# Design Review Application Process

## About the Design Review Procedure

There are two types of design review: major and minor design review. These procedures are described in the application materials **(Summary of all procedure types)**.

- **Major design reviews** are processed through the Type III procedure, requiring a pre-application conference prior to submittal, and a public hearing with decision by the Design Commission or Historic Landmarks Commission, as appropriate.
- **Minor design reviews** are processed through the Type Ix or II procedure.

The determination of which projects go through major or minor design review is based on the type of development or the value of the improvements. Please refer to the other side of this handout that describes when the Type III and Type II procedures are used.

## Factors Reviewed During Design Review

The review may evaluate the architectural style; structure placement, dimensions, height, and bulk; lot coverage by structures; and exterior alterations of the proposal, including building materials, color, off-street parking areas, open areas, and landscaping.

## Approval Criteria for Design Review

A design review application will be approved if the review body (a staff planner for a Type II application, or the Design Commission for a Type III application) finds the applicant to have shown that the proposal complies with the design guidelines for the area.

Design guidelines are the approval criteria used to review new development and modifications to existing development. Guidelines specific to a design district have been adopted for some areas of the city. All other areas within the 'd' overlay zone use the Community Design Guidelines. A district's design guidelines are mandatory approval criteria used in the design review procedures.

## How to address the Approval Criteria

Copies of the design district guidelines are available for purchase in the Development Services Center. Many of the design guidelines are also available on line through the Bureau of Planning Web site, ***www.portlandoregon.gov/designguidelines.***

You must prepare a written statement that addresses each of the relevant approval criteria, which are the design guidelines for the area in which your project is located. In your narrative, identify which guideline you are addressing and then how your proposal supports the guideline. In some cases you may address multiple guidelines together. Construct your written statement so that anyone who reads your application can find where you have addressed each guideline.

If you are addressing the **Community Design Guidelines** or the **Central City Fundamental Design Guidelines,** refer to the matrix at the beginning of those documents; it shows which guidelines apply to specific types of projects. **Note** that projects required to address the **Central City Fundamental Design Guidelines** must also address guidelines for the specific area, such as Goose Hollow or Lloyd District.

If a project is in two overlapping design districts, the guidelines of both districts must be addressed.

## Modifications that will better meet Design Review requirements

Modifications to site-related development standards, such as setbacks or landscaping standards, may be proposed as part of the design review process. These modifications are not required to go through the adjustment process.

Adjustments to use-related standards (such as number of loading spaces, floor area ratios, intensity of use or number of units) are required to go through the adjustment process.

## Approval criteria for modifications to development standards

To request modifications through the design review process, you must address these criteria:

A. **Better meets design guidelines.** The resulting development will better meet the applicable design guidelines; and
B. **Purpose of the standard.** On balance, the proposal will be consistent with the purpose of the standard for which a modification is requested.

## Type III

The following proposals are processed through a Type III procedure:

- **a.** Proposals in the Downtown Design District that are over 1,000 square feet in area, or require an exterior alteration and have a value over $430,850;
- **b.** Proposals in the River District Design District that are over 1,000 square feet in area, are in a CX or OS zone, and have a value over $430,850;
- **c.** Proposals in the Terwilliger Parkway Design District that will be visible from Terwilliger Boulevard, other than single-dwelling development (which is subject to Type II review);
- **d.** Proposals in the a, Alternative Design Density Overlay Zone, that are using the provisions of Section 33.405.050, Bonus Density for Design Review; or
- **e.** Proposals in the following design districts with a value over $2,154,200: Lloyd District; Central Eastside District; Goose Hollow District; River District; North Macadam District; South Auditorium Plan District; Macadam Corridor Design District; Central City plan district, except Lower Albina; and in design overlay zones not included in a design district that has its own design guidelines, except for proposals allowed as a Type II below; or
- **f.** Proposals in the Gateway Design District that have a value over $2,154,200, or will be included in a Gateway Master Plan.

## Type II

The following proposals are processed through a Type II procedure:

- **a.** Proposals in the Downtown Design District that are up to 1,000 square feet in area, or require an exterior alteration with a value of $430,850 or less; proposals in the River District Design District that are up to 1,000 square feet in area, and are in a CS or OS zoned, and have a value of $430,850 or less;
- **b.** Proposals in the design districts, identified in paragraph "**e**" above, that have a value of $2,154,200 or less;
- **c.** Proposals for single-dwelling developments in the Terwilliger Parkway Design District that will be visible from Terwilliger Boulevard;
- **d.** Outside the Terwilliger Parkway Design District, proposals in the Southwest Community Plan area's design overlay zones, except for those listed above requiring a Type III;
- **e.** Proposals within the following design zones: Albina Community Plan area's design overlay zones, including Lower Albina; Outer Southeast Community Plan area's design overlay zones except in the Gateway Design District; Hollywood plan district, Main Street Node Overlay Zone; Main Street Corridor Overlay Zone; Sellwood-Moreland design district; Marquam Hill design district; St. Johns plan district; Northwest plan district outside the Alphabet Historic District; North Interstate Plan District; and the Gateway design district except proposals listed above requiring a Type III.
- **f.** Proposals required to go through design review by provisions in Chapter 33.405, Alternative Design Density Overlay Zone, or Chapter 33.505, Albina Community plan district. However, proposals that are using the provisions of Section 33.405.050, Bonus Density for Design Review, are processed through a Type III procedure;
- **g.** Proposals for signs; installation of mechanical equipment on the exterior of a building; or installation of new or replacement awnings;
- **h.** Proposals in C, E, I, and RX zones for alteration of a facade when 500 square feet or less of the structure's facade is being altered;
- **i.** Proposals within an IR zone where the site has an approved impact mitigation plan (IMP), and where the IMP includes qualitative design review guidelines. Proposals exempted from design review by the institution's approved IMP are exempt.
- **j.** Proposals subject to the standards of section 33.110.213, Additional Development Standards in R5 and R2.5 Zones.

## Type Ix

The following proposals are processed through a Type Ix procedure:

- **a.** Proposals within an IR zone where the site has an approved impact mitigation plan (IMP), and where the IMP includes quantitative or objective design review guidelines. Proposals exempted from design review by the institution's approved IMP are exempt.

## Neighborhood Contact Requirement

Certain types of proposals require a neighborhood contact; details can be found in 33.825.025B., or see the handout entitled "Required Neighborhood Contact."

For more information visit or call the Planning and Zoning staff
at the Development Services Center at
1900 SW 4th Avenue, Suite 1500, 503-823-7526

Portland Zoning Code is at *www.portlandoregon.gov/zoningcode*

Information is subject to change