

Procedure checklist

Before the meeting

- Applicant applies for ENN mailing list of property owners and President and Land Use Chair of any Neighborhood Association (NA) within 300 feet of project site.
- Contact President and Land Use Chair of the (NA) to schedule date, time, and location of meeting.
 - Meeting may only be scheduled:
Weekdays: between **6pm and 8pm**
Weekends: Saturdays between **10am and 4pm**
 - Location to be held at an ADA accessible location in reasonable proximity to the project site.

* If there is no response or no agreement can be reached, please contact your Planner.
- Applicant will post a sign with the project description and meeting notice on each street frontage of the project site. Sign will be posted no less than 14 days and no more than 20 days before meeting.
Sign will be provided by the City and applicant will fill out information with a waterproof marker.
- Applicant mails meeting notice to property owners and President and Land Use Chair of any NA within 300 feet of the subject site. Notice will be mailed no less than 14 days and no more than 20 days before the meeting. *Mailed notice must include:*
 - A letter with the necessary meeting information and a brief description of the proposal.
 - A map identifying the site location.
 - A preliminary site plan that reflects information from the pre-application conference.

* **Letters to the NA must be sent by certified mail. Receipts must be saved and submitted with the application.**
- Affidavits of site posting and mailing of notice is required and must be submitted with the application.

At the meeting

- Applicant will post an 8.5"x11" sign at the building entry where the meeting is held.
- Applicant will provide a dated sign-in sheet for attendees to write names and addresses.
- Applicant will present major elements of the proposal (uses, site plan, elevations, circulation, etc.)
Following the presentation, attendees must be given the opportunity to speak and identify any issues they believe should be addressed.
- Applicant must take notes of the meeting, including questions or comments from the public and responses provided by the applicant.

** If no one shows up within 30 minutes of the scheduled starting time, the applicant may end the meeting.*



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Checklist cont'd

After the meeting

- Meeting notes, sign-in sheet, and a copy of presented materials must be sent to the President and Land Use Chair of the NA by **certified mail** within 7 calendar days of the meeting.
Mail receipts must be submitted to the City with the final application.
- Applicant may modify the proposal to address concerns or issues raised at the meeting prior to formal submittal.
**** If the proposal changes in such a way that a new or follow-up pre-application conference is required, a new early neighborhood notification meeting must be scheduled before an application can be submitted.***
- Applicant must submit their project application within **180 days** of the meeting or repeat the entire process.

Materials submitted with application

- The **mailing list** used to send out the meeting notice.
- A copy of the **meeting notice** (dated 14-20 days before the meeting) sent to surrounding property owners and the NA.
- Notarized affidavits of the mailing to surrounding property owners and posting of notice on site. *The City can provide affidavit templates and a notary.*
- Certified mail receipts** (dated 14-20 days before the meeting) of the meeting notice mailed to the President(s) and Land Use Chair(s) of the Neighborhood Association(s).
- Certified mail receipts** of the meeting notes, sign-in sheet, and materials, mailed to the President and Land Use Chair of the Neighborhood Association in which the subject property is located.
- A copy of any material presented at the early neighborhood meeting.
- Meeting notes** and attendee sign-in sheet.



Applicant sends attendance and meeting notes to NA by certified mail



Applicant may modify the proposal before formal submittal
** Additional pre-application and ENN may be required*



Submit application with all application materials within 180 days of meeting

Please note, failure to follow the above guidelines and submit the required materials may result in the application being deemed incomplete.

Sample email

Subject: *ENN meeting for pre-application # [pre-app number]*

Greetings,

I would like to schedule an early neighborhood notification meeting for a project proposal within your neighborhood association area. The proposal is at [address]. The property can be legally identified as [tax map and lot]. The proposal is to [describe proposal here].

I would like to set up this meeting during the weeks of [approximate weeks]. Let me know which date, time, and location will be used for the meeting. If I do not hear from you within 5 days, I will move forward with selecting the date, time, and location for the meeting.

Regards,

[Name]

[Email address]

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 invited to attend a meeting to discuss a proposed project located at [address of property / 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]. The project is pre-application conference # [pre-app number]. You can see the pre-application notes for this proposal through [choose HTE or ePlan] at [choose (<http://egov.greshamoregon.gov/Click2GovPZ/>) or (<https://eplan.greshamoregon.gov/ePlan/>)]. Login information for ePlan can be found under the Planning tab at the bottom of the page. ePlan pre-application notes can be found in the Final folder associated with the project.

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 and make modification to the proposal where reasonable.

The meeting is scheduled for:

[Date] and [Time]

[Location] and [Address]

Please note 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. For questions about ePlan, please contact City staff at 503-618-2842 or ePlanReview@GreshamOregon.gov.

Regards,

[Your name]

[Your company]

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SITE INFORMATION	
Pre-application #	Site address or Tax ID number <i>Include all taxlots impacted by the development.</i>
Project name	
APPLICANT INFORMATION	
Name of requestor	Mailing address
Phone	
Email	

I am the applicant/representative of the above referenced file. In accordance with **Section 11.0800** of the Gresham Community Development Code (GCDC), I will be scheduling an Early Neighborhood Meeting for the above mentioned project. I would like to obtain a mailing list of all property owners within 300 feet of the project site as stated in the Development Code. I understand a fee of \$37.00 will need to be submitted, payable to the City of Gresham, prior to the list being released. This fee covers the administrative costs associated with researching and preparing the mailing list.

The list will be mailed within 48 hours after receipt of this request (or emailed if an email address is provided) and will be sent in the following format (please select one):

- Spreadsheet by email
- Hardcopy labels (in the mail)
- Hardcopy labels (to be picked up)

Signature

Date

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Pre-application #	
Property address	

State of Oregon }
County of Multnomah } **SS**

I, _____, being first duly sworn, depose and say:
Name

That on _____, I served upon the persons shown on Exhibit "A", attached hereto and by this
Date

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

Notary stamp

Signed and sworn (or affirmed) before me on _____, 20____.

Signature

My commission expires

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Pre-application #	
Property address	

State of Oregon }
County of Multnomah } ss

I, _____, being first duly sworn, depose and say:
Name

As the applicant for _____, I hereby certify I posted a sign, which is visible from the
Project

right-of-way, for the early neighborhood meeting in accordance with the requirements of the Gresham Community Development

Plan on _____.
Date

Signature

Notary stamp

Signed and sworn (or affirmed) before me on _____, 20____.

Signature

My commission expires

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