



City of Portland Design Commission

Work Session

MEMORANDUM

Date: August 25, 2022
To: Design Commission
From: Benjamin Nielsen, Design / Historic Review Team
(503) 865-6519, benjamin.nielsen@portlandoregon.gov
Re: September 1, 2022 Work Session
Transmittal of West Portland Town Center Character Statement to City Council

Attached is a transmittal memorandum and recommendation to City Council for the West Portland Town Center (WPTC) *Character Statement* and the pages titled, "A Guide to the Document", which will inform users on how to use the character statements in the *Portland Citywide Design Guidelines*. Both the character statement and the guide will be appended to the *Portland Citywide Design Guidelines*.

The Design Commission has already voted to approve both of these documents at the March 3, 2022, Design Commission hearing. The vote on September 1, 2022, will be regarding the content and wording of the transmittal memo and recommendation and not on the content of the character statement or guide.

Please contact me with any questions you may have. A representative from BPS—either Cassie Ballew or Joan Frederiksen—will also be on hand at the September 1 hearing, in case you have any questions about the remaining WPTC adoption process.

Attachments: Draft Transmittal Memo to City Council
WPTC Character Statement, as approved by Design Commission on 03/03/2022
"A Guide to the Document" page, as approved by Design Commission on 03/03/2022