



Bureau of Planning and Sustainability
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MEMO

DATE: August 14, 2018

TO: Planning and Sustainability Commission

FROM: Sara Wright, BPS staff

CC: Eric Engstrom, Principal Planner
Joe Zehnder, Chief Planner

SUBJECT: Overview of the Neighborhood Contact Code Update project, testimony & staff amendments

The purpose of this memo is to summarize the Proposed Draft of the Neighborhood Contact Code Update Project, public testimony on the project received through the morning of August 14, 2018, and proposed staff amendments.

Project Summary

The Neighborhood Contact Code Update Project proposes changes to Title 33 to simplify, clarify and make more effective the existing Required Neighborhood Contact (33.700.025) rules. The proposed changes will revise the neighborhood contact process itself as well as the types of development projects that require the process.

Issues Raised by Public Testimony

The following is an interim summary of the sixteen unique pieces of public testimony received on the Neighborhood Contact Code Update as of the morning of August 14, 2018. Staff will provide a complete summary of public testimony after the public testimony period ends. Points raised by testimony include but are not limited to the following.

- The threshold for the notice (letter and sign) requirement:
 - is too high
 - should be triggered by projects that include size bonuses or adjustments



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1900 SW 4th Avenue, Suite 7100, Portland, OR 97201 | phone: 503-823-7700 | fax: 503-823-7800 | tty: 503-823-6868

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- The required notice should:
 - include more information about massing and context
 - include information about parking
 - be made available to the general public through email subscription lists
 - be sent by certified mail

- The threshold for the meeting requirement:
 - is too high
 - is too low
 - is too high for some zones, and should be tailored to specific zones
 - should be lower for projects in d overlay
 - should have a middle range in which a meeting is offered to the neighborhood association if they want it

- The meeting should be:
 - first offered to the neighborhood association if they want it
 - required to be held outside the neighborhood association meeting
 - required to be held at the neighborhood association meeting
 - more tightly constrained by limits on time and location

Amendments Submitted by Staff

- 33.140.050: Correct reference to the current Neighborhood Contact section (33.700.025) so that it refers to the new Neighborhood Contact chapter (33.705.020.A).

- 33.705.020:
 - Add the Bureau of Development Services to the list of organizations receiving the mailed or emailed notice set at least 35 days before submission of application. This addition will allow BDS to include that information in online or other platforms.

 - Add detail about how applicant demonstrates at the point of application that they met the requirement. This will include copies of the emails and meeting notes and a signed statement from the applicant verifying that they sent the email, posted the sign, held the meeting and sent the notes.

 - Remove the reference to “accessible route” for the meeting in the code. (Language about accessibility will remain in the draft handout.)

 - Replace the requirement that the sign remain posted until construction begins with a requirement that it remain posted until the permit is issued.

Next Steps

- PSC Worksession/Recommendation - August 28

