



Downtown (D) District Development Design Standards and Guidelines Supplemental Submittal

The **PURPOSE** of the Downtown (D) District Carlton Development Code* (CDC 17.30.060 A.) development and design standards is to support downtown development and revitalization consistent with Carlton's historical context and its vision for the future. Because much of Carlton's historic district is intact, the standards building on that historic integrity while allowing contemporary interpretations of building forms and styles scaled to specific downtown sub-districts.

Applicability (See also CDC 17.30.060 B.) Within the Downtown District there are three sub-districts that include the Historic Main Street (D-MS), Winery Gallery (D-WG), and Railroad (D-RR). A zoning map of the Downtown District sub-districts is available on the Carlton city website under the Planning & Zoning Department www.ci.carlton.or.us.

The Development and Design standards are as listed in the CDC 17.30.060 (E-O) and apply to: *all new structures, and *exterior remodels of structures that are subject to site design review (See **Attachment 1 Downtown Development and Design Standards**). Site review is required only for that portion of the structure or development that is proposed to change with the exception of the regulations related to building materials and colors, which apply to all exterior building projects, regardless of whether the project is subject to site review (CDC 17.30.060 J.).

***Note:** Additional development standards such as setbacks, off-street parking, landscaping, public utilities, access, and landscaping may be found in the Carlton Development Code, available on the city website www.ci.carlton.or.us/municode under Municipal Code Index, Title 17.

Adjustments (See also CDC 17.30.060(C).) The Planning Commission may adjust the standards of CDC 17.30.060, without the need for a variance, upon finding that the proposed design: 1.) is not expressly prohibited by Chapter 17.30; 2.) is consistent with the purpose in CDC 17.30.060.A, and the Design Guidelines in CDC 17.30.060(D) (See **Attachment 2**); and 3.) meets the intent of the standard for which the adjustment is requested.

Design Guidelines (See also CDC 17.30.060.D) The Design Guidelines describe and illustrate the standards by providing examples of how a project may comply with the standards. The Planning Commission also relies upon the Design Guidelines in granting adjustments to the standards. The Planning Commission may approve an adjustment only upon making affirmative findings on each of the following guidelines, as it deems applicable. See **Attachment 2** for a list of the Downtown Design Guidelines.

Illustrations of the Carlton Downtown Design Standards and Guidelines are available on the city website at: www.ci.carlton.or.us, under Planning and Zoning Department, Downtown Code.

Attachment 1

Downtown (D) District

Development & Design Standards

DEVELOPMENT & DESIGN STANDARDS APPLICATION CHECKLIST

(See also CDC 17.30.060(E-O).) *If a standard is not applicable, respond by noting NA in the blank.*

BUILDING ORIENTATION, PARKING, AND ENTRANCE STANDARDS

(BldgOrntPkgEntrnc)

(CDC 17.30.060 E.)

The following standards are intended to facilitate safe, direct, and convenient pedestrian access to buildings and uses, enhance the appearance of the downtown, and facilitate redevelopment without compromising the historic integrity of the downtown. All of the standards below must be met, or adjustments approved, as applicable.

_____ BldgOrntPkgEntrnc 1. Does the proposal comply with the dimensional standards in CDC 17.30.050?

Minimum Front/Street Side Yard:

_____ property is located with D-MS sub-district and check what applies:

_____ no setback, or

_____ setback includes pedestrian plaza, landscaping, and/or similar purpose (list):

Minimum Front/Street Side Yard:

_____ property is located within D-WG sub-district

_____ setback is _____ feet (minimum of 5 feet)

_____ setback is landscaped (exception - access driveway/alley entrance preclude landscaping)

Mark as yes, if landscaped,

or Excpt if exception applies and indicate exception: _____

or Extnd for extension (see the following OR option directly below)

_____ OR (if not landscaped) serves as an extension of sidewalk (e.g. outdoor café or plaza)

Note use of extension: _____

Minimum Front/Street Side Yard:

_____ property is located with D-RR sub-district

(mark the following that apply)

_____ no setback provided

_____ setback is provided and is landscaped

_____ setback is provided but not landscaped because it is an access driveway/alley entrance

_____ setback is provided and serves an extension of sidewalk (e.g. outdoor café or plaza)

Minimum Rear Yard (all sub-districts)

(mark the following that apply)

- no setback provided because the property does NOT abut a residential district
- setback of 15 feet (minimum) adjacent residential district or City-owned plaza/parking lot

Minimum Side Yard (all sub-districts)

(mark the following that apply)

- no setback provided because the property does NOT abut a residential district
- setback of 15 feet (minimum) adjacent residential district or City-owned plaza/parking lot (per Street Side yard above)

BldgOrntPkgEntrnc 2. Is at least one primary building entrance facing an abutting street (i.e. within 45 degrees of the street property line)? Or if the building entrance is turned more than 45 degrees from the street (i.e. front door is on a side elevation), does the primary entrance open onto a public plaza or courtyard with a walkway connecting the primary entrance to the plaza and sidewalk?

BldgOrntPkgEntrnc 3a. If the property abuts Main Street, does it orient to Main Street?

BldgOrntPkgEntrnc 3b. Although the property does not abut Main Street, does it provide a primary entrance facing the street that is likely to have the most pedestrian traffic? (Note: The Planning Commission has the authority to determine the street with "the most pedestrian traffic" as part of a site design review.)

BldgOrntPkgEntrnc 4. In addition to having street frontage, the building has frontage and abuts a parking/plaza area. Does the building provide at least one secondary entrance to such parking/plaza area?

BldgOrntPkgEntrnc 5. Is the building entrance recessed or otherwise provide pedestrian shelters consistent with CDC 17.030.060 K? See "Pedestrian Shelters" listed below.

BldgOrntPkgEntrnc 6. Does the rear building entrance and entrances facing a plaza or parking area that serve as a plaza or community gathering space during special events, incorporate patios with decorative landscape structures (garden walls, arbors, trellises, porticos, or pergolas with light pathways)? Such patios and structures shall comprise not less than 30 percent of the building frontage where it abuts the plaza/parking area.

If applicable, indicate items incorporated into the design: _____

BldgOrntPkgEntrnc 7. Has off-street parking, trash pick-up, and above ground utilities, including but not limited to utility vaults and propane tanks, been designed so as to NOT place such facilities between building entrances and the streets(s) to which they are oriented? Such facilities shall be oriented internally to the block, screened, and accessed by the alleys to the extent practicable.

BldgOrntPkgEntrnc 8. Where off-street parking is provided does it conform to the dimensional standards of CDC 17.68?

_____ BldgOrntPkgEntrnc 9. Do the street access points, including new or modified driveway approaches, conform to the Access Control Standards in CDC 17.100? Note: Uses and development located outside the Downtown District shall not receive vehicle access through the Downtown District, except driveway approaches lawfully established prior to January 1, 2011, subject to the requirements of CDC 17.100.

_____ BldgOrntPkgEntrnc 10. For development containing multiple buildings and where there is insufficient street frontage to which buildings can be oriented, is the primary entrance oriented to a plaza, courtyard, or similar space containing pedestrian amenities? When oriented this way, the primary entrance(s), plaza, or courtyard shall be connected to the street by a landscaped and lighted walkway with an approved surface not less than five (5) street width.

If applicable, indicate method that primary entrance(s), plaza, or courtyard is connected to the street: _____

_____ BldgOrntPkgEntrnc 11. For property located on a corner lot, does the building have a corner entrance or contain architectural features that emphasize the corner (e.g. chamfered/rounded edge, window, molding, art)?

If applicable, list either use of corner entrance or architectural feature emphasizing corner: _____

_____ BldgOrntPkgEntrnc 12a. Is the primary building entrance designed with the entrance feature being at least 50 percent transparent and, therefore, allowing two-way views, in and out of the building? This standard can be met by a door with a window, a transom window above the door, or sidelights beside the door.

_____ BldgOrntPkgEntrnc 12b. Where an ATMs or kiosk is proposed, is it visible from the street (for security purposes) and have a canopy, awning, or other weather protection shelter?

_____ The proposal includes a request for an adjustment related to Building Orientation, Parking, and Entrance Standards.

FRONT FAÇADE (FrntFac) (CDC 17.30.060 F.)

_____ FrntFac 1. Do the materials used on the front façade continue around the building corner and extend for a length of at least 12 inches across each of the side elevations to avoid appearance of a false building front?

_____ The proposal includes a request for an adjustment related to Front Façade.

BUILDING OPENINGS (BldgOpngs) (CDC 17.30.060 G.)

The following standards are intended to facilitate safe, direct, and convenient pedestrian access to buildings and uses, enhance the appearance of the downtown, and protect historic integrity of the downtown. For the purpose of interpreting the following standards, “transparent” means allowing two-way views in and out of the buildings.

_____ BldgOpngs 1. Does architectural detailing define building entrances? Detailing may include, but is not necessarily limited to a stoop or recess behind the front plane of the building, a canopy or awning cover, an entry plaza (e.g. pavers and seating), planter beds, window boxes, or similar detailing.

List all details defining the entrances: _____

_____ BldgOpngs 2a. Does/do the building(s) under review (located within 100 feet of Main Street) and the ground floor/street- or plaza-facing elevation(s), feature a minimum of 60 percent transparent windows?

_____ BldgOpngs 2b. Does the subject property building(s) abutting Main Street have windowed doors and transom windows (except where historical precedence dictates otherwise)?

_____ BldgOpngs 3. Do all ground floor building elevations (for structures located more than 100 feet from Main Street and facing a street, plaza, or courtyard feature a minimum of 30 percent transparent windows?

_____ BldgOpngs 4. Do all building elevations not already identified in BldgOpngs 2a., 2b., and 3. above, comprise not less than 20 percent transparency? Note: Zero-lot line /common wall elevations are NOT required to provide windows.

_____ BldgOpngs 5. Was window coverage measured along the width of any and all street-facing elevation(s) calculated using the following standard?

Standard: Between the building base (24 inches above the sidewalk grade, whichever is less) and a plane 72 inches above the sidewalk grade.

_____ BldgOpngs 6. Does the project request an EXCEPTION that may be granted by the Planning Commission (outside the “adjustment” process) to window transparency standards based upon the building(s) containing industrial processing uses?

Consideration of the exception is based upon the subject elevation containing alternate detailing (e.g. false windows, offsets, projections, bays, changes in materials and/or texturing, or similar details) that break up the wall into smaller components.

Identify the industrial use(s) and list all elements defining the alternate detailing: _____

_____ BldgOpngs 7a. Do windows contain trim, reveals, or recesses of not less than four (4) inches in width or depth, as applicable?

_____ BldgOpngs 7b. Is the use of sills and decorative detailing and ornamentation around windows (e.g. patterning, corbels, medallions, pediments, shutters, or similar features), as appropriate for the Downtown Districts (sub-districts: MS, WG, or RR) included in the project? Note: This provision also applies to false windows.

List decorative detailing and ornamentation used: _____

_____ BldgOpngs 8a. For windows on properties located within the D-MS sub-district, are upper windows vertically oriented with their height greater than their width?

NOTE: For properties NOT located within the D-MS sub-district, mark 8a. through 8f. as NA and move to BldgOpngs 9.

_____ BldgOpngs 8b. Do upper story windows follow the vertical lines of the lower level piers and the horizontal definition of the spandrels and any cornices?

_____ BldgOpngs 8c. Are paired or grouped windows that together are wider than they are tall visually divided to express the vertical orientation of individual windows?

_____ BldgOpngs 8d. Except for transom and bay windows, do windows and display cases not break the front plane of the building?

_____ BldgOpngs 8e. Does the project include projecting display boxes and bay windows? Note: Such features are NOT allowed on elevations facing Main Street.

For reasons of durability and historic compatibility, display cases, when provided, shall be flush with the building façade (not affixed to the exterior) and integrated into the building design with trim and other detailing.

_____ BldgOpngs 8f. Are all provided window flower boxes installed without encroaching (as required) into pedestrian through-zone?

_____ BldgOpngs 9. Is decorative wall-mounted lighting, consistent with the architecture of the building, provided for signage and at primary entrances?

_____ BldgOpngs 10. Is security lighting provided at rear entry/entries? (Note: the Planning may require such a feature.)

_____ BldgOpngs 11. Does this application request that the Planning Commission to grant an exception to the window transparency requirement for a parking garage(s) based upon the building design incorporating openings, screening, or other detailing that may be considered during the review process.

Identify and list all openings, screening, or other detailing elements: _____

_____ The proposal includes a request for an adjustment related to Building Openings.

BUILDING HEIGHT BONUS (Optional) (BldgHtBonus) (CDC 17.30.060 H.)

The following standards are intended to support the urban design objectives for downtown and facilitate mixed-use development through increased building height, while protecting the historic integrity of downtown buildings. All of these standards below must be met, or adjustments approved, as applicable, for approval of a building height bonus.

If this section is not applicable to the application, mark all as NA and move to BUILDING LINE AND RHYTHM.

_____ BldgHtBonus 1a. Is the property located on a corner lot located within 100 feet of one of the following intersections?

____Main Street/Pine Street

____Main Street/Kutch Street

____Main Street/Yamhill Street

____Pine Street/Grant Street

_____ BldgHtBonus 1b. The application requests an increase from the allowable 35 to 45 feet or less and installed pursuant to BldgHtBonus 2a., 2b., and 3. below?

Requested height: _____

_____ BldgHtBonus 2a. Does the portion of the building over 35 feet in height limited to 30 percent or less of the building floor plate (as defined by the building foundation perimeter)?

_____ BldgHtBonus 2b. Does the portion of the building over 35 feet in height request an increase for 100 percent of the building floor plate (defined by the building foundation perimeter) based upon the building being a mixed-use structure where the upper floors incorporate multifamily dwelling units or overnight accommodations (e.g. hotel) and civic spaces is provided pursuant to Civic Space and Pedestrian Amenities (listed below)?

_____ BldgHtBonus 3. Does the design include for the portion of the building exceeding 35 feet in height a step-back (recess behind) from the building plane of the ground floor of at least four (4) feet?

Indicate the width of the recess of the extended building height. _____

BUILDING LINE AND RHYTHM (BldgLn&Rythm) (CDC 17.30.060 I.)

Horizontal Rhythm: Buildings facing a street or plaza must incorporate rhythmic divisions that relate to historic building patterns.

_____ BldgLn&Rhythm 1. – Horizontal Rhythm. Does the project articulate the front elevation (offset, recess, projection, or similar break in the wall plane) not less than once every 25 feet? (**Note:** This standard does not apply to building elevations that are less than 50 feet in width. *Mark as NA if building elevation is less than 50 feet in width.*)

Identify the type of articulation and the distance of the articulation element: _____

Articulation should be subtle such as slight offsets in building elevations, roofline and/or rhythmic placement of windows, pilasters, awnings/canopies, trim, art/medallions, or other detailing and ornamentation can satisfy this standard.

Changes in paint color do NOT satisfy this standard.

Side and rear elevations may be articulated less frequently but should complement the overall building design.

_____ Does the project qualify and is the proposal requesting alternate detailing? Note: The Planning Commission may allow alternative detailing, such as a mural or landscape trellis where other detailing is impractical, such as zero-lot line elevation to reduce the apparent scale and avoid blank walls (i.e. until and abutting property develops).

List alternate detailing: _____

_____ BldgLnRythm 2. - Horizontal Lines. Do building elevations within 100 feet of Main Street follow prominent horizontal lines existing on adjacent buildings at similar levels along the street frontage?

If the property of the application is not within 100 feet of Main Street, mark NA for BldgLnRythm 2 and move to BldgLnRythm 3.

Examples of "horizontal lines include but are NOT limited to below a series of storefront windows; and existing awing or canopy line; a belt course between building stories; and/or a cornice or parapet line?

EXCEPTION: Where adjacent buildings do not provide a historically appropriate reference, the development may establish new horizontal lines consistent with historic precedence.

_____ BldgLnRythm 3a. - Ground Floor/Upper Floor Division. Does the building elevation within 100 feet of Main Street maintain clear visual division between the ground floor and upper floors.

If the property of the application is not within 100 feet of Main Street, mark NA for BldgLnRythm 3 and move to BldgLnRythm4.

_____ BldgLnRythm 3b. - Ground Floor/Upper Floor Division. For properties within the D-MS sub-district, does the building elevation use a belt course(s), transom(s), awning(s), or canopies to maintain clear visual division between the ground floor and upper floors?

Identify the type of element(s) used to maintain the clear visual division between floors:

_____ BldgLnRythm 3c. - Ground Floor/Upper Floor Division. For properties with the D-WG or D-RR sub-districts, does the building elevation use wood trim and other detailing (consistent with historic precedence) to maintain clear visual division between the ground floor and upper floors?

Identify the type of element(s) used to maintain the clear visual division between floors:

_____ BldgLnRythm 4a. – Vertical Rhythm. Does/do the building(s) reflect a vertical orientation, through either actual volume, roof form, and/or the use of surface detail?

Identify the type of element(s) used to reflect vertical orientation: _____

_____ BldgLnRythm 4b. – Vertical Rhythm. For properties located within the D-MS sub-district, does the building use vertically oriented sash windows and masonry trim to reflect vertical orientation?

Identify the type of element(s) used to reflect vertical orientation: _____

_____ BldgLnRythm 4c. – Vertical Rhythm. For properties located within the D-WG and D-RR sub-districts does the building use pitched roofs and/or board and batten siding and corrugated metal detailing to reflect vertical orientation?

Identify the type of element(s) used to maintain the vertical orientation: _____

_____ BldgLnRythm 5a. – Roof Form. For properties located with the D-MS sub-district, does the predominate roof form reflect a flat roof with appropriately scaled or stepped parapet top?

Explain the roof form: _____

_____ BldgLnRythm 5b. - Roof Form. For properties located with the D-WG sub-district, does the predominate roof form reflect a pitched roof (4:12 minimum); gabled, hipped, or modified pitched roof forms?

Explain the roof form: _____

_____ BldgLnRythm 5c. - Roof Form. For properties located with the D-RR sub-district, does the roof form reflect historic precedence (e. g. depot, ranch/farm buildings, silos/granary tower, historic main street, and etc.) that is not an artificial or applied roof form?

Explain the roof form: _____

_____ The proposal includes a request for an adjustment related to Building Line and Rhythm.

MATERIALS AND COLOR (MtrlsClr) (CDC 17.30.060 J.)

NOTE: The City approves exterior materials and colors for all exterior remodels and alterations (whether site review is required or not).

_____ MtrlsClr – Exterior Cladding 1a. For property located with the D-MS sub-district (except for 1d. listed below), does the exterior classing on NEW buildings consist predominantly of durable reddish brick blends? Brick veneer is also permitted on property not listed on an historic register.

Mark one of the following: _____ Reddish brick blends _____ Brick veneer

_____ MtrlsClr – Exterior Cladding 1b. For property with the D-WG sub-district (except for 1d. listed below), does the exterior cladding of the building consist predominantly of wood or fiber cement (lap, panel, board and batten, shingle, or similar masonry)? Note: Corrugated metal may be used as a secondary material ONLY and vinyl siding and faux/cultured stone are NOT permitted.

List material(s): _____

_____ MtrlsClr – Exterior Cladding 1c. For property located within the D-RR sub-district, does the design reflect historic precedence of the sub-district (e.g. wood lap, panel, board and batten, shingle, stucco, stone, split-face concrete block, corrugated or sheet metal, and etc)? Otherwise, there is no restriction on exterior cladding except that vinyl siding is NOT permitted.

List materials (historic precedence): _____

_____ MtrlsClr – Exterior Cladding 1d. Does the building addition conform to the above standards (MtrlsClr 1a. through 1c.) OR contain cladding similar to the original cladding of the structure? (Note: Original for this subsection means cladding (material and detailing) used when the building was first constructed.)

List material(s): _____

_____ MtrlsClr – Exterior Cladding 1e. Does the project include secondary cladding? Any materials (e.g. metals such as copper, steel, iron, bronze and similar appearance metals—when non-reflective and consistent with historic precedence) permitted in the respective sub-district may be used.

List secondary cladding materials used: _____

_____ MtrlsClr – Exterior Cladding 1f. Is the property located in the D-WG and D-II sub-districts? Is so indicate if _____ rough-hewn wood and/or _____ timbers are to be used as accents (that are also permitted as secondary cladding).

_____ MtrlsClr - Four Sides of Building 2a. Is the new building designed so that all four sides contain complementary exteriors?

Explain: _____

_____ MtrlsClr – Four Sides of Building 2b. Do changes in material, texture, or detailing (e.g. use of two or more different types of materials) break up otherwise blank walls and define a building's based, middle, and top?

List material, texture or detailing included and explain: _____

Note: Side and rear elevations that do NOT face a street, plaza, patio, or pedestrian accessway need not have two or more types of materials where changes in texture or detailing break up the wall, consistent with the overall composition of the building.

_____ MtrlsClr – Roofs 3a. For pitched roofs, are the roof surfaces wood, slate, cement tile, asphalt shingles, flat metal, or standing rib seam sheet metal?

List roofing material for pitched roof: _____

_____ MtrlsClr - Roofs 3b. If metal roofing is used, is the metal material non-glare (e.g. matte finish)?

_____ MtrlsClr - Roofs 3c. For a flat roof, do cornices and parapets incorporate materials that are consistent with historic precedence (as applicable) or consistent with the overall composition of the building?

If applicable, explain: _____

_____ MtrlsClr – Roof 3d. Is the roof non-reflective and light in color (e.g. light gray or ash, brown, or other earth-tone) and not clash with exterior cladding?

Explain: _____

_____ MtrlsClr 4 - Windows and Doors. Do all windows and doors have wood or vinyl-coated wood trim, or masonry trim and sills?

_____ MtrlsClr 5 - Substitute Materials. If the project requests substitute materials, the Planning Commission may consider an adjustment for materials that are equal in appearance and durability to those listed above, provided the materials are historically appropriate. As the applicant/owner/developer, I/we understand (by marking “yes”) that the application is required to provide material specifications from the manufacturer and to document that materials are “historically appropriate.”

_____ MtrlsClr 6 – Colors. Are the paint colors consistent with historic color palette included on file at City of Carlton City Hall?

Note: Painting schemes shall be simple and coordinated over the entire building to establish a sense of overall composition.

Prohibited: Reflective, luminescent, sparkling, and “day-glow” colors and finishes, and clashing paint colors/patterns are NOT permitted.

Metals: Metals shall be matte finish, earth-tone color, or burnished/non-reflective.

Metals/D-RR sub-district: Metal that has a non-reflective finish is allowed in the RR sub-district.

_____ The proposal includes a request for an adjustment related to Materials and Color.

PEDESTRIAN SHELTERS (PedShltr) (CDC 17.30.060 K.)

_____ PedShltr – D-MS sub-district: For property located with the D-MS sub-district are awnings, canopies, recesses or similar pedestrian shelters installed/constructed along at least 60 percent of a building’s ground floor elevation(s) that abut a sidewalk(s) or civic space (e.g. plaza)?

List type of pedestrian shelter installed/constructed and percentage of coverage: _____

_____ PedShltr – D-WG and D-RR sub-districts. For property located within the D-WG and D-RR sub-districts are awnings, canopies, recesses or similar pedestrian shelters installed/constructed along at least 40 percent of a building’s ground floor elevation(s) that abut a sidewalk(s) or civic space (e.g. plaza)?

List type of pedestrian shelter installed/constructed and percentage of coverage: _____

Standards to meet pedestrian shelter requirements:

_____ PedShltr 1. Does the shelter extends at least five (5) feet over the pedestrian area, is it proportionate to the building in its dimensions, and it does not obscure the buildings architectural details?

_____ PedShltr 2. Does the shelter align with other (existing) shelter(s) to the extent practical?

_____ PedShltr 3. Does the construction/design prevent conflict with mezzanine or transom windows?

_____ PedShltr 4. Is the shelter is constructed with: (Check all that apply)

- _____ colored canvas,
- _____ metal, or
- _____ plexi-glass. and
- _____ consistent with historical styles.

Note: Shelters of plastic materials are NOT permitted.

EXCEPTIONS: Pedestrian shelters are NOT required where historical precedence dictates otherwise.

Note: The Planning Commission may reduce the minimum shelter depth upon finding that the existing right-of-way, easements, or building code requirements preclude a standard shelter:

List any of the above that apply to the proposal: _____

CIVIC SPACE AND PEDESTRIAN AMENITIES (CivSp&PedAmen) (CDC 17.30.060 L.)

CivSp&PedAmen 1- Purpose. Provisions for civic space includes plazas, courtyards, patios, and expanded sidewalks/outdoor seating areas along street frontages and where gaps between buildings occur.

CivSp&PedAmen 2 - Applicability: The following apply to site review proposals involving:

- a height bonus (CDC 17.30.060(H)),
- a request for an adjustment to code standard under site review, and/or
- voluntary offered as part of application.

CivSp&PedAmen 3 - Civic Space Standards

_____ 3a. Is at least 3 percent or not less than 300 square feet designated and improved as civic space(s) (plaza, landscaped courtyard, sidewalk extensions, or similar space)?

List feature(s) and total combined area of civic space: _____

_____ 3b. Are civic space(s) connected to a public right-of-way by sidewalk or pedestrian accessway that also allow for reasonable pedestrian access? As an example, a small site may add a strip adjoining or adding on to the sidewalk for small café seating area. For larger site at street corner, applicant may provide a plaza adjacent a corner building entrance. Also see Pedestrian Amenity Standards below.

Note: Civic space areas should be accessible to the general public with the highest priority locations being areas with the highest pedestrian activity.

Note: Civic spaces shall include pedestrian amenities according to Civic Space and Pedestrian Amenities according to Number 4 listed directly below and also see CDC 17.84, Site and Landscaping Design.

If yes to 3b, explain area added: _____

CivSp&PedAmen – Pedestrian Amenities Standards 4

Applicability: Applies to all property that requires construction of street improvements (to meet City’s TSP standards/requirements) or when civic space is required CDC 17.30.060 (L).

_____ CivSp&PedAmen 4a. Are street frontages improved with pedestrian amenities such as benches, public art, pedestrian-scale lighting, shade structures, way-finding signs, or similar pedestrian facilities in an amount equal to or greater than .5 (one-half) percent of the estimated construction cost of the proposed *building(s), subject to approval by the Planning Commission . Also see CivSp&PedAmen 4b. listed below.

List feature(s) used to provide pedestrian amenities: _____

_____ CivSp&PedAmen 4b. For property where a civic space adjoins a building entrance, is the cost of providing a weather protection canopy, awning, arcade, overhanging eave, arbor, portico, or similar feature (in compliance with Pedestrian Shelters, listed above CDC 17.30.060K) credited toward the construction costs (as permitted)? See CivSp&PedAmen 4a. above.

List feature(s) used to provide pedestrian shelter (from the stated list): _____

_____ CivSp&PedAmen 4b. Are the cost of pedestrian amenities such as seating, planters, public art, and pedestrian lighting (e.g. street lamps or pathway bollard lights) at street corners or paved mid-block pedestrian accessways between buildings credited toward the construction costs (as permitted)? See CivSp&PedAmen 4a. above.

List feature(s) used to provide pedestrian amenities (from the stated list): _____

Note: The cost of a proposed public-private parking facility may be subtracted from building costs used in the assessment of civic space improvements.

Note: A licensed architect, landscape architect, or other qualified professional, shall prepare cost estimates for civic space improvement, which shall be subject to review and approval by the Planning Commission.

_____The proposal includes a request for an adjustment related to Pedestrian Amenities.

SIGNS (Signs) (CDC 17.30.060 M.)

In addition to comply with the requirements of the CDC 17.80 (Signs), the following apply.

_____ Signs 1. Does the building design incorporate a sign band or otherwise provide blade signs, awning signs, marquees, or other compatible sign types? List: _____

_____ Signs 2. Are pole signs are proposed for the project?
(Note: Such signs are NOT permitted.)

_____ Signs 3. If a monument sign is proposed, is the sign limited to 6 feet in height and 48 square feet per sign face(if two-sided sign)? Note: A minimum of 50 feet of street frontage is required for one (1) monument sign.

_____ Signs 4. If the building includes more than one tenant, are signs designed to accommodate multiple tenants?

_____The proposal includes a request for an adjustment related to Signs.

LANDSCAPING (Lndscp) (CDC 17.30.060 N.)

In addition to complying with the requirements of the CDC 17.84 (Site and Landscaping Design), the following apply.

_____ Lndscp 1. Applicable to all downtown sub-districts, is the landscape design compatible with the downtown, where buildings are generally placed closer together than in other districts?

Note: Designs take into consideration exposure to sun and wind, opportunities for pedestrian safety and comfort (e.g. buffering vehicle areas, summer shade, and etc.), maintenance requirements, and downtown beautification objectives. These factors are to be balanced so that the resulting design is functional, attractive, and cost-effective. For example, landscaping must define pedestrian pathways, buffer parking lots from outdoor seating areas, break up large blank walls, and add color and interest to streetscapes, parking lots, and plaza areas.

Explain how the landscape design is compatible referencing the above "note"- Lndscp 1:

Lndscp 2. For property located within the D-MS sub-district there is no minimum amount of landscaping unless street trees, civic space, and/or screening is required. For property with one or more of those requirements, does the project provide the following?

_____ a minimum of 25 square feet of planting area per tree,
_____ civic space (list: _____),
and/or
_____ screening (list: _____).

Lndscp 3. For property located within the D-WG and D-RR sub-districts, does the project include the following?

_____ a minimum of 10 percent of landscaping? List what is included such as required street trees, planter beds, plant containers or window boxes, arbors, trellises, and climbing vines on garden walls and fences (as applicable).

List the features: _____

_____ Is a minimum 25 square feet of planting per tree for required street trees?
_____ Street trees are not required.

Note: Where landscape structures such as arbors are proposed, the Planning Commission may count the total surface area covered by plants within two years of planting.

Lndscp 4. How is the project providing maintenance plants and landscape features? All landscape and civic space areas are required to be maintained and, as necessary, replaced by the property owner to ensure plant survival and upkeep of street furnishings, paving, and other built features.

Indicate the plan providing maintenance plants and landscape features: _____

Note: The use of water-conserving features, such as small parking lot perimeter swales and rain gardens fed by cisterns or roof drains is encouraged.

_____ The proposal includes a request for an adjustment related to Landscaping.

MECHANICAL EQUIPMENT (MechEquip) (CDC 17.30.060 O.)

_____ MechEquip - Building Walls 1a. Is all mechanical equipment mounted on a building(s) so as to not be visible within 100 feet of Main Street?

_____ MechEquip 1- Building Walls 2b. Is the mechanical equipment, such as utility vaults, air compressors, generators, antennae, satellite dishes, or similar equipment that must be installed on a rooftop or adjacent to a building wall screened from view?

Indicate the method of screening: _____

_____ MechEquip 1 – Building Wall 2c. Is the equipment installed on the side or rear building elevation that is adjacent a plaza, pathway, or other public space screened according to CDC 17.84?

Indicate the method of screening: _____

Note: Standpipes, meters, vaults, and similar incidental equipment need not be screened but shall NOT be placed on a front elevation when other practical alternatives exist. Such equipment shall be placed low on a side or rear elevation to the extent practical.

_____ MechEquip 2 – Rooftops. Has rooftop mechanical equipment been sited to not be visible from the street or alley, pedestrian accessway, or civic space?

Note: Such units should be screened behind a parapet wall or painted with mute, earth-tone colors that make them visually subordinate to their backgrounds.

Indicate the method of blocking visibility or subordinating the equipment: _____

EXCEPTION: Equipment for small-scale renewable energy (e.g. min-wind turbines, solar panels, and similar features) is allowed subject to site review. The Planning Commission may exempt such a facility from the screening standard upon finding that the screening would interfere with its operation, and the facility does not adversely impact any buildings of local historic significance.

_____ MechEquip 3 – Ground-mounted. Is ground-mounted equipment (e.g. generators and air compressors) limited to side or rear yards and screened per CDC 17.84?

Note: The City may require additional setbacks and/or attenuating equipment to promote compatibility with adjacent uses.

Indicate the type of equipment, its location, and, if applicable, the method of screening:

_____ MechEquip 4 – Plazas and Open Spaces. Does the proposal include mechanical equipment and garbage storage areas within plazas or other public open space?

If yes, see Conditional Use Process to acquire City approval for location of such facilities within listed space (CDC 17.152). A Conditional Use shall be approved by the Planning Commission.

Note: Where such facilities are allowed, the Planning Commission may require that such facilities be screened completely from view and set back from a civic space for aesthetic reasons and to minimize odors or noise.

_____ The proposal includes a request for an adjustment related to Mechanical Equipment.

HISTORIC BUILDING ALTERATIONS (HisBldg) (CDC 17.30.060 P.)

In addition to complying with the requirements of the CDC 17.104 (Historic Sites), the following apply.

_____ HisBldg 1. Does the restoration, rehabilitation, or remodeling project incorporate (wherever possible) original design elements that in the past were removed, changed, or covered over?

Explain: _____

_____ HisBldg 2. Is the scale, proportion, and materials used in alteration(s) or additions to existing structure(s) compatible with the original architecture on buildings of local historic significance. (Examples include the size and relationship to new windows, doors, entrances and other building features.)

Explain: _____

_____ The proposal includes a request for an adjustment related to Historic Buildings.

Attachment 2

Downtown (D) District Design Guidelines

DESIGN GUIDELINES (DG) APPLICATION CHECKLIST (See also CDC 17.30.060(D).)

If seeking an adjustment, please respond to all applicable guidelines. If a guideline is not applicable, respond by noting NA in the blank.

_____ **DG1a.** Does the proposal contribute to the attributes that make the subject downtown sub-district distinct?

Indicate the applicable sub-district listed below.

_____ Downtown-MS-----sub-district

_____ Downtown-WG-----sub-district

_____ Downtown-RR-----sub-district

Examples of attributes include such things as building forms, scale, setbacks, orientation, architectural style, materials, detailing, color, signage, parking, and/or other elements that distinguish the sub-district without mimicking other building designs.

_____ **DG1b.** Is the proposal compatible with existing structures that have retained their historic integrity? Note: It is not the City's intent to create an architectural theme, but rather to ensure that new buildings and alterations fit the historic context.

_____ **DG2.** For buildings listed on a local, state, or national register, is the remodel consistent with the guidelines for altering the designated historic resource?

_____ **DG3.** Does the proposal enhance the streetscape or other public spaces with appropriate building placement, orientation, height, architectural detailing and landscaping?

_____ **DG4.** If located at the intersection of Main Street/Pine Street, Main Street/Yamhill Street, or Pine Street/Grant Street, does the design enhance the "gateway" location with a corner plaza or vertical building elements (e.g. increased height) at the corner?

_____ **DG5.** Does the structure have a compatible building scale relationship with adjacent residences? For example, does the structure step down in height adjacent to single-family dwellings.

_____ **DG6.** Does the building design address all four (4) sides of the building with a unified design? For example, are the materials, textures, and colors on each elevation coordinated?

_____ **DG7.** Where zero-setback is proposed, does the site elevation facilitate common wall development in _____ the future?

_____ **DG8.** Where the proposal includes an adjustment to the window transparency standards or other detailing standards, does the proposed design adequately break up the building elevation (avoid creating a blank wall) and express storefront character in other ways?

If applicable, briefly explain features used to break-up building elevation: _____

_____ **DG9.** Does the building contain openings (doors or windows) adjacent public spaces or parking areas, including those that may also serve as plazas or community gathering places during special events?

_____ **DG10.** Do the façade and roofline have a rhythm that is consistent with adjacent buildings, or appropriately transition from one building to another?

_____ **DG11.** Does the proposal contain adequate sidewalks? Sidewalks must contain a sufficient pedestrian through zone (clearance) and Americans with Disability Act (ADA) accessibility. Sidewalks with the D-MS sub-district must also contain a furnishing zone, per CDC 17.30.070.

_____ **DG12.** If located adjacent plazas or areas with curb extension or widened sidewalk, does the proposal include benches, café seating, or public art, per CDC 17.30.070?

If applicable, list elements used: _____

_____ **DG13.** If the proposal adjusts the lot coverage standard or contains on-premise parking, does it manage storm water drainage more effectively than would be possible under a conventional design? Does it utilize on-site detention with water quality features?

If applicable, briefly explain storm water management: _____

_____ **DG14.** Does the proposal promote water conservation, for example, through drought-tolerant plantings or capturing rainwater for use in landscape irrigation?

If applicable, briefly explain water conservation measures: _____

_____ **DG15.** If the proposal leaves a gap between buildings (non-common wall development), does it include landscaping (e.g., courtyard garden), or a plaza, with seating in that area?