

(AMENDED DRAFT COPY – TO BE APPROVED BY THE BOARD ON JUNE 14, 2016 AND THE GENERAL MEMBERSHIP ON JUNE 21, 2016.)

BYLAWS OF THE SUMNER ASSOCIATION OF NEIGHBORS (SAN)

Adopted August 18, 1994
Amended September 8, 2001
Amended June 21, 2016

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SUMNER ASSOCIATION OF NEIGHBORS BYLAWS
Adopted: August 18, 1994 Amended: June 21, 2016

ARTICLE I: **NAME OF ORGANIZATION:** the name of this organization shall be Sumner Association of Neighbors (SAN).

ARTICLE II: **PURPOSE OF SAN:** the purpose for which SAN is organized is:

- a) To enhance the physical and social livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, government agencies and other neighborhoods.
- b) To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
- c) To do and perform all of the activities related to said purposes, to have and enjoy all of the powers granted and engage in any lawful activity for which corporations may be organized under ORS 65.
- d) To be organized exclusively for educational, scientific, charitable purposes and for the better of the neighborhood. Notwithstanding any statement for purposes or powers aforesaid, this association shall not, excepted to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its specific and primary purpose.
- e) For such other purposes as are approved by the Board of Directors or membership.

ARTICLE III: **BOUNDARIES:** the boundaries of the association shall be defined as: SAN shall serve the areas of northeast Portland as follows: NE 82nd Avenue at Columbia Slough; East along Columbia Slough to I-205; South on I-205 to NE Skidmore Street; West on NE Skidmore to Sandy Boulevard; West on Sandy Boulevard to NE 82 Avenue; North on NE 82nd Avenue to the Columbia Slough.

ARTICLE IV: **MEMBERSHIP**

Section 1: **ELIGIBILITY.** Membership in SAN shall be open to all residents, property owners and individuals, age 18 or older, who hold a business license within the boundaries as defined by these bylaws are eligible to be a member of the association.

Section 2: **CONSENT.** An eligible person shall become a member of the association by providing written consent in accordance with the procedures established by the Association.

Section 3: **FUNDING.** Charging dues or membership fees shall not be made; however, voluntary contributions will be accepted. Activities to raise funds for SAN use may be held if appropriate.

Section 4: VOTING PROCESS. All persons defined under this Article IV, Section 1 of these bylaws, shall have one vote each to be cast during attendance at any annual membership, general membership or special meeting for the board of directors, bylaw amendments and dissolution or merger. Voting shall be by secret paper ballot. If none of the open seats are contested, a member may make a motion from the floor to adopt the full slate of candidates by acclamation. Election of an individual requires a majority vote of the members voting in an annual, general, special and board meeting. Members must be present to vote. Proxy voting and voting by mail are prohibited. Candidates do not need to be present to be elected.

Section 5: MEMBER POWERS. Each member is eligible to vote for election of board directors, bylaw amendments, and dissolution or merger.

ARTICLE V: BOARD OF DIRECTORS

Section 1: NUMBER AND COMPOSITION OF BOARD OF DIRECTORS. The Board of Directors shall be composed of a minimum of 3 and a maximum of 16 and shall hereafter be referred to as The Board.

Section 2: ELIGIBILITY FOR BOARD SERVICE. Only members shall be qualified to hold an elected or appointed position.

Section 3: TERMS OF OFFICE AND TERM LIMITS. Members of The Board shall be elected to serve a two (2) year term until the appropriate Annual Meeting. Odd numbered positions shall be elected in odd numbered years and even numbered positions shall be elected in even numbered years. Executive Directors may not serve more than two (2) consecutive terms. Refer to Article VI, Section 2.

Section 4: RECALL/REMOVAL. A recall petition, signed by at least 15 SAN members may be filed with the Secretary, who shall then present it to The Board. The Board shall ask the director or board member if he/she chooses to resign. If not, The Board will hold a special meeting, unless a general membership meeting is scheduled within 30 days. The person may be recalled by a majority vote or the general membership. Any elected or appointed director may be removed, with or without cause, by a majority vote of the members at a membership meeting called by The Board for that purpose.

Section 5: BOARD VACANCIES. The Board may fill any vacancy on The Board or a committee by a majority vote of The Board in the cases involving unexcused absences by a Director or committee member from three (3) consecutive board meetings or general membership meetings. A member appointed to fill a vacancy shall serve the remainder of the unexpired term until his/her successor is elected or appointed. Vacancies on The Board shall be filled by a vote of the directors currently serving on The Board.

Section 6: POWERS AND DUTIES OF THE BOARD. The Board shall be accountable to the membership; shall seek the view of those affected by an proposed policies or reactions before adopting any recommendation on behalf of SAN and shall strictly comply with these bylaws. Oregon Public Meetings Law does not allow absentee ballots. The Board shall be responsible for managing the affairs of the association, and for assuring that members are informed of business that affects them through reasonable means of notification. The Board must act in the best interest of the association, but is not bound specifically to act according to the desire of the majority of members attended at a particular meeting. If a member is serving as chairpersons of committees they shall inform The Board of all correspondence and activities of their respective committees. Elected and appointed directors have the same powers and responsibilities.

Section 7: EMERGENCY POWERS: In such cases where The Board is required to provide neighborhood response before the question is presented to the membership, The Board must indicate to the questioner that this is the case, and shall present the action taken within a reasonable time (not more than 45 days) for ratification by the membership where circumstances dictate.

ARTICLE VI: EXECUTIVE DIRECTORS AND DIRECTORS

Section 1: TITLES AND ELIGIBILITY. To be eligible to be a director, an individual must be a member of The Board. The officers of this association shall be:

- a) **Executive Directors:** Chair, Vice Chair, Secretary, Treasurer (Secretary Treasurer may be combined into one position)
- b) **Directors:** CNN Delegate, Crime & Safety, Parks & Open Spaces, Publicity, Land Use & Transportation, up to 8 Members at Large

Section 2: EXECUTIVE DIRECTORS.

- a) **Chairperson:** Shall be the Chief Officer of the association and shall act as the Chair of The Board. The Chair shall prepare the agenda for board and membership meetings, preside at all board and membership meetings; represent the position of The Board and the interests of the association; act as spokesperson for the association; and serve as the public contact for the association. **Elected odd numbered years.**
- b) **Vice Chairperson:** Shall assist the chairperson; in the chairperson's absence shall function as chairperson. **Elected even numbered years.**
- c) **Secretary:** shall record and maintain minutes of board and membership meetings, assist the Chair with the correspondence of the association; maintain non-financial files of the association; maintain current and accurate board contacts and send approved minutes to the neighborhood district coalition. **Elected odd numbered years.**

- d) **Treasurer:** shall have overall responsibility for all the association's funds. The Treasurer shall maintain full and accurate accounts of all financial records of the corporation; and present financial reports as directed by The Board. **Elected odd numbered years.**

Section 3: DIRECTORS.

- a) **CNN Delegate.** Shall represent the association at all meetings of the neighborhood coalition board meetings. **Elected even numbered years.**
- b) **Crime and Safety.** Shall work with crime prevention programs and assist in setting up the Neighborhood Watch Program. As appropriate they will be report the crime statistics provided by the City of Portland at board and general meetings. **Elected odd numbered years.**
- c) **Parks and Open Spaces.** Shall be responsible for parks and open spaces within the boundaries of SAN; and shall head parks enhancement programs, such as seeking funding through grants, fundraisers, donations, etc, for parks. Attend meetings pertaining to parks at Central Northeast Neighborhood (CNN) and represent SAN and report back to The Board. **Elected even numbered years.**
- d) **Publicity.** Shall be responsible for the SAN newsletter and notifying the membership of meetings, elections, events and other relevant matters of concern to SAN through mail outs and electronic publishing; shall maintain mailing lists; shall also coordinate the distribution of the newsletter to the neighborhood. **Elected odd numbered years.**
- e) **Land Use and Transportation.** Shall attend meetings to land use and transportation at Central Northeast Neighbors (CNN) and represent SAN; shall be responsible for notifying residents of changes pertaining to property within SAN boundaries; shall present to The Board and general membership meetings all communications pertaining to zoning or plan changes. **Elected even numbered years.**
- f) **Members at Large.** Shall be appointed to head a committee when and wherever needed (may represent ethnic group in community). **Elected both even and odd numbered years.**

ARTICLE VII: COMMITTEES

Section 1: ESTABLISHMENT OF COMMITTEES. The Board may establish standing and ad hoc committees as it deems necessary and desirable. Such committees may be advisory to The Board or may exercise the authority of The Board. Upon establishment of any committee, The Board shall identify the scope of the committee's authority and duties, the number of members and appoint the committee's membership. Advisory

committees may make recommendations to The Board but cannot implement recommendations or projects without board approval.

Section 2: GRIEVANCE COMMITTEE. Shall consist of not less than three (3) members selected at a membership meeting; shall always have an odd number of members at any vote. No member of this committee shall serve concurrently on The Board or be related to member of The Board. The committee shall receive and respond to signed written complaints by a person or group who feels they have been adversely affected by a decision or policy of SAN.

Section 3: NOMINATING COMMITTEE. Shall consist of three (3) members not currently serving on The Board and elected at the March annual membership meeting shall provide a slate of candidates for each office at the February general meeting when the terms expire. The candidate presented by the nominating committee shall have agreed to serve.

ARTICLE VIII: MEETINGS

Section 1: MEMBERSHIP MEETINGS:

- a) **Annual Meeting.** The annual meeting of the membership shall be held once a year in the month of March on a set date by The Board. The business of the annual meeting shall include a report from The Board on the state of the association, and the annual election of directors to The Board. Notice of the annual membership meeting to the public must be at least seven (7) days in advance or 30 to 60 days in advance if by other than first class or registered mail. Direct notice to the directors and individuals known to have an interest in topics on the meeting agenda must be provided at least one (1) day in advance.
- b) **General Membership Meetings.** Regular general membership meetings will be held at least twice (2) times a year at a regular day and time set by The Board. The membership shall advise The Board of current concerns and possible actions. Notice of regular membership meetings to members and to the public must be at least seven (7) days in advance.
- c) **Special Membership Meetings.** The Board may call a special meeting of the membership. Notice of special membership meetings to members and to the public must be at least seven (7) days in advance.
- d) **Cancelling A Meeting.** Meetings can be cancelled by the same individual who or body that called the meeting.

Section 2: BOARD MEETINGS.

- a) **Regular Board Meetings.** The Board shall meet at least two (2) times a year on a day and time set by The Board to conduct the business of the association. Notice of

regular meetings of the board to the public must be at least seven (7) days in advance. Direct notice to the directors and individuals known to have an interest in topics on the meeting agenda must be provided at least one (1) day in advance.

- b) **Special Board Meetings.** The Chair may call a special meeting of the board when the timeliness of the regular meeting is insufficient to take action on particular issues. Direct notice to the directors and individuals known to have an interest in topics on the meeting agenda must be provided at least one (1) day in advance. The Board can only discuss and make decisions at special meetings on the topics on the agenda.
- c) **Emergency Board Meetings:** the Chair or a majority of The Board may call an emergency meeting of The Board when there is insufficient time to address timely business within the notice requirements of a regular special meeting. Notice of an emergency meeting to all parties may not be less than 24 hours in advance. Direct notice to individuals known to have an interest in a particular agenda item must be provided.
- d) **Cancelling A Meeting.** Meetings can be cancelled by the same individual who or body that called the meeting.

Section 3: **PROCEDURES:** SAN shall follow Roberts Rules of Order (Revised) in all areas not covered by the bylaws.

Section 4: **QUORUM:** a quorum is a minimum number of people required by rule or bylaw to be present before business can be transacted by the general membership, board of directors or a committee.

- a) **Annual and General Membership Meetings:** shall be the number of members in attendance. Unless otherwise specified in these bylaws, decisions of SAN shall be made by a majority vote of those members present at any meeting.
- b) **Board Meetings:** shall be 50% of the total number of directors plus one (1). (example – 10 total on The Board, must have 50% plus 1 for a total of 6 to make a quorum.) A quorum for a board meeting shall be a majority of the number of directors in office immediately before the meeting begins.

Section 4: **MEETING AGENDAS**

- a) **Membership Meetings:** shall be set by the Chair and/or The Board and are subject to approval by The Board. The Chairperson shall prepare the agenda for annual, general and special meetings of the members.
- b) **Board Meetings:** shall be set by the Chair and/or The Board.

- c) **Committee Meetings:** shall be set by the committee chair and/or committee members.
- d) **Amending the Agenda:** Any member of SAN may make a motion to add an item to the annual, general, board or special agendas at the respective meetings. Adoption of that motion requires a second and majority vote.

ARTICLE IX: ELECTIONS

Section 1: EXECUTION: The election at the meeting shall be either by the slate of candidates presented by the nominating committee or by nomination from the floor and requires a majority vote of the membership present.

Section 2: NOMINATIONS FROM THE FLOOR: floor nominations must secure the permission of the candidates before the chairperson may accept the nomination. Only persons eligible for SAN membership as defined under Article IV, Section 3 of these bylaws shall be qualified to hold an elected or appointed position. Nominations from the floor do not require a second.

ARTICLE X: GRIEVANCE PROCESS

Section 1: OTHER FORMS OF CONFLICT RESOLUTION ARE ENCOURAGED: all parties are encouraged to resolve disagreements and disputes through one-on-one dialogue, discussions with directors and members, and/or formal mediation whenever possible. If the process continues, The Board or a committee designated by The Board, shall offer the grievant an opportunity to present information relevant to the grievance and shall gather other relevant information. The body carrying out the review will develop its findings and recommendations and submit them to The Board.

Section 2: ELIGIBILITY TO GRIEVE: a person or group harmed as a result of a decision of this association may file a formal grievance if they believe the action taken by the association violated a provision of these bylaws, a formally adopted policy of the association, or the ONI Standards.

Section 3: FILING A GRIEVANCE: grievances must be submitted in writing, to the association chair and secretary, within 45 business days of the alleged violation. A grievance must identify the date of the action being grieved and the provision of the association's bylaws or the ONI Standards which allegedly were violated, describe how the provision was violated and how the grievant was harmed by this action, and identify the remedy the grievant is seeking.

Section 4: INITIAL REVIEW AND RESPONSE: The Board of the board's designee will review the proposed grievance and determine whether it meets criteria for a grievance as defined in this article. If the proposed grievance is found not to meet the criteria, The Board or its

designee will inform the grievant in writing of this determination and the reasons for the determination. If the proposed grievance is found to meet the criteria, the review process continues.

Section 5: **BOARD ACTION:** The Board shall consider the findings and recommendations and render a decision on the grievance. The Board shall notify the grievant of The Board's decision, in writing, within 60 calendar days from the receipt of the grievance.

ARTICLE XI: **INDEMNITY:** this corporation will indemnify to the fullest extent not prohibited by laws any person who is made, or threatened to be made, a party to an action, suit or other proceeding, by reason of the fact that the person is or was a director, officer, volunteer, or agent of the corporation.

ARTICLE XII: **CONFLICT OF INTEREST AND DUTY OF LOYALTY:** to protect the integrity of the association's decision-making process. All Board of Directors and committee members will disclose to The Board any interest they have in a transaction or decision of The Board that may result in a financial benefit or gain to them and/or their business, family members and/or significant other, employer, and/or close associates, and other non-profit organizations with which they are affiliated. The director or committee members will not be present for or participate in any board discussion of or vote on the transaction or decision.

ARTICLE XIII: **AMENDMENT OF BYLAWS:** all amendments to these bylaws must be proposed in writing. Amendments may be proposed by The Board or by a petition of 15 members and presented to any member of The Board. The Board shall submit proposed amendments to the members for a reading at a general meeting. The Board shall schedule a vote on the adoption of the amendment(s) at a subsequent general meeting.

Section 1: **NOTICE:** notice of a proposal to amend the bylaws, specifying the date, time and place for consideration, must be provide to all members a minimum of 30 days before the general meeting at which the amendment(s) will be voted on. The notice shall state that one of the purposes of the meeting is to consider a proposed amendment to the bylaws and shall contain a copy of the proposed amendment.

Section 2: **ADOPTION:** Adoption and amendment of these bylaws shall require a two-thirds (2/3) vote by the members present at a general membership meeting.

ARTICLE XIV: **PROCEDURE FOR CONSIDERATION OF PROPOSAL TO AMEND BYLAWS**

Section 1: **EXECUTION:** The Board shall be responsible for the executive of this article.

Section 2: **SUBMISSION OF PROPOSALS:** any person or group, and any city agency, may propose in writing, items for consideration and/or recommendations to The Board. The Board shall

decide whether proposed items will appear on the agenda of annual, general, special, board or committee meetings.

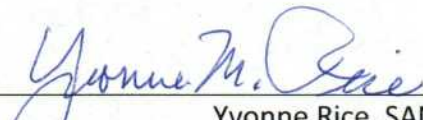
Section 3: ATTENDANCE: the proponent may attend this meeting to make a presentation and answer questions concerning the proposal.

Section 4: DISSEMINATION: the SAN shall submit recommendations and dissenting views as recorded from the meeting to the proponent and other appropriate parties.

ARTICLE XV: PUBLIC MEETINGS/PUBLIC RECORD REQUIREMENT: SAN shall abide by all Oregon statues relative to public meetings and public records.

ARTICLE XVI: NON-DISCRIMINATION: San must not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, age, disability, national origin, income or political affiliation in any of its policies, recommendations or actions.

ARTICLE XVII: ONI STANDARDS: The association, in all its activities, shall comply with the requirements of the Office of Neighborhood Involvement Standards for neighborhood associations.



Yvonne Rice, SAN Chair

7-19-16

Date Signed



Ronda Johnson, SAN Secretary

7-20-16

Date Signed

Adopted by a vote of the SAN membership on June 21, 2016 after approval by the SAN Board on June 14, 2016.

These bylaws replace the previous bylaws adopted on August 18, 1994

Susan Anderson, Director
Bureau of Planning and Sustainable Development
1221 SW 4th Avenue
Portland, OR 97204

Re: Residential Infill Project

Ms. Anderson:

I support the Portland For Everyone proposals to create abundant, affordable housing in all Portland neighborhoods. Specifically:

Housing Types

Nearly 2/3 of Portland households are now just 1 or 2 people, and as land values continue to climb, smaller homes are inevitably more affordable than larger ones. Also, the most environmentally friendly housing types are small and attached. The following changes will support a broader pallet of housing choices in single dwelling zones.

- (a) Allow both an internal and a detached ADU on a single residential lot. All other existing ADU regulations would still apply.
- (b) Allow up to 3 units within the envelope of a typical single family home. Allow four units if one or more are affordable.
- (c) Create incentives (e.g., fee waivers, density bonuses, tax abatement) to encourage development of small, accessible/age-friendly housing so that the rapidly growing population of older Portlanders can transition to age-appropriate housing within their communities.
- (d) Provide density bonuses for smaller attached townhomes in the R2.5 zone.
- (e) Adopt cottage cluster zoning to provide a density bonus in exchange for smaller homes in subdivisions or planned developments. Provide appropriate design guidelines for such developments, and require that the total 'floor area ratio' for the development be no greater than would otherwise be allowed (see sample codes from the Cottage Company, <http://www.cottagecompany.com>). This would provide a financially feasible way for developers to build right-sized homes for smaller households.

Narrow and Skinny lots

One of the main drivers of expensive housing is minimum lot sizes. 'Skinny' lots, 'Narrow' lots, and lot remnants represent a quickly available, easily understood, and well established building path for creating smaller, more affordable homes. To this end, Portland should:

- (a) Implement staff's recommendation to treat 'new narrow' and 'skinny' lots with the same set of rules, regardless of how they were created.
- (b) Re-allow development of "lot remnants" that are 25 feet wide or greater in the R5 and R7 zoned areas.
- (c) Remove the moratorium on 25-foot and 33.3-foot-wide historic lots in the R5 and R7 zoned areas.
- (d) In the R2.5 zone, allow 3-story homes on 25' wide lots only in instances in which an ADU is included. For 2-story homes on 25' wide lots, reduce side setbacks to 3.5'.

Demolitions

Several changes would decrease the frequency of demolitions.

- (a) Allow internal conversions of existing homes into 2 or more units, so long as they retain their single dwelling appearance. This would allow existing housing stock to be adapted to changing market demand and reduce market pressure to demolish existing homes.
- (b) Allow second homes on lots so long as the total square footage of both homes is no more than the size of a home that would typically be allowed on the same property. This would improve the financial viability of preserving small existing homes, which are those most likely to be torn down.
- (c) Make it easier for builders to flex site plans around (and hence preserve) existing homes, trees and natural features. This could be accomplished by substituting design review or preferably, community design standards for the time-consuming, expensive, and unpredictable Planned Development process.

Parking

Remove parking minimums, especially for narrow lot development. Off-street parking minimums force homebuyers or renters to pay for parking, whether they need it or not. In narrow lot development, parking minimums are especially problematic because garages dominate unit entries and associated curb cuts remove significant amounts of on-street parking.

All of the zoning code reforms outlined in this letter should apply in all single-dwelling zones city-wide in order to create an equitable distribution of the benefits and burdens of these policies to all residents. Currently, low and middle-income families bear a disproportionate share of the burden of zoning policies that must be seen as exclusionary. Their housing options are limited to areas on the periphery of the City where they bear greater transportation costs and less access to transit and other services.

I urge you to amend the Residential Infill proposals to include the above reforms.

Sincerely,

Date

Portland for Everyone, OR

Residential Infill Project – Key elements of the draft proposal

SCALE OF HOUSES

1. **Limit the size of houses while maintaining flexibility in form.**
 - Establish house size square foot limits proportional to lot size.
 - Exclude basements, non-habitable attics and detached structures from size limits.
 - Retain current code's building coverage limits.
2. **Lower the house roofline.**
 - Measure from the lowest point five feet from a house, not the highest point.
 - Retain current measurement to midpoints of pitched roofs and to the tops of flat roofs.
 - Reduce the height of flat roofs by five feet to lessen undesirable shading impacts.
 - Limit dormer projections that are over height limits to 50 percent of roof length.
3. **Make front setbacks consistent with setbacks on existing, immediately adjacent homes.**
 - Increase minimum front setback by five feet with exceptions for matching front setbacks on existing, immediately adjacent homes.
 - Retain current side and rear setback minimums (five feet for most homes).
 - Allow eaves to project two feet and bay windows to project 18 inches into setbacks.

HOUSING TYPES

4. **Allow more units within the same form as a house on R2.5, R5, and R7 lots "near Centers and Corridors".**
 - Allow two ADUs per house – one internal to the house and one detached.
 - Allow one accessory dwelling unit (ADU) with a duplex.
 - Allow duplexes on all lots and triplexes on corner lots.
 - Allow an additional bonus unit for providing an affordable unit, an accessible unit or internally converting an existing house.
5. **Allow cottage clusters on all R2.5, R5 and R7 lots larger than 10,000 square feet.**
 - Develop specific 'cottage cluster' rules to augment the Planned Development review.
 - Reduce review procedure from Type III to Type IIx.
 - Allow additional bonus units for providing affordable units, accessible units, or for retaining the existing house on the site.
6. **Establish a minimum unit requirement for all R2.5 zone lots**
 - Require one unit per 2,500 square feet of site area.
 - Allow ADU's to count toward the minimum requirement

HISTORICALLY NARROW LOTS

7. **Allow new houses on historically narrow lots "near Centers and Corridors" within the R5 zone.**
 - Allow new houses on historically narrow lots located "near Centers and Corridors".
 - Do not allow new houses on historically narrow outside areas "near Centers and Corridors".
 - Require units to be attached on lots where an existing house was removed.
 - Allow tandem houses (flag lots) when retaining an existing house.
8. **Do not require parking and do not allow front-loaded garages for detached houses on narrow lots and historically narrow lots.**
 - Retain current allowances for alley-loaded garages or shared driveways to rear parking.
 - For attached houses on narrow lots, front-loaded garages would be allowed when tucked-under the first floor and the driveways are combined.
 - Retain current parking requirements for all houses on standard lots.



Google earth

feet
meters



Google earth





Due to Metro at least 14 days in advance of event date

Metro contributes to the livability of the region by supporting community cleanups and other activities that enhance the appearance and safety of neighborhoods. In support of these goals, Metro may waive disposal fees on mixed solid waste for community clean-up events coordinated by public agencies, local governments and non-profit entities within the Metro region. In order to be eligible to receive disposal vouchers, the coordinating agency must meet the qualifying requirements (see last page of application.) This program waives only transfer station tipping fees (not drop box and hauling fees.)

ALL VOUCHER REQUESTS ARE SUBJECT TO FUND AVAILABILITY

Type of event and sections to complete

<input checked="" type="checkbox"/> Neighborhood Sections I-V	<input type="checkbox"/> Natural area Section I-V	<input type="checkbox"/> Illegal dumpsite No private property Section I, III & V
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Section I: Contact & Event Information

Organization: Summer Date of event: 5/14/16

Contact person: Henny Shannon Phone Number: 503 421-

Email Address: _____

Mailing Address: 4415 NE ⁸⁷ ~~38~~th Ave PDX, OR 97220

Event Location: _____

Section II: Planned Promotions

E-newsletter Door to door Advertisement Flyer

Please acknowledge that Metro is providing free disposal of waste when promoting the event, and at the event location. Metro logos can be emailed to you for use on signs and in newsletters.

- 1) Attach an example of your marketing materials that include Metro acknowledgement.
- 2) Does your organization have a media-worthy (local hero) element in your promotion plan?

If yes, please explain: Low income neighborhood

- 3) Explain how this event benefits the community at large? _____

Low income neighborhood ask to help seniors discard of stuff

Section III: Waste Disposal & Transport

If commercial hauler is transporting waste, provide company name: Portland Disposal + Rec

If other (such as volunteers using own vehicle), please describe: _____

Waste delivered to: Metro South Transfer Station (Oregon City)
 Metro Central Transfer Station (Northwest Portland)
 Other (please specify) _____

Estimated: 8 Loads/drop boxes (Number of vouchers needed)
40 yds Size of drop boxes
200 Number of households served

Section IV: Material Collection**

In the chart below check all materials you anticipate collecting at your event. Then, for the materials you plan to recycle or reuse, indicate how this will be accomplished. List the name of the business(es) who will receive each of the materials. Metro disposal vouchers will only cover the disposal costs for mixed waste, not recyclables. If you need assistance finding a recycling company for specific materials or recycling literature, go to Metro's website, www.oregonmetro.gov, and click on "Find a Recycler," or call the Recycling Information Center at (503) 234-3000. Metro can also assist in finding Thrift organizations.

Material	Location (name of recycling or disposal facility)
Example- Plastics: old car seats and broken	AgriPlas
Example- Wood: reuse building supplies	Rebuilding Center
Mixed waste	PDR
Scrap metal	Metro Metal
Tires (limit of 15 tires per load)	PDR
Furniture	PDR
Bicycles	Goodwill
Appliances	
Paper	
Mattresses	PDR
Electronics	Goodwill
Foam packaging	
Donated clothing, shoes	Goodwill
Reuse items	Goodwill / Garage Sale
Other	

** Materials not covered by Metro's voucher program: hazardous waste, kitchen garbage, residential yard debris and trimmings, waste and recyclables collected curbside, commercial landscaping, construction debris, roofing, and waste not allowed at a regional transfer station. If you have questions about what those materials are, please call Metro's Recycling Information Center at 503-234-3000.
 ** If scrap wood is being collected, please use a separate drop box.

Section V: Application

Through the signature set forth below, agreement is made to:

Application

1. Attach copy of non-profit status from Oregon Secretary of State <http://egov.sos.state.or.us>.
2. Recycle all possible materials.
3. Work with a non-profit organization or thrift that will collect household furnishings for reuse.
4. Be responsible for the distribution of all disposal vouchers for the event.
5. Sign and return this form to Metro at least fourteen (14) days prior to the event.

Event Summary

1. Return completed Event Summary form within ¹⁵30 days of event.
2. Return any unused disposal vouchers with the completed Event Summary form.
3. Provide photos of recycling and reuse area with Event Summary form.

Signature of Applicant



Date

4/25/16

SUBMIT APPLICATION

Attn: Aidan Gronauer
Metro Sustainability Center
600 NE Grand Avenue
Portland, OR 97232
Fax: (503) 797-1849

Email: aidan.gronauer@oregonmetro.gov
Questions? Call (503) 797-1651

Submit all pages of this application to Metro at least 14 days in advance of the event date.

TO BE COMPLETED BY METRO STAFF:

Date Application received: _____

Qualified non-profit status

Metro in promotional info

Application signed

Qualified event

Approve application

Deny application

Signature - Program Manager _____

Date _____

Notes:



CITY OF

PORTLAND, OREGON

OFFICE OF NEIGHBORHOOD INVOLVEMENT

Promoting a culture of civic engagement

AMANDA FRITZ, COMMISSIONER

Amalia Alarcón de Morris, Bureau Director

Marijuana Policy Program

1221 SW 4th Avenue, Room 110
Portland, Oregon 97204

February 12, 2016

Summer

NOTIFICATION: MARIJUANA BUSINESS LICENSE APPLICATION RECEIVED

Americanna Rx	
http://www.portlandoregon.gov/oni/article/559859	
8654 NE Sandy Blvd. Portland, OR 97220	
Daniel Westman	americannarx@gmail.com
971-254-4581	www.americannarx.com

Americanna Rx has applied for a City of Portland license to sell marijuana as a Medical Marijuana Dispensary in your neighborhood.

As part of the application process, all recreational marijuana retailers and medical marijuana dispensaries in Portland must have a Marijuana Control Plan. A Control Plan provides contact information for the business and explains how they may address situations that affect the safety and livability of the neighborhood. If you have concerns about the business, we encourage contacting the business directly. If the situation cannot be resolved, please contact the Marijuana Policy Program at 503-823-9333. To see the Control Plan for Americanna Rx, please go to <http://www.portlandoregon.gov/oni/article/559859>.

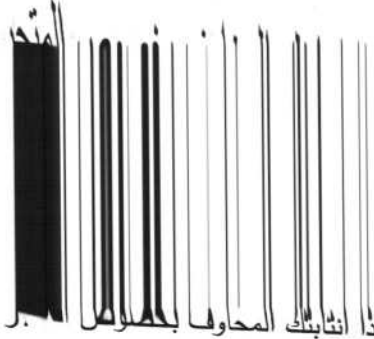
For more information or to request language or ADA accommodations, please contact the Marijuana Policy Program at 503-823-9333 or marijuana@portlandoregon.gov.

إخطار: تم استلام طلب الحصول على رخصة تجارية لبيع الماريجوانا

تقدّم Americanna Rx إلى بلدية بورتلاند بطلب للحصول على رخصة لبيع الماريجوانا في الحي الذي يتبع له بصفته منافذ البيع الصحية للماريجوانا الطبية.

يجب أن يخضع جميع تجار الماريجوانا الترويحية ومنافذ البيع الصحية للماريجوانا الطبية في بورتلاند لخطة مراقبة الماريجوانا كجزء من إجراءات طلب الرخصة. وتوفر خطة مراقبة الماريجوانا معلومات الاتصال بالمتجر وتشرح كيفية التعامل مع المواقف

ننصّحك بالاتصال



التي تؤثر على سلامة الحي السكني والقدرة على العيش فيه. إذا انتابك المحاولات بالحصول على رخصة الماريجوانا الطبية، فإن لم تُحلّ المسألة يُرجى الاتصال ببرنامج تنظيم الماريجوانا على الرقم 503-823-9333. للاطلاع على خطة المراقبة الخاصة بمتجر Americanna Rx، يُرجى زيارة

<http://www.portlandoregon.gov/oni/article/559859>

للمزيد من المعلومات أو لطلب ترتيبات خاصة متعلّقة باللغة أو أي من الترتيبات الأخرى بموجب القانون الأمريكي للإعاقة (ADA)، يُرجى الاتصال ببرنامج تنظيم الماريجوانا على الرقم 503-823-9333 أو من خلال marijuana@portlandoregon.gov.



City of Portland, Oregon
Bureau of Development Services
Land Use Services

FROM CONCEPT TO CONSTRUCTION

Dan Saltzman, Commissioner
 Paul L. Scarlett, Director
 Phone: (503) 823-7300
 Fax: (503) 823-5630
 TTY: (503) 823-6868
www.portlandoregon.gov/bds

Date: January 7, 2016
To: Interested Person
From: Matt Wickstrom, Land Use Services
 503-823-6825 / Matt.Wickstrom@portlandoregon.gov

NOTICE OF A TYPE II DECISION ON A PROPOSAL IN YOUR NEIGHBORHOOD

The Bureau of Development Services has approved a proposal in your neighborhood. The mailed copy of this document is only a summary of the decision. The reasons for the decision are included in the version located on the BDS website <http://www.portlandonline.com/bds/index.cfm?c=46429>. Click on the District Coalition then scroll to the relevant Neighborhood, and case number. If you disagree with the decision, you can appeal. Information on how to do so is included at the end of this decision.

CASE FILE NUMBER: LU 15-249730 AD

GENERAL INFORMATION

Applicant: Chris Nestlerode
 PDS
 2850 SW Cedar Hills Blvd #106
 Beaverton, OR 97005

Architect: Robert Hayden
 YBA Architects
 3344 NE 25th Avenue
 Portland, OR 97212

Site Address: 4432 NE 91ST AVE

Legal Description: BLOCK 6 LOT 6, ROSEWAY & PLAT 2
Tax Account No.: R727802300
State ID No.: 1N2E21CA 01500
Quarter Section: 2639
Neighborhood: Sumner, contact Jacob Warren at 971-340-7479
Business District: Parkrose Business Association, contact David Ableidinger at 503-258-2607

District Coalition: Central Northeast Neighbors, contact Alison Stoll at 503-823-3156
Plan District: North Cully
Zoning: R7h (Residential 7,000 with an Aircraft Landing Zone overlay)
Case Type: AD (Adjustment Review - 1 Adjustment)
Procedure: Type II, an administrative decision with appeal to the Adjustment Committee.

Proposal:
 A home and garage built in 1924 have been modified over time. The garage was converted to living spaces and an addition was possibly added that raised and modified the roof. The applicant would like to legalize these spaces and meet Portland Zoning Code requirements through an Adjustment Review. The applicant proposes to reduce the side setback from 5 feet

to 2 feet 6 inches for the wall of the structure and to 1-foot 6 inches for the eave of the structure.

Relevant Approval Criteria:

In order to be approved, this proposal must comply with the approval criteria of Title 33. Adjustment requests will be approved if the review body finds that the applicant has shown that approval criteria A through F of Section 33.805.040, Adjustment Approval Criteria, have been met.

CONCLUSIONS

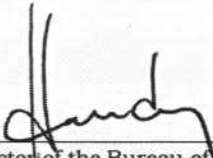
The applicant proposes one Adjustment to reduce the side setback for a former garage converted to living space from 5 feet to 2 feet 6 inches (1-foot 6 inches to the eave). The converted garage is one-story in height and has no windows facing the south property line; therefore it does not negatively impact privacy or livability and its location will not impact southern exposure. With a condition of approval, that requires a permit be obtained, the proposal meets the applicable approval criteria and should be approved.

ADMINISTRATIVE DECISION

Approval of an Adjustment to reduce the south side setback from 5 feet to 2 feet 6 inches (1-foot 6 inches to the eave) for a former garage that was converted to living space (33.110.220.B), per the approved site plan, Exhibits C-1 through C-2, signed and dated January 5, 2016, subject to the following conditions:

- A. As part of the building permit application submittal, the following development-related condition (B) must be noted on each of the 4 required site plans or included as a sheet in the numbered set of plans. The sheet on which this information appears must be labeled "ZONING COMPLIANCE PAGE - Case File LU 15-249730 AD." All requirements must be graphically represented on the site plan, landscape, or other required plan and must be labeled "REQUIRED."
- B. In order to ensure that fire-rating and applicable Building Code and stormwater requirements are met, a building permit showing the work associated with this land use review is required.

Staff Planner: Matt Wickstrom

Decision rendered by:  **on January 5, 2016**
By authority of the Director of the Bureau of Development Services

Decision mailed: January 7, 2016

About this Decision. This land use decision is **not a permit** for development. Permits may be required prior to any work. Contact the Development Services Center at 503-823-7310 for information about permits.

Procedural Information. The application for this land use review was submitted on October 12, 2015, and was determined to be complete on **November 30, 2015**.

Zoning Code Section 33.700.080 states that Land Use Review applications are reviewed under the regulations in effect at the time the application was submitted, provided that the application is complete at the time of submittal, or complete within 180 days. Therefore this application was reviewed against the Zoning Code in effect on October 12, 2015.

ORS 227.178 states the City must issue a final decision on Land Use Review applications within 120-days of the application being deemed complete. The 120-day review period may be waived or extended at the request of the applicant. In this case, the applicant did not waive or

extend the 120-day review period. Unless further extended by the applicant, **the 120 days will expire on: March 22, 2016.**

Some of the information contained in this report was provided by the applicant.

As required by Section 33.800.060 of the Portland Zoning Code, the burden of proof is on the applicant to show that the approval criteria are met. The Bureau of Development Services has independently reviewed the information submitted by the applicant and has included this information only where the Bureau of Development Services has determined the information satisfactorily demonstrates compliance with the applicable approval criteria. This report is the decision of the Bureau of Development Services with input from other City and public agencies.

Conditions of Approval. If approved, this project may be subject to a number of specific conditions, listed above. Compliance with the applicable conditions of approval must be documented in all related permit applications. Plans and drawings submitted during the permitting process must illustrate how applicable conditions of approval are met. Any project elements that are specifically required by conditions of approval must be shown on the plans, and labeled as such.

These conditions of approval run with the land, unless modified by future land use reviews. As used in the conditions, the term "applicant" includes the applicant for this land use review, any person undertaking development pursuant to this land use review, the proprietor of the use or development approved by this land use review, and the current owner and future owners of the property subject to this land use review.

Appealing this decision. This decision may be appealed to the Adjustment Committee, which will hold a public hearing. Appeals must be filed **by 4:30 PM on January 21, 2016** at 1900 SW Fourth Ave. Appeals can be filed at the Development Services Center Monday through Wednesday and Fridays between 8:00 am to 3:00 pm and on Thursdays between 8:00 am to 12:00 pm. After 3:00 pm Monday through Wednesday and Fridays, and after 12:00 pm on Thursdays, appeals must be submitted at the reception desk on the 5th floor. **An appeal fee of \$250 will be charged.** The appeal fee will be refunded if the appellant prevails. There is no fee for ONI recognized organizations appealing a land use decision for property within the organization's boundaries. The vote to appeal must be in accordance with the organization's bylaws. Assistance in filing the appeal and information on fee waivers is available from BDS in the Development Services Center. Please see the appeal form for additional information.

The file and all evidence on this case are available for your review by appointment only. Please call the Request Line at our office, 1900 SW Fourth Avenue, Suite 5000, phone 503-823-7617, to schedule an appointment. I can provide some information over the phone. Copies of all information in the file can be obtained for a fee equal to the cost of services. Additional information about the City of Portland, city bureaus, and a digital copy of the Portland Zoning Code is available on the internet at www.portlandonline.com.

Attending the hearing. If this decision is appealed, a hearing will be scheduled, and you will be notified of the date and time of the hearing. The decision of the Adjustment Committee is final; any further appeal must be made to the Oregon Land Use Board of Appeals (LUBA) within 21 days of the date of mailing the decision, pursuant to ORS 197.620 and 197.830. Contact LUBA at 775 Summer St NE, Suite 330, Salem, Oregon 97301-1283, or phone 1-503-373-1265 for further information.

Failure to raise an issue by the close of the record at or following the final hearing on this case, in person or by letter, may preclude an appeal to the Land Use Board of Appeals (LUBA) on that issue. Also, if you do not raise an issue with enough specificity to give the Adjustment Committee an opportunity to respond to it, that also may preclude an appeal to LUBA on that issue.

Recording the final decision.

If this Land Use Review is approved the final decision must be recorded with the Multnomah County Recorder. A few days prior to the last day to appeal, the City will mail instructions to the applicant for recording the documents associated with their final land use decision.

- *Unless appealed*, The final decision may be recorded on or after **January 22, 2016 – (the day following the last day to appeal)**.
- A building or zoning permit will be issued only after the final decision is recorded.

The applicant, builder, or a representative may record the final decision as follows:

- **By Mail:** Send the two recording sheets (sent in separate mailing) and the final Land Use Review decision with a check made payable to the Multnomah County Recorder to: Multnomah County Recorder, P.O. Box 5007, Portland OR 97208. The recording fee is identified on the recording sheet. Please include a self-addressed, stamped envelope.
- **In Person:** Bring the two recording sheets (sent in separate mailing) and the final Land Use Review decision with a check made payable to the Multnomah County Recorder to the County Recorder's office located at 501 SE Hawthorne Boulevard, #158, Portland OR 97214. The recording fee is identified on the recording sheet.

For further information on recording, please call the County Recorder at 503-988-3034
For further information on your recording documents please call the Bureau of Development Services Land Use Services Division at 503-823-0625.

Expiration of this approval. An approval expires three years from the date the final decision is rendered unless a building permit has been issued, or the approved activity has begun.

Where a site has received approval for multiple developments, and a building permit is not issued for all of the approved development within three years of the date of the final decision, a new land use review will be required before a permit will be issued for the remaining development, subject to the Zoning Code in effect at that time.

Applying for your permits. A building permit, occupancy permit, or development permit may be required before carrying out an approved project. At the time they apply for a permit, permittees must demonstrate compliance with:

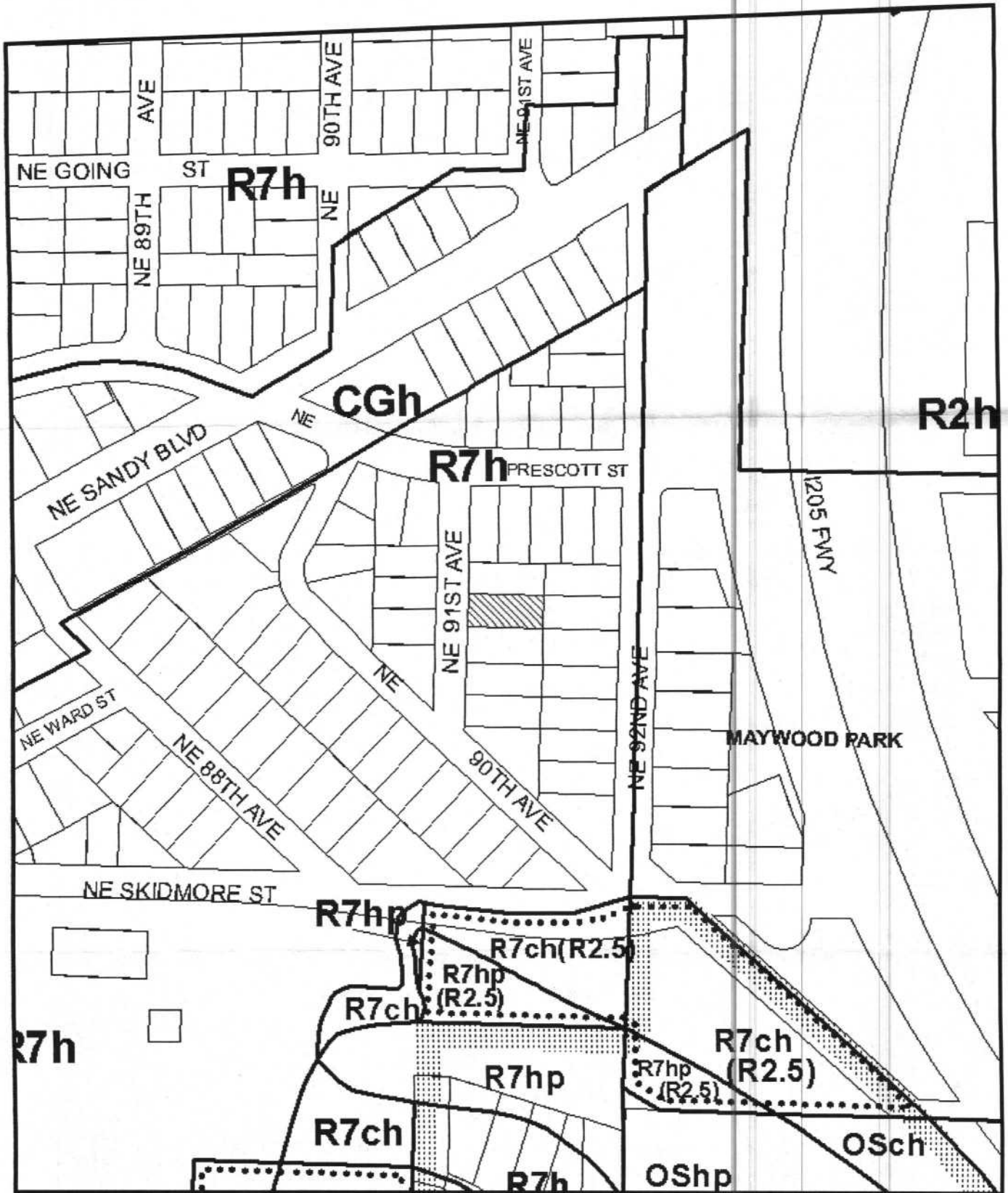
- All conditions imposed herein;
- All applicable development standards, unless specifically exempted as part of this land use review;
- All requirements of the building code; and
- All provisions of the Municipal Code of the City of Portland, and all other applicable ordinances, provisions and regulations of the City.

EXHIBITS

NOT ATTACHED UNLESS INDICATED

- | | |
|--|---|
| <p>A. Applicant's Statement and Original LU Application</p> <p>1. Incomplete letter from Matt Wickstrom to Chris Nestlerode dated October 29, 2015</p> <p>2. Incomplete letter response from Roberty Hayden to Matt Wickstrom dated November 23, 2015</p> <p>B. Zoning Map (attached)</p> <p>C. Plans/Drawings:</p> <p>1. Site Plan (attached)</p> | <p>2. Elevation Drawings (attached)</p> <p>D. Notification information:</p> <p>1. Mailing list</p> <p>2. Mailed notice</p> <p>E. Agency Responses:</p> <p>1. Bureau of Environmental Services</p> <p>2. Water Bureau</p> <p>3. Life Safety Section of BDS</p> <p>4. Summary sheet of agency responses</p> <p>F. Correspondence: None received</p> |
|--|---|

The Bureau of Development Services is committed to providing equal access to information and hearings. Please notify us no less than five business days prior to the event if you need special accommodations. Call 503-823-7300 (TTY 503-823-6868).



ZONING



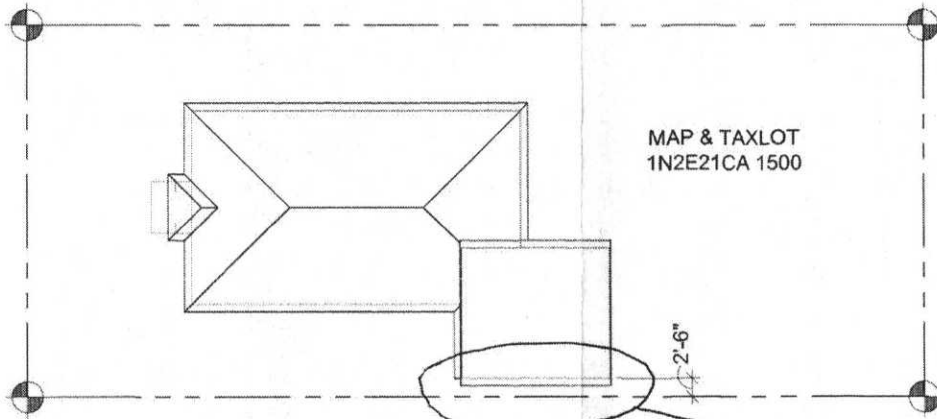
 Site

File No.	<u>LU 15-249730 AD</u>
1/4 Section	<u>2639</u>
Scale	<u>1 inch = 200 feet</u>
State_Id	<u>1N2E21CA 1500</u>
Exhibit	<u>B (Oct 14, 2015)</u>

4432 NE 91ST AVE, PORTLAND, OREGON

PDS
LLC
DESIGN
DRAFTING
CONSULTING
2850 SW CEDAR HILLS BLVD. SUITE 106
BEAVERTON, OREGON 97005-1354
CONTACT: CHRISTOPHER NESTLERODE
PHONE: 503-341-6811 EM: CNDESIGNS@COMCAST.NET

Approved
City of Portland - Bureau of Development Services
Planner Wickstrom Date 1/5/16
* This approval applies only to the reviews requested and is subject to all conditions of approval. Additional zoning requirements may apply.



MAP & TAXLOT
1N2E21CA 1500

1
A0
SITE PLAN
SCALE: 1"=20'-0"



DRAWINGS:

- A0 - TITLE SHEET
- A1 - FOUNDATION PLAN & DETAILS
- A2 - FLOOR PLANS
- A3 - ROOF PLANS & DETAILS
- A4 - EAST ELEVATION
- A5 - NORTH ELEVATION
- A6 - SOUTH ELEVATION
- A7 - SECTIONS

BUILDING CODES:

2014 ORSC

Proposal to reduce side setback for garage converted to living space from 5 feet to 2 feet 6 inches (1 foot 6 inches to the eave).

ENERGY CODE COMPLIANCE

TABLE N1101.2 EXISTING BUILDING COMPONENT REQUIREMENTS

WALL INSUL	R-15	SLAB EDGE PERIMETER INSUL	R-15
FLAT CLG INSUL	R-49	WINDOW CLASS	U=0.35
VAULTED CLG INSUL > 10 IN. NOMINAL	R-25	SKYLIGHT CLASS	U=0.60
VAULTED CLG INSUL > 8 IN. NOMINAL	R-21	EXTERIOR DOORS	U=0.20
UNDER FLOOR INSUL > 10 IN. NOMINAL	R-30	EXTERIOR DOORS w/ > 2.5 SF. GLAZE	U=0.40
UNDER FLOOR INSUL > 8 IN. NOMINAL	R-25	FORCED AIR DUCT INSUL	R-8

LU 15-249730 AD

Edinburt C-1

RESIDENTIAL REMODEL
4432 NE 91ST AVE, PORTLAND, OREGON

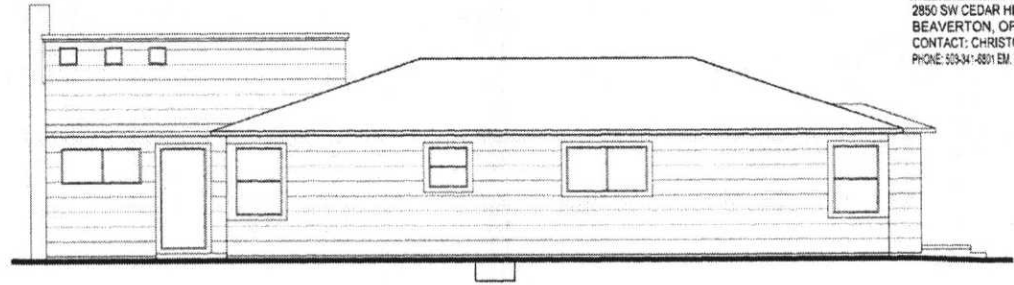
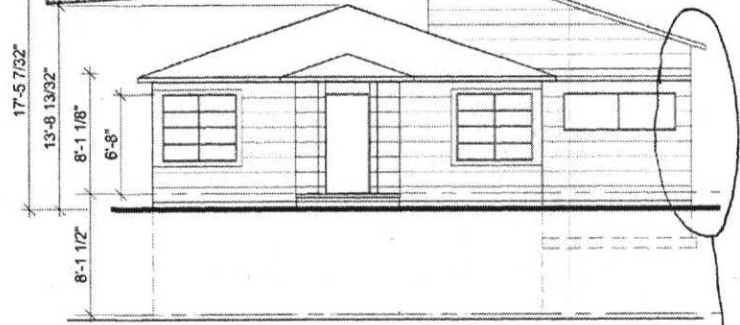
DATE: 08/24/2015
DRAWN BY: CN
JOB #: 1508113
SHEET: A0

SITE PLAN

A0

Approved
 City of Portland - Bureau of Development Services
 Planner Wickstrom Date 1/5/16
 This approval applies only to the reviews requested and is subject to all conditions of approval. Additional zoning requirements may apply.

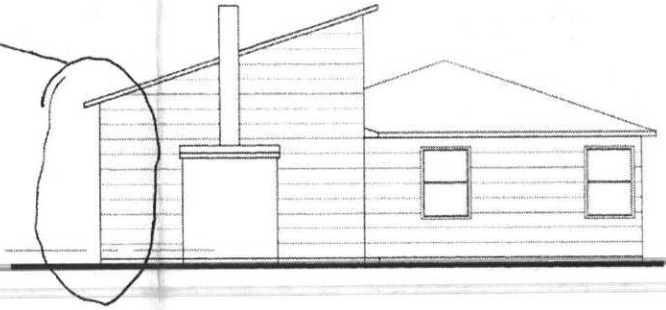
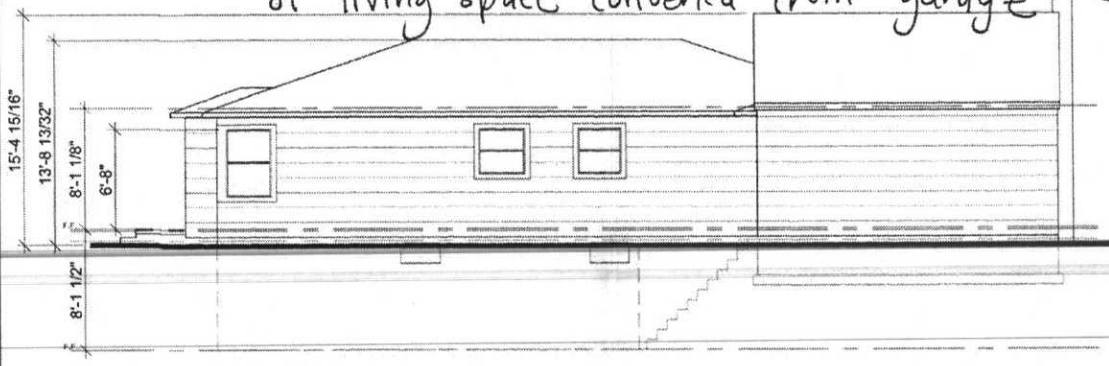
PDS DESIGN DRAFTING CONSULTING
 LLC
 2850 SW CEDAR HILLS BLVD, SUITE 106
 BEAVERTON, OREGON 97005-1354
 CONTACT: CHRISTOPHER NESTLERODE
 PHONE: 503-341-8801 EM: CNDDESIGNS@COMCAST.NET



1 FRONT (WEST) ELEVATION
 A4 SCALE: 1/8"=1'-0"

3 SIDE (NORTH) ELEVATION
 A4 SCALE: 1/8"=1'-0"

Proposal to reduce setback for existing wall of living space converted from garage



2 SIDE (SOUTH) ELEVATION
 A4 SCALE: 1/8"=1'-0"

4 BACK (EAST) ELEVATION
 A4 SCALE: 1/8"=1'-0"

15-249780 Exhibit C-2

RESIDENTIAL REMODEL
 4432 NE 91ST AVE, PORTLAND, OREGON

DATE: 09/24/2015
 DRAWN BY: CN
 JOB #: 1508113
 SHEET: A4

EAST ELEVATION

A4

Neighborhood Notice

DEC 16 2015

Accessory Short-Term Rental Permit – 1&2 Dwelling Structure

Hello Neighbors, Neighborhood Representatives, and Property Owners,

The City of Portland's Title 33 Planning and Zoning Code Section 33.207 allows me to rent up to two bedrooms in my residence to overnight guests on a short-term basis (less than 30 days). You are receiving this notice because as part of the permit application I am required to mail or deliver this notice to the Neighborhood Association and District Coalition of Neighborhoods in which my home is located; the property owner, if not me; and all property owners with property abutting or directly across the street from my residence. (See figure below for permit notice area)



Below is a brief description of my proposed accessory short-term rental—including number of bedrooms to be rented and how the operation will meet the zoning code general regulations summarized on page 2 of this notice. I have also included relevant information you might find useful (where my guests will be parking, how they will be accessing my residence, etc.)

See attached

Address of Proposed Accessory Short-Term Rental: 4425 NE 90th Ave
Portland, OR 97220

Contact Information

Applicant/Resident: Mike True

Phone number (required): (503) 729-7913

Operator, if not the resident: _____

Phone number (required): _____

This notice is provided as a courtesy so neighborhood representatives and adjacent neighbors are aware of this activity happening in their neighborhood. You may contact the Bureau of Development Services, Neighborhood Inspections & Compliance Services with questions or concerns at (503) 823-2633, or codec@portlandoregon.gov, or in our office at 1900 SW 4th Ave, Suite 5000, Portland, OR 97201.

Please see page 2 for General Regulations

Brief description of proposed Accessory Short Term Rental at 4425 NE 90th Ave; Portland OR 97220 to be provided to neighbors.

If the address listed for the owner on Portland Maps is not the address of the property, they are assumed to be landlords and have been sent a notice in addition to the one given to the resident.

We have 2 bedrooms available for rent on the main floor. We intend to primarily rent 1 to 4 weeks at a time to people with or without pets who need a place to stay and store their things while waiting to move into more permanent housing. We may also do more vacation type rentals as well if the market for the former is not as good as we anticipate. Potential tenants will be screened.

We will be working closely with AirBNB to manage bookings and guest expectations. We will be allowing pets with the clear expectation that barking dogs cannot be allowed to be outside barking continuously and that all pets must be otherwise well cared for. We will be allowing people to store items in our garage. There will be an expectation of guests to understand that this is a residential neighborhood and that loud activity is not acceptable between 9 PM and 9AM

We intend to reside in the same residence as our guests at least 95% of the time. This is to ensure that guests are respectful of our property and the neighborhood in general.

Guests will be expected to comply with applicable state and local laws regarding use of recreational substances.

Parking will be on-street directly in front of our residence. There should be adequate space there for 2 vehicles. In the unlikely event that more parking space is needed we are willing to charge guests additional fees and pass those fees directly to any neighbors who may be inconvenienced. Guests will enter via the front or side doors.

Our City of Portland Business number is 775423 – this registration is required by the city and this notification is part of the permitting process for the rental license itself.

We would appreciate immediate notification of ANY discourteous behavior of our guests via email to Mike True: napanee@yahoo.com or Kristin True: vetbookmobile@gmail.com Email is a more reliable way of reaching us on short notice than phone in most cases. If you prefer to try to contact us by phone, be prepared to leave a detailed message for Mike at (503) 729-7913 or Kristin at (503) 729-7724

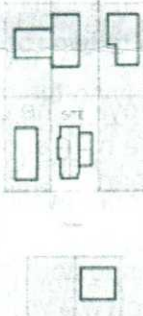
Neighborhood Notice

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Summer



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Please see page 2 for General Regulations

General Regulations for Type A Accessory Short-Term Rentals

1. The Accessory Short-Term Rental Permit is valid for two years. Permit renewals require the resident, and operator, if applicable, to agree to continue to abide by the requirements below and document that the Neighborhood Notification requirements have been met again.
2. Type A accessory short-term rentals are limited to renting a maximum of 2 bedrooms to overnight guests. These bedrooms may be located within a house or duplex or in an accessory dwelling unit (ADU) or detached accessory structure.
3. The resident of the short-term rental must reside in the dwelling unit where the bedrooms are rented at least 9 months (or 270 days) of each year. During the possible 3 months (or 95 days) the resident may be away, their home can continue to be used as a short-term rental. A maximum of two bedrooms can be rented in all cases.
4. On sites with Additional Dwelling Units (ADUs), the ADU may be used as accessory short-term rental or the resident(s) may live in the ADU and rent up to two rooms in the primary house to overnight guests.
5. The total number of residents and guests occupying the dwelling unit with a Type A accessory short-term rental may not exceed the number allowed for a household as defined by the Zoning Code: "one or more persons related by blood, marriage, domestic partnership, legal adoption or guardianship, plus not more than 5 additional persons, who live together in one dwelling unit."

On-site inspection by a City of Portland BDS Inspector (for initial approval or as per reinspections schedule) or self-certification (approved renewal) will verify the bedrooms to be rented met the building code requirements for sleeping rooms at the time they were created or converted and that the bedrooms are protected with functioning smoke and carbon monoxide detectors.

6. Services for normal maintenance, repair and care of the residence or site such as yard maintenance or house cleaning are allowed, but there can be no nonresident employees on site associated with the short-term rental.
7. The resident may designate an operator to manage their accessory short-term rental.
8. Guests and visitors may be served alcohol and food subject to county and state requirements, but an employee may not be hired to come to the site to prepare/serve food or beverages to guests.
9. Commercial meetings such as luncheons, parties, weddings, charitable fund raising, or other gathering for direct or indirect compensation are not allowed.
10. A Type B home occupation (home business), which allows either one nonresident employee or up to eight customers per day, is prohibited with a Type A accessory short-term rental. Type A home occupations, where no employees or customers come to the site, are allowed.
11. A guest log book that includes the names and home addresses of guests, guest's license plate numbers if traveling by car, dates of stay, and the room assigned to each guest will be maintained.
12. Accessory short-term rental permit number must be included in all advertising and posted in the dwelling unit.
13. Accessory short term rental businesses must register their business with the City of Portland Revenue Bureau and collect and remit transient lodging taxes.
14. Signs associated with accessory short-term rentals are regulated by the Sign Code, Title 32 of the Portland City Code. Contact BDS at (503) 823-7996 for information on sign regulations.

The full language of 33.207, Accessory Short-Term Rentals are available online at <http://www.portlandonline.com/auditor/?c=28197>

Brief description of proposed Accessory Short Term Rental at 4425 NE 90th Ave; Portland OR 97220 to be provided to neighbors.

If the address listed for the owner on Portland Maps is not the address of the property, they are assumed to be landlords and have been sent a notice in addition to the one given to the resident.

We have 2 bedrooms available for rent on the main floor. We intend to primarily rent 1 to 4 weeks at a time to people with or without pets who need a place to stay and store their things while waiting to move into more permanent housing. We may also do more vacation type rentals as well if the market for the former is not as good as we anticipate. Potential tenants will be screened.

We will be working closely with AirBNB to manage bookings and guest expectations. We will be allowing pets with the clear expectation that barking dogs cannot be allowed to be outside barking continuously and that all pets must be otherwise well cared for. We will be allowing people to store items in our garage. There will be an expectation of guests to understand that this is a residential neighborhood and that loud activity is not acceptable between 9 PM and 9AM

We intend to reside in the same residence as our guests at least 95% of the time. This is to ensure that guests are respectful of our property and the neighborhood in general.

Guests will be expected to comply with applicable state and local laws regarding use of recreational substances.

Parking will be on-street directly in front of our residence. There should be adequate space there for 2 vehicles. In the unlikely event that more parking space is needed we are willing to charge guests additional fees and pass those fees directly to any neighbors who may be inconvenienced. Guests will enter via the front or side doors.

Our City of Portland Business number is 775423 – this registration is required by the city and this notification is part of the permitting process for the rental license itself.

We would appreciate immediate notification of ANY discourteous behavior of our guests via email to Mike True: napanee@yahoo.com or Kristin True: vetbookmobile@gmail.com Email is a more reliable way of reaching us on short notice than phone in most cases. If you prefer to try to contact us by phone, be prepared to leave a detailed message for Mike at (503) 729-7913 or Kristin at (503) 729-7724