

IMPACT STATEMENT

Legislation title: Amend Title 33 to update the Neighborhood Contact regulations (Ordinance; Amend Title 33)

Contact name: Sara Wright

Contact phone: 503-823-7728

Presenter name: Sara Wright

Purpose of proposed legislation and background information:

This project aligns with the City's 2035 Comprehensive Plan goals and policies. It implements goals and policies around community involvement and regulatory climate.

The intent of the Neighborhood Contact (33.705) requirement is to require people developing a property to informally share information and gather constructive feedback about it with people who will experience the development in the neighborhood.

The current Neighborhood Contact process requires applicants or developers of a property to request a meeting with the local neighborhood association by registered or certified mail. The neighborhood association may then choose to meet with the applicant to discuss development proposals. If a meeting with the neighborhood is held, the applicant must send a follow-up letter to the association to explain any changes in the proposal. The applicant does not have to make any changes to the proposal based on the comments received at the meeting.

The proposed changes will revise the neighborhood contact process itself and change what kinds of projects trigger the neighborhood contact requirement. The neighborhood contact process will include two levels of contact depending on the size of the project: 1) 10,000 square feet to 25,000 square feet of new development; and 2) over 25,000 square feet of new development. All projects over the first threshold will require emailed notice to geographic organizations and posting of an onsite sign. Larger projects over the second threshold will additionally require a mandatory meeting.

Financial and budgetary impacts:

This ordinance does not amend the budget or create significant long-term financial impacts, but the ordinance does make changes to the City's financial obligations, appropriations and expenses.

This ordinance includes changes to the zoning code that would affect the process of getting a permit or land use review. The changes will add some costs to development (such as the cost of providing a sign and holding a meeting). The changes will also standardize and reduce the amount of time the process takes, and standardize the threshold for which project trigger the process, making the process more predictable and concise. The changes may thus affect private and public sector development activity, which may in turn impact city costs and City tax revenues.

These changes would also impact the work of the Bureau of Development Services in the following ways:

- Potential reduction in ongoing costs:
 - More consistency in the triggering thresholds for sign posting and neighborhood meetings across zones will reduce the time required to explain the process to applicants and the number of applicants whose applications must be refused because they haven't met the requirements.
 - More consistency in the process, particularly in the public meeting element, will reduce the time required to explain the process to applicants and the number of applicants whose applications must be refused because they haven't met the requirements.
- Potential increase in one-time costs:
 - Educating applicants accustomed to the previous procedure will initially take more customer service time.
 - Learning about the new procedure will initially take staff time.
- Potential increase in on-going costs:
 - It is likely that there will be more calls to the Planning and Zoning hotline from people who see the signs.
 - Reviewing the additional documentation required by the changes will require additional staff time.
 - Maintaining the Administrative Rule required to implement the Zoning Code will require staff time.
 - The PSC recommendation to make information about pre-permit neighborhood contacts public and available online will have an on-going cost. There will be a need to develop an initial system and determine if it can be integrated with other permitting data, and to maintain that system over time. The effective date of this ordinance has been delayed to provide time to do that. At this time, BPS is managing the online system. Depending on which bureau this eventually gets housed in, fees may be required for pre-permit information paid by the applicant when the information is filed.
- Other considerations:
 - BDS implements a variety of other requirements related to public notices and posted signs. This change impacts one of those procedures. Long-term cost impacts of the present proposal will depend on how much BDS can align the processes for these different requirements under one umbrella system. BPS recommends BDS consider using similar procedures to implement all instances where development activity triggers on-site posted signs and neighborhood notification.

Community impacts and community involvement:

This project affects the administrative process for development projects to create opportunities for public information and informal feedback. It does not affect the ability of the public to change the outcomes of development projects. Currently, access to information about pending development projects is limited to the people who are in the

communication network of a neighborhood association with an active land use volunteer. This project, by requiring a sign, online posting, and in some cases a public meeting advertised to the public, is expected to increase the number of people who learn about pending development projects in the areas where they live, work and visit. This will increase access to information about change in the built environment. The access to information about not only specific developments but also the land use and development process will build community and individual capacity to understand and participate in quasi-judicial and legislative land use processes.

Public Involvement in Project Process

As part of preliminary exploration into neighborhood contact requirements, staff solicited feedback from the public through an online questionnaire in mid-2017. During the subsequent development of the Discussion Draft, staff spoke informally with a variety of people interested in the neighborhood contact requirement. This included district coalition staff, neighborhood association land use chairs, members of the Public Involvement Advisory Council subcommittee concerned with notification, ONI staff, Bureau of Development Services staff, people interested in neighborhood notification, and developers who had recently fulfilled the requirements of the existing Neighborhood Contact code language.

The Discussion Draft comment period was open from March 8 to April 23, 2018. Comments were received through meetings, as emails or letters sent to staff, and through an online survey. Comments were also collected at two events hosted by the Bureau of Planning and Sustainability and at the standing meetings of six geographical and interest-based groups. Much of the input focused on what size and type of new development should trigger the sign and meeting requirements. Staff considered this feedback within the scope of the project and the City's goals around public involvement. The most significant change between the Discussion and Proposed Drafts in response to public comments was the lowering of the threshold for meeting requirements from 40,000 square feet to 25,000 square feet of new building.

The Planning and Sustainability Commission (PSC) accepted written testimony on the Proposed Draft from June 28, 2018 through August 17, 2018. Testimony covered issues including the content of the required sign, who should control the required meeting, where the meeting should be located, what size projects should trigger the requirements, and the desire for easier access to information about development. The PSC adopted several amendments responding to testimony. One amendment added requirements for meeting location and follow-up and another amendment added a requirement for the Bureau of Development Services to make information about neighborhood contact notices available online.

There have been a few people interested in the project throughout who are likely to testify, specifically land use volunteers from neighborhood associations in North and

Southeast Portland. Testimony is likely to touch on the issues that arose at PSC, as well as larger questions about who should be notified when about what, and the role of gatekeepers in the dissemination of land use information. Testimony is likely to address notification in a broader context than the specific type of notification affected by this project.

100% Renewable Goal:

This ordinance does not affect the City's 100% Renewable Goal.

Budgetary Impact Worksheet

Does this action change appropriations?

- YES:** Please complete the information below.
- NO:** Skip this section

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

Potential Amendments to the Neighborhood Contact Code Update Recommended Draft

April 11, 2019

#1 – Restrict meeting timing on weekends to 1-6 pm. (Fritz)

(motion #2 from March 6, 2019)

Amendment: Amend 33.705.020.B.4.c on page 49 of the Recommended Draft to limit the timing of weekend meetings. The Recommended Draft allows a weekend meeting to be scheduled at a time between 9 a.m. and 6 p.m. Amend that allowance and change the time to between 1 p.m. and 6 p.m.

Rationale: Many people schedule activities on weekend mornings and would be less likely to be able to attend a neighborhood contact meeting.

Staff position: Neutral

Fritz withdrew her motion #1 from March 6, 2019.

#2 – Require public meeting to be accessible (Fritz)

AF moved CE 2nd

Amendment: Amend 33.705.020.B.4 on page 49 of the Recommended Draft to add a requirement that the required neighborhood contact meeting (which the applicant is responsible to arrange) be accessible and provide reasonable accommodations.

Original language as motioned by Council on March 6:

33.705.020.B.4.e. Be in a location that provides equitable access to all members of the public. Accessibility includes: providing language services, removing barriers, providing modifications, accommodations, alternative formats, auxiliary aids, or other services that ensure access upon request three days prior to the meeting.

Withdraw this motion. Move this new code language:

33.705.020.B.4.e. Be in a location that provides access to all members of the public. If requested by a member of the public at least three days prior to the meeting, the applicant must provide language services, alternative formats, auxiliary aids, or other reasonable requests that ensure barrier free access.

Rationale: Meetings should be held in a location that is accessible and barriers should be removed as much as possible.

Staff position: Staff do not support this amendment because the language is not clear and objective. In addition:

- It may be difficult for applicants, particularly small and first-time developers, to organize accommodations at short notice, and no staff resources are allocated to help them be successful.
- Because the standard is not clear and objective it will be impossible for BDS staff to implement and enforce.

AF moved
NF 2nd

#3 – Apply a third type of neighborhood contact process for development in the design overlay zone, ELDs, and land divisions with environmental review (Fritz)

Amendment: Add a new Neighborhood Contact III requirement which would be triggered in these cases:

- Projects adding 10,000 square feet of net building area to a site in the design overlay zone.
- Land divisions that include environmental review.
- Expedited Land Divisions

Rationale: In some situations, the neighborhood association can provide useful information to the applicant early in the process, and the applicant should be required to offer to meet with them

Staff position: Staff do not support this amendment for the following reasons:

- The amendment adds process and threshold complexity that runs counter to the project goals of clarity and consistency.
- The amendment does not reflect the City's commitment to provide broad access to land use information for the general public.
- The environmental and design overlays already entail an extra layer of City review of development.

Code amendment references: 33.420, 33.705.020, 33.730.013 and 33.730.030 (33.420 is not in the Recommended Draft. For the other three references, see pages 49, 51 and 61 of the Recommended Draft)

Proposed code:

33.420 Design Overlay Zone

420

Sections:

- 33.420.010 Purpose
- 33.420.020 Map Symbol
- 33.420.021 Applying the Design Overlay Zone
- 33.420.025 Where These Regulations Apply
- 33.420.030 Neighborhood Contact
- 33.420.041 When Design Review is Required
- 33.420.045 Exempt From Design Review
- 33.420.051 Design Guidelines
- 33.420.055 When Community Design Standards May Be Used
- 33.420.060 When Community Design Standards May Not Be Used

Map 420-1 Design Districts and Subdistricts in the Central City and South Auditorium Plan Districts

Map 420-2 Macadam Design District

Map 420-3 Terwilliger Design District

Map 420-4 Sellwood-Moreland Design District

Map 420-5 Marquam Hill Design District

Map 420-6 Gateway Design District

33.420.030. Neighborhood Contact

Neighborhood contact is a set of outreach steps that must be taken before certain developments can be submitted for approval. Neighborhood contact is required as follows:

- A. When the proposed development will add at least 10,000 square feet of net building area to a site, the neighborhood contact step of 33.705.020.C, Neighborhood contact III, are required.
- B. If the proposed development has already met the neighborhood contact requirements as part of a land use review process, it is exempt from the neighborhood contact requirements.

33.705.020 Neighborhood Contact Steps

- C. **Neighborhood contact III.** Neighborhood contact III requires the following meeting, notification and posting steps:

- 1. Notification. The applicant must contact the neighborhood association for the area, via email or mail, to inform the association of the proposed development and request a meeting. A copy of the request and information must also be sent via email or mail to the district neighborhood coalition, neighborhood business association, and school district within whose boundaries the proposal is located. The email or letter must include the following information:
 - a. The name, telephone number and email address of the applicant;
 - b. The address of the site of the proposed development;
 - c. A summary of the proposed development; and
 - d. A conceptual site plan.

The neighborhood association should reply to the applicant within 14 days and hold a meeting within 45 days of the date of mailing the request. If the neighborhood requests the meeting within the time frame, the applicant must attend the meeting. Notes from the meeting and an explanation of any changes made to the proposal as a result of comments received at the public meeting must be emailed or mailed to the neighborhood association, district neighborhood coalition, business association, school district and any meeting attendees who provide an email or postal address, before an application for a land use review or building permit can be accepted. If the neighborhood association does not reply to the applicant's letter within 14 days, or hold a meeting within 45 days, the applicant must meet the meeting requirements of Paragraph C.4.

- 2. Sign. The applicant must post at least one sign on the proposed development site at least 35 days, but not more than one year, before applying for a land use review or building permit.
 - a. A sign must be placed on each street frontage of the site. If the street frontage is over 600 feet long, a sign is required for each 600 feet or fraction thereof. Signs must be posted within 10 feet of a street lot line and must be visible to pedestrians and motorists. Signs may not be posted in a public right-of-way. Signs are not required along street frontages that are not improved and do not allow motor vehicle access.

- b. The required signs must remain on the site until a building permit is issued or one year has passed since the application that triggers the sign requirement was submitted, whichever is less, except that the required signs must be removed from the site when required posting for a land use review occurs.
 - c. The Director of the Bureau of Development Services has the authority to adopt administrative rules to determine the size and layout of the sign.
 - d. A photograph of the required signs posted on the site must be submitted as part of the application for a land use review or building permit.
 - e. The signs must contain the following information:
 - (1) The name, telephone number and email address of the applicant;
 - (2) The name and email address of the neighborhood association that includes the site;
 - (3) The name, telephone number and email address of the district coalition that includes the site;
 - (4) A written summary of the proposed development;
 - (5) A site plan that includes the proposed development;
 - (6) The date, time and location of the meeting required by either C.1 or C.4; and
 - (6) Procedural information provided by the Bureau of Development Services.
3. Online Access
- a. The applicant must contact the Bureau of Development Services via email, or an online information submittal tool, at least 35 days, but not more than one year, before applying for a land use review or building permit. The email, or online submittal, must contain the following information:
 - (1) The name, telephone number, and email address of the applicant;
 - (2) The address of the site of the proposed development;
 - (3) A summary of the proposed development; and
 - (4) A site plan that includes the proposed development.
 - b. The Bureau of Development Services must make the information required by Subparagraph C.3.a available in an accessible online format and as an open data set. The bureau will also provide a way for community members to subscribe to get proactive notification of new information.
4. Meeting. If the neighborhood association does not reply to the applicant meeting request within 14 days, or hold a meeting within 45 days, the applicant must schedule and attend one public meeting. Notes from the meeting and an explanation of any changes made to the proposal as a result of comments received at the public meeting must be emailed or mailed to the neighborhood association, district neighborhood coalition, business association, school district and any meeting attendees who provide an email or postal address, before an application for a land use review or building permit can be accepted. The meeting must:

- a. Be held at least 14 days before applying for a land use review or a building permit, and at least 14 days after sending the email or letter and posting signs required by Paragraphs C.1. and C.2.
 - b. Be held at a location within the neighborhood where the proposed development is located or at a location that is not more than two miles from the boundary of the neighborhood within which the proposed development is located and within the boundaries of the district neighborhood coalition in which the proposed development is sited;
 - c. Be held at a time between 6 p.m. and 9 p.m. Monday through Friday, or between 9 a.m. and 6 p.m. on Saturday or Sunday and which does not conflict with a scheduled neighborhood association meeting unless held in conjunction with a neighborhood association meeting; and
 - d. Be open to the public.
5. Required information. The following information must be submitted as part of the application for a land use review or building permit:
- a. A copy of the emails or letters that were sent as required by Paragraphs C.1. and C.4;
 - b. A list of the email or postal addresses to which the email or letter required by Paragraph C.1. and C.4 were sent;
 - c. A photograph of the sign required by Paragraph C.2. posted on the site;
 - d. A signed statement certifying:
 - (1) That the required email or letter was sent at least 35 days, but not more than one year, before applying for the land use review or building permit;
 - (2) That the required signs were posted, at least 35 days, but not more than one year, before applying for the land use review or building permit;
 - (3) That the required meeting request was sent;
 - (4) That the neighborhood association either did not reply or declined the request or that the neighborhood association meeting take place; and
 - (5) That the notes from the meeting, if one was held, were emailed or mailed to the neighborhood association, district neighborhood coalition, business association, school district and any meeting attendees who provide an email or postal address, prior to applying for the land use review or building permit.

33.730.013 Expedited Land Division Procedure

The Expedited Land Division (ELD) procedure provides an alternative to the standard procedures for some land divisions. The applicant may choose to use the ELD process if the land division request meets all of the elements specified in ORS 197.360. The steps of this procedure are in ORS 197.365 through .375. The application requirements are listed in Section 33.730.060, below. Two additional steps are required for land division requests using the ELD Procedure:

- A. **Neighborhood Contact.** The applicant must complete the steps in Section 33.705.020.C, Neighborhood contact III33.700.025, Neighborhood Contact, before applying for an ELD review.

- B. Pre-application conference.** A pre-application conference is required for all land division requests processed through the ELD procedure. See 33.730.050, Pre-Application Conference. The pre-application conference must be held before applying for an ELD review.

33.730.020 Type II Procedure

The Type II procedure is an administrative process, with the opportunity to appeal the Director of BDS's decision to another review body.

- A. Pre-application conference.** A pre-application conference is optional unless it is a specific requirement of a review. See 33.730.050, Pre-Application Conference.
- B. Neighborhood contact.**
1. When the proposed development associated with the land use review will result in the addition of at least 10,000 square feet and not more than 25,000 square feet of net building area to the site and no portion of the site is in the Design overlay zone, the neighborhood contact steps of 33.705.020.A., Neighborhood contact I, are required. If the proposed development has already met the neighborhood contact requirements as part of a building permit process, it is exempt from the neighborhood contact requirements.
 2. When the proposed development associated with the land use review will result in the addition of more than 25,000 square feet of net building area to the site and no portion of the site is in the Design overlay zone, the neighborhood contact steps of 33.705.020.B., Neighborhood contact II, are required. If the proposed development has already met the neighborhood contact requirements as part of a building permit process, it is exempt from the neighborhood contact requirements.
 3. When the proposed development associated with the land use review will result in the addition of more than 10,000 square feet of net building area to the site and the site is in the Design overlay zone, the neighborhood contact steps of 33.705.020.C, Neighborhood contact III, are required. If the proposed development has already met the neighborhood contact requirements as part of a building permit process, it is exempt from the neighborhood contact requirements.

[Reletter B through I to be C through J]

33.730.030 Type III Procedure

A Type III procedure requires a public hearing before an assigned review body. Subsections A through D apply to all sites. If the site is within the City of Portland, Subsections E through H also apply. If the site is in the portion of unincorporated Multnomah County that is subject to City zoning, Subsection I also applies.

- A. Pre-application conference.** A pre-application conference is required for all requests processed through a Type III procedure. See 33.730.050, Pre-Application Conference.
- B. Neighborhood contact.**
1. The neighborhood contact steps of 33.705.020.A., Neighborhood contact I, are required when:
 - a. The application is for a land division that includes four to ten lots and does not include an environmental review; or

- b. The application is for a land use review other than a land division and the proposed development associated with the land use review will result in the addition of at least 10,000 square feet and not more than 25,000 square feet of net building area to the site and no portion of the site is in the Design overlay zone. If the proposed development has already met the neighborhood contact requirements as part of a building permit process, it is exempt from the neighborhood contact requirements.
2. The neighborhood contact steps of 33.705.020.B., Neighborhood contact II, are required when:
 - a. The application is for a land division that includes eleven or more lots and does not include an environmental review; or
 - b. The application is for a land use review other than a land division and the proposed development associated with the land use review will result in the addition of more than 25,000 square feet of net building area to the site and no portion of the site is in the Design overlay zone. If the proposed development was subject to a building permit process, it is exempt from the neighborhood contact requirements.
3. The neighborhood contact steps of 33.705.020.C., Neighborhood contact III, are required when:
 - a. The application is for a land division that includes an environmental review; or
 - b. The application is for a land use review other than a land division and the proposed development associated with the land use review will result in the addition of more than 10,000 square feet of net building area to the site and the site is in the Design overlay zone.

NF moved
AF 2nd**#4 – Require notification of adjacent organizations. (Fish)**

Amendment: Require notification of adjacent organizations when the development site is close to a boundary.

Rationale: Neighborhood associations, district coalitions and business associations with boundaries close to a development site should get notified, because the project affects people living and working near a project, regardless of what organization they belong to.

Staff position: Neutral. Note that if Amendment #3 is approved, then this amendment should also apply to the notification language in 33.705.020.C.1.

Code reference: 33.705.020.A and 33.705.020.B (see pages 41 and 45 of the Recommended Draft)

33.705.020 Neighborhood Contact Steps**A. Neighborhood contact I.** Neighborhood contact I requires the following notification and posting steps:

1. Notification. The applicant must contact via email or mail the neighborhood association, district neighborhood coalition, and business association for the area, and any neighborhood association, district neighborhood coalition, or business association within 400 feet of the proposal site. The email or letter must be sent at least 35 days, but not more than one year, before applying for a land use review or building permit. A copy of the email or letter, and a list of the email or postal addresses to which the email or letter was sent, must be submitted as part of the application for a land use review or building permit. The email or letter must contain the following information:

a.-d. [No change to Recommended Draft]

2.-4. [No change to Recommended Draft]

B. Neighborhood contact II. Neighborhood contact II requires the following meeting, notification and posting steps:

1. Notification. The applicant must contact via email or mail the neighborhood association, district neighborhood coalition, and business association for the area, and any neighborhood association, district neighborhood coalition, or business association within 400 feet of the proposal site. The email or letter must be sent at least 35 days, but not more than one year, before applying for a land use review or building permit. A copy of the email or letter, and a list of the email or postal addresses to which the email or letter was sent, must be submitted as part of the application for a land use review or building permit. The email or letter must contain the following information:

a.-e. [No change to Recommended Draft]

2.-5. [No change to Recommended Draft]

MOTIONS FOR AGENDA ITEM 214, MARCH 6, 2019:

THOSE PRESENT WERE: Mayor Wheeler, Presiding; Commissioners Eudaly, Fish and Fritz, 4.

214 TIME CERTAIN: 2:00 PM – Amend Title 33 to update the Neighborhood Contact regulations (Ordinance introduced by Mayor Wheeler; amend Title 33) 1.5 hours requested

Motion to amend 33.705.020.B.4.d and add e:

d. Be open to the public; and

e. Be in a location that provides equitable access to all members of the public.

Accessibility includes: providing language services, removing barriers, providing modifications, accommodations, alternative formats, auxiliary aids, or other services that ensure access, upon request 3 days prior to the meeting: Moved by Fritz and seconded by Wheeler. Vote not called.

Motion to amend 33.705.020.B.4.c to change Saturday or Sunday hours to between 1 p.m. and 6 p.m.: Moved by Fritz and seconded by Wheeler. Vote not called.

MOTIONS FOR AGENDA ITEM 314, APRIL 11, 2019:

THOSE PRESENT WERE: Mayor Wheeler, Presiding; Commissioners Fish, Fritz, Eudaly and Hardesty, 5. Fritz left at 2:44 pm, 4.

314 TIME CERTAIN: 2:00 PM – Amend Title 33 to update the Neighborhood Contact regulations (Previous Agenda 214; Ordinance introduced by Mayor Wheeler; amend Title 33) 1 hour requested

Commissioner Fritz withdrew her motion #1 from March 6, 2019.

Motion to amend 33.705.020.B.4 on page 49 of the Recommended Draft to add a requirement that the required neighborhood contact meeting (which the applicant is responsible to arrange) be accessible and provide reasonable accommodations: Moved by Fritz and seconded by Eudaly. Vote not called.

Motion to add a new Neighborhood Contact III requirement which would be triggered in these cases:

- **Projects adding 10,000 square feet of net building area to a site in the design overlay zone.**
- **Land divisions that include environmental review.**
- **Expedited Land Divisions**

Moved by Fritz and seconded by Fish. Vote not called.

Motion to require notification of adjacent organizations when the development site is close to a boundary: Moved by Fish seconded by Fritz. Vote not called.

MOTIONS FOR AGENDA ITEM 353, APRIL 24, 2019:

THOSE PRESENT WERE: Mayor Wheeler, Presiding; Commissioners Eudaly, Fish, Fritz and Hardesty, 5. Commissioner Hardesty left at 11:00 a.m., 4. Mayor Wheeler left at 11:15 a.m. and Commissioner Eudaly presided, 3.

353 Amend Title 33 to update the Neighborhood Contact regulations (Previous Agenda 314; Ordinance; amend Title 33) 15 minutes requested

Motion No. 1 introduced by Fritz to amend the Neighborhood Contact Code Update Recommended Draft to restrict meeting time on weekend to 1-6 pm: Moved by Fritz and seconded by Wheeler. (Y-5)

Motion No. 2 introduced by Fritz to amend the Neighborhood Contact Code Update Recommended Draft to require public meeting be accessible: Moved by Fritz and seconded by Eudaly. (Y-5)

Motion No. 3 introduced by Fritz to amend the Neighborhood Contact Code Update Recommended Draft to apply a third type of neighborhood contact process for development in the design overlay zone and land divisions with environmental review: Moved by Fritz and seconded by Fish. (Y-5)

Motion No. 4 introduced by Fish to amend the Neighborhood Contact Code Update Recommended Draft to require notification of adjacent organizations: Moved by Fish and seconded by Fritz. (Y-5)

Agenda #214 – Neighborhood Contact Code Update

PROPOSED AMENDMENT (Commissioner Fritz) :

Amend the following code section:

33.705.020.B.4.d

4. Meeting. The applicant must schedule and attend one public meeting. Notes from the meeting and an explanation of any changes made to the proposal as a result of comments received at the public meeting must be emailed or mailed to the neighborhood association, district neighborhood coalition, business association, school district and any meeting attendees who provide an email or postal address, before an application for a land use review or building permit can be accepted. The meeting must:

a. Be held at least 14 days before applying for a land use review or a building permit, and at least 14 days after sending the email or letter and posting signs required by Paragraphs B.2. and B.3.

b. Be held at a location within the neighborhood where the proposed development is located or at a location that is not more than two miles from the boundary of the neighborhood within which the proposed development is located and within the boundaries of the district neighborhood coalition in which the proposed development is sited;

c. Be held at a time between 6 p.m. and 9 p.m. Monday through Friday, or between ~~9~~ a.m. and 6 p.m. on Saturday or Sunday and which does not conflict with a scheduled neighborhood association meeting unless held in conjunction with a neighborhood association meeting; and

d. Be open to the public; and

e. Be in a location that provides equitable access to all members of the public. Accessibility includes: providing language services, removing barriers, providing modifications, accommodations, alternative formats, auxiliary aids, or other services that ensure access, upon request.

prior to the meeting.
^
3 days

1 p.m.
2
in