

Communications

Neighbors West-Northwest Communications to Neighborhoods

1. NWNW maintains a list of each board members' **email preferences by topic**. These are for emails that come in to our accounts, some are required notices, others we believe to be of interest to our volunteers. They are sorted by neighborhood relevance and then sent to the opt-in list for that topic. If someone is already on a distribution list directly from the city or other agency they should "opt-out" of the NWNW email list. Email anastasia@nwnw.org

Topics

- Land Use notices
- Planning & Sustainability Commission
- Events & Street Closure notices
- Liquor Licensing Applications
- Noise Control
- Accessory Dwelling applications
- Environmental Services
- General updates from City or Bureaus
- Transportation topics
- Livability topics
- City Council agendas of neighborhood relevance
- Parks & Recreation or general park notices
- Portland Public Schools announcements
- Others

Volunteers then decide what information they should communicate to their community via email, newsletters, or meeting updates.

2. Notices are sent to NWNW Review Board members and Neighborhood Board Presidents about specific items that need to be seen by somebody in **EVERY neighborhood**.
3. NWNW sends a monthly reminder to all neighborhood board members requesting **NEWSLETTER SUBMISSIONS**, and **CALENDAR UPDATES**. The ONI Standards require that neighborhood association meetings must be open to the public and therefor **public notice of all meetings should be posted at least 7 days prior** to the meeting. Please help us to achieve this by providing updates on all board and committee meetings!

Newsletter submissions can include: opinion pieces, event promotion, outreach to neighbors, an ad for board recruiting, a photograph or jpg, tips & resources, etc. If you aren't sure just ask!

Calendar includes: Board meetings, committee meetings, social events, board work sessions, clean-ups, City community involvement/feedback events.

Communications between Board Members

NWNW has set up a system to archive all emails sent as part of neighborhood association business. There are two email addresses assigned to each neighborhood:

1. **The Board List:** serves as a group email address for the entire board, plus the archive and NWNW staff.
2. **The Archive:** This mailbox stores all emails of board business. Mail will be archived if sent to this or the [board@](#) address.

Here are examples of how you would use the addresses:

- 1) When sending an email to all board members, simply send it to [board@](#). The mail will automatically be forwarded to the email of everyone currently on the board. It will also forward the message into the mail archive, so no other action is required. The [board@](#) address is intended to be used for group announcements and communication among the entire board.
- 2) If you're sending an email that pertains to neighborhood business, but only for certain people, not the whole board (ex.: "James, can you please bring copies of your proposal to the meeting?"), send the email to that person or persons and add a cc to the [archive@](#) address.
- 3) If you receive an email at your personal email address that is relevant to neighborhood business, but isn't something you will be sending on to other board members, forward it to the [archive@](#) address.

City Notices To Neighborhood Associations

The City of Portland is required to notify neighborhood associations of certain actions; other communications are sent to help keep neighbors in the loop and are optional. ONI asks each neighborhood association to identify these 3 contact categories for email and postal mail. These will be listed in the online directory and available to all bureaus for consistency. The address may be for an individual, a PO Box, or an office (like NWNW).

- **Formal City Notices Contact:** a dedicated mailing AND email address to which City bureaus will send required City notices. *See chart for all required notices.*
- **General Correspondence Contact:** a dedicated mailing AND email address for general correspondence. This could range from information about programs, projects, events, or requests for information/assistance.
- **Certified Mail Address:** for mail that requires a signature. Certified letters are often sent by developers or others who are complying with a formal “neighborhood contact” requirement.

Full list of Required City Notice to Neighborhood Associations

Implementing Bureau/Div		Description
Office of Neighborhood Involvement	1	City Agency Notice to Neighborhood Associations of Pending Policy Decisions
	2	Noise Exemptions and Variances
	3&4	Liquor Licenses & Marijuana Licensing
Bureau of Development Services/Land Use Services	5&6	Accessory Home Occupation (Home-based businesses) & Accessory Short Term Rentals
	Added	Convenience Stores
	7	Use of Environmental Development Standards
	8	Demolition Delay Review (When Historic Demo-Delay applies)
	9	Use of Pleasant Valley Resource Development Standards
	10	Portland International Airport Plan District--Public Notice for Proposed Development & Permits within Environmental Overlap Zones
	11	The following types of proposals must fulfill the Neighborhood Contact Requirement in Zoning Code: <u>Development in R3, R2, R1, RH and RX Zones</u> <u>Development in the Division Street Main Street Corridor Overlay Zone</u> <u>Land Divisions and Planned Developments</u> <u>Design-Related Reviews</u> (Proposals using Community Design Standards, as opposed to discretionary Design Review) <u>Proposals that involve Design Review or Historic Design Review in the “a” Overlay zone, Community Plan Area</u> Other types of proposals: <u>New Convenience Stores</u> and <u>Major Event Entertainment and Commercial Outdoor Recreation to be located on an OS zoned site in the Central City Plan District.</u> Also <u>Expedited Land Division.</u>
	12-17	Type 1, 1x, II, IIx, III, IV—quasi judicial land use review
	18	Final Land Division Decisions (Plats)
	19	Pre-Application Conferences/Design Advice Requests
BDS/Permitting Services	20& Added	Residential Demolition Delay--Housing Preservation & Major Residential Alterations and Additions
Bureau of Planning and Sustainability	21	Legislative actions that establish/modify land use plans, policies, regulations, and guidelines
	22 - Added	Comprehensive Land Use Planning--Limited land use decision; Application for expedited land division; Submission of proposed comp plan or land use regulations changes to DLCD; Conduct of local quasi-judicial land use hearings
	23	Legislative actions that establish/modify land use plans, policies, regulations, and guidelines – Legislative notice
Parks & Recreation (Urban Forestry)	24&25	Programmatic Tree Permits & Tree Permits—Type B
Portland Bureau Of Transportation	26-28	Street Vacations; Leases of Rights of Way; Community Event Street Closure
	Added	Use and Disposition of Public Lands Generally; Easements; Vacation Petition by an Individual or by city government
OMF Office for Community Technology	29	Cell Towers—Pre-application Process for Facilities in Residential Streets
City Clerk	30	Council Meetings
City Budget Office	31-34	Budget Committee Meetings; City Council Budget Hearings; Supplemental budget procedures; Hearings on proposed special tax levies and bond issues
Office of Management and Finance	35	Disposition of City Real Property
All Bureaus	36	City Boards, Commissions, Advisory Committees