



# Neighborhood Contact Code Update

Hearing  
8/14/2018

Sara Wright



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



# 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 **informational email** or mail to NA, district coalition and BA.
- **If the project creates >25,000 sq ft of new building, applicant must ensure that project is presented at a public meeting.**



# Comparison: Process

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



# Comparison: Process

	Before 5/24/2018	Current	Proposed
<b>Meeting responsibility</b>	Neighborhood Association	Neighborhood Association	Applicant
<b>Meeting timing</b>	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
<b>Meeting consistency</b>	Depends on NA interest and availability	Depends on NA interest and availability	Required



# Comparison: Thresholds

	Before 5/24/2018	Current	Proposed
<b>Development by right</b>	<ul style="list-style-type: none"> <li>In MD zones, adding <math>\geq 5</math> units</li> <li>In Division Main Street Corridor Overlay Zone, adding <math>&gt; 5000</math> sq ft</li> </ul>	<ul style="list-style-type: none"> <li>In MD zones, adding <math>\geq 5</math> units</li> <li>In MU zones, adding <math>\geq 5</math> units or <math>\geq 10,000</math> sq ft</li> <li>In CI zones, adding <math>\geq 10,000</math> sq ft</li> </ul>	<ul style="list-style-type: none"> <li>Sign: Adding <math>&gt; 10,000</math> sq ft</li> <li>Sign and meeting: Adding <math>&gt; 25,000</math> sq ft</li> </ul>
<b>Land use reviews</b>	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"> <li><b>Sign:</b> LDs and PDs creating <math>\geq 4</math> lots</li> <li><b>Sign and meeting:</b> LDs and PDs creating <math>\geq 11</math> lots</li> </ul>
<b>Proposals in design-related review</b>	<ul style="list-style-type: none"> <li>Using Community Design Standards</li> <li>In some areas, adding <math>&gt; 10,000</math> sq ft or <math>&gt; 3</math> units</li> </ul>	<ul style="list-style-type: none"> <li>Using Community Design Standards</li> <li>In some areas, adding <math>&gt; 10,000</math> sq ft or <math>&gt; 3</math> units</li> </ul>	No additional thresholds beyond base zone

**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**



# Testimony

- The threshold for the **notice (letter and sign)** requirement:
  - is too high
  - should be triggered by projects that include size bonuses or adjustments
- The required notice should:
  - include information about massing and context
  - include information about parking
  - be made available to the general public through email subscription lists
  - be sent by certified mail





# Testimony

- The threshold for the meeting requirement
  - is too high
  - is too low
  - is too high for some zones, and should be tailored to specific zones
  - should be lower for projects in d overlay
  - should have a middle range in which a meeting is offered to the NA if they want it
- The meeting should be
  - first offered to the NA under “right of first refusal”
  - required to be held outside of the NA meeting
  - required to be held at a NA meeting
  - more tightly constrained by limits on location and timing



# Thank you!



# Key questions

- What information should be required in the notice?
- What should trigger the notice requirement?
- What should trigger the meeting requirement?
- How much specificity should be included in the meeting requirement?
- Who should be responsible for ensuring the meeting takes place?



# What information should be required in the notice?

*sent >35 days before application submitted*

- Currently proposed:
  - Contact info for applicant, NA and DC
  - Summary of development
  - Site plan
- Possible options:
  - Require more detail about parking, massing and context
  - Keep it as is
  - Require less detail



# What should trigger the notice requirement?

- Currently proposed:
  - Projects adding >10,000 square feet
- Possible options:
  - Lower the threshold
  - Keep it as is
  - Raise the threshold
  - Make the threshold variable, depending on base zone, overlay, or adjustments



# What should trigger the meeting requirement?

- Currently proposed:
  - Projects adding >25,000 square feet
- Possible options:
  - Lower the threshold
  - Make the threshold variable, depending on base zone, overlay, or adjustments
  - Keep it as is
  - Raise the threshold
  - Remove meeting requirement

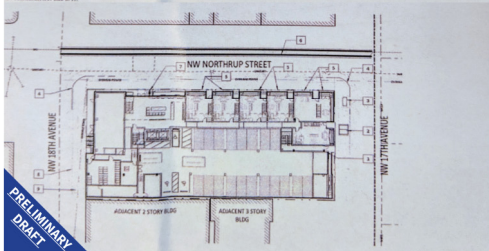
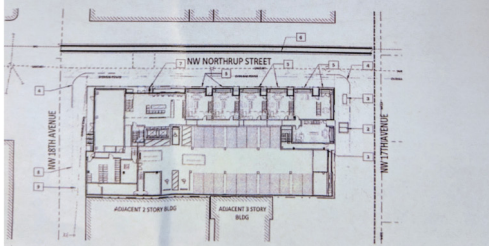
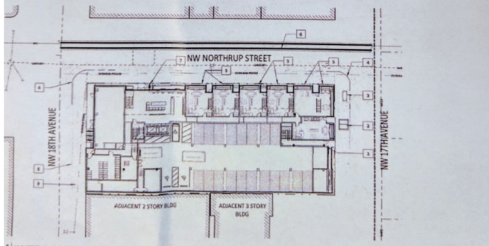


# Who should be responsible for ensuring the meeting takes place?

- Currently proposed:
  - Applicant is responsible
- Possible options:
  - Keep it as is
  - Give neighborhood association “right of first refusal”
  - Assign neighborhood association responsibility



# Development Notice



**3467  
SE Main Street**



**45 feet  
4 Stories**



**45 units  
200 feet<sup>2</sup> retail**



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



**Check [www.PortlandMaps.com](http://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](mailto:applicant@def.com)**

Learn how developments like this go through the zoning and land use process:  
[www.PortlandOregon.gov/BDS/NeighborhoodResources](http://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](mailto:info@southeastuplift.org)

Neighborhood Association: Hosford Abernethy - [landuse@handpdx.org](mailto:landuse@handpdx.org)

Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译 | 503-823-7300 | [BDS@PortlandOregon.gov](mailto:BDS@PortlandOregon.gov) | [www.PortlandOregon.gov/bds/translated](http://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

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# 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 22<sup>nd</sup> 8,500 sq ft





# 10000 to 25000 sq ft

- Would require sign but no meeting



# 8052 SE 7<sup>th</sup> Ave 10,300 sq ft



# Hawthorne New Seasons 17,000 sq ft



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# 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 56<sup>th</sup> 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 146<sup>th</sup> Ave 106,660 sq ft



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