



Neighborhood Contact Code Update

Briefing
5/6/2018

Sara Wright



Bureau of Planning and Sustainability
Innovation. Collaboration. Practical Solutions.



Where did this project come from?

- Comprehensive Plan changes to existing requirement
- Initially part of Code Reconciliation Project



**Neighborhood
Contact**

Building permit application
Permit information available online

**Neighborhood
Contact**

Type I or II LUR
Mailed notice,
comment period

**Building
permit
application**

**Neighborhood
Contact**

Type III LUR
Mailed notice,
staff report, public
hearing

**Building
permit
application**



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Current Requirement: Thresholds

- Development in multi-dwelling or commercial zones
 - Add $\geq 10,000$ sq ft of building area or ≥ 5 new dwelling units
 - Not subject to LUR
- Development in campus institution zones
 - Add $\geq 10,000$ sq ft
 - Not subject to LUR



Current Requirement: Thresholds

- Type IIX or Type III Land divisions and planned developments
- Design-related reviews
 - Proposals using community design standards
 - Proposals involving design or historic review
 - in ...
 - a overlay
 - Albina Community Plan
 - Outer Southeast Community Plan
 - that ...
 - create >3 new units or
 - >10,000 sq ft of building area



Current Requirement: Process

- Applicant requests a meeting with local neighborhood association (NA).
- NA may then choose to meet with the applicant.
- If a meeting is held, applicant must mail a follow-up letter to NA.



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 **email** or mail to NA, district coalition and BA.
- **If the project creates >25,000 sq ft of new building, applicant must also hold a public meeting.**



What problems are we trying to solve?

Reach of notice

- Require on-site sign for projects >10,000 square feet
- Require a meeting for projects >25,000 square feet



What problems are we trying to solve?

Consistency and predictability

- Process
 - Developer is always responsible for notice and meeting.
 - Timeline is more consistent.
- Thresholds
 - All building permit and LURs for developments >10,000 square feet will trigger requirement.
 - Note: some smaller projects that would trigger the requirement now would not trigger it under the proposal.



Comparison: Process

	Before 5/24/2018	Current	Proposed
Initial contact	Letter offering meeting with NA	Letter offering meeting with NA	<ul style="list-style-type: none"> • Letter summarizing project • Sign summarizing project
Recipients of contact	NA and DC	NA, DC, BA and school district	<ul style="list-style-type: none"> • Letter: NA, DC, BA and (for larger projects) school district • Sign: Anybody passing by
Method of initial contact	Certified mail	Certified mail	Email or mail



Comparison: Process

	Before 5/24/2018	Current	Proposed
Meeting responsibility	Neighborhood Association	Neighborhood Association	Applicant
Meeting timing	Up to 45 days after letter mailed	Up to 45 days after letter mailed	≥14 days after letter mailed AND ≥14 days before application submitted
Meeting consistency	Depends on NA interest and availability	Depends on NA interest and availability	Required



Comparison: Thresholds

	Before 5/24/2018	Current	Proposed
Development by right	<ul style="list-style-type: none"> In MD zones, adding ≥ 5 units In Division Main Street Corridor Overlay Zone, adding > 5000 sq ft 	<ul style="list-style-type: none"> In MD zones, adding ≥ 5 units In MU zones, adding ≥ 5 units or $\geq 10,000$ sq ft In CI zones, adding $\geq 10,000$ sq ft 	<ul style="list-style-type: none"> Sign: Adding $> 10,000$ sq ft Sign and meeting: Adding $> 25,000$ sq ft
Land use reviews	Land Divisions and Planned Developments processed through Type IIx or Type III procedure.	LDs and PDs processed through Type IIx or Type III procedure.	<ul style="list-style-type: none"> Sign: LDs and PDs creating ≥ 4 lots Sign and meeting: LDs and PDs creating ≥ 11 lots
Proposals in design-related review	<ul style="list-style-type: none"> Using Community Design Standards In some areas, adding $> 10,000$ sq ft or > 3 units 	<ul style="list-style-type: none"> Using Community Design Standards In some areas, adding $> 10,000$ sq ft or > 3 units 	None

Signs



ICE
F
BLIC
ARING

NEIGHBORHOOD CONTACT POSTING NOTICE

Fourth & Montgomery

CASE FILE: EA 17-089126-DA (EA 17-136161-PC)

REVIEW BY: Design Commission

WHEN: February 15, 2018 @ 1:30pm

WHERE: 1900 SW Fourth Ave, Room 2500A Portland, OR 97201

---To best meet the design intent, please arrive on time and have your comments prepared for the Commission and/or engage the neighborhood contact Board member to provide comments to the Commission. Please call 503-823-7526 for more information. Thank you for your participation!



Location: 1900 SW Fourth Ave
Project Description: 210,000 sq ft, 12-story office building with design number located in the University District
Neighborhood Context: The project is located in the University District, a neighborhood characterized by its historic architecture and vibrant community. The project is situated on a corner lot, providing an opportunity to create a landmark building that reflects the neighborhood's character. The project is a multi-story office building with a glass facade and a central tower section. The building is designed to be a modern, sustainable structure that will provide high-quality office space for its tenants. The project is a significant addition to the neighborhood and will help to revitalize the area. The project is a multi-story office building with a glass facade and a central tower section. The building is designed to be a modern, sustainable structure that will provide high-quality office space for its tenants. The project is a significant addition to the neighborhood and will help to revitalize the area.

FOR FURTHER INFORMATION, CONTACT
BUREAU OF DEVELOPMENT SERVICES
DEVELOPMENT SERVICES CENTER, SUITE 1500,
1900 S W. 4th AVENUE, 97201
TELEPHONE: 503-823-7526
TDD: 503-823-6868



Rose City Park Neighborhood

RCPNA Land Use Review Notice

WHAT: Board Recommendation or: Typo II Review- Mixed Use
Apartments, 6-stories, 113 units, and 7 parking spaces
WHEN: Tues. Feb. 6th, 2013, from 7:00 – 9:00, See Agenda: RCPNA.com
WHERE: German American Society, 5626 NE Alameda St.

FILE INFORMATION

Site: #728 NE Sandy Blvd.
Owner: Uniqqa Bank
Applicant: Joshua Scott, KOZ Development
File: LU 17-24691 D2M
Comment: Deadline by Feb. 15, 2018 at 5 pm
to Jeffery Mitchem at Jeffery.Mitchem@portlandoregon.gov
or mail to:
City of Portland Bureau of Dev. Services
Attn: Jeffery Mitchem, Land Use Services
1900 SW 4th Ave., Ste. 5000
Portland, OR 97201

- See RCPNA.com for more information -

www.RCPNA.org





PUBLIC NOTICE

THE PLANNING COMMISSION OF QUEEN ANNE'S COUNTY
HEREBY GIVES NOTICE THAT

THIS LAND IS THE SUBJECT OF A PUBLIC HEARING
FOR
GROWTH ALLOCATION

PROPOSES TO CHANGE THE DESIGNATION OF 6.488 ACRES +/- OF LAND IN THE
CRITICAL AREA FROM RESOURCE CONSERVATION AREA TO INTENSELY
DEVELOPED AREA ON CRITICAL AREA MAP 58

APRIL 9, 2009

9:45 A.M. SESSION

ALL PUBLIC HEARINGS AND MEETINGS TO BE HELD AT:
160 COURSEVALL DRIVE, CENTREVILLE, MD.
QUESTIONS CALL: 410 - 758 - 1255

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“[Notice of Zoning Hearing](#)” by [Dan Keck](#) is licensed under [CC0 1.0](#)



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Seattle Department of Construction and Inspections is reviewing

Project:
3029469

Brief Description of Project Here

What is it?

- Units: 9
- Parking: 7
- Demo of existing structure

Required approvals:

- Environmental Review
- Design Review

Project Address Here



Submit comments to:

- Email: PRC@seattle.gov
- Mail: SDCI/PRC, P.O. Box 34019
Seattle, WA 98124-4019

Include the project number and address.
(The comment period may be extended by written request prior to the date below.)

More information:

- Online: enter project number 3029469 at www.seattle.gov/dpd/documentlibrary
- Phone: (206) 684-8467 (message line)



Submit comments by

All comments are posted on our website in their entirety.



Option 1:

Notice



The above image represents the applicant's proposed development and may change. The City of Toronto © Toronto Public Works and Engineering Services.

PUBLIC MEETING

Public meeting information will be posted on this sign when available.

File # 17 123456 STE 30 OZ

XXX Storeys
XXXX Metres

XXXX Residences
XXXX m² Retail

XXX Cars
XXX Bikes

A change is proposed for this site.
The City has received an application to change the Official Plan and Zoning By-Law to allow the construction of a residential building with retail at street level.

Applicant: ABC Holdings Incorporated & XYZ Ontario Limited
Address: 123 Any Street & 456 Busy Boulevard

For more information about this application or to tell us what you think:

COMMUNITY PLANNING
Planner's Name
416-393-XXXX
email@toronto.ca


APPLICATION INFORMATION CENTRE
aic@approved_url

3 1 1

toronto at your service

Option 2:

Notice



The above image represents the applicant's proposed development and may change. The City of Toronto © Toronto Public Works and Engineering Services.

PUBLIC MEETING

Public meeting information will be posted on this sign when available.

File # 17 123456 STE 30 OZ

A change is proposed for this site.
The City has received an application to amend the Official Plan and Area Specific Policies to manage change and guide new development in this area. Updated policies will include conserving heritage resources, enhancing the public realm and open spaces, will strengthen the unique character of the area and identify opportunities for growth.

Applicant: ABC Holdings Incorporated & XYZ Ontario Limited
Address: 123 Any Street & 456 Busy Boulevard

For more information about this application or to tell us what you think:

COMMUNITY PLANNING
Planner's Name
416-393-XXXX
email@toronto.ca

APPLICATION INFORMATION CENTRE
aic@approved_url

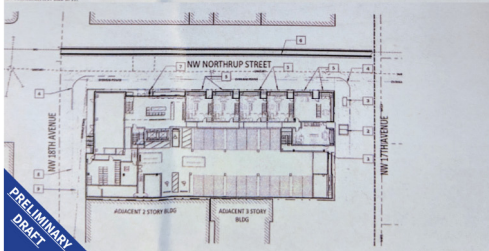
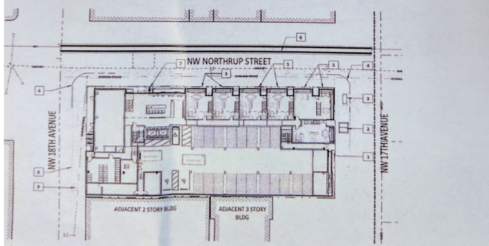
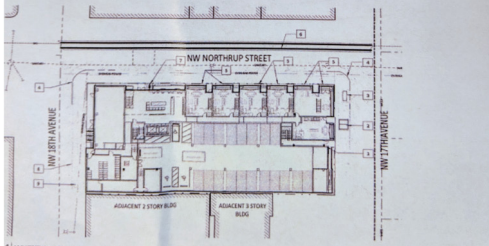
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Development Notice



**3467
SE Main Street**



**45 feet
4 Stories**



**45 units
200 feet² retail**



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



Check 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

Learn how developments like this go through the zoning and land use process:
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

Neighborhood Association: Hosford Abernethy - landuse@handpdx.org

Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译 | 503-823-7300 | BDS@PortlandOregon.gov | 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 | ທີ່ ການອະທິບາຍ

The City of Portland is committed to providing meaningful access. For accommodations, modifications, translation, interpretation or other services, please call 503-823-7300, the TTY at 503-823-6868 or the Oregon Relay Service at 711.



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Other supporting material

Sample email text

Dear Neighborhood Association,

My company, DEF Development, is planning to build a new project at 123 Bluebird Ave. I'm reaching out to you as required by the Neighborhood Contact zoning code requirements to let you know about this project.

We are required to hold an informational meeting about the project. We'd really like to present this project at a standing neighborhood association meeting, if possible, or to co-host a separate meeting if you don't have space on the agenda at a standing meeting. **Please let me know if we can present the project at an upcoming meeting.**

If your organization is not able to host or co-host the meeting, we will set up a meeting ourselves, as required by the code. **Please let me know if you have any suggestions for location, day, and time, and if you're interested in helping us advertise.**

[If you have already scheduled a meeting, provide the location, time and date]

The application will be submitted in the next three months, but we already know some basics that we want to let you know about as a courtesy. As allowed by the zoning, the new building will have 20 one-bedroom units and will be 45 feet tall. There will be 4 structured parking spaces for cars and 30 secured indoor parking spaces for bikes. We expect construction will take place approximately April 2020 to December 2020. I've attached some information about the project, including a site plan and building elevation.

Please contact me, Applicant, at 503-123-4567 or applicant@abc.def with any questions about this project. If you have general questions about what the current zoning allows or how the development permitting process works, please call the Bureau of Development Services at 503-823-7526.

Sincerely,

Applicant

- If materials will be reviewed at a table, make sure there's a direct path to and around the table for a wheelchair.

What to bring?

- Meeting basics – tape, easels, paper, pens, etc.
- If you're hosting the meeting, wayfinding signs to put up at the location to help people find the meeting room.
- Materials describing your project
 - The more information you have, the better, and the more visual, the better.
 - Materials should be at a readable size and scale and be understandable to a person without experience in design and construction.
 - It's a good idea to have a few poster-sized graphics printed out for people to look at (or a presentation projected on a screen):
 - Proposed site plan showing scale, north arrow, existing trees, and existing adjacent development
 - Proposed building footprint/plan
 - Building elevations showing proposed building in context with existing adjacent building and block development
 - Solar shading analysis
 - Attendees at these meetings in the past have asked for information about the privacy issues and light impacts of the proposed development. Anything you can provide about these topics is likely to be helpful to the discussion.
- Information about the zoning development standards (BDS has [handouts](#) that may be useful to print out and bring)
- Information about the permitting and/or quasi-judicial process. (BDS has [handouts](#) that may be useful to print out and bring)
- Sign-in sheet for meeting attendees. You can ask for email addresses if you will be sending a follow-up communication (recommended, see below).
- Business cards
- One-page handout with an overview of the project and project contact information
- Whatever you need to bring to record the meeting. This could be an audio recorder or a person assigned to take notes.

What to expect?

Assume that at least some of the people who attend will know very little about zoning, permitting and quasi-judicial processes, or development. Assume that at least some of the people who come will be feeling worried. This will help you prepare for a successful meeting, because you'll make sure to provide



Key issues

- Thresholds
- Meeting responsibility
- Unintended consequences
- Larger universe of notification and information availability



Thresholds



< 10000 sq ft

- Would require no notice



8332 N Willamette Blvd

4,278 sq ft



1125 SE Harrison St 5,705 sq ft



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8125 SE Ash St 6,336 sq ft



4008 SE Division 6,558 sq ft



7625 SE Milwaukie Ave

7,636 sq ft



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5624 SE 22nd 8,500 sq ft



10000 to 25000 sq ft

- Would require sign but no meeting



8052 SE 7th Ave 10,300 sq ft



Hawthorne New Seasons 17,000 sq ft



17199 SE Division

19950 sq ft



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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 56th Ave

25,368 sq ft



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>40,000 sq ft



3910 NE Tillamook

51,348 sq ft



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247 NE 146th Ave

106,660 sq ft



Other key issues

- Meeting responsibility
- Unintended consequences
- Larger universe of notification and information availability



Next Steps



Thank you!

- Questions?

