

<u>For Office Use Only</u>	
Complies with Design Standards? _____	
_____	_____
Signature	Date

CITY OF NEWPORT
HISTORIC NYE BEACH DESIGN REVIEW DISTRICT
CHECKLIST FOR DESIGN REVIEW UNDER THE DESIGN STANDARDS
COMMERCIAL/PUBLIC/INSTITUTIONAL BUILDINGS

(10/21/15 version checklist)

CHECKLIST INFORMATION:

Address of property: _____

Assessor's Map and Tax Lot: _____

Property Owner: _____

Property Owner Address: _____

Property Owner Phone: _____

Property Owner Email: _____

Builder/Applicant (if different from property owner): _____

Builder/Applicant Address: _____

Builder/Applicant Phone: _____

Builder/Applicant Email: _____

Property Owner/Builder/Applicant Signature: _____ Date: _____

DESIGN REVIEW INFORMATION CHECKLIST:

This checklist should be submitted in conjunction with a building permit application.

(For more information, please review *Newport Design Review: Guidelines and Standards* or check with the Community Development Department at the Newport City Hall, 169 SW Coast Hwy, Newport, OR 97365.)

PLEASE CHECK APPLICABLE DESIGN FEATURE TO BE PROVIDED.

(Building permit plans should also identify design features to be provided.)

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 (SFT) Design Standards including one of Element A (Roofs) and three of Element B (Main Façade Features), with the following additional requirement: for buildings with a street frontage of forty feet (40') or longer, porches or verandas fulfilling the Main Façade 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 Façade Feature) requirement:
 - _____ (1) A canopy of at least 3 feet in depth running along a minimum of 75% of the entire main façade 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 façade of the building), at a shared parking lot located within 200 feet of the building, 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 façade shall also contain a design feature of Element B (Main Façade Features) of the Single-Family and Two-Family Design Standards.
- _____ G) 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. Building 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 (C) above as applicable or, 2) if the footprint is less than 1,000 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 façade of the building), at a shared parking lot located within 200 feet of the building, or a Council approved parking district.
- _____ E) 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 or 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 façade 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 doors, 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 façade.

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

- _____ A) Where the main façade feature is required to be covered/roofed, the roofing Material of the main façade 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 façade, main façade feature Depth may be measured from the interior main façade wall provided the interior Wall length is at least 25% of the total main façade length and the main façade feature extends beyond the exterior main façade. (*See Illustration #4 for an example.*)