

**SENT VIA CERTIFIED MAIL**

**March 3, 2016**

**Creston-Kenilworth Neighborhood  
c/o Southeast Uplift Neighborhood Coalition (SEUL)  
3534 SE Main,  
Portland, OR 97214**

**Southeast Uplift Neighborhood Coalition (SEUL)  
3534 SE Main,  
Portland, OR 97214**

**Hello Neighborhood Representatives,**

A development is proposed in your neighborhood that must satisfy the Neighborhood Contact Requirement, a Portland Zoning Code notification process. This letter explains the process and requirements.

**Applicant/Developer responsibilities**

1. Send a letter to the neighborhood association and neighborhood coalition requesting a meeting with the neighborhood association about their proposal. This form letter satisfies this requirement. Both letters must be sent by registered or certified mail.
2. Attend the meeting if neighbors desire it. A proposed site plan and building elevations should be presented at the meeting.
3. Send a follow-up letter. After the meeting and before submitting for land use review or building permits, the applicant must send a second letter to the neighborhood association and coalition explaining any changes that will be made as a result of the meeting discussion. This letter must be sent by registered or certified mail.
4. Submit copies of registered or certified mailing receipts and all letters at the time of land use review or building permit application submittal.

**Neighborhood responsibilities**

1. Reply to the initial certified letter within 14 days from the date the letter was sent if desired about the proposal. A reply is not needed if the neighborhood does not want to hold a meeting.
2. Schedule the meeting within 45 days from the date the letter was sent.

**City Planner reviewer responsibilities**

1. Accept building permits or land use review applications that have complete documentation of neighborhood contact requirements. Documentation includes copies of receipts of certified mailings, meeting agenda, initial letter and follow-up letter or email.

2. In the case where a meeting was not held, do not accept an application 14 days or less from the date of certified mailing.
3. Building permit or land use review applications will not be accepted if documentation is incomplete.

**Ground Rules of Meeting**

- ▶ informal setting for an applicant and neighbors to discuss the proposal
  - ▶ potential forum to identify and resolve conflicts early in the development process
  - ▶ advisory in nature and not binding on the applicant
  - ▶ for land division proposals, focus is on proposed configuration of lots tracts and streets
  - ▶ for design or historic design review proposals, focus is on proposal design
  - ▶ if proposed development meets zoning rules, focus is about the proposal, not if it should be built
- 

**Applicant's statement describing proposal and requesting a meeting.**

Project includes a new 30 unit apartment complex at 3714 SE Powell Blvd. The building will be a five story structure and is designed to meet Community Design Standards. The building is plans to have a mix of 20% affordable housing and 80% market rate housing. We are requesting a meeting to present the project to you.

Applicant:

Aidan Willis, PE  
WDC Properties  
2330 NW 31<sup>st</sup> Portland, OR 97221  
awillis@wdcproperties.com  
503-957-0966