



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

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## MEMORANDUM

**Date:** June 14, 2018  
**To:** Sara Wright, BPS  
**From:** Staci Monroe, City Planner – Design/Historic Review Team  
(503) 823-0624, [staci.monroe@portlandoregon.gov](mailto:staci.monroe@portlandoregon.gov)  
**Re:** Briefing on Neighborhood Contact Requirement Changes (Discussion Draft)  
Summary of June 11, 2018 Landmarks Commission hearing

Thank you for taking advantage of the opportunity to hold a preliminary briefing with the Landmarks Commission regarding your project. I hope you find it informative and valuable as you continue with your project development. Attached is a brief summary of the comments provided by the Landmarks Commission at the June 11, 2018 hearing. This summary was generated from notes taken at the public meeting and a subsequent review of the public meeting recordings. To review those audio recordings, please visit: <http://efiles.portlandoregon.gov/record/11982926>.

These Landmarks Commission comments are intended to guide you in further developing the project. It should be understood that these comments address the project as presented on June 11, 2018. As the project evolves, the comments, too, may evolve or may no longer be pertinent.

Please continue to coordinate with Staci Monroe, as necessary.

*Encl:*  
Summary Memo

*Cc:* Landmarks Commission

This memo summarizes **Landmarks Commission** design direction provided on **June 11, 2018**.

**Commissioners in attendance on June 11, 2018 include:** Wendy Chung, Kristen Minor, Kirk Ranzetta, Matthew Roman, Ernestina Fuenmayor

**Comments:**

- Consider adding language that encourages public participation, beyond the neighborhood association. Something along the lines of “Your comments are important!”, “Everyone is welcome”.
- Support was expressed for allowing some flexibility in the sign information to be able to accommodate QR codes, projects websites, and the like, which provide more ways to access information about the project beyond the meeting.
- Should clarify on the sign when no meeting is required, so that it not assumed a meeting will be happening in the future.
- 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.
- 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.