City of Tualatin
www.tualatinoregon.gov

NEIGHBORHOOD / DEVELOPER MEETINGS

A Neighborhood/Developer meeting is required prior to the submittal of any of the following applications to the City of Tualatin:

- Annexation
- Architectural Review, except Level I (Clear and Objective) Single-Family
- Conditional Use
- Historic Landmark demolition, relocation, alteration, or new construction
- Industrial Master Plan
- Partition
- Plan Map Amendment for specific property
- Plan Text Amendment for specific property
- Subdivision
- Variance, except to an existing single-family residence

The full requirements are codified in Tualatin Development Code (TDC) 31.063 and 31.064. (There are also some required procedures not codified in the TDC and described later in this packet.) Pursuant to Tualatin Development Code (TDC) 31.064, notice of a Neighborhood/Developer meeting by a potential applicant takes the form of both mailed notice and posted sign(s):

Mailing:

(1) Mail: An applicant shall mail notice of a Neighborhood/Developer Meeting … as follows:

(a) Recipients: The mailing recipients shall be:

- the applicant
- the owners of the subject property
- owners of property within the Mailing Area of TDC 31.064(1)(c)
- recognized neighborhood associations as defined in TDC 31.060 recognized through TDC 31.065 and within the Mailing Area of TDC 31.064(1)(c)
- designated representatives of recognized Citizen Involvement Organizations (CIOs) as established in TMC Chapter 11-9.

(b) Recipient Identification: The [applicant] shall use the names and addresses of the owner or owners of record as shown in the current. or within thirty (30) days of a completed application, computer roll of the County Assessor. The applicant shall be responsible for having one of the following prepare the list: a land title company; a land use planning

consultant authorized by the State of Oregon to conduct business in the state; a registered architect, landscape architect, engineer, surveyor, or attorney … . The applicant shall provide a copy of the list of recipients and their current mailing addresses as part of the land use application.

(c) Mailing Area. Buffer, or Distance: The mailing area shall extend 1,000 feet from the boundaries of the subject property. If the 1,000-foot area includes lots within a platted residential subdivision, the notice area shall extend to include the entire subdivision of which the lots are part, and the applicant shall identify these subdivisions for staff as part of the mailing notification list. If the residential subdivision is one of two or more individually platted phases sharing a single subdivision name, the notice area need not include the additional phases.

Sign Posting:

(2) Sign Posting: The applicant shall as follows both provide and post on the subject property a sign that conforms to the standard design established by the City for signs notifying the public of land use actions:

(a) Minimum Design Requirements: The sign shall be waterproof, and the face size shall be eighteen (18) by twenty-four (24) inches (18 x 24) with text being at least two (2) inches tall.

(b) On-site Placement: Prior to land use application submittal. The applicant shall place a sign along the public street frontage of the subject property or, if there is no public street frontage, along the public right-of-way (ROW) of the street nearest the subject property. A subject property having more than one public street frontage shall have at least one posted sign per frontage with each frontage having one sign. For a subject property that has a single frontage that is along a dead-end street, the applicant shall post an additional sign along the public ROW of the nearest through street. The applicant shall not place the sign within public ROW pursuant to TDC 38.100(1); however, for a subject property that has no public street frontage or that has a single frontage that is along a dead-end street, the applicant may place the sign within public ROW of the nearest street.

(c) Proof of Posting: The applicant shall submit as part of the land use application submittal an affidavit of posting to the Community Development Director or when applicable the City Engineer.

Meeting Context, Location, & Time

The meeting provides an opportunity for the developer and the neighbors to share information, address concerns, and identify issues regarding the proposal prior to its submittal.

The meeting must be held in Tualatin, on a weekday evening preferably after 5:00 PM, or on a weekend between 10:00 AM and 6:00 PM. At the meeting, the developer shall maintain a sign-in sheet of attendees and take notes on the major points discussed at the meeting.
The meeting shall be held after the developer's pre-application meeting with City staff and prior to the submittal of the application. The applicant is required to mail notice of the meeting to neighbors (see form letter in this packet) 2-4 weeks prior to the meeting. The notice shall state the date, time and location of the meeting and briefly discuss the nature and location of the proposal.

The application must be submitted within 180 days (about 6 months) of the meeting. If the application is submitted after 180 days, the applicant shall be required to hold another Neighborhood / Developer meeting prior to application submittal.

When submitting the proposal application to the City, the developer shall include: the mailing list for the notice, a copy of the notice, a notarized affidavit of the mailing and email messaging, a notarized affidavit of sign posting, the original sign-in sheet from the meeting and meeting notes. We have attached sample affidavits for your convenience. However, you can use a different affidavit format.

Copy Notice to City and Citizen Involvement Organization (CIO)

The applicant must courtesy copy notice of the neighborhood/developer meeting to:

- Both the Community Development Director and the City Engineer, c/o Office Coordinators via e-mailed Adobe PDF to lsanford@ci.tualatin.or.us and gkirby@ci.tualatin.or.us. Include a summary of the proposed land use action in the body of the e-mail. (The applicant may also mail a copy of the notice to the Planning Division, Attn Office Coordinator, at 18880 SW Martinazzi Avenue, Tualatin, OR 97062-7092.)
- All contacts within the Tualatin Citizen Involvement Organization (CIO). The applicant should courtesy copy the CIO contacts via the e-mail to the Office Coordinators. For the latest contact information, contact the Planning Office Coordinator at lsanford@ci.tualatin.or.us.

The applicant's cooperation allows the City to supplement the forms of notice required by the TDC by posting n/d meeting information on the Neighborhood / Developer Meeting Notices webpage at <www.tualatinoregon.gov/planning/neighborhood-developer-meeting-notices>.

Letterhead (if available)

(Date)

(Name)
(Address)
(City, State Zip)

RE: (Project name, description, location)

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 property, cross streets). The proposal is to (describe proposal here).

The purpose of this meeting is to provide a means for the applicant and surrounding property owners to meet and discuss this proposal and identify any issues regarding this proposal.

Regards,

(Your name)
(Company name)
(Contact phone number and email)

As the applicant for the _____

project, I hereby certify that on this day, _____ notice of the

Neighborhood / Developer meeting was mailed in accordance with the requirements of the

Tualatin Development Code and the Community Development Department - Planning

Division.

Applicant's Name: _____
(PLEASE PRINT)

Applicant's Signature: _____

Date: _____

NEIGHBORHOOD/DEVELOPER MEETING
AFFIDAVIT OF MAILING

STATE OF OREGON)
) SS
COUNTY OF WASHINGTON)

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 Neighborhood/Developer meeting marked Exhibit "B," attached hereto and 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 Washington County and/or Clackamas County Departments 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 this _____ day of _____, 20___.

_____
Notary Public for Oregon
My commission expires:

RE: _____

NEIGHBORHOOD / DEVELOPER MEETING
CERTIFICATION OF SIGN POSTING

18”

24”

In addition to the requirements of TDC 31.064(2) quoted earlier in the packet, the 18” x 24” sign that the applicant provides must display the meeting date, time, and address and a contact phone number. The block around the word “NOTICE” must remain **orange** composed of the **RGB color values Red 254, Green 127, and Blue 0**. Additionally, the potential applicant must provide a flier (or flyer) box on or near the sign and fill the box with brochures reiterating the meeting info and summarizing info about the potential project, including mention of anticipated land use application(s). Staff has a Microsoft PowerPoint 2007 template of this sign design available through the Planning Division homepage at < www.tualatinoregon.gov/planning/land-use-application-sign-templates >.

As the applicant for the

_____ project, I

hereby certify that on this day, _____ sign(s) was/were posted on the

subject property in accordance with the requirements of the Tualatin Development Code

and the Community Development Department - Planning Division.

Applicant's Name: _____
(PLEASE PRINT)

Applicant's Signature: _____

Date: _____