



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** - portland.gov/bds/documents/early-assistance-application
- **Fee** - portland.gov/bds/current-fee-schedules#toc-city-of-portland-fee-schedules
- **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 provide a digital copy of the presentation (drawings & model).
- 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 is recorded and summary notes are sent to participants within 14 days and posted online.

Deliverables Timeline

Design Advice Request meetings are scheduled by staff following the initial submittal. Meetings are scheduled 5-7 weeks after the submittal date and may be rescheduled by staff as the Commission agenda requires. The DAR fee covers one meeting, a public notice and a written summary. A re-noticing fee will be charged when the DAR meeting is rescheduled at the applicant's request.

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|---|--|
| <input type="checkbox"/> Commission meeting date | Approximately 5-7 weeks from submittal |
| <input type="checkbox"/> Applicant's draft drawing set due | 21-28 days prior to meeting date |
| <input type="checkbox"/> Applicant must post site | 20 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 | 21 days following the meeting date |

DAR Drawing Set Requirements

The following information may be provided as part of the DAR application. Submittals may vary based on project scope, however, applicants should be prepared to discuss the following elements of the proposal. Items with an asterisk (*) are required at time of submittal. Items in **gray** may be helpful to facilitate discussion at the DAR meeting. Work with your assigned planner before submitting final drawings to ensure that all relevant information is included. Drawing details:

- 1 digital drawing set (PDF) at time of submittal and a final set 14 days prior to meeting.
- For final set label each page in bottom right corner with the case number (EA 24-xxxxxx DA) and number sequentially as Exhibit C.1, Exhibit C.2, etc., or leave a blank space for Staff to exhibit.

Design Guidelines are used to guide the conversation during the DAR because they are the approval criteria used in Design Review and Historic Resource Review. Design Commission feedback will relate to the concept's response to the context, public realm, and quality. Guidelines generally address one or more of these three design tenets. The Historic Landmarks Commission typically organizes their feedback based on macro- and micro- level issues related to the applicable approval criteria. Design Guidelines can be found online at portlandoregon.gov/designguidelines.

1. Project Summary

- Team Information*
- Summary of Development Program*
- Sheet Index*

2. Context Study

- Zoning Summary*
- Plan Area Context
 - Proposal Set in Urban Design Concept Diagrams
- Urban Context (3-block radius)
 - Public Amenities
 - Open Space
 - Historic Resource Context
 - Multi-Modal Circulation Plan
 - Pedestrian & Vehicle Access Points
- Site Context (1-block radius)
 - Existing Conditions Plan
 - Curb-Cuts
 - Adjacent Rights-of-Way Easements
 - Pedestrian & Vehicle Access Points
 - Utility Plan / UVE
 - Constraints & Opportunities
- Existing Site & Vicinity Photos

3. Concept Design

- Story of Project's Evolution
 - Options Studied
 - Concept Diagrams
 - Preferred Massing & Design
- Proposed Site Plan*
- Zoning Height Base Point
- Ground Level Plan
- Typical Upper Floor Plan
- Roof Plan
- Preliminary Open Space Concept
- Preliminary Building Elevations
- Material Concept(s)
- Perspectives Set in Context
- Representative Image of Project*
- Anticipated Modifications / Adjustments*

Please don't get ahead of us

DAR's 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