



Addendum 2: Building Additions

Type I Minor Site Plan & Design Review

2.1 Addendum Checklist – required for all building addition applications.

Additions to buildings must demonstrate compliance with building materials, pedestrian circulation and parking standards. The following companion addenda must be completed and submitted, as well:

- *Addendum 1: Exterior Façade Changes*
- *Addendum 3: Parking Lots, and*
- *Addendum 6: Pedestrian Circulation*

I have submitted all 3 of the above addenda in addition to this addendum 2.

2.2 General – required for all building addition applications.

Square footage of the proposed addition: _____

Is the use of the property industrial? Yes No

Have other additional been approved on this lot in the last 12 months? Yes No

If Yes, provide permit #s for any approved additions in the last 12 months: _____

Is additional off-street parking needed? Yes No

Lot Coverage Requirements by Zone

Parking lots and structures 200 square feet or greater (excluding decks, covered and uncovered porches, and eaves), are limited to the following maximum lot coverage:

Property Zone	Max Lot Coverage
Historic Commercial (HC)	40% Single Fam 45% SF + ADU 55% Duplex 80% Other Uses
Mixed Use Corridor 1 (MUC-1)	80%
Mixed Use Corridor 2 (MUC-2)	90%
Mixed Use Downtown (MUD)	90%
Mixed Use Employment (MUE)	80%

Property Zone	Max Lot Coverage
Campus Industrial (CI)	85%
General Commercial (C)	85%
General Industrial (GI)	85%
High-Density Residential (R-2)	85%
Institutional (I)	85%
Neighborhood Commercial (NC)	85%
Willamette Falls Downtown (WFD)	100%

Lot Coverage Formulation

1. Total square footage of existing structures onsite _____
2. Square feet of proposed structure additions + _____
3. Square feet of parking lot (not including pedestrian paths and landscaping) + _____
4. Square feet of proposed parking lot additions (not incl. ped paths/landscaping) .. + _____
5. Add lines 1-4 to determined existing plus proposed lot coverage = _____
6. Total lot square footage _____
7. Divide Line 5 by Line 6 and multiply by 100 for proposed Lot Coverage.....= _____ %
8. Lot coverage maximum % for the Zone from table above _____

Building Height and Setbacks

Identify the building height and setbacks (distance between proposed addition and property lines) of the proposed addition. All setback distances must be identified on an associated site plan drawn to scale.

Dimension	
Distance to Front Lot Line	
Distance to Right Interior Side Lot Line	
Distance to Left Interior Side Lot Line	
Distance to Corner Side Lot Line (if applicable)	
Distance to Rear Lot Line	
Building Addition Height	
Number of Addition Stories	

Does the lot border a residential zone? Yes No

Are there easement areas onsite? Yes No

If yes, what is the additions' distance from the easement? _____

Traffic Sight Obstructions

Have you contacted Public Work to determine if this proposal complies with the traffic sight and clear vision restrictions identified in **OCMC Chapter 10.32**? Yes No

Does the project comply with these standards? Yes No

Outdoor Storage

Is outdoor storage proposed? Yes No

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

2.3 Commercial, Institutional and Multi-family Building Standards

Is this a commercial, institutional or multi-family building addition? Yes No – if no, proceed to Section 2.4.

Is this an accessory structure less than 1,000 square feet or a temporary structure? Yes – if yes, skip to Section 2.4. No

Siting of Structures

How much street frontage does the site have?

Less than 40 feet? Skip to next section.

40 to 100 feet? Complete this formula: Street Frontage: _____ ft X 0.5 = _____ %

100 feet or more? Complete this formula: Street Frontage: _____ ft X 0.6 = _____ %

How much of the proposed building addition is within 5 feet of the street-fronting property line?

1. Street Frontage in Feet: _____

2. Lineal feet of building within 5 feet of property line along street frontage: _____

3. Divide Line 2 by Line 1 and multiply by 100 = _____ %

Exception to Maximum Setbacks

A larger front yard setback may be approved through site plan and design review if the setback area incorporates at least one element from the following list for each additional foot of setback requested:

Check all that apply.

<input type="checkbox"/> Pedestrian scale lighting	<input type="checkbox"/> Fountain/Water feature
<input type="checkbox"/> Tables, benches, or other approved seating area	<input type="checkbox"/> Outdoor Café
<input type="checkbox"/> Enhanced landscaping or additional landscaping	<input type="checkbox"/> Sculpture/Public art
<input type="checkbox"/> Cobble, patterned or paved stone or enhanced concrete	
<input type="checkbox"/> At least 20 square feet of landscaping or planter boxes for each tenant façade fronting the activity area	
<input type="checkbox"/> Other elements, as approved by the Community Development Director, that can meet the intent of this section: _____	

Setback requested: _____ ft

Number of elements required: _____

Number of elements shown on plans: _____

Building OrientationDoes the frontmost architecturally significant façade face toward the street? Yes NoDoes the building have a functional primary entrance facing the street? Yes No

Is the primary entrance recessed or framed by a sheltering element? If so, check all that apply.

<input type="checkbox"/> Arcade	<input type="checkbox"/> Portico	<input type="checkbox"/> Awning	<input type="checkbox"/> Entrance is recessed
<input type="checkbox"/> Not Applicable			

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

Entryways*Entrances shall include a doorway and a minimum of four (4) of the following elements.***Check all that apply.**

<input type="checkbox"/> Display Windows	<input type="checkbox"/> Recesses or projections
<input type="checkbox"/> Peaked roof or raised parapet over the door	<input type="checkbox"/> Canopy of at least five feet in depth
<input type="checkbox"/> Porch	<input type="checkbox"/> Distinct Materials
<input type="checkbox"/> Architectural details such as tile work and moldings	
<input type="checkbox"/> Pedestrian amenities such as benches, planters and planter boxes	
<input type="checkbox"/> Landscape treatments integrating arbors, low walls, trellis work or similar materials	

Trellises, canopies and fabric awnings may project up to five feet into front setbacks and public rights-of-way, provided that the base is not less than eight feet at the lowest point and no higher than ten feet above the sidewalk.

<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Projections are proposed into front setbacks
<input type="checkbox"/> Projections are proposed into the public right-of-way
<input type="checkbox"/> Minimum clearance: _____
<input type="checkbox"/> Maximum Height above the sidewalk: _____

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

Floor Area Ratio (FAR)*Minimum floor area ratios must be in compliance with FAR standards for the underlying zoning district including: MUC-2: 0.25 FAR, MUE: 0.25 FAR, MUD within Downtown Design District: 0.50 FAR and MUD outside of Downtown Design District: 0.30 FAR.*

Lot size in square feet: _____ Floor Area Ratio: _____

Square feet of Existing Building: _____ Square feet of Proposed Addition: _____

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

Windows and doors*Additions, relocation or removal of windows and/or doors must be in comply with **OCMC Section 17.62.055.J.***Does the Proposal include changes to windows or doors? Yes No – if no, proceed to next section.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 NoIf 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 _____

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: _____

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

Is the building façade that faces the transit street more than 300 feet in length? Length: _____

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 _____
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2.4 General Industrial Zone Requirements

Does the proposal include changes to an industrial use in the GI zone? Yes No – if no, proceed to Section 2.5.

If the site abuts or faces a residential or commercial use, a yard of at least twenty-five feet is required on the side abutting or facing the adjacent residential/commercial uses in order to provide a buffer area.

Abutting Uses:

North: _____

South: _____

East: _____

West: _____

Is a buffer of at least twenty-five feet provided on the side abutting/facing a residential or commercial use?

Yes No N/A

Outdoor storage within building or yard space other than required setbacks and such occupied yard space shall be enclosed by a sight-obscuring wall or fence of sturdy construction and uniform color or an evergreen hedge not less than 6' in height located outside the required yard.

Is outdoor storage proposed? Yes No If yes, describe: _____

Staff only: Standards met?	Yes	No	Not Applicable	Initial _____
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2.5 Multi-Family Open Space

Does this proposal include changes to the open space for a multi-family use? Yes No – if no, this packet is complete.

Check all that apply.

- In residential zones, each development shall provide a minimum of 100 square feet of open space per dwelling unit.
- In non-residential, commercial and mixed-use zones, each development shall provide a minimum of 50 square feet of open space per dwelling unit.
- Required setback areas shall not count toward the open space requirement unless setback areas are incorporated into spaces that meet all other requirements of this section.
- Required open space areas may be counted towards both the open space requirements and the minimum landscaping requirements in OCMC 17.62.050.A, if the spaces meet the requirements of both sections.

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

Useable Open Space

Common open spaces shall be accessible to all residents of the development and include landscaped courtyards, decks, gardens with pathways, children's play areas, common rooftop decks and terraces, and other multipurpose recreational or green spaces. Common open spaces may be used to meet 100% of the usable open space requirement.

Minimum dimensions for common open space shall be:

12 feet with a minimum size of 200 square feet for developments with 20 units or less, and 20 feet with a minimum size of 400 square feet for developments with 21 or more units.

How many units are proposed? _____

What is the smallest dimension of the common open space? _____ feet

What is the size (total amount) of the common open space? _____ square feet.

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

Common open space shall feature a mix of natural and recreational amenities to make the area more functional and enjoyable for a range of users.

Sites with 20 units or less, shall provide a minimum of 2 of the following amenities.

Sites with 21 units or more shall provide a minimum of 3 of the following amenities.

And an additional amenity for every 20 units over 40, rounded up.

Check all that apply.

<input type="checkbox"/> Landscaping areas	<input type="checkbox"/> Pedestrian-scaled lighting
<input type="checkbox"/> Community gardening areas	<input type="checkbox"/> Paved courtyard or plaza
<input type="checkbox"/> Gazebos or other decorative shelters	<input type="checkbox"/> Play structures for children
<input type="checkbox"/> Seating	<input type="checkbox"/> Sports courts
<input type="checkbox"/> Large trees expected to reach over 18 inches dbh at maturity	
<input type="checkbox"/> Hard-surfaced pedestrian paths in addition to those required for internal pedestrian circulation.	
<input type="checkbox"/> An alternative amenity as approved by the Community Development Director. Alternative proposed: _____	

Total Number of Amenities proposed: _____

Staff only: Standards met?	Yes	No	Not Applicable	Initial _____
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Common open space shall be separated from ground level windows, streets, service areas and parking lots with landscaping, low-level fencing, and/or other treatments as approved by the City that enhance safety and privacy for both the common open space and dwelling units.

Type of Separation Proposed: _____

Is the area of separation indicated on the site plan? Yes No

Common open space shall be accessible from the dwelling units and as appropriate from public streets and sidewalks. The space shall be oriented to encourage activity from local residents.

Is the common open space accessible from the dwelling units? Yes No

Is the common open space accessible from the public street? Yes No

Is the common open space oriented to encourage activity from local residents? Yes No

Not Applicable

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

Private open space that is not open to all residents includes balconies, patios, and other outdoor multi-purpose recreational or green spaces. It may be used to meet up to 50% of the usable open space requirement.

Is private open space proposed for each unit? Yes No

If yes, are you counting the amount of private open space toward the common open space requirement? Yes No

Total amount of common open space required _____ sq. ft.

Total amount of private open space required _____ sq. ft.

Minimum dimensions for private open space shall be 5 ft with a minimum size of 40 sq ft.

What is the smallest dimension of the private open space? _____ ft

What is the size (total amount) of the private open space? _____ sq. ft.

Indoor recreational space may be used to meet up to 25% of the usable open space requirement provided the space is accessible to all dwelling units and designed for and includes equipment for a recreational use (e.g. exercise, group functions, etc.)

Does the proposal include indoor recreational space accessible to all dwelling units? Yes No

Does the proposal include a space designed for and including equipment for a recreational use?

Yes No

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