



# Neighborhood Contact Code Update

Work Session  
8/28/2018



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# What problems are we trying to solve?

- Reach of notice
- Consistency and predictability
  - process
  - thresholds



# Key elements of proposal

- All projects in **most zones, creating >10,000 sq ft of new building**, trigger the requirement.
- Applicant **posts a sign** and sends an **informational email** or mail to NA, district coalition and BA.
- **If the project creates >25,000 sq ft of new building, applicant must ensure that project is presented at a public meeting.**



# Amendments related to...

- Meeting requirements - 15 minutes
- Purpose - 10 minutes
- Sign content - 15 minutes
- Time limit on exemptions - 10 minutes
- Online access to information - 15 minutes
- Thresholds - 15 minutes
- Staff amendments - 10 minutes



# Meeting Requirements

A: Adopt the amendment

B: Encourage BDS to support applicants and public to make meetings successful

C: No change



# Purpose

A: Adopt the amendment

B: No change



# Sign Content

A: Adopt the amendment

B: Encourage BDS to provide clear information on the sign about the way development projects might proceed

C: No change



# Time Limit on Exemptions

A: Adopt the amendment

B: No change





# Online Access to Information

A: Adopt the amendment

B: Adopt staff-revised version of A

C: Adopt staff-preferred approach

D: No change



# Thresholds

Notice thresholds vs Meeting thresholds



# Permits 2015-2017

Proposed neighborhood contact requirement	None		Notice (sign and email)	Notice and Meeting		Grand Total
	1,000-4,999 sq ft	5,000-9,999 sq ft		10,000-24,999 sq ft	25,000-39,000 sq ft	
<b>Neighborhood Coalitions</b>						
Northeast	660	52	16	6	24	<b>755</b>
East	456	15	28	7	16	<b>522</b>
Northwest	88	19	7	8	54	<b>176</b>
North	432	27	20	5	14	<b>498</b>
Southeast	1,057	46	32	21	51	<b>1,207</b>
Southwest	349	21	6	2	5	<b>383</b>
NONE	26	7	3	2	9	<b>47</b>
<b>Grand Total</b>	<b>3,068</b>	<b>187</b>	<b>112</b>	<b>51</b>	<b>173</b>	<b>3,591</b>



# Staff Amendments

A: Adopt the amendments as a package

B: Pull amendment(s) off for discussion and adopt the rest as a set

C: No change





# Thresholds



# < 10000 sq ft

- Would require no notice



# 8332 N Willamette Blvd 4,278 sq ft





# 1125 SE Harrison St 5,705 sq ft



# 8125 SE Ash St 6,336 sq ft





# 4008 SE Division 6,558 sq ft



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# 7625 SE Milwaukie Ave 7,636 sq ft





# 5624 SE 22<sup>nd</sup> 8,500 sq ft



# 10000 to 25000 sq ft

- Would require sign but no meeting



# 8052 SE 7<sup>th</sup> Ave 10,300 sq ft





# Hawthorne New Seasons 17,000 sq ft





# 17199 SE Division

## 19950 sq ft





# 6906 N Greenwich Ave

## 21,000 sq ft



# 4330 SE Division 16,616 sq ft





# >25,000 sq ft

- Would require sign and meeting



# 1313 SE Spokane

## 25,100 sq ft



# 2100 SE Belmont

## 39,733 sq ft





# 5075 SW 56<sup>th</sup> Ave

## 25,368 sq ft



**>40,000 sq ft**





# 3910 NE Tillamook

## 51,348 sq ft



# 247 NE 146<sup>th</sup> Ave

## 106,660 sq ft



# Testimony

- The threshold for the **notice (letter and sign)** requirement:
  - is too high
  - should be triggered by projects that include size bonuses or adjustments
- The required notice should:
  - include information about massing and context
  - include information about parking
  - be made available to the general public through email subscription lists
  - be sent by certified mail





# Testimony

- The threshold for the meeting requirement
  - is too high
  - is too low
  - is too high for some zones, and should be tailored to specific zones
  - should be lower for projects in d overlay
  - should have a middle range in which a meeting is offered to the NA if they want it
- The meeting should be
  - first offered to the NA under “right of first refusal”
  - required to be held outside of the NA meeting
  - required to be held at a NA meeting
  - more tightly constrained by limits on location and timing



# Key questions

- What information should be required in the notice?
- What should trigger the notice requirement?
- What should trigger the meeting requirement?
- How much specificity should be included in the meeting requirement?
- Who should be responsible for ensuring the meeting takes place?



# What information should be required in the notice?

*sent >35 days before application submitted*

- Currently proposed:
  - Contact info for applicant, NA and DC
  - Summary of development
  - Site plan
- Possible options:
  - Require more detail about parking, massing and context
  - Keep it as is
  - Require less detail
  - Specify whether by-right or discretionary



# What should trigger the notice requirement?

- Currently proposed:
  - Projects adding >10,000 square feet
- Possible options:
  - Lower the threshold
  - Keep it as is
  - Raise the threshold
  - Make the threshold variable, depending on base zone, overlay, or adjustments



# What should trigger the meeting requirement?

- Currently proposed:
  - Projects adding >25,000 square feet
- Possible options:
  - Lower the threshold
  - Make the threshold variable, depending on base zone, overlay, or adjustments
  - Keep it as is
  - Raise the threshold
  - Remove meeting requirement



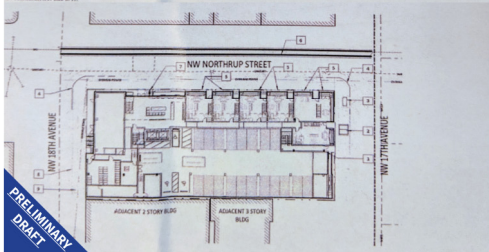
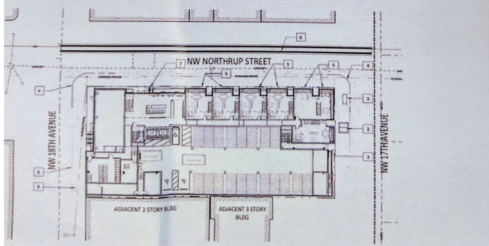
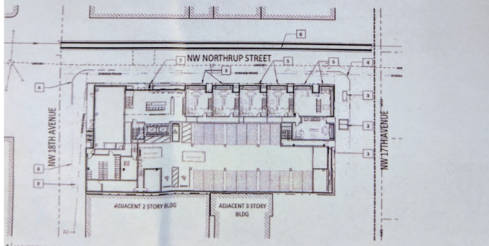


# Who should be responsible for ensuring the meeting takes place?

- Currently proposed:
  - Applicant is responsible
- Possible options:
  - Keep it as is
  - Give neighborhood association “right of first refusal”
  - Assign neighborhood association responsibility



# Development Notice



**3467  
SE Main Street**



**45 feet  
4 Stories**



**45 units  
200 feet<sup>2</sup> retail**



**0 off-street parking  
20 bicycle parking**



**Check [www.PortlandMaps.com](http://www.PortlandMaps.com) for latest permit status**

Applicant created this sign on January 5, 2020. The City has not reviewed the content of this sign. The project may change after the sign is posted.

**AN APPLICATION WILL BE  
SUBMITTED TO THE CITY FOR  
FUTURE CHANGES ON THIS SITE.**

## MEETING INFO

8.5" x 11"  
Informational Meeting

January 23  
6 p.m. - 8 p.m.  
Community Center  
123 SE Big St.

**Applicant: DEF Development**

**Contact: Jane Doe 503.456.8910 - [applicant@def.com](mailto:applicant@def.com)**

Learn how developments like this go through the zoning and land use process:  
[www.PortlandOregon.gov/BDS/NeighborhoodResources](http://www.PortlandOregon.gov/BDS/NeighborhoodResources)

General Zoning Info: Bureau of Development Services - 503.823.7526

District Coalition: SE Uplift - 503.232.0010 - [info@southeastuplift.org](mailto:info@southeastuplift.org)

Neighborhood Association: Hosford Abernethy - [landuse@handpdx.org](mailto:landuse@handpdx.org)

Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译 | 503-823-7300 | [BDS@PortlandOregon.gov](mailto:BDS@PortlandOregon.gov) | [www.PortlandOregon.gov/bds/translated](http://www.PortlandOregon.gov/bds/translated) | Turjumida ama Fasiraadda | 翻訳または通訳 | Traducere sau Interpretare

Письменный или устный перевод | 번역 및 통역 | Письмовий або усний переклад | الترجمة التحريرية أو الشفوية | ຫຼື ການອະທິບາຍ

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