



City of Portland Design Commission

DISCUSSION MEMO

Date: February 19, 2019
To: Historic Landmarks Commission
From: Staci Monroe Design Review
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Re: Neighborhood Contact Recommended Draft
Items of Interest on February 25, 2019

The Bureau of Planning and Sustainability (BPS) has prepared a Recommended Draft on changes to the NEIGHBORHOOD CONTACT requirement of the Zoning Code. A copy of the Recommended Draft can be found here <https://www.portlandoregon.gov/bps/article/710696>.

The Commission reviewed the Discussion Draft back on June 11, 2018 and provided BPS comments (see attached). Since that briefing, the Planning & Sustainability Commission (PSC) has reviewed the draft and made a recommendation to City Council which includes a new requirement for online access to project information for the public. The Recommended Draft is scheduled for consideration by City Council on March 6th.

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 recent Zoning Code changes more development projects in the Commercial/Mixed Use zones will be subject to the Neighborhood Contact requirements.

CURRENT REGULATIONS

- Neighborhood Contact is currently 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, Type IIx & Type III land divisions, for Design reviews in some areas, and a few other specific situations.
- Applicant must contact the local neighborhood association by mail and offer to meet.

SUMMARY OF RECOMMENDED CHANGES

- Changes the trigger threshold to projects adding over 10,000 SF.
- Establishing a two-track process based on size - larger projects (+ 25,000 SF) require a meeting.
- Assigns responsibility of the meeting to the applicant rather than to neighborhood association.
- Changing the method of communicating with organizations to email or mail and a site posting.
- Requires BDS to provide online access to project information for the public.

COMMISSION COMMENTS ON DISCUSSION DRAFT:

About half of the comments provided by the Commission on the Discussion Draft focused on the site posting board design and details. BDS will take the lead on the site posting details in the latter part of the year. The following comments were provided on the rest of the regulations:

- It was noted that the thresholds for the requirement (adding 10,000 SF) could have minimal impact on large site but much more of an impact on a small site.
 - *Current proposal retains this threshold.*
- It was recommended that we track where the meetings are occurring so we can understand if developers are avoiding the neighborhood association meetings or taking advantage of them.
 - *Not addressed in current proposal, however could recommend monitoring efforts to Council.*

NEXT STEPS

City Council is scheduled to consider this legislative project at their meeting on March 6th. Should the Commission desire to forward concerns regarding the 10,000 SF addition threshold, meeting monitoring efforts, or any other item to Council, a letter would need to be prepared by March 1st.

We will discuss this further at the Items of Interest portion of the 2/25 hearing. Please contact me at (503) 823.0624 with any questions or concerns.

Enclosures: Neighborhood Contact Discussion Draft Briefing Summary Memo dated 6/14/18