

Guidance for What to Expect from Early Neighborhood Notification (ENN) Meetings

Early Neighborhood Notification (ENN) meetings are opportunities for members of the community to learn more about proposed development in Gresham. The applicant or applicant's representative holds a meeting to share information about the proposed development for surrounding property owners and others interested in the project. In order for the meeting to be focused on a discussion between the applicant (or representative) and interested citizens, city staff rarely attends these meetings.

Everyone is welcome at these meetings, and residents are encouraged to attend to find out the details of what is proposed. It can be extremely informative to get a first-hand description of a development, and applicants are at the meeting in order to hear from neighbors.

These conversations are a great opportunity for the community to ask questions about the proposal, provide suggestions, and voice potential concerns regarding the project. As these meetings are held early in the process, some specifics aren't yet known, but these early conversations are helpful for identifying areas of opportunity and refinement. This early involvement process works best as an open, respectful conversation.

How ENN meetings can affect a project

- **Sharing local knowledge of the site.** Neighbors can be an important source of information about the site and surrounding area. Neighbors can provide applicants with essential facts such as private/unusual easements, the existence of historic or wetland resources, traffic issues, etc.
- **Moving a structure/feature or modifying its design.** Sometimes applicants can revise plans as they become more informed about the neighborhood and existing conditions. This could mean moving the location of a building, communal waste collection area, parking lot, stormwater pond/facility, etc., or modifying its design.
- **Providing contextual buffering.** Sometimes applicants can provide alternative buffering that may be more appropriate to the neighborhood than what is called for in the Development Code standards.
- **Preserving trees.** Sometimes applicants can change plans to preserve large, healthy trees. This might be done by reorienting or relocating a structure, modifying a sidewalk, etc.
- **Changing driveway access or new street locations.** Sometimes applicants can move a driveway or a proposed new street to make it safer or less impactful on neighbors.
- **Changing design elements.** Sometimes applicants are willing to use feedback from neighbors on building features, landscaping, etc.

- **Bringing issues or questions to city staff's attention.** Comments and concerns raised at the Early Neighborhood Meeting should be revisited and, if appropriate, should be submitted during the formal public comment period after the development permit application has been submitted and deemed to be complete. If meeting attendees feel that there are issues (such as special site conditions or questions about the code or infrastructure needs) that require city staff's immediate attention, meeting attendees or the neighborhood association can contact the city planner after the ENN meeting. If attendees don't know which city planner is assigned to the project, contact the Planner on Duty: POD@GreshamOregon.gov or 503-618-2780 (Include the project file #)

Some things ENN meetings cannot affect

- **The allowed use of the property.** Without a zone change, applicants cannot develop a property for a use that isn't allowed by code. For example, applicants cannot develop detached housing on a property that is zoned for industrial development.
- **The number of units of housing cannot be more or less than is allowed.** For residential projects, applicants must build at least the minimum number and no more than the maximum number of dwelling units required by the code.
- **Changes to the surrounding streets.** The city is in charge of public infrastructure like streets. City staff will evaluate the need for features such as stop signs and traffic signals. If community members would like to talk about street features, they can contact the city planner on the project for more information. Communication can be through the neighborhood association or directly to city staff. Specific studies are often required by the city and are reviewed by city engineers.
- **Addressing school crowding/capacity.** School districts are informed about new developments. However, the ability of school districts to provide adequate education services is, by State law, dealt with by the school district and not by the city.
- **Approval or rejection of a proposed development.** ENN meetings are about how a development might happen, not whether it should happen. City development decisions are by law based on code standards.

More information on the development process at:
GreshamOregon.gov/Neighborhood-Association-Resources

More information on neighborhood associations at:
GreshamOregon.gov/Neighborhoods

For inactive neighborhood associations, contact:
Office of Neighborhoods and Community Engagement, 503-618-2482