

Portland, Oregon  
**FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT**  
**For Council Action Items**

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Deborah Sievert-Morris	2. Telephone No. 3-7338	3. Bureau/Office/Dept. BDS – 299/5000
4a. To be filed (date):  12/17/14, 3:30 TC	4b. Calendar (Check One)  Regular    Consent    4/5ths <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Date Submitted to Commissioner's office and FPD Budget Analyst:  12/11/14
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed

**1) Legislation Title:**

Amend Building Demolition Code to require notice and delay for all single family residential demolitions in areas with a residential Comprehensive Map Designation and make other changes (Ordinance; amend Code Chapter 24.55)

**2) Purpose of the Proposed Legislation:**

Amends Section 24.55.200 (Demolition Delay – Housing Preservation) to delete the exception to residential demolition delay and notice for demolitions of single family residences when the demolished structure is replaced by another single family residence; makes demolitions of all single family residences with a residential Comprehensive Plan Map designation subject to delay and notice; requires mailed notice to properties within 150 feet of structures to be demolished; replaces the posted notice on the demolition site with door hangers on surrounding properties; replaces the current option for a 120-day extension of the demolition delay period with a 30-day extension upon mutual agreement of the property owner and requesting party; adds a new building permit category for major alterations and additions to single family residences that will require a 35-day notice and delay period.

**3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?**

- |  |                                    |                                    |                                |
|--|------------------------------------|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> City-wide/Regional     | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast                 | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East  |
| <input type="checkbox"/> Central City                      |                                    |                                    |                                |
| <input type="checkbox"/> Internal City Government Services |                                    |                                    |                                |

**FINANCIAL IMPACT**

**4) Revenue:** Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.

This legislation will not generate any additional revenues for the City. However, the City may consider instituting a fee to cover the costs associated with this legislation in the future.

**5) Expense:** What are the costs to the City related to this legislation? What is the source of funding for the expense? (Please include costs in the current fiscal year as well as costs in future years. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the **level of confidence**.)

The Bureau estimates that the additional costs to the City related to this legislation will amount to approximately \$40,800 per year. At this point the costs will be covered by existing permit fee revenues. However, the City may consider instituting a fee to cover the costs associated with this legislation in the future.

**6) Staffing Requirements:**

- **Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?** (If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.)

No.

- **Will positions be created or eliminated in future years as a result of this legislation?**

No.

*(Complete the following section only if an amendment to the budget is proposed.)*

**7) Change in Appropriations** (If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

**[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]**

## PUBLIC INVOLVEMENT

**8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:**

- YES:** Please proceed to Question #9.  
 **NO:** Please, explain why below; and proceed to Question #10.

**9) If “YES,” please answer the following questions:**

**a) What impacts are anticipated in the community from this proposed Council item?**

The proposed ordinance will increase the number of residential demolitions that are subject to notice and delay. This will make it easier for neighborhoods and recognized neighborhood organizations to seek alternatives to demolition with the property owner. The proposed ordinance also adds a permit category for “major alterations and additions” to residential structures, which will require notice to the neighbors and a 35 day delay. This notice and delay will allow neighbors to anticipate the work and make any arrangements to protect their property during construction.

**b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?**

BDS staff worked with the Development Review Advisory Committee, the Historic Landmarks Commission, the Design Review Commission and members of the public to draft the proposed ordinance. BDS staff conducted outreach to several neighborhood organizations and invited their participation in meetings to discuss the proposed amendments. BDS also worked closely with the Bureau of Planning and Sustainability throughout the process.

**c) How did public involvement shape the outcome of this Council item?**

BDS staff incorporated recommendations from the public participants into the proposed ordinance to the greatest extent possible.

**d) Who designed and implemented the public involvement related to this Council item?**

Nancy Thorington, Code and Policy Analyst with BDS.

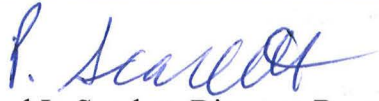
**e) Primary contact for more information on this public involvement process (name, title, phone, email):**

Nancy Thorington, Code and Policy Analyst  
(503) 823-7023  
Nancy.thorington@portlandoregon.gov

**10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.**

Yes. There will be outreach to the development community and recognized neighborhood

organizations regarding the changes and any other follow up directed by Council. BDS also intends to work with stakeholders and the community to address deconstruction.



Paul L. Scarlett, Director, Bureau of Development Services

BUREAU DIRECTOR (Typed name and signature)



**City of Portland, Oregon**  
**Bureau of Development Services**  
**Office of the Director**  
FROM CONCEPT TO CONSTRUCTION

Amanda Fritz, Commissioner  
Paul L. Scarlett, Director  
Phone: (503) 823-7308  
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[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

December 17, 2014

**To:** Mayor Hales  
Commissioner Fish  
Commissioner Fritz  
Commissioner Novick  
Commissioner Saltzman

**From:** Paul Scarlett, Director *PLS*  
Bureau of Development Services

**Regarding:** Proposed Amendments to the Demolition Delay Ordinance

I. RECOMMENDATION

Amend Section 24.55.200 (Demolition Delay – Housing Preservation) to delete the exception to residential demolition delay and notice for demolitions of single family residences when the demolished structure is replaced by another single family residence; make demolitions of all single family residences with a residential Comprehensive Plan Map designation subject to delay and notice; require mailed notice to properties within 150 feet of structures to be demolished; replace the posted notice on the demolition site with door hangers on surrounding properties; replace the current option for a 120-day extension of the demolition delay period with a 30-day extension upon mutual agreement of the property owner and requesting party; add a new building permit category for major alterations and additions to single family residences that will require a 35-day notice and delay period.

II. BACKGROUND

PCC 24.55.200, Demolition Delay – Housing Preservation (Demolition Delay Ordinance), requires notice and a delay in issuing demolition permits for single family residences in areas with a Comprehensive Map Designation of 35 days. Subsection 24.55.200(K)(1) exempts demolitions of single family residences from the notice and delay requirements when the applicant applies for a building permit to replace the home to be demolished with another single family residence.

As noted in the Portland Residential Demolition Study and Recommendations of the Portland Planning Commission dated August 27, 1987 (“1987 Study”), demolition delay was first included in the City Code as part of the City’s enforcement relating to dangerous and abandoned buildings. According to the 1987 Study, the demolition delay

provisions were initially intended to bring older apartment buildings and residential hotels up to relevant structural, fire and life safety standards and thus save them from demolition to maintain the City's affordable housing stock.

The 1987 Study recommended amending the then-existing demolition ordinance to focus on single family residential demolitions and institute a waiting period between the application for and the issuance of residential demolition permits to encourage saving the existing housing stock. Based on the recommendations from the 1987 Study, the City Council enacted the Demolition Delay Ordinance on November 2, 1988 (Ordinance No. 161363) that included a notice and delay period of 35 days for all single family residential demolitions, with no exceptions.

In 1990, the Planning Commission proposed amending the Demolition Delay Ordinance as part of a comprehensive Zoning Code amendment to include a possibility for a 120 day extension to the demolition delay period upon the request of a recognized neighborhood organization. The City Council adopted Ordinance No. 163608 on November 7, 1990, which incorporated the 120 day demolition delay extension if such a request was made by a recognized organization within the initial 35 day notice and delay period. It also included the exception to demolition delay and notice now codified in PCC 24.55.200(K)(1) for demolition permits where the permit is accompanied by an application for a building permit for a replacement single family residence. The exception was included because the purpose of the Demolition Delay Ordinance was to preserve existing housing stock, and by replacing the existing structure that was being demolished with another structure of the same type, the housing preservation goal was being met.

In the 18 months from May 2013 through November 2014, the Bureau of Development Services received 463 residential demolition permit applications subject to the Demolition Delay Ordinance. Of those permit applications, 344 were not subject to the notice and delay requirements because they fell within the 24.55.200(K)(1) exception. Of the 115 projects that were subject to the 120 day demolition extension, only 8 extensions were requested. Of the 8 requests for extensions, zero have resulted in an alternative to demolition being negotiated.

On July 31, 2014, the City Council heard public testimony on the Historic Landmarks Commission's annual report. The report included a White Paper that recommended the City take action to reduce demolitions of single family homes with historic significance. Specifically, the White Paper recommended the following: (1) removing the current exception to demolition delay and notification contained in the Demolition Ordinance, so all residential demolitions require minimum delay and notification; (2) codifying a definition of demolition as the removal of 50% or more of an existing building; and (3) creating a demolition task force consisting of BDS and Bureau of Planning and Sustainability (BPS) staff to explore potential amendments to Title 24 (Building Regulations), Title 33 (Zoning Code) and the Comprehensive Plan with input from the Historic Landmarks Commission and other stakeholders.

Based on this White Paper and public testimony, the Council directed BDS to work with the BDS Development Review Advisory Committee (DRAC) Demolition Subcommittee

to present a proposal to the City Council by the end of this year to address issues with residential demolitions raised in the White Paper and public testimony. The Council further directed BDS staff to include representatives from the Historic Landmarks Commission and Design Review Commission on the DRAC subcommittee.

BDS staff met with the DRAC Demolition Subcommittee several times from August through November. In addition to including Historic Landmarks Commission and Design Review Commission representatives, BDS staff conducted outreach to various neighborhood organizations and invited representatives from these organizations to attend the DRAC subcommittee meetings and provide input. The DRAC demolition subcommittee reached consensus on proposed changes to City Code Chapter 24.55 – Building Demolitions – and presented those recommendations to the full DRAC on November 20, 2014. The full DRAC approved the proposed amendments. These proposed amendments are summarized in the **attached chart** and are incorporated into the proposed amendments to Chapter 24.55. The proposed amendments address the Historic Landmarks Commission recommendations as follows:

Recommendation #1 – removing the current exception to demolition delay and notification contained in the Demolition Delay Ordinance so all residential demolitions require minimum delay and notification

- The proposed amendments eliminate the exception and make all residential demolitions in residential zones subject to a 35 day notification and delay period

Recommendation #2 – codifying a definition of demolition as the removal of 50% or more of an existing building

- The proposed amendments define demolition as removal of the entire superstructure of the building down to the subflooring, removal of exterior walls and alteration, abandonment or removal of all the existing perimeter foundation
- The proposed amendments add a new building permit category called “Major Alterations and Additions” that includes adding a new story; increasing or replacing 50% or more of the exterior wall area on any floor; adding total new floor area of more than 800 square feet; and adding new floor area that exceeds 100% of the existing floor area. These major alterations and additions would also be subject to a mandatory 35 day notice and delay period.

Recommendation #3 – creating a demolition task force consisting of BDS and Bureau of Planning and Sustainability (BPS) staff to explore potential amendments to Title 24 (Building Regulations), Title 33 (Zoning Code) and the Comprehensive Plan with input from the Historic Landmarks Commission and other stakeholders

- This is beyond the scope of BDS authority and the direction of the City Council at the July 31<sup>st</sup> meeting.

Other – The Demolition Ordinance currently contains a required 120 extension to demolition delay for those projects that are subject to delay if a recognized organization requests the extension. Because the proposed amendments include eliminating the

existing demolition delay exception, BDS and the DRAC subcommittee are recommending replacing the 120 day mandatory extension with an agreed upon extension of 30 additional days beyond the required 35 day delay and notice period to allow the property owner and any interested parties to try and negotiate an alternative to demolition. In the past 18 months, none of residences was saved from demolition using 120-day extension provision.



DEMOLITIONS	MAJOR ALTERATIONS/ADDITIONS	MINOR ALTERATIONS/ADDITIONS
<p align="center"><b><u>Notice, Delay, Extension</u></b></p> <ol style="list-style-type: none"> <li><b><u>Mailed:</u></b> Notice mailed to site addresses within 150 feet of property and to recognized organizations by BDS within 5 days of receipt by BDS of a complete application for demolition permit and at least 30 days before demolition permit is issued. "Application" means when BDS has received complete plans and the intake/review/notice fees have been paid. Demolition permit cannot be issued until 35 days have elapsed from the date BDS accepts the complete permit application and the intake fees have been paid.</li> <li><b><u>Posted Notice:</u></b> None.</li> <li><b><u>Door Hangers:</u></b> Door hangers posted by property owner on surrounding properties 5 days before demolition activity commences (self-certified).</li> <li><b><u>Extension of Delay:</u></b> Possible 30 day extension of the delay period, if form is submitted to BDS indicating an intent to purchase, move, deconstruct or other plan, signed by property owner or agent and interested party indicating they agree to a 30 day extension.</li> </ol>	<p align="center"><b><u>Notice, Delay, Extension</u></b></p> <ol style="list-style-type: none"> <li><b><u>Emailed:</u></b> Notice of the project must be emailed to recognized organizations by the property owner at least 35 days before the building permit is issued; a copy of the sent email and a list of the names and email addresses of all recognized organizations that received the notification and the date the notifications were emailed certified by the owner must accompany the permit application.</li> <li><b><u>Posted Notice:</u></b> None.</li> <li><b><u>Door Hangers:</u></b> Door hangers must be posted by property owner on surrounding properties at least 35 days before building permit is issued; a copy of the door hanger and a list of the names and addresses of all the property owners who received the notification and the date the notifications were posted certified by the owner must accompany the permit application.</li> <li><b><u>Extension:</u></b> No possibility for extension of delay beyond 35 notice period.</li> </ol>	<p align="center"><b><u>Notice, Delay, Extension</u></b></p> <p align="center">No notice, delay or extension</p>
<p><b><u>Definition of Demolition</u></b></p> <ul style="list-style-type: none"> <li>Removal of the entire superstructure down to the subflooring, such that none of the existing superstructure is maintained</li> </ul>	<p><b><u>Criteria for Major</u></b></p> <ul style="list-style-type: none"> <li>Any new story is added, including a basement or other below-grade structure. Raising a structure to meet the required headroom in a basement is considered the same as creating a basement</li> </ul>	<p><b><u>Criteria for Minor</u></b></p> <ul style="list-style-type: none"> <li>Foundation repair only work to be done under the permit</li> </ul>

<p>“Superstructure” is the part of a building or construction entirely above its foundation or basement</p>		
<ul style="list-style-type: none"> <li>• Exterior walls removed</li> </ul>	<ul style="list-style-type: none"> <li>• Increasing or replacing 50% or more of the exterior wall area on any floor. If the floor under an exterior wall is removed, it will be treated as if the wall was removed</li> </ul>	<p>Increasing or replacing less than 50% of the exterior wall area on any floor</p>
<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Total new floor area exceeding 800 square feet is to be added to the existing structure</li> </ul>	<p>Total new floor area equal to 800 square feet or less is to be added to the existing structure</p>
<ul style="list-style-type: none"> <li>• All of the existing perimeter foundation will be altered, abandoned, or removed</li> </ul>	<ul style="list-style-type: none"> <li>• An area exceeding 100% of the existing foundation footprint area of the structure is to be added</li> </ul>	<ul style="list-style-type: none"> <li>• An area equal to 100% or less of the existing foundation footprint area of the existing structure is to be added</li> </ul>

This document was substituted  
with a revised version.

See final document:

187017

As amended 12-17-14  
Add Finding 12.

ORDINANCE No.

Amend Building Demolition Code to require notice and delay for all single family residential demolitions in areas with a residential Comprehensive Map Designation and make other changes (Ordinance; amend Code Chapter 24.55)

The City of Portland Ordains:

Section 1. The Council finds:

1. The Bureau of Development Services (BDS) promotes safety, livability, and economic vitality through efficient and collaborative application of building and development codes.
2. BDS administers Portland City Code (PCC) Title 24, Building Regulations. PCC Chapter 24.55, Building Demolition, regulates building demolitions within the City.
3. PCC 24.55.200, Demolition Delay – Housing Preservation (Demolition Delay Ordinance), requires notice and a delay in issuing demolition permits for single family residences in areas with a Comprehensive Map Designation of 35 days. Subsection 24.55.200(K)(1) exempts demolitions of single family residences from the notice and delay requirements when the applicant applies for a building permit to replace the home to be demolished with another single family residence.
4. As noted in the Portland Residential Demolition Study and Recommendations of the Portland Planning Commission dated August 27, 1987 (“1987 Study”), demolition delay was first included in the City Code as part of the City’s enforcement relating to dangerous and abandoned buildings. According to the 1987 Study, the demolition delay provisions were initially intended to bring older apartment buildings and residential hotels up to relevant structural, fire and life safety standards and thus save them from demolition to maintain the City’s affordable housing stock.
5. The 1987 Study recommended amending the then-existing demolition ordinance to focus on single family residential demolitions and institute a waiting period between the application for and the issuance of residential demolition permits to encourage saving the existing housing stock. Based on the recommendations from the 1987 study, the City Council enacted the Demolition Delay Ordinance on November 2, 1988 (Ordinance No. 161363) that included a notice and delay period of 35 days for all single family residential demolitions, with no exceptions.
6. In 1990, the Planning Commission proposed amending the Demolition Delay Ordinance as part of a comprehensive Zoning Code amendment to include a possibility for a 120-day extension to the demolition delay period upon the request of a recognized neighborhood organization. The City Council adopted

Ordinance No.163608 on November 7, 1990, which incorporated the 120 day demolition delay extension if such a request was made by a recognized organization within the initial 35-day notice and delay period. It also included the exception to demolition delay and notice now codified in PCC 24.55.200(K)(1) for demolition permits where the permit is accompanied by an application for a building permit for a replacement single family residence. The exception was included because the purpose of the Demolition Delay Ordinance was to preserve existing housing stock, and by replacing the existing structure that was being demolished with another structure of the same type, the housing preservation goal was being met.

7. In the 18 months from May 2013 through November 2014, the Bureau of Development Services received 463 residential demolition permit applications subject to the Demolition Delay Ordinance. Of those permit applications, 344 were not subject to the notice and delay requirements because they fell within the 24.55.200(K)(1) exception. Of the 115 projects that were subject to the 120 day demolition extension, only 8 extension were requested. Of the 8 requests for extensions, none has resulted in an alternative to demolition being negotiated.
8. On July 31, 2014, the Historic Landmarks Commission recommended to the City Council that the Demolition Delay Ordinance be revised to eliminate the exception to demolition delay in PCC 24.55.200(K)(1) and to add a definition of demolition that included removal of 50% or more of the existing structure. (See Portland Historic Landmarks Commission Demolition White Paper, July 28, 2014, p. 2.)
9. In response to the recommendations of the Historic Landmarks Commission, the Bureau of Development Services' Development Review Advisory Committee (DRAC), Demolition Subcommittee met over several months to develop recommended changes to the Demolition Delay Ordinance.
10. Based on the recommendations of the DRAC Demolition Subcommittee and public testimony, PCC 24.55.200 is hereby revised to: a) eliminate the PCC 24.55.200(K)(1) exception to demolition delay, thereby making all residential demolitions in areas with a Comprehensive Map Designation subject to a 35-day notice and delay; b) add a definition of demolition that includes removal of the structure down to the subflooring; and c) add a new permit category for major alterations and additions that requires delay and notice of 35 days for all residential projects in areas with a Comprehensive Map Designation where 50% or more of the exterior walls are removed.
11. The following amendments to PCC 24.55.200 also remove the 120-day delay extension and replace it with a 30-day delay extension upon mutual agreement of the property owner and the requesting party to allow additional time for the parties to negotiate an alternative to demolition.

12. Bureau of Development Services is directed to continue working with Development Review Advisory Committee on this issue, and report to Council by June 30, 2016 with an assessment on the outcomes of these code changes.

NOW, THEREFORE, the Council Directs:

- a. Section 24.55.100, Demolition – Debris – Barricades – Nuisances, is amended as follows:

**24.55.100 Demolition - Debris - Barricades - Nuisances.**

It is unlawful for any owner or persons in control of any such structure which is being demolished, or which has been damaged by fire, to leave any portion of the structure unsupported for more than 1 hour, if such Ssection is liable to collapse or is in any way a danger to the public. In no event shall a portion of the structure be left unsupported for more than 24 hours. Suitable barricades shall be provided to prevent access to the vicinity of any unsupported Ssection of the structure. Any permanent structural supports provided as a result of application to this Ssection shall be designed by a structural engineer registered to practice in the State of Oregon and hired by the applicant. All such designs, calculations, drawings, and inspection reports shall be approved by the Director.

All combustible debris or material shall be removed from the premises on which the demolition is carried out within 30 days from the completion of the demolition, or from the stoppage of the work thereon if the work remains uncompleted. All non-combustible debris or material resulting from demolition shall be removed within 30 days after the completion of the demolition or stoppage thereof, unless the Director extends the time therefore because of weather, terrain, or other special circumstances, but such extension shall not exceed 3 months. It is unlawful for any owner or person in possession of real property to permit the debris to remain on the property without disposal in excess of the periods mentioned above or of any specific extension thereof as set forth above.

Any of the above-mentioned things existing while there is a duty to remove or correct the same, shall constitute a public nuisance. Any unsupported portions of a building or structure existing beyond the periods set forth above shall be subject to summary abatement by the City. The abatement shall be in accordance with the procedure set forth in Title 18, Chapter 18.03, Nuisance Abatement.

All structures to be demolished shall be taken down in a safe manner. The streets or sidewalks shall not be littered with rubbish and shall be wet down, if necessary. During any demolition work, all receptacles, drop boxes, shafts, or piping used in such demolition work shall be covered in an appropriate manner. After removal of any structure all foundations that are not to be used for new construction shall be removed and all excavations filled in compliance with Chapter 24.70 of this

Title, to a level of the adjoining grade. Plans shall be submitted for any new construction proposed, utilizing the remaining foundations. Any remaining foundations approved for further use shall be barricaded by a fence no less than 86 feet high maintained until the new construction has progressed sufficiently to remove any hazards to the public. Such period of time is not to exceed 30 days. For regulations on the use of public streets and protection of pedestrians during demolition see Chapter 24.40 of this Title.

b. Section 24.55.150, Definitions, is added as follows:

**24.55.150 Definitions.**

- A. Demolition.** Demolition means removal of the entire superstructure down to the subflooring, such that none of the existing superstructure is maintained. Demolition includes removal of all exterior walls. It also includes alteration, abandonment or removal of all of the existing perimeter foundation.
  
- B. Major Alteration or Addition.** Major alteration or addition means doing any of the following:
  - 1. adding any new story, including a basement or other below-grade structure. Raising a structure to meet the required headroom in a basement is considered the same as creating a basement,
  - 2. increasing or replacing 50 percent or more of the exterior wall area on any floor. If the subflooring under an exterior wall is removed, it will be treated as if the wall was removed,
  - 3. adding total new floor area to the existing structure that exceeds 800 square feet, or
  - 4. adding an area exceeding 100 percent of the existing foundation footprint area of the structure.
  
- C. Recognized organization.** Recognized organization includes neighborhood coalitions and neighborhood associations recognized by the Portland Office of Neighborhood Involvement.
  
- D. Subflooring.** Subflooring means the bottom-most structural floor laid as a base for a finished floor.
  
- E. Superstructure.** Superstructure means the part of the building or construction entirely above its foundation or basement.

c. Section 24.55.200, Demolition Delay – Housing Preservation, is amended as follows:

**24.55.200 Demolition Delay - Housing Preservation.**

- A. Purpose. The demolition delay provisions are intended to allow an adequate amount of time to help save viable housing in the City while recognizing a property owner's right to develop or redevelop property. The regulations provide an opportunity for public notice of impending demolitions and coordination of the efforts of various City bureaus. The regulations also encourage ~~moving as an~~seeking alternatives to demolition. The provisions accomplished this through a two part process:
1. a 35-day notice period during which demolition is delayed, and
  2. a possible ~~120~~30-day extension of the demolition delay period.
- B. Where the delay applies. The demolition delay regulations of this Section (24.55.200) apply to sites with residential structures in areas with a residential Comprehensive Plan Map designation. The regulations only apply to applications for demolition of residential structures. They do not apply to demolitions of accessory structures such as garages or other outbuildings.
- C. Application for building permit for demolition.
1. Signed statement. The application for a building permit for demolition must include a statement signed by the owner(s) of the property. The statement must acknowledge that the owner(s) are aware of the primary uses permitted under the current zoning on the site without a conditional use, zone change, Comprehensive Plan Map amendment, or other land use approval and that such an approval will be required before other uses will be permitted on the site. The statement may be on forms that the Director may make available.
  2. Delay in issuing. The building permit for demolition will not be issued except as provided for in this Section (24.55.200).
- D. Notification~~Notice of application.~~
1. ~~Posted notice. Within five days of receipt of the application for demolition, the Director will post a notice of the requested demolition at the site. The notice must be posted at the site for no less than 30 day. The notice must be at least 1-1/2 by 2 feet in size and must be visible to passers-by. The notice must contain at least the following information.~~Mailed notice. Within 5 days of receipt of a complete application for a demolition permit, the Bureau of

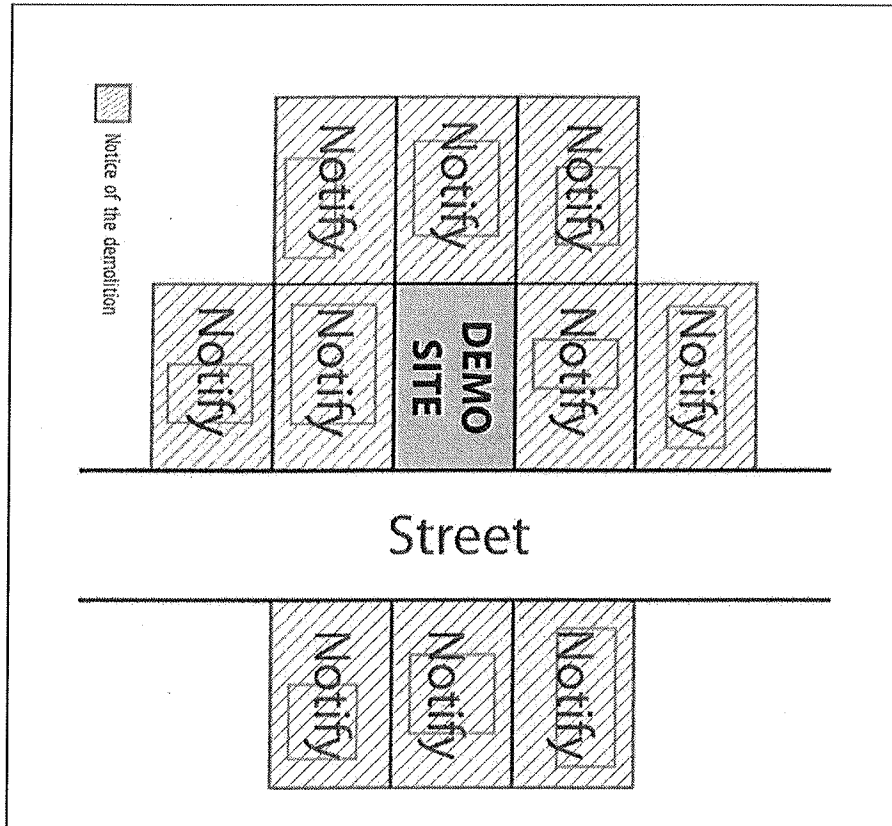
Development Services will mail written notice of the demolition request to all properties within 150 feet of the site to be demolished and to the recognized organization(s) whose boundaries include the site. A complete application means when the Bureau of Development Services has received complete plans and the intake, review and notice fees have been paid. The notification letter will contain at least the following information.

- a. Notice that the site has been proposed for demolition,
  - b. The date the application for demolition was received,
  - c. Notice that there is a demolition delay period of 35 days which may be extended upon mutual request of the property owner and either from the Recognized Organization(s) whose boundaries include the site or an interested party indicating an intent to purchase, move, deconstruct or other alternative plan to demolition as provided in Subsection 24.55.200 F. below,
  - d. The contact information of the applicant.
  - de. The last day that requests for extended delay may be submitted, and
  - ef. The location where more information is available.
2. ~~Notice to the recognized organization(s). Within 7 days of the receipt of the application for demolition, the Director will send a written notice of the demolition request to the recognized organization(s), recognized by the Office of Neighborhood Associations, whose boundaries include the site. Posted notice. Five full days before demolition activity commences, the applicant must post door hangers provided by the Bureau of Development Services on the properties abutting and across the street from the site of the demolition. See Figure 200-1. The notice must contain all of the following information.~~
- a. Notice that the site has been proposed for demolition,
  - b. The demolition permit number,
  - c. The approximate date demolition activity will commence,
  - d. Contact information of the agencies that regulate asbestos and lead-based paint,



- e. Contact information for the applicant, and
- f. The location where more information is available.

FIGURE 200-1



~~3. Notice to Portland Development Commission. Within 7 days of the receipt of the application for demolition, the Director will send a written notice of the demolition request to the Portland Development Commission. Within 14 days of the receipt of the application for demolition, the Portland Development Commission will forward to the owner of the property such materials explaining City housing programs that the Commission deems appropriate.~~

E. 35-day notice period. The building permit for demolition will not be issued during the 35-day notice period. The notice period begins on the day the complete permit application is received and all intake fees have been paid. If no written request to extend the demolition delay is received during the 35 day notice period as provided in subsection 24.55.200 F. below, then the Bureau of Development Services will issue the building permit for demolition.

- F. Requests for extension of demolition delay period. Requests to extend the demolition delay period may be made as follows:
1. Who may request. Requests to extend the demolition delay period an additional 12030 days may be made by a recognized organization whose boundaries include the site or any other interested party.
  2. How to request. The request to extend the demolition delay period must be made in writing, on forms provided by the ~~Director~~Bureau of Development Services. ~~They~~The request must be submitted to the Bureau of Development Services by 4:30 ~~p.m.~~PM on the last day of the 35-day notice period. The request must be signed by both the property owner or the property owner's agent and either the authorized recognized organization representative or the interested party indicating an intent to purchase, move, deconstruct or other alternative plan to demolition. If the request for the extension is not signed by the property owner or the property owner's agent, no extension will be granted.
- G. 12030-day extension of demolition delay period. If a signed request for extension of the demolition delay is received as provided in Subsection 24.55.200 F. above, the building permit for demolition will not be issued during the 12030-day extension period except as provided in Subsection 24.55.200 H. below. During the 12030-day extension period, the recognized organization or interested party~~private citizens or the City~~ may pursue alternatives to demolition such as purchasing~~rehabilitating~~ the structure or moving the structure in accordance with agreements reached with the applicant. These efforts may use private resources or public programs that may be available. Mitigation efforts such as a salvage agreement may also be pursued during this period.
- H. Mutual agreement to terminate extension. If the property owner or the property owner's agent and authorized representative of the recognized organization or the interested party agree in writing to terminate the 30-day extension and provide a signed letter indicating their mutual agreement to terminate the extension, the Bureau of Development Services may immediately issue the demolition permit, providing the initial 35-day notice period as provided in Subsection 24.55.200 D. above has elapsed.~~Appeal of the 120 day extension. The applicant for demolition may appeal the 120 day extension to the Code Enforcement Hearings Officer as provided in Chapter 22.10, Appeals to the Code Hearings Officer. The appeal may be filed anytime within the 120 day extension period. The approval criteria for termination of the extension period are as follows: The demolition delay extension will be terminated if the Hearings~~

~~Officer finds that the recognized organization that requested the extension has not made a good faith effort to work with the applicant for demolition to do any of the following:~~

- ~~1. — Move the structure;~~
- ~~2. — Find a purchaser for the site; or~~
- ~~3. — Agree on an alternative proposal that would not involve the demolition of the structure.~~

I. Moving as an alternative. If the applicant decides to move the structure instead of demolishing it, then the demolition notice period and/or extended delay period becomes moot. The demolition delay period is automatically terminated when a building permit to move the structure from the site and a building permit to relocate the structure to another site are issued.

J. End of the extension period. If the ~~120~~30-day extension has not been terminated as provided in Subsection 24.55.200 H<sub>2</sub> above, the building permit for demolition may be issued any time after ~~120~~30 days have elapsed since the end of the 35-day notice period.

K. Exceptions to demolition delay.

~~1. — The provisions of this Section (24.55.200) do not apply to applications for demolition of single family residences if the application is accompanied by an application for a building permit for a replacement single family residence.~~

21. The provisions of this Section (24.55.200) do not apply to applications for building permits for demolition that are required by the City to remove structures because of a public hazard, nuisance, or liability. The structure must be subject to a demolition order from the City, or be the subject of enforcement proceedings for demolition and be stipulated by the owner as a dangerous building, in order to be exempt from the demolition delay provisions.

32. The provisions of this Section (24.55.200) do not apply to applications for building permits for demolition, ~~for~~of structures that are designated historical landmarks, on the Portland Historic Resources Inventory, or in historic districts. In these situations, the provisions of ~~Chapter 33.222 in~~ Title 33, Planning and Zoning apply.

d. Section 24.55.210, Major Alterations and Additions, is added as follows:

**24.55.210 Major Alterations and Additions.**

- A.** Purpose. The delay provisions are intended to provide notice of a major alteration or addition to recognized organizations and to surrounding neighbors.
- B.** Where the delay applies. The major alteration and addition delay applies to sites with residential structures in areas with a residential Comprehensive Plan Map designation. The regulations only apply to applications for major alteration and additions of residential structures. They do not apply to accessory structures such as garages or other outbuildings.
- C.** Delay in issuing. The building permit for a major alteration or addition will not be issued except as provided for in this Section (24.55.210).
- D.** Notification.
  - 1.** Emailed notice. At least 35 days before a building permit is issued for a major alteration or addition, the applicant for the permit must email a letter to the recognized organization(s) whose boundaries include the site that contains at least the following information.
    - a.** Notice that an application for a major alteration or addition has been or will be submitted to the Bureau of Development Services,
    - b.** The date the application was filed, if applicable,
    - c.** A general description of the proposed alteration or addition,
    - d.** Notice that there is a delay period of 35 days from the date the notice is sent, and
    - e.** The contact information of the applicant.
  - 2.** Posted notice. At least 35 days before the building permit is issued for the major alteration or addition, the applicant must post door hangers provided by the Bureau of Development Services on the properties abutting or across the street from the site of the demolition. See Figure 200-1 in section 24.55.200. The notice must contain all of the following information.

- a. Notice that an application for a major alteration or addition has been or will be submitted to the Bureau of Development Services,
  - b. The permit application number, if an application has already been filed,
  - c. The approximate date the construction activity will commence,
  - d. Contact information of the agencies that regulate asbestos and lead-based paint, and
  - e. Contact information for the applicant.
- E. Required information prior to permit issuance. Prior to issuing a major alteration or addition permit, the delay period must pass and the applicant must submit to the Bureau of Development Services:
- 1. A copy of the sent email and a list of the names and email addresses of all recognized organizations that received the notification and the date the notifications were emailed, certified by the applicant or the owner or owner's agent, and
  - 2. A copy of the door hanger and a list of addresses of all properties that received the notification and the date the notifications were posted, certified by the applicant or the owner or owner's agent.
- F. End of the delay period. The building permit for the major alteration or addition may be issued any time after the end of the 35-day notice period.

Passed by the Council:

Commissioner Amanda Fritz  
 Prepared by: Nancy Thorington, BDS  
 Date Prepared: December 17, 2014

**Mary Hull Caballero**  
 Auditor of the City of Portland  
 By

Deputy

Agenda No.  
**ORDINANCE NO.**

See final document:

Title

187017

Amend Building Demolition Code to require notice and delay for all single family residential demolitions in areas with a residential Comprehensive Map Designation and make other changes (Ordinance; amend Code Chapter 24.55)

<p align="center"><b>INTRODUCED BY</b> Commissioner/Auditor: <b>Commissioner Amanda Fritz</b></p>	<p>CLERK USE: DATE FILED <u>DEC 12 2014</u></p>
<p align="center"><b>COMMISSIONER APPROVAL</b></p> <p>Mayor—Finance and Administration - Hales</p> <p>Position 1/Utilities - Fritz <i>A. Fritz</i></p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick</p>	<p align="center">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <u><i>[Signature]</i></u> Deputy</p>
<p align="center"><b>BUREAU APPROVAL</b></p> <p>Bureau: Bureau of Development Services Bureau Head: Paul L. Scarlett <i>P. Scarlett</i></p>	<p><b>ACTION TAKEN:</b></p> <p>DEC 17 2014 <b>CONTINUED TO FEB 12, 2015 2 PM</b> <b>TIME CERTAIN As Amended</b></p>
<p>Prepared by: Leanne Torgerson Date Prepared: 12/11/14</p>	
<p>Financial Impact &amp; Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p><b>City Auditor Office Approval:</b> required for Code Ordinances <i>Toni</i></p>	
<p><b>City Attorney Approval:</b> required for contract, code, easement, franchise, comp plan, charter <i>[Signature]</i></p>	
<p>Council Meeting Date <b>12/17/14, 3:30 TC</b></p>	

<b>AGENDA</b>	
<b>TIME CERTAIN</b> <input checked="" type="checkbox"/>	
Start time: <b>3:30 TC</b>	
Total amount of time needed: <b>1.5 hours</b> (for presentation, testimony and discussion)	
<b>CONSENT</b> <input type="checkbox"/>	
<b>REGULAR</b> <input checked="" type="checkbox"/>	
Total amount of time needed: <b>1.5 hours</b> (for presentation, testimony and discussion)	

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
	YEAS	NAYS
1. Fritz	1. Fritz	
2. Fish		
3. Saltzman		
4. Novick		
Hales		