



Addendum 1: Exterior Façade Changes

Type I Minor Site Plan & Design Review

This addendum must be completed for all projects involving exterior façade changes, including windows, doors, exterior building materials, awnings, etc.

1.1 Exterior Building Materials – must comply with *OCMC Section 17.62.050.H*.

Are any new exterior building materials proposed? Yes No – if no, proceed to Section 1.2.

Existing building materials to be removed: _____

Proposed new building materials: _____

Prohibited Materials: Are any of the following materials proposed? Yes No

Check all that apply:

- Corrugated fiberglass
- Chain link fencing (except for temporary purposes or in the General Industrial zoning district)
- Crushed colored rock/crushed tumbled glass
- Non-corrugated and highly reflective sheet metal
- Glass block or highly tinted, reflected, translucent or mirrored glass (except stained glass)
- Vinyl or plywood siding (including T-111 or similar plywood)

Special Materials: Are any of the following building materials proposed? Yes No

Check all that apply:

Concrete Block.

- Is the concrete block split, rock- or ground-faced? Yes No
- Is the concrete block a majority of the building elevation? Yes No
- Is there more than 3' of plain concrete block at the foundation? Yes No

Metal siding. *Metal siding must have visible corner moldings and trim and incorporate masonry or other similar durable/permanent material near the ground level (first 2' above ground level).*

- Does the siding have visible corner moldings? Yes No
- Does the siding have trim? Yes No
 - Trim Material: _____
- Is there masonry 2' above ground level? Yes No
 - Masonry height above ground: _____

Vinyl or powder-coated chain link fencing. *Prohibited in all but city-owned facilities.*

- Is the project site a City-owned property? Yes No

Exterior Insulation and Finish System (EIFS) and similar towed finishes shall be trimmed in wood, masonry, or other approved materials and shall be sheltered from extreme weather.

- Is the EIFS trimmed? Yes No
 - Trim Material: _____

- Location and specifications of protective overhang/shelter: _____

 - Roofline change required? Yes No

Staff only: Standards met?	Yes	No	Not Applicable	Initials _____
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1.2 Transparency and Modifications to Windows and/or Doors - Additions, relocations, or removal of doors and/or windows must comply with *OCMC Section 17.62.055.J.*

Does the proposal include changes to windows or doors? Yes No – if no, proceed to Section 1.3.

Check all that apply:

<input type="checkbox"/> Adding windows	<input type="checkbox"/> Adding doors
<input type="checkbox"/> Removing windows	<input type="checkbox"/> Removing doors
<input type="checkbox"/> Relocating windows	<input type="checkbox"/> Relocation doors

Please describe the proposed window and/or door modifications in detail: _____

Transparent windows or doors facing the street are required. Windows are measured in lineal fashion and must be located between 3.5 feet and 6 feet from the ground. For example, a one-hundred-foot-long building elevation would be required to have at least sixty feet (60% of 100 feet) of windows in length located between the height of 3.5 feet and 6 feet from the ground.

Proposed Use:	Ground Floor: Street Facing Facades	Ground Floor: Side Facades	Upper floor(s): Front and Street Facing Facades	Upper Floor(s): Side Facades
Multi-Family	15%	10%	15%	10%
All other uses	60%	30%	10%	10%

Proposed Transparency – please complete the table:

	Front Façade	Right Side Façade	Left Side Façade	Rear Façade
Length of Wall being Modified				
Lineal Length of Windows, Glass Doors, or Openings in the Building Wall at Pedestrian Level				
Percent Transparency				

Are any false windows or doors proposed? Yes No

If yes, false windows located within 20 feet of a right-of-way shall be utilized as display windows with a minimum display depth of 36 inches. Does the proposal comply? Yes No

Please explain: _____

Multi-Family Only: Proposed width of window trim? _____

Staff only: Standards met?	Yes	No	Not Applicable	Initial _____
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1.3 Modifications to Building Entrances – must comply with *OCMC Section 17.62.055.F.*

Does the proposal include changes to building entrances? Yes No – if no, proceed to Section 1.4.

Please describe the proposed building entrance modifications in detail: _____

- The proposed project must provide pedestrian connections or pathways connecting primary building entrances to the street. Does the project comply? Yes No N/A

Explain: _____

- The proposed project must provide pedestrian connections or pathways connecting primary building entrances to other main entrances on the same site. Does the project comply? Yes No N/A

Explain: _____

- The proposed project must provide pedestrian connections or pathways connecting primary building entrances to parking areas on the same site. Does the project comply? Yes No N/A

Explain: _____

- The proposed project must provide pedestrian connections or pathways connecting primary building entrances to recreation/common outdoor areas. Does the project comply? Yes No N/A

Explain: _____

- The proposed project must include elevated external stairways or walkways to provide pedestrian access to multiple dwelling units located above ground floor. Does the project comply? Yes No N/A

Explain: _____

Does the primary building entrance orient towards the street? Yes No

If yes, the entrance must include at least four of the elements listed below.

Check all that apply.

- Display windows
- Recesses or projections
- Peaked roof or raised parapet over the door
- Canopy of at least five feet in depth
- Porch
- Distinct materials: _____
- Architectural details such as tile work and moldings
- Pedestrian amenities such as benches, planters, or planter boxes
- Landscape treatments integrating arbors, low walls, trellis work, or similar elements

Additional Standards for Primary Entries

Primary building entrances shall be clearly defined and recessed or framed by a sheltering element.

Check all that apply.

<input type="checkbox"/> Awning	<input type="checkbox"/> Portico
<input type="checkbox"/> Arcade	<input type="checkbox"/> Other: _____

Additional Standards for Corner Lots for Office/Retail/Commercial/Institutional Uses

Not Applicable: the proposed project does not include modifications to a building located on a corner.

If applicable, is the primary building entrance located within 25 feet of the corner of the lot? Yes No

One of the following is required for main entrances of buildings on corner lots.

Check all that apply.

- Prominent architectural elements, such as increased building height of massing, cupola turrets, or pitched roof, at the corner of the building, or within twenty-five feet of the corner of the building.

Chamfer the corner of the building (i.e. cut the corner at a forty-five degree angle and a minimum of ten feet from the corner) and incorporate extended weather protection (arcade or awning), special paving materials, street furnishings, or plantings in the chamfered area.

Description: _____

Additional Standards along Transit Streets

Not Applicable: the proposed project does not modify a building located on a transit street.

If applicable, is the primary building entrance oriented towards the transit street? Yes No

Does the site have frontage on more than one transit street? Yes No

If the site has frontage on more than one transit street, is a main entrance provided on each street or the corner where the streets intersect? One on each street One at the corner

Length of building façade facing the transit street? _____

Are two or more transit-oriented entrances provided? Yes No

Is the building entrance facing the transit street well-lit and visible from the transit street? Yes No

Staff only: Standards met? Yes No Not Applicable Initial _____

1.4 Modifications to Awnings or Projections – removal, replacement, or addition of approved awnings, structural awnings, or architectural projections to existing structures must comply with *OCMC Section 17.62.055.F*.

Does the proposal include changes to awnings or building projections? Yes No – if no, proceed to Section 1.5.

Check all that apply.

<input type="checkbox"/> Awning Added	<input type="checkbox"/> Projection Added
<input type="checkbox"/> Awning Replaced	<input type="checkbox"/> Projection Replaced
<input type="checkbox"/> Awning Relocated	<input type="checkbox"/> Projection Relocated

Description: _____

Projection of awning into front setback or public right-of-way measurement: _____

Height of proposed awning at base (lowest point): _____

Staff only: Standards met? Yes No Not Applicable Initial _____

1.5 Modifications to Parapets or Rooflines – must comply with *OCMC Section 17.62.055.K*.

Does the proposal include changes to parapets or rooflines or an addition? Yes No – if no, proceed to Section 1.6.

Describe proposed modifications to parapets or rooflines in detail: _____

Length of continuous roofline (without change of height) on street-facing façade: _____

Does the roofline incorporate cross gables or a change of height of at least 2 feet? Yes No

Staff only: Standards met? Yes No Not Applicable Initial _____

1.6 Changes to Architecturally Significant Elevations – the most architecturally significant building façade is required to face the most significant street, with an entrance facing that same street.

Does this proposal include changing the location of the main entrance? Yes No – if no, proceed to Section 1.7.

Mark all façades to which changes are proposed: Front Side Rear

Is the proposed street-facing façade the most architecturally significant? Yes No N/A

Explain: _____

Does the proposal result in a side or rear façade that is more architecturally significant than the street-facing facade? Yes No N/A

Explain: _____

<i>Staff only:</i> Standards met? Yes	No	Not Applicable	Initial _____
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1.7 Additional Standards for Large Retail Establishments – large retail establishments occupy more than 10,000 gross square feet of floor area.

Does the proposal include changes within a large retail establishment? Yes No – if no, addendum is complete.

Large retail establishments shall contribute to the establishment or enhancement of community and public spaces by providing at least two of the following.

Check all that apply.

<input type="checkbox"/> Patio/Seating area	<input type="checkbox"/> Outdoor playground area
<input type="checkbox"/> Pedestrian Plaza with benches	<input type="checkbox"/> Kiosk area
<input type="checkbox"/> Transportation Center	<input type="checkbox"/> Water feature
<input type="checkbox"/> Window shopping walkway	<input type="checkbox"/> Clock tower
<input type="checkbox"/> Other such deliberately shaped area and/or focal feature or amenity that adequately enhances such community and public spaces description: _____	

<i>Staff only:</i> Standards met? Yes	No	Not Applicable	Initial _____
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Note: There may be more information required once your application has been reviewed.