

NEWPORT DESIGN REVIEW: GUIDELINES AND STANDARDS

November 10, 2003 (Updated June 29, 2015)

City of Newport Ordinance No. 2084



Cliff House 1913



Sylvia Beach Hotel
(New Cliff House)

NEWPORT DESIGN REVIEW

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Historic Nye Beach Design Review Requirements



Linger Longer Lodge, Nye Beach 1931



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DESIGN REVIEW DISTRICT # 1

HISTORIC NYE BEACH DESIGN REVIEW REQUIREMENTS

I. INTRODUCTION:

All new, substantially reconstructed, expanded, or relocated single-family, multiple-family, commercial, and public/institutional building developments unless specifically exempted within the Historic Nye Beach Design Review District Overlay Zone are to be reviewed for compliance with the design review requirements established for the zone. Design review is implemented through either of two methods:

- 1) design guidelines or
- 2) design standards.

The design guidelines are mandatory requirements of a general nature with which a proposed building must comply and applications are generally processed as a limited land use application requiring review after public notification. Alternatively, the design standards are mandatory requirements that are of a clear and objective nature and are reviewed in conjunction with an application for a building permit.

The purpose of providing design guidelines and design standards is to guide development consistent with the purposes of the Historic Nye Beach Design Review District as defined in Section 14.30.010 of the Newport Municipal Code (Ordinance No. 1308 (as amended)) and to provide clarity to the process so that development consistent with the design review requirements can move forward with certainty and efficiency.

While the design standards are not intended to discourage creativity and innovation in design, they are established to require incorporation of common elements and features deemed desirable by the community in the Nye Beach area. Freedom of expression in architectural design should be encouraged where it is compatible with the surrounding neighborhood and the character of Nye Beach.

Projects requiring more flexibility than provided by the design standards may utilize the design guidelines to demonstrate a project's consistency with both the general purposes of the guidelines and the character of the immediate neighborhood. Unless specifically exempted by the zoning ordinance, the design standards and guidelines are standards required in addition to the requirements of the base zone.

The Nye Beach District is one of the districts identified by the Newport Comprehensive Plan as suitable for design review. The Newport Comprehensive Plan describes the Nye Beach District in the Chapter titled "Newport Peninsula Urban Design Plan" as follows:

The Nye Beach District is significant for the collection of cohesive architectural resources and landscape elements which reflect a working-class neighborhood. The area consists of wood frame buildings, 1 to 2 1/2 stories in height, covered with gable and hip roofs, and clad with clapboard, shingle and/or fire retardant siding. The landscape character of the area is defined by rock walls, terraces, sidewalks, and small front lawns. There are some small scale commercial buildings within this residential neighborhood which relate directly in building materials, scale, and massing to the character of the area. (Some changes have occurred in the neighborhood, including building alterations such as retardant siding materials and infill of non-compatible buildings on once vacant properties.) The Nye Beach sub-area is most important as a cohesive neighborhood, defined by the character of the vernacular buildings and the building/site relationship.

One intent of design review as applied to development within the district is to maintain the cohesive architectural character of Nye Beach by incorporating common architectural design elements currently and historically found within the neighborhood without requiring strict adherence to a particular architectural style. A few of the architectural styles found currently and historically within the district which demonstrate its architectural character include the following (information on styles below from the Rosalind Clark/City of Albany, **Architecture Oregon Style**, Professional Book Center, Inc. Portland, OR (1983):

The **Bungalow and Craftsman** style prevalent in the 1900-1925 period and features gable or hipped roofs, exterior chimneys of cobblestone or rough brick, rectangular composition with horizontal earth hugging quality, double-hung windows with small panes in the upper sash, large windows often flanked by two smaller windows on front facade, dormer windows with gable, hipped, or shed roof, wood-frame construction, porches, verandas, sunrooms, and sleeping porches often supported by tapered porch posts (truncated obelisks).

The **Stick and Eastlake** style prevalent in the 1870-1900 period and features steeply pitched, multiple gable roofs (sometimes in combination with a hipped roof), verandas or porches, balconies featuring posts with diagonal braces, asymmetrical composition with vertical emphasis, one-over-one double-hung sash windows, bay windows, dormer windows, wood-frame construction with shiplap siding, matched siding with "stickwork" and paneling, decorative Eastlake elements such as rows of spindles and knobs, turned columns, latticework, circular perforations and cutouts, sunbursts, and curved brackets.

The **Colonial and Georgian** Style prevalent in the 1910-1935 period and features low pitched hipped, gable, or gambrel roofs, small chimney, bilateral symmetry, small paned rectangular windows often with shutters, dormer windows, fanlights and side lights with transoms, wood frame construction with six-inch or narrower weatherboard siding or shingles for the smaller Cape Cod cottages, decorative elements including columns in classical orders, pilasters, and broken and scrolled or swan's neck pediments.

This document entitled "Newport Design Review: Guidelines and Standards" and the design review requirements on the following pages have been adopted in Chapter 14.30 of the Newport Municipal Code (Ordinance No. 1308 (as amended)) as implementation tools for the ordinance. Conformance with the design review requirements is mandatory. Chapter 14.30 of the Municipal Code contains additional information on when design review is required and how to apply for design review. A copy of that section of the ordinance should accompany this document.

The design guidelines are intended to provide a general direction for development. The design standards are a method of implementing the broader design guidelines. The design guidelines must be consulted and an explanation of how the project meets the guidelines or why the guideline should not apply needs to be submitted when requesting design review under the design guidelines. For assistance in understanding the guidelines and standards, please consult the attached glossary and illustrations or contact the Community Development Department located at 169 SW Coast Highway, Newport, OR 97365 or (541) 514-0629.

II. DESIGN GUIDELINES: The following guidelines are mandatory for projects requiring design review in Design Review District# 1 (Historic Nye Beach Design Review District) and that do not qualify for review under the design standards. For commercial projects, including hotel/motel, which exceed the maximum dimensions to qualify for the Design Standards approach (i.e. 65-feet in length or 35-feet in height), it is generally expected that building massing and design **meet or exceed** the level of articulation called for in the Design Standards.

Design Guideline # 1: Contextually-Appropriate Design

Intent: For residential development, the architectural heritage of the Nye Beach area - as documented in historical photos and drawings or by photographs presented in support of the development - shall be maintained.

Approaches:

- New development should utilize roof types common to the district, such as steep pitched gable, multiple lower pitched gable, or hip.
- New development should include in the design common main facade elements (such as porches, verandas, sunrooms and/or other architectural/design features as identified in the design standards or as documented to exist within the design review district).
- Buildings shall feature variety in building shape, height, roof lines, setbacks, and design features consistent with the design guidelines.
- For multiple family development (greater than 2 units), trash collection areas shall be screened.

Reference: *Illustrations #2, #3, #4, #5, and #7.*

Design Guideline 2: Building Scale

Intent: Commercial building elements oriented towards a public or private street shall incorporate specific elements that contribute to the established scale of the district and support an active streetscape.

Approaches:

- Commercial buildings (excluding portions of a hotel/motel where guest rooms are on the ground floor) shall support retail visibility and appropriate district scale by utilizing banks of windows with multiple small windows (less than 20 square feet) and/or large windows with multiple panes along all sides abutting a public right-of-way.
- The contextual scale of new large commercial buildings over two stories shall be reduced by using horizontal or vertical divisions and stepped roof lines.
- Buildings greater than one story in height shall be designed with canopies, balconies, offsets in the building facade along each public right-of-way, or other architectural/design features that reduce the building's vertical emphasis.
- Buildings greater than 2 stories, and/or longer than forty feet (40') shall include two or more of the following elements to break down the scale of the building:
 - A significant offset (3' minimum depth, 8' minimum width) in the full building massing (Illustration # 10).
 - A step-back (6' minimum) of floors above the second floor.

- Subdivision into a series of distinct building masses, articulated as separate structures.
- Multiple ground floor entries at 30' maximum spacing.

Reference: *Illustrations #6, # 7 and #8.*

Design Guideline 3: Roof Design

Intent: Roofs should have similar configuration and character to historic styles in the district.

Approaches:

- Roof slopes on commercial projects shall be between 5:12 and 12:12 unless there is a flat roof with parapet.
- Mechanical equipment shall be screened and integrated into the roof design.
- Roof shapes shall be consistent with traditional styles found in the neighborhood.
- A standing seam is recommended for metal roofs.
- Gable and hip roof forms are recommended.
- Parapet walls shall be integrated into the building.

Reference: *Illustrations #2, #5, #6 and #7*

Design Guideline 4: Commercial Buildings Define Continuous Street Edge

Intent: Support safe and “walkable” streets by creating a traditional town pattern of commercial buildings lining public streets. Create high visibility between commercial interiors and public ways.

Approaches:

- In commercial areas, commercial buildings shall abut the front property line. Allowable exceptions to the requirement to abut the front property line include areas where the existing buildings adjacent to the property are set back from the property line, where a pedestrian oriented feature such as a courtyard, patio, landscaped area with seating or outdoor cafe seating is included, or where severe topography or an easement precludes the building abutting the front property line.
- Commercial buildings shall abut a side yard property line where possible except to allow access for parking or fire egress, the side abuts a zoning district which requires a side yard, or a setback is required for ocean front lots.
- Separation between building walls at the street level shall be avoided except for pedestrian and parking access, or a pedestrian oriented feature such as a courtyard, patio, landscaped area with seating or outdoor cafe seating is included.
- Front and side yard setbacks, where they exist, shall be fully landscaped or shall provide a pedestrian oriented feature as described previously.
- On commercial, institutional, public, and multiple family residential (with three or more units) buildings, a primary entrance to the building shall face the frontage street. Entries from off-street parking lots shall not be made more prominent than the entrance from the street.
- Trash collection areas shall be screened.

Reference: *Illustrations # 5, # 6, # 7, and # 8.*

Design Guideline 5: Consistency with Predominant Styles and Features

Intent: Buildings shall generally be compatible in design and appearance with other buildings in close proximity by including similar types of architectural features and materials.

Approaches:

- Proposed buildings shall include design features that are consistent with the design standards and are similar in nature to buildings in direct proximity to the site.
- Where the surrounding buildings predominately do not include architectural features found in the design standards, the proposed building subject to design review shall include architectural features that are common to the district as identified in the design standards or by findings documenting similar architectural features found within the design review district.
- Where the surrounding buildings predominately do not include architectural features found in the design standards or in the design review district, innovation and creativity in design may be allowed consistent with the design guidelines.
- In keeping with traditional styles, where a transition is made in the building's siding material, the transition should occur at an inside corner, rather than an outside corner.

Reference: *Illustrations # 7, #8, and #11*

Design Guideline 6: Parking Orientation and Building Form

Intent: For commercial and multiple family residential (greater than 2 dwelling units) projects, the building massing shall not be shaped by off-street parking. Building massing should generally take traditional forms that are observed in the district, the historical record of Nye Beach, or that can be demonstrated to be consistent with the dominant architectural styles of the district.

Approaches:

- On-site parking shall be at the rear or side of the building or below street grade underneath the building with access via alleys or interior streets unless, based on review of the project, the review authority determines that topography such as steep slopes precludes side or rear parking.
- Parking garages shall utilize similar architectural details as the main building.
- Shared parking facilities are allowed and are encouraged.
- Views of parking areas from adjacent residential and commercial uses shall be screened through the use of landscaping and/or fencing.
- Pedestrian paths shall be clearly defined. Textured pavings are preferred over painted stripes for defining walkways.

Reference: *Illustrations #6 and #9.*

Design Guideline 7: Connected Pedestrian Network

Intent: Maintain and reinforce the walking environment of Nye Beach with a network of public sidewalks and private paths.

Approaches:

- For commercial projects, provide pedestrian paths to create linkages between adjoining public and private spaces.
- Circulation routes shall be continuous and integrated into the larger pedestrian circulation network.
- Specialty paving is encouraged.

Reference: *Illustrations #6 and #9.*

Design Guideline 8: Exterior Lighting and Glare Avoidance

Intent: Provide a well-lit public environment, while minimizing the incidence of glare.

Approaches:

- Exterior permanent lighting for commercial projects shall be restrained by using lighting features that minimize the impact of lighting such as full-cut off fixtures, low wattage bulbs, and/or recessed or shielded lighting, such that no direct glare occurs onto public right-of-way or adjacent property.
- Where building-mounted lighting – wall sconces, awning-mounted downlights, etc. - is used to illuminate an adjacent public sidewalk, the lighting source itself should be recessed or screened to avoid uplight and glare. Targeted uplighting may be used to draw attention to a specific design element provided it is directed at that feature.
- Areas used extensively at night shall only be illuminated to the extent necessary for safety and security.
- On-site lighting shall be related to the site and retained on the site by directing the light downward, recessing the light, and/or shielding the light. Lighting fixtures shall complement the architectural character of the building.
- If landscape lighting is used, the landscape lighting shall be restrained by using lighting techniques (i.e. recessing the light, shielding the light, using low wattage bulbs) that minimize the impact of light.
- The use of light poles similar in appearance to the light poles installed as part of the Nye Beach Streetscape Project is acceptable for parking lot lighting and other lighting for which a light pole is used.

Design Guideline 9: Requirements for solar access:

Intent: Ensure new development projects do not excessively shade neighboring properties.

Approaches:

- Commercial and multi-family buildings shall be massed to avoid casting a direct shadow onto the public sidewalk across a bordering street.
- The third story on a commercial or multi-family building shall be stepped back to minimize shadowing of adjoining properties.
- Solar impacts shall be assessed for the following times
 - Time of year: between February 21 and October 21
 - Time of day: between 10:00 am and 2:00 pm
- Projects of greater than 2 stories shall submit a simple solar shading sketch that shows conformance with this standard.

Reference: *Illustration #12.*

III. DESIGN STANDARDS (For Design Review District #1: Historic Nye Beach):

A. SINGLE-FAMILY (SF) AND TWO-FAMILY (T) DWELLINGS:

All single-family and two-family dwellings subject to design review are required to either meet the design standards (SFT DS # 1-4) identified below or to apply for design review under the design guidelines.

Design Standards (DS):

SFT Design Standard # 1. Requirement for roofs, main facade features, and other common design elements. All single-family and two-family dwellings subject to design review under the design standards are required to have at least one element from Element A (Roofs) and at least two elements from Element B (Main facade Features) on the main facade or as specified.

- A) **ELEMENT A. Roofs (See Illustration # 2).** All roof types shall contain eaves and rakes with a minimum 12-inch projection and be one of the following:
- (1) Low-pitched (between 3:12 and 5:12) gable roofs) with two or more distinct (minimum of 10 foot width along the facade and 5 foot of depth with a separate roof line) low-pitched gable roof elements on the main dwelling. *See Illustration # 4.*
 - (2) High-pitched gable roofs between 6:12 and 12:12.
 - (3) Hipped roof(s).
 - (4) Gambrel roof(s).
 - (5) A combination of two or more of the above roofs where the proposed dwelling has multiple distinct roof lines of more than 10 feet (measured from eave to eave) for each roof line.

- B) **ELEMENT B. Main Facade Features (at least four features are required).**
See Illustrations # 2, # 3, and # 4 for examples.

Porches and verandas:

- (1) A covered porch (open-walled) that is a minimum of 5 feet deep from the front wall of the dwelling to the enclosing porch rail and running at least 75% of the length of the main facade of the dwelling with an elevated porch floor at least 2 feet off the ground.
- (2) A veranda (covered porch or balcony) a minimum of 5 feet deep from the front wall of the dwelling running along the entire length of the main facade the dwelling.
- (3) A sun room (a room projecting from the main facade of the dwelling at least 8 feet for a length of at least 50% of the length of the main facade and with a separate roofline from the main roof) that contains at least 75% of the front facade surface (measured from 2 feet above the floor of the room to the top of the wall) of the room in windows.
- (4) Covered front entry porch that is a minimum of 5 feet deep from the front wall of the dwelling to the enclosing porch rail and a minimum of 5 feet wide.

- (5) Portico (at least 5 feet deep and with a length of at least 50% of the length of the main facade) with exposed rafters, exposed purlins or decorative brackets.
- (6) Columned porch with balustrade that is a minimum of 5 feet deep from the front wall of the building to the enclosing porch rail and extending at least 75 %of the length of the main facade.
- (7) Projecting porch a minimum of 5 feet deep and 10 feet wide supporting an uncovered second-story balcony (which is accessible from the interior living space of the dwelling) on columns with one or more decorative Eastlake elements such as rows of spindles and knobs, turned columns, lattice wall, circular perforations and cutouts, sunbursts, or curved brackets.
- (8) Projecting porch a minimum of 5 feet deep and 10 feet wide supporting a covered second-story balcony (which is accessible from the interior living space of the dwelling) where the covered second-story balcony contains at least one of the following items:
 - (A) A roof line separate and distinct from the main roof line by an offset of at least 2 feet.
 - (B) A minimum of at least 3 exposed rafters, purlins or decorative brackets.
- (9) A covered porch, veranda, or sunroom with a distinct roof from the main roof (with the same roof materials) projecting at least 5 feet from a side building wall for a length of at least 10 feet along the wall and that begins within 10 feet of the main facade wall.

See Illustration # 3 (bottom illustration).

Roof Details

- (10) Exposed rafters (a minimum of 10 rafter ends) on the main facade.
See Illustration # 3.
- (11) A minimum of 3 exposed purlins on each side of the main roof that is exposed by a gable.
- (12) A minimum of 3 decorative brackets on each side of the main roof that is exposed by a gable. See Illustrations # 3 and # 4.
- (13) Dormer (*see Illustration # 2*) of at least 3 feet in width and 2 feet of depth (at least one point of the dormer must measure 2 feet out from the roof) with one of the following dormer roof types facing the direction of the main facade:
 - a) Gable roof.
 - b) Hipped roof.
 - c) Shed roof.
- (14) A cupola located along the main facade or at the corner of the main facade.

Siding/Chimney Elements

- (15) Horizontal weatherboard or clapboard siding composed of boards with a reveal of 3 to 6 inches, or vinyl or aluminum siding that is in a clapboard or weatherboard pattern where the boards in the pattern are 6 inches or less in width or have an exposure of 6 inches or less.
- (16) Shake, rake shake, cedar shingle, board-and-batten, or siding that simulates that shake or shingle appearance on all exterior walls.
- (17) A belt course (8 inch minimum width) running around the entire building and located along the top of the main floor windows that divides the building into two areas with horizontal/beveled siding below the belt course and shake/shingle siding above the belt course. Where more than one floor is proposed, the belt course may start at the top of the windows on the second floor or anywhere between the top of the main floor windows and the bottom of the second floor windows provided there exists at least 5 feet of wall from the top of the windows to the roof. If 5 feet of wall does not exist, the belt course may run along the base of the second story windows and the top of the main floor windows.
See Illustration # 3.
- (18) A bay window or oriel window extending more than 2 feet from the building wall located along the main facade or at the corner of the main facade.
See Illustration # 5 (top illustration).
- (19) Offset(s) in the building face of a minimum of 16 inches for a minimum of 10 feet on the main facade of the dwelling.
See Illustrations #1 and #2.
- (20) Exterior (from grade to above the roof/eave line) chimney of either cobblestone or rough brick.

SFT Design Standard # 2. Requirements for windows.

- A) Large windows (20 square feet or more) along the main facade shall be bracketed on each side by smaller windows (no more than 20 percent of the large window surface area). The tops and bottoms of the bracketing windows shall be level with the top and bottom of the large window. If the large window is curved or arched on top, the bracketing windows may continue the line of the curve or arch. If the large window contains multiple smaller (4 or more) panes (or has the appearance of multiple panes), the large window may be unbracketed.
See Illustrations # 3 (bottom illustration) and # 5 (bottom illustration).
- B) Windows shall have a minimum of at least 3 inches of trim around the window except for the portion of the window, if any, that is shuttered.
See illustration # 3 (bottom illustration).

SFT Design Standard # 3. Requirements for exterior finish material:

- A) Plain concrete block, plain concrete, corrugated metal, plywood and sheet pressboard are not allowed as exterior finish material, except as secondary finishes if they cover no more than 10 percent of the surface area of each facade.

SFT Design Standard # 4. Requirements for main facade features (Element list B)

- A) Where the main facade feature is required to be covered/roofed, the roofing material of the main facade feature shall be roofed to match (with the same material or a material that in color and appearance matches the main roofing material) the main roofing material if the main facade feature roof is not a flat (no pitch) roof.
- B) Where the building contains an offset in the main facade, main facade feature depth may be measured from the interior main facade wall provided the interior wall length is at least 25% of the total main facade length and the main facade feature extends beyond the exterior main facade wall.

See illustration # 4 for an example.

B. MULTIPLE FAMILY (MF) DWELLINGS:

All multiple family dwellings (greater than 2 dwelling units) subject to design review are required to either meet the design standards (MF DS # 1-5) identified below or to apply for design review under the design guidelines. If the proposed multiple family dwelling is to consist of a series of more than 2 attached row houses or townhouse dwelling units where the proposed units do not share a common roof, the applicant may choose to follow the requirements of the single-family-family design review criteria for each of the proposed units as a substitute for Design Standards #1 (A)-(D) listed below.

Multiple-family (MF) Design Standards:

MF Design Standard # 1. All multiple-family dwellings (greater than 2 dwelling units) subject to design review under the design standards shall contain the following design features:

- A) The continuous horizontal distance as measured from end-wall to end-wall of individual buildings shall be less than 65 feet. Where multiple detached buildings are proposed, each building shall be separated by a minimum of 10 feet of landscaped area.
- B) The main front facade elevation of the building shall be divided into smaller areas or planes.

See Illustration # 5 (top two illustrations) and Illustration # 6.

When the front facade elevation is more than 500 square feet in area, the elevation must be divided into distinct planes of 500 square feet or less. For the purpose of this standard, areas of walls that are entirely separated from other wall areas by a

projection, such as the porch or a roof over a porch, are also individual building wall planes. This division can be done by:

- (1) A porch on the ground floor that is at least 4 feet wide or a balcony on a second floor that is at least 2 feet deep and is accessible from an interior room;
 - (2) A bay window or oriel window that extends at least 2 feet;
 - (3) Recessing a section of the facade by at least 2 feet for a length of at least 6 feet; and/or
 - (4) Projecting a section of the facade by at least 2 feet for a length of at least 6 feet.
- C) The roof of the primary structure that is either a gable roof with a slope of 5:12 to 12:12 or a hipped roof. Where the structure contains a roof width of more than 50 feet along the main facade, the roof shall be broken up into 25 foot or greater increments by dividing the roof frontage by 25 and creating approximately even increments (*i.e.* 80/25 = 3 increments of approximately 26 feet). Each roof increment shall incorporate an offset on each roof increment from the following list.

See Illustration #5 (top two illustrations) and #6 (bottom illustration).

Where an applicable roof offset can be combined with a front facade offset (as identified in (B) above) in one feature, the property owner is allowed to do so.

- (1) Cross gable with eaves overhanging on the front facade side.
 - (2) A roof offset of at least 2 feet.
 - (3) Distinct gable or hip roof for each increment
- D) Main entrance. For the purposes of this section, a main entrance is an entrance from outside the building that provides access to two or more dwelling units or to a dwelling unit and a common area.
- (1) The location of a main entrance for each primary building must face the street. On corner lots the main entrance may face either of the streets or be oriented to the corner. If the building is designed with multiple main entrances, only one of the main entrances must meet this requirement.
 - (2) A front porch is required at all of the main entrances that face a street. If the porch projects out from the building, it must have a roof. If the roof of a required porch is developed as a deck or balcony, it may be flat. The covered area provided by the porch must be at least 63 square feet and a minimum of 9 feet wide.
 - (3) For attached individual houses/dwelling units, a covered balcony

on the same facade as the main entrance may be provided instead of a front porch. The covered portion of the balcony must be at least 48 square feet and a minimum of 8 feet wide. The floor of the covered balcony must be no more than 15 feet above grade, and must be accessible from the interior living space of the house.

- E) All street-facing elevations must have landscaping along their foundation. The landscaped area may be along the outer edge of a porch instead of the foundation. The landscaping provided in this section shall be counted as part of the landscaping required by Chapter 14.19 of the Newport Municipal Code (No. 1308, as amended). This landscaping requirement does not apply to portions of the building facade that provide access for pedestrians or vehicles to the building. The foundation landscaping must meet the following standards:
- (1) The landscaped area must be at least 5 feet wide;
 - (2) There must be at least one three-gallon shrub for every 3 lineal feet of foundation; and
 - (3) A tree of at least 6 foot in height must be planted in the landscaped area for every 25 feet lineal feet of foundation.

See Illustration # 6.

- F) The parking lot shall be located to the rear of the building's main facade.

See Illustration # 6.

An interior parking structure on a ground floor or lower floor can be utilized for off-street parking provided the access for the interior parking structure is from the side or rear of the building's main facade.

- G) Accessory structures such as storage buildings and garages shall be sided and roofed the same as the main structure. Roofs shall be a minimum of a 3:12 pitch with 12 inch eaves. No accessory structure located within 10 feet of a public right-of-way shall have a solid blank wall of more than 15 feet in length without providing for window(s) with a minimum of 10 square feet in area for every 15 feet in structure length located on the facade facing the public right-of-way.
- H) Recycling and trash collection areas if not located within the main building shall be located in an accessory structure or shall be screened by a sight- obscuring wood fence or evergreen hedge of at least 6 feet in height on at least 3 sides and all sides facing a public right-of-way.
- I) All permanent area lights including parking area lighting shall be full cut-off fixtures. Permanent exterior lights and landscaping lighting

shall be recessed or shielded so that no light source is visible from a public right-of-way or adjacent property.

- J) Mechanical equipment located on a roof shall be screened.

MF Design Standard # 2: Requirements for massing.

- A) Buildings greater than 2 stories, and/or longer than forty feet (40') shall include two or more of the following elements to break down the scale of the building:
 - (1) a significant offset (3' minimum depth, 8' minimum width) in the full building massing (*Illustration # 10*)
 - (2) a step-back (6' minimum) of floors above the second floor;
 - (3) subdivision into a series of distinct building masses, articulated as separate structures;
 - (4) multiple ground floor entries at 30' maximum spacing.

MF Design Standard #3. Requirements for windows on all multiple family buildings and accessory buildings with windows or requiring windows:

- A) Large windows (20 square feet or more) along the main facade shall be bracketed on each side by smaller windows (no more than 20 percent of the large window surface area). The tops and bottoms of the bracketing windows shall be level with the top and bottom of the large window. If the large window is curved or arched on top, the bracketing windows may continue the line of the curve or arch. If the large window contains multiple smaller (4 or more) panes (or has the appearance of multiple panes}, the large window may be unbracketed.

See Illustrations # 3 (bottom illustration) and #5 (bottom illustration).

- B) Windows shall have a minimum of at least 3 inches of trim around the window except for the portion of the window, if any, that is shuttered.

See Illustration # 3 (bottom illustration).

MF Design Standard #4. Requirements for exterior finish material on all multiple-family buildings:

- A) Plain concrete block, plain concrete, corrugated metal, plywood and sheet pressboard are not allowed as exterior finish material, except as secondary finishes if they cover no more than 10 percent of the surface area of each facade.

MF Design Standard # 5. Requirements for main facade feature on all multiple family dwellings:

- A) Where the main facade feature is required to be covered/roofed, the roofing material of the main facade feature shall be roofed to match the main roofing material with the same material or a material that in color and appearance matches the main roofing material if the main facade feature roof is not a flat (no pitch) roof.
- B) Where the building contains an offset in the main facade, main facade feature depth may be measured from the interior main facade wall provided the interior wall length is at least 25% of the total main facade length and the main facade feature extends beyond the exterior main facade wall.

See Illustration # 4 for an example.

C. COMMERCIAL (C) AND PUBLIC/INSTITUTIONAL (P/I) BUILDINGS:

All principle commercial and public/institutional buildings subject to design review are required to either meet the design standards (CPI DS #1-5 as applicable) identified below or to apply for design review under the design guidelines.

Commercial and Public/Institutional (CPI) Design standards.

Commercial and public/institutional buildings shall meet the following standards:

CPI Design Standard # 1. Requirements for commercial and public/institutional uses excluding hotel/motel uses:

- A) For the purpose of applying for design review under the design standards, the proposed building shall be no taller than 35 feet in height. Buildings taller than 35 feet in height must apply for design review under the design guidelines.
- B) For the purpose of applying for design review under the design standards, the proposed building shall have less than 65 feet of building footprint along the frontage street. Buildings with a footprint of 65 feet or more along the frontage street must apply for design review under the design guidelines.
- C) The proposed building meets the requirements of the Single-family and Two-family Design Standards including one of Element A (Roofs) and three of Element B (Main Facade Features), with the following additional requirement: for buildings with a street frontage of forty feet (40') or longer, porches or verandas fulfilling the Main Facade Features requirement shall have a minimum depth of eight feet (8'). Buildings may also choose from the following additional elements in meeting the Element B (Main Facade Feature) requirement:
 - (1) A canopy of at least 3 feet in depth running along a minimum of 75% of the entire main facade of the building between 8 feet and 12 feet above grade.
- D) Required off street parking is provided at the rear of the building, on one side of the building only (with the parking lot beginning no closer to the street than the front facade of the building), at a shared parking lot located within 200 feet of the building, or participation in the payment in lieu of parking program or a Council approved parking district.

- E) All permanent area lights including parking area lighting shall be full cut-off fixtures. Permanent exterior lights and landscaping lighting shall be recessed or shielded so that no light source is visible from a public right-of-way or adjacent property.
- F) Where the building has frontage on more than one public right-of-way, the second facade shall also contain a design feature of Element B (Main Facade Features) of the Single-family and Two-family Design Standards.
- G) For buildings greater than 2 stories, and/or longer than forty feet (40') shall include two or more of the following elements to break down the scale of the building:
 - (1) a significant offset (3' minimum depth, 8' minimum width) in the full building massing (*Illustration # 10*)
 - (2) a step-back (6' minimum) of floors above the second floor;
 - (3) subdivision into a series of distinct building masses, articulated as separate structures;
 - (4) multiple ground floor entries at 30' maximum spacing.

CPI Design Standard # 2. Requirements for hotel and motel commercial uses:

- A) For the purpose of applying for design review under the design standards, the proposed building(s) shall be no taller than 35 feet in height. Buildings taller than 35 feet in height must apply for design review under the design guidelines.
- B) The building (s) shall meet the multiple family design standards 1(A) - 1(J).
- C) If a separate building is proposed for an office and/or management dwelling unit, the building shall either meet 1) the requirements of (A) and (B) above as applicable or, 2) if the footprint is less than 1000 square feet, the requirements of the Single-family and Two Family Design Requirements.
- D) Required off street parking is provided at the rear of the building, on one side of the building only (with the parking lot beginning no closer to the street than the front facade of the building), or at a shared parking lot located within 200 feet of the building, or a Council approved parking district.
- E) For buildings greater than 2 stories, and/or longer than forty feet (40') shall include two or more of the following elements to break down the scale of the building:
 - (1) a significant offset (3' minimum depth, 8' minimum width) in the full building massing (*Illustration # 10*)
 - (2) a step-back (6' minimum) of floors above the second floor;
 - (3) subdivision into a series of distinct building masses, articulated as separate structures;
 - (4) multiple ground floor entries at 30' maximum spacing.

CPI Design Standard #3.

Requirements for entries and windows on all commercial and public/institutional buildings:

- A) The location of a main entrance for each primary building must face the street. On corner lots the main entrance may face either of the streets or be oriented to the corner. If the building is designed with multiple main entrances, only one of the main entrances must meet this requirement.
- B) Large windows (20 square feet or more) along the main facade shall be bracketed on each side by smaller windows (no more than 20 percent of the large window surface area). The tops and bottoms of the bracketing windows shall be level with the top and bottom of the large window. If the large window is curved or arched on top, the bracketing windows may continue the line of the curve or arch. If the large window contains multiple smaller (4 or more) panes (or has the appearance of multiple panes), the large window may be unbracketed. *See Illustration # 7.*
- C) Windows shall have a minimum of at least 3 inches of trim around the window except for the portion of the window, if any, that is shuttered. No windows on a ground floor level may be mirrored or reflective windows.

CPI Design Standard #4. Requirements for exterior finish material on all commercial and public/institutional buildings: For the purposes of this Standard, the percentage of material coverage shall be calculated after excluding door, windows and louvers for mechanical equipment and ventilation.

- A) The following materials shall be the primary exterior finishes in the district, comprising a minimum of 70% of the exterior skin. Other materials are allowed as accents and contrasting surfaces, consistent with requirement B of this section.
 - Wooden shingles, with a six inch (6") exposure
 - Lap siding in wood or composite wood materials
- B) Plain concrete block, plain concrete, corrugated metal, plywood and sheet pressboard are not allowed as exterior finish material, except as secondary finishes if they cover no more than 10 percent of the surface area of each facade

CPI Design Standard #5. Requirements for main facade features:

- A. Where the main facade feature is required to be covered/roofed, the roofing material of the main facade feature shall be roofed to match (with the same material or a material that in color and appearance matches the main roofing material) the main roofing material if the roof is not a flat (no pitch) roof. The requirement to match roofing material does not apply if the roof is a flat (no pitch) roof or the roof is screened from view by a parapet wall.
- B. Where the building contains an offset in the main facade, main facade feature depth may be measured from the interior main facade wall provided the interior wall length is at least 25% of the total main facade length and the main facade feature extends beyond the exterior main facade. *See Illustration # 4 for an example.*

D. ACCESSORY STRUCTURES (AS):

Accessory structures for which the design standards (AS DS # 1-3 as applicable) apply and the design standards are not elsewhere specified, must meet the following design standards or apply for design review under the design guidelines:

Accessory Structure (AS) Design Standards:

AS Design Standard #1. Roofs of accessory structures must be either

- A) Gable with a minimum of 3:12 pitch.
- B) Hip, or
- D) Gambrel.

AS Design Standard #2. Requirements for exterior finish materials on all accessory Structure facades:

- A) Plain concrete block, plain concrete, corrugated metal, plywood and sheet pressboard are not allowed as exterior finish material, except as secondary finishes if they cover no more than 10 percent of the surface area of each facade. Composite boards manufactured from wood or other products, such as hardboard or hardiplank, may be used when the board product is 6 inches or less in width or has an exposure (reveal) of 6 inches or less.
- B) Where horizontal siding is used, it must be shiplap or clapboard siding composed of boards with a reveal of 3 to 6 inches, or vinyl or aluminum siding which is in a clapboard or shiplap pattern where the boards in the pattern are 6 inches or less in width.

AS Design Standard #3.

Where a proposed accessory structure is also proposed to be a dwelling unit, the structure must contain two design feature on the main facade from Element B (Main facade Features) of the Single-family Residential list above.

For the purposes of this section, the main facade of an accessory structure dwelling unit is the facade that is the same direction as the main facade of the principle building. In the case of a lot with frontage on more than one public right-of-way, an accessory structure dwelling unit located within 20 feet of a public right-of-way shall have the building wall closest to the right-of-way as the main facade.

If more than one main facade is possible because the property is bounded by multiple rights-of-way, the property owner shall pick the main facade from among the possible choices.