

# Neighborhood Contact Code Update

## Background

The intent of the [Neighborhood Contact \(33.700.025\) requirement](#) is to require people developing a property to informally share information and gather constructive feedback about it (early in the process) with people who will experience the development in the neighborhood. This applies to some projects and not others.

The **current** Neighborhood Contact process:

1. Applicant requests (by certified mail) a meeting with the local neighborhood association.
2. The neighborhood association may then choose to meet with the applicant to discuss development proposals.
3. 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.
4. After this requirement is met, the applicant submits an application for a permit

## Proposal Overview

The code changes proposed in this draft would change both the required process and the triggers of the existing Neighborhood Contact Requirement.

Currently, the process requires applicants to offer to present information about the project at a neighborhood association meeting. The proposed changes to the process would:

- Require the applicant to post a large on-site sign with information about the project, posted 35 days before the permit application is submitted.
- Require that informational notice be sent at the same time to the neighborhood association, business association and district coalition.
- Require the applicant to host an informational meeting only for larger projects (more than 40,000 square feet).

Currently, the requirement is applied to new development inconsistently in a variety of situations because the triggers have been added piecemeal over time. The proposed changes to the triggers would make them simpler and more standardized, applying to all projects creating more than 10,000 square feet of new building area.

## Provide feedback

Comments on the Discussion Draft (<https://www.portlandoregon.gov/bps/76335>) are due on April 23, 2018. You can submit your comments via:

- Online survey: <https://www.surveymonkey.com/r/XNC3YGZ>
- Email: [sara.wright@portlandoregon.gov](mailto:sara.wright@portlandoregon.gov)

- U.S. Mail: Neighborhood Contact Project, Bureau of Planning and Sustainability, 1900 SW 4th Ave, Portland OR 97201

This is an early draft presented for public review. Project staff will weigh comments against other public feedback and the City's goals and policies to produce the Proposed Draft, which will be submitted to the Planning and Sustainability Commission in late spring/early summer.

### **Learn more**

- Visit the project website at <https://www.portlandoregon.gov/bps/74046>
- Come to a presentation. You can learn more and ask questions of staff at either of two events. (The same content will be presented at both.)
  - **Monday, March 12, 2018**  
4:30pm-6:30pm (short presentations at 4:45pm and at 6pm, with time for questions and discussion)  
1900 SW 4th Ave, Room 2500C, Portland OR 97201
  - **Thursday, March 22, 2018**  
6-6:45pm (short presentation at 6pm followed by time for questions and discussion)  
Kenton Firehouse, 8105 N Brandon Ave, Portland, OR 97217
- **Contact Sara Wright, 503-823-7728 or [sara.wright@portlandoregon.gov](mailto:sara.wright@portlandoregon.gov)**