



A Guide to Holding Neighborhood Meetings Portland, Maine

Planning and Urban Development Department
Planning Division and Planning Board

In order to improve communication between applicants and neighbors, the City of Portland requires applicants who are proposing certain types of development review projects, to hold a neighborhood meeting.

Developments requiring a neighborhood meeting

- Proposed map amendments, contract zones and zoning text amendments that would result in major development;
- Subdivisions of five or more units or lots;
- Master Development Plans; and
- Level III site plan proposals as defined in Section 14-523.

(The Land Use Code, including Article II (Planning Board) and Article V (Site Plan – which contains the neighborhood meeting requirements), are available on the City's Web Site – [Chapter 14 Land Use Code](#).)

Timing of meeting

- **Subdivisions of 5 or more units or lots, zone changes, contract zones, zoning text amendments and Level III site plans:**
 - Preliminary Site Plan - The meeting should be held within 30 calendar days of filing the application.
 - Final Site Plan – If only a final plan is submitted, the meeting should be held within 21 calendar days of filing the application and no less than 7 calendar days before the public hearing.
- **Master Plan Development:**
 - The meeting should be held within 30 calendar days of filing the application.
 - The meeting should be held on a date no less than 7 calendar days before a public workshop or public hearing.
 - The meeting shall not be combined with any required neighborhood meeting for the Level III applications.

Location of meeting

- The meeting should be held in the evening, during the week, at a convenient location within the Portland neighborhood surrounding the proposed site. Community meeting spaces at libraries, schools or other places of assembly are recommended. Neighborhood schools are usually available for evening meetings.

- Meetings should not be held on the same day as scheduled Planning Board or City Council meetings. The City Council generally meets on the 1st and 3rd Monday of each month and the Planning Board generally meets on the 2nd and 4th Tuesday of each month; however additional meetings may be scheduled. An updated schedule may be found on the City's website at portlandmaine.gov

Invitation List

The notice shall be mailed to the following:

- Property owners within 500 feet of the proposed development (1000 feet for a proposed subdivision in an industrial zone and industrial zone changes)
- Interested citizens and neighborhood groups.

The above lists will be made available for downloading (in excel format) under the attachments folder within the project in the Customer Self Service Portal (CSS)

If you have any questions obtaining these lists, please contact the Planning Division at 874-8719 or 874-8721 or e-mail at planning@portlandmaine.gov

When to Send Invitations

- Invitations must be sent no less than 10 days (to include weekends) prior to the neighborhood meeting.
- Notices may be sent by regular mail and do not need to be sent by certified mail.

Notice Description

A recommended invitation format is included in this packet of material.

Attendance Sheets and Meeting Minutes

- A Sign-in sheet must be circulated for those in attendance as follows:
 - List of members of the public in attendance **and** a list of the developer and consultant team in attendance.
- Applicant shall take accurate minutes of the meeting.
- The sign-in sheet and minutes shall be submitted to the Planning Division.

A public hearing will not be scheduled until the meeting minutes and sign-up sheet are submitted to the Planning Division.

A Certification form is included with this packet to be completed and signed by the applicant.

Attachments

1. Neighborhood Meeting Invitation Format
2. Neighborhood Meeting Certification
3. Attendance Sign in Sheet Example

EXAMPLE: Neighborhood Meeting Invitation Format

Applicant/Consultant Letterhead

(Date)

Dear Neighbor:

Please join us for a neighborhood meeting to discuss our plans for a (proposed project description) located at (proposed project address).

Meeting Location:

Meeting Date:

Meeting Time:

(The City code requires that property owners within 500 feet (1000 feet for proposed industrial subdivisions and industrial zone changes) of the proposed development and residents on an “interested parties list”, be invited to participate in a neighborhood meeting. A sign-in sheet will be circulated and minutes of the meeting will be taken. Both the sign-in sheet and minutes will be submitted to the Planning Board.)

If you have any questions, please call (telephone number of applicant or consultant).

Signed,

(Applicant’s Signature)

(Date)

Note:

Under Section 14-32(C) and 14-524(a)d of the City Code of Ordinances, an applicant for a Level III development, subdivision of over five lots/units, or zone change is required to hold a neighborhood meeting within 30 days of submitting a preliminary application or 21 days of submitting a final site plan application, if a preliminary plan was not submitted. The neighborhood meeting must be held at least seven days prior to the Planning Board public hearing on the proposal. Should you wish to offer additional comments on this proposed development, you may contact the Planning Division at 874-8721 or send written correspondence to the Planning and Urban Development Department, Planning Division, 4th Floor, 389 Congress Street Portland, ME 04101 or by email: to bab@portlandmaine.gov

EXAMPLE: Neighborhood Meeting Certification

I, (applicant/consultant) hereby certify that a neighborhood meeting was held on (date) at (location) at (time) for the proposed project located at (proposed project address).

I also certify that on (date at least ten (10) days prior to the neighborhood meeting), invitations were mailed to the following:

1. All addresses on the mailing list provided by the Planning Division which includes property owners within 500 feet of the proposed development or within 1000 feet of a subdivision within an industrial zone or industrial zone change.
2. Residents on the “interested parties” list.

Signed,

(Applicant’s Signature)

(Date)

Attached to this certification are:

1. Copy of the invitation sent
2. Sign-in sheet
3. Meeting minutes

EXAMPLE: Neighborhood Meeting Sign-In Sheet

(Date of Meeting)

(Location of Meeting)

(Proposed Project Name and Address)

Members of the Public in Attendance:

NAME

E-MAIL

- 1.
- 2.
- 3.
- 4.

Developer and Consultant Team in Attendance:

NAME

E-MAIL

- 1.
- 2.
- 3.
- 4.