway Building storefront](#)

[LU 23-004591 DZM – Hollywood HUB Housing](#)

[LU 23-018913 DZM – Block 24](#)

[LU 23-056324 DZM AD – PSU School of Art + Design](#)

[LU 23-079756 DZM – Con-way Block 292 East](#)

State of the City Awards 2016-2022
2022 – Lents Housing, Alex Yale, YBA
2021 - Holst Powell Housing
2020 - Northbound 30 Collaborative - Alan Jones
2019 - Holst DePaul Treatment Center
2018 - JBBJ, OHSU Children’s Casey Eye Institute
2017 - Hacker, HQ on SE MLK Jr Blvd
2016 - Lever, Framework (NW 10 th & Glisan)

Portland Design Overlay [Zoning Code 33.420]

33.420.010 Purpose

The Design overlay zone ensures that Portland is both a city designed for people and a city in harmony with nature. The Design overlay zone supports the city's evolution within current and emerging centers of civic life. The overlay promotes design excellence in the built environment through the application of additional design standards and design guidelines that:

- Build on context by enhancing the distinctive physical, natural, historic and cultural qualities of the location while accommodating growth and change;
- Contribute to a public realm that encourages social interaction and fosters inclusivity in people's daily experience; and
- Promotes quality and long-term resilience in the face of changing demographics, climate and economy.

Portland Design Commission [Zoning Code 33.710.050]

D. Powers and duties. 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. Reviewing major developments within Design overlay zones except those projects involving or located within the following:
 - a. Historic Districts;
 - b. Conservation Districts;
 - c. Historic Landmarks; and
 - d. Conservation Landmarks.
2. Recommending the establishment, amendment, or removal of the Design overlay zone and design districts to the Planning and Sustainability Commission;
3. Recommending design guidelines for adoption by City Council except for guidelines for Historic Districts and Conservation Districts;
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, City Council, and other City Bureaus or public agencies when necessary or requested.

E. Annual report. The Commission must make an annual report of its actions and accomplishments for each calendar year. The report must be filed with the Director of BDS by the first working day of April of the following year. The Director of BDS may combine the report with annual reports of other bodies for transmission to City Council.

Staff Top Three Reminders of 2022

1. **Case Planner Roll at Commission.** Don't worry about 'interrupting' in a hearing. Part of a planner's responsibility is to keep the record straight and clear. Speak up at hearings when you need clarity from Commission if it appears the Commission may not understand the issue at hand &/or if incorrect information is being shared with the Commission. Summarizing majority concerns with the Chair at hearing's end is critical for the applicant to hear on the record.
2. **Commercial Building Permit Buddy Review.** Keep in touch with your buddies/process managers about CO buddy review deadlines. Keep track of these deadlines on your caselog.
3. **Expedite Slam Dunks whenever possible.** It is ok and encouraged to bump these up ahead of cases that are extremely time-consuming. Take a half day or less to power through a decision instead of putting it in line behind big, complicated cases.

Staff Top Ten Reminders for Design & Landmarks Commissions

1. **Lead with approval criteria.** All comments/decisions must be based on the approval criteria. We gain a high level of respect and offer transparency when this is our habit.
2. **Design Advice Requests are not Land Use Reviews.** Please watch the terminology used during DAs and LUs. There is no decision-making in DAs. (refer to other side)
3. **Tone.** Reviews are not based in our personal preferences; as noted above reviews are based on approval criteria. Avoid using terms like "I like...", "I prefer...", "I think...", and instead you can simply state "Option #4 meets criteria C5 and A6".
4. **Participation during absences.** For absences, you are welcome and encouraged to submit project comments to the Chair, Hillary/Tim and Kara. This is particularly relevant for DARs and especially important is you have significant concerns about an applicant's concept.
6. **Clarify and be decisive in your comments.** During conversation and deliberations, be sure to reinforce verbally (no head nodding) when you agree or disagree with other Commissioner comments.
7. **Use staff.** We are here to help you. Please ask staff questions so you have the facts.
8. **Conditions of Approval.** When a C of A is necessary to grant approval, keep in mind the following:
 - Conditions must be based on approval criteria.
 - Conditions should be a single simple sentence that is easily implementable/enforceable.
 - Revising a condition after a decision is made requires the same process that created the original condition [ie. a CoA for a Type 3 Review will require a Type 3 return to correct].
9. **Email etiquette.** Staff is your record keeper so always cc: staff. Do not "reply to all" as that constitutes a public meeting.
10. **Watch the clock.** Be mindful of time, support other Commissioners comments without repeating the same comments.