



Bureau of Planning and Sustainability
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MEMO

DATE: August 8, 2018

TO: Planning and Sustainability Commission

FROM: Sara Wright, BPS staff

CC: Eric Engstrom, Principal Planner
Joe Zehnder, Chief Planner

SUBJECT: Overview of the Neighborhood Contact Code Update project & suggested technical amendments

The purpose of this memo is to summarize the Proposed Draft of the Neighborhood Contact Code Update Project, summarize public testimony on the project received through the morning of August 7, 2018, and offer errata and technical amendments.

Project Summary

The Planning and Sustainability Commission will hold a public hearing on the Neighborhood Contact Code Update Project on August 14, 2018. This project proposes changes to Title 33 to simplify, clarify and make more effective the existing Required Neighborhood Contact (33.700.025) rules. The proposed changes will revise the neighborhood contact process itself as well as the types of development projects that require the process.

Issues Raised by Public Testimony

The following is an interim summary of the nine unique pieces of public testimony received on the Neighborhood Contact Code Update as of the morning of August 7, 2018. Staff will provide a complete summary of public testimony after the public testimony period ends. Points raised by testimony include but are not limited to the following:

- The threshold for the meeting requirement is too high.
- The threshold for the meeting requirement is too low.



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- The threshold for the meeting requirement is too high for some zones, and should be tailored to specific zones.
- Projects in the design overlay should have a lower threshold for the meeting requirement.
- The threshold for the sign requirement is too high.
- Projects that include size bonuses or adjustments should require a sign.
- The required notice should include more information about massing and context.
- Notice should be made available to the general public through email subscription lists.

Errata and Technical Amendments Submitted by Staff

- Report: The list of PSC members incorrectly assigned the Vice Chair role. This will be corrected.
- 33.140.050: Correct reference to the current Neighborhood Contact section (33.700.025) so that it refers to the new Neighborhood Contact chapter (33.705.020.A).
- 33.705.020:
 - Add the Bureau of Development Services to the list of organizations receiving the mailed or emailed notice set at least 35 days before submission of application. This addition will allow BDS to include that information in online or other platforms.
 - Add detail about how applicant demonstrates at the point of application that they met the requirement. This will include copies of the emails and meeting notes and a signed statement from the applicant verifying that they sent the email, posted the sign, held the meeting and sent the notes.
 - Remove the reference to “accessible route” for the meeting in the code. (Language about accessibility will remain in the draft handout.)

Next Steps

- PSC Worksession/Recommendation - August 28

