

To: Design Commission

From: Mary Phillips, Senior City Planner
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Memo Date: November 12, 2019

Meeting Date: November 20, 2019

Subject: Discussion of Phase One of the Development Code and Process Updates (DCPU) Project

Attachments: A. Existing Section 7.0003
B. Annotated Draft Section 7.0003 Updates
C. Corridor Design District Updates Overview

This work session provides an opportunity for Staff and members of the Design Commission to discuss the Development Code and Process Updates (DCPU) Project, particularly the project's Phase One work as it relates to design review.

BACKGROUND

The Development Code and Process Updates Project

The DCPU project is a multi-year program to identify and implement Development Code and development review process changes to make Gresham's Code easier to understand, more efficient to navigate, and more responsive to today's evolving development climate. The project will focus on targeted policy updates, restructured design district standards and guidelines, utilization of graphics rather than text for Code clarity and consistency, and development review process improvements that support high quality projects and clear, predictable reviews. DCPU efforts are divided into several phases and project tasks as outlined in the schedule below.

DCPU efforts to-date include performance of a code audit identifying issues and opportunities for improvement within the Development Code, an extension of the existing Innovative Housing Ordinance, and beginning drafting of targeted code updates and improvements to streamline multi-family residential and commercial development in the city's corridors. Future work is anticipated to include: restructuring and refining the design guidelines and standards city-wide for ease of use and policy clarity, updating specific code sections that have been historically difficult to use, reorganizing and reformatting the full code for clarity and ease of use, and updating housing policies to allow for development of additional middle housing types.

Development Code and Process Updates (DCPU) Project Schedule

Project/Task	2019	2020	2021	2022
Primary Project Components/Code Updates				
Phase 1: Time sensitive/priority/policy-neutral updates (including Corridor Design District, Tree Code, and Historic Resources reorgs.)				
	■	■	■	
Phase 2: Design districts and design guidelines and standards, tree code policy updates				
		■	■	
Phase 3: Code reorganization, reformatting, and remaining policy updates				
			■	■
Innovative Housing Ordinance Extension				
	■			
Middle Housing Policy Update				
		■	■	
Development Review Process Improvements				
	Ongoing			

CURRENT: DCPU PHASE ONE

Currently, work on Phase One of DCPU is underway, focusing on Code updates that are time sensitive, high priority, and policy neutral. The intent of this phase is to get small and high impact updates done up front, with minimal policy alterations. The following sections summarize the Development Code updates proposed as part of Phase One of the DCPU project.

General Updates for Clarity and Ease of Use

Simple updates throughout the development code are proposed as “clean-up” edits in order to improve its usability. These edits primarily include policy neutral changes which:

- Clarify policy language
- Update formatting for ease of use (consistent table formats, bulleted lists rather than long paragraphs, etc.)
- Consolidate redundancies
- Modify code language to be clear and objective where required by State law
- Correct code references and fix minor text errors

Non-Design Review Updates

Proposed updates to the Development Code not related to design review include the following:

- *Section 5.0300 Historic Resources:* Reorganization, language clarification edits, and policy changes to comply with updates in State law.
- *Section 9.1000 Tree Regulations:* Policy-neutral reorganization for ease of use, policy restoration of previously omitted design modifications policy for tree protection.
- *Section 10.0120 Standards:* The existing parking requirement for accessory dwelling units (ADUs) will be removed to comply with recent updates to State law (from House Bill 2001) which no longer allow parking to be required for an ADU.

- *Section 11.0800 Neighborhood Meeting:* Minor amendments based on work sessions with the Planning Commission and the Coalition of Gresham Neighborhood Associations.

Codification of Existing Policies and Procedures

The Urban Design and Planning Department utilizes a series a Policy and Procedure documents, signed by the Director, as a means of clarifying development code standards until the code can be updated. The following policy documents related to design review will be codified as part of the Phase One DCPU updates.

- *Design Review Levels for Facade Changes:* This policy clarifies that changes to buildings exceeding one story or 160 feet in length are reviewed under the Type I Design Review A (DR-A) procedure when changes are limited to exterior materials that meet the clear and objective standards for primary, secondary, and accent materials. It will be codified as part of the updates to Table 7.0003 Design Review Categories.
- *Design Review for Outdoor Dining:* This policy clarifies that outdoor areas, such as dining areas, that are associated with an approved use in a building where the outdoor dining area does not exceed 1,000 square feet, shall be reviewed using a DR-A. It will be codified as part of the updates to Table 7.0003 Design Review Categories.

DESIGN REVIEW RELATED UPDATES

Table 7.0003 Design Review Categories

Section 7.0003 and Table 7.0003 are used to determine what level of design review applies to a proposed project. These policies were recently updated from text to table format to enhance their ease of use. While the creation of the table helped, many difficulties remain. The table is proposed to be reformatted to further simplify its use and referencing. Policy language updates are also proposed which clarify requirements, fix errors, correct omissions from previous code updates, remove redundancies, and simplify the review classifications per existing review procedures. Attachment A is the existing Section 7.0003. Attachment B is an annotated draft of the proposed updates to Section 7.0003. The main changes have been noted, and some text edits are called out in red as either **removed text** or **new text**. Comments in the margin describe the proposed changes and provide background information where applicable.

Corridor Design District Guidelines and Standards (Sections 7.0100 Multi-Family Design Guidelines and Standards and 7.0600 Corridor Design District Commercial Design Guidelines and Standards)

The Phase One DCPU project includes a comprehensive review and consolidation of the design guidelines and standards applicable to projects in the Corridor Design Districts. The guidelines and standards in Sections 7.0103 Multi-Family Design Guidelines and Standards and 7.0603 Corridor Design District Commercial Design Guidelines and Standards are proposed to be combined to provide simpler, more accessible code language that reduces repetition of standards and focuses on standards that encourage quality urban design. The result will be a single set of design guidelines and standards for development in the Corridor Design District, which will be formatted and organized similarly to the recently created design guidelines and standards for the Civic Neighborhood Plan District.

The consolidation of standards will also include a few language modifications. The intent is that these are primarily policy neutral, and any policy issues and other larger revisions to the design standards will be considered as part of future phases of the DCPU project. Proposed modifications to the existing code language include:

- *Consolidation of Complementary Standards:* Where standards are complementary, they may be grouped into one standard.
- *Clarification of Standards:* Additional language may be added to standards to clarify intent.
- *Reconcile Conflicting Standards:* Where standards conflict, adjustments will be necessary to reconcile the difference. Any modifications proposed will be in line with the original design intent of the section.
- *Eliminate Repetition of Standards:* Where design standards repeat or reference standards that are found elsewhere in the code, they may be deleted.

See Attachment C for a more detailed overview of the proposed Corridor Design Guidelines and Standards updates.

PHASE ONE NEXT STEPS

A draft timeline for adoption of the Phase One updates is outlined below. Public outreach is planned to include a full project summary (similar to this memo) posted on the project website and a draft code open house in January 2020. The project summary and an invitation to the open house will also be sent out to the project email list, Neighborhood Association Land Use Chairs, and recent applicants for Design Review Level E projects.

Phase One Schedule

Oct. 14, 2019: Urban Forestry Subcommittee discussion	Jan. 15, 2020: Public Open House
Nov. 12, 2019: Neighborhood Coalition discussion	Jan. 15, 2020: Design Commission draft code
Nov. 13, 2019: Historic Resources Subcommittee discussion	Feb. 10, 2020: Planning Commission draft code
Nov. 20, 2019: Design Commission discussion	March 9, 2020: Planning Commission public hearing
Dec. 9, 2019: Planning Commission discussion	April 21, 2020: City Council public hearing
Jan. 2020: Public Outreach	May 19, 2020: City Council enactment
	June 18, 2020: Code Effective