



# City of Redmond Planning Department Design Standards Review

PLEASE NOTE: INCOMPLETE APPLICATIONS *WILL NOT BE ACCEPTED*

This application is for development in Redmond's downtown area. Special requirements were adopted by City Council in this area to promote re-vitalization of the downtown area. (This application is different than the standard Site and Design review process.)

Fee: None

ZONING:  DOD (Downtown Overlay District)

## PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email \_\_\_\_\_  
 Property Owner \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email \_\_\_\_\_

## PROPERTY DESCRIPTION

Property Location (address, intersection of cross street) \_\_\_\_\_  
 Tax lot number: T15S, R13E, Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_  
 Present Land Use \_\_\_\_\_

## PROJECT DESCRIPTION

Please give a brief description of the project: \_\_\_\_\_  
\_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

## SUBMITTAL CHECKLIST

- Complete Application. (Signed by the property owner and the applicant.)
- Preliminary Title Report or other proof of ownership (*Deschutes Co.DIAL report acceptable*).
- Detailed Summary (before and after proposal)
- Burden of Proof (compliance statements based on the Review Criteria ((**Attachment A**))
- BUILDING ELEVATIONS
  - Drawings or sketches of all four views of each new structure or remodel.
  - Building materials, colors (fascia, doors, trim, etc.), pitch of roof, shape and other design features of the building(s). Materials board may be required.
  - All exterior mechanical devices shown.
- CD or electronic version of submittal items (Word or PDF)

# **ATTACHMENT A**

## **BURDEN OF PROOF- REVIEW CRITERIA**

**8.3040 Downtown Overlay District Design Review Criteria.** In addition to the standards in Section 8.3035, prior to the issuance of a building permit, all properties and structures in the Downtown Overlay District, unless exempt under Section 8.3040(2) below, shall comply with the Downtown Design Standards. If a conflict exists between the Sections 8.3035, 8.3040, and 8.3045, then Section 8.3040 shall take precedence.

1. Purpose. In an effort to enhance and improve downtown's character, the quality of the pedestrian experience, and economic vitality, the City Council has adopted architectural design standards for the downtown core area.

The intent of the architectural design standards is to achieve the following:

- Quality Economic Growth. Assure opportunities for a stable, vital, diverse, and competitive economy at the heart of the city.
- Vibrant Downtown. Strengthen downtown as a vibrant, mixed use district that draws a wide spectrum of residents and visitors.
- Downtown Appearance. Improve and enhance the appearance of the built environment and natural features throughout Downtown, especially along primary commercial corridors and other major arterials.
- Historic Character. Preserve and retain historic structures and cultural resources throughout downtown.
- Pedestrian Environment. Improve and enhance the pedestrian environment throughout downtown, as well as the pedestrian

2. Exempt Development. These Design Standards shall apply to any development in the Downtown Overlay District except for the following exempt uses:

- A. Minor Modifications.
- B. Landscaping or landscape alterations.
- C. Repair or maintenance of public or private buildings, structures and landscaping that present a risk to public safety.
- D. Maintenance of the exterior of an existing structure such as re-roofing, or re-siding where similar materials and colors are used.
- E. Interior remodeling.
- F. Temporary structures and uses which are for relief of victims of disaster or an emergency.
- G. Single family dwelling units and duplex dwelling units.

3. Non-exempt Development. Any development in the Downtown Overlay District that does not qualify as Exempt Development, including major modifications, shall meet the applicable design standards in Section 8.3040. If a conflict exists among Section 8.3040, Section 8.3035 and Section 8.3045, then Section 8.3040 shall apply.

4. Procedure. The Community Development Director or designate, or Hearings Body, shall approve, approve with conditions, or deny an application based upon compliance with the design standards. Approval shall be obtained from the review authority prior to the issuance of a building permit for all non-exempt development. Per the Downtown Architectural Design Standards, applicants can choose two tracks of review:

- A. Track 1: Administrative Review of Compliance with Design Standards. Track 1 requires applicants to meet the downtown design standards, including the intent and approach of

each standard. The design standards are quantifiable and can be administered as part of the plan-review process. These applications are reviewed administratively by City of Redmond Planning staff.

B. Track 2: Hearings Body Review of Compliance with Design Standards. Track 2 allows applicants to satisfy the intent of the design standards as determined by the Hearings Body. In Track 2, the intent statements serve as the criteria for determining if the “intent” of the downtown design standard is being met. In Track 2, applicants are required to identify how their proposed site and/or building meet the intent statements of the design standards, and why specific objective standards cannot be met.

5. Application Requirements. The applicant shall attend a pre-development meeting with City of Redmond Planning or Urban Renewal staff to determine if the proposed development is “exempt” or “non-exempt” from the Downtown Design Standards, and to determine, if possible, if the development should be processed as a Track 1 or Track 2 review. The application shall contain information specified in this Article of the Redmond Development Code, as well as sample paint colors.
6. Approval Process. For each standard, there will be one or more approaches an applicant will need to follow to meet the design intent under Track 1. Within each approach, there may be a menu of elements or techniques that an applicant may employ. In many cases, the same elements and techniques are presented as a means to meet different standards. In the event that a specific element or technique is used to meet two standards, an applicant will be required to choose another element or technique to meet a third standard. In this way, applicants are required to make use of multiple elements or techniques thereby increasing the attractiveness of downtown.

For Track 1, Planning Staff shall use the downtown design standards, approaches, elements and techniques to ensure compliance with the intent of downtown design standards. For Track 2 applications, the City of Redmond Hearings Body shall use the intent statements to ensure compliance with the downtown design standards.

7. Downtown Design Standards. The downtown design standards establish a palette of objective, design oriented elements that help ensure that proposed development, redevelopment, and modifications conserves and enhances desired scale and character of the downtown. They are intended to implement City’s goals and objectives in the Redmond Comprehensive Plan and Downtown Action Plan.
  - A. Standard: Cohesive Architectural Elements  
Intent: Enhance the experience of passing motorists, pedestrians, and bicyclists by incorporating cohesive and repetitive architectural elements into the ground-floor design of street-facing façades (and alley-facing façades where feasible).  
  
Approach 1: Divide the ground floor of commercial storefronts into distinct architectural bays that are no more than 30 feet on center. For the purpose of this standard, an architectural bay is defined as the zone between the outside edges of an engaged column, pilaster, post, or vertical wall area.  
  
Approach 2: For each architectural bay, incorporate a minimum of three of the following elements/techniques:  
  
Element/Technique:
    - Building lighting (minimum of a pair)
    - Suspended signs / blade signs

- Canopies or overhangs (5'-0" minimum, measured from either the face of the column or the street-facing elevation)
- Transom window
- Storefront frieze, horizontal sign band, or a belt course above the transom window or mezzanine level
- Window plant box (minimum of one per window)
- Projected window sill (12" to 24" above grade)
- Architectural treatment (minimum of a pair)

Where feasible, building elevations that face an alley should be enhanced with a minimum of a doorway (with glass) and lighting.

**B. Standard: Streetscape and Pedestrian Amenities**

Intent: Ensure that Downtown development contributes to the creation of a cohesive, exciting, and vibrant street life. Create safe and friendly pedestrian zones, on private property, that promotes walking, shopping, and meeting with friends.

Approach: To reinforce the pedestrian realm and create spaces where people are encouraged to gather, implement one of the four space-making elements/techniques below.

**Element/Technique:**

- **Courtyard:** Incorporate a small courtyard into the design of street facing and/or alley-facing façades that includes transparent windows and/or doors, exterior lighting, and special paving.

Where possible, windows should be incorporated into all walls that face the courtyard. These windows should be large enough to encourage interaction between inside and outside. Other elements that should be considered in the design of courtyards are benches, planter boxes, trees, and bike racks.

- **Recessed Entry:** Create a small, covered transition zone between the sidewalk and the front door. Define this space with special lighting, paving, and storefront windows.
- **Chamfer Entry:** Create a gathering place at the corner of the building by chamfering the corner of the building (i.e. cutting the corner at a 45-degree angle for a minimum of 10'-0" on each side of the corner).
- **Arcade:** Set the front door to the building a minimum of 5'-0" (clear) behind an arcade that is located at the front property line or the adjusted property line.

Provide architectural and/or structural vertical columns at an interval that does not exceed 20'.

**C. Standard: Human Scale**

Intent: Design building façades to a "human scale" – with details, materials, and workmanship that is aesthetically appealing as well as comfortable for, and at the scale of, pedestrians.

The most successful ground floor street elevations exhibit a high degree of transparency and consist of a palette of well-designed elements that are scaled to the human body. To continue this tradition, applicants shall select elements for each of the horizontal building divisions that comprise the ground floor façade as described below.

Approach 1: The base of the ground floor façade extends from the top of the finished grade or sidewalk to the bottom of the window sill. To continue this development pattern, select at least one of the following elements/techniques:

Element/Technique:

- Defined base of an engaged column or pier
- Projected windows sills (12-24" above grade)

Note: "Human Scale" in architecture considers how people interact with the built environment based upon their physical dimensions and capabilities. Besides anthropometric (human) measurements, human scale looks at the visual, acoustic, and spatial properties of a space and scales those properties to relate to the human form.

Note: The area below the projected window sill is commonly referred to as a bulkhead, window base, or window panel. This zone is usually constructed of concrete, brick, stone or wood and serves to anchor the façade to the ground floor plane. With the exception of the entry door, this base element usually extends the length of the elevation.

Approach 2: Storefront windows typically frame the middle of the ground floor façade. To continue this development pattern, select at least one of the following elements/techniques:

Element/Technique:

- Medallion (minimum of a pair)
- Window plant box (minimum of one per window)
- Integrated horizontal and vertical window mullions

Approach 3: The top of the ground floor façade is the area between the storefront and the upper stories of the building. To continue this development pattern, select at least one of the following elements/techniques:

Element/Technique:

- A marquee or suspended sign / blade sign that extends (perpendicular) from the building façade (the bottom of the marquee or sign shall be 8-12 feet above grade) (See Section 8.4180(5)).
- Sign frieze
- Storefront awning or canopy (the bottom of the awning or canopy shall be at least 8 feet above grade, and no higher than the 1<sup>st</sup> floor of the building or 15 feet above grade whichever is less. Minimum clearance below an awning on which signage is hung or displayed is 8 feet from the sidewalk or ground level to the lowest portion of the awning or suspended sign whichever is lowest.)
- Storefront cornice / belt course
- Transom window(s)

D. Standard: Weather Protection

Intent: Protect pedestrians from sun, wind, and rain.

Approach: Provide weather protection along 50% of the ground floor façade (50% of the linear frontage abutting a right-of-way) by incorporating one of the following elements/techniques:

Element/Technique:

- Awnings (glass, metal, or fabric)

- Balconies
- Building overhangs (including recessed entries)
- Arcade

The depth of all canopies and awnings shall be a minimum of 5'-0", measured from either the face of the column or the street facing elevation, unless limited by the building code. Internal illumination (underlighting) is prohibited unless the awning is made of an opaque material.

Note: Arcades are strongly encouraged along full-block developments.

E. Standard: Pedestrian-Oriented Ground Floor

Intent: Design street and sidewalk-facing storefronts and entries to be inviting and easily accessible to passersby. Ensure that the ground floor promotes a sense of interaction between activities in the building and activities in the public realm.

Approach: Create a prominent entry and foster interaction between inside and outside by incorporating three or more of the following elements/techniques:

Element/Technique:

- Overhangs (canopies, awnings)
- Clerestory or transom window as part of the large storefront system
- Glass windows that flank the door
- Decorative lighting
- Large glass entry doors
- Creative signage
- Artwork
- Recessed entry bay
- Incorporating paving and color

The depth of all canopies and awnings shall be a minimum of 5'-0", measured from either the face of the column or the street facing elevation.

Applicants are strongly encouraged to use earth tones or muted colors.

The use of mirrored or tinted glass is prohibited.

F. Standard: Tri-Partite Façades

Intent: To enhance the image of the downtown by creating an attractive and unified building façade that reflects and complements Redmond's historic buildings and celebrates ground floor activities, the top of the building (where the edifice meets the sky), and everything in between. To ensure the design of a unified and cohesive building façade, applicants shall design building façades consisting of a clear and distinct base, middle, and top. This standard shall apply to buildings of all heights (or number of stories).

Approach 1: Base. The base of the building typically extends from the sidewalk to the bottom of the second story or the belt course / string course that separates the ground floor from the middle of the building. In order to enhance the character of the base of the building, applicants shall include in the design of the façade at least one of the following elements/techniques.

Element/Technique:

- Storefront windows

- Canopies or awnings (5'-0" minimum, measured from either the face of the column or the street facing elevation)
- Distinct architectural bays
- Entry overhang
- Large floor-to-floor heights

Approach 2: Middle. Distinguish the middle of the building from the top and base of the building by incorporating one of the following elements:

Element/Technique:

- Change in color
- Balconies
- Change in windows
- Step backs
- Signage
- Horizontal band(s). Horizontal bands shall be a minimum of 8" high (the length of a standard brick) and can be formed by a change in material, a change in color, brick orientation, or, preferably, by projecting materials from the face of the building.

Note: Where possible, windows should express the use inside the building. For example, second story residential windows are often times oriented vertically with a width to height relationship of 2:1.

Approach 3: Top. All building façades shall have a "cap" element at the uppermost portion of the façade that visually terminates the façade. To create visual interest at the top of the building, applicants shall incorporate one of the following three elements/techniques.

Element/Technique:

- Detailed cornice or projected parapet
- A roof form, other than a flat roof, that projects beyond the face of the building
- Roof top garden that consists of plant materials that are visible from the sidewalk and the street.

Note: Besides being attractive, the incorporation of a roof top garden has the added benefit of helping to manage storm water run-off that would otherwise go into the ground water.

G. Standard: Materials

Intent: Use building materials and construction practices that evoke a sense of permanence and are compatible with Redmond's historic buildings.

Approach: Incorporate one of the following building materials, found on traditional commercial storefronts, into the design of the ground-floor (street facing) façades:

- Brick
- Metal
- Terra cotta
- Stone
- Concrete (and CMU)
- Stucco
- Horizontal wood or cementitious siding
- Wood shingles
- Board and batten vertical wood siding

- Ceramic detail

Prohibited Building Materials: The following materials are prohibited:

- T-11 or similar sheet materials
- Stucco clad foam (EIFS)
- Vinyl siding
- Log construction
- Mirrored or tinted windows (except for that which is required by code).

Note: Where possible, use materials indigenous to Central Oregon.

Note: Concrete and wood siding should be painted using a palette of earth tone or muted colors.

H. Standard: Reinforce the Corner

Intent: Create dynamic public gathering spaces where streets intersect. Enhance way-finding and the comprehension of Downtown by making recognizable and memorable design elements at the corner of each block

Approach: Choose one or more of the following elements/techniques to make intersections exciting places for people to gather.

Element/Technique:

- Locate the primary entry to the building at the corner of the building or within 25' of the corner of the building.
- Incorporate prominent architectural elements, such as increased building height or massing, a cupola, a turret, or a pitched roof, at the corner of the building or within 25-feet of the corner of the building.
- Chamfer the corner of the building (i.e. cut the corner at a 45-degree angle and a minimum of 10'-0" from the corner of the property line) and incorporate a combination of special paving materials, street furnishings, and plantings.

Note: Where possible, incorporate double storefront doors that include large expanses of glass.

I. Standard: Color

Intent: Color a very important ingredient for enlivening and enhancing the built environment. A building's color should accentuate and harmonize with its architecture, as well as complement surrounding structures.

Approach: The color of any structure shall comply with all of the following criteria:

- Be compatible with the existing built environment. A building's color should not compete for attention with neighboring buildings.
- Limit the use of too many colors on a single building. Typically three colors are sufficient to create a successful façade; richer or deeper hues should be used to accent door and window trim and other, small architectural details.
- On primary façades visible from public streets, use warm, more muted colors that have low reflectivity and complement the natural colors found in the surrounding landscape. Where possible, street-facing façades should consist of unadorned materials such as brick, stone, stucco, and wood shingles.
- Avoid the use of bright colors (such as primary or neon colors) that have intense and bright hues.