



City of Portland

Bureau of Development Services

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PERMANENT RULE

Neighborhood Contact Sign

RELATING TO
Title 33 Planning and Zoning

FOR INFORMATION CONTACT
BDS Planning and Zoning (503-823-7526)

TOPIC Specifications for On-Site Notices (Signs) in fulfillment of the Portland Zoning Code Neighborhood Contact Requirement

AUTHORITY

Section 33.705.020 of Portland City Code (PCC) (effective December 2, 2019) authorizes and directs the Bureau of Development Services to adopt and administer Administrative Rules that implement PCC Title 33, Zoning Code, and that set forth the substantive and procedural requirements for a sign located on the development site as required as part of the Neighborhood Contact requirement in the Zoning Code. The purpose of this administrative rule is to establish requirements that allow implementation of the Zoning Code.

CITATION

PCC 3.30.010 Duties of the Bureau of Development Services.

The Bureau of Development Services shall be responsible for:

- B.** The application and enforcement of the provisions of Planning and Zoning Regulations, Title 33 as delegated by the Director of the Bureau of Planning and Sustainability.

PCC 33.705 Neighborhood Contact.

- A.2.c, B.2.c, C.2.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.

FINDINGS FOR ORIGINAL ADOPTION

1. On May 8, 2019, City Council adopted amendments to Portland City Code Title 33 relating to the Neighborhood Contact Requirement for certain projects. The updated code goes into effect on December 2, 2019. The updated code requires that notification signs must be posted on the sites of some types of future development at least 35 days before a building permit or land use review application is submitted to the City. The updated code gives authority to the Bureau of Development Services (BDS) to adopt administrative rules regarding the size and layout of the sign.
2. Portland City Code Section 3.30.045 delegates the authority to adopt and administer administrative rules appropriate to perform the duties of the Bureau of Development Services (BDS) set forth in Section 3.30.010 and prescribes procedures for administrative rulemaking.
3. BDS posted and distributed a draft rule and sign template on June 18, 2019. BDS provided information on the draft rule and sign template to the Development Review Advisory Committee (DRAC) at its June 20, 2019 meeting. BDS revised the rule sign template based on feedback from DRAC and the public to create a proposed rule and sign template.
4. BDS scheduled a public hearing for September 9, 2019. In accordance with Section 3.30.045, BDS published a notice of the public hearing in *The Oregonian* on August 14, 16, and 17, 2019, and in *The Daily Journal of Commerce* on August 14, 16, and 19, 2019. BDS published and distributed notice of the hearing and made proposed rule and proposed sign template available on the BDS website on August 13, 2019, and notified the Office of Community and Civic Life of the proposed rule and hearing on September 3, 2019. The rule and sign template were further refined based on testimony received after the notice of public hearing.
5. The effective date is at least 30 days after the last date of the required notices.

CONCLUSION

As provided in Title 33.725.030, the Director of BDS hereby adopts the Administrative Rule.

ADOPTED: [Rebecca Esau] October 3, 2019
Rebecca Esau, Director

EFFECTIVE: December 2, 2019

Administrative Rule

Neighborhood Contact Sign

I. Intent and Purpose

The purpose and intent of this rule is to describe the neighborhood contact sign specifications for upcoming development projects that are required to complete the neighborhood contact processes in Portland City Code Chapter 33.705, Neighborhood Contact. The neighborhood contact sign is one component of the neighborhood contact requirement. The neighborhood contact sign is intended to draw the attention of passers-by and to provide a way for the community to find out about a development proposal before construction begins.

II. Definitions

A. Director: The Director of Bureau of Development Services (BDS).

B. Neighborhood Contact Sign (Sign): A notice on the site of a future building permit or land use review that is intended to notify passers-by about the future development.

III. Neighborhood Contact Sign Specifications

When Neighborhood Contact is required by Title 33.705.020, the applicant must post a notice on the site of the development.

A. Template

A template provided by BDS must be used for the neighborhood contact sign. BDS will provide the template to the applicant. The applicant is responsible for entering required content into the template, printing, and posting the sign.

B. Design specifications

1. The sign must be 5'x4' in size,
2. The sign must be made of a material that will last at least six months outside. The sign must be mounted on two posts or on an existing wall or fence, and the bottom edge of the sign must be 2 feet off the ground.
3. All content, including bullets, should be in Open Sans font. Font size minimum is 50pt.

C. Content specifications

Project information on the sign must include:

1. Summary of the proposed development. The summary must include:
 - a. For buildings:
 - i. site address
 - ii. number stories of the proposed building(s),
 - iii. proposed uses of the building(s) and, if known, their general locations within the buildings(s),
 - iv. for residential uses, the number of dwelling units proposed;
 - v. whether or not off-street parking is proposed, and
 - vi. zoning of the site,
 - b. For land divisions:
 - i. site address,
 - ii. number of lots,
 - iii. future development type (ex. Single dwelling detached, attached dwellings, industrial park, etc.)
 - iv. whether or not off-street parking is proposed, and
 - v. zoning of the site
2. Name of the project applicant. Provide both a phone number and email address.
3. Name of the primary contact person for the project, if different from the applicant. Provide both a phone number and email address.
4. Any other relevant project information, such as project website.
5. Name and contact information for BDS. Include the phone number for the BDS Zoning Information Line (503-823-7526) and the BDS neighborhood resources website (www.portlandoregon.gov/bds/neighborhoodresources)
6. Name, phone number and email address of the relevant District Coalition.
7. Name of the relevant Neighborhood Association(s) and its email address. If the Neighborhood Association has a generic email address such as landusechair@something.com, use that address. If there are only personal addresses such as msbethsmith@something.com, provide the neighborhood association's primary email address; do not use the personal email address.
8. Proposed site plan, legible, drawn to scale, and including:
 - a. For buildings:
 - i. Property lines, names of streets abutting site, and north arrow,
 - ii. Location of building(s) and dimensions of building setbacks from property lines,
 - iii. Location of landscaped areas, and paved areas, and
 - iv. Location of existing trees and whether they are proposed to be removed.

- b. For land divisions:
 - i. Names of streets abutting site and north arrow,
 - ii. Proposed property lines, square footage of lots, and dimensions of lots;
 - iii. Locations of any proposed new streets and pedestrian connections; and
 - iv. Location of existing trees and whether they are proposed to be removed.

The site plan may include other information but should not be too cluttered to remain legible. The site plan must be at least 144 square inches in size and be at least 300dpi resolution. Other graphics may be included if applicant chooses.

- 9. Notice of informational meeting: The following text must be included for all projects that require a Neighborhood Contact meeting: “Informational Meeting”, followed by the date, time, and location of the meeting.
- 10. Information about barrier free access. For projects that require a Neighborhood Contact meeting, the sign must state that the applicant will provide language services, alternative formats, auxiliary aids, or other reasonable requests that ensure barrier free access, if a request is made to the applicant at least 3 days prior to the meeting.
- 11. The date the sign was posted on the site.

D. Actions of the Director

Where the Director finds that a neighborhood contact sign does not comply with the Zoning Code and these administrative rules, the Director may either require revisions to the sign, require a new land use review or a building permit application, or deny the land use review or building permit application.

IV. Maintenance of the Neighborhood Contact Sign

Project applicant is responsible for ensuring that the sign is maintained in good condition and is repaired or replaced with an identical sign in the case of vandalism or accidental destruction.

V. Removal of a Neighborhood Contact Sign

The neighborhood contact sign must be removed when required posting for a land use review occurs, when a building permit is issued, or one year after the application triggering the sign has passed, whichever is less.

VI. Enforcement

A. Violations

It is unlawful to violate any provisions of this rule. This applies to any person undertaking an application for a building permit or land use review, to the building tenant or owner of the property.

B. Responsibility for Enforcement

The regulations of this rule may be enforced by the Director pursuant to PCC Chapter 3.30.