

SAMPLE LETTER TO PROPERTY OWNER

(Date)

(Name)

(Address)

(City, State, Zip)

Re: Notice of early neighborhood meeting on proposed (type of land use application)

Dear Property Owner:

You are cordially invited to attend a meeting on (this date) at (this time) and at (this location). This meeting shall be held to discuss a proposed project located at (address of the property if available, cross streets). The property can be legally identified as (tax map and lot). This is in the (neighborhood association name) neighborhood association. The proposal is to (describe proposal here). You can see the pre-application notes for this proposal at <https://egov.greshamoregon.gov/Click2GovPZ/>. It is pre-application conference (Pre-App number).

The purpose of this meeting is to provide an opportunity for the applicant and surrounding property owners to meet and discuss this proposal and identify any perceived issues regarding this proposal and make modification to the proposal where reasonable.

The meeting is scheduled for:

(Date) and (Time)  
(Location) and (Address)

Please note that this is an informational meeting on preliminary plans. These plans may change slightly before the application is submitted to the City. I look forward to discussing this proposal with you. Please feel free to contact me at (phone number) or (email address) if you have questions.

Regards,  
(Your name)  
(Your company)

Early Neighborhood Notification Process

Development Planning

[www.GreshamOregon.gov/udp](http://www.GreshamOregon.gov/udp)

THE CITY OF  
**GRESHAM**  
OREGON

Urban Design & Planning  
1333 N.W. Eastman Parkway  
Gresham, OR 97030  
[pod@greshamoregon.gov](mailto:pod@greshamoregon.gov)  
503-618-2780

THE CITY OF  
**GRESHAM**  
OREGON

Urban Design & Planning  
1333 N.W. Eastman Parkway  
Gresham, OR 97030  
[pod@greshamoregon.gov](mailto:pod@greshamoregon.gov)  
503-618-2780

document updated 08/07/13

Early Neighborhood Notification Process

Development Planning

[www.GreshamOregon.gov/udp](http://www.GreshamOregon.gov/udp)

WHAT IS AN EARLY NEIGHBORHOOD MEETING?

An early neighborhood meeting is an opportunity for an applicant to meet with surrounding property owners to discuss the proposal prior to its formal application submittal. The purpose and benefits of this meeting are two-fold:

1. The applicant has the chance to hear local concerns and address them (if possible) prior to submittal; and
2. Surrounding property owners and other interested people have the opportunity to learn about a proposal before it is submitted.

An early neighborhood meeting is meant to provide the applicant the opportunity to be responsive to neighborhood concerns early in the process when alterations to the proposal are easier to make. This process should aid in reducing appeals, expediting the land use process, and reducing the costs to the applicant and the City in the long run.

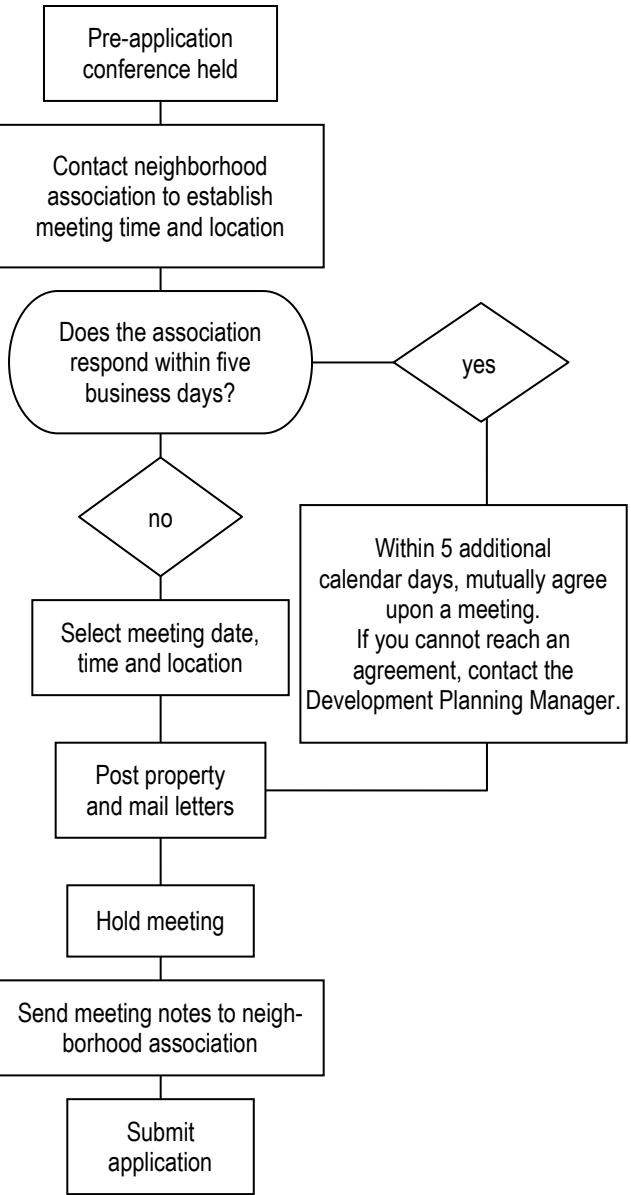
WHEN IS AN EARLY NEIGHBORHOOD MEETING REQUIRED?

As of November 6, 2008 an early neighborhood meeting is required for almost all Type II and III applications. See **Section 11.0800** of the Gresham Community Development Plan for specific code language on this process. If the proposal was required to have a pre-application conference with the City, an early neighborhood meeting is also likely required. Contact the Planner on Duty at 503-618-2780 to confirm if the proposal requires an early neighborhood meeting.

WHO IS INVOLVED?

The early neighborhood meeting primarily occurs between the land use applicant and surrounding property owners within 300-feet of the subject property. The recognized

neighborhood association where the property is located is also involved in setting up the meeting and may be a resource for property owners to learn more about the land use process. People who see a sign on the property announcing the meeting may also attend the meeting. Because the early neighborhood meeting occurs before formal application submittal, the City of Gresham has no key role in the meeting.



While this information is provided as a summary of the Early Neighborhood Meeting process, it is not meant to be a substitute for following the exact requirements as set out in the Ordinance, Gresham Community Development Code, Volume 3, Section 11.0800

HOW IS A MEETING ORGANIZED?

After the pre-application conference, the applicant will contact the appropriate President and Land Use chair of the recognized neighborhood association by email to schedule date, time and location of meeting. If the neighborhood association does not respond within five business days, the applicant may set up the early neighborhood meeting for the time and location that works best. If no agreement can be reached between the applicant and the neighborhood association within ten business days, the applicant should contact the Development Planning Manager to set up a meeting date, time, and location. **Neighborhood meeting may only be scheduled between the hours of 6PM and 8PM on weekdays or between 10AM and 4 PM on Saturdays, excluding legal holidays.**

Neighborhood association information can be obtained by calling the Planner on Duty at 503-618-2780 or the City’s Community Involvement Coordinator at 503-618-2482.

Once the date, time, and location are confirmed, the applicant will mail the following information to property owners, the Planning Director, and to the president and land use chair of any recognized neighborhood associations within 300-feet of the subject property:

1. A letter giving the necessary meeting information and a brief description of the proposal (see sample);
2. A copy of the tax map or GIS map that identifies the site location; and
3. A conceptual site plan that considers information from the pre-application conference.

This letter must be mailed 14 to 20 calendar days prior to the meeting. **Letters to neighborhood associations need to be sent by certified mail (with receipts saved).**

Mailing lists may be obtained through: City of Gresham Urban Design & Planning or through a title company.

The applicant must also post the subject property with a poster that discusses the early neighborhood meeting. This poster will be provided to the applicant by the City at the pre-application conference. The applicant is responsible for filling out the information on the poster with a waterproof marker. The poster must be erected 14 to 20 calendar days prior to the meeting in a location on the property that is viewable from the right-of-way.

WHAT HAPPENS THE DAY OF THE MEETING?

The applicant will need to put an 8 ½” X 11” sign at the building entry where the early neighborhood meeting is held announcing the public meeting. The applicant will also need to provide a sign-in sheet for attendees to write their names and addresses. When the meeting starts, the applicant will describe the major elements of the

proposal – proposed land uses, densities, building heights, etc. The applicant may consider bringing extra copies of what was mailed and larger format drawings for the benefit of the conversation. Following the applicant’s presentation other attendees will be given the opportunity to speak and identify any issues that they believe should be addressed. The applicant will want to take notes of the meeting, including a summary of the issues raised and the number of attendees. If no one shows up within 30 minutes of the scheduled starting time, the applicant may adjourn the meeting.

WHAT HAPPENS AFTER THE MEETING?

If the project is located in an active neighborhood association, the applicant must send meeting notes by certified mail within seven days to the neighborhood association president and land use chair in which the proposal is located.

The applicant has the opportunity to modify the proposal to address concerns or issues raised at the early neighborhood meeting prior to submittal. The applicant has 180 days after the early neighborhood meeting to submit the application. If the applicant does not submit the application in this time frame, they will be required to hold a new early neighborhood meeting. If the proposal changes in such a way that a new or follow-up pre-application conference is required by the City, a new early neighborhood meeting will be required.

If a property owner within 300 feet of the property is unable to attend the early neighborhood notification meeting, they will still be able to submit public comments to the City during the 14-day comment period that occurs after the application is accepted as a complete application by the City of Gresham. A property owner can also contact the applicant at the phone number or email address given in the letter informing them of the meeting.

HOW DOES AN APPLICATION SUBMITTAL DEMONSTRATE THAT IT MET THE REQUIREMENTS OF THIS SECTION?

Specific items from the early neighborhood meeting process need to be submitted as part of the application, including:

- A copy of what was sent to surrounding property owners
- The mailing list used to send out the meeting notice
- The certified mail receipts of the meeting notice mailed to the president(s) and land use chair(s) of the neighborhood association(s)
- The certified mail receipts of the meeting notes mailed to the president and land use chair of the neighborhood association in which the proposal is located;
- Notarized affidavits of the mailing to property owners and site posting (the Permit Center staff includes notaries)
- A copy of any material presented at the early neighborhood meeting
- Meeting notes and attendee sign in sheet

While this information is provided as a summary of the Early Neighborhood Meeting process, it is not meant to be a substitute for following the exact requirements as set out in the Ordinance, Gresham Community Development Code, Volume 3, Section 11.0800

SAMPLE EMAIL

Subject Line: ENN meeting for Pre-application # (Pre-app number)

Greetings:

I would like to schedule an early neighborhood notification meeting for a proposal within your neighborhood association. I would like to set up this meeting during the weeks of (approximate weeks). Let me know which date, time and location I may use.

Please respond within five days. If I do not hear from you, I will select the date, time and location for this meeting.

The proposal is at (address, if available, or cross-streets). The property can be legally identified as (tax map and lot). The proposal is to (describe proposal here).

Regards,  
(name)  
(email address)

AFFIDAVIT OF MAILING

STATE OF OREGON )  
 ) SS  
COUNTY OF MULTNOMAH )  
I, \_\_\_\_\_, being first duly sworn, depose and say:

That on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served upon the persons shown on Exhibit “A,” attached hereto and by this reference incorporated herein, a copy of the Notice of early neighborhood meeting marked Exhibit “B,” attached hereto by this reference incorporated herein, by mailing to them a true and correct copy of the original hereof. I further certify that the addresses shown on said Exhibit “A” are their regular addresses as determined from the books and records of the Multnomah County Department of Assessment and Taxation Tax Rolls, and that said envelopes were placed in the United States Mail with postage fully prepared thereon.

Signature

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public for Oregon  
My commission expires:

RE: \_\_\_\_\_

AFFIDAVIT OF POSTING

STATE OF OREGON )  
 ) SS  
COUNTY OF MULTNOMAH )  
I, \_\_\_\_\_, being first duly sworn, depose and say:

As the applicant for the \_\_\_\_\_ project, I hereby certify that I posted a sign for the early neighborhood meeting in accordance with the requirements of the Gresham Community Development Plan on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public for Oregon  
My commission expires:

RE: \_\_\_\_\_