

Reading and Responding to a Notice of Proposed Development

The City of Portland is required to send out notice of development proposals within your neighborhood in order to give the neighborhood an opportunity to comment on the proposal. The city sends out a few different types of notices, including “proposed land uses,” “Notice of Decision,” and other notifications for land use hearings. Provided is a sample notice of proposal pointing out relevant parts of the notification. Should you decide to comment on the proposal, these are some guidelines you should follow:

- Contact the Land Use Chair of your neighborhood association. This information can be found on the first page of the land use notice from the city.
- Work with Southeast Uplift’s Neighborhood Livability Program Manager who can explain how the Zoning Code is organized and how to navigate it.
- Make sure you are referencing the most up-to-date zoning code. Updated zoning code can be found through the Auditor’s Office through the City of Portland website: <http://www.portlandonline.com/auditor/index.cfm?c=28197>
- Know your rights: You have the right to comment on the development; You have the right to receive notice of the decision; You have the right to appeal the decision if you don't agree with it.
- Create a response that addresses the needs of your neighborhood. If you feel the proposed land use principally does not fit into your neighborhood, then explain this in the letter. Each zoning code section as a “Purpose” section at the beginning of the chapter. This will give you the principles behind the rules and allow you to speak to the principle of the zoning regulations.
- Letters of support are okay too! If you think the proposed development will make your neighborhood a better place, then tell the assigned planner that as well. It helps keep your neighborhood in regular contact with the city.

Quick Tips

- **Get your neighbors involved. The more people who sign a letter or write letters, the more convincing your case is.**
- **Watch for deadlines for community input.**
- **Put together a response on Neighborhood Association letterhead.**