
Development Review and Site Design Review

Section 154.319 Non-Residential Buildings

A. Purpose and Applicability. The following requirements apply to non-residential development, including individual buildings and developments with multiple buildings such as shopping centers, office complexes, mixed-use developments, and institutional campuses. The standards are intended to create and maintain a built environment that is conducive to pedestrian accessibility, reducing dependency on the automobile for short trips, while providing civic space for employees and customers, supporting natural surveillance of public spaces, and creating human-scale design. The standards require buildings placed close to streets, with storefront windows (where applicable), with large building walls divided into smaller planes, and with architectural detailing character of Northwest Contemporary Rustic.

The standards are intended to enhance / support the continued development of the city, reinforcing it as an attractive place to work, shop, and conduct business. It is not the City's intent to create an architectural theme, but rather to ensure that new buildings and exterior alterations fit within the context of their surroundings and contribute toward the development of compact, walkable commercial and mixed-use districts. Specifically, the standards:

draw upon the local vocabulary of building styles and elements, including compatibility with architectural style of Northwest Contemporary Rustic where applicable;

create a sense of street enclosure with appropriate building heights and detailing;

require the use of contextually appropriate materials, textures and colors;

promote a storefront character (windows, pedestrian shelter, furnishings, etc.);

encourage a diversity of building facades and rooflines that fall into a consistent rhythm;

promote corner lots as focal points;

improve the streetscape with adequate civic space, street furnishings and public art; and

encourage energy and water conservation, and the use of renewable resources.

B. Building Orientation. The following standards apply to new buildings and building additions that are subject to Site Design Review. The Planning Commission may approve adjustments to the standards as part of a Site Design Review approval.

I. Buildings subject to this Section shall conform to the applicable build-to line standard. The standard is met when at least 80 percent of the abutting street frontage shall have a building placed no farther from at least one street property line than the required Build-to-Line. The Planning Commission, through Site Design Review, may waive the build-to line standard where it finds that one or more of the conditions in subsections (a)-(g) occurs.

a. A proposed building is adjacent to a single-family dwelling, and an increased setback promotes compatibility with the adjacent dwelling.

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- b. The standards of the roadway authority preclude development at the build-to line.
- c. The applicant proposes extending an adjacent sidewalk or plaza for public use, or some other pedestrian amenity is proposed to be placed between the building and public right-of-way.
- d. The build-to line may be increased to provide a private open space (e.g., landscaped forecourt), between a residential use in a mixed-use development (e.g., live-work building with ground floor residence) and a front or street property line.
- e. A significant tree or other environmental feature precludes strict adherence to the standard and will be retained and incorporated in the design of the project.
- f. A public utility easement or similar restricting legal condition that is outside the applicant's control makes conformance with the build-to line impracticable. In this case, the building shall instead be placed as close to the street as possible given the legal constraint, and pedestrian amenities (e.g., plaza, courtyard, landscaping, outdoor seating area, etc.) shall be provided within the street setback in said location.
- g. An expansion is proposed on an existing building that was lawfully created but does not conform to the above standard, and the building addition moves in the direction of compliance where practicable.

- 2. All buildings shall have at least one primary entrance (i.e., tenant entrance, lobby entrance, breezeway entrance, or courtyard entrance) facing an abutting street (i.e., within 45 degrees of the street property line); or if the building entrance must be turned more than 45 degrees from the street (i.e., front door is on a side or rear elevation) due to the configuration of the site or similar constraints, a pedestrian walkway must connect the primary entrance to the sidewalk.
- 3. Off-street parking, trash storage facilities, and ground-level utilities (e.g., utility vaults), and similar obstructions shall not be placed between building entrances and the street(s) to which they are oriented. To the extent practicable, such facilities shall be oriented internally to the block and accessed by alleys or driveways.
- 4. Off-street parking shall be oriented internally to the site to the extent practicable.
- 5. Where a development contains multiple buildings and there is insufficient street frontage to meet the above building orientation standards for all buildings on the subject site, a building's primary entrance may orient to plaza, courtyard, or similar pedestrian space containing pedestrian amenities. When oriented this way, the primary entrance(s), plaza, or courtyard shall be connected to the street by a pedestrian walkway.

C. Large-Format Developments. Plans for new developments, or any phase thereof, with a total floor plate area (ground floor area of all buildings) greater than 20,000 square feet, including land divisions in the General Commercial Zoning District shall meet all of the following standards in subsections 1-9, below. The Planning Commission may approve adjustments to the standards as part of a Site Design Review approval.

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1. The site plan or preliminary subdivision plan, as applicable, shall comply with the street connectivity standards. The plan approval shall bind on all future phases of the development, if any, to the approved block layout.
2. The site shall be configured into blocks with building pads that have frontage onto improved streets meeting City standards, and shall contain interior parking courts and with interconnected pedestrian walkways.
3. The build-to line standards shall be met across not less than 50 percent of the site's street frontage, except the build-to standard does not apply where a railroad, expressway, water body, topographic constraint, or similar physical constraint makes it impractical to orient buildings to a particular street or highway.
4. Walkways shall connect the street right-of-way to all primary building entrances, and shall connect all primary building entrances to one another, including required pedestrian crossings through interior parking areas, if any. The Planning Commission may condition development to provide facilities, including a requirement for lighting, stairways, ramps, and midblock pedestrian access ways (e.g., to break up an otherwise long block) to ensure reasonably safe, direct, and convenient pedestrian circulation.
5. Buildings placed at a block corner shall have a primary entrance oriented to the block corner. That entrance shall be located within 35 feet of the corner and shall have a direct and convenient pedestrian walkway connecting to the corner sidewalk.
6. All buildings shall orient to a street. Where it is not practical to orient all buildings to streets due to existing parcel configuration or a similar site constraints, buildings may orient to a "shopping street" providing, at a minimum, on-street parking (parallel or angled parking), 8-foot sidewalks (which shall include a four-foot zone for street trees and furnishings such as benches and other street furniture), and pedestrian-scale lighting.
7. Each building that is proposed as orienting to a shopping street shall have at least one primary entrance oriented to the shopping street.
8. Where a building fronts both a shopping street and a public street, that building shall contain at least one primary entrance oriented to each street; except that an entrance is not required where the public street is not improved with a sidewalk and the City determines that sidewalk improvements to the public street cannot be required as a condition of approval.
9. All other provisions of this Code apply to large-format developments.

D. Primary Entrances and Windows. The following standards apply to new buildings and building additions and remodels that are subject to Site Design Review. The Planning Commission may approve adjustments to the standards as part of a Site Design Review approval.

1. **All Elevations of Building.** Architectural designs shall address all elevations of a building. Building forms, detailing, materials, textures, and color shall contribute to a unified design with architectural integrity. Materials used on the front facade must turn the building corners and include at least a portion

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of the side elevations, consistent with the building's overall composition and design integrity.

- 2. Pedestrian Entrances.** Ground level entrances oriented to a street shall be at least partly transparent for natural surveillance and to encourage an inviting and successful business environment. This standard may be met by providing a door with a window(s), a transom window above the door, or sidelights beside the door. Where ATMs or other kiosks are proposed on any street-facing elevation, they shall be visible from the street for security and have a canopy, awning, or other weather protection shelter.
- 3. Corner Entrances.** Buildings on corner lots are encouraged to have corner entrances. Where a corner entrance is not provided, the building plan shall provide an architectural element or detailing (e.g., tower, beveled corner, art, special trim, etc.) that accentuates the corner location.
- 4. Street Level Entrances.** All primary building entrances shall open to the sidewalk and shall conform to Americans with Disabilities Act (ADA) requirements, as applicable. Primary entrances above or below grade may be allowed where ADA accessibility is provided.
- 5. Windows – General.** Except as approved for parking structures or accessory structures, the front/street-facing elevations of buildings shall provide display windows.
- 6. Storefront Windows.** Storefront windows shall consist of framed picture or bay windows, which may be recessed. The ground floor, street-facing elevation(s) of all buildings shall comprise at least 60 percent transparent windows, measured as a section extending the width of the street-facing elevation between the building base (or 30 inches above the sidewalk grade, whichever is less) and a plane 72 inches above the sidewalk grade.
- 7. Defined Upper Story(ies).** Building elevations shall contain detailing that visually defines street level building spaces (storefronts) from upper stories. The distinction between street level and upper floors shall be established, for example, through the use of awnings, canopies, belt course, or similar detailing, materials. Upper floors may have less window area than ground floors, but shall follow the vertical lines of the lower level piers and the horizontal definition of spandrels and any cornices.
- 8. Buildings Not Adjacent to a Street.** Buildings that are not adjacent to a street or a shopping street, such as those that are setback behind another building and those that are oriented to a civic space (e.g., internal plaza or court), shall meet the 60 percent transparency standard on all elevations abutting civic spaces(s) and on elevations containing a primary entrance.
- 9. Side and Rear Elevation Windows.** All side and rear elevations, except for zero-lot line or common wall elevations, where windows are not required, shall provide not less than 30 percent transparency.
- 10. Projecting Windows, Display Cases.** Windows and display cases shall not break the front plane of the building (e.g., projecting display boxes are discouraged). For durability and aesthetic reasons, display cases, when provided, shall be flush with the building façade (not affixed to the exterior) and integrated into the building design with trim or other detailing. Window flower boxes are allowed provided they do not encroach into the pedestrian through-zone.
- 11. Window Exceptions.** The Planning Commission may approve an exception to the above standards where existing topography makes compliance impractical. Where an exception to the window transparency requirement is made for parking garages or similar structures, the building design must

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incorporate openings or other detailing that resembles the window patterns (rhythm and scale).

- E. Articulation and Detailing.** The following standards apply to new buildings, building additions and remodeling that are subject to Site Design Review. The Planning Commission may approve adjustments to the standards as part of a Site Design Review approval.
- 1. Articulation.** All building elevations that orient to a street or civic space must have breaks in the wall plane (articulation) of not less than one break for every 30 feet of building length or width, as applicable, as follows:
 - a. A “break” for the purposes of this subsection is a change in wall plane of not less than 12 inches in depth. Breaks may include but are not limited to an offset, recess, window reveal, pilaster, frieze, pediment, cornice, parapet, gable, dormer, eave, coursing, canopy, awning, column, building base, balcony, permanent awning or canopy, marquee, or similar architectural feature.
 - b. The Planning Commission through Site Design Review may approve detailing that does not meet the 12 inch break-in-wall-plane standard where it finds that proposed detailing is more consistent with the architecture of buildings existing in the vicinity.
 - c. Changes in paint color and features that are not designed as permanent architectural elements, such as display cabinets, window boxes, retractable and similar mounted awnings or canopies, and other similar features, do not meet the 12 inch break-in-wall-plane standard.
 - d. Building elevations that do not orient to a street or civic space need not comply with the 12 inch break-in-wall-plane standard but should complement the overall building design.
 - 2. Change in Materials.** Elevations should incorporate changes in material that define a building’s base, middle, and top, as applicable, and create visual interest and relief. Side and rear elevations that do not face a street, public parking area, pedestrian access way, or plaza may utilize changes in texture and/or color of materials, provided that the design is consistent with the overall composition of the building.
 - 3. Ground Floor and Upper Floor Division.** A clear visual division shall be maintained between the ground level floor and upper floors, for example, through the use of a belt course, transom, awning, canopy, or similar division.
 - 4. Vertical Rhythms.** New construction or front elevation remodels shall reflect a vertical orientation, either through breaks in volume or the use of surface details.
 - 5. Design Characteristics.** New construction shall include a minimum of five of the following Northwest Contemporary Rustic design elements as shown on Figure A:
 - a. roof pitch not less than 5ft in height for 12ft in width (22.6 degrees)
 - b. metal or composition roof
 - c. covered entrance
 - d. vertically oriented windows
 - e. open-beamed recessed entrance
 - f. open beam construction

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- g. natural appearing cladding
- h. stonework accents
- i. vertical timber posts
- j. building walls divided into smaller planes

F. Pedestrian Shelters. The following standards apply to new buildings and building additions that are subject to Site Design Review. The Planning Commission may approve adjustments to the standards as part of a Site Design Review approval.

- 1. Minimum Pedestrian Shelter Coverage.** Permanent awnings, canopies, recesses, or similar pedestrian shelters shall be provided along at least 75 percent of the ground floor elevation(s) of a building where the building abuts a sidewalk, civic space, or pedestrian access way. Pedestrian shelters used to meet the above standard shall extend at least five feet over the pedestrian area; except that the Planning Commission, through Site Design Review, may reduce the above standards where it finds that existing right-of-way dimensions, easements, or building code requirements preclude standard shelters. In addition, the above standards do not apply where a building has a ground floor dwelling, as in a mixed-use development or live-work building, and the dwelling has a covered entrance.
- 2. Pedestrian Shelter Design.** Pedestrian shelters shall comply with applicable building codes, and shall be designed to be visually compatible with the architecture of a building. If mezzanine or transom windows exist, the shelter shall be below such windows where practical. Where applicable, pedestrian shelters shall be designed to accommodate pedestrian signage (e.g., blade signs), while maintaining required vertical clearance.

G. Mechanical Equipment

- 1. Building Walls.** Where mechanical equipment, such as utility vaults, air compressors, generators, antennae, satellite dishes, or similar equipment, is permitted on a building wall that abuts a public right-of-way or civic space, it shall be screened. Standpipes, meters, vaults, and similar equipment need not be screened but shall not be placed on a front elevation when other practical alternatives exist; such equipment shall be placed on a side or rear elevation where practical.
- 2. Rooftops.** Except as provided below, rooftop mechanical units shall be setback or screened behind a parapet wall so that they are not visible from any public right-of-way or civic space. Where such placement and screening is not practicable, the Planning Commission may approve painting of mechanical units in lieu of screening; such painting may consist of muted, earth-tone colors that make the equipment visually subordinate to the building and adjacent buildings, if any.
- 3. Ground-Mounted Mechanical Equipment.** Ground-mounted equipment, such as generators, air compressors, trash compactors, and similar equipment, shall be limited to side or rear yards and screened with fences or walls constructed of materials similar to those on adjacent buildings. Hedges, trellises, and similar plantings may also be used as screens where there is adequate air circulation and

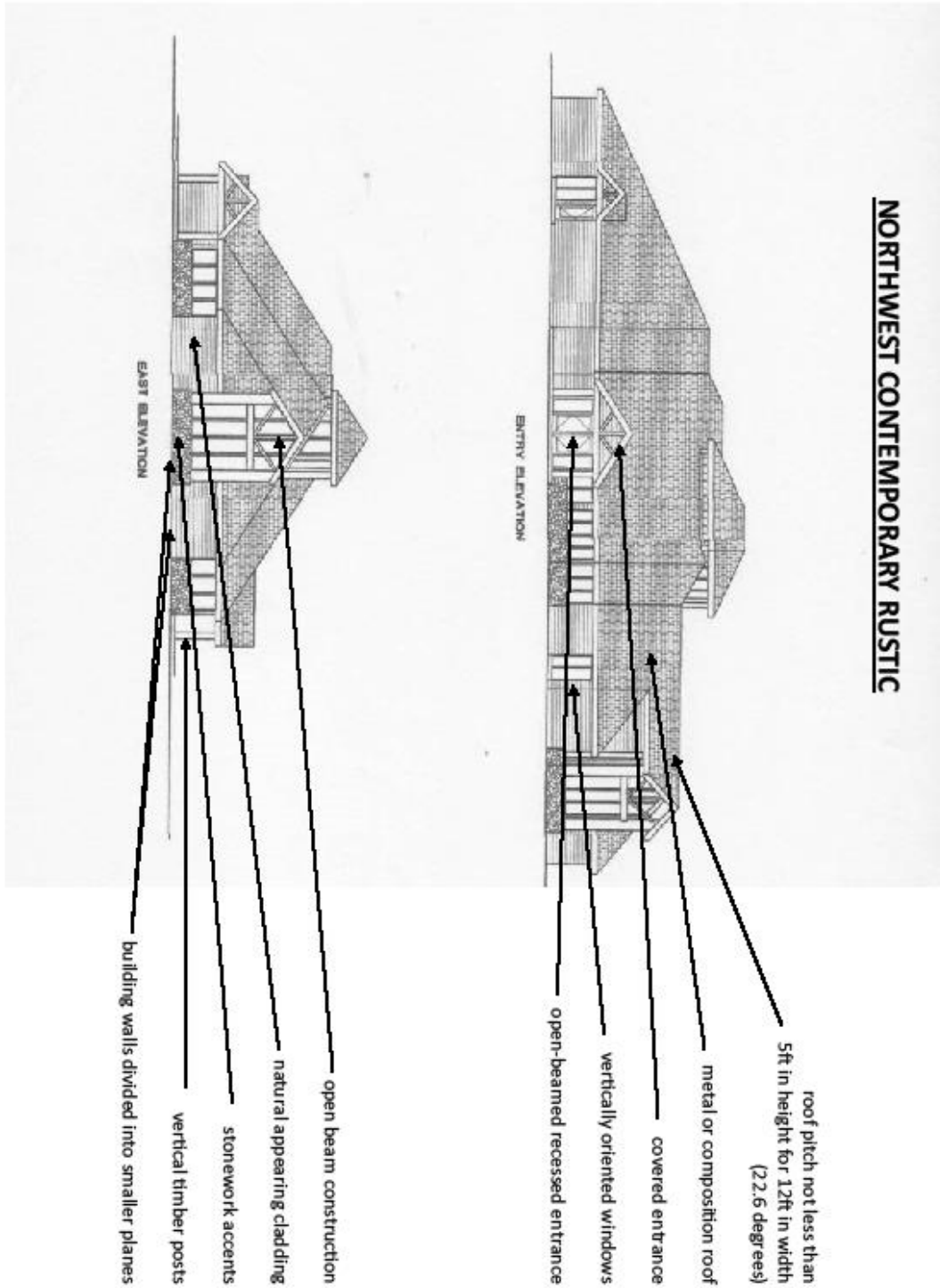
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sunlight, and irrigation is provided. The City may require additional setbacks and noise attenuating equipment for compatibility with adjacent uses.

H. Materials and Color. Building exteriors shall conform to the following standards. The Planning Commission may approve adjustments to the standards as part of a Site Design Review approval.

- 1. Primary Materials.** Permitted exterior cladding materials shall include those listed in Section(E)(5), and other materials found to be similar in appearance and durability, subject to Site Design Review, commercial buildings subject to this section should use materials that avoid the appearance of industrial or temporary buildings.
- 2. Substitute Materials.** Substitute materials that are equal in appearance and durability to those listed in subsection I may be approved through Site Design Review. The applicant will be required to provide specifications from the manufacturer.
- 3. Color.** Color schemes shall conform to the adopted color palette on file at the City Hall. Reflective, luminescent, sparkling, and “day-glow” colors and finishes are prohibited.
- 4. Prohibited Materials for Building Faces.** The following materials shall not be used on walls or vertical building surfaces.
 - a. Corrugated metal panels, similar metal products, corrugated fiberglass panels, or any other material that requires corrugation, seams, or similar manipulation of the exterior surface to prevent deflection of the surface. Architectural metal panels with recessed seams no closer than 36” on center at the edge of the panel may be used when consistent with the other standards. Other metal products may be used as structural members or accents, such as “I-Beam” canopies, brushed metal finishes, etc.
 - b. Sheet plywood, including textured plywood siding.
 - c. Unfinished materials, such as plain concrete masonry units (CMU) or raw concrete, unless the material is designed and fabricated to be left unfinished, rather than receiving a field-applied finish covering.

Figure A



Section 154.320 Civic Space and Pedestrian Amenities

- A. Purpose.** This section provides standards for civic spaces where such areas are required or provided voluntarily. Civic spaces allow for light and air circulation, visual relief, pedestrian resting areas, and opportunities for socialization in the most densely developed parts of the city. The code allows projects within General Commercial and Public Uses to meet minimum landscape area standards by providing civic space adjacent to street frontages or in courtyards or plazas between buildings, instead of with planted areas elsewhere on a lot as is typically done for residential developments.
- B. Applicability.** Design of large-scale buildings and developments. The standards in subsection (3), below, shall apply to “Large-Scale Buildings and Developments”, as defined in (1) through (2):
1. Buildings with greater than 10,000 square feet of enclosed ground-floor space (i.e., “large-scale”). Multi-tenant buildings shall be counted as the sum of all tenant spaces within the same building shell; and
 2. Multiple-building developments with a combined ground-floor space (enclosed) greater than 20,000 square feet (e.g., shopping centers, public/institutional campuses, and similar developments).
 3. All large-scale buildings and developments, as defined in (1) and (2), shall provide human-scale design by conforming to all of the following criteria:
 - a. Incorporate changes in building direction (i.e., articulation), and divide large masses into varying heights and sizes. Such changes may include building offsets; divisions in surface materials; and use of windows, screening trees; small-scale lighting (e.g., wall-mounted lighting, or up-lighting); and similar features. Note: the example shown above is meant to illustrate examples of these building design elements, and should not be interpreted as a required architectural style.
- C. Standards.**
1. **Civic Space Standards.** At least 3 percent of every development site shall be designated and improved as civic space (plaza, landscaped courtyard, or similar space) that is accessible to the general public, pursuant to all of the following standards in subsections a-e:
 - a. The highest priority locations for civic space improvements are those with the highest pedestrian activity (e.g., street corners and pedestrian access ways), as generally illustrated.
 - b. Civic spaces shall abut a public right-of-way or otherwise be connected to and visible from a public right-of-way by a sidewalk or pedestrian access way. Access ways shall be identifiable with a change in paving materials (e.g., pavers inlaid in concrete or a change in pavement scoring patterns or texture).
 - c. Where public access to a civic space is not practical due to existing development patterns, physical site constraints, or other hardship presented by the applicant, the City may allow a private area, such as an outdoor eating area attached to a restaurant, in finding the project complies with the standard.

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- d. All civic spaces shall have dimensions that allow for reasonable pedestrian access. For example, by extending the width of an existing sidewalk by four feet, a developer might provide space for an outdoor eating area; whereas a larger development at a street corner could meet the standard by creating a plaza adjacent to a building entrance.
- e. Civic space improvements shall conform to Section 154.318, Landscaping.

2. Pedestrian Improvements in Civic Spaces. Except as provided below, where this section requires the provision of civic space, such space shall be improved with pedestrian amenities, pursuant to the following standards in subsections a-d:

- a. Pedestrian amenities shall be provided in an amount equal to or greater than 0.5 percent of the estimated construction cost of the proposed building(s). A licensed architect, landscape architect, or other qualified professional, shall prepare cost estimates for civic space improvements, which shall be subject to review and approval by the City Planner.
- b. Pedestrian amenities include plaza surfaces (e.g., pavers, landscapes, etc.), sidewalk extensions (e.g., with outdoor cafe space), street furnishings (e.g., benches, public art, pedestrian-scale lighting, water fountains, trash receptacles, bus waiting shelters, shade structures, or others), way-finding signs, or similar amenities, as approved by the City Planner.
- c. Where a civic space adjoins a building entrance it should incorporate a permanent weather protection canopy, awning, pergola, or similar feature.
- d. The City may accept pedestrian amenities proposed within a public right-of-way (e.g., street corner or mid-block pedestrian access way) and grant the developer credit toward fulfilling the above improvement standard.

3. Exception for Minor Projects. Building additions and remodels are not required to provide civic space where the estimated cost of the proposed building improvement is less than 30 percent of the existing assessed value of improvements on the subject site. Cost estimates are based on those used to estimate building permit fees, or other independent and credible source, subject to review and approval by the City Planner. Assessed values shall be the market value of record at the Jackson County Assessor's Office.

4. Exception for In Lieu Fee. The Planning Commission can approve an exception where the City finds that the creation of civic space is not practicable based on the project location or other relevant factors.

154.321 Drive-up and Drive-through Uses and Facilities

- A. Purpose.** Where drive-up or drive-through uses and facilities are allowed, they shall conform to all of the following standards, which are intended to calm traffic, provide for adequate vehicle queuing space, prevent automobile turning movement conflicts, and provide for pedestrian comfort and safety.
- B. Standards.** Drive-up and drive-through facilities (i.e., driveway queuing areas, customer service windows, teller machines, kiosks, drop-boxes, or similar facilities) shall meet all of the following standards:
1. The drive-up or drive-through facility shall orient to and receive access from a driveway that is internal to the development and not a street.
 2. The drive-up or drive-through facility shall not be oriented to street corner.
 3. The drive-up or drive-through facility shall not be located within 20 feet of a street right-of-way.
 4. Drive-up and drive-through queuing areas shall be designed so that vehicles will not obstruct any street, fire lane, walkway, bike lane, or sidewalk.