NEIGHBORHOOD / DEVELOPER MEETINGS
INSTRUCTIONS AND REQUIREMENTS

PURPOSE
This meeting provides an opportunity for the developer (applicant) to discuss the development proposal with surrounding property owners, in order to identify topics of interest/consideration prior to the land use application submittal. A Neighborhood/Developer Meeting is required for the following Type II – IV-A applications:

- Annexation
- Architectural Review
- Conditional Use
- Historic Landmark Actions
- Industrial Master Plan
- Partition
- Plan Map Amendment
- Plan Text Amendment
- Subdivision
- Variance

MEETING REQUIREMENTS
The full requirements are codified in the Tualatin Development Code (TDC) Chapter 31.063.

1. **Meeting Sequence.** The Neighborhood/Developer Meeting must be held after a pre-application meeting with City staff, but before submittal of a land use application. The application must be submitted no later than 180 days (about six months) after the meeting is held.

2. **Meeting Time and Location.** The Neighborhood/Developer Meeting must be held at a location within the City of Tualatin. Weekday meetings are encouraged and shall begin no earlier than 6:00 pm.

3. **Notice Requirements.** The applicant must provide notice to neighboring property owners (within 1,000 feet), designated Citizen Involvement Organization (CIO) representatives, and the Tualatin Community Development Department. The City is able to provide the applicant with a complete Mailing Area list for a fee.

   Notices must be sent first class, 14-28 calendar days before the meeting date and shall include the date, time, and location of the meeting, as well as a brief description of the development proposal and property location—Refer to the attached example.

4. **Sign Posting.** A sign must be posted along each public street frontage of the subject property at least 14 calendar days prior to the meeting and must be removed 14 days after the meeting. The sign must display the meeting date, time, and address as well as a contact phone number. An affidavit of sign posting must be included with the application submittal. Sign templates are available on the City website.

5. **Meeting Requirements.** The developer must provide a sign-in sheet for attendees to provide their name, address, telephone number, and email address. The sign-in sheet is to be provided with the land use application, along with meeting notes that identify the major points discussed during the meeting.
CERTIFICATION OF SIGN POSTING

NOTICE

NEIGHBORHOOD / DEVELOPER MEETING
__/__/2010 __:___.m.
___ SW ____________
503-___-___

In addition to the requirements of TDC 31.064(2), the 18” x 24” sign must display the meeting date, time, and address as well as 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. Staff has a Microsoft PowerPoint 2007 template of this sign design available through the Planning Division homepage at:
https://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 Division.

Applicant's Name: ________________________________________________________
(Please Print)

Applicant's Signature: ________________________________________________________

Date: __________________________
NOTICE TEMPLATE

Letterhead (if available)

(Date)

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

RE: (Project name at location)

Dear Property Owner:

You are cordially invited to attend a meeting on (date) at (time) and at (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).

This is an informational meeting to share the development proposal with interested neighbors. You will have the opportunity to review preliminary plans and identify topics of interest or consideration. Feel free to contact me with any questions or commentary.

Regards,

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

cc: lsanford@tualatin.gov; Tualatin Community Development Department
AFFIDAVIT OF MAILING NOTICE

STATE OF OREGON )
COUNTY OF WASHINGTON ) SS

I, ______________________________________ being first duly sworn, develope and say:

That on the _______ day of _____________, 20____, I served upon the persons shown on Exhibit “A” (Mailing Area List), 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: __________________________________________