

To: Design Commission

From: Mary Phillips, Senior City Planner  
Josh Williams, Senior Development Planner

Memo Date: February 12, 2020

Meeting Date: February 19, 2020

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

Attachments: 1. Draft Council Bill Excerpts Related To Design Review  
2. Draft Section 7.0003  
3. Draft Section 7.0100 Corridor Design District Design Guidelines and Standards

This work session provides an opportunity for Staff and members of the Design Commission to discuss the draft code for Phase One of the Development Code and Process Updates (DCPU) Project as it relates to design review. Design Commission feedback on the attached draft code is requested regarding:

1. The clarity of the code language;
2. The clarity of the code formatting; and
3. If the standards in the draft Corridor Design District Guidelines and Standards work together to support building and site design which meet the intent of the code section as outlined in Section 7.0102 of Attachment 3.

**PROJECT DESCRIPTION**

**The Development Code and Process Updates Project**

The DCPU project is a multi-year program to identify and implement Development Code (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 focuses on targeted policy updates, restructured design district standards and guidelines, utilization of graphics rather than text to promote 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.

**BACKGROUND**

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 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.

**DCPU Phase One**

DCPU Phase One focuses on Code updates that are time sensitive, high priority, and policy neutral. The intent of this phase is to complete small and high impact updates up front, with minimal policy alterations. Any policy issues or larger revisions to the design guidelines and standards will be considered in future phases of the DCPU project.

**Development Code and Process Updates (DCPU) Project Schedule**

Project/Task	2019	2020	2021	2022
<b>Primary Project Components/Code Updates</b>				
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				
			■	■
<b>Innovative Housing Ordinance Extension (complete)</b>				
	■			
<b>Middle Housing Policy Update</b>				
		■	■	■
<b>Development Review Process Improvements</b>				
	Ongoing			

**SUMMARY OF COMPREHENSIVE PLAN CHANGES**

Changes are proposed only to Volume III (Development Code) of the Comprehensive Plan. The following table provides an overview and description of the proposed Development Code updates related to design review. The full text of the referenced draft code revisions can be found in the attachments.

Location/Section	Description of Proposed Updates
<b>General Updates for Clarity and Ease of Use</b>	
Simple updates throughout the Development Code are proposed as “clean-up” edits in order to improve its usability.	
<i>Throughout Development Code</i>	Attachment 1 includes excerpts from the Draft Council Bill which are related to design review. These edits primarily include policy neutral changes which: <ul style="list-style-type: none"> <li>• Clarify policy language and intent</li> <li>• Update formatting for ease of use</li> <li>• Consolidate redundancies</li> </ul>

- Modify code language to be clear and objective where required by State law
- Correct code references and fix minor text errors

**Codification of Existing Policies and Procedures**

The Urban Design and Planning Department utilizes a series of 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 are proposed to be codified:

*Table 7.0003*

*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.

*Design Review for Outdoor Dining*

This policy clarifies that outdoor areas that are associated with an approved use in a building, such as dining areas, that do not exceed 1,000 square feet shall be reviewed using a DR-A.

Attachment 2 is the proposed draft update of Section 7.0003.

**Design Review Categories**

*Section 7.0003 and Table 7.0003*

Section 7.0003 and Table 7.0003 are used to determine what level of design review applies to a proposed project. The table is proposed to be reformatted to simplify its use and referencing. 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 2 is the proposed draft update of Section 7.0003.

**Corridor Design District Guidelines and Standards**

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

The regulations in Section 7.0103 Multi-Family Design Guidelines and Standards and Section 7.0603 Corridor Design District Commercial Design Guidelines and Standards are proposed to be combined to provide a single set of design guidelines and standards for development in the Corridor Design District. The combined guidelines and standards are formatted and organized similarly to the recently created design guidelines and standards for the Civic Neighborhood Plan District.

Language edits are proposed to create simpler, more accessible code language, reduce repetition, and focus on quality urban design. Proposed language modifications include:

- *Consolidation of Complementary Standards:* Complementary standards are grouped together.
- *Clarification of Standards:* Language modifications clarify policy intent.
- *Reconciliation of Conflicting Standards:* Conflicting standards are adjusted to reconcile differences.
- *Elimination of Repetition of Standards:* Repeated standards and those

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also found elsewhere in the Code are removed.

- *Simplification of Standards:* Standards identified to provide minimal or no benefit to the built environment or that were not clear and objective (measurable standards) are removed.

These proposed updates are intended to make the review process for developments in the Corridor Design District more efficient for both applicants and staff, while promoting high-quality development along the City’s corridors.

Attachment 3 is the proposed draft update of Section 7.0100 Corridor Design District Design Guidelines and Standards.

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**PUBLIC INVOLVEMENT**

Project outreach activities have included meetings with the Coalition of Neighborhood Associations, Urban Forestry Subcommittee, Historic Resources Subcommittee, Design Commission, and Planning Commission. Additional public outreach is planned to include a full project summary posted on the project website and a draft code open house in March, 2020.

**NEXT STEPS**

A draft timeline for adoption of the Phase One updates is outlined below. 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.

**Schedule**

- Feb.19, 2020: Design Commission draft code
- Mar. 4, 2020: Public Open House
- Mar. 16, 2020: Planning Commission draft code
- April 27, 2020: Planning Commission public hearing
- June 2, 2020: City Council public hearing
- July 7, 2020: City Council enactment
- Aug. 6, 2020: Code Effective