






## RESIDENTIAL UNIVERSAL DESIGN WORKSHEET

The requirements outlined in this worksheet represent a general overview of the review process. However, **additional regulations will apply depending on the proposed type of housing and location**, particularly if the project is within a **Planned Development** or **Overlay District**.

To ensure full compliance:

-  Please consult the [McMinnville Zoning Ordinance](#)
-  Contact Planning staff at **503-434-7311**
-  Or email [Planning@mcminnvilleoregon.gov](mailto:Planning@mcminnvilleoregon.gov)

Understanding these requirements is essential for successful application review and processing.

**Building Permit #** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Proposal:** \_\_\_\_\_

### Site Plan Elements:

- ☐ Site plan on min. 8-1/2" x 11" or 11 x 17" paper
- ☐ Drawn to scale (standard architect or engineer scale)
- ☐ North arrow
- ☐ Applicant information (name, phone number, site address map and tax lot number)
- ☐ Lot and building setback dimensions
- ☐ Lot area, building coverage area, percentage of coverage
- ☐ Corner elevations
- ☐ Existing Structures onsite
- ☐ Show distinction between existing building and proposed.

- ☐ All Street, alleys, and driveway widths shown.
- ☐ Street Names.
- ☐ Utility locations & easements
- ☐ Hydrants, water meters, sewer laterals, transformers, and above ground utilities
- ☐ Erosion Control
- ☐ Stormwater or surface drainage
- ☐ Street tree size, type and location
- ☐ Tree protection measures if required

**1. Façade–** (17.11.110.A) Welcoming facades contribute to the overall character of the neighborhood, promoting a safe, walkable, and bikeable place.

- ☐ Windows a minimum of 25 percent of the overall area of the street-facing facade.
- ☐ Primary entrance shall be oriented toward the street which the dwelling faces

At least one primary entrance for each structure must either:

- ☐ Directly face onto street right-of-way.
- ☐ Be at an angle of up to 45 degrees from the street.
- ☐ Open onto a porch. The porch must be at least 25 square feet in area and have one entrance facing the street or have a roof. OR
- ☐ Face a central courtyard space or common open space that is adjacent to the street and abutted by dwellings on at least two sides.

**2. Street Frontage – (17.11.110.B)** Minimizing driveway curb cuts maximizes the value of the planter strip.

- ☐ Dwelling units with alley access must provide access off the alley to attached garages located behind the dwelling.
- ☐ Frontage Types (choose one):
  1. Front-Loaded Parking
    - ☐ Minimum distance between driveways: 24 feet.
    - ☐ Maximum driveway width: 40 Percent of frontage
  2. Front-Loaded Parking with Paired Driveways
    - ☐ Minimum distance between driveways: 30 feet.
    - ☐ Maximum driveway width: 20 feet.
  3. Alley-Loaded Parking
    - ☐ Minimum street width- refer to housing type development standards.

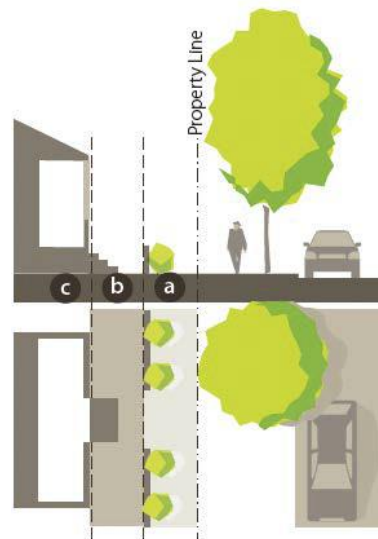
**3. Front Yard – (17.11.110.C)** Vital transition between the public area of the street and the private spaces within the dwelling

Must choose from the following Front Yard Types:

- ☐ Front Yard Type 1: Neighborhood
- ☐ Front Yard Type 2: Urban

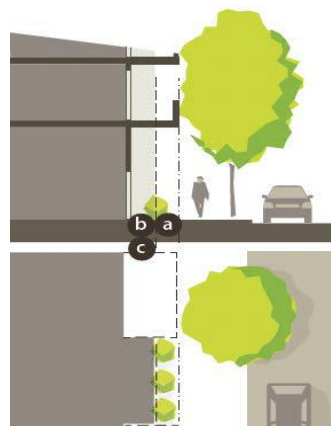
Neighborhood Front Yard:

- a. Gateway (must provide one of the following):
  - ☐ Low Fence
  - ☐ Low planting (shrubs or grasses)
- b. Front Yard
  - ☐ Minimum of 5 feet wide from property line
  - ☐ Paved walkway between sidewalk and entrance
  - (Must provide one of the following):
    - ☐ Pedestrian oriented hardscape
    - ☐ Lawn or planted area
    - ☐ Alternate option meeting intent
- c. Porch, Stoop, Terrace:
  - ☐ 36 square feet and 6x6 feet
  - ☐ Solid roof
  - (Must provide one of the following):
    - ☐ Ornamental fencing or balustrade
    - ☐ Columns demarcating perimeter



Urban Front Yard:

- a. Gateway (must provide one of the following):
  - ☐ Low wall
  - ☐ Change in paving material
  - ☐ Low Fence

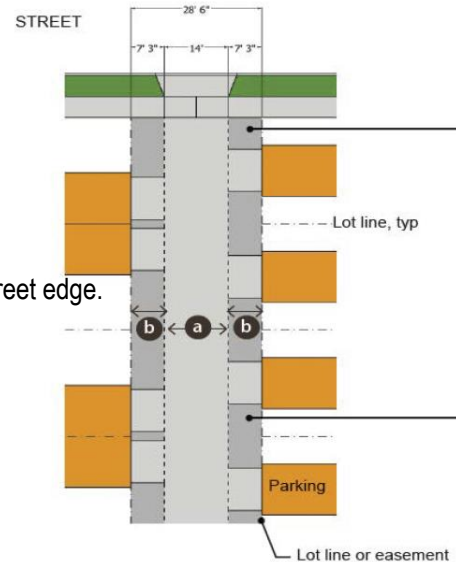


- ☐ Low planting (shrubs or grasses)
- b. Front Yard
  - ☐ Minimum of 10 feet wide
  - (Must provide one of the following):
    - ☐ Ornamental fencing or balustrade
    - ☐ Columns demarcating perimeter, or supporting roof
    - ☐ Planted area
    - ☐ Wood decking
- c. Porch, Stoop, Terrace:
  - ☐ Minimum of 10 feet wide
  - (Must provide one of the following):
    - ☐ Ornamental fencing or balustrade
    - ☐ Columns demarcating perimeter
    - ☐ Recessed area
    - ☐ Overhanging balcony
    - ☐ Canopy

**4. Alleys** – (17.11.110.D) Critical in limiting the number of driveways accessing lots from the street edge.

Must choose from the following Alley Types, if Alleys are proposed:

- ☐ Alley Type 1
  - ☐ Travel width: 14 feet.
  - ☐ Low landscape buffer: 7.25 feet each side.
- ☐ Alley Type 2
  - ☐ Travel width: 20 feet.



**5. Garages** – (17.11.110.E) These standards apply to all garages that are accessory to a dwelling whether they are attached or detached to the primary dwelling.

- ☐ Length of the garage wall facing the street may be up to 50 percent of the length of the street-facing building façade.
- ☐ Where the street-facing façade of the building is less than 24 feet long, the garage wall facing the street may be up to 12 feet long if there is one of the following.
  - ☐ Interior living area above the garage. No more than 4 feet from street facing garage wall.
  - ☐ Covered balcony above the garage that is: at least the same length as street facing garage wall; 6 feet deep; and accessible from interior living area.
- ☐ A garage wall that faces a street may be no closer to the street lot line than the longest street-facing wall of the dwelling unit.
- ☐ Shall be located not less than 20 feet from the property line bordering the street.

**6. Compatibility** – (17.11.110.F) New housing should be compatible with its surrounding context while introducing new shape, size and detail variation, enabling different housing styles and types to sit side-by-side harmoniously.

**A. Siting**

- ☐ Single dwellings, duplexes, triplexes, quadplexes, tiny houses, and dwellings within cottage clusters that are of the same or very similar design must be separated by at least two lots and may not be directly across from one another. Similar design consists of exterior elevations that utilize the same or similar rooflines, projections, garage doors, paint colors, building materials, window sizes and orientation.
- ☐ On a site with multiple buildings of varying scales (or that vary from the surrounding context), provide a gradual transition between scales. For example, locate dwellings that are similar in scale and density along the street frontage

and transition to lower scale and density buildings toward the rear of the site. Use rear driveways and landscaping as a buffer backing up to adjacent properties of a different scale.

- ☐ Arrange building volumes and setbacks in a way that reflects neighborhood patterns along street frontages and contributes to the desired character.
- ☐ Arrange courtyard apartments so that end units reflect a neighborhood context of detached units along the street frontage.

**B. Human Scale** Front and public-facing building facades must meet all the following requirements:

- ☐ Facades shall provide vertical offsets, projections, or recesses to break up the building façade. Vertical projections may encroach into exterior side yard setbacks by up to 20 percent of the required setback distance.
- ☐ Elevations shall include horizontal elements the width of the façade. The horizontal elements shall mark the break between floors or be located along rooflines, and may include fascia, band course, band molding, bellyband, or belt course.
- ☐ A minimum of two types of building materials shall be used on the front elevations.
- ☐ Trim with a minimum size of 3 inches on all windows.
- ☐ In addition, front and public-facing building facades must provide at least four of the following options:
  - ☐ Windows
  - ☐ Gables
  - ☐ Dormers
  - ☐ Architectural Bays
  - ☐ Awning made of fabric, metal or wood framed.
  - ☐ Change in wall planes
  - ☐ Ground floor wall lights/sconces
  - ☐ Transom windows
  - ☐ Balconies or decks
  - ☐ Columns or pilasters – not decorative

**C. Supplemental Requirements-** Must provide a minimum of three of the following elements:

- ☐ Use roof forms and bays to break up the overall mass of larger dwellings and reflect the building forms and scale of single dwellings.
- ☐ Pair units under a single roof form and distinct building volume to provide massing reflective of detached dwellings.
- ☐ Walls incorporate vertical wall offsets, projections, or recesses to reduce building façades into smaller volumes and define visually distinct living unit modules.
- ☐ Step back upper floors so that first two stories frame the street and relate to the human scale.
- ☐ Mark a distinct physical transition between the base and upper floors of a building through a change in brick pattern, change in materials and/or wall surface pattern, articulation of a floor line, or change in window types.
- ☐ Use horizontal elements the entire width of the front façade to mark break between floors or along roofline including band course, band molding, bellyband, or belt course.
- ☐ Use a variation in roof forms on all four elevations of a structure to visually break up monotony including pitched or sloping roof elements, variations in pitch and height of roof planes, dormers, eaves, gable, or dormer end brackets, corbels, or decorative wood timbers.
- ☐ Limit continuous ridgelines to less than 40 feet in length and continuous eaves to 25 feet in length.
- ☐ Step down taller buildings next to smaller buildings to enable buildings of larger-scale but similar proportions to blend in with surroundings.