



Design Review Application Process

About the Design Review Procedure

There are a variety of design review procedures:

- **Type III design reviews** require a pre-application conference prior to submittal, and a public hearing with a decision by the Design Commission.
- **Type I and II design reviews** are administrative reviews with a decision by a City staff.

The determination of which projects go through which type of design review procedure is based on the location, type of development and physical characteristics. Please refer to the other side of this handout that describes when the Type III, Type II and Type I 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, landscaping and tree preservation.

Approval Criteria for Design Review

A design review application will be approved if the review body (a staff planner or Design Commission) 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 Portland Citywide Design Guidelines. A district's design guidelines are mandatory approval criteria used in the design review procedures.

How to address the Approval Criteria

The design guidelines are available online at www.portlandoregon.gov/designguidelines. If paper copies are needed, please call (503) 823-7300.

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 **Central City Fundamental Design Guidelines**, refer to the matrix at the beginning of the document; it shows which guidelines apply to specific types of projects. For **Portland Citywide Design Guidelines** all of the guidelines apply regardless of the project scope. **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, or other standards that are calculated based upon the size or intensity of the use such as quality of parking or loading spaces) 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:

- Better meets design guidelines.** The resulting development will better meet the applicable design guidelines; and
- Purpose of the standard.** On balance, the proposal will be consistent with the purpose of the standard for which a modification is requested.
- Mitigation Impacts.** Any impacts resulting from the modifications are mitigated to the extent practical.

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."

Table 825-1 Procedure Type for Design Review Proposals			
Geographic Area	Proposal	Threshold	Procedure
Central City Plan District	New development or new building(s) on a site with existing development	1) New floor area is > 25,000 s.f. or 2) New building height is > 45 ft.[1]	Type III[2]
		All other new development or new buildings	Type II
	Exterior alteration to existing development	Addition to an existing building > 45 ft height [1], and adds > 25,000 s.f. of floor area	Type III [2]
		Exterior alteration affecting 500 s.f. or less of façade or roof area	Type I
		All other exterior alterations	Type II
	All Other Areas Subject to Design Review	New development or new building(s) on a site with existing development	1) New floor area is > 80,000 s.f. or 2) New building height is > 65 ft. [1]
All other new development or new buildings			Type II
Exterior alteration to existing development		Addition to an existing building > 65 ft height [1], and adds > 50,000 s.f of floor area	Type III [2]
		Exterior alteration affecting 500 s.f. or less of façade or roof area	Type I
		All other exterior alteration	Type II
Exterior development not listed above			Type II

2] An affordable housing project may choose a Type II review procedure if at least 50 percent of the total number of dwelling units on the site are affordable to those earning no more than 60 percent of the area median income or an affordability level established by Title 30. If a Type II review procedure is chosen, the applicant must provide a letter from the Portland Housing Bureau certifying that the development meets the affordability requirement and any administrative requirements of the Portland Housing Bureau and a design advice request is required. See 33.730.050.B. The application for design review may not be submitted before the required design advice request is held.

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

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