

City of Portland Design Manual



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1. Introduction + Administration:

Authority:

The City of Portland has promulgated design standards ~~and guidelines~~ for developments subject to Site Plan review. ~~within certain zones and/or of a certain development type.~~ The *City of Portland Design Manual* is a compilation of these design standards ~~and guidelines~~, pursuant to specific provisions contained in Article V, Site Plan. ~~Each section contained herein includes the specific provisions of Article V, Site Plan. Corresponding design standards and guidelines for each section, as applicable, are included in the appendices contained herein and include a reference to the applicable site plan ordinance provision to which it applies.~~

Purpose ~~Note to Applicants:~~

The intent of the *Design Manual* is to protect the health, safety, and general welfare of the residents of Portland, consistent with the City's Comprehensive Plan and Chapter 14 Land Use Code, through standards that govern the design of buildings, and the relationship and effects of private development on the public realm, Portland's open spaces, and the city as a whole.

Design review under the site plan ordinance is intended to achieve development that contributes to and enhances the goals, policies, and vision for ~~specific districts of~~ Portland, and to ensures design that is responsive to the ~~specific~~ overall context of its ~~established~~ neighborhood, street, or zone as appropriate. The ~~design standards and guidelines and the design review~~ is also ~~process-~~ are intended to accommodate ~~be responsive to~~ developer program objectives while meeting ~~and~~ ordinance requirements. ~~We advise that the development team enter the design process from the outset with a clear understanding of the applicable standards and design the development accordingly.~~

The *Design Manual* is to:

- 1) Explain the design review process
- 2) Describe context considerations to be studied and applied to design proposals
- 3) Provide design principles with standards based on City policy
- 4) Give examples of acceptable solutions to typical design problems and contexts

Applicability:

Development projects subject to a Minor or Major Site Plan or Master Development Plan application, as defined in the Chapter 14 Land Use Code, are subject to Sec. ?? and the design standards of the *City of Portland Design Manual* unless superseded by Historic Preservation review under Sec.??. Table 1 lists those uses exempt from design review. ~~Zones and development types subject to the City of Portland Design Standards and Guidelines and addressed in this manual include the following:~~

Table 1 – Design Standard Review Exemptions	
Zone	Exempted Use
R-1	Single-family residential; Handicapped Family Units
R-2	Single-family residential; Handicapped Family Units
R-3	Single-family residential; Handicapped Family Units
R-4	Single-family residential; Handicapped Family Units
B-4	All uses
I-L	All uses
I-Lb	All uses
I-M	All uses
I-H	All uses
ROS	All uses
RPZ	All uses
IR-1	All uses but PRUD
IR-2	All uses but PRUD
IR-3	All uses but PUD
I-B	All uses
All zones	ADU (Accessory Dwelling Unit)

Those applications with uses subject to design review shall apply the General Design Standards with the except where Special Design District standards shall apply instead (Table 2):

Table 2 – Special Design Districts	
Zone	Special Design District Standards
R-6 Residential	Residential Infill
B-3 Downtown	

B-7 Bayside Mixed-Use Urban District	B-7
USM Overlay	USM Campus Design
WPDZ Western Port Development	Waterfront
WCZ Central Waterfront	Waterfront
EWPZ Eastern Waterfront Port	Waterfront
O-P Office Park	Planned Unit Development
IOZ Maine Medical Campus	IOZ Maine Medical IDP
Project Type	Special Design District Standards
Planned Residential Unit Development + Manufactured Housing Parks (any zone)	Planned Unit Development

In addition, all development proposals within the following overlays must also adhere to any applicable overlay standards (found in the Appendix):

- View corridor, landmark, and gateway protection map
- Pedestrian Activities District (PAD) Overlay

Commercial

All major or minor developments proposed in the following commercial zones:

- ~~RP Residential Professional Zone~~
- ~~B3 Downtown Business Zone~~
- ~~B7 Urban Commercial Business Zone~~
- ~~B5 and B5 b Urban Commercial Business Zones~~
- ~~B1 and B1 b Neighborhood Business Zones~~
- ~~B2 and B2 b Community Business Zones~~
- ~~EWPZ Eastern Waterfront Port Zone and B6 Eastern Waterfront Mixed Use Zone~~
- ~~IS FBC India Street Form-based Code Zone~~

Residential

The following development types proposed in the following residential zones:

- ~~All major or minor development in the RP Residential Professional Zone~~
- ~~Planned Residential Unit Developments (PRUDs) in the R3, R5, and R5 A-Zones and/or manufactured housing parks proposed in any zone.~~

- ~~Two-family, special needs independent living units, multiple-family and multiplex developments, small residential lot developments, lodging houses, bed and breakfasts, and emergency shelters proposed in any zone.~~
- ~~Small residential lot development proposed in the R6 Zone~~
- ~~Multiplexes and small residential lot development in the R5 Zone~~
- ~~All major or minor development in the IS-FBC India Street Form-based Code Zone~~

Institutional

All major or minor developments proposed in the following institutional zone:

- ~~University of Southern Maine (USM) Overlay Zone~~

2. Design Review Process + Determination of Compliance

PRE-APPLICATION DEVELOPMENT REVIEW (optional)

The applicant team is advised to enter the design process with a clear understanding of the applicable policies and standards in order to design the buildings/proposal accordingly. Pre-Application Development Review meetings are intended for this purpose. A pre-application meeting, though not required, is highly recommended early in the design process. These meetings can cover any aspect of the project such as zoning, life-safety, transportation, site or building design, or application process. Relevant to design review, the pre-application meeting includes discussion of context, applicable design standards, and submission requirements appropriate for the project. **These meetings are intended for informational purposes only.**

Review and Determination of Compliance:

To be approved, site plans applications must ~~meet~~adhere to the applicable design standards-~~taken as a whole~~, and present the best design response ~~to the standards~~ achievable to meet the applicable policy goals as defined by these standards. for the overall design program. A project shall be rejected as not meeting the applicable design standards if the project, taken as a whole, fails to meet or address applicable design criteria.

The design standards in this manual must be met in order to receive Site Plan approval.

DEVIATIONS FROM THE DESIGN STANDARDS

The Planning Authority or Board may approve deviations from individual design standards within this manual in order to provide flexibility of interpretation as long as policy goals are met. Minor deviations may be considered in order to accommodate:

- Environmentally sustainable features (such as passive house, alternative energy technology, solar orientation);
- Accessibility and universal access;
- Unique site factors that make the standard impractical or cost prohibitive;

- d. Circumstances under which the zone purpose or policy goals will not be met by applying the standard;
- e. A legal or practical necessity or unique condition; or
- f. A proposed design that better achieves the zone or policy purpose.

Deviations from Design Standards may be requested by the applicant and will be granted if it can be demonstrated to the satisfaction of the Planning Authority or Board that the following are met:

- 1) The building design meets the intent of the applicable policy documents and zone purpose;
- 2) Be the least adjustment or deviation necessary.

Submission Requirements

<u>The applicant shall submit the following:</u>	
<u>In accordance with the application requirements of the Site Plan Ordinance (Sec. 14-525??):</u>	
<input type="checkbox"/>	<u>Site Plan</u>
<input type="checkbox"/>	<u>Building Elevations with materials labeled</u>
<input type="checkbox"/>	<u>Floor Plans</u>
<input type="checkbox"/>	<u>Representation of the materials – samples, renderings, illustrations, etc.</u>
<u>In order to illustrate the proposal in relationship to the Neighborhood context (if the project impacts the context)</u>	
<input type="checkbox"/>	<u>Completed context analysis (use provided template)</u>
<input type="checkbox"/>	<u>A context plan showing the proposed building footprint(s) in relation to the Neighborhood buildings (1:50 or 1:100 scale showing at least two-block radius)</u>
<input type="checkbox"/>	<u>Reference to relevant City policy documents (e.g. Comprehensive Plan, Neighborhood Plans, Zone purpose statement) and how the project meets the City policy goals</u>
<input type="checkbox"/>	<u>List of predominant characteristics and patterns within the Neighborhood with examples</u>
<input type="checkbox"/>	<u>Renderings, street elevations, photomontages, photographs or other visual tools to depict the proposal within its context (as required – to be determined with staff)</u>
<u>To describe the project and how it meets the design standards</u>	
<input type="checkbox"/>	<u>A brief written narrative describing existing conditions, proposed project, and site impacts</u>
<input type="checkbox"/>	<u>Diagrams, illustrations, or similar if applicable (to be determined with staff)</u>

Submissions for design review shall include the following:

- Context drawings, perspective renderings, photographic montages, or computer-generated graphics depicting the proposed development within the surrounding building and environmental context.
- Building elevation drawings and color renderings including the following:
- Illustrations of all sides of all structures.
- Detail views of major entries or prominent building features.

- ~~Notes and illustrations on all materials for wall finishes, doors and windows, canopies, awnings, and other building elements.~~
- ~~Color and building finish composition.~~
- ~~Physical material samples and catalogue specifications of major building finish materials.~~

Major Site Plans only:

~~A shadow study may be required for major site plans if the district or zone in which the development is proposed is subject to shadow standards contained herein and/or in Article V, Section 14-526 of the City Code. Submittal requirements for shadow analysis are listed in the City of Portland Technical Manual.~~

~~For complex projects, the Planning Board may request that the applicant submit a study model in order to understand the proposed building complex and surrounding context.~~

~~Please also refer to the individual design standards contained herein for any additional details and special submission requirements for each zoning district or development type.~~

Design Review Process

Four review entities are primarily responsible for administering design standards: the Planning Authority/staff, the Planning Board, Historic Preservation Board and staff.

To aid the Planning Board in its deliberations, staff review shall provide a written analysis of the proposed development's immediate context, identifying the major character-defining elements and any established building patterns that characterize the context as well as an assessment of how the proposal does or does not meet the applicable design standards. Design review shall always be conducted by a minimum of three people (staff or board) to ensure fair and objective interpretation of the standards.

BOLD X = Review Authority for final design approval

<u>Project Type</u>	<u>Planning Staff</u>	<u>Planning Board</u>	<u>Historic Preservation Advisory</u>	<u>Historic Preservation Staff/Board</u>	<u>Applicable Design Standards</u>
<u>Alteration</u>	X				<u>Design Manual</u>
<u>Alteration/Addition within a Historic District</u>				X	<u>Historic Preservation Standards</u>
<u>New Construction/Major Addition within a Historic District</u>	X			X	<u>Historic Preservation Standards</u>

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<u>Minor Site Plan</u>	<u>X</u>				<u>Design Manual</u>
<u>Major Site Plan</u>	<u>x</u>	<u>X</u>			<u>Design Manual</u>
<u>Master Development Plan</u>	<u>x</u>	<u>X</u>			<u>Design Manual</u>
<u>New Construction/Major Addition within 100' of a Historic District, Landmark, or Landscape</u>	<u>X</u>	<u>X</u>	<u>x</u>		<u>Design Manual</u>

~~Enacted 04-13-04
Revisions Approved 02-23-07
Revisions Approved 05-08-18~~

~~Design Certification Program
R-6 Infill Development
Design Principles & Standards~~

Source content for “Context” and “Submission Requirements” sections of revised manual

~~I.~~ PURPOSE/CONTEXT

“Designing in context means providing enough visual linkages between existing buildings and a proposed project so as to create a cohesive overall effect.” Fundamentals of Urban Design by Richard Hedman and Andrew Jaszewski

~~All developers, no matter how small their project, have a responsibility beyond simply meeting the needs of their end users. They have a public responsibility to add to and enhance the neighborhoods in which their projects are built.~~

~~New buildings and major alterations/additions residential construction within Portland’s compact R-6 zones should strengthen and enhance relate to the predominant the characteristics defining features of their setting neighborhood. This is best achieved by maintaining key unifying patterns. Individual buildings play a part in an overall drama of the street, neighborhood, and city. The design of new development is critical, particularly elements such as the orientation and placement of a building on a site; relationship to the street; and mass, form and materials.~~

~~The *Design Certification Program* aims to insure that infill housing development makes a positive contribution to the City’s neighborhoods. The intent is to ensure that infill housing is compatible with the neighborhood and meets a high standard of building design, while allowing for diversity of design.~~

Each infill project will have a unique context of surrounding structures and sites with some strong, unifying characteristics, and some that are subtle and less obvious. The more definite and easily discernable traits within an established Nneighborhood should serve as a basis for a design solution, which can reinforce the predominant positive characteristics of the surrounding development patterns. On corner properties, where the architecture has a greater visual impact upon adjacent public spaces, both public facades will be evaluated with equal care.

~~Projects will be reviewed for consistency with *R-6 Infill Development Design Principles and Standards*. These principles and standards are interdependent and should be considered holistically. The applicant must demonstrate that a proposal is consistent with the Design Principles. The standards are time-honored ways of achieving the Principles. The City’s Design Manual contains examples of buildings that are consistent with the aims of the Design Certification Program.~~

~~Unless otherwise indicated, the R-6 Design Principles and Standards shall apply to the front façade and those portions of the building that are readily visible from the public way.~~

Context Defined

Unless otherwise indicated, the City of Portland Design Manual R-6 Design Principles and Standards shall define “Neighborhood” as the context of buildings within a two-block radius of the site. Special attention shall be given to the existing buildings on both sides of the street within the block of the proposed site that contribute to and are compatible with the predominant character-defining architectural features of the neighborhood. If the building is proposed on a corner lot, then buildings on the adjoining block shall also be considered. Building type and use (e.g. single-family, multi-family, mixed-use) shall also be included in determining context patterns of building scale, massing, form. The Planning Authority/Board may determine other considerations ~~that shall be made of~~or the proposed building in relation to the Neighborhood, due to unique characteristics of a given site.

Context Analysis

Design review will rely on a context analysis as the basis to determine compliance with the applicable design standards.

In order to create or maintain a cohesive, ordered, and human-scaled public realm, the applicant shall conduct a context analysis. The context analysis will expose the underlying order into which new development should integrate and become part of a cohesive whole.

The “Context Considerations” point out the characteristics to study. The analysis should focus on physical elements and patterns, not style, and should observe what is consistent or varied, and how much variation – strong organizing patterns that strengthen and enhance Portland’s positive characteristics should be emulated in the proposal.

The context analysis may reveal a lack of existing order or context that does not meet the City’s goals and vision. Where there is little to not existing patterns of development, proposals shall be designed according to Portland’s urban design vision as described in the Comprehensive Plan, Neighborhood plan, zone purpose statement, and the principle statements within the Design Manual.

~~II.~~ ~~SUBMISSION~~ ~~TAL~~ REQUIREMENTS

The applicant shall submit the following:

In accordance with final application requirements of the Site Plan Ordinance (Sec. 14-525):

- ~~- a Site plan~~
- ~~- and Building Elevations with materials labeled in accordance with final application requirements of the Site Plan Ordinance (Sec. 14-525).~~

In order to illustrate the proposal in relationship to the ~~a~~ Neighborhood context ~~for a proposal, the applicant shall submit~~

- Completed context analysis (use provided template)
- A context plan showing the proposed building footprint(s) in relation to the Neighborhood buildings (1:50 or 1:100 scale showing at least a two-block radius)
- Reference to relevant City policy documents (e.g. Comprehensive Plan, Neighborhood Plans, Zone purpose statement) and how project meets the City policy goals
- List of predominant characteristics and patterns within the Neighborhood with examples
- Renderings, street elevations, photomontages ~~photographs~~ or other visual tools to depict the proposal buildings within its context (as required – to be determined with staff) ~~a two-block radius of the site in order to determine the building elements that contribute to and are compatible with the predominant character defining architectural features of the neighborhood.~~

To describe the project and how it meets the design standards:

- A brief written narrative describing existing conditions and proposed project and site impacts
- Diagrams, illustrations, or similar if applicable (to be determined with staff)

~~Special attention shall be given to the existing buildings on both sides of the street within the block of the proposed site. If the building is proposed on a corner lot, then depictions of buildings on the adjoining block shall also be required.~~

~~The Planning Authority may request that consideration be made of buildings in the neighborhood that are comparable in size, scale and use to that which is being proposed, or that consideration be made of the characteristics of buildings which were originally designed for a similar use to that which is proposed. The Planning Authority may determine other considerations that shall be made of the proposed building in relation to the neighborhood, due to unique characteristics of a given site. The Planning Authority may determine the neighborhood to be greater than a two block radius, due to unique characteristics of a given site. In such case, the Planning Authority shall determine the scope of the neighborhood.~~

~~Samples of the proposed exterior materials may be requested by the Planning Authority.~~

~~II.~~ ~~DESIGN PRINCIPLES AND STANDARDS~~

PRINCIPLE A Overall Context

~~A building design shall contribute to and be compatible with the predominant character defining architectural features of the neighborhood.~~

~~Explanatory Note: The central idea behind good design in an established neighborhood is to reinforce positive features of the surrounding area, which provide its unique identity. To a large degree, the scale, mass, orientation, and articulation of an infill building should be compatible with that of the buildings that surround it.~~

Compatibility refers to the recognition of patterns and characteristics which exist in a given setting and the responsiveness of a new design with respect to these established patterns and characteristics. While there is no one specific solution for a given setting, there are a number of building characteristics which can be used to gauge visual compatibility of new residential construction in an existing neighborhood. These characteristics include design elements such as:

1. **Scale and Form:** height, massing, proportion of principal facades, roof shapes and scale of the architectural features of the structure.
2. **Composition of Principal Facades:** proportion of facades; orientation of openings; ratio of solids to openings; rhythm of fenestration; entrance porches and other projections; and relations of materials, texture and color.
3. **Relationship to the Street:** walls of continuity; rhythm of spacing and structures on streets; and orientation of principal elevations and entrances to the street.

~~Each infill project will have a unique context of surrounding structures and sites with some strong, unifying characteristics, and some that are subtle and less obvious. The more definite and easily discernable traits within an established neighborhood should serve as a basis for a design solution, which can reinforce the positive characteristics of the surrounding development patterns. On corner properties, where the architecture has a greater visual impact upon adjacent public spaces, both public facades will be evaluated with equal care.~~

~~**STANDARD A-1 Scale and Form** Relate the scale and form of the new building to those found in residential buildings within a two-block radius of the site, that contribute to and are compatible with the predominant character-defining architectural features of the neighborhood. Special attention shall be given to the existing building forms on both sides of the street within the block of the proposed site.~~

~~**STANDARD A-2 Composition of Principal Facades** Relate the composition of the new building façade, including rhythm, size, orientation and proportion of window and door openings, to the facades of residential buildings within a two-block radius of the site that contribute to and are compatible with the predominant character-defining architectural features of the neighborhood. Special attention shall be given to the existing facades on both side of the street within the block of the proposed site.~~

~~**STANDARD A-3 Relationship to the Street** Respect the rhythm, spacing, and orientation of residential structures along a street within a two-block radius of the site that contribute to and are compatible with the predominant character-defining architectural features of the neighborhood. Special attention shall~~

| ~~be given to the existing streetscape on both side of the street within the block of the proposed site.~~