



City of Portland, Oregon
Bureau of Development Services
Land Use Services
FROM CONCEPT TO CONSTRUCTION

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MEMORANDUM

Date: May 17, 2018
To: Design Commission
From: Staci Monroe, City Planner – Design/Historic Review Team
(503) 823-0624, staci.monroe@portlandoregon.gov
Re: May 24, 2018 Agenda Item
Briefing on Neighborhood Contact Requirement Changes (Discussion Draft)

The Bureau of Planning and Sustainability (BPS) has prepared a Discussion Draft on changes to the **Neighborhood Contact requirement** of the Zoning Code. A copy of the Discussion Draft is attached.

OVERVIEW

Other than the limited situation of when the current Neighborhood Contact requirement applies (see below), when development is allowed and complies with zoning regulations, community notification about a proposed project is generally not required. However, many participants in the 2035 Comprehensive Plan Update supported broader information sharing, enhanced notification and early conversations about new development. With Zoning Code changes effective May 24th, many more development projects in the Commercial/Mixed Use zones will be subject to the Neighborhood Contact requirements.

CURRENT REGULATIONS

- Neighborhood Contact is required before an applicant may apply for a land use review or building permit in limited situations:
 - In Multi-Dwelling Residential zones, when Community Design Standards are used, for Type IIx and Type III land divisions, for Design reviews in some areas, and a few other specific situations.
- Applicant/property developer must contact the local neighborhood association by mail and offer to meet.

SUMMARY OF PROPOSED CHANGES

- Change the trigger thresholds to projects adding over 10,000 SF.
- Establishing a two-track process based on size impacts – larger projects require a meeting.
- Assigning responsibility of the meeting to the applicant rather than to the neighborhood association.
- Changing the method of communicating with organizations to email or mail and a site posting.

POTENTIAL DISCUSSION TOPICS:

BDS and BPS Staff have been discussing how to align the new site posting requirements of the Neighborhood Contact with others required in the Zoning Code (Type 3 and 4 land use public hearings, environmental zone reviews, 120-day demo delay for HRI properties) and of BDS (tree preservation/removal and murals, for example). BDS Staff identified potential confusion for the public with different messaging about upcoming meetings, hearings, and information about a future development. While alignment of the different posting

requirements would be ideal, it was acknowledged that a larger undertaking for a comprehensive analysis of all BDS posting requirements is necessary.

BDS Staff has suggested the new sign content and format should better clarify that it contains preliminary information on a proposed development from the applicant and has not been reviewed or approved by the City. Also, the sign places a greater focus on the early stage contact meeting, but if there is a required public hearing, that would be the place where community members could directly influence a change. The addition of the City process that a project goes through could be added to the site posting to educate the public on where this early contact fits into the overall process and where the public opportunities exist to engage and influence a project design.

A more recent concept of incorporating the site posting for the proposed required DAR, under the DOZA Process Code Project, has been discussed. However, the details have not yet been determined.

Any feedback on the concept of alignment or ways to better distinguish between the different types of site postings would be appreciated.

NEXT STEPS:

- Discussion Draft – BPS will continue outreach to neighborhoods and community.
- Proposed Draft will be published in Spring 2018 for consideration by the Planning and Sustainability Commission (PSC) in July 2018.
- Recommended Draft will be published after PSC recommendation and expected for City Council review in Fall 2018.

Please contact me at (503) 823.0624 with any questions or concerns.

Attachments: Neighborhood Contact Code Update Project – Discussion Draft