



Work Session Memorandum

PLANNING DIVISION COMMUNITY & NEIGHBORHOODS

To: Salt Lake City Historic Landmark Commission
From: Amy Thompson, Principal Planner
801-535-7281 or amy.thompson@slcgov.com
Date: August 3, 2017
Re: **New Construction -PLNHLC2017-00555**
563 & 567 E 600 South

This is a request from Kristen Clifford, the applicant representing the property owner (Ernesto Gutierrez), for a Work Session with the Historic Landmark Commission to discuss a proposal for New Construction of a mixed use building with ground-floor commercial and two upper stories containing 5 residential units at approximately 563 & 567 E 600 South. The subject properties are zoned R-MU-35 (Residential Mixed Use District) and within the H (Historic Preservation Overlay) in the Central City Local Historic District. This is the first time the proposal is before the Historic Landmark Commission and the applicant is seeking feedback and guidance to help refine the proposal. No application will be approved or denied at this meeting.

The purpose of the work session is to listen to the presentation, comment, identify issues, raise questions and provide direction to the applicant, so they can proceed with revisions and a formal review and decision by the Historic Landmark Commission at a future date.

Work Session

Following discussions with Staff, a work session was requested by the applicant to discuss design options and major concerns, in order to receive feedback from the Commission that will inform their final proposal. The Commission should review the information in the Memo, hear the presentation by the applicant and be prepared to identify issues that relate to the standards of the ordinance for the H Historic Preservation Overlay and the New Construction Design Guidelines. Additionally, the applicant should be clear that participating in a work session with the Historic Landmark Commission does not guarantee an approval when the project comes before a public hearing. When the project comes before the commission for a decision at a future hearing, the issues raised will need to be sufficiently addressed to meet the standards and guidelines for approval.

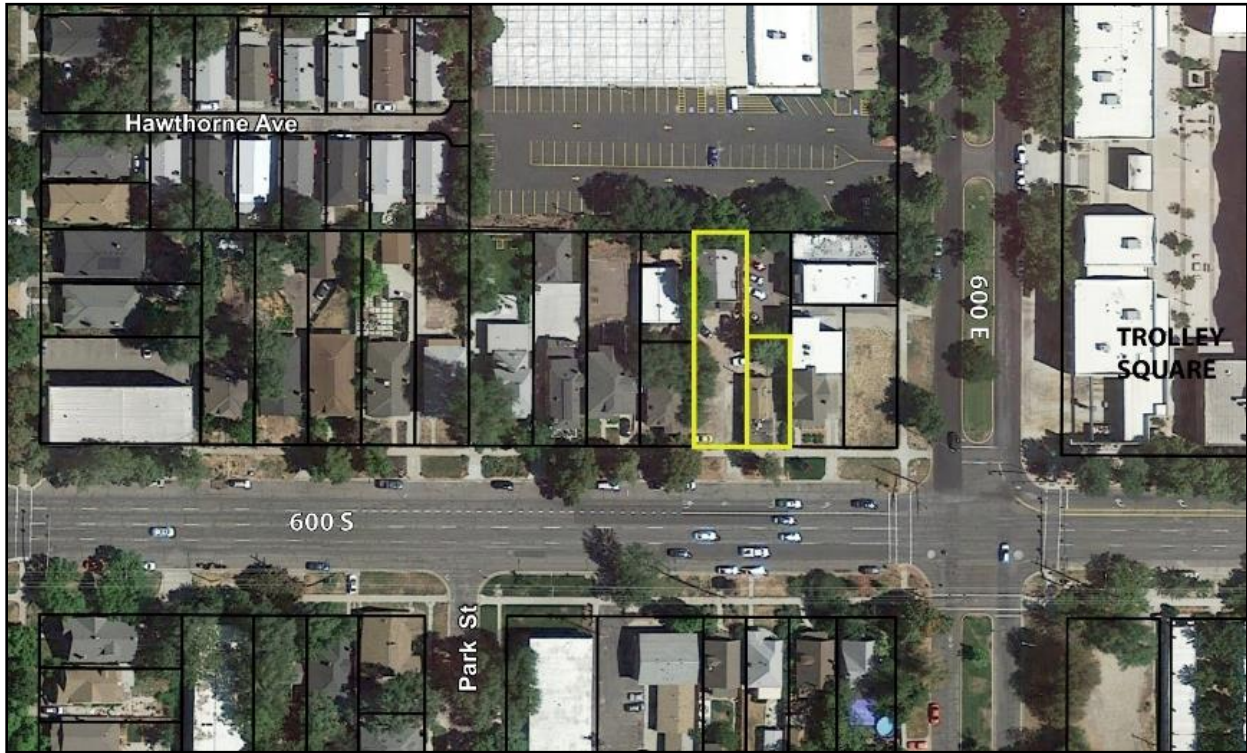
The Commission is being asked to review and discuss these proposals, and to:

- a) Give direction to the applicant in regards to the new proposal.**
- b) Confirm whether information currently submitted would be sufficient for the Commission to reach conclusions, and identify additional information required for further analysis.**
- c) Confirm whether the proposal follows the guidelines and the adopted standards.**
- d) Provide feedback regarding the height, massing, material and detailing.**
- e) Identify any additional concerns not raised by this memo.**

Attachments:

- A. [Application Information \(Project Description, Site Plans, Elevations\)](#)
- B. [Reconnaissance Level Surveys and Historic Photos](#)
- C. [Standards & Design Guidelines for New Construction in a Historic District](#)
- D. [RMU-35 Zoning Standards](#)
- E. [Work Session Template \(Draft\)](#)

THE SITE AND ADJACENT BUILDINGS



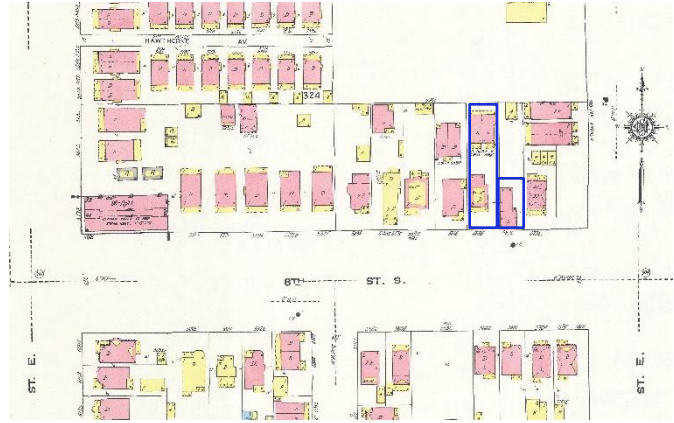
The site for the proposed development is currently two separate parcels located at approximately 563 E. 600 South and 567 E. 600 South. There is an existing historically contributing duplex located on the 563 E. 600 South property, and an existing noncontributing commercial structure located at 567 E. 600 South. To accommodate the proposed development, demolition of the noncontributing commercial structure is included in this request; the duplex will be retained as part of the overall development proposal and only minor alterations and repairs are anticipated.



View of development site from 600 S. looking north



The existing duplex is setback approximately 98 feet and the area in front of the structure is currently being used as a parking lot. According to city and county records, the existing duplex was originally located behind a single family dwelling that was demolished in 1982.



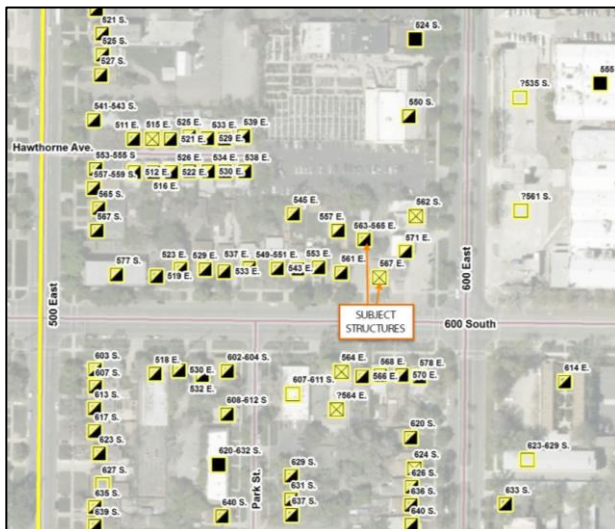
Sanborn map showing development site - 1950

The general scale of the buildings in this context, on 600 South, ranges from one to two stories with the exception of two three-story multi-family buildings (one on the south side of 600 S. and one on the corner of 500 E. and 600 South). Construction materials include a spectrum encompassing masonry in the form of brick, and wood in the form of horizontal and shingle siding. Roof forms tend to be pitched with gables or hipped roof forms. The duplex on the subject property has a flat roof, and there is another duplex to the rear of the adjacent property to the west that is also a flat roofed structure. The style of surrounding structures include Victorian eclectic, arts and crafts, prairie school and Italianate.



Historic photo of duplex obtained from Salt Lake County Archives - 1930

The majority of the surrounding structures are all contributing to the historic district with the exception of the commercial structure on the subject property and some structures across the street on the south side of 600 South.



- ES - Eligible/Significant
- ▣ EC - Eligible/Contributing
- ⊗ NC - Ineligible/Non-Contributing
- OP - Out-of-Period



Streetscape – east side of 600 South



Subject site and adjacent property to the east



Subject site – Existing duplex and adjacent property to the west

Streetscape – south side of 600 South



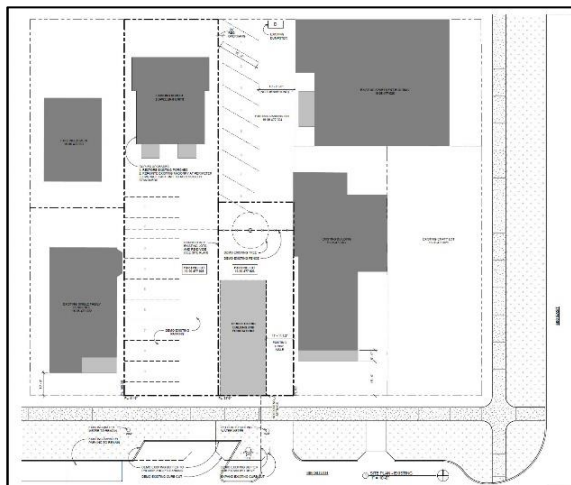
PROJECT DESCRIPTION

The proposal is for new construction of a three story mixed use building with associated surface parking located to the rear of the mixed use structure accessed from an existing driveway approach to the east. The proposed new building contains one ground-floor commercial space and two upper stories containing five residential units and has low pitched roof (3:12) with a maximum height of 35 feet. The following is taken from the project narrative submitted with the proposal:

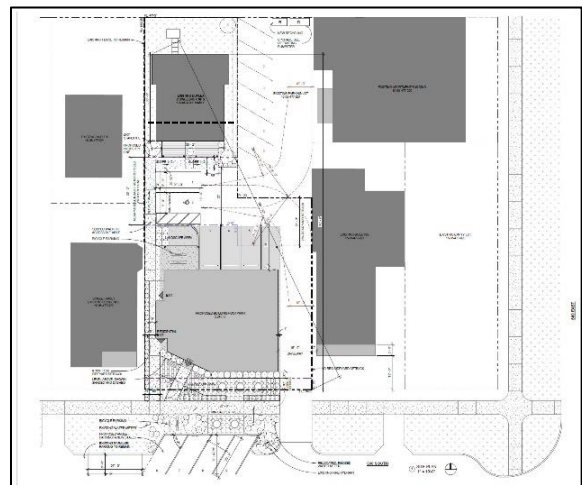
“Our goal is to provide a quality pedestrian-oriented project that will contribute to the surrounding neighborhood and offer new housing options in close proximity to transit and existing commercial amenities. We intend to meet and respect the preservation standards of the Central City Historic District and have created a design for new construction that is compatible with, yet distinguishable from, the surrounding historic fabric of the 600 South corridor.”



Conceptual rendering of proposed mixed-use building



Existing site plan

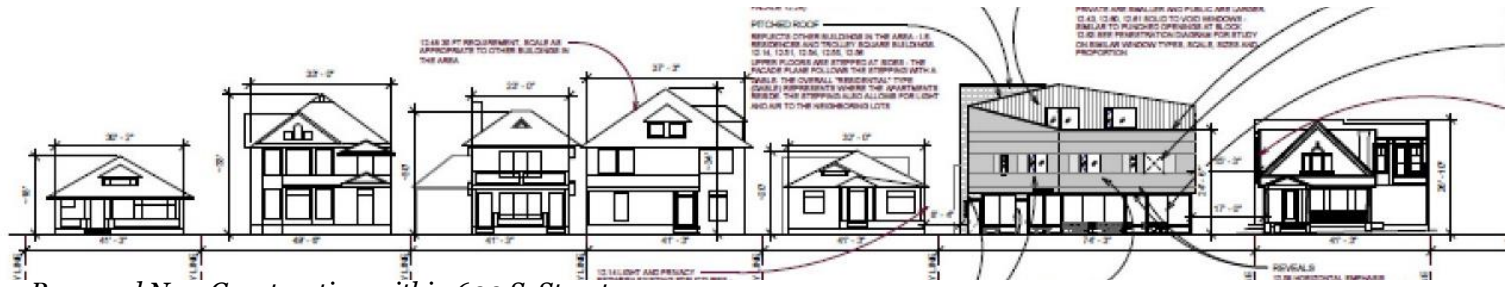


Proposed site plan

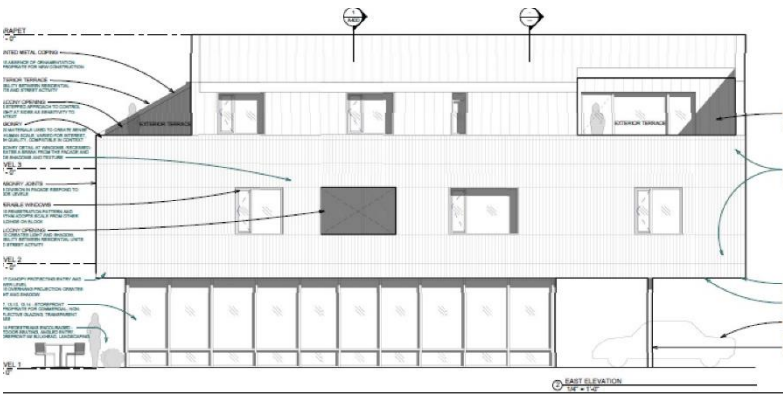
**See 'Attachment A' for full size plans and renderings*

The entire development site currently consists of two parcels; the existing parcel occupied by the duplex is approximately 6,823 square feet 41 feet 3 inches wide, and the existing parcel occupied by the commercial structure is approximately 2,805 square feet and 33 inches wide. The proposed configuration of the new parcels maintains the width of the parcel occupied by the duplex, however the parcel occupied by the proposed new construction is increasing in width from 33 inches to 74 feet 3 inches. A pedestrian walkway along the west side of the proposed structure connects the rear duplex to the public sidewalk.

The proposed front yard setback of the new mixed use building is 9 feet. To help break up the overall width of the building, a 21 foot portion of the front façade width of the building is angled, and the front yard setback of that wall plane at the furthest point is setback approximately 15 feet. The rear yard setback/distance between the existing duplex and proposed new construction is approximately 30 feet; the rear yard setback that is adjacent to the surface parking lot to the north is approximately 11 feet. The west interior side yard setback is approximately 5 feet, and the east interior side yard setback is 15 feet which allows for driveway access to the proposed six stall surface parking area. The upper two floors of the structure overhang four of the surface parking stalls to provide covered parking.



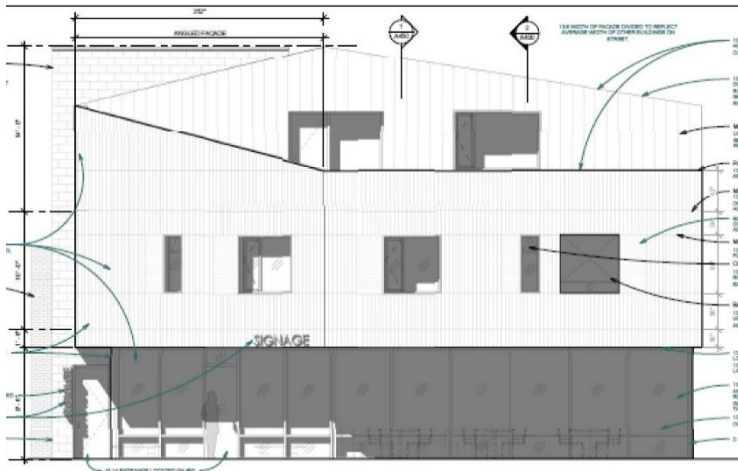
The upper levels of the proposed structure cantilever over the ground floor to provide overhead coverage and some protection from southern sun exposure. The entry to the ground floor commercial space is located on the angled façade oriented toward 600 South. The two upper residential floors are accessed from a stairwell on the west elevation. The entry door on the stairwell faces 600 South. The stairwell projects approximately 2 feet from the west building wall. The third floor of the street facing façade is recessed to provide a 10 foot exterior balcony area. There is also a recessed balcony area located toward the rear of the structure on the on the east elevation. The openings on the upper residential level of the proposed buildings are rectilinear accomplished with punched openings



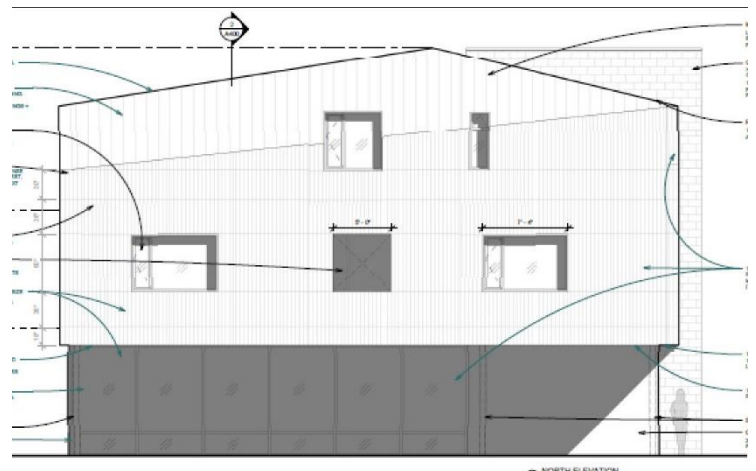
Proposed east elevation



Proposed west elevation



Proposed south elevation (600 S. street facing)



Proposed north elevation (rear)

Floor to ceiling glazing is proposed for the ground floor exterior materials to give it an open and transparent design. The proposed primary exterior material for the upper two stories is vertical brick veneer accented with 12 inch wide metal paneling. Where the masonry meets window openings there is recessed horizontal detailing to add texture and shadow lines to the façade. Concrete masonry block is proposed for the stairwell. More detail on the window and door material and operation style is needed.

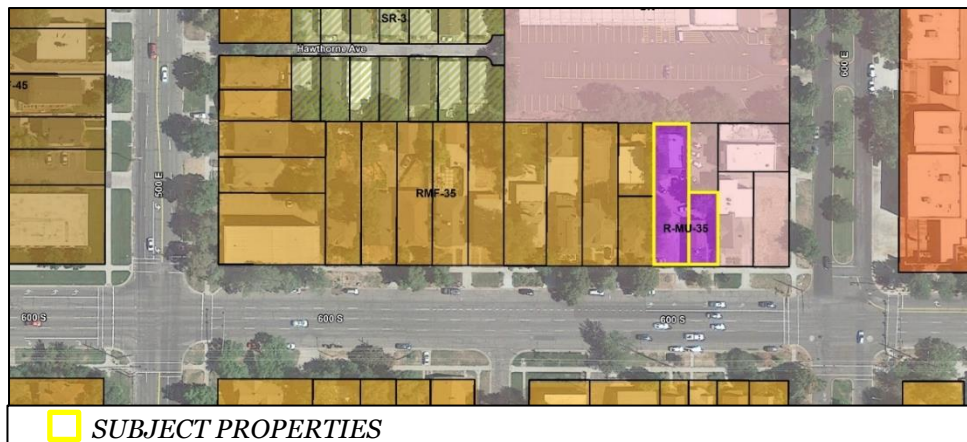
In addition to New Construction approval from the Historic Landmark Commission, the proposal also requires Planned Development approval from the Planning Commission because with the proposed lot configuration, the proposed parcel occupied by the existing duplex will not have frontage on a public street, and the applicant is also seeking relief from the minimum 5 foot front yard setback requirement and requesting a zero lot line on the parcel occupied by the existing duplex.

ORDINANCE DESIGN STANDARDS & DESIGN GUIDELINES FOR NEW CONSTRUCTION

New construction Design Standards are defined by chapter 21A.34.020.H, which addresses three aspects of contextual design – Scale & Form, Composition of Principal Facades and the Relationship to Street. The Design Guidelines of Historic Apartment and Multifamily Buildings as well as the Design Guidelines for Historic Commercial Buildings, illustrate more detailed advice and guidance on new construction design to meet the zoning ordinance standards. (See Attachment C for related Guidelines and New Constructions Standards)

R-MU-35 ZONING DISTRICT REQUIREMENTS

The base zoning of the subject property is R-MU-35 (Residential Mixed Use District). The adjacent zoning to the north and east is of the subject properties is CN (Neighborhood Commercial District), and the adjacent properties to the west and across the street to the south are zoned RMF-35 (Moderate Density Multi-Family Residential).



The base R-MU-35 zoning district has a minimum front yard setback requirement of 5 feet and a maximum of 15 feet. The rear yard setback is 25% of the lot depth but need not exceed 30 feet. Because the adjacent properties are not zoned single or two-family residential, there is no interior side yard setback requirement for the development. The R-MU-35 zone permits new construction to the maximum height of 35 feet. The Historic Landmark Commission has the authority to further restrict building height, and modify lot and bulk standards to ensure compatibility with the character of the site and district; however, here is a development agreement on the property that restricts the development height to 35 feet. (See Attachment D for an overview of the R-MU-35 zoning district standards)

KEY ISSUES:

From an initial analysis of the proposed development, the following key issues have been identified by Staff as potential further discussion points:

Issue 1: Historic Context

The site is situated within a context primarily made of single family structures. Just east of this part of the Central City historic district begins to transition into small scale commercial, multi-family, as well as community shopping (Trolley Square). The siting and massing of the project becomes increasingly important in this context to ensure compatibility with the smaller scale residential nature of the district including building placement characteristic of the historic development pattern in this setting.

Issue 2: Massing & Scale

The Historic Preservation Standards for New Construction indicate that a new building should have a height and width that is visually compatible with the surrounding structures and streetscape. There are some taller structures on this streetscape, and the proposed height of 35 feet could be compatible in this context. The upper floor of the front elevation steps back approximately 10 feet to provide an exterior balcony area and helps break up the perceived height from 600 East. There are some adjacent buildings of a much lower height than the proposed structure; a residential structure to the west that has a height of approximately 20 feet, and the existing duplex to the north that has a height of approximately 13 feet). The transition between the proposed new construction and adjacent structures of lower height could be improved with further stepbacks and additional articulation of building elements on the west, south and east facades of the proposal. Particular attention could be directed to further articulation of the west elevation as this building wall and the east wall of the adjacent primary structure are only separated by approximately 8 feet, and therefore breaking up the overall mass of this elevation may improve the relationship of the proposal and adjacent properties.

The proposed placement of the new mixed use building at this location is the width of approximately two lots and requires a wider building form than what is characteristic of the existing structures on the streetscape. To address this, the proposal attempts to add some modulation to the front façade by separating the width into two separate wall planes with an angled recessed portion of the building wall. The intent is to visually divide the façade width into sections that equate with the average building widths that are characteristic of this historic context. Although the angled wall does help add a dimensional quality to the street facing façade, the building elevations and overall building scale and massing needs to be further articulated with further distinction between wall plane projections, building articulation, and modulation of building elements.

MAIN QUESTION: Is the proposed height and width of the structure in scale with the surrounding structures and streetscape?

Although the proposed new construction will largely conceal views of the existing historic duplex to the north (rear of the proposal), it's not uncommon to have structures located to the rear of a building as is the case with this proposal as well as historic development patterns on the site. The overall massing of the new construction should respect and reflect the established scale, form and footprint of buildings and should equate with the more modest scale of center block building and residences. The proposal may benefit from additional consideration with how the building relates to the adjacent smaller scale structures.

MAIN QUESTION: Is the siting of the proposal compatible with site and adjacent structures? (ie: reduced setbacks, space between buildings, etc.)

MAIN QUESTION: Is the proposal visually compatible with the size and mass of surrounding structures and streetscape?

Issue 3: Roof Form

The design standards indicate that the proposed roof shape of a structure shall be visually compatible with the surrounding structures and streetscape. The proposed roof form is asymmetrical and has a low slope (3:12). The applicant's narrative states the following regarding the roof form:

“Rather than designing the building with a flat roof like most multi-family and/or commercial building types, we have included a gable roof form to be visually compatible with the surrounding residential structures and streetscape.”

The surrounding structures predominately have a steep pitched gabled roofs, with a few flat roof structures in the immediate context. The proposed roof form is not consistent with the slope and is not visually compatible with the average distance between roof eaves of surrounding structures. The proposal may benefit from further modulation and breaking up the roof form into smaller sections to better reflect roof pitch and forms that are seen traditionally in this historic context. Because the structure is mixed use in nature, a flat form or more contemporary form is appropriate but should reflect historic elements and forms seen on the streetscape or larger historic context.

MAIN QUESTION: Is the proposed roof form compatible with the surrounding structures and streetscape?

Issue 4: Rhythm of Solids to Voids, Porch and Projections

The design guidelines indicate that the ratio of wall to window should reflect that found across the established character created by the historic structures in the district. The ground floor of the proposal is transparent and helps create an open human scale design. The narrative for the project states the upper levels have horizontal openings that have been vertically emphasized with window divisions. The proposed building is primarily designed with horizontal proportions, and although the vertical windows help add vertical emphasis, the proposed design appears contrary to vertical proportion of buildings in this historic context. There are large areas of blank wall on the west elevation with minimal articulation and modulation. The overall design could be improved in relation to the window pattern, the window proportion and the proportion of the wall spaces between. Further modulation and articulation of principal façade elements of projections and balcony areas, and establishing a hierarchy in the fenestration pattern could help achieve a more balanced overall design.

MAIN QUESTION: Are the proportion of openings, projections, and the rhythm of solids to voids visually compatible with the surrounding structures and streetscape?

Other Questions:

MAIN QUESTION: Has the Commission identified any other issues not identified by Staff for further discussion?

MAIN QUESTION: Are there other details that are missing from this proposal that the commission would like to see when the proposal comes for final review and a decision (conceptual renderings from pedestrian perspective, material samples etc.)?

ATTACHMENT A: APPLICATION INFORMATION

July 19, 2017

Dear Members of the Salt Lake City Historic Landmark Commission:

We request your consideration of a Certificate of Appropriateness for the new construction of a mixed use building to be located at 567 East 600 South. The overall project consists of the demolition of the existing commercial building (located at 567 E) which is not contributing to the Central City Historic District, preserve the existing (contributing) historic duplex to the rear, and construct a new mixed-use building with associated on-site parking and circulation. The new building contains one ground-floor commercial space and two upper stories containing five dwellings, with a maximum height of 35 feet. Our goal is to provide a quality pedestrian-oriented project that will contribute to the surrounding neighborhood and offer new housing options in close proximity to transit and existing commercial amenities. We intend to meet and respect the preservation standards of the Central City Historic District and have created a design for new construction that is compatible with, yet distinguishable from, the surrounding historic fabric of the 600 South corridor.

PROJECT SUMMARY

Current Zoning/Future Land Use

R-MU-35 (Residential/Mixed-Use District) / Medium Res Mixed Use

Historic District

Central City Historic District

Current Lot Size

563 E: 0.16 ac

567 E: 0.06 ac

COMBINED LOT SIZE: 0.22 ac

Existing Conditions

563 E: Contains an existing duplex (contributing to the Historic District). The duplex is approximately 110' setback from the front property line. The lot contains a commercial parking lot in the front that is used (and required) for the convenience store to the east (567 E). Historic photos indicate that a single family home used to be located in front of the duplex (demolition

date is uncertain; however, according to available sanborn maps, it occurred post 1950). The duplex is proposed to remain and be rehabilitated.

567 E: Contains an existing convenience store (non-contributing/ineligible to the Historic District). This building is proposed to be demolished.

Proposed Mixed Use Building

- 2,245 SF building footprint
- 1,778 SF ground-floor street-facing commercial space
- Pedestrian-oriented design with front patio space (commercial use)
- Density proposed: 22 u/ac
- High-quality residential units (one and two bedroom) with exterior terrace/balcony space
- Max height proposed: 3 stories at 35 feet (per recorded Development Agreement)

PROJECT BACKGROUND

A zone change and master plan amendment were approved for both properties by the City Council in November, 2015. The proposed mixed use building and c-store demolition were discussed as part of the zone change review.

NEW CONSTRUCTION

The project site is unique and challenging for a number of reasons, but primarily due to lot size/configuration, the location of the historic duplex at the rear of the lot, and the cross-access easement with the neighboring property to the northeast. If approved, the existing blight of the property will be replaced with a clean and vibrant mixed use development that will also function as a buffer for the lower density uses to the west and the higher intensity uses to the east. Parking and vehicular circulation will strongly improve as the number of curb cuts will be reduced from two to one, parking will be located to the rear of the new building, and vehicular turn-around (which does not exist currently) will be provided. The purpose of the R-MU-35 residential/mixed use district is “to provide areas within the city for mixed use development that promote residential urban neighborhoods containing residential, retail, service commercial and small scale office uses.” (21A.24.164) We believe our proposal sufficiently responds to the purpose of the R-MU-35 zone.

We embrace having a project located in a historic district and understand the important relationship a new building has with the existing historic environment. Strong consideration has been given to create a design that speaks to the existing historic fabric (specifically to mass, form, scale, rhythm, fenestration and roof form). We consider this property an opportunity to add to the vitality of the historic district and neighborhood. The following is how the proposed project responds to the required Standards for Approval of a Certificate of Appropriateness for New Construction:

SCALE & FORM

Height & Width: The obvious placement for a new building at this location is oriented to the front of the two lots and requires a wider form than seen at adjacent locations. In response to this, we have examined all widths of the existing structures along the block face and subdivided the front façade into two separate planes. The west plane is recessed back to reduce the scale of the front façade. This modularized facade essentially creates two different widths and helps break the building up in a manner that relates to the average widths along the block face.

Proportion of Principal Facades: The heights of adjacent buildings were thoroughly examined along the block face and range from 20 to 34 feet. The maximum height of the proposed building is 35' which meets both the zoning and design/scale requirements of city ordinances. We added a gabled roof to reflect the form of adjacent residential structures. This also helps to reduce the mass of the building as the sides are stepped down with the gable. The gable portion of the building represents where the apartments (residents) reside. This also allows for more light and air space to the neighboring lots.

Roof Shape: Rather than designing the building with a flat roof like most multi-family and/or commercial building types, we have included a gable roof form to be visually compatible with the surrounding residential structures and streetscape. Balconies will be located at the perimeters to break up the scale of the building, provide eyes and connection to the street and allow more of a gradual transition ("stepping" effect) in height.

COMPOSITION OF PRINCIPAL FACADES

Proportion of Openings: The vertical proportions of the windows have been emphasized with window divisions which creates a more appropriate and relatable scale to surrounding properties. We gave close examination to the window proportions of the existing residential buildings along the block face and provided similar scale and dimension to the residential windows of the proposed building. See P1 of Drawing set for specific details.

Rhythm of Solids to Voids in Facades: The precedent of mostly solid exterior facades with rectilinear punched openings along the block face has been followed on the upper levels (residential portions) of the building. The bottom level (retail portion) has been made as open and transparent as possible to allow for views back to the historic duplex at the rear of the lot. Refer to P1 for streetscape elevation regarding spacing and rhythm of buildings on the block. These were studied to reflect the integrity of the streetscape seen here.

Rhythm of Entrance Porch and Other Projections: The proposed project mimics the character of the adjacent porch entries by cantilevering the upper levels of the building over the building entry to provide overhead coverage, and a sense of protection from the southern exposure. The massing of the stair core is also deliberately held out from the rest of the building's massing to draw attention to it and its significance to the overall composition.

Relationship of Materials: The primary exterior material used on the outside of the building is a vertically oriented masonry veneer. This choice was made in response to the long history of masonry building in historic structures around the City, and to give the building a substantial presence conveying quality and permanence.

RELATIONSHIP TO STREET

Walls of Continuity: The principal exterior facade and bottom level storefront both wrap continuously around the faceted street facade giving both continuity and completion to the structure.

Directional Expression of Principal Elevation: The primary orientation of the building facade is to the traffic that is traveling East on 600 South (a one-way arterial). The faceted facade not only addresses this directional bias, but also serves to modulate the principal elevation to better match the widths of the facades of the adjacent structures.

Streetscape/Pedestrian Improvements: Currently, there is an “alley” type driveway that provides access to the apartment building to the north (on 600 E). Vehicular egress from this parking lot requires reverse-only exiting and does not provide proper turn-around in order to exit the property safely (forward-facing), as is the current standard. The existing gravel parking lot in front of the duplex is unsightly and does not positively contribute to the historic fabric of the block. These two access points are proposed to be reduced to one. Access to the duplex and the proposed mixed use building are separated by function. Access for pedestrians and bicycle parking are located along the west side of the property. Vehicular access is located to the east side of the property which emphasizes a safer and organized separation.

CONCLUSION

The current state of the subject property is in disrepair and the building and parking lot layout do not follow sound urban design principles. The use of the subject property is nonconforming to current zoning. The residential presence of the duplex is muted by the commercial parking lot in front.

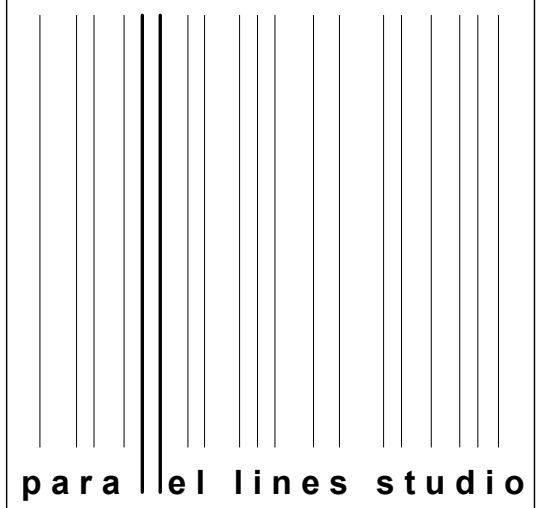
This proposal offers a quality mixed use product that would fulfill numerous goals of the Central Community Master Plan, the R-MU-35 zoning ordinance and the Central City historic preservation design standards. The proposed project will insert vibrancy and value to this section of the neighborhood. Furthermore, this would enable more financial means for greater preservation efforts and upkeep to the existing contributing duplex that has been neglected and abused for years. We hope these points are helpful to you as you consider this request. We certainly are dedicated to this project and are excited to contribute to this fine community. We believe this request is in the best interest of the community and it is our goal to see it through. Your time and attention to this request is certainly appreciated. Please feel free to contact me with any questions.

Sincerely,

Kristen Clifford
Project Planner



SITE PLAN NOTES
 1. SEE SITE SURVEY FOR EXISTING GRADE INFORMATION



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Date	Set Description
03/06/17	DRT MEETING
04/17/17	PLANNED DEVELOPMENT

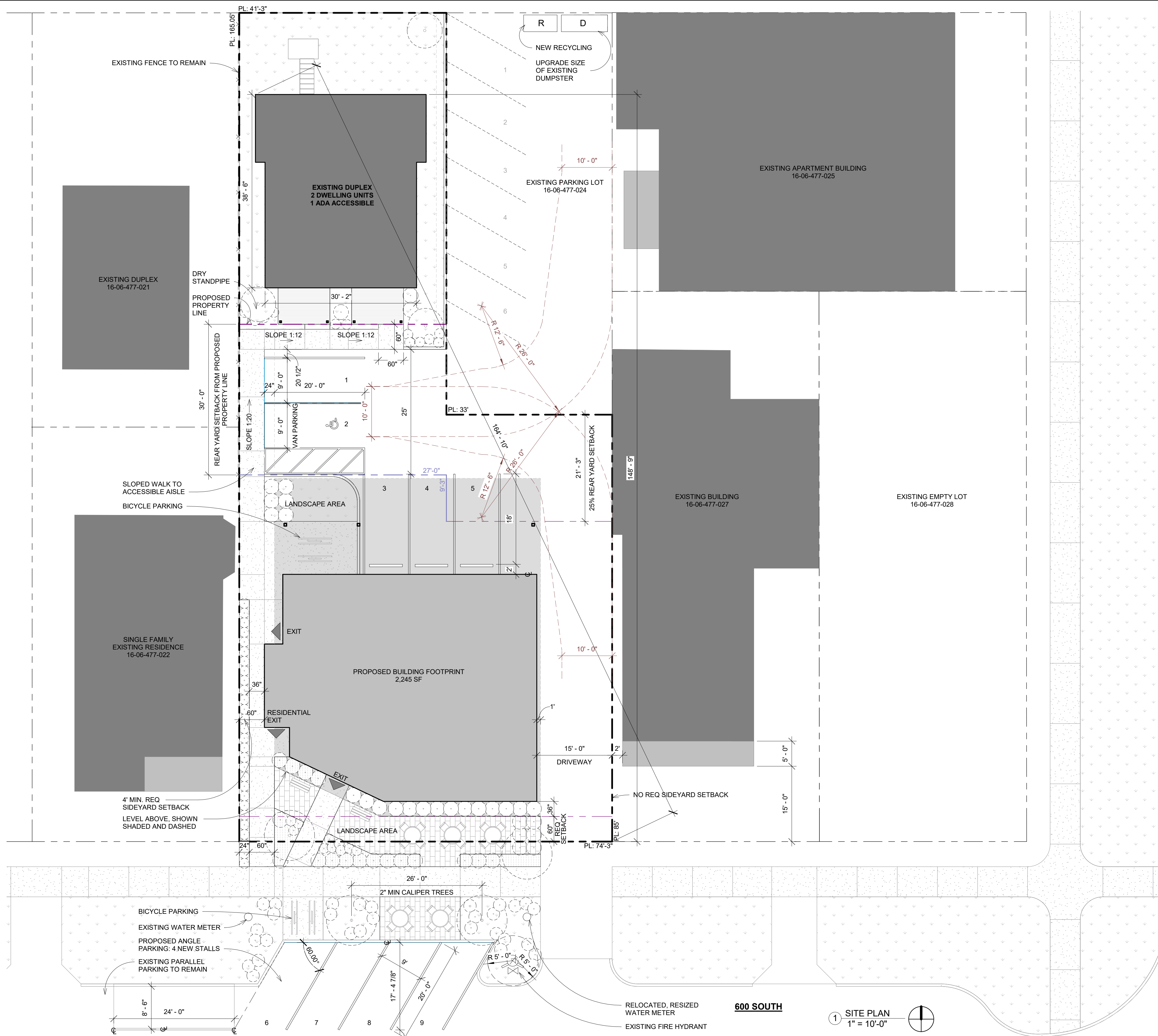
600S MIXED USE
 600S MIXED USE PROJECT
 567 EAST 600 SOUTH
 SALT LAKE CITY, UT 84102

DEMOLITION SITE PLAN

A001

NOT FOR CONSTRUCTION

1 SITE PLAN - EXISTING
 1" = 10'-0"



SITE PLAN NOTES

LANDSCAPE REQUIREMENTS

FRONT LOT:
 TOTAL LOT AREA: 7,054 SF
 MINIMUM OPEN SPACE (20% OF AREA): 1,410 SF
 OPEN SPACE (LANDSCAPE + WALKWAYS): 1,763 SF
 PARKING LOT AREA: 3,087.0 SF

REAR LOT:
 TOTAL LOT AREA: 2,558 SF
 MINIMUM OPEN SPACE (20% OF AREA): 512 SF
 OPEN SPACE (LANDSCAPE + WALKWAYS): 1,195 SF

BUILDING INFORMATION

AREA FOOTPRINT (GROSS): 2,245 SF
 SECOND FLOOR AREA (NET): 3,526 SF
 THIRD FLOOR PLAN (NET): 3,526 SF
TOTAL BUILDING AREA: 9,297 SF
 TOTAL BUILDING PROJECTION AREA: 3,496 SF
 LEASABLE SPACE AREA: 1,778 SF
 FLOORS: 3 FLOORS
 MAX. HEIGHT: 35'-0"
 DWELLING UNITS: 5 UNITS

PARKING REQUIREMENTS

RESIDENTIAL
 DUPLEX + NEW BUILDING
 1 SPACE PER DWELLING UNIT
 21A.44.030 G.2 TABLE

EXCEPTION: 21A.44.040.B.7:
 For Proximity to Mass Transit: For any new multi-family residential, commercial within 1/4 mile of a fixed transit station, the minimum number of parking spaces required according to section 21a.44.030 of this chapter can be reduced by 50%.

REQUIRED RESIDENTIAL PARKING (0.5 x 7): 4 SPACES

ACCESSIBLE SPACES REQUIRED: 1 SPACE
 (1 PER 25 SPACES - 21A.44.020 D)

COMMERCIAL

21A.44.040.B.7.b EXCEPTION:
 For any business that has pedestrian friendly amenities, such as bike racks, baby buggy parking areas, benches or other similar pedestrian oriented amenities which are located within one hundred feet of the entrance to the business, either on public or private property, the first 2,500 square feet of the building area shall be excluded from parking calculations and exempt from parking requirements. Any such amenities must be permanently affixed and maintained...

REQUIRED COMMERCIAL PARKING: 0 SPACES

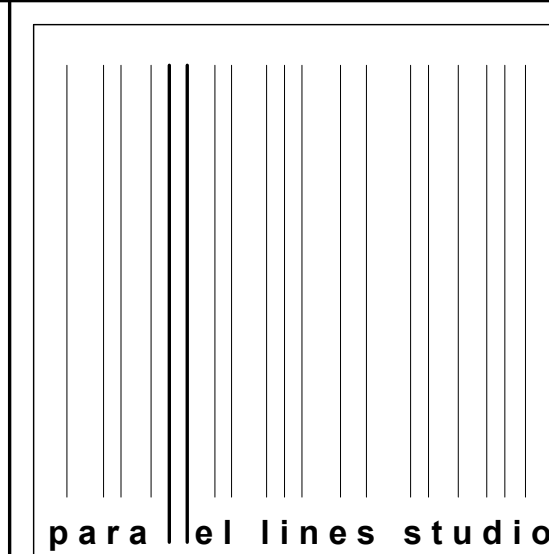
TOTAL PARKING SPACES ON SITE: 5 SPACES

PROPOSED ANGLED STREET PARKING: 4 SPACES

BICYCLE SPACES REQUIRED:
 21A.44.050.B.3.c(1)
 5% OF TOTAL PARKING SPACES: 2 MIN. 2 SPACES

BICYCLE SPACES PROVIDED: 4 SPACES MIN

NOT FOR CONSTRUCTION



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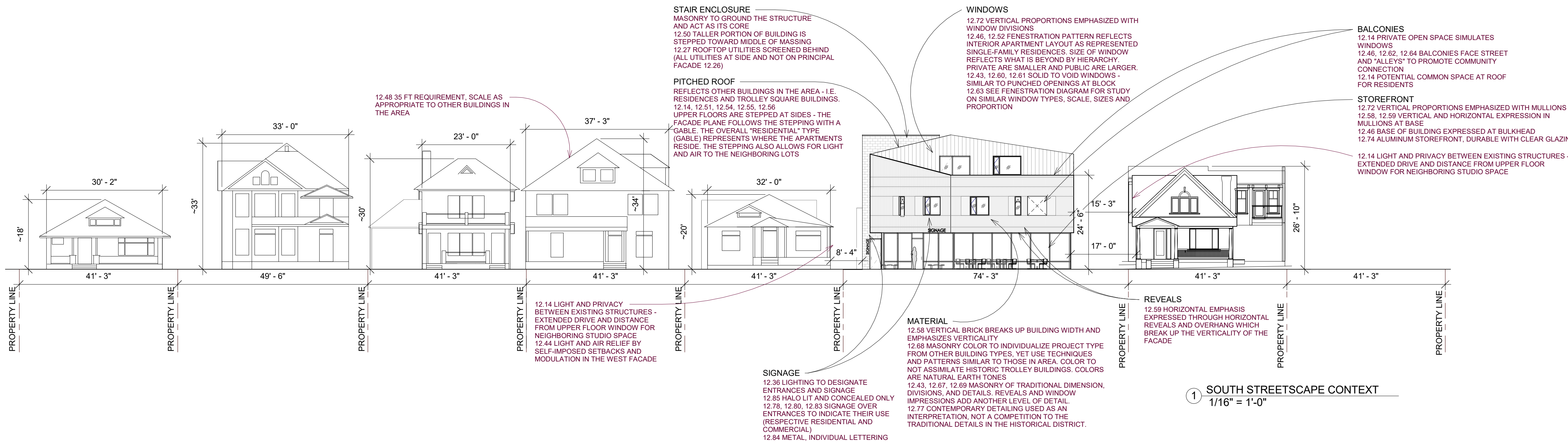
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03/06/17	DRT MEETING
04/17/17	PLANNED DEVELOPMENT
07/18/17	LANDMARKS APPLICATION

6x6 CENTRAL CITY

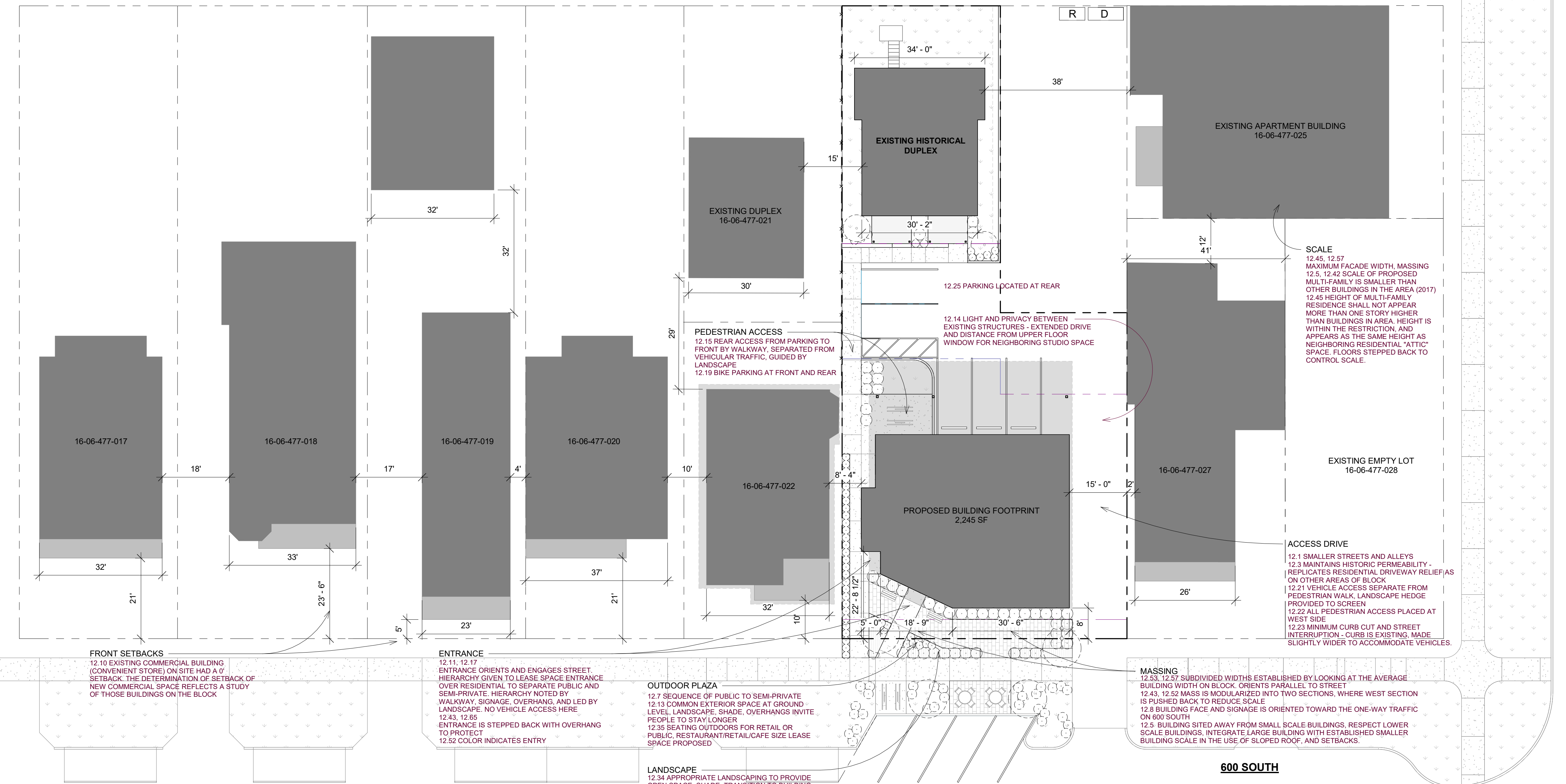
600S MIXED USE PROJECT
 567 EAST 600 SOUTH
 SALT LAKE CITY, UT 84102

SITE PLAN

A002



1 SOUTH STREETSCAPE CONTEXT
1/16" = 1'-0"



2 SITE PLAN STREETSCAPE CONTEXT
1/16" = 1'-0"

STREETCAR DRAWING NOTES
HEIGHTS AND WIDTHS OF NEIGHBORING BUILDINGS ARE SHOWN FOR REFERENCE ONLY AND ARE ALL APPROXIMATIONS
HISTORIC PRESERVATION - HISTORIC APARTMENT AND MULTIFAMILY GUIDELINES

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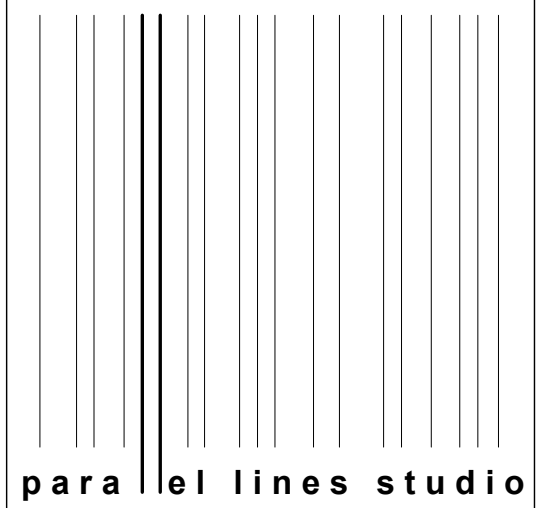
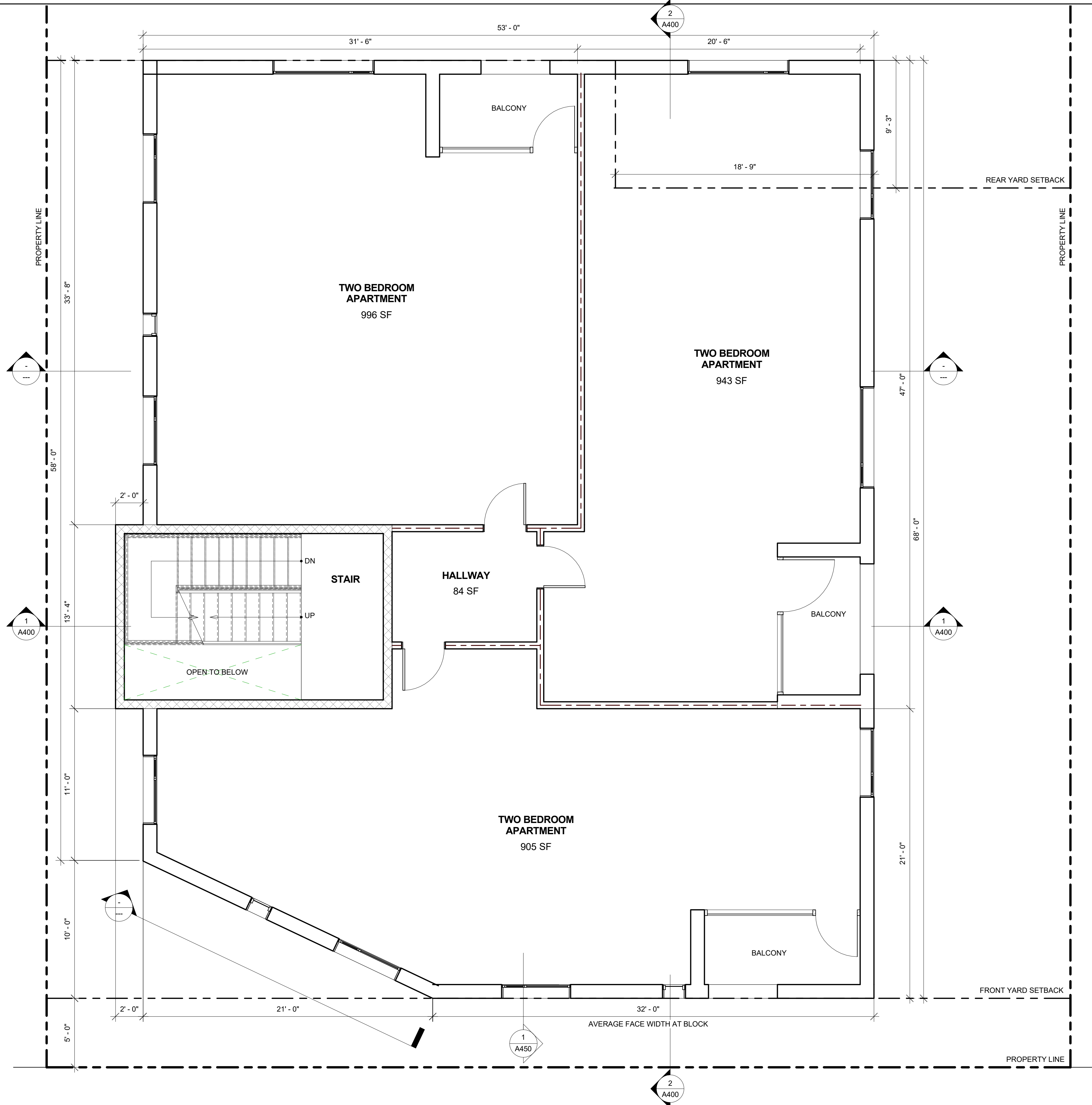
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STREETSCAPE DRAWINGS

A003

NOT FOR CONSTRUCTION



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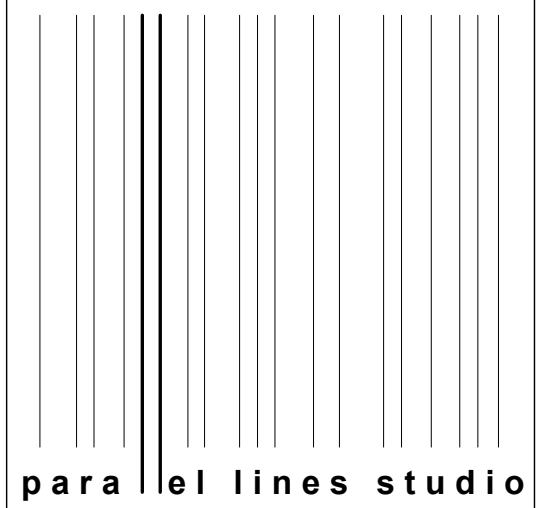
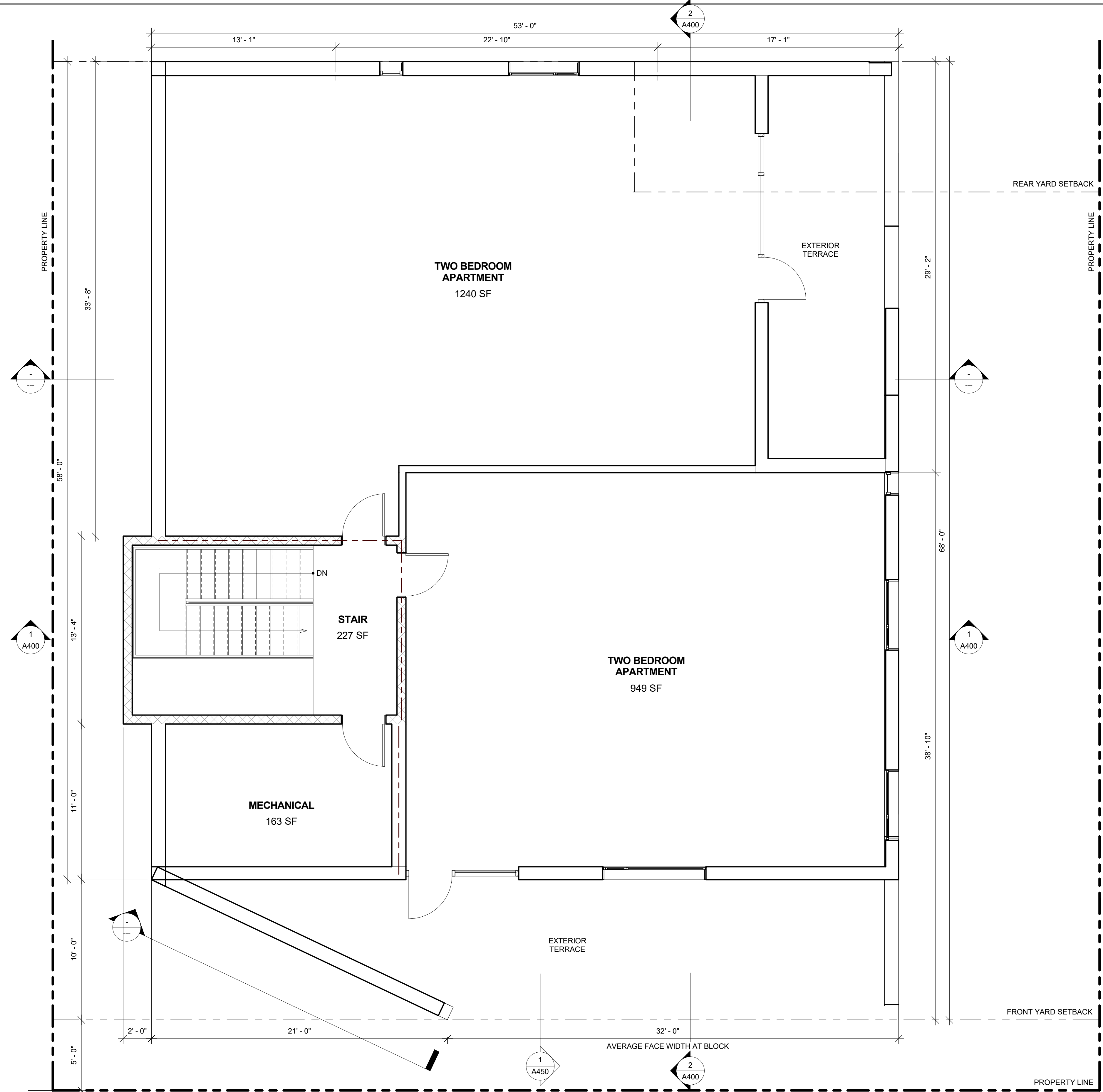
6x6 CENTRAL CITY
 600S MIXED USE PROJECT
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SECOND LEVEL PLAN

A102

1 LEVEL 2
 1/4" = 1'-0"

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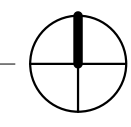
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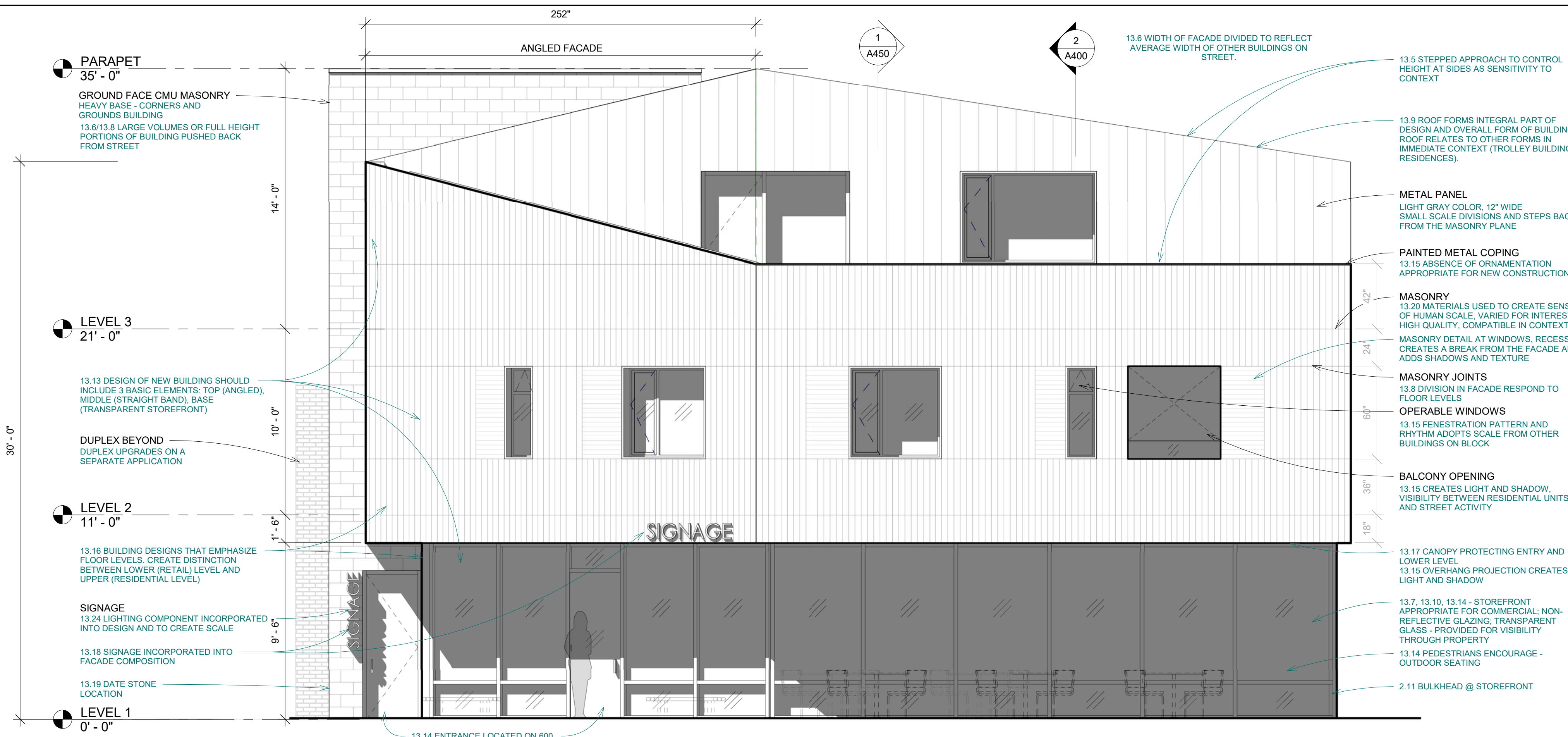
THIRD LEVEL PLAN

A103

1 LEVEL 3
 1/4" = 1'-0"



NOT FOR CONSTRUCTION

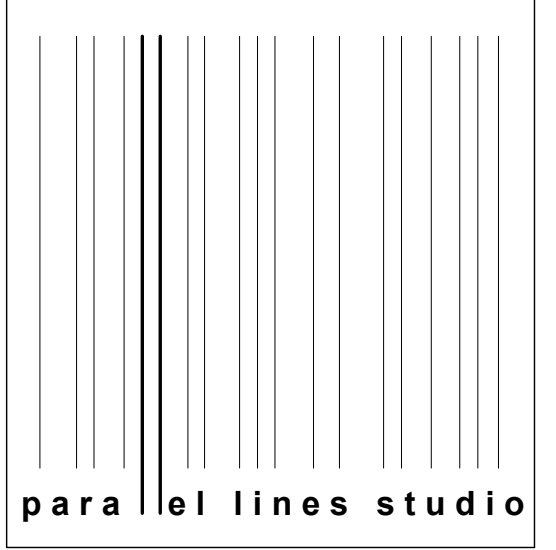


1 SOUTH ELEVATION
1/4" = 1'-0"



2 WEST ELEVATION
1/4" = 1'-0"

NEW CONSTRUCTION IN HISTORIC DISTRICTS
CHAPTER 13:
13.11 THE EXACT IMITATION OF EARLIER ARCHITECTURAL DESIGN IS DISCOURAGED. CREATE A DISTINCTION BETWEEN OLD AND NEW - NEW BUILDING AT 600 SOUTH VS. RESTORED DUPLIX BUILDING AT REAR OF PROPERTY.
13.12 CREATIVE INTERPRETATIONS OF HISTORICAL ARCHITECTURAL DETAILS ENCOURAGED IN STRUCTURAL, MATERIALS, FINISHES, DETAILING.



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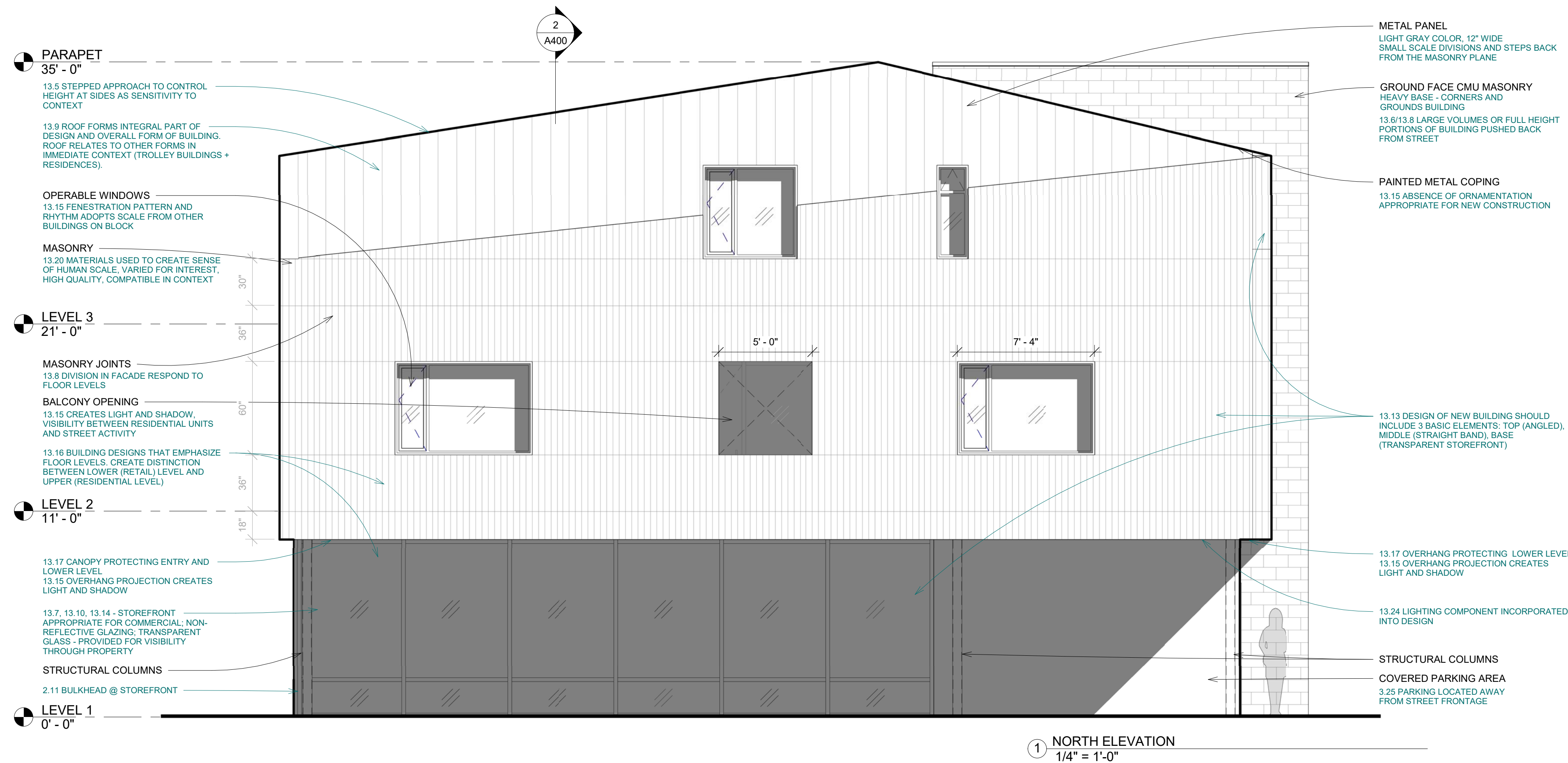
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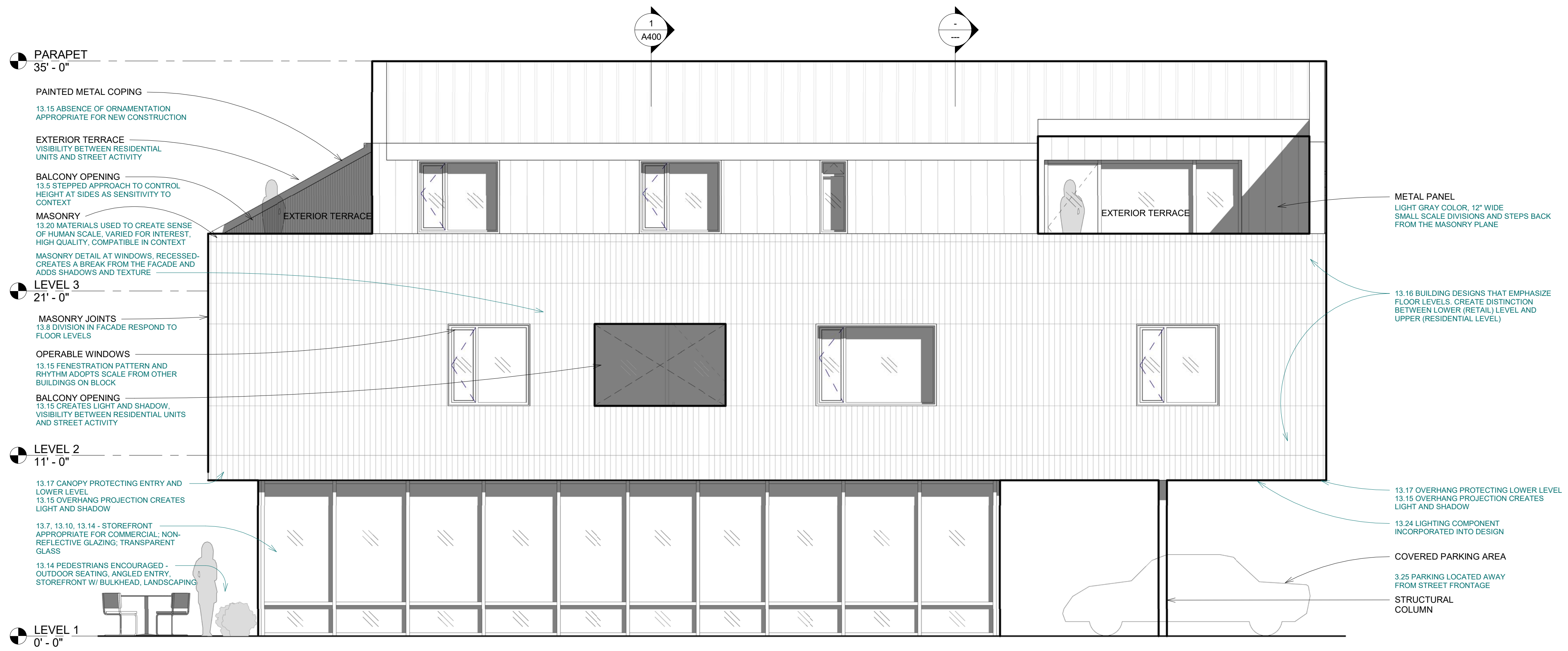
EXTERIOR ELEVATIONS

A201

NOT FOR CONSTRUCTION

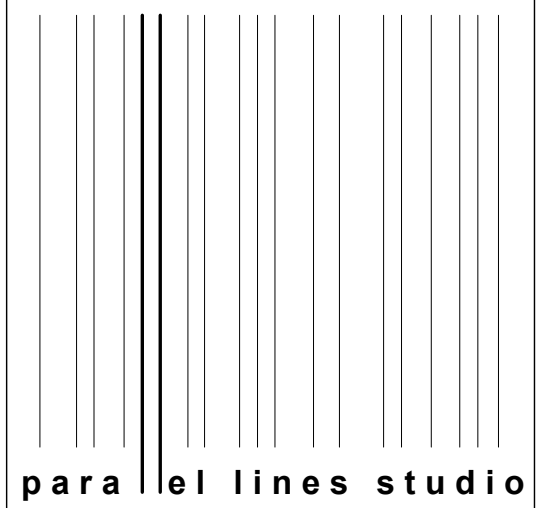


① NORTH ELEVATION
1/4" = 1'-0"



② EAST ELEVATION
1/4" = 1'-0"

NEW CONSTRUCTION IN HISTORIC DISTRICTS
CHAPTER 13:
13.11 THE EXACT IMITATION OF EARLIER ARCHITECTURAL DESIGN IS DISCOURAGED. CREATE A DISTINCTION BETWEEN OLD AND NEW - NEW BUILDING AT 600 SOUTH VS. RESTORED DUPLEX BUILDING AT REAR OF PROPERTY.
13.12 CREATIVE INTERPRETATIONS OF HISTORICAL ARCHITECTURAL DETAILS ENCOURAGED IN STRUCTURAL, MATERIALS, FINISHES, DETAILING.



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SALT LAKE CITY, UT 84102

EXTERIOR ELEVATIONS

A202

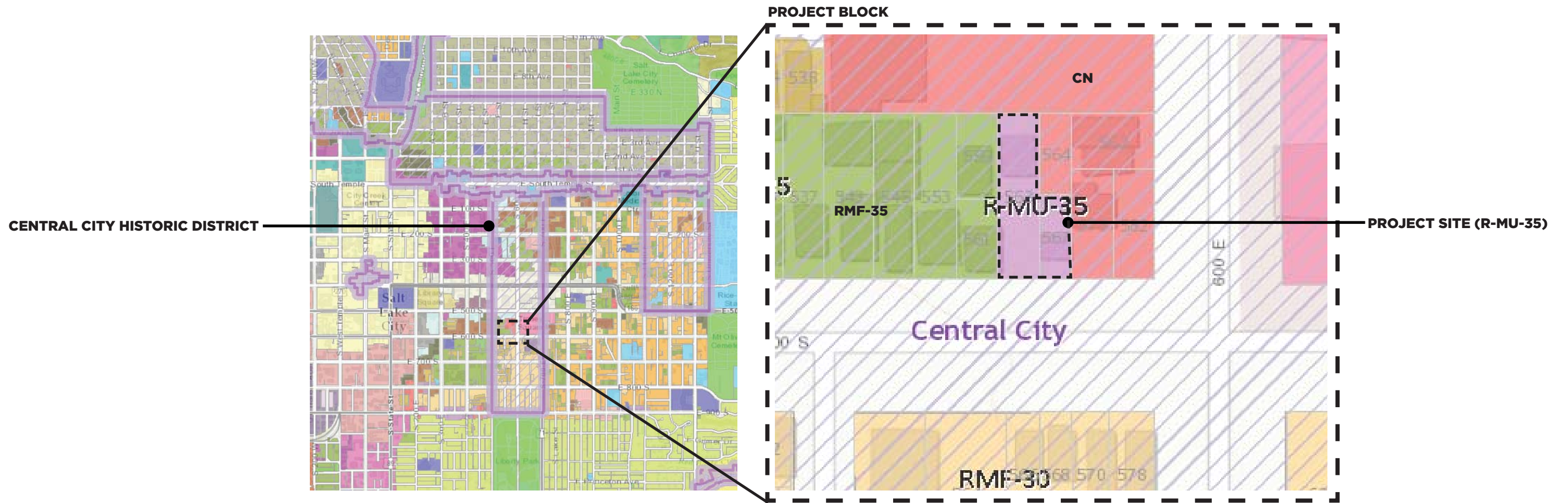
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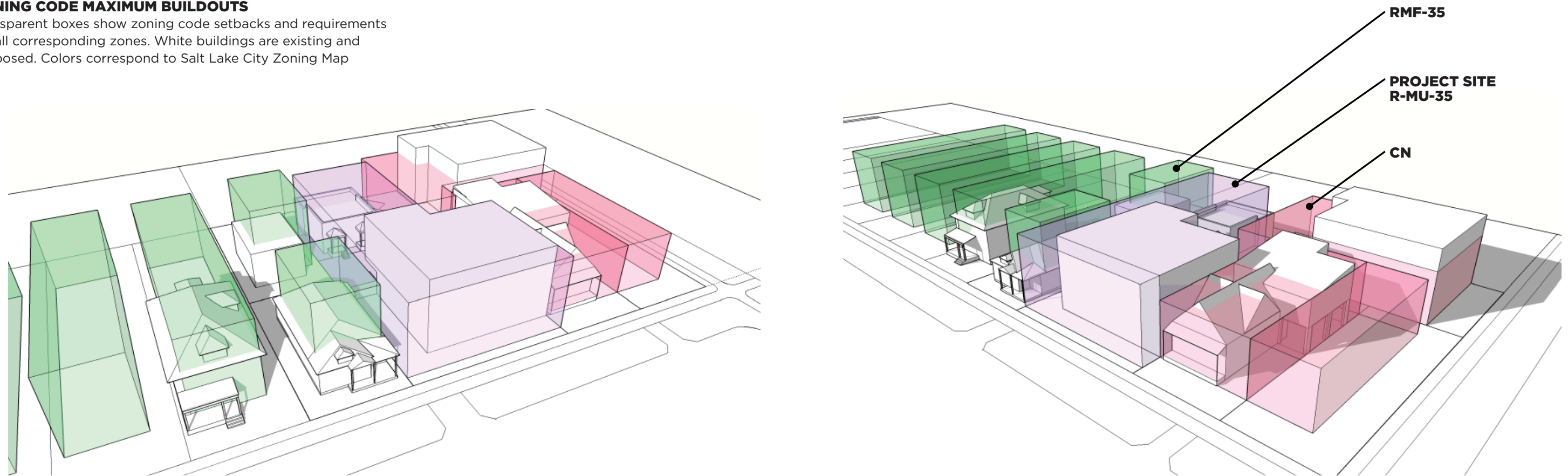








// ZONING CODE MAXIMUM BUILDOUTS
 Transparent boxes show zoning code setbacks and requirements for all corresponding zones. White buildings are existing and proposed. Colors correspond to Salt Lake City Zoning Map



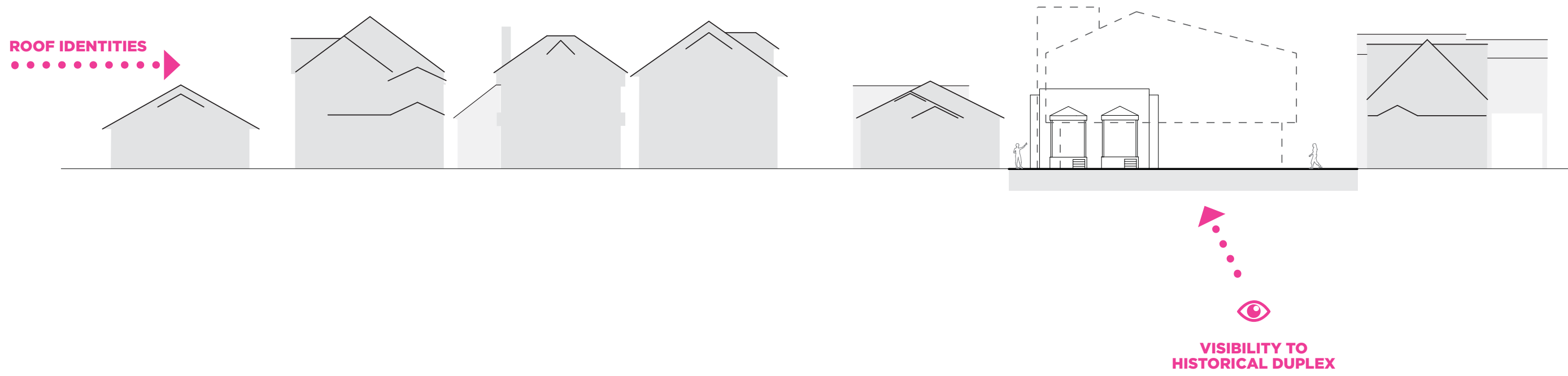
// **600 SOUTH STREETSCAPE**

Photographs of existing buildings at 600 south, project side (north).
Existing front setbacks from property line are also indicated.



// **RESPONSE TO CONTEXT**

Visibility to Historical Duplex + Relationship to Neighboring Buildings



ATTACHMENT B: SURVEYS AND HISTORIC INFORMATION

			
557 E. 600 S. EC	561 E. 600 S. EC	563-565 E. 600 S. EC	564 E. 600 S. NC
			
?564 E. 600 S. EC	566 E. 600 S. EC	567 E. 600 S. NC	568 E. 600 S. EC
			
570 E. 600 S. EC	571 E. 600 S. EC	578 E. 600 S. EC	614 E. 600 S. EC

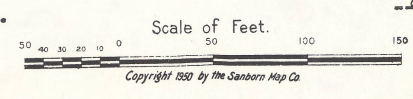
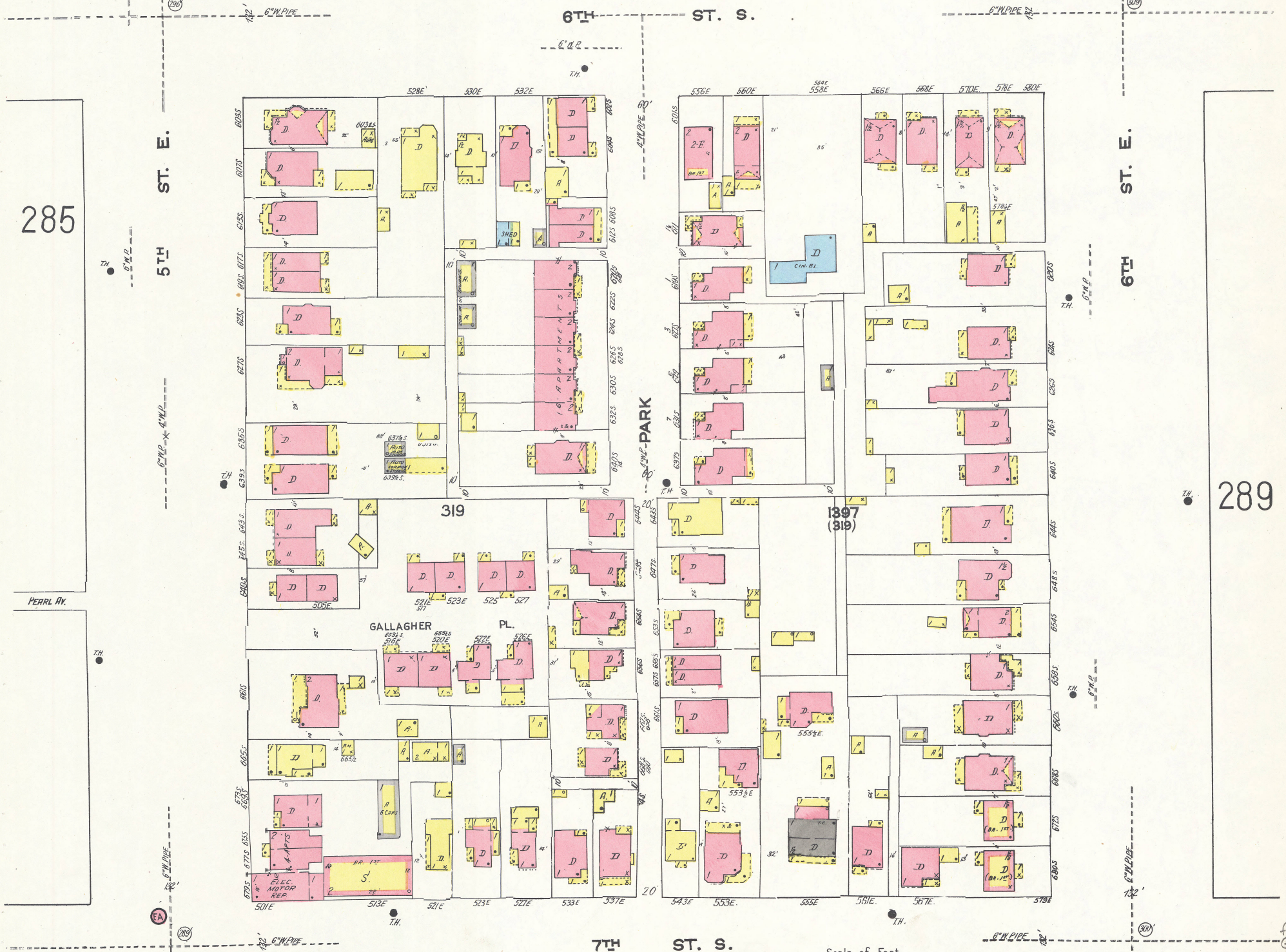
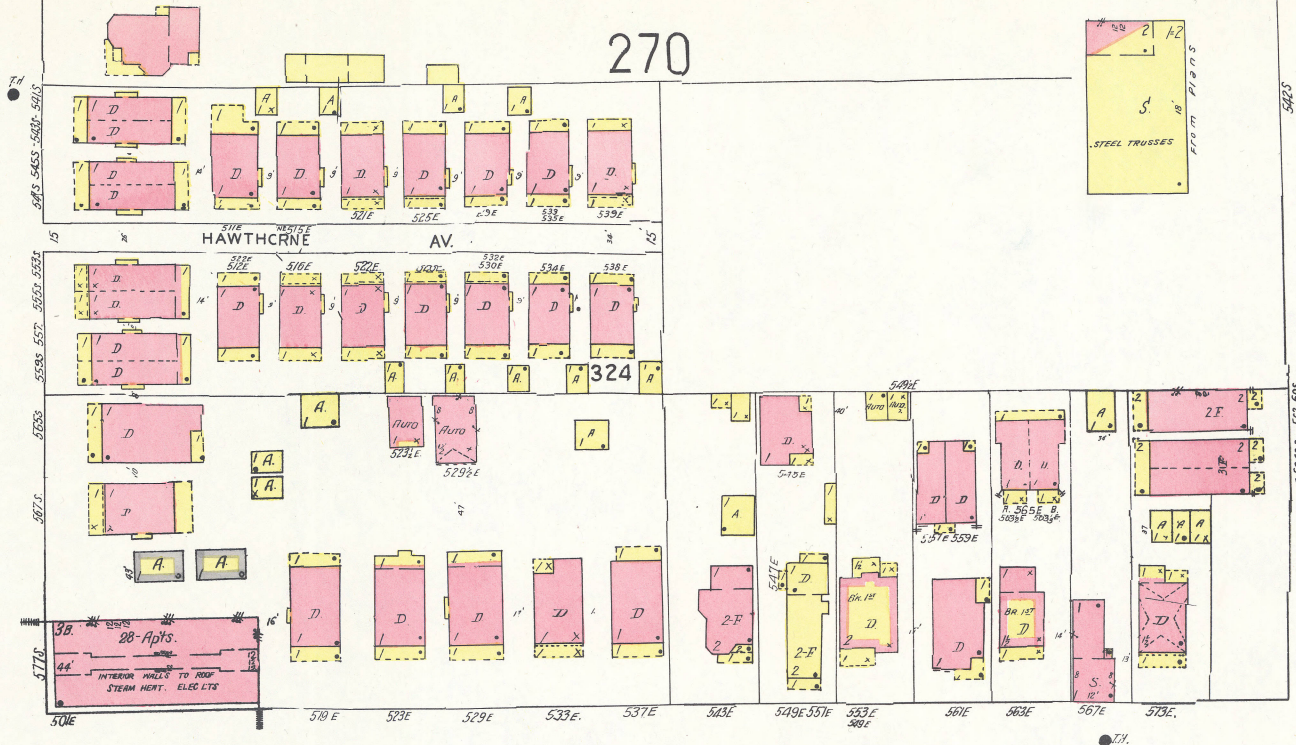
updated sheet 11/2013 as per Sheri Ellis

ADDRESS	RATING	DATE	HGHT	TYPE	STYLE	MATERIALS	USE	OBS	NOTES
557 E 600 SOUTH	EC	1910	1	DOUBLE HOUSE / DUPLEX	VICTORIAN: OTHER	REGULAR BRICK	SINGLE DWELLING	0	BEHIND 561 E. 600 S.
561 E 600 SOUTH	EC	1910	1	CENTRAL BLK W/ PROJ BAYS	VICTORIAN ECLECTIC	REGULAR BRICK	SINGLE DWELLING	0	
?564 E 600 SOUTH	NC	1950	1	RANCH/RAMBLER	RANCH/RAMBLER	REGULAR BRICK	SINGLE DWELLING	0	
564 E 600 SOUTH	NC	1950	2	OTHER APT./HOTEL PLAN	RANCH/RAMBLER	SYNTHETIC STUCCO	MULTIPLE DWELLING	0	APTS
563-565 E 600 SOUTH	EC	1898	1	DOUBLE HOUSE / DUPLEX	VICTORIAN ECLECTIC	REGULAR BRICK	MULTIPLE DWELLING	0	
566 E 600 SOUTH	EC	1904	1.5	RECTANGULAR BLOCK	VICTORIAN ECLECTIC	REGULAR BRICK SHINGLE SIDING	SINGLE DWELLING	0	
567 E 600 SOUTH	NC	1908	1	1-PART BLOCK	LATE 20TH C.: OTHER	REGULAR BRICK	COM GEN	0	1970S FAÇADE
568 E 600 SOUTH	EC	1907	1	CENTRAL BLK W/ PROJ BAYS	VICTORIAN ECLECTIC	REGULAR BRICK SHINGLE SIDING	SINGLE DWELLING	0	
570 E 600 SOUTH	EC	1909	1.5	RECTANGULAR BLOCK	VICTORIAN ECLECTIC	REGULAR BRICK SHINGLE SIDING	SINGLE DWELLING	1 NON	
571 E 600 SOUTH	EC	1907	1.5	RECTANGULAR BLOCK	VICTORIAN ECLECTIC	REGULAR BRICK SHINGLE SIDING	SINGLE DWELLING	0	
578 E 600 SOUTH	EC	1905	1.5	RECTANGULAR BLOCK	VICTORIAN ECLECTIC	REGULAR BRICK SHINGLE SIDING	SINGLE DWELLING	0	
614 E 600 SOUTH	EC	1910	1	HOTEL COURT	SPANISH COLONIAL REVIVAL	STUCCO/PLASTER	MULTIPLE DWELLING	0	

16-06-477-023



RENTAL 700555
Work Session - New Construction page 14 Mixed Use Building



fe
1591
83
1950
v.3
no. 286

Surveyor APA

Plat No. B

Date 7/14/80

Block No. 24

Lot No. 1

Salt Lake City Architectural Survey

Salt Lake City Planning Commission
Structure/Site Information Form

Identification

1 Street Address: 563 East 600 South Census Tract 20

Name of Structure: _____ Ownership: Public _____
Private

Age/Condition/Use

Construction Date or Period: 1893

Original Use: Seneca Family

Present Use:

- | | | |
|---|---------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> Single Family | <input type="checkbox"/> Park | <input type="checkbox"/> Vacant |
| <input type="checkbox"/> Multi Family | <input type="checkbox"/> Industrial | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Public | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Other |
| <input type="checkbox"/> Commercial | | |

Building Condition:

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Site |
| <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Ruins |
| <input type="checkbox"/> Deteriorated | |

Integrity:

- | |
|---|
| <input type="checkbox"/> Unaltered |
| <input checked="" type="checkbox"/> Minor Alterations |
| <input type="checkbox"/> Major Alterations |

Status

Preliminary Evaluation:

- | |
|--|
| <input type="checkbox"/> Significant |
| <input checked="" type="checkbox"/> Contributory |
| <input type="checkbox"/> Not Contributory |
| <input type="checkbox"/> Intrusion |

Eligibility Status:

- | | |
|--|--|
| <input type="checkbox"/> National Landmark | <input type="checkbox"/> Historic District |
| <input type="checkbox"/> National Register | <input type="checkbox"/> Multi-Resource |
| <input type="checkbox"/> State Register | <input type="checkbox"/> Thematic |
| <input type="checkbox"/> City Register | <input type="checkbox"/> Conservation District |

Documentation

Research Sources/References (if used):

SANBORN Maps
TITLE ABSTRACTS

Photography:

Date of Photographs: 1980
Views: Front Side Rear Other



Description of Significant Architectural Features

5
Architect/Builder (if known): _____ Building Type/Style: Buildings Veenacuar

Building Materials: masonry Number of Stories: 2

Description of Physical Appearance & Significant Architectural Features:
(Include additions, alterations, ancillary structures, and landscaping if applicable)
STONE FOUNDATION; GABLE ROOF FACING STREET; STONE LINTELS AND SILLS; BRICK ARCHES OVER FIRST STORY OPENINGS; FIRST STORY BRICK; SECOND STORY, WOOD SHINGLED; FRONT GABLE PROJECTION SUPPORTED ON SHINGLED BRACKETS; DECORATIVE COFFERS FILL THE GABLE PROJECTION; WINDOWS HAVE DIAMOND MULLION PATTERN; BROAD PROJECTING HIPPED PORCH SUPPORTED BY TURNED COLUMNS;

ALTERATIONS: BRICK FIRST FLOOR ADDED BETWEEN 1898-1911

6
Statement of Historical Significance:

History	<input type="checkbox"/> Aboriginal Americans	<input type="checkbox"/> Communication	<input type="checkbox"/> Military	<input type="checkbox"/> Religion
	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Conservation	<input type="checkbox"/> Mining	<input type="checkbox"/> Science
	<input type="checkbox"/> Architecture	<input type="checkbox"/> Education	<input type="checkbox"/> Minority Groups	<input type="checkbox"/> Socio-
	<input type="checkbox"/> The Arts	<input type="checkbox"/> Exploration/Settlement	<input type="checkbox"/> Political	<input type="checkbox"/> Humanitarian
	<input type="checkbox"/> Commerce	<input type="checkbox"/> Industry	<input type="checkbox"/> Recreation	<input type="checkbox"/> Transportation
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1893 - W. Sheekell



PLNHLC2017-00555

Work Session - New Construction on Miss Use Building

ATTACHMENT C: DESIGN GUIDELINES & STANDARDS FOR NEW CONSTRUCTION

The relevant historic design guidelines for this design review, and are identified here as they relate to the corresponding Historic Design Standards for New Construction (21A.34.020.H).

[Historic Apartment & Multifamily Buildings in Salt Lake City \(Chapter 12 New Construction\)](#)

[Historic Commerical Properties and Districts in Salt Lake City \(Chapter 13 New Construction\)](#).

NOT ANALYZED for the ISSUES ONLY WORK SESSION

Design Standards for New Construction	Design Guidelines for New Construction
<p>1. SCALE & FORM 1.a Height & Width: The proposed height and width shall be visually compatible with surrounding structures and streetscape;</p>	<p>Building Façade Composition, Proportion & Scale</p> <p>Height - Design Objective The maximum height of a new multifamily building should not exceed the general height and scale of its historic context, or be designed to reduce the perceived height where a taller building might be appropriate to the context.</p> <p>12.48 The building height should be compatible with the historic setting and context.</p> <ul style="list-style-type: none"> • The immediate and wider historic contexts are both of importance. • The impact upon adjacent historic buildings will be paramount in terms of scale and form. <p>12.50 Where there is a significant difference in scale with the immediate context, the building height should vary across the primary façade, and/or the maximum height should be limited to part of the plan footprint of the building.</p> <ul style="list-style-type: none"> • Step back the upper floor/s of a taller building to achieve a height similar to that historically characteristic of the district. • Restrict maximum building height to particular sections of the depth and length of the building. <p>12.51 The upper floor/s should step back where a taller building will approach established neighborhoods, streets or adjacent buildings of typically lower height.</p> <p>12.52 The primary and secondary facades should be articulated and modulated to reduce an impression of greater height and scale, and to enhance a sense of human scale.</p> <ul style="list-style-type: none"> • Design a distinctive and a taller first floor for the primary and secondary facades. • Design a distinct top floor to help terminate the façade, and to complement the architectural hierarchy and visual interest. • Design a hierarchy of window height and/or width, when defining the fenestration pattern. • Consider designing for a distinctive projecting balcony arrangement and hierarchy. • Use materials and color creatively to reduce apparent height and scale, and maximize visual interest. <p>Width - Design Objective The design of a new multifamily building should articulate the patterns established by the buildings in the historic context to reduce the perceived width of a wider building and maintain a sense of human scale.</p> <p>12.53 A new multifamily building should appear similar to the width established by the combination of single and multifamily historic buildings in the context.</p> <ul style="list-style-type: none"> • Reflect the modulation width of larger historic apartment buildings. • If a building would be wider overall than structures seen historically, the facade should be subdivided into significantly subordinate planes which are similar in width to the building facades of the context. • Step back sections of the wall plane to create the impression of similar façade widths to those of the historic setting.

<p>1.b Proportion of Principal Facades: The relationship of the width to the height of the principal elevations shall be in scale with surrounding structures and streetscape;</p>	<p>Building Form & Scale The Character of the Street Block – Design Objective The form, scale and design of a new multifamily building in a historic district should equate with and complement the established patterns of human scale characteristics of the immediate setting and/or broader context. 12.42 A new multifamily building should appear similar in scale to the scale established by the buildings comprising the current street block facade.</p> <ul style="list-style-type: none"> • Subdivide a larger mass into smaller “modules” which are similar in size to buildings seen traditionally. • The scale of principal elements, such as entrances, porches, balconies and window bays, are critical to creating and maintaining a compatible building scale. <p>12.43 A new multifamily building should be designed to create and reinforce a sense of human scale. In doing so consider the following:</p> <ul style="list-style-type: none"> • Design building massing and modulation to reflect traditional forms, e.g. projecting wings and balcony bays. • Design a solid-to-void (wall to window/door) ratio that is similar to that seen traditionally. • Design window openings that are similar in scale to those seen traditionally. • Articulate and design balconies that reflect traditional form and scale. • Design an entrance, porch or stoop that reflects the scale characteristic of similar traditional building types. • Use building materials of traditional dimensions, e.g. brick, stone, terracotta. • Choose materials that express a variation in color and/or texture, either individually or communally. <p>Building Façade Composition Proportion & Scale 12.45 The principal elements of the front facade should reflect the scale of the buildings comprising the block face and historic context.</p> <ul style="list-style-type: none"> • The primary plane/s of the front facade should not appear to be more than a story higher than those of typical historic structures in the block and context. • Where the proposed building would be taller than those in the historic context, the upper floor/s should step back from the plane of the façade below. • A single wall plane or bay of the primary or secondary facades should reflect the typical maximum facade width in the district.
<p>1.c Roof Shape: The roof shape of a structure shall be visually compatible with the surrounding structures and streetscape;</p>	<p>Building Form & Scale Massing 12.54 The overall massing of a new multi-family building should respect and reflect the established scale, form and footprint of buildings comprising the street block and historic context.</p> <ul style="list-style-type: none"> • Modulate the building where height and scale are greater than the context. • Arrange the massing to step down adjacent to a smaller scale building. • Respect, and/or equate with the more modest scale of center block buildings and residences where they provide the immediate context. <p>12.55 The proportions and roof forms of a new multifamily building should be designed to respect and reflect the range of building forms and massing which characterize the district.</p> <ul style="list-style-type: none"> • Focus on maintaining a sense of human scale. • The variety often inherent in the context can provide a range of design options for compatible new roof forms. • Vary the massing across the street façade/s and along the length of the building on the side facades. • Respect adjacent lower buildings by stepping down additional height in the design of a new building.

<p>1.d Scale of a Structure: The size and mass of the structures shall be visually compatible with the size and mass of surrounding structures and streetscape.</p>	<p>Building Façade Composition Proportion & Scale</p> <p>Height - Design Objective</p> <p>The maximum height of a new multifamily building should not exceed the general height and scale of its historic context, or be designed to reduce the perceived height where a taller building might be appropriate to the context.</p> <p>12.48 The building height should be compatible with the historic setting and context.</p> <ul style="list-style-type: none"> • The immediate and wider historic contexts are both of importance. • The impact upon adjacent historic buildings will be paramount in terms of scale and form. <p>12.50 Where there is a significant difference in scale with the immediate context, the building height should vary across the primary façade, and/or the maximum height should be limited to part of the plan footprint of the building.</p> <ul style="list-style-type: none"> • Step back the upper floor/s of a taller building to achieve a height similar to that historically characteristic of the district. • Restrict maximum building height to particular sections of the depth and length of the building. <p>12.51 The upper floor/s should step back where a taller building will approach established neighborhoods, streets or adjacent buildings of typically lower height.</p> <p>12.52 The primary and secondary facades should be articulated and modulated to reduce an impression of greater height and scale, and to enhance a sense of human scale.</p> <ul style="list-style-type: none"> • Design a distinctive and a taller first floor for the primary and secondary facades. • Design a distinct top floor to help terminate the façade, and to complement the architectural hierarchy and visual interest. • Design a hierarchy of window height and/or width, when defining the fenestration pattern. • Consider designing for a distinctive projecting balcony arrangement and hierarchy. <p>Width - Design Objective</p> <p>The design of a new multifamily building should articulate the patterns established by the buildings in the historic context to reduce the perceived width of a wider building and maintain a sense of human scale.</p> <p>12.53 A new multifamily building should appear similar to the width established by the combination of single and multifamily historic buildings in the context.</p> <ul style="list-style-type: none"> • Reflect the modulation width of larger historic apartment buildings. • If a building would be wider overall than structures seen historically, the facade should be subdivided into significantly subordinate planes which are similar in width to the building facades of the context. • Step back sections of the wall plane to create the impression of similar façade widths to those of the historic setting. <p>Massing</p> <p>12.54 The overall massing of a new multi-family building should respect and reflect the established scale, form and footprint of buildings comprising the street block and historic context.</p> <ul style="list-style-type: none"> • Modulate the building where height and scale are greater than the context. • Arrange the massing to step down adjacent to a smaller scale building. • Respect, and/or equate with the more modest scale of center block buildings and residences where they provide the immediate context. <p>13.1 The traditional historic development pattern should be recognized and maintained in new development.</p> <ul style="list-style-type: none"> • The relationship between buildings, landscape features and open space should relate to existing front yard setbacks and spacing of side yard setbacks within the block. <p>13.6 The massing characteristics of the area should form the basis for the scale of new development.</p> <ul style="list-style-type: none"> • If a new building would be wider than the buildings along the block, consider dividing the building into parts that are similar in scale to buildings seen historically.
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<p>2. COMPOSITION OF PRINCIPAL FACADES</p> <p>2.a Proportion of Openings: The relationship of the width to the height of windows and doors of the structure shall be visually compatible with surrounding structures and streetscape;</p>	<p>Building Character & Scale</p> <p>Solid to Void Ratio, Window Scale & Proportion – Design Objective The design of a new multifamily building in a historic context should reflect the scale established by the solid to void ratio traditionally associated with the setting and with a sense of human scale.</p> <p>12.61 Window scale and proportion should be designed to reflect those characteristic of this traditional building type and setting.</p> <p>Rhythm & Spacing of Windows & Doors - Fenestration – Design Objective The window pattern, the window proportion and the proportion of the wall spaces between, should be a central consideration in the architectural composition of the facades, to achieve a coherence and an affinity with the established historic context.</p> <p>12.62 Public and more important interior spaces should be planned and designed to face the street.</p> <ul style="list-style-type: none"> • Their fenestration pattern consequently becomes a significant design element of the primary facade/s. • Avoid the need to fenestrate small private functional spaces on primary facades, e.g. bathrooms, kitchens, bedrooms. <p>12.63 The fenestration pattern, including the proportions of window and door openings, should reflect the range associated with the buildings creating the established character of the historic context and area.</p> <ul style="list-style-type: none"> • Design for a similar scale of window and window spacing. • Reflect characteristic window proportions, spacing and patterns. • Design for a hierarchy within the fenestration pattern to relieve the apparent scale of a larger facade, and especially if this is a characteristic of the context. • Arrange and/or group windows to complement the symmetry or proportions of the architectural composition. • Emphasize the fenestration pattern by distinct windows reveals. • Consider providing emphasis through the detailing of window casing, trim, materials, and subdivision, using mullions and transoms, as well as the profiles provided by operable/ opening windows. See also guideline 12.71-74 on window detailing. <p>13.13 The design of a new building should include three basic building elements; a base, a middle and a top.</p> <p>13.16 Consider building designs that emphasize floor levels.</p>
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<p>2.b Rhythm of Solids to Voids in Facades: The relationship of solids to voids in the facade of the structure shall be visually compatible with surrounding structures and streetscape;</p>	<p>Building Character & Scale Solid to Void Ratio, Window Scale & Proportion – Design Objective The design of a new multifamily building in a historic context should reflect the scale established by the solid to void ratio traditionally associated with the setting and with a sense of human scale. 12.60 The ratio of solid to void (wall to window) should reflect that found across the established character created by the historic structures in the district. Consider the following:</p> <ul style="list-style-type: none"> • Achieve a balance, avoiding areas of too much wall or too much window. • Large surfaces of glass can be inappropriate in a context of smaller residential buildings. • Design a larger window area with framing profiles and subdivision which reflect the scale of the windows in the established context. • Window mullions can reduce the apparent scale of a larger window. • Window frame and mullion scale and profiles should be designed to equate with the composition. <p>12.61 Window scale and proportion should be designed to reflect those characteristic of this traditional building type and setting. Rhythm & Spacing of Windows & Doors - Fenestration – Design Objective The window pattern, the window proportion and the proportion of the wall spaces between, should be a central consideration in the architectural composition of the facades, to achieve a coherence and an affinity with the established historic context. 12.63 The fenestration pattern, including the proportions of window and door openings, should reflect the range associated with the buildings creating the established character of the historic context and area.</p> <ul style="list-style-type: none"> • Design for a similar scale of window and window spacing. • Reflect characteristic window proportions, spacing and patterns. • Design for a hierarchy within the fenestration pattern to relieve the apparent scale of a larger facade, and especially if this is a characteristic of the context. • Arrange and/or group windows to complement the symmetry or proportions of the architectural composition. • Emphasize the fenestration pattern by distinct windows reveals. <p>Consider providing emphasis through the detailing of window casing, trim, materials, and subdivision, using mullions and transoms, as well as the profiles provided by operable/ opening windows. See also guideline 12.71-74 on window detailing.</p>
<p>2.c Rhythm of Entrance Porch and Other Projections: The relationship of entrances and other projections to sidewalks shall be visually compatible with surrounding structures and streetscape;</p>	<p>Building Character & Scale Façade Articulation, Proportion & Visual Emphasis Visual Emphasis – Design Objective The design of a new multifamily building should relate sensitively to the established historic context through a thorough evaluation of the scale, modulation and emphasis, and attention to these characteristics in the composition of the facades. 12.57 Overall facade proportions should be designed to reflect those of historic buildings in the context and neighborhood.</p> <ul style="list-style-type: none"> • The “overall proportion” is the ratio of the width to the height of the building, especially the front facade. • The modulation and articulation of principal elements of a facade, e.g. projecting wings, balcony sequence and porches, can provide an alternative and a balancing visual emphasis. • With townhouse development, the individual houses should be articulated to identify the individual unit sequence and rhythm. • See the discussion of individual historic districts (PART III) and the review of typical historic building styles (PART I) for more information on district character and facade proportions. <p>12.58 To reduce the perceived width and scale of a larger primary or secondary façade, a vertical proportion and emphasis should be employed. Consider the following:</p> <ul style="list-style-type: none"> • Vary the planes of the façade for all or part of the height of the building. • Subdivide the primary façade into projecting wings with recessed central entrance section in character with the architectural composition of many early apartment buildings.

<p>2.c Rhythm of Entrance Porch and Other Projections: The relationship of entrances and other projections to sidewalks shall be visually compatible with surrounding structures and streetscape;</p>	<ul style="list-style-type: none"> • Modulate the height down toward the street, and/or the interior of the block, if this is the pattern established by the immediate context and the neighborhood. • Modulate the façade through the articulation of balcony form, pattern and design, either as recessed and/or projecting elements. • Vary the planes of the primary and secondary facades to articulate further modeling of the composition. • Design for a distinctive form and stature of primary entrance. • Compose the fenestration in the form of vertically proportioned windows. • Subdivide horizontally proportioned windows using strong mullion elements to enhance a sense of vertical proportion and emphasis. <p>12.59 A horizontal proportion and emphasis should be designed to reduce the perceived height and scale of a larger primary or secondary façade. Consider the following:</p> <ul style="list-style-type: none"> • The interplay of horizontal and vertical emphasis can create an effective visual balance, helping to reduce the sense of building scale. • Step back the top or upper floors where a building might be higher than the context along primary and/or secondary facades as appropriate. • Design for a distinctive stature and expression of the first floor of the primary, and if important in public views, the secondary facades. • Design a distinct foundation course. • Employ architectural detailing and/or a change in materials and plane to emphasize individual levels in the composition of the facade. • Design the fenestration to create and/or reflect the hierarchy of the façade composition. • Change the materials and/or color to distinguish the design of specific levels. <p>Balconies, Porches & External Escape Stairs – Design Objective The design of a new multifamily building in a historic context should recognize the importance of balcony and primary entrance features in achieving a compatible scale and character.</p> <p>12.64 Balconies, encouraged as individual semi-public outdoor spaces, should be designed as an integral part of the architectural composition and language of the building.</p> <ul style="list-style-type: none"> • Use projecting and/or recessed balcony forms to complement and embellish the design composition of the facades, and to establish visual emphasis and architectural accent. • Use a balcony or a balcony arrangement to echo and accentuate the fenestration pattern of the building. • Design balcony forms to be transparent or semi-transparent, using railings and/or glass to avoid solid balcony enclosures. • Select and design balcony materials and details as a distinct enrichment of the building facade/s. <p>12.65 An entrance porch, stoop or portico should be designed as a principal design focus of the composition of the facade.</p> <ul style="list-style-type: none"> • Design for greater stature to enhance visual focus, presence and emphasis. • Design for a distinct identity, using different wall planes, materials, details, texture and color. • Consider designing the name of the apartment building into the facade or the porch/stoop.
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<p>2.d Relationship of Materials: The relationship of the color and texture of materials (other than paint color) of the facade shall be visually compatible with the predominant materials used in surrounding structures and streetscape.</p>	<p>Building Materials, Windows, Elements & Detailing</p> <p>Materials – Design Objective The design of a new multifamily building should recognize and reflect the palette of building materials which characterize the historic district, and should help to enrich the visual character of the setting, in creating a sense of human scale and historical sequence.</p> <p>12.67 Building materials that contribute to the traditional sense of human scale and the visual interest of the historic setting and neighborhood should be used.</p> <ul style="list-style-type: none"> • This helps to complement and reinforce the palette of materials of the neighborhood and the sense of visual continuity in the district. • The choice of materials, their texture and color, their pattern or bond, joint profile and color, will be important characteristics of the design. • Creative design, based on analysis of the context, will be invaluable in these respects. <p>12.68 Building materials that will help to reinforce the sense of visual affinity and continuity between old and new in the historic setting should be used.</p> <ul style="list-style-type: none"> • Use external materials of the quality, durability and character found within the historic district. <p>12.69 Design with materials which provide a solid masonry character for lower floors and for the most public facades of the building. Consider the following:</p> <ul style="list-style-type: none"> • Use brick and/or natural stone, in preference to less proven alternatives for these areas. • Limit panel materials to upper levels and less public facades. • Where panel materials are considered, use high quality architectural paneling with a proven record of durability in the regional climate. • Synthetic materials, including synthetic stucco, should be avoided on grounds of limited durability and longevity, and weathering characteristics. <p>12.70 Materials should have a proven durability for the regional climate, as well as the situation and aspect of the building.</p> <ul style="list-style-type: none"> • Avoid materials which merely create the superficial appearance of authentic, durable materials. • The weathering characteristics of materials become important as the building ages, in that they should complement rather than detract from the building and historic setting as they weather and mature. • New materials, which have a proven track record of durability in the regional climatic conditions, may be considered. <p>Windows – Design Objective The design of a new multifamily building should include window design subdivision, profiles, materials, finishes and details which ensure that the windows play their characteristic positive role in defining the proportion and character of the building and its contribution to the historic context.</p> <p>12.71 Windows should be designed to be in scale with those characteristic of the building and the historic setting.</p> <ul style="list-style-type: none"> • Excessive window scale in a new building, whether vertical or horizontal, will adversely affect the sense of human scale and affinity with buildings in the district. • Subdivide a larger window area to form a group or pattern of windows creating more appropriate proportions, dimensions and scale. <p>12.72 Windows with vertical proportion and emphasis are encouraged.</p> <ul style="list-style-type: none"> • A vertical proportion is likely to have greater design affinity with the historic context. • It helps to create a stronger vertical emphasis which can be valuable integrating the design of a larger scale building within its context. • See also the discussion of the character of the relevant historic district and architectural styles (PART I).
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<p>2.d Relationship of Materials: The relationship of the color and texture of materials (other than paint color) of the facade shall be visually compatible with the predominant materials used in surrounding structures and streetscape.</p>	<p>12.73 Window reveals should be a characteristic of masonry and most public facades.</p> <ul style="list-style-type: none"> • These help to express the character of the facade modeling and materials. • Window reveals will enhance the degree to which the building integrates with its historic setting. • A reveal should be recessed into the primary plane of the wall, and not achieved by applying window trim to the façade. • This helps to avoid the impression of superficiality which can be inherent in some more recent construction, e.g. with applied details like window trim and surrounds. • A hierarchy of window reveals can effectively complement the composition of the fenestration and facades. <p>12.74 Windows and doors should be framed in materials that appear similar in scale, proportion and character to those used traditionally in the neighborhood.</p> <ul style="list-style-type: none"> • Frame profiles should project from the plane of the glass creating a distinct hierarchy of secondary modeling and detail for the window opening and the composition of the facade. • Durable frame construction and materials should be used. • Frame finish should be of durable architectural quality, chosen to compliment the building design. • Vinyl should be avoided as a non-durable material in the regional climate. • Dark or reflective glass should be avoided. • See also the rehabilitation section on windows (PART II, Ch.3) as well as the discussions of specific historic districts (PART III) and relevant architectural styles (PART I). <p>Architectural Elements & Details – Design Objective The design of a new multifamily building should reflect the rich architectural character and visual qualities of buildings of this type within the district.</p> <p>12.75 Building elements and details should reflect the scale, size, depth and profiles of those found historically within the district.</p> <ul style="list-style-type: none"> • These include windows, doors, porches, balconies, eaves, and their associated decorative composition, supports and/or details. <p>12.76 Where used, ornamental elements, ranging from brackets to porches, should be in scale with similar historic features.</p> <ul style="list-style-type: none"> • The scale, proportion and profiles of elements, such as brackets or window trim, should be functional as well as decorative. <p>12.77 Creative interpretations of traditional details are encouraged.</p> <ul style="list-style-type: none"> • New designs for window moldings and door surrounds, for example, can create visual interest and affinity with the context, while conveying the relative age of the building. • The traditional and characteristic use of awnings and canopies should be considered as an opportunity for creative design which can reinforce the fenestration pattern and architectural detail, while being a sustainable shading asset in reducing energy consumption. See also PART IV on Sustainable Design.
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<p>3. RELATIONSHIP TO THE STREET</p> <p>3.a Walls of Continuity: Facades and site structures, such as walls, fences and landscape masses, shall, when it is characteristic of the area, form continuity along a street to ensure visual compatibility with the structures, public ways and places to which such elements are visually related;</p>	<p>Settlement Patterns & Neighborhood Character</p> <p>The Public Realm - Design Objective A new multifamily building should respect the characteristic placement, setbacks, massing and landscape character of the public realm in the immediate context and the surrounding district.</p> <p>12.6 A new building should contribute in a creative and compatible way to the public and the civic realm.</p> <p>12.7 A building should engage with the street through a sequence of public to semi-private spaces.</p> <p>12.8 A new multifamily building should be situated and designed to define and frame adjacent streets, and public and common spaces, in ways that are characteristic of the setting.</p> <ul style="list-style-type: none"> • Reflect and/or strengthen adjacent building quality, setbacks, heights and massing. • Reinforce the historic streetscape patterns of the facing primary and secondary streets and/ or alleys. <p>12.9 A building on a corner lot should be designed to define, frame and contribute to the historic character of the public realm of both adjacent streets.</p> <ul style="list-style-type: none"> • The street character will also depend on the adjacent street blocks and frontage. • Building setbacks may be different. • The building scale may also vary between the streets. <p>Building Placement, Orientation & Use - Design Objective A new multifamily building should reflect the established development patterns, directly address and engage with the street, and include well planned common and private spaces, and access arrangements.</p> <p>12.10 The established historic patterns of setbacks and building depth should be respected in the siting of a new multifamily building.</p> <p>12.11 The front and the entrance of the building should orient to and engage with the street.</p> <ul style="list-style-type: none"> • A new building should be oriented parallel to lot lines, maintaining the traditional, established development pattern of the block. • An exception might be where early settlement has introduced irregular street patterns and building configurations, e.g. parts of Capitol Hill. <p>12.12 Access arrangements to the site and the building should be an integral part of the planning and design process at the earliest stage.</p> <p>12.13 The situation, orientation, configuration and design of a new multifamily building should include provision for common exterior open spaces at ground level. Site and design such space/s to address the following:</p> <ul style="list-style-type: none"> • Reducing the bulk and the scale of the building. • Configuration for residential amenity and casual social interaction. • Shelter from traffic and traffic noise. • Plan for solar access and seasonal shade. • Landscape and light to enhance residential relaxation, enjoyment and neighboring environmental quality. <p>12.14 Consider additional common open space on higher terrace or roof levels to enhance residential amenity and city views.</p> <ul style="list-style-type: none"> • Locate and design to preserve neighboring privacy. • Plan and design for landscape amenity and best practices in sustainable design. (PART IV)
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<p>3. RELATIONSHIP TO THE STREET</p> <p>3.a Walls of Continuity: Facades and site structures, such as walls, fences and landscape masses, shall, when it is characteristic of the area, form continuity along a street to ensure visual compatibility with the structures, public ways and places to which such elements are visually related;</p>	<p>12.15 Private open space for each unit, whether ground level, terrace or balcony space, should be designed to create attractive outdoor space, and to help articulate the design of the building to reduce its bulk and scale.</p> <ul style="list-style-type: none"> • Private space should be contiguous with the unit. • Private space should be clearly distinguished from common open space. <p>Site Access, Parking & Services - Design Objective</p> <p>The site planning and situation of a new multi-family building should prioritize access to the site and building for pedestrians and cyclists, motorized vehicular access and parking should be discreetly situated and designed, and building services and utilities should not detract from the character and appearance of the building, the site and the context.</p> <p>12.17 The primary public entrance to the building should be afforded priority and prominence in access from the street, and appropriately scaled in the design of the street façade/s.</p> <ul style="list-style-type: none"> • Avoid combining with any vehicular access or drive. • Provide direct access to the sidewalk and street. • Landscape design should reinforce the importance of the public entrance. <p>12.24 Driveways serving groups of similar uses should be consolidated to minimize visual intrusion, and to provide less interruption to the sidewalk, pedestrian character and flow.</p> <ul style="list-style-type: none"> • Curb cuts should be shared between groups of buildings and uses where possible. • Joint driveway access is encouraged. <p>12.25 Wherever possible, vehicular parking should be situated below the building, or alternatively behind the building in a manner that does not conflict with pedestrian access from the street.</p> <ul style="list-style-type: none"> • Surface parking areas should be screened from views from the street and adjacent residential properties. <p>13.26 Landscaping should be integrated with surface parking to screen the view of parked vehicles from the street.</p> <ul style="list-style-type: none"> • New parking areas should be screened through the use of planed areas, fences, hedges, and decorative walls.
<p>3.b Rhythm of Spacing and Structures on Streets: The relationship of a structure or object to the open space between it and adjoining structures or objects shall be visually compatible with the structures, objects, public ways and places to which it is visually related;</p>	<p>Building Placement, Orientation & Use - Design Objective</p> <p>A new multifamily building should reflect the established development patterns, directly address and engage with the street, and include well planned common and private spaces, and access arrangements.</p> <p>12.10 The established historic patterns of setbacks and building depth should be respected in the siting of a new multifamily building.</p> <p>12.11 The front and the entrance of the building should orient to and engage with the street.</p> <ul style="list-style-type: none"> • A new building should be oriented parallel to lot lines, maintaining the traditional, established development pattern of the block. • An exception might be where early settlement has introduced irregular street patterns and building configurations, e.g. parts of Capitol Hill. <p>12.12 Access arrangements to the site and the building should be an integral part of the planning and design process at the earliest stage.</p> <p>12.13 The situation, orientation, configuration and design of a new multifamily building should include provision for common exterior open spaces at ground level. Site and design such space/s to address the following:</p> <ul style="list-style-type: none"> • Reducing the bulk and the scale of the building. • Configuration for residential amenity and casual social interaction. • Landscape and light to enhance residential relaxation, enjoyment and neighboring environmental quality.

<p>3.c Directional Expression of Principal Elevation: A structure shall be visually compatible with the structures, public ways and places to which it is visually related in its orientation toward the street;</p>	<p>Building Placement, Orientation & Use - Design Objective A new multifamily building should reflect the established development patterns, directly address and engage with the street, and include well planned common and private spaces, and access arrangements.</p> <p>12.10 The established historic patterns of setbacks and building depth should be respected in the siting of a new multifamily building.</p> <p>12.11 The front and the entrance of the building should orient to and engage with the street.</p> <ul style="list-style-type: none"> • A new building should be oriented parallel to lot lines, maintaining the traditional, established development pattern of the block. • An exception might be where early settlement has introduced irregular street patterns and building configurations, e.g. parts of Capitol Hill. <p>12.12 Access arrangements to the site and the building should be an integral part of the planning and design process at the earliest stage.</p> <p>Vehicular – Cars & Motorcycles</p> <p>12.22 A vehicular access and driveway should be discreetly placed to the side or to the rear of the building.</p> <ul style="list-style-type: none"> • A vehicular entrance which incorporates a ramp should be screened from street views. • Landscape should be designed to minimize visual impact of the access and driveway. <p>12.23 A single curb cut or driveway should not exceed the minimum width required.</p> <ul style="list-style-type: none"> • Avoid curb cuts and driveways close to street corners. <p>12.24 Driveways serving groups of similar uses should be consolidated to minimize visual intrusion, and to provide less interruption to the sidewalk, pedestrian character and flow.</p> <ul style="list-style-type: none"> • Curb cuts should be shared between groups of buildings and uses where possible. • Joint driveway access is encouraged. <p>12.25 Wherever possible, vehicular parking should be situated below the building, or alternatively behind the building in a manner that does not conflict with pedestrian access from the street.</p> <ul style="list-style-type: none"> • Surface parking areas should be screened from views from the street and adjacent residential properties. <p>12.43 A new multifamily building should be designed to create and reinforce a sense of human scale. In doing so consider the following:</p> <ul style="list-style-type: none"> • Design building massing and modulation to reflect traditional forms, e.g. projecting wings and balcony bays. • Design a solid-to-void (wall to window/door) ratio that is similar to that seen traditionally. • Design window openings that are similar in scale to those seen traditionally. • Articulate and design balconies that reflect traditional form and scale. • Design an entrance, porch or stoop that reflects the scale characteristic of similar traditional building types. • Use building materials of traditional dimensions, e.g. brick, stone, terracotta. • Choose materials that express a variation in color and/or texture, either individually or communally. <p>12.44 A new multifamily building should be designed to respect the access to light and the privacy of adjacent buildings.</p>
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<p>3.d Streetscape; Pedestrian Improvements: Streetscape and pedestrian improvements and any change in its appearance shall be compatible to the historic character of the landmark site or H historic preservation overlay district.</p>	<p>Settlement Patterns & Neighborhood Character</p> <p>Block & Street Patterns - Design Objective The urban residential patterns created by the street and alley network, lot and building scale and orientation, are a unique characteristic of every historic setting in the city, and should provide the primary design framework for planning any new multifamily building.</p> <p>12.5 A new apartment or multifamily building should be situated and designed to reinforce and enhance the established character, or master plan vision, of the context, recognizing its situation and role in the street block and building patterns.</p> <ul style="list-style-type: none"> • Respect and reflect the scale of lots and buildings associated with both primary and secondary street frontages. • Site a taller building away from nearby small scale buildings. • A corner site traditionally might support a larger site and building. • A mid-block location may require careful design consideration to integrate a larger building with an established lower building scale. • Respect and reflect a lower scale where this is characteristic of the inner block. <p>The Public Realm - Design Objective A new multifamily building should respect the characteristic placement, setbacks, massing and landscape character of the public realm in the immediate context and the surrounding district.</p> <p>12.6 A new building should contribute in a creative and compatible way to the public and the civic realm.</p> <p>12.7 A building should engage with the street through a sequence of public to semi-private spaces.</p> <p>12.8 A new multifamily building should be situated and designed to define and frame adjacent streets, and public and common spaces, in ways that are characteristic of the setting.</p> <ul style="list-style-type: none"> • Reflect and/or strengthen adjacent building quality, setbacks, heights and massing. • Reinforce the historic streetscape patterns of the facing primary and secondary streets and/ or alleys. <p>12.9 A building on a corner lot should be designed to define, frame and contribute to the historic character of the public realm of both adjacent streets.</p> <ul style="list-style-type: none"> • The street character will also depend on the adjacent street blocks and frontage. • Building setbacks may be different. • The building scale may also vary between the streets. <p>Building Placement, Orientation & Use - Design Objective A new multifamily building should reflect the established development patterns, directly address and engage with the street, and include well planned common and private spaces, and access arrangements.</p> <p>12.11 The front and the entrance of the building should orient to and engage with the street.</p> <ul style="list-style-type: none"> • A new building should be oriented parallel to lot lines, maintaining the traditional, established development pattern of the block. • An exception might be where early settlement has introduced irregular street patterns and building configurations, e.g. parts of Capitol Hill. <p>12.12 Access arrangements to the site and the building should be an integral part of the planning and design process at the earliest stage.</p>
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	<p>Vehicular – Cars & Motorcycles</p> <p>12.22 A vehicular access and driveway should be discreetly placed to the side or to the rear of the building.</p> <ul style="list-style-type: none"> • A vehicular entrance which incorporates a ramp should be screened from street views. • Landscape should be designed to minimize visual impact of the access and driveway. <p>12.23 A single curb cut or driveway should not exceed the minimum width required.</p> <ul style="list-style-type: none"> • Avoid curb cuts and driveways close to street corners. <p>12.24 Driveways serving groups of similar uses should be consolidated to minimize visual intrusion, and to provide less interruption to the sidewalk, pedestrian character and flow.</p> <ul style="list-style-type: none"> • Curb cuts should be shared between groups of buildings and uses where possible. • Joint driveway access is encouraged. <p>12.25 Wherever possible, vehicular parking should be situated below the building, or alternatively behind the building in a manner that does not conflict with pedestrian access from the street.</p> <ul style="list-style-type: none"> • Surface parking areas should be screened from views from the street and adjacent residential properties.
<p>4. Subdivision Of Lots: The planning director shall review subdivision plats proposed for property within an H historic preservation overlay district or of a landmark site and may require changes to ensure the proposed subdivision will be compatible with the historic character of the district and/or site(s).</p>	<p>Settlement Patterns & Neighborhood Character</p> <p>Block & Street Patterns - Design Objective The urban residential patterns created by the street and alley network, lot and building scale and orientation, are a unique characteristic of every historic setting in the city, and should provide the primary design framework for planning any new multifamily building.</p> <p>12.4 The pattern and scale of lots in a historic district should be maintained, as the basis of the historic integrity of the intricate ‘fine grain’ of the neighborhood.</p> <ul style="list-style-type: none"> • Avoid assembling or subdividing lots where this would adversely affect the integrity of the historic settlement pattern. <p>12.5 A new apartment or multifamily building should be situated and designed to reinforce and enhance the established character, or master plan vision, of the context, recognizing its situation and role in the street block and building patterns.</p> <ul style="list-style-type: none"> • Respect and reflect the scale of lots and buildings associated with both primary and secondary street frontages. • Site a taller building away from nearby small scale buildings. • A corner site traditionally might support a larger site and building. • A mid-block location may require careful design consideration to integrate a larger building with an established lower building scale. • Respect and reflect a lower scale where this is characteristic of the inner block.

ATTACHMENT D: R-MU-35 ZONING STANDARDS

R-MU-35 (Residential Mixed Use District)

The purpose of the R-MU-35 residential/mixed use district is to provide areas within the city for mixed use development that promote residential urban neighborhoods containing residential, retail, service commercial and small scale office uses. The standards for the district reinforce the mixed use character of the area and promote appropriately scaled development that is pedestrian oriented. This zone is intended to provide a buffer for lower density residential uses and nearby collector, arterial streets and higher intensity land uses.

Zoning Ordinance Standards for R-MU-35-(21A.24.164)

Standard	Proposed	Complies
Lot Area: <u>Mixed Use Development:</u> 5,000 SF <u>Two Family Dwelling:</u> 2,500 SF	Lot Area: Mixed Use Development: 7,054 SF Two Family Dwelling: 2,558 SF	Complies
Minimum Lot Width: <u>Mixed Use Development:</u> 50 FT <u>Two Family Dwelling:</u> 25 FT	Minimum Lot Width: Mixed Use Development: 74 FT 3 IN Two Family Dwelling: 41 FT 3 IN	Complies
Front Yard Setback: <u>Mixed Use Development:</u> Min 5 FT; Max 15 FT <u>Two Family Dwelling:</u> Min 5 FT; Max 10 FT	Front Yard Setback: Mixed Use Development: 8 FT Two Family Dwelling: 0 (zero) lot line	New Construction Complies. Duplex does not Comply. (Planned Development approval required for zero front yard setback on rear property occupied by duplex.)
Rear Yard Setback: <u>Mixed Use Development:</u> 25% of the lot depth, but need not exceed 30 FT <u>Two Family Dwelling:</u> 25% of the lot depth, but need not exceed 20 FT	Rear Yard Setback: Mixed Use Development: Approximately 12 FT Two Family Dwelling: 15 FT	New Construction Does Not Comply. (Planned Development approval required for reduced rear yard setback) Existing Duplex Complies.
Interior Side Yard Setback: <u>Mixed Use Development:</u> No setback required unless interior side yard abuts a single or two family residential district <u>Two Family Dwelling:</u> 4 FT	Interior Side Yard Setback: Mixed Use Development: 5 FT on west side and 15 FT on east side. Two Family Dwelling: approximately 4 FT on both sides.	Complies
Maximum Building Height: 35 FT	Maximum Building Height: Mixed Use Development: 35 FT Two Family Dwelling (existing): 13 FT	Complies
Minimum Open Space: For residential uses and mixed uses containing residential uses, not less than 20% lot area shall be open space	Minimum Open Space: Mixed Use Development: 20% of lot = 1410 SF; 1763 SF proposed Two Family Dwelling: 20% of lot = 512 SF; 1195 SF proposed	Complies

ATTACHMENT E: DRAFT WORK SESSION TEMPLATE

WHAT IS A WORK SESSION?

A Work Session is an informal, yet organized and structured, meeting with participants who have a stake in a given project with the purpose of “working” through issues and documenting results of the discussion while moving toward the production of a final product. Further, a work session is a vehicle for addressing major issues or concerns more effectively and earlier in the process. They make future public hearings more productive, focusing on whether a proposal meets standards and guidelines. A work session is different from a public hearing because in a work session no testimony is taken from the public (although the public may attend the session), no formal staff analysis or recommendation is provided, and the work session is non-binding. It is an opportunity for the applicant to bring a complex project to the HLC and have formal access to the entire commission in a public setting in order to explain the concept and nuances of a project, answer questions, and receive direction to make the process decision making more predictable when revising or returning for a final decision.

A work session would be coordinated and facilitated by Planning Staff and would include, but not be limited to, the following core characteristics:

- *Work sessions have a purpose that is aligned to project objectives* – They are designed to achieve a specific goal or project resolution/clarification.
- *Work sessions encourage discovery* – A work session is a place for healthy discussion; a place of discovery where the ideas and opinions of all the participants contribute to exploring and defining the best outcome of a project.
- *Work sessions are systematic* – The work session has a defined approach and structure and is not an ad hoc meeting of interested parties. Preparation, work session delivery, and follow-up activities are all part of the work session process with clear roles and responsibilities.
- *Work sessions are collaborative* – The participants do not attend a work session so that an expert can tell them what to do, all parties are viewed as having individual input. The participants are led by a facilitator, typically planning staff, who seeks input and involvement to achieve work session objectives.
- *Work sessions create substantive outputs* – Work sessions result in quality discussion and direction, and are designed to produce the decisions and content required for the delivery of a high quality product in the end. They should improve predictability and decrease the need for multiple public hearings by allowing more thorough analysis of complex issues and feedback from the Commission prior to a formal public hearing.

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- *Work sessions promote accountability* – Direction within the work session are typically made by consensus. Participants respect the direction given during a work session.

WORK SESSION EXPECTATIONS

PLANNING STAFF'S ROLE IN A WORK SESSION

Planning Staff's primary role in the work session environment is that of facilitator. Good facilitation requires:

- Planning and the ability to think through desired objectives and the creation a plan to achieve them,
- Flexibility to change direction to accommodate group needs,
- Objectivity to guide discussion of key issues without bias,
- Thorough knowledge of City Plans and associated policies, ordinances, and guidelines as they relate to historic preservation, and;
- Good communication skills to collect from and disseminate information to the group effectively.

AN APPLICANT'S ROLE IN A WORK SESSION

The responsibility of an applicant in a work session is to provide adequate information to facilitate a meaningful and productive discussion. At a minimum, the application materials required by the City's Zoning Ordinance in terms of a "complete submittal" should be provided. In addition, any materials that are deemed important by an applicant to further promote an in-depth discussion should be submitted. Items requested by Planning Staff to present issues in further detail for the participant's benefit are encouraged. In short, the responsibility of the applicant is to provide the minimum required application materials and information for the purpose of facilitating a productive work session ie: issue identification, analysis of alternatives, and resolution as feasible.

THE HLC'S ROLE IN A WORK SESSION

The HLC will actively consider information and materials provided by the applicant and engage in focused discussion with the applicant, in order to provide constructive feedback and direction on a proposal based on adopted plans, zoning ordinance standards, and preservation guidelines. The role of the HLC is not to design a project by "committee", rather it is to provide input and advice for an applicant so that a more historically compatible, standard compliant product results through the participation of all parties.

TYPICAL WORK SESSION STRUCTURE

A work session with the HLC would typically be organized utilizing the following meeting structure:

- The HLC chairperson directs the work session and introduces the project applicant.
- Planning Staff provides an introductory overview of the project and identifies issues and concerns based on adopted standards and guidelines.
- Applicant provides a proposal overview including how the proposal meets adopted standards and guidelines.
- Discussion between the members of the HLC and the applicant.
- Verbal summary of the discussion including issues and concerns plus further direction from the HLC to Planning Staff and the applicant.

After the work session, Planning Staff provides a summary document of the work session discussion to the applicant and HLC, and conducts any necessary follow-up in preparation for a formal presentation at the HLC public hearing.

DESIRED WORK SESSION OUTCOMES

The following are benefits that should result from a productive and successful work session, and should be objectives of any work session conducted by the HLC:

- Ownership of the work session outcome(s),
- Improved project quality; meeting or closer to meeting required standards,
- Improved working relationships,
- Informed decision making,
- Predictability, early issue identification, resolution exploration and expectations,
- Reduction of the overall project elapsed time.