



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 | 28 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 must be provided as part of the DAR application. Follow the organization 1-9 laid out below. Three (3) drawing sets are needed for the initial submittal. For final drawing sets:

- 10 copies of 11"x17" and 1 digital copy
- Staple at upper left corner with each page labeled in bottom right corner with case number (EA xx-xxxxx DA) and numbered sequentially as Exhibit C.1, Exhibit C.2, etc.

1. Cover Page (1 page)

- Team Information
- Project Valuation
- Sheet Index

2. Development Program (4-6 pages)

- Summary of Development Program
- Schedule
- Public Amenities
- Key Design Challenges & Responses
- Zoning Summary
- Anticipated Modification/Adjustments
- Response to Approval Criteria

3. Context Studies (min 5 pages)

Studies to include a minimum 3-block radius

- Multi-Modal Circulation Plan
- Pedestrian & Vehicle Access Points
- Setbacks
- Open space
- Building Massing, Heights, Materials
- Historic Resource Context

4. Massing & Design (min 5 pages)

- Story of Project's Evolution
- Preferred Massing & Design Concept
- Options Studied

5. Site Plan (3 pages)

- Existing Conditions Plan
- Proposed Site Plan
- Adjacent Rights-of-Way
- Curb-Cuts
- Entrances
- Zoning Height Base Point
- Utility Plan / UVE

6. Floor Plans (1-2 plans per page)

- Program
- Ground Level (include utilities, canopies, windows, etc.)
- Roof Plan (include penthouses, decks, mechanical, etc)

7. Landscape Plans (1 page)

- Preliminary Landscape Concept

8. Elevations (1 page per elevation)

- Preliminary Building Elevations with Existing Context
- Material Concept(s)

9. Perspectives/Renderings (max 5 pages)

- Proposal Set in Context as Viewed from the Pedestrian Realm (optional)

Please don't get ahead of us

DARs 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